

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

Regular Meeting: <https://www.youtube.com/watch?v=bdWkLU5pW8o>

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, January 15, 2025, 4:00 P.M.

Board Members Present: Colin Topper (/Moab City Council Representative), LJ Blackburn (Vice-Chair), Mary McGann (Treasurer), Diane Ackerman (Castle Valley Representative), Mike Duniway (At-Large Member), 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).

Others Present: AJ Throgmorton (Board Member Candidate)

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 (4:00 P.M.)
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Colin Topper called the meeting to order.

CITIZEN'S INPUT

No Citizen's Input was received.

A. ACTION ITEM: INTERVIEW NEW BOARD CANDIDATE

Board Member candidate, AJ Throgmorton, was interviewed by the Administrative Control Board Members to determine his suitability and applicable experience.

**B. POSSIBLE ACTION ITEM: VOTE TO RECOMMEND A CANDIDATE TO THE
COUNTY COMMISSION TO FILL THE VACANCY ON SOLID WASTE'S
ADMINISTRATIVE CONTROL BOARD**

MOTION: Mary McGann motioned/Ashley Wareham seconded to recommend AJ Throgmorton to the Grand County Commission in becoming a Board Member.

Colin Topper, Mary McGann, Mike Duniway, Ashley Wareham, LJ Blackburn, and Diane Ackerman voted yes. Motion passed 6-0.

APPROVAL OF MEETING MINUTES

**C. ACTION ITEM: REVIEW AND APPROVAL OF NOVEMBER 20, 2024
REGULAR MEETING MINUTES**

MOTION: Diane Ackerman motioned/LJ Blackburn seconded to approve the November 20, 2024 meeting minutes as presented in the Board Packet. Colin Topper, Mary McGann, Mike Duniway, Ashley Wareham, LJ Blackburn, and Diane Ackerman voted yes. Motion passed 6-0.

TREASURER/FINANCIAL

D. ACTION ITEM: REVIEW AND APPROVE DECEMBER 2024 FINANCIALS

Lily Houghton provided an overall summary of expenditures for the month of December 2024 stating that payroll expenses were lower than November 2024 and that overall payroll expenses have been lower due to the District being understaffed. However, payroll expenses do not capture the additional labor costs associated with temporary hires through Elwood Staffing. She stated operational expenses were \$132,862.10 with a specific note that several engineering invoices were not received until December resulting in higher engineering expenses. Ashley Wareham requested clarification regarding the engineering invoices and the total amount that has been paid to the engineer as of December 2024. A discussion on fleet maintenance costs and core recovery efforts ensued.

MOTION: Mary McGann motioned/Ashley Wareham seconded to approve the expenditures of the month of November 2024 in the amount of \$486,080.65 as presented in the Board Packet. Colin Topper, Mary McGann, Mike Duniway, Ashley Wareham, LJ Blackburn, and Diane Ackerman voted yes. Motion passed 6-0.

REPORTS FROM BOARD AND STAFF

E. STAFF REPORTS

Chris Scovill provided a staff report by providing an update on the AMCS software implementation stating that it continues to remain an issue and that he would continue forward with the procurement process for other billing software. He expressed appreciation to Ashley Wareham and Colin Topper for their efforts to understand District operations. Chris Scovill provided updates on operations stated that the new rental truck had arrived and that the rental company would be demonstrating a “Complete Fleet” on the 21st to further review available collection truck rentals.

Lily Houghton provided a staff report with an update regarding the PTIF payment stating that it was on-track for the bond payment that will be made in May. She stated that billing issues appeared to be improving slowly, and the District would be considering closing the NMI and CardConnect programs for cost savings as well. Lily Houghton stated that interviews had been conducted for operators and CDL drivers with the goal of bringing on more staff. She stated that she had performed an audit on District staff I-9s and that she had been able to reconcile bank accounts within a timely manner.

Jessica Thacker provided a staff report indicating that the District had been awarded the UDSA Compost Grant for an in-vessel composter and small-scale food waste collection and diversion pilot program. She expressed appreciation to the City of Moab, Moab Grown, and USU Moab Extension for their assistance in the development of the grant materials as well as appreciation to Chris Scovill for assisting in the pre-award submission process. A detailed discussion on the pilot compost program and considerations ensued. Jessica Thacker also provided programmatic updates such as the ongoing Christmas Tree Reclamation Program and the Re-Use Artists Program with the MARC. She also stated that with Chris Scovill's assistance, she was able to successfully submit to the EPA's SWIFR Grant for a Materials Management and Diversion Facility. A discussion on the reasoning behind the SWIFR Grant's request ensued.

Nick Lundberg provided a brief staff report stating that the 2025 budget had been submitted to the state and into Quickbooks as well as developing and submitting other required financial transparency reports. He stated that the tentative dates for the annual audit had been scheduled (June 3-5, 2025). Nick Lundberg reinforced the critical effort of PTIF set-aside for the upcoming bond payment in May. A brief discussion on the financial considerations such as accounting codes and dedicated bank account for the compost grant ensued.

F. BOARD REPORTS

Several Board Members expressed appreciation to District staff for their efforts on the grant development and submission. Mary McGann suggested scheduling training throughout the year to begin succession planning and training for the Treasurer position. Diane Ackerman stated she had read the solid waste management plan on the District website and called for a workshop to develop a document that illustrates the finances, operations, and overall data of District facilities and services. Mike Duniway requested the final pilot compost grant submission be distributed to the Board Members. Colid Topper stated that the City is still receiving calls regarding trash and recycling services but indicated they were declining in volume.

FUTURE CONSIDERATIONS

G. *DISCUSSION/ACTION ITEM: EXTENDED WARRANTY FOR BOMAG COMPACTOR*

Chris Scovill stated that the original warranty for the Bomag compactor is nearly up and that the manufacturers have the option to extend the warranty (valued at approximately

\$50,000) to extend with another transferable 4-year, 500-hours service term. He stated that it is difficult to get the Bomag serviced with the current and if the warranty is not extended, there will be a significant cost increase to purchase a new warranty once the current lapses. Chris Scovill indicated some concern about which option, extended warranty or new warranty, is a more viable option. A brief discussion on the financial implications of each option ensued.

MOTION: Mary McGann motioned/LJ Blackburn seconded to approve the purchase of the extended warranty for the Bomag compactor not to exceed \$60,000. Colin Topper, Mary McGann, Mike Duniway, LJ Blackburn, and Diane Ackerman voted yes. Ashley Wareham voted no. Motion passed 5-1.

H. DISCUSSION/ ACTION ITEM: SWSSD BOARD WORKSHOP

Chris Scovill stated that since there are several new Board members, he felt it would be beneficial to schedule a workshop to educate, update materials, and establish future goals.

I. NEXT REGULARLY SCHEDULED MEETING OF THE ACB IS SET FOR WEDNESDAY, FEBRUARY 19, 2025

ADJOURNMENT

J. ADJOURNMENT

The regular meeting was adjourned by Colin Topper at 5:40PM.

Respectfully submitted to the Board,

Jessica Thacker

Jessica Thacker

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