

SOLID WASTE SPECIAL SERVICE DISTRICT #1 (SWSSD1)

DBA Canyonlands Solid Waste Authority

Regular Meeting: https://www.youtube.com/watch?v=uxg9rleq_Ko

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 CSWA office building as the Anchor Location. The CSWA new office building is located at 2295 Highway 191 south of the Transfer Station Office, Moab, UT 84532. Electronic participation was available via Zoom Meeting

MINUTES: REGULAR MEETING OF THE SWSSD1 ADMINISTRATIVE CONTROL BOARD *Wednesday, May 21, 2025, 4:00 P.M.*

Board Members Present: Colin Topper (Chair/Moab City Council Representative), LJ Blackburn (Vice-Chair), Mary McGann (Grand County Commission Representative), Mike Duniway (At-Large Member), and AJ Throgmorton (At-Large Member) were present. Diane Ackerman (Castle Valley Representative) and Ashley Wareham (Treasurer) were not present.

SWSSD1 Staff Present: Chris Scovill (District Manager), Nick Lundberg (District Accountant), Lily Houghton (Administrative Manager), and Jessica Thacker (Program Manager/District Clerk).

These minutes are presented in the order of the agenda and not necessarily in the order of discussion. The board packet is available on the district's website located here:

<https://swssd1.org/board-meetings-and-financials/2025-agendas-and-minutes/>

REGULAR MEETING – CALL TO ORDER (4:00 P.M.)
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Colin Topper called the meeting to order at 4:09PM.

CITIZEN'S INPUT

No Citizen's Input was received.

APPROVAL OF MEETING MINUTES

A. ACTION ITEM: REVIEW AND APPROVAL OF MARCH 19, 2025 REGULAR MEETING MINUTES

MOTION: Mary McGann motioned/Mike Duniway seconded to approve the March 19, 2025 meeting minutes with as presented in the Board Packet. Colin Topper, Mary McGann, LJ Blackburn, and Mike Duniway voted yes. Motion passed 4-0.

TREASURER/FINANCIAL

B. ACTION ITEM: REVIEW AND APPROVE OF MARCH AND APRIL 2025 FINANCIALS

Lily Houghton provided an overall summary of expenditures for the months of March and April 2025. Payroll account expenses totaled \$195,944.40 in March and \$260,224.83 in April. She stated the increase was primarily due to the timing of medical insurance premium payments, approximately \$45,000, which were paid in February rather than March due to the AP cycle. In addition, Sunday route service began on March 30, slightly earlier than planned, resulting in higher payroll costs offset in part by increased mobilization fees. Payroll expenses in April also reflect increased compensation for certain positions. The District continues to utilize Elwood Staffing as part of an introductory period for new hires, with 32 direct employees and 7 temporary staff as of April, bringing staffing levels closer to full capacity. Including costs invoiced through Elwood, total payroll-related expenses would have been approximately \$220,000 in March and \$283,000 in April.

Operations account expenses were \$257,908.40 in March and \$249,832.26 in April. March expenses included \$7,469.22 in building repairs and maintenance related to the setup of the new Transfer Station shop. In April, \$31,000 in rental payments were processed after resolving invoicing discrepancies. Temporary labor remains a significant line item in the operations account, though it continues to offset payroll costs.

Year-to-date contributions to the PTIF account total \$695,000, with \$100,000 contributed in March and \$40,000 in April. There were brief discussions held on certain line items on the Profit & Loss for further clarifications.

MOTION: LJ Blackburn motioned/Mary McGann seconded to approve the expenditures of the month of March 2025 in the amount of \$553,852.80 and for April 2025 in the amount of \$552,963.27 as presented in the Board Packet. Colin Topper, Mary McGann, LJ Blackburn, Mike Duniway, and AJ Throgmorton voted yes. Motion passed 5-0.

REPORTS FROM BOARD AND STAFF

C. STAFF REPORTS

Chris Scovill provided an update on recent activities, beginning with appreciation for the Board's participation in a recent site tour—the first full tour conducted since his tenure began. He emphasized the value of firsthand facility visits, especially as infrastructure planning progresses. Mr. Scovill shared insights from recent industry events, including the SWANA Beehive Chapter meeting, the Recycling Coalition of Utah conference, and the national Waste Expo, highlighting useful vendor contacts and challenges such as fleet capacity. He noted that 50% of the District's collection fleet currently functions as backup, well above the recommended threshold, and shared strategies discussed for improving vehicle acquisition and maintenance.

Operationally, Mr. Scovill reported progress on staff performance reviews, improved maintenance workflows, and increased efficiency due to the hiring of a full-time welder and expansion of container repair operations. A mulch grind was recently completed to provide feedstock for the composting program, and the District is preparing its first shipment of recycled glass to Momentum Recycling. The Moab Landfill permit renewal is ready for submission to UDEQ, and the newly excavated cell at Klondike Landfill is nearing the application phase. He also noted the successful sale of 691 tons of scrap metal for nearly \$74,000 and outlined a plan to improve future recovery and sorting efforts.

Looking ahead, Mr. Scovill acknowledged that while recent gains have stabilized daily operations, they are not sufficient to address long-term needs. Missed opportunities for optimal infrastructure expansion mean the District must now pursue interim strategies, such as increased self-hauling and service redistribution between facilities. To support strategic planning, Mr. Scovill is coordinating with Forsgren Engineering on a facility needs assessment and intends to bring in additional third-party support for HR, IT, safety, and financial consulting. He also recommended tracking mulch-related revenues and expenses as part of the compost program's cost center. Additional discussion were held regarding AMCS software improvements, CIB funding requests, and the financial audit schedule.

Lily Houghton provided an update on hiring and administrative efforts, reporting that the District recently hired a skilled equipment operator with prior landfill-specific experience. She is currently reviewing applications for a dispatch position, a key role expected to enhance internal coordination. To support continuity and institutional knowledge, Ms. Houghton has developed a series of administrative guides covering critical tasks such as payroll processing, insurance claims, and phone system updates—resources referred to as the “hit by the bus” principle by HR consultant Jill from Expedition HR.

She also reported progress on employee performance reviews, which are nearing completion, and noted that the District's employee handbook has been submitted for legal review. Additional policy updates, including reimbursement procedures, are also in development. Mrs. Houghton shared that the District's new public outreach podcast, *Trash Talk*, is now airing monthly on KZMU, with recent episodes covering general operations and composting. The next episode, *Clear Intentions*, will focus on glass recycling. The podcast is available online, with plans to integrate it into the District's website. Audio improvements are underway, and community feedback has been positive.

Jessica Thacker provided an update on the USDA composting grant, noting that the project has faced significant delays due to suspended funding and shifting federal requirements. After weeks without communication from the grant administrator, she confirmed the District's account was reactivated and the welcome kit was received. A new payment request system was also implemented, requiring additional training. Due to these delays, the original two-year grant period has effectively been reduced to 18 months, and no-cost extensions will not be allowed. The originally proposed Green

Mountain Technologies composter, priced at \$231,000 with a six-month lead time, may no longer be feasible given the shortened timeline.

To address this, Ms. Thacker has secured two alternative bids: a \$59,000 option from Eco Drum, a tunnel-based, expandable system commonly used in agricultural operations; and a \$113,000 bid from Engineered Compost Systems (ECS), a covered aerated bay setup. Both alternatives offer shorter lead times and greater flexibility. Ms. Thacker noted that Eco Drum offers a 10-year warranty and may be well suited to Moab's dry climate, though additional research is needed. The District plans to meet with the City to review the options and select a system that ensures the food waste diversion and compost pilot program can be implemented within the remaining grant period.

Nick Lundberg provided a financial update and shared that the District's annual audit is scheduled for June 3–5, 2025. He noted that last year's audit was completed within two days and expects a similar timeline this year. Board members and District management may be contacted for interviews during the audit process. Mr. Lundberg indicated that preparations are going smoothly and that the District should be in good shape.

He is continuing to work on the accounts receivable reconciliation as of December 31, 2024, and has moved certain expenditures related to the new building to the fixed asset register, helping to reduce expenses on the profit and loss statement. He plans to present a more detailed year-to-date financial review at the next board meeting, once March and April revenue figures are finalized.

D. BOARD REPORTS

The majority of the Board Members did not provide Board Reports but all did express appreciation for the Board workshops and its informative nature. There was a brief discussion regarding Colin Topper's research into the plastic bag ban in Moab and enforcement methods.

NEW BUSINESS

E. *DISCUSSION/POSSIBLE ACTION ITEM: NCL MASTER LEASE AGREEMENT – EXHIBIT E LESSEE RESOLUTION*

Chris Scovill introduced the discussion by providing background on the proposed lease of a new 20-yard rear-load garbage truck through a municipal lease facilitated by Sourcewell pricing. He emphasized that while rental trucks have been a necessary short-term solution, they are costly and unsustainable for long-term operations. The lease would allow the District to transition to fleet ownership at nearly half the monthly cost of rentals. This first lease option is for a Curbtender body mounted on a Freightliner chassis, with financing offered over a 7-year term to align with industry-standard replacement schedules.

Chris Scovill explained that this lease represents a cautious step toward standardizing and modernizing the fleet while also evaluating the dealer's service and support capabilities.

Due to production lead times, the truck would arrive in July, and one rental would be returned upon its arrival. He added that, although the District currently operates various makes and model this trial is a way to test product quality and dealer responsiveness before pursuing a broader fleet conversion. Extended warranties are being explored to mitigate long-term repair costs, which are significant given the District's remote location.

Board members asked clarifying questions about repair responsibilities, lease savings, and equipment turnover strategy. It was confirmed that the District would handle routine repairs, but new trucks would be covered by warranties initially. Dealerships are expected to provide timely support, with proximity to Grand Junction viewed as a logistical advantage. The monthly rental costs currently exceed \$8,000 per truck, while the proposed lease would significantly reduce costs and support long-term financial planning. While more leases may be pursued in the future, the current approach is intentionally measured to ensure operational fit, dealer reliability, and financial sustainability.

MOTION: Mary McGann motioned/Mike Duniway seconded to approve the lease contract between the Solid Waste Special Service District #1 and Lease Servicing Center, Inc and complete the Lessee Resolution as presented in the Board Packet and signed by the Chair. Colin Topper, Mary McGann, LJ Blackburn, Mike Duniway, and AJ Throgmorton voted yes. Motion passed 5-0.

F. DISCUSSION/POSSIBLE ACTION ITEM: LSC ENVIRONMENTAL

Chris Scovill provided an informational update on an alternative daily cover (ADC) options presented by LSC Environmental. The ADC system—already in use by San Juan County—offers multiple benefits, including reduced soil usage and potential applications beyond daily cover, such as erosion control, final capping, and hydro-mulching. He noted the material cost is reasonable and could pay for itself over time, but the upfront cost of the application equipment remains a barrier. While he is still evaluating machine options, including third-party and rebuilt units, he emphasized that financing would be available through government-oriented lenders that use Sourcewell pricing.

The equipment would primarily be used at the Klondike Landfill, though its versatility allows for potential applications at the Moab Landfill as well. The system uses a large tank and spray platform similar to highway erosion control sprayers, and can accommodate additives to support slope stabilization or final closure work. No board action was requested at this time. Chris Scovill indicated he is continuing to explore viable machine options and wanted to gauge board support for the concept in advance of a formal proposal.

G. DISCUSSION ITEM: MOTIVE

Chris Scovill provided an overview of Motive, the District's current fleet management system, which includes GPS tracking, front and rear cameras, fuel monitoring, and idle time tracking for all vehicles. Although Motive has been in use under a three-year contract expiring in September, a deeper dive into its full functionality has only recently begun. He emphasized that the system plays a critical role in operational accountability,

allowing staff to verify customer complaints, monitor driver behavior, and manage fuel efficiency. He noted that idle time alerts can now be customized to help dispatch intervene when vehicles remain stationary beyond acceptable limits.

Chris Scovill shared that Motive is actively promoting contract renewals with several pricing options, including three- and five-year terms and bundled services. While the District has explored alternative vendors, Motive's comprehensive toolset and existing infrastructure make it a strong candidate for renewal. He clarified that no action is currently being requested and that the final decision will depend on further evaluation, including potential additions like in-cab cameras with event-based recording features to mitigate liability concerns.

H. *DISCUSSION/POSSIBLE ACTION ITEM: AMCS UPDATE/NEW CONTRACT*

Chris Scovill provided an update on contract negotiations with AMCS, the District's software provider. Following a discussion at the Waste Expo, AMCS agreed to transition the District to an annual renewal model while maintaining the pricing and benefits of the original agreement. This includes continued access to system upgrades, discounts, and locked-in rates, with the added flexibility to opt out each year if needed. He noted that the only change to the contract terms is in Section 5, which outlines the updated renewal structure.

The updated agreement will also retroactively credit the District for services used since September 2024, allowing the new contract to begin from the date of signing. Chris Scovill noted that the payment for the 2024–2025 year is still outstanding but would be processed upon contract approval. He recommended proceeding with the updated contract to formalize the agreement and avoid losing the retroactive credit offered.

MOTION: Mary McGann motioned/LJ Blackburn seconded to approve the AMCS Platform Proposal as presented in the Board Packet and signed by the District Manager. Colin Topper, Mary McGann, LJ Blackburn, Mike Duniway, and AJ Throgmorton voted yes. Motion passed 5-0.

FUTURE CONSIDERATIONS

I. NEXT ACB MEETING IS SCHEDULED FOR WEDNESDAY, JUNE 18, 2025

CLOSED SESSION

J. TO DISCUSS PENDING OR REASONABLY IMMIMENT LITIGATION

K. TO DISCUSS THE CHARACTER, PROFESSIONAL COMPETENCE, OR PHYSICAL OR MENTAL HEALTH OF AN INDIVIDUAL

MOTION: Mary McGann motioned/Mike Duniway seconded to go into closed session to discuss pending or reasonably imminent litigation and the character, professional competence, or physical or mental health of an individual. Colin

Topper, Mary McGann, LJ Blackburn, Mike Duniway, and AJ Throgmorton voted yes. Motion passed 5-0.

ADJOURNMENT

L. ADJOURNMENT

The regular meeting was adjourned by Colin Topper.

Respectfully submitted to the Board,

Jessica Thacker

Jessica Thacker

District Clerk, Solid Waste Special Service District #1 (d/b/a Canyonlands Solid Waste Authority)