

**SOLID WASTE SPECIAL SERVICE DISTRICT #1 (SWSSD1)  
DBA Canyonlands Solid Waste Authority**

**Regular Meeting:** <https://www.youtube.com/watch?v=2vNZNbZKQzQ>

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  
Thursday, September 26, 2024, 4:00 P.M.**

**Board Members Present: Mary McGann (Interim Chair/Treasurer), Colin Topper (Vice-Chair/Moab City Council Representative), Diane Ackerman (Castle Valley Representative), and Ashley Wareham (At-Large Member) were present.**

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

**LJ Blackburn (Board Member Candidate) was present.**

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/2024-agendas-and-minutes/>

**REGULAR MEETING – CALL TO ORDER (4:00 P.M.)**

Colin Topper called the meeting to order at 4:01PM.

**CITIZEN'S INPUT**

No Citizen's Input was provided.

**OATH OF OFFICE**

The Oath of Office was administered to Colin Topper and Ashley Wareham. Mike Duniway was not present. The Oath of Office was witnessed by Jessica Thacker (District Clerk).

**APPROVAL OF MEETING MINUTES**

**A. ACTION ITEM: REVIEW AND APPROVAL OF AUGUST 21, 2024 REGULAR MEETING MINUTES**

Diane Ackerman stated that the first page of the draft meeting minutes were missing from the Board packet that was distributed. The Board agreed to postpone the approval until the completed minutes had been distributed.

**MOTION: Diane Ackerman motioned to approve the August 21, 2024 meeting minutes as presented in the Board Packet. There was no second.**

**AMENDED MOTION: Diane Ackerman motioned/Mary McGann seconded to postpone approval of the August 21, 2024 meeting minutes until the next meeting once the full draft has been received. Mary McGann, Colin Topper, and Diane Ackerman voted yes. Motion passed 3-0. Ashley Wareham abstained.**

<b>TREASURER/FINANCIAL</b>
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**B. ACTION ITEM: REVIEW AND APPROVE AUGUST 2024 FINANCIALS**

Lily Houghton provided an overall summary of expenditures for the month of August were similar to the expenditures of July 2024. She stated that a payment had been made to the PTIF fund as well as several annual insurance renewals resulting in an approximate cost of \$54,000. Lily stated that the District had purchased new polycarts and that the City of Moab had reimbursed a portion of that purchase.

**MOTION: Mary McGann motioned/Diane Ackerman seconded to approve the expenditures of the month of August 2024 in the amount of \$543,806.32 as presented in the Board Packet. Mary McGann, Colin Topper, Diane Ackerman, and Ashley Wareham voted yes. Motion passed 4-0.**

<b>REPORTS FROM BOARD AND STAFF</b>
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**C. STAFF REPORTS**

Chris Scovill provided a detailed staff report in which indicated there had been major changes to the administrative organization due to the recent departure of the Executive Director as well as provided updates regarding engineering for cell expansion and permit renewal timeline at Klondike Landfill. He stated that an aerial survey had recently been completed at the Moab Landfill to provide updated airspace utilization rate. Chris Scovill provided an update on issues regarding fleet and equipment repairs and maintenance such as major failure of the loader at the Transfer Station. He provided a brief update on administrative items such as AMCS issues, the City of Moab billing transition, board structure and development, and the consideration of adjusting the fees currently being charged to District customers. A brief discussion on the negative implications of this ensued while stating that changes that are beneficial to the community should be explored. A secondary discussion regarding the reasoning behind the potential restructuring of the board ensued as well.

Lily Houghton provided a staff report with an update on the AMCS billing process stating that billing had not been sent until the 9<sup>th</sup>, but the delay had provided the District with an opportunity to engage with the local community. She stated that the upcoming billing cycle would be the first billing cycle to include the City of Moab customers that had recently transferred to the District's ownership. Lily Houghton stated that she and

other District staff had enrolled in a HR training program, explained cost saving measures that were being introduced, and described other various administrative tasks utilized to increase efficiency within the District. A brief discussion on the issues regarding AMCS ensued.

Jessica Thacker provided a brief staff report providing overall summary of programmatic and administrative functions performed such as participating in the Recycling Coalition of Utah Board Retreat in Spanish Fork, the District's participation the Grand County School District's STEMonstrations event in where she expressed her appreciation to the Moab Valley Fire Department for their collaboration, research into Utah Administrative Code regarding upcoming revisions to the District's By-Laws, the collection and digitization of historical District documents, and that the District had successfully submitted a grant for a pilot food waste composting project in collaboration with the City of Moab and USU.

Nick Lundberg provided a staff report in which he presented the profit and loss statement from January through June 2024 and outlined items that were either over or under budget. A brief discussion on the loss of revenue trends and associated reasoning ensued. He stated that he had continued preparing for the development of the 2025 budget and would be working closely with Chris Scovill and Lily Houghton during this process. Discussions on the timeline for developing the budget and the upcoming bond payments including the interest rate ensued.

#### **D. BOARD REPORTS**

Mary McGann gave a brief Board report reassuring the District that there wasn't any risk for loss of funding through tourism-related taxes distribution.

Colin Topper gave a brief Board report stating he had been meeting with Chris and Lily to familiarize himself with District operations in preparation to take over the Chair position from Mary McGann. He stated he also had the opportunity to sit in with Ashley Wareham during her onboarding process.

No other Board reports were given.

<b>NEW BUSINESS</b>
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#### **E. *DISCUSSION/POSSIBLE ACTION ITEM: APPROVE UPDATES TO SOLID WASTE SSD1 ADMINISTRATIVE BILLING POLICIES***

Lily Houghton provided an overall summary of the agenda items stating that the District would implement certain measures to protect the District's finances such as account deposits, shutdown of delinquent accounts, assessing special service fees, and creating electronic forms to avoid transcription and contract issues. Nick Lundberg explained that the District bills in arrears rather than in advance and a discussion on the pros and cons between billing arrears and billing in advance ensued. A discussion on how the District

handles accounts that have gone into collections and public nuisance is enforced ensued as well.

**MOTION: Mary McGann motioned/Diane Ackerman seconded to approve the updates to the Solid Waste SSD1 administrative billing policies via Resolution No. 2024-0926. Mary McGann, Colin Topper, Diane Ackerman, and Ashley Wareham voted yes. Motion passed 4-0.**

**F. *DISCUSSION/POSSIBLE ACTION ITEM: SWSSD1 COMMITTEE'S EXECUTIVE, BY-LAWS, OTHER***

Chris Scovill provided a summary of the purpose of this agenda item stating that consideration had been given to creating committees within the District to encourage more involvement and understanding while also utilizing their unique expertise from the Board Members. He provided a brief explanation of the ultimate purpose of a special service district board and how he envisioned transitioning the current Board into a cohesive governing fiduciary body. Chris Scovill stated that By-Laws were severely outdated and were in need of being updated with the help of the Board. Mary McGann suggested sending the By-Laws to the Board members for research and have a greater discussion at the next meeting.

**G. *DISCUSSION ITEM: 2025 BUDGET***

The majority of this agenda item was discussed during Nick Lundberg's staff report. Nick Lundberg provided a brief recap of his staff report to the Board members while Chris Scovill gave a brief summary of how he envisioned the 2025 budget and fee schedules would be changed and developed in the future.

**H. *ACTION ITEM: BOARD VACANCY RECOMMENDATION TO GRAND COUNTY COMMISSION***

Lily Houghton stated that during the last Grand County Commission meeting, it was approved to increase the board capacity from five (5) member to seven (7) members. She stated that the District would like to recommend approval for LJ Blackburn as a Board Member to the Grand County Commission.

**MOTION: Mary McGann motioned/Diane Ackerman seconded to recommend LJ Blackburn to the Grand County Commission. Mary McGann, Colin Topper, Diane Ackerman, and Ashley Wareham voted yes. Motion passed 4-0.**

**I. *DISCUSSION ITEM: MEETING AGENDA CREATION PROCESS***

Chris Scovill provided a brief summary stating that a process had previously been implemented to create agendas for Board meetings and that he wanted to re-implement this process to encourage more input from the Board members, streamline the process, and open up communication. Mary McGann suggested setting a deadline for Board

member input to prevent last-minute additions. A brief discussion on which program to use for this process ensued.

**J. ACTION ITEM: INCREASE APPROVAL AMOUNT OF NEW TRUCK/UPGRADES**

Chris Scovill provided a brief summary stating that the District had previously been approved to spend \$75,000 on a roll-off truck and associated truck upgrades but stated that the purchase had transitioned into a purchase of two small trucks and those associated upgrades. He requested the Board consider adjusting their motion to more accurately reflect the purchase and price point that were made and provided explanation for the change in action.

**MOTION: Mary McGann motioned/Diane Ackerman seconded to increase the approval amount for new truck/upgrades from \$75,000 to \$110,000. Mary McGann, Colin Topper, Diane Ackerman, and Ashley Wareham voted yes. Motion passed 4-0.**

<b>FUTURE CONSIDERATIONS</b>
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**K. NEXT REGULARLY SCHEDULED MEETING OF THE ACB IS SET FOR WEDNESDAY, OCTOBER 16, 2024**

<b>ADJOURNMENT</b>
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**L. ADJOURNMENT**

The regular meeting was adjourned by Colin Topper at 5:35PM.

Respectfully submitted to the Board,

*Jessica Thacker*

Jessica Thacker

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