

## **SOLID WASTE SPECIAL SERVICE DISTRICT #1 (SWSSD1)**

### ***DBA Canyonlands Solid Waste Authority***

**Regular Meeting:** <https://www.youtube.com/watch?v=NIZVeFSFzPQ>

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

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### **MINUTES: REGULAR MEETING OF THE SWSSD1 ADMINISTRATIVE CONTROL BOARD *Wednesday, June 18, 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), Diane Ackerman (Castle Valley Representative), Ashley Wareham (Treasurer), and Mike Duniway (At-Large Member) were present. AJ Throgmorton (At-Large Member) was 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/>

<b>REGULAR MEETING – CALL TO ORDER (4:30 P.M.)</b>
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Colin Topper called the meeting to order at 4:30PM.

<b>CITIZEN'S INPUT</b>
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Sara Melnicoff, speaking on behalf of herself and Kym Beck, expressed deep gratitude for Moab Solutions' partnership with CSWA, particularly with Chris and the Recycling Center staff. She highlighted the importance of being able to utilize the center regularly, noting that they haul thousands of items there each month. Sara also mentioned that Kym Beck would have exciting updates to share at a future meeting. They both expressed appreciation for the District's work and their shared commitment to environmental stewardship.

## TREASURER/FINANCIAL

### A. ACTION ITEM: REVIEW AND APPROVE OF MAY 2025 FINANCIALS

Lily Houghton provided an overall summary of expenditures for the month of May 2025 reporting total expenses of \$751,548.45, largely due to three pay periods occurring within the month. The District continues to utilize Elwood Staffing for onboarding new personnel, maintaining a workforce of 30 employees and 7 temporary workers. This staffing approach allows for a flexible introductory period before making permanent hiring decisions.

She indicated that operations expenses for May totaled \$283,275.94, with notable costs including \$2,251.17 in welding and other setup expenses for the new operations shop. Additionally, three months' worth of loader rental invoices for the Moab Landfill, March through May at \$2,500 per month, were received and paid during the month.

Lily Houghton stated that PTIF contributions had reached \$845,000 year-to-date following a \$150,000 deposit in June, with \$115,000 allocated to the bond fund to build reserves and \$35,000 to a contingency fund. Additional May expenses included a significant expense in the Repair & Maintenance budget, with \$23,000 spent on retrofitting two damaged biosolid containers with epoxy liners. These liners, which carry a 10-year warranty, were deemed more cost-effective than frequent container replacements.

**MOTION: Mary McGann motioned/Diane Ackerman seconded to approve the expenditures of the month of May 2025 in the amount of \$751,548.45 as presented in the Board Packet. Colin Topper, Mary McGann, LJ Blackburn, Mike Duniway, Ashley Wareham, and Diane Ackerman voted yes. Motion passed 6-0.**

## REPORTS FROM BOARD AND STAFF

### B. STAFF REPORTS

Chris Scovill reported that the permit renewal for the Moab Landfill was submitted and is now pending review by the UDEQ. He stated that the contract with AMCS was finalized and backdated to April 2025, aligning with the original negotiation period and providing flexibility for earlier renewal. He also noted coordination with the County Road Department to address deteriorating road conditions at the Moab Landfill entrance and confirmed preparations for the Fourth of July, including borrowing a water truck and supporting joint training exercises with the fire and sheriff's departments at the landfill.

Chris Scovill indicated that progress with Grand County Planning & Zoning has been slow, but a new county engineer is expected to start soon, which may facilitate forward movement on the proposed facility expansion. He is working to finalize a scope of work with an engineering consultant and expressed concerns about zoning limitations, noting that upgrades may require a shift to "heavy industrial" zoning. He is exploring alternative solutions such as a site-specific overlay.

Chris Scovill also addressed a proposed private landfill at Danish Flats, which is seeking state approval to accept municipal solid waste, construction and demolition debris, and hazardous waste. He stated that while the operator has expressed interest in avoiding competition with CSWA, the site's public access and rail connectivity could pose a threat to District operations.

Lastly, Chris Scovill reported several operational challenges in June, including a loss of structural integrity at the Moab Landfill's working face due to extreme dryness. A water truck was temporarily contracted to stabilize the surface, and he emphasized that the recent board-approved water truck purchase will help prevent similar issues. He also reported simultaneous equipment failures at Klondike—including two loader breakdowns and a scale outage—as well as a fire in a transfer truck, likely caused by a lithium-ion battery. He expressed appreciation to the Moab Valley Fire Department for their efforts.

Lily Houghton reported that the District's annual audit took place earlier this month and was generally positive. She noted that this year's audit reflected her first full year overseeing financial operations and acknowledged a few areas for improvement. Key recommendations included reevaluating the employee loan program and improving public notice compliance by ensuring all board members are correctly listed on the Utah Public Notice Website. She stated the auditors also strongly emphasized the need for a formal credit card policy. She indicated her own District card may be canceled to separate reconciliation duties from card usage, with essential charges shifted to other staff.

Lily Houghton provided an update on AMCS system improvements, stating that several billing issues have been resolved, including improper application of credit notes and undercharging for additional containers. She noted ongoing issues including generation limitations and missing receipt logos. She highlighted ongoing efforts to improve routing and reporting capabilities, particularly regarding customer service agreements.

Lastly, Houghton proposed creating a check-signing schedule to help distribute Board Member involvement more evenly and reduce last-minute coordination. She indicated advanced scheduling might help Board Members with limited availability. She also invited Board participation in an upcoming HR training session on employment law hosted by Expedition HR.

Jessica Thacker reported that she and Chris Scovill would be meeting with representatives from the Southeast Utah Health Department (SEUHD) to explore improvements to the District's used oil collection program. She identified a block grant opportunity through UDEQ that could fund expanded collection infrastructure, outreach, and education. She indicated since the SEUHD oversees program compliance and site inspections, their input is critical.

Jessica Thacker stated she has been preparing for several additional program and administrative efforts. She stated the District's participation in the upcoming 4<sup>th</sup> of July parade and recently began reviewing all active and inactive franchise agreements for the

Klondike Landfill, contacting haulers for updated insurance documentation and issuing termination notices where applicable. She will also attend an upcoming presentation from Synergy, a group proposing a plastic film collection program in partnership with manufacturers like NexTrex. She reminded board members to complete their required training certifications, noting she had received most submissions but would follow up with remaining individuals next week. Lastly, Jessica Thacker reminded the Board Members of the upcoming “Waste and recycling Workers Week” and encouraged them to reach out to express appreciation to all District staff’s hard work. A brief discussion on events and benefits regarding this appreciation week ensued.

Nick Lundberg reaffirmed that the District’s annual audit was completed efficiently, with auditors on-site for only two days, an indication of the staff and board’s continued progress in streamlining financial processes. He noted that initial audit findings were minimal. Nick Lundberg stated that the District is currently under budget on expenses, primarily due to lower-than-expected payroll costs, and confirmed that there was no need for a budget revision at this time. He advised reviewing payroll in conjunction with the temporary labor line for a complete picture of labor-related costs. Lastly, he stated that he had reviewed the PTIF account, sub-funds, and fixed asset ledger with Lily and Chris and remains available for any related questions.

## **C. BOARD REPORTS**

Colin Topper provided a brief Board report indicating his meeting with Chris Scovill and the Moab City Manager as how it created a tough dynamic in regards to the level of advocacy he should provide between being the Chair of the Board and a City-elected official representative. Colin Topper indicated his participation in the audit and stated that the auditors were complimentary of the trajectory and improvements the District is currently working towards.

<b>OLD BUSINESS</b>
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## **D. DISCUSSION/POSSIBLE ACTION ITEM: MOTIVE**

Chris Scovill provided an update on the District’s current contract with Motive, the fleet camera and GPS tracking provider. He explained that the existing contract expires in September. The current service costs approximately \$1,000 per month but is expected to increase significantly without renewal. Chris Scovill shared that Motive has proposed a system upgrade to include 360-degree camera coverage, in-cab AI-enhanced cameras, and more advanced GPS and dashboard tools. These features would enhance driver safety, help resolve service complaints, and improve liability protection. He emphasized the operational benefits, noting that video footage has proven useful in clarifying incidents with customers.

Chris Scovill stated that Motive offered a three-year contract which includes all upgraded hardware at no additional charge. While the proposed system provides substantial value, he noted that this would be a significant increase from the current \$12,000/year cost and is therefore not yet ready to bring the proposal forward for board approval. He plans to

continue analyzing the District's budget and evaluating the long-term value before making a formal recommendation.

## NEW BUSINESS

### **E. *DISCUSSION/POSSIBLE ACTION ITEM:* AMEND BYLAWS TO CONVERT CASTLE VALLEY REP INTO "SERVICE AREA" REP**

Chris Scovill summarized the purpose of a proposed amendment to the by-laws to convert the Castle Valley representative position into a broader service area representative role, which could include residents from northern San Juan County, Thompson Springs, or other areas serviced by the District. District staff and Board Members acknowledged the historical difficulty of consistently filling the Castle Valley seat, and current representative Diane Ackerman's term will conclude on December 31, 2025. While no formal resolution has been drafted yet, the board expressed general support for the change, with Lily Houghton indicated presenting the proposed amendment at a future meeting.

### **F. *DISCUSSION/POSSIBLE ACTION ITEM:* REVIEW AND APPROVAL FOR THE PURCHASE OF A COMPOSTER AS PART OF THE FOOD WASTE DIVERSION AND PILOT COMPOST PROGRAM**

Jessica Thacker reported that, after learning of a six-month lead time from Green Mountain Technologies, began researching alternative systems to avoid delays that could jeopardize the project's milestones and funding eligibility. Delayed procurement would result in nearly a full year of inactivity within a two-year grant period. To mitigate this risk, she evaluated three alternative systems, ultimately focusing on the Eco Drum due to its shorter lead time (2 weeks), lower cost (approx. \$60,000), and expandable design. While the Eco Drum lacks bundled components like a sifter and bagger included in the Green Mountain package, a compatible Sitler screener/bagger system could be added, bringing the total cost to approximately \$149,571, still well below the \$231,000 Green Mountain setup.

Jessica Thacker confirmed that both Eco Drum and Green Mountain have agreed to delayed production until funds are disbursed, allowing the District to maintain flexibility while complying with grant requirements. She emphasized that the Eco Drum may offer a more practical, scalable, and cost-effective solution, especially given its proven performance in less controlled environments. She concluded by noting that product quality is crucial for long-term sustainability, especially if the District intends to market compost, and welcomed board feedback on the proposed direction.

A discussion on the pros and cons of moving forward with the EcoDrum versus the Green Mountain Technologies unit ensued. It was ultimately decided not to move forward with an action item until further research had been completed.

## **G. ACTION ITEM: PURCHASE OF A WATER TRUCK**

Chris Scovill briefly reminded the Board of the necessity of the purchase of a water truck and encouraged them to move forward with purchase approval with an additional contingency cost added from the original motion.

**MOTION: Mary McGann motioned/LJ Blackburn seconded to approve the purchase of a water truck in an amount not to exceed \$150,000. Colin Topper, Mary McGann, LJ Blackburn, Mike Duniway, Ashley Wareham, and Diane Ackerman voted yes. Motion passed 6-0.**

## **H. DISCUSSION ITEM: GLASS RECYCLING GRANT**

Jessica Thacker provided a brief summary of the grant's purpose and the District's intent to apply for the grant in the amount of \$30,000 (including a 100% in-kind match from the District) to purchase and install three satellite glass drop-off containers, sponsor murals from local artists, public education outreach campaigns, and upgrades to the glass recycling bunker at the Canyonlands Transfer Station. She indicated the grant was due for submission on July 16<sup>th</sup>.

<b>FUTURE CONSIDERATIONS</b>
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## **I. NEXT ACB MEETING IS SCHEDULED FOR WEDNESDAY, JULY 16, 2025 AT 4:30PM**

<b>ADJOURNMENT</b>
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## **J. ADJOURNMENT**

The regular meeting was adjourned by Colin Topper at 6:17PM.

Respectfully submitted to the Board,

*Jessica Thacker*

Jessica Thacker

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