NOTICE OF REGULAR MEETING

SOLID WASTE SPECIAL SERVICE DISTRICT #1

DBA Canyonlands Solid Waste Authority

Wednesday November 20, 2024, at 4:00 P.M.

Consistent with provisions of the Utah Open and Public Meetings Act, Utah Code Ann. §54-2-207(4), the Administrative Control Board of the Solid Waste District has decided to hold hybrid meetings with the new administrative building as the Anchor Location. The new administrative building is located at 2295 S. Highway 191, (gray building behind the gate on the right) Moab, UT 84532. Electronic participation is available via Zoom Meeting at: https://us02web.zoom.us/j/89044216981?pwd=N01xM0xVTHEzbkR1eU01cjFoWDc4dz09 Meeting ID: 890 4421 6981 Passcode: 122822

The public is invited and encouraged to view this meeting, which will be streamed live on YouTube: https://www.youtube.com/channel/UCQvZRosmlr80RZPUW-fkJ2A (SEARCH YOUTUBE FOR "Canyonlands Solid Waste Authority"). Meeting packets are made publicly available for download prior to commencing each publicly noticed meeting at https://swssd1.org/board-meetings-and-financials/2024-agendas-and-minutes/

REGULAR MEETING - CALL TO ORDER (4:00 P.M.)

CITIZEN'S INPUT*

TREASURER/FINANCIAL

A. ***Action Item:*** Review and Approval of October 2024 Financials

REPORTS FROM BOARD AND STAFF

B. Staff Reports
   a. Chris Scovill
   b. Lily Houghton
   c. Jessica Thacker
   d. Nick Lundburg
C. Board Reports

OLD BUSINESS

D. ***Discussion Item:*** 2025 Budget
E. ***Discussion Item/ Possible Action Item:*** Employee Loan program/Creation of Employee Reimbursement Program

NEW BUSINESS

F. ***Action Item:*** Elect officers
G. ***Discussion Item/ Possible Action Item:*** City open enrollment period
H. ***Discussion Item:*** Review 2025 Holiday schedule and 2025 Board Meeting dates
I. ***Discussion Item/ Possible Action Item:*** Add District Manager as emergency signer
J. ***Discussion Item:*** Moab Valley Fire Department MOU

FUTURE CONSIDERATIONS

K. Next ACB meeting is scheduled for Wednesday, December 11, 2024

CLOSED SESSION (if necessary)

ADJOURNMENT

L. Meeting Adjourned

***NOTE**: Public comments for the meeting record can be received in one of three ways. Please email swssd1@swssd1.org with the subject line "SWSSD1 Public Comment" by 2:00 P.M. on Wednesday, November 20, 2024, if you would like your comments to be heard as part of the Regular Meeting. Written comments are limited to 400 words. Alternatively, members of the public may attend the meeting in person at 2295 South Highway 191, Moab, UT 84532 or may attend virtually via the Zoom weblink during the Citizen's Input section of the Regular Meeting at 4:00 P.M. to provide verbal comments. Comments are limited to a duration of three (3) minutes in length. Members of the public can join the Zoom meeting.

Dated this 15th day of November 2024 ______________________

Lily Houghton, Administrative Manager

Canyonlands Solid Waste Service District

Agenda Item B Summary 11.20.24 Meeting

Presenter: Lily Houghton

Need or issue before the Board:

Approval of Expenditure for the Month of October 2024

Background:

No payment was made to the PTIF in October as the District continues to transition to AMCS (one payment made so far in November.

- Payroll expenses were $243,544.21.
  - Payrolls were very different 10/4/24: $100K, 10/18/24: $87K. 10/4/24 had a final payment for two departing staff members ($4K and $650), and $5K more in wages ($2.4K more in OT. $1.5K in relocation).
  - Payroll is trending down. Will see an increase in expenditure to Elwood for temporary staff positions (October: 2 CSRs ~ 10K/mo, November 3 CSRs ~$14K/mo)
  - 1 employee loan issued

- Operations expenses were $148,064.57. This is $40K more than September, $16 K less than August spending
  - Fuel expenses down $3.6K than September (on part with August – Aug was $3.6K lower than Sept)
  - Vehicle R&M $24K higher than September. There have been expenses large expenses with Wheeler Cat for a rental at MKL, and maintenance of equipment at KLF – more expenses for KLF motor grader to come in November
  - Lease payment for the motor grader $12K
  - Other misc spending: billing postage ($2K), Veolia HHW ($6K), used oil program ($1.4K), Motive camera for fleet ($12K)

Attachments: October 2024 Expenditure Report

Recommendation:

Motion to approve the expenditures of the month of October 2024 in the amount of $391,608.78

Solid Waste Special Service District #1
Expenditure Detail by Account
October 2024

Type	Date	Num	Name	Memo	Amount	Balance
1100 · OPERATING ACCOUNTS						
1101-3 · MACU - Operations Checking						
Bill Pmt -Check	10/18/2024	1539	Airgas USA LLC	INV 1133670633, OD2409-2302, gloves	-1,099.39	-1,099.39
Bill Pmt -Check	10/18/2024	1557	Altitude Recycling	A6110 CRC baliler inspection and labor	-1,000.00	-2,099.39
Bill Pmt -Check	10/04/2024	1538	Atlas Scale Co., Inc.	INV ED24-1007, Klondike scale calibration	-250.00	-2,349.39
Bill Pmt -Check	10/04/2024	1523	AWebStudio	INV 9560 _ website updates	-290.00	-2,639.39
Bill Pmt -Check	10/04/2024	1524	Bishop Lifting	INV SO00377699, 30 cable latches, 3 cables	-1,251.48	-3,890.87
Bill Pmt -Check	10/18/2024	1540	Canyonlands Copy Center & Advertising	2 invs, Landfill tickets	-330.00	-4,220.87
Bill Pmt -Check	10/04/2024	ACH	Cari Chacon	9/20 and 9/27 office cleanings	-420.00	-4,640.87
Bill Pmt -Check	10/18/2024	ACH	Cari Chacon	10/4 and 10/11 office cleanings	-420.00	-5,060.87
Bill Pmt -Check	10/21/2024	ACH	Cat Financial - 938M	small wheel loader - monhtly lease	-3,634.69	-8,695.56
Bill Pmt -Check	10/21/2024	ACH	Caterpillar Financial Srvs Corp	Lease pmt # 9 for Motor Grader	-12,375.29	-21,070.85
Bill Pmt -Check	10/04/2024	1525	Curt's Custom Welding	INV 611882 repair TNS drain grate	-3,000.01	-24,070.86
Bill Pmt -Check	10/04/2024	1526	Desert West Office Supply	INV 265233, wall calendars '25, misc	-116.90	-24,187.76
Bill Pmt -Check	10/14/2024	ACH	Dominion Energy 0421860000 Ofc	acct 0421860000, service 8/20 - 9/19	-6.95	-24,194.71
Bill Pmt -Check	10/14/2024	ACH	Dominion Energy 2524170000 Shop	acct 2524170000, service 7/19 - 8/19	-6.95	-24,201.66
Bill Pmt -Check	10/14/2024	ACH	Dominion Energy 5523721573 TNS	Acct#5523721573 8/20 - 9/19	-23.44	-24,225.10
Bill Pmt -Check	10/14/2024	ACH	Dominion Energy 8288403095 CRC	Acct 8288403095, service 8/20 - 9/19	-6.75	-24,231.85
Bill Pmt -Check	10/21/2024	ACH	Emery Telcom 2120AP	Account No. 3458100, 10/1 10/31 Svc	-525.83	-24,757.68
Bill Pmt -Check	10/16/2024	ACH	Expedition HR	INV 42, final 50% HR training	-3,250.00	-28,007.68
Bill Pmt -Check	10/18/2024	1541	GJ Computer Center, Inc.	INV 1341, October service	-865.00	-28,872.68
Bill Pmt -Check	10/18/2024	1542	Grainger	3 invs, various parts	-518.16	-29,390.84
Bill Pmt -Check	10/18/2024	1543	Grand Tire PRO a/k/a Chip's	INV 130914, new tires for 002	-1,021.52	-30,412.36
Bill Pmt -Check	10/20/2024	ACH	Grand Water & Sewer Service Agency	15.0439.03, water/sewer	-127.79	-30,540.15
Bill Pmt -Check	10/04/2024	1527	Inland Truck Parts & Service Company	6 invs, various parts	-2,542.76	-33,082.91
Bill Pmt -Check	10/04/2024	1528	Jack's Tire & Oil	2 invs, tire retreads	-1,132.07	-34,214.98
Bill Pmt -Check	10/18/2024	1544	Jack's Tire & Oil	INV 24-0610592-014, 1 retread	-367.63	-34,582.61
Bill Pmt -Check	10/18/2024	1545	MHC Kenworth	2 invs, various parts	-615.50	-35,198.11
Bill Pmt -Check	10/04/2024	1529	Moab Auto Parts (Car Quest)	9 invs, various parts	-1,226.90	-36,425.01
Bill Pmt -Check	10/18/2024	1546	Moab Auto Parts (Car Quest)	8 invs/ 1 credit, various parts	-1,322.26	-37,747.27
Bill Pmt -Check	10/17/2024	ACH	Motive Technologies, Inc.	3 invoices, cameras for garbage trucks	-11,982.44	-49,729.71

Solid Waste Special Service District #1
Expenditure Detail by Account
October 2024

Type	Date	Num	Name	Memo	Amount	Balance
Bill Pmt -Check	10/18/2024	1547	Occupational Health Care International	DOT drug testing	-118.00	-49,847.71
Bill Pmt -Check	10/04/2024	1530	Packard Wholesale & Distributing	3018239, creamer	-154.99	-50,002.70
Bill Pmt -Check	10/18/2024	1548	Packard Wholesale & Distributing	1 inv, misc supplies(trash bags/toliet paper)	-240.87	-50,243.57
Bill Pmt -Check	10/18/2024	ACH	Peak Wireless Services	INV 19718, monthly radio service	-580.00	-50,823.57
Bill Pmt -Check	10/04/2024	1531	Peterbilt	819781. 3 invs truck repair/parts	-933.69	-51,757.26
Bill Pmt -Check	10/18/2024	1549	Peterbilt	819781. 4 invs truck repair/parts	-680.90	-52,438.16
Bill Pmt -Check	10/04/2024	ACH	Quality HVAC Moab	7885, 13 recoveries	-310.00	-52,748.16
Bill Pmt -Check	10/18/2024	ACH	Quality HVAC Moab	2 invs, freon recoviers	-1,020.00	-53,768.16
Bill Pmt -Check	10/18/2024	ACH	RelaDyne Conservancy Oil	0076670-IN, coolant, oil, def TNS	-3,495.25	-57,263.41
Bill Pmt -Check	10/04/2024	ACH	RelaDyne West LLC	3 invoices, diesel	-8,093.17	-65,356.58
Bill Pmt -Check	10/21/2024	ACH	RelaDyne West LLC	3 invoices, diesel	-7,967.84	-73,324.42
Bill Pmt -Check	10/03/2024	ACH	Revco (Les Olson) Leasing	Sharp MX-4071 Digital Printer_	-300.05	-73,624.47
Bill Pmt -Check	10/23/2024	ACH	Revco (Les Olson) Leasing	Sharp BP70C31 Digital Printer	-136.70	-73,761.17
Bill Pmt -Check	10/30/2024	ACH	Revco (Les Olson) Leasing	EA1471511; meter readings for B&W/color	-96.43	-73,857.60
Bill Pmt -Check	10/04/2024	ACH	Rhinehart Oil Co, LLC	93827CT, fleet fuel	-207.16	-74,064.76
Bill Pmt -Check	10/21/2024	ACH	Rhinehart Oil Co, LLC	95807CT, fleet fuel	-284.15	-74,348.91
Bill Pmt -Check	10/23/2024	ACH	Rocky Mountain Power 3816	Monthly service 8/15 -9/16 service	-792.84	-75,141.75
Bill Pmt -Check	10/18/2024	1550	SJR Media	CSWST924, on air job advertising	-375.00	-75,516.75
Bill Pmt -Check	10/04/2024	1532	Skyline Transport & Diesel	INV 19012, update ECM for 205	-376.00	-75,892.75
Bill Pmt -Check	10/18/2024	1551	Smuin, Rich & Marsing, Inc.	Client 02381 Inv#49573, audit field work	-90.00	-75,982.75
Bill Pmt -Check	10/15/2024	ACH	Stearns Bank	Oct24, financing for '13 and '15 freighliner	-1,716.27	-77,699.02
Bill Pmt -Check	10/14/2024	ACH	T Mobile	9997207369-6, tablets for garbage AMCS	-239.72	-77,938.74
Bill Pmt -Check	10/04/2024	1533	Tams LLC DBA Used Computer Outlet	INV 113615, misc ewaste	-968.50	-78,907.24
Bill Pmt -Check	10/18/2024	1552	Thermo Fluids	95411329, OD 2410-1001 used oil program	-1,403.64	-80,310.88
Bill Pmt -Check	10/04/2024	1534	Tic Tac Tow	2 invs, towing	-900.00	-81,210.88
Bill Pmt -Check	10/04/2024	1535	UniFirst	2 invs, shop coveralls/mats/wipers	-265.83	-81,476.71
Bill Pmt -Check	10/18/2024	1553	UniFirst	2 invs, shop coveralls/mats/wipers	-208.33	-81,685.04
Check	10/11/2024	ACH	US Postmaster	September billing - AMCS postage	-2,079.30	-83,764.34
Bill Pmt -Check	10/18/2024	1558	USU - Blanding	INV 160, A Gene CDL training	-2,411.40	-86,175.74
Bill Pmt -Check	10/21/2024	ACH	Utah Local Governments Trust	2 Worker's Comp invs (Oct + audit overage)	-4,967.49	-91,143.23
Bill Pmt -Check	10/11/2024	ACH	VeloChase Group, LLC	2 invs, accounting services	-2,700.00	-93,843.23

Solid Waste Special Service District #1
Expenditure Detail by Account
October 2024

Type	Date	Num	Name	Memo	Amount	Balance
Bill Pmt -Check	10/15/2024	ACH	Veolia North America Inc.	INV-449565, HHW disposal 8/29/24	-6,063.59	-99,906.82
Bill Pmt -Check	10/07/2024	ACH	Verizon Wireless	372356356-00001, business cell phones	-541.97	-100,448.79
Bill Pmt -Check	10/18/2024	1554	Walker's True Value Hdwe., Inc.	4 invs, various needs	-166.29	-100,615.08
Bill Pmt -Check	10/04/2024	1536	Waste Management	IAC57705044, Aug single stream	-68.96	-100,684.04
Bill Pmt -Check	10/04/2024	1537	Wheeler Cat - PRINT Invs SEPARATELY	6 invs, rental for MLF/service at KLF	-41,244.26	-141,928.30
Bill Pmt -Check	10/18/2024	1555	Wheeler Cat - PRINT Invs SEPARATELY	2 invs, oil/wiper blades + travel KLF D8	-1,210.77	-143,139.07
Bill Pmt -Check	10/18/2024	1556	Zunich Bros Mechanical	Sept portapotty service	-462.00	-143,601.07
General Journal	10/31/2024	CC10.24	MACU CC payment	Credit card payment	-3,982.02	-147,583.09
Total 1101-3 · MACU - Operations Checking					-147,583.09	-147,583.09
1101-1 · MACU Payroll Checking						
Check	10/02/2024	ACH	NMI	gateway services	-42.46	-42.46
Check	10/02/2024	ACH	Cardconnect	CC processor fees 9/1 - 9/30	-838.13	-880.59
Bill Pmt -Check	10/04/2024	1287	PEHP Life Insurance	Life Premium Coverage 9/1 - 9/30*24	-404.32	-1,284.91
Bill Pmt -Check	10/04/2024	1288	Public Employees Health Program	1291, Medical insurance preimums	-45,945.83	-47,230.74
Bill Pmt -Check	10/04/2024	1289	PEHP Flex	1291, FSA September employee contributions	-258.32	-47,489.06
Bill Pmt -Check	10/04/2024	1290	PEHP Long-Term Disability	agency: 1291, PP 9/15 - 9/28	-377.32	-47,866.38
Check	10/04/2024	1286	CL - employee loan	Employee Loan	-1,000.00	-48,866.38
Check	10/04/2024	ACH	Health Equity	HSA September contributions	-6,400.12	-55,266.50
Check	10/04/2024	ACH	Utah Retirement Systems	10/4/24 payday ppend date 9/15 - 9/30	-13,732.39	-68,998.89
Check	10/04/2024	50040	Payroll	Payroll - additional expenditures MK	-3,017.55	-72,016.44
General Journal	10/04/2024	ACH	Payroll 10/4/24 pay date	OPERATING ACCOUNTS:MACU Checking	-82,089.73	-154,106.17
General Journal	10/04/2024	ACH	Payroll 10/4/24 pay date	Third Party ACH - garnishments	-809.08	-154,915.25
Check	10/07/2024	ACH	AMCS Pay	refund	-854.52	-155,769.77
Bill Pmt -Check	10/11/2024	ACH	Health Equity	HSA monthly Admin Fees ID #tof978d Oct 24	-58.80	-155,828.57
Bill Pmt -Check	10/18/2024	1291	PEHP Long-Term Disability	agency: 1291, PP 9/29 - 10/12	-356.65	-156,185.22
Check	10/18/2024	ACH	Utah Retirement Systems	10/18/24 payday ppend date 10/12	-13,066.48	-169,251.70
General Journal	10/18/2024	ACH	Payroll 10/18/24 pay date	OPERATING ACCOUNTS:MACU Checking	-72,802.40	-242,054.10
General Journal	10/18/2024	ACH	Payroll 10/18/24 pay date	Third Party ACH - garnishements	-809.08	-242,863.18
Check	10/23/2024	ACH	Mountain America Credit Union	chargeback	-32.00	-242,895.18
Check	10/31/2024	ACH	AMCS Pay	AMCS Pay group fees Oct 2024	-649.03	-243,544.21
Total 1101-1 · MACU Payroll Checking					-243,544.21	-243,544.21

Solid Waste Special Service District #1
Expenditure Detail by Account
October 2024

Type	Date	Num	Name	Memo	Amount	Balance
1101 · Zions Bank Checking						
Transfer	10/22/2024			CC payment 1018 L Crowe	-241.58	-241.58
Transfer	10/22/2024			CC Payment 9333 C Scovill	-239.90	-481.48
Total 1101 · Zions Bank Checking					-481.48	-481.48
Total 1100 · OPERATING ACCOUNTS					-391,608.78	-391,608.78
TOTAL					**-391,608.78**	**-391,608.78**

MACU subtotal Payroll	**-$243,544.21**
MACU Subtotal Operations	**-$147,583.09**
MACU TOTALS	-$391,127.30
Zions Subtotal Operations	**-$481.48**
Payroll Grand Total	**-$243,544.21**
Operations Grand Total	**-$148,064.57**
Expentiures Grand Total	**-$391,608.78**
Fund Transfers to PTIF	$0.00
Total Expenditures and Transfers	**-$391,608.78**

Canyonlands Solid Waste Service District

Agenda Item E summary 11.20.24 Meeting

Presenter: Lily Houghton

Need or issue before the Board:

Discussion of Employee Loan Program or creation of Employee Reimbursement Program

Background:

The District offered Employee Loans per an established contract up to $1,000.00 to staff members in good standing that have been with the District at least 6 months. There is no collateral for the loan other than unpaid wages and accrued leave. This potentially leaves the District vulnerable to not being able to recoup funds in the event of a sudden departure.

District Manger, Chris Scovill, and I discussed created an Employee Reimbursement Program to reimburse staff for certain expenditures, such as additional PPE the District does not currently provide (e.g.: full body snow hi-vis suit for winter). If directed to proceed, staff can create a program for Board review at a future meeting.

Recommendation:

To consider the current Employee Loan Program (document to follow).

Canyonlands Solid Waste Authority

Employee Loan Policy

February 2024

Issued by:
Solid Waste Special Service District 1, DBA Canyonlands Solid Waste Authority
2295 Highway 191
Moab, Utah 84532

Table of Contents

1.0 DEFINITIONS

Borrower: An employee of SWSSD1 named on the SWSSD1 Employee Loan Agreement
Employee Loan Agreement: The signed loan document on page 3 of this form
Good Standing: An active employee of SWSSD1 who is routinely meeting job expectations.

2.0 INTRODUCTION

Under certain situations when an employee has an emergency financial need (such as but not limited to needing to make tax payments, housing costs, medical treatment) the employee may request a loan. The employee must meet certain criteria and be in good standing with Solid Waste Special Service District 1 (SWSSD1) to be considered for a loan. The loan will be paid back through a payroll deduction.

Conditions under which loans are offered may change without notice. The amount of loan offered is subject to change without notice. Applications for the loan must be completed by the requester and approved and duly signed by the Administrative Director, the Executive Director and witnessed by the District Clerk. All loans are processed as accounts payable. The loan amount cannot be paid directly to the employee through the payroll system.

3.0 ELIGIBILITY

Employee loans can be requested by employees who do not have any outstanding loans with SWSSD1, are active employees of at least six (6) months in good standing and may not have a negative vacation balance to be considered for a loan, nor go into a negative vacation balance while they have an outstanding loan. The Executive Director may waive the time working requirement at their discretion. Temporary or part-time employees are not eligible for work loans.

4.0 REPAYMENT OF LOANS

All employees are responsible for the repayment of loans as per the terms outlined in this policy. Loans are offered to employees for a maximum period of one (1) year. A repayment schedule will be offered to the borrower at the time of approval of the loan. The minimum repayment rate is forty dollars ($40.00) per pay period. The repayment of the loan will come out of the employee's paycheck; payments will be made as a payroll deduction until the loan is paid in full. No penalty will be charged for prepayments or additional payments, and a pay off in full can be made at any time. Requests for additional payments and/or payoffs must be made in writing to the Administrative Director.

5.0 TERMINATION OF EMPLOYMENT OF THE BORROWER

In the case of termination of the employee all loan amounts are due and payable in full to SWSSD1at the time of termination. If no payment is received prior to the employee's final paycheck the monies due in full will come out of their paycheck and any accruals paid out upon termination. This may result in a smaller than normal final check, up to a possible zero-dollar ($0.00) final check. If an additional balance is due after the zero-dollar final paycheck this amount is due in full within 30 days of termination or legal action may be taken against the Borrower.

6.0 LOAN LIMITATIONS

Loan amount cannot exceed one thousand dollars ($1,000.00). Up to two loans can be obtained by an employee within a period of twelve months. However, a second loan will not be approved until the first loan is paid in full. The borrower is responsible for the repayment of the loan in the timely manner agreed to and described in this policy. Failure to comply may lead to disciplinary action including but not limited to legal action. The borrower is the employee in whose name the loan is issued.

7.0 BORROWER AGGREEMENT

SWSSD1 EEMPLOYEE LOAN AGGREEMENT

I, ____ request to borrow the sum of $____________dollars from Solid Waste Special Service District #1 DBA Canyonlands Solid Waste Authority.

My request for this loan is for____.

I understand that it is my responsibility to pay back the loan in full within a one-year (1) period. If I am terminated before the loan is paid in full it may result in a zero-dollar final paycheck and I may still owe the remaining balance on the loan. If that balance due is not paid in full within 30 days of termination, I understand this may result in legal action being taken against me. ________ Borrower initials

The loan repayment will begin on my next payroll (date__________) and will result in $____________ taken out of my paycheck for ____________ pay periods until the loan is paid in full.

Print Name of Borrower ____

Borrower signature ____ Date __/__/____

Administrative Manager name____

AM signature____ Date __/__/____

Hire Date ____________

District Manager name ____

Signature of District Manager ____

IF less than 6 months employed: Time requirement waived - Yes or No DM initials: _____________

Witnessed by (Print name & Title) ____

Signature of Witness ____ Date __/__/____

Canyonlands Solid Waste Service District

Agenda Item G summary 11.20.24 Meeting

Presenter: Lily Houghton

Need or issue before the Board:

Amendment to the Interlocal Agreement with the City of Moab to change open enrollment dates for City Residents from the month of July to two times per year. Attachment 1, Bullet 9.g:

Customers may opt out of the recycling program once per year, during July only. The City reserves the right to make participation mandatory in the future, subject to proper notice and compliance with applicable laws and regulations.

Background:

Many residents are upset that the open enrollment period changed from February and October to only the month of July. Staff recommend changing the open enrollment period to the months of February and either October or November.

Recommendation:

Submit a letter of intent to the City of Moab modifying the Interlocal Agreement to change the open enrollment period to two months per year, chosen by the Solid Waste Special Service District 1 Administrative Control Board.

2295 South Highway 191 1000 Sand Flats Road Moab, Utah 84532
Tel: (435) 259-6314 | Fax: (435) 259-8466
swssd1@swssd1.org | www.swssd1.org

2025 SWSS1 Administrative Control Board Meeting Dates

January 15, 2025
February 19, 2025
March 19, 2025
April 16, 2025
May 21, 2025
June 18, 2025
July 16, 2025
August 20, 2025
September 17, 2025
October 15, 2025
November 19, 2025
December 10, 2025* (2nd Wednesday of December)

Canyonlands Solid Waste Service District

Agenda Item I summary 11.20.24 Meeting

Presenter: Lily Houghton

Need or issue before the Board:

Add the District Manager as an emergency signer on the MACU Payroll bank account.

Background:

Time sensitive situations can arise where checks need to be issued outside of the normal bi-weekly payroll checklist, such as when a staff member is terminated. For emergency situations such as this, it would improve Operations if the District Manager could act as a signer in this type of situation.

Sumin, Rich and Marsing, the District's auditors said they could caution against having the head of the Organization be a regular signer, but that they said this could be done with certain limits, such as dollar limit and situation.

Recommendation:

For the Board to consider adding the District Manager as a signer to the District's Payroll account.