

SOLID WASTE SPECIAL SERVICE DISTRICT #1 (SWSSD1)

DBA Canyonlands Solid Waste Authority

Regular Meeting: <https://www.youtube.com/watch?v=o8QBczRs5us>

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, July 16, 2025, 4:30 P.M.

Board Members Present: Colin Topper (Chair/Moab City Council Representative), LJ Blackburn (Vice-Chair), Ashley Wareham (Treasurer), Diane Ackerman (Castle Valley Representative), Mike Duniway (At-Large Member), and AJ Throgmorton (At-Large Member) were present. Mary McGann (Grand County Commission Representative) 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/>

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

CITIZEN'S INPUT

No public comments were received.

APPROVAL OF MEETING MINUTES

A. ACTION ITEM: REVIEW AND APPROVAL OF MAY 21, 2025 AND JUNE 18, 2025 REGULAR MEETING MINUTES

MOTION: LJ Blackburn motioned/Mike Duniway seconded to approve the May 21 and June 18 meeting minutes as presented in the Board Packet. Colin Topper, LJ Blackburn, Mike Duniway, Ashley Wareham, AJ Throgmorton, and Diane Ackerman voted yes. Motion passed 6-0.

TREASURER/FINANCIAL

B. ACTION ITEM: REVIEW AND APPROVE OF JUNE 2025 FINANCIALS

Lily Houghton provided an overall summary of expenditures for the month of June 2025, reporting total expenditures in the amount of \$772,336.85. She noted that this included three payroll cycles within the month, which accounted for higher-than-normal payroll expenses. Payroll expenses totaled \$255,259.34, while operations expenses totaled \$334,023.51.

She further highlighted that a \$150,000 transfer was made to the PTIF account, continuing the District's effort to build reserves. Major June expenses included the annual AMCS subscription renewal of \$40,157.00, substantial staffing costs through Elwood Staffing, and significant fuel purchases to support ongoing operations. Other notable costs included the lease of the 938M wheel loader, the water truck purchase, and various equipment and maintenance expenses.

MOTION: Mike Duniway motioned/Diane Ackerman seconded to approve the expenditures of the month of June 2025 in the amount of \$772,336.85 as presented in the Board Packet. Colin Topper, LJ Blackburn, Mike Duniway, Ashley Wareham, AJ Throgmorton, and Diane Ackerman voted yes. Motion passed 6-0.

REPORTS FROM BOARD AND STAFF

C. STAFF REPORTS

Chris Scovill provided a wide-ranging operational and administrative update. He reported on the Danish Flats Waste Solutions facility, a regional coordination meeting ("Poop Group"), participation in a Synergy presentation on plastics recycling, and a recent UDEQ inspection. He also discussed his participation in a Grand County Commission workshop regarding TRT funding, emphasizing that essential service funding should not be reduced. Additional updates included clarification from UDOT on zoning questions related to property improvements, discussions regarding the Used Oil Collection Program (UOCC), cooperative work with the County Roads Department on Moab Landfill entrance improvements, and meetings with the City regarding demolition checklists and late payment procedures. He also provided an update on the District's financial assurances and acknowledged the recent water truck purchase.

Chris Scovill reported that the District has begun a 12-week audit of all collection routes, noting that routes had remained largely unchanged since the transition from Bob's Sanitation. He stated that a new rear-load truck is scheduled for delivery by the end of July, which will allow the District to return one of its rentals. He outlined plans to improve efficiency in Board meetings by shifting to more written reports in advance rather than extensive verbal updates. He also noted that Forsgren Engineering has been engaged for an initial feasibility analysis of transfer station expansion (with the current scope of work kept under procurement limits), and that he recently met with SEUHD, where it was suggested that the District request placement on the Planning Commission's

agenda for upcoming items. Lastly, he announced an administrative update recognizing Lily Houghton's title change and expressed appreciation for her contributions.

Lily Houghton reported improvements to cash flow with AMCS compared to TerraTrash, highlighted Savannah Speicher's expanded role in billing/supervisory duties which would allow her the ability to address outdated policies and develop procedures including the employee handbook and sales tax recoupment. She reported on the annual workers' compensation audit, HR training, ULGT resources, and ongoing AMCS updates (noting that the Verifones remain non-functional, with an update expected August 5). Diane Ackerman suggested consideration of additional compensation for Savannah Speicher's additional workload.

Jessica Thacker reported her attendance of the UOCC discussion with SEUHD/UDEQ and the District's participation in the Fourth of July parade, noting strong community support.

Nick Lundberg provided a financial overview, confirming that District revenues and expenditures are trending positively year-to-date. He stated that PTIF contributions remain on track with projections and commented on the upcoming collection route audits, noting that the results would provide valuable insight into efficiency and long-term capital planning.

D. BOARD REPORTS

Several Board Members provided brief Board Reports:

- Ashley Wareham reported attending HR training on employment law.
- LJ Blackburn noted discussions on employee appreciation.
- Diane Ackerman reported speaking with a potential candidate interested in a future board seat.
- Colin Topper reported that Moab City has filled its grant writer position

OLD BUSINESS

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

Jessica Thacker provided an update on the District's efforts to procure a composter for the pilot compost program. She explained that following earlier evaluations of several systems, staff are moving forward with the EcoDrum model due to its shorter lead time and lower cost relative to other options. She noted that project funds have now been distributed into the District's account, enabling the purchase to proceed. While the District originally considered the 730 model, feedback from a current EcoDrum operator suggested scaling up to the larger 740 model, which is five feet longer and allows for future expansion. The cost difference between the two units is approximately \$12,000.00,

keeping the total well under the original \$231,000 estimate for the previously considered Green Mountain system.

Jessica Thacker reported that the 740 quote is still being finalized, as it needs to include additional accessories such as a compost curing box and a 55-gallon tote lifter. Estimated costs for these add-ons are \$1,800 and \$4,500, respectively. She emphasized that either the 730 or 740 unit could be purchased within the current budget, and that the District is also considering additional infrastructure costs, such as a concrete pad and electrical connections, estimated at roughly \$20,000 combined. Board discussion focused on whether to approve the larger unit now, with members noting that the 740 model may provide greater long-term flexibility without significantly impacting budget capacity.

The Board also discussed the broader scope of the grant, noting that any cost savings from purchasing the less expensive EcoDrum unit could be redirected toward related infrastructure or complementary equipment, such as a screener and bagger system that could also process unscreened mulch. Jessica Thacker highlighted the importance of moving quickly, given the grant timeline, and ensuring that the District is positioned to scale up if the pilot program is successful. Several members also raised the potential for strong community support and future financial sustainability through compost sales and expanded collection services.

MOTION: Ashley Wareham motioned/Mike Duniway seconded to allocate 100K to the Purchase of a Composter as part of the Food Waste Diversion and Pilot Compost Program/Infrastructure. Colin Topper, LJ Blackburn, Mike Duniway, Ashley Wareham, AJ Throgmorton, and Diane Ackerman voted yes. Motion passed 6-0.

F. *DISCUSSION ITEM: PROPRIETARY ROLL-OFF CONTAINER SYSTEM*

Chris Scovill reported that three roll-off trucks were temporarily out of service last week, highlighting ongoing challenges with maintaining aging equipment. He explained that staff have been considering retrofitting older trucks, but replacement parts are increasingly unavailable and costly. As an alternative, he suggested shifting toward a standardized roll-off container system by purchasing a new truck and several standardized containers, which would better serve key customers such as the national parks. This approach would establish a consistent system for the District moving forward. Chris Scovill noted that Levi Crowe is gathering data on possible options, and he will return with numbers and scenarios for the Board to review at a future meeting.

G. *DISCUSSION ITEM: GLASS RECYCLING GRANT SUBMISSION*

Jessica Thacker reported that the District is moving forward with a grant application to the Glass Recycling Foundation to expand local glass recycling. The application seeks \$30,000 for the purchase of three specialized 18-cubic-yard containers to serve as satellite collection sites, paired with an in-kind District contribution to construct concrete pads and cinder block enclosures. The proposal also includes funding for murals on the

containers in partnership with Moab City's Arts and Recreation Department, as well as a robust public education campaign to encourage community participation.

She noted that the grant framing emphasizes both accessibility for local residents and the potential to educate Moab's large tourist population, with an estimated three million annual visitors. While precise visitor diversion data is difficult to quantify, outreach metrics such as social media and website engagement will be used to measure impact.

NEW BUSINESS

H. *ACTION ITEM: REVIEW APPLICATION(S) FR BOARD VACANCY AND RECOMMEND AN APPOINTMENT TO THE GRAND COUNTY COMMISSION*

MOTION: LJ Blackburn motioned/AJ Throgmorton seconded to recommend the appointment of Mike Duniway to the Grand County Commission. Colin Topper, LJ Blackburn, Mike Duniway, Ashley Wareham, AJ Throgmorton, and Diane Ackerman voted yes. Motion passed 6-0.

I. *DISCUSSION/POSSIBLE ACTION ITEM: REVIEW AND APPORVAL FOR THE PURCHASE OF TWO WALKING-FLOOR TRAILERS*

Chris Scovill reported that the District recently lost a transfer trailer to fire damage, further straining operations at a time of increasing volumes, including single-stream recycling. He explained that current capacity is insufficient to keep up with daily requirements, and staff have been working holidays to maintain compliance with clearing floors at the transfer station. Rather than replacing only the lost trailer, Chris Scovill recommended purchasing two new walking-floor trailers to improve flexibility and ensure long-term operational resilience.

He outlined purchase options, noting new trailers cost approximately \$105,000 each, while used units were available around \$69,000. Financing at a 4.21% interest rate was secured, with monthly payments estimated at \$3,300 for both trailers combined. To account for contingencies, staff recommended approval of up to \$185,000 for the purchase. After discussion, the Board expressed support for investing in additional capacity to address ongoing challenges and accommodate future growth.

MOTION: Mike Duniway motioned/LJ Blackburn seconded to approve the purchase of two walking-floor trailers in an amount not to exceed \$185,000. Colin Topper, LJ Blackburn, Mike Duniway, Ashley Wareham, AJ Throgmorton, and Diane Ackerman voted yes. Motion passed 6-0.

J. *DISCUSSION/POSSIBLE ACTION ITEM: REVIEW AND APPORVAL TO ENTER A PUBLIC/PRIVATE PARTNERSHIP*

MOTION: Ashley Wareham motioned/Mike Duniway seconded to enter into negotiations for a public/private partnership. Colin Topper, LJ Blackburn, Mike

Duniway, Ashley Wareham, AJ Throgmorton, and Diane Ackerman voted yes. Motion passed 6-0.

K. *DISCUSSION/POSSIBLE ACTION ITEM: REVIEW AND APPORVAL TO ENTER AN MOU WITH LOCAL NON-PROFIT ENTITY*

Chris Scovill presented a proposed Memorandum of Understanding (MOU) with Moab Solutions to strengthen the District's recycling programs and community outreach. The agreement would allocate \$10,000 to support the development of a "hub-and-spoke" recycling model for southeastern Utah, designed to pull additional recoverable materials out of the single-stream stream and consolidate volumes for viable end markets. The partnership would also allow for the piloting of small-scale source-separated collection programs to test long-term feasibility and public participation.

Scovill explained that Moab Solutions has existing partnerships with entities such as the national parks and regional airports, which could provide new material streams and expand regional recycling opportunities. The initiative also seeks to improve transparency in recycling operations, offset limited revenue currently generated from recyclables, and strengthen community trust in District recycling programs. Board members expressed support for formalizing the collaboration to advance both environmental and operational goals.

MOTION: Mike Duniway motioned/Diane Ackerman seconded to approve entering into an MOU with Moab Solutions. Colin Topper, LJ Blackburn, Mike Duniway, Ashley Wareham, AJ Throgmorton, and Diane Ackerman voted yes. Motion passed 6-0.

L. *DISCUSSION ITEM: STAFF APPRECIATION PICNIC*

The Board discussed plans for a staff appreciation picnic, agreeing to tentatively schedule the event for Sunday, August 24, 2025, pending final confirmation of location availability. Board members and staff will contribute labor and supplies. The event will also include family participation, possible raffle prizes or awards, and an RSVP process to ensure adequate preparation.

M. *DISCUSSION ITEM: LOCAL ADVERTISING LIMITS*

Lily Houghton stated that the District has received a sponsorship request from the Grand County High School football team for a banner advertisement but expressed concern about setting precedent for similar requests from other sports and community groups. Chris Scovill noted that while community goodwill and visibility are important, the District must weigh how advertising dollars are spent, especially given that some residents remain unfamiliar with CSWA's role. Board members discussed the potential need for a clear policy or budget framework to manage such requests.

FUTURE CONSIDERATIONS

**N. NEXT ACB MEETING IS SCHEDULED FOR WEDNESDAY, AUGUST 20, 2025
AT 4:30PM**

CLOSED SESSION

**O. ACTION ITEM: DISCUSS THE SALE OR LEASE OF REAL PROPERTY AND
TO DISCUSS PENDING OR REASONABLY IMMINENT LITIGATION**

MOTION: Mike Duniway motioned/Ashley Wareham seconded to enter into closed session. Colin Topper, LJ Blackburn, Mike Duniway, Ashley Wareham, AJ Throgmorton, and Diane Ackerman voted yes. Motion passed 6-0.

MOTION: Mike Duniway motioned/LJ Blackburn seconded to exit out of closed session. Colin Topper, LJ Blackburn, Mike Duniway, Ashley Wareham, AJ Throgmorton, and Diane Ackerman voted yes. Motion passed 6-0.

ADJOURNMENT

P. ADJOURNMENT

The regular meeting was adjourned by Colin Topper at 6:49PM.

Respectfully submitted to the Board,

Jessica Thacker

Jessica Thacker

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