MINUTES OF THE ADMINISTRATIVE CONTROL BOARD OF THE WESTERN KANE COUNTY

SPECIAL SERVICE DISTRICT NO.1.

August 13, 2026

Kanab, Utah

Board Members present: Tim Esplin, JD Maxwell, Zach Hascall, Ben Alderman, Chris Heaton, Carrie Heaton

Board Members absent: Robert Houston

Others present: Gwen Brown, Danny Little, Justin Powell, Ben Beckstead

1. **MEETING CALLED TO ORDER** at 7:05 pm by JD Maxwell.

2. **RECOGNITION OF GUESTS** There are no guests in attendance.

3. **REVIEW AND APPROVE PRIOR MINUTES** The minutes from the June 11, 2026, board meeting are reviewed. Tim makes a motion to approve the minutes. Zach seconds the motion. All members vote aye, and the minutes are approved.

4. **TELEVISION EQUIPMENT AND MAINTENANCE REPORT** Danny reports it has been very quiet in the last few months for TV. The municipality agreements are in place, and the office has heard very little from those who had the Broadcast Telecommunication fee exemption removed.

5. **SOLID WASTE EQUIPMENT AND MAINTENANCE REPORT** Danny states the plan is to go live with the scales at the Kanab site on September 1. They are waiting on the connection between the scales and the software. The gate will run dual systems for a time to ensure that billing remains stable.

   A. Cedar Mtn Slash Pit Grinding – The company who previously chipped the Cedar Mtn slash pit has gone out of business, and the District will need to find an alternative option. Justin has reached out to another company who bid the job at $13,300. The board discusses this option as well as potentially burning the pit again. Danny and Justin will try to find others to bid the job. The matter will be discussed at the next meeting.

6. **REVIEW FINANCES AND EXPENDITURES** Ben B. notes that at mid year the District is sitting higher than the projected budget for revenue and below the projected budgeted amount for expenses. The board reviews the July finances. All questions are answered.

7. **OTHER BUSINESS**

   A. 2025 and 2026 Fraud Risk Assessment – The 2025 and 2026 Fraud Risk Assessments were presented to the board. There are no issues or concerns with either. Tim makes a motion to approve the 2025 fraud risk assessment as presented. Ben A. seconds the motion. All members vote aye, and the 2025 fraud risk assessment is approved. Tim makes a motion to approve the 2026 fraud risk assessment as presented. Zach seconds the motion. All members vote aye, and the 2026 fraud risk assessment is approved.

   B. Approve Resolution 2026-1 – "A Resolution Imposing a Fee For Solid Waste Collection Service in the Cedar Mountain Area; and Assessing Interest and Penalties for Late Payment and Nonpayment" -- Ben notes this is the resolution that is passed each year to impose the fees for garbage collection on Cedar Mountain. The board reviews the resolution. Chris makes a motion to approve Resolution 2026-1 as presented, allowing the office to update the list of assessed lots with the information provided to them by the County. Ben A. seconds the motion. A roll call vote is held. Zach Hascall votes aye. Ben Alderman

votes aye. Chris Heaton votes aye. JD Maxwell votes aye. Tim Espiln votes aye. Carrie Heaton votes aye. The motion passes. The list of assessed lots will be updated, and the resolution and list will be sent to the County before the deadline in September.

B. Drug and Alcohol Testing Policy – Danny has contracted with Marc Grow to start random drug and alcohol testing. One employee per quarter will be randomly drug tested, and one employee per year will be randomly tested for alcohol. The official policy will be on the agenda for approval at the next meeting and will be presented to current employees to review and sign. Future employees will be provided with the policy for their signature upon initial employment.

C. 2026 Audit – Ben B. presents the completed audit prepared by Kimball & Roberts. The only item that was mentioned was the new requirement that the fraud risk assessment needs to be approved during the year, which has already been resolved for 2026 with the previous agenda item. Hard copies of the audit are available for the Board members at the office.

D. Duck Creek Village Property – Public Restroom – Zach notes that Duck Creek is looking for an area within its commercial district to construct a public restroom facility. He notes that the WKCSSD is utilizing only a portion of the lot in this area, and he has provided the board with a mockup of the proposed restroom facility and options for layout on the WKCSSD lot. The board discusses this proposal, and the matter will be tabled for further discussion at the next meeting.

8. **ADJOURN** Tim makes a motion to adjourn at 8:04 p.m. The meeting is adjourned.

Chris Heaton
~~JD Maxwell~~, Chairperson