

SOLID WASTE SPECIAL SERVICE DISTRICT #1 (SWSSD1)

DBA Canyonlands Solid Waste Authority

Regular Meeting: <https://www.youtube.com/watch?v=20bdlb8JT-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 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, August 20, 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) joined at 4:56PM.

SWSSD1 Staff Present: Chris Scovill (District Manager), Nick Lundberg (District Accountant), Lily Houghton (Administrative Coordinator), 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 4:32PM.

CITIZEN'S INPUT

No public comments were received.

APPROVAL OF MEETING MINUTES

A. ACTION ITEM: REVIEW AND APPROVAL OF JULY 16, 2025 REGULAR MEETING MINUTES

MOTION: Diane Ackerman motioned/Mike Duniway seconded to approve the July 16, 2025 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 JULY 2025 FINANCIALS

Lily Houghton provided an overall summary of expenditures for the month of July 2025, reporting total expenditures in the amount of \$758,316.68. She noted that July's operations account expenses totaled \$375,815.07, while payroll expenses for June had been slightly higher at \$232,501.61. She reported that July included several significant expenses, such as \$139,000 in cash for a new water truck (funded without PTIF contributions), a \$7,792.10 deposit for two transfer trailers, audit expenses of \$16,760, and the District's annual insurance billing of \$51,478.57.

Houghton also noted that a \$150,000 transfer to PTIF was made on July 11, bringing total year-to-date PTIF contributions to \$1,145,000 with August's planned deposit. She explained notable line items, including a transmission purchase for Truck 101, asphalt repair for the Moab Landfill entrance, and a payout of insurance proceeds following the loss of a transfer trailer to fire. Single-stream recycling costs have also increased due to commodity market conditions.

MOTION: Ashley Wareham motioned/Diane Ackerman seconded to approve the expenditures of the month of July 2025 in the amount of \$758,316.68 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 reported on multiple operational and administrative updates. He confirmed that the Interlocal Agreement with the City, including a rate increase, will take effect in September and be billed in October, with the goal of reducing single-stream recycling costs. He also outlined the implementation of updated non-payment procedures, the arrival of a new rear-load truck (with a mechanic onsite for transition), and the recent purchase of two transfer trailers. Chris Scovill met with Grand County regarding wag bag support, brownfield remediation, and zoning issues related to transfer station expansion, and attended meetings with HDR Engineering on Phase II site assessments. He further highlighted ongoing progress on composting infrastructure (concrete pad and electrical installation), an interview with the Times-Independent, and a recent San Juan County visit exploring recycling expansion and statewide diversion mandates. He also discussed equipment challenges at the Moab Landfill, including poor compaction rates and overheating issues, and reported on early negotiations with Danish Flats Waste Solutions.

Lily Houghton provided an update on the employee handbook review and revision process, reported on testing of AMCS/Verifone systems with promising results from August 12, and noted attendance at a loss prevention webinar. She also confirmed updates with the Department of Commerce and related claims.

Jessica Thacker reported on the successful submission of the Glass Recycling Foundation grant application, an audit of the Household Hazardous Waste Collection shed with Veolia scheduled for pickup, and attendance at cybersecurity training through the Utah Cyber Center. She also finalized the design of new commodity signage for the CRC, ordered the EcoDrum composter (now on delayed production), and researched trommel screeners and smart collection cans. Additional updates included generating a press and media kit, developing the compost program's Operations Plan and outreach timeline, registering for UDEQ used oil training, and converting District forms to fillable PDFs. She also renewed the District's SAM registration, signed up for the STEMonstrations event, and began drafting required policies such as Privacy, GRAMA, and Transparency.

Nick Lundberg reported that District finances remain on track, with operations trending \$500,000 under budget in capital expenses. He does not anticipate an amended budget at this time, pending capital needs, and has begun preparations for the 2026 budget, including a timeline for review, public input, and approval.

D. BOARD REPORTS

Several Board Members provided brief Board Reports:

- LJ Blackburn reported progress on staff appreciation planning, including raffle items and a catered dinner/pool party for employees and families.
- Ashley Wareham noted she has received community comments and will forward them to staff for follow-up.
- Diane Ackerman provided an update on recruitment for a new Castle Valley representative.
- Mike Duniway expressed appreciation for the recent newspaper article and community enthusiasm about the composting program

OLD BUSINESS

E. *DISCUSSION/ACTION ITEM:* APPROVAL FOR PURCHASE OF A POSI SHELL AND APPLICATOR LSC ENVIRONMENTAL

Chris Scovill presented a proposal to purchase a Posi Shell applicator and material from LSC Environmental, to be used as an alternative daily cover (ADC) and for seeding closed landfill cells during closure and post-closure activities. He noted that the total cost, including one truckload of material, was estimated at \$150,000, with a three-month lead time for delivery. While financing options are available, staff recommended utilizing cash flow for the purchase.

Board members discussed the long-term operational benefits of having the applicator in-house, particularly for extending cell life and meeting regulatory requirements. To provide flexibility, the Board agreed to include a 10% contingency.

MOTION: Ashley Wareham motioned/LJ Blackburn seconded to allocate \$165,000 for the purchase of a Posi Shell and Applicator through LSC Environmental that

includes unit and material. Colin Topper, LJ Blackburn, Mike Duniway, Ashley Wareham, AJ Throgmorton, and Diane Ackerman voted yes. Motion passed 6-0.

NEW BUSINESS

F. OATH OF OFFICE: MIKE DUNIWAY, NEW BOARD MEMBER

G. DISCUSSION ITEM: CAPITAL/INFRASTRUCTURE PURCHASES FOR REMAINING 2024 VERSUS AMENDED BUDGET

The Board held a preliminary discussion on potential capital and infrastructure purchases for the remainder of the fiscal year. This was identified as a topic for further review, with staff directed to provide more detailed information and scenarios at a future meeting.

H. DISCUSSION ITEM: SEUHD SEAT ON THE BOARD

The Board discussed the possibility of creating an advisory, non-voting seat for the Southeast Utah Health Department (SEUHD). The intent would be to strengthen collaboration on public health and waste diversion issues while avoiding an even number of voting members on the Board. Board members noted the ongoing difficulty of filling the Castle Valley representative seat and discussed whether that position could be revised in the by-laws to a broader “service area” seat.

Scovill reported that he had consulted with SEUHD representatives, who expressed support for the concept. The Board emphasized the need to review procedural requirements before moving forward and agreed to extend an invitation to SEUHD staff to attend an upcoming meeting in an advisory capacity to observe the Board’s work in practice.

FUTURE CONSIDERATIONS

I. NEXT ACB MEETING IS SCHEDULED FOR WEDNESDAY, SEPTEMBER 17, 2025 AT 4:30PM

ADJOURNMENT

J. ADJOURNMENT

The regular meeting was adjourned by Colin Topper at 6:05PM.

Respectfully submitted to the Board,

Jessica Thacker
Jessica Thacker

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