

SOLID WASTE SPECIAL SERVICE DISTRICT #1 (SWSSD1)

DBA Canyonlands Solid Waste Authority

Regular Meeting: <https://www.youtube.com/watch?v=E5zvfBpu9sM>

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, September 17, 2025, 4:30 P.M.*

Board Members Present: Colin Topper (Chair/Moab City Council Representative), LJ Blackburn (Vice-Chair), Ashley Wareham (Treasurer), and Mary McGann (Grand County Commission Representative) were present. Diane Ackerman (Castle Valley Representative) and Mike Duniway (At-Large Member) were not present. AJ Throgmorton (At-Large Member) joined via Zoom at 5:11PM.

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 4:31PM.

CITIZEN'S INPUT

No public comments were received.

APPROVAL OF MEETING MINUTES

A. ACTION ITEM: REVIEW AND APPROVAL OF AUGUST 20, 2025 REGULAR MEETING MINUTES

MOTION: Ashley Wareham motioned/LJ Blackburn seconded to approve the August 20, 2025 Meeting Minutes as presented in the Board Packet. Colin Topper, LJ Blackburn, Mary McGann, and Ashley Wareham voted yes. Motion passed 4-0.

TREASURER/FINANCIAL

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

Lily Houghton provided a detailed overview of the August 2025 financials, noting that overall expenses were significantly lower than July's, primarily due to the absence of large one-time capital expenses. Total August expenditures amounted to \$511,902.67, which was roughly \$246,000 less than July.

Payroll expenses for August totaled \$190,374.27, approximately \$42,000 less than the previous month. She clarified that the variance was due to timing differences between payroll cycles and the payment of medical insurance premiums, which fell into the September billing period. Operations account expenses were \$361,902.67, a reduction of nearly \$250,000 from July. July's expenditures had included a one-time \$139,000 cash purchase of a water truck, which explains much of the monthly difference.

Additional highlights included a \$225,000 transfer to the PTIF Fund on September 5th, and approximately \$8,805 paid to LeGrand Johnson Construction for road materials used in partnership with the Grand County Roads department to pave the Moab Landfill entrance. It was clarified that the alternative daily cover purchase was correctly split to reflect accurate cost allocation.

The Board discussed several account-level items from the Profit and Loss report:

- Bank charges and fees increased by nearly \$1,000 due to higher volumes of credit card and autopay transactions. Lily Houghton noted that monthly credit card processing costs now average \$5,000–\$6,000, but the increase reflects growing customer participation in electronic payments. The Board discussed possible long-term options, including incentivizing electronic payments or exploring discounts for customers who pay online to reduce manual check processing time and costs.
- Training registrations reflected the cost of a CDL certification course for a new driver hire. Chris Scovill explained that the local Blanding program is no longer available under the previous partnership arrangement, so the District contracted with a local trainer at a slightly higher rate to ensure timely certification.
- Battery Recycling Income showed an increase of nearly \$800, which staff attributed to sporadic community participation and drop-off timing.
- Fuel Expenses were noted as remaining stable across operations.

Board members commended staff for the detailed breakdown and clear documentation.

MOTION: Mary McGann motioned/Ashley Wareham seconded to approve the expenditures of the month of August 2025 in the amount of \$511,902.67 as presented in the Board Packet. Colin Topper, LJ Blackburn, Mary McGann, and Ashley Wareham voted yes. Motion passed 4-0.

REPORTS FROM BOARD AND STAFF

C. STAFF REPORTS

Chris Scovill reported continued progress on ongoing operational and capital projects, noting that the alternative daily cover (ADC) machine has been ordered at a cost of approximately \$118,000, with materials estimated at an additional \$34,000, keeping the purchase well within the \$165,000 previously approved by the Board. The order includes shipping and on-site operator training and has an expected lead time of about three months. To optimize material costs, he plans to coordinate with San Juan County to potentially split an initial truckload, allowing both entities to evaluate usage rates and long-term affordability before future orders.

In partnership with Moab Solutions, CSWA has expanded recycling drop-off access in Green River. Outreach efforts included an informational booth at the community's Melon Days Festival and resident survey to gauge participation and interest. A more comprehensive report from Moab Solutions will be presented to the Board once post-event data are compiled and program outcomes assessed.

Chris Scovill stated that he also attended the Beehive Chapter of SWANA's annual business meeting, emphasizing the value of networking with industry peers and learning from other Utah communities facing similar challenges. He also met with Forsgren Engineering to discuss long-term infrastructure planning for the Canyonlands Transfer Station and future facility development. The focus is on establishing a phased improvement plan, including eventual installation of a permanent scale system, that aligns with Grand County's planning requirements and supports CSWA's long-range strategic goals.

Lily Houghton reported continued progress on the Employee Handbook revisions. She proposed forming a three-member Board committee to provide feedback before presenting the final draft to the full Board. Two HR trainings led by Jill of HR Expedition are scheduled in early October: a harassment and retaliation session for all staff on October 9th, and a manager-focused workshop on October 10th titled "How to Be a Marvelous Manager." She also noted that the District has posted for a contract IT consultant to address aging computer infrastructure and is working with Dell on hardware upgrade quotes.

Lily Houghton shared that five temporary employees have been offered positions beginning September 29th, ensuring benefit eligibility by October. Persistent technical issues with AMCS Verifone continue to delay billing and autopay processing despite repeated assurances from the vendor. A recent coding error temporarily prevented landfill accounts from being billed but was promptly resolved. The PTIF fund balance remains just under \$2 million, positioning the District well for its November bond payment. Lastly, she planned to follow up with Castle Valley regarding its vacant Board seat and, if no candidate is identified by month's end, recommended considering a By-Law amendment to convert the position to an at-large seat for broader representation.

Jessica Thacker reported that she recently participated in the STEMonstrations for local middle and high school science classes, showcasing landfill liners, the importance of leachate management, and why Klondike Landfill operations are unique. The presentations were well received and generated strong student engagement. She also provided an update on the Pilot Compost Program, noting that the concrete pad has been poured, electrical installation is underway, and the EcoDrum composter is tentatively scheduled to arrive in the second week of October. Jessica Thacker added that she is researching certified compost operations training opportunities for staff to gain hands-on, technical instruction, and will be attending the upcoming Recycling Coalition of Utah Board Retreat in Midway to assist with planning the organization's Fall Conference in November.

Nick reported that he has been finalizing the 2026 budget template and continues to monitor expenditures closely, noting that the District remains under budget for FY2025. He confirmed that the District is on track for the November bond payment, which will be interest-only, and that overall financial performance continues to trend positively heading into the final quarter of the fiscal year.

There was discussion held on the remaining compost grant funding and how the operations are allocated and categorized.

D. BOARD REPORTS

No Board Reports were provided.

NEW BUSINESS

E. *DISCUSSION/POSSIBLE ACTION ITEM:* FUTURE CAPITAL PURCHASES

Chris Scovill introduced the topic of future capital purchases, emphasizing that while no immediate action was required, he wanted to provide the Board with a forward-looking overview of significant equipment and infrastructure needs. He explained his intent to avoid piecemeal requests at individual meetings and instead maintain a cohesive plan aligned with the approved budget. Chris Scovill reiterated his goal to avoid a mid-year budget amendment while still addressing the District's operational demands.

Major purchases under consideration include a landfill compactor estimated at \$1.1 million, with an optional 10-year lease at roughly \$144,000 per year and a seven-year bumper-to-bumper warranty. The current Bomag compactor at the Klondike Landfill is down for repairs due to recurring electrical sensor issues, highlighting the urgency of replacement. Chris Scovill and Nick Lunberg plan to evaluate financing options to incorporate this purchase into the FY2026 budget, given a six-month lead time for delivery. Other anticipated equipment needs include a semi-tractor (estimated at \$75,000–\$100,000), a roll-off truck and container package (approximately \$200,000), and additional fleet vehicles to replace aging pickups. He also discussed a plan to

repurpose an existing F350 utility bed onto a new diesel chassis to create a more functional work truck while retaining the older model for lighter-duty use.

Additional infrastructure priorities include renewing the District's camera and GPS tracking system, currently managed through Motive. Chris Scovill reported that staff are evaluating a potential transition to Samsara, a platform offering 360° AI-assisted cameras and more robust telematics features. The estimated annual cost of a new system would be around \$30,000, roughly double current expenses, but stated that the upgrade could substantially enhance operational oversight, safety, and accountability. He emphasized that the camera system has proven invaluable for resolving customer disputes, confirming field incidents, and verifying collection performance.

A significant portion of the discussion centered on the District's continued challenges with the AMCS billing and operations software. Both Chris Scovill and Lily Houghton expressed frustration with ongoing functionality issues, delayed updates, and unfulfilled vendor commitments. He indicated potential consideration to transition to a new software platform and outsource the data migration and implementation process to reduce staff workload and ensure accuracy. He estimated a three- to six-month transition window with at least a three-month overlap between systems to avoid community disruption. Board members expressed support for exploring new software options, and Chris Scovill noted that he is consulting with SWANA contacts to identify proven alternatives used by other districts. He concluded by acknowledging that while AMCS had initially seemed promising, its ongoing shortcomings have hindered operational progress and staff efficiency.

FUTURE CONSIDERATIONS

F. NEXT ACB MEETING IS SCHEDULED FOR WEDNESDAY, OCTOBER 15, 2025 AT 4:30PM

ADJOURNMENT

G. ADJOURNMENT

The regular meeting was adjourned by Colin Topper at 5:26PM.

Respectfully submitted to the Board,

Jessica Thacker

Jessica Thacker

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