

# **SOLID WASTE SPECIAL SERVICE DISTRICT #1 (SWSSD1)**

## ***DBA Canyonlands Solid Waste Authority***

**Regular Meeting:** <https://www.youtube.com/watch?v=zjE5JaQ5MRQ>

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**

***Wednesday, March 19, 2025, 4:00 P.M.***

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

<b>REGULAR MEETING – CALL TO ORDER (4:00 P.M.)</b>
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Colin Topper called the meeting to order at 4:02PM.

<b>CITIZEN'S INPUT</b>
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No Citizen's Input was received.

<b>APPROVAL OF MEETING MINUTES</b>
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**A. ACTION ITEM: REVIEW AND APPROVAL OF MARCH 19, 2025 REGULAR MEETING MINUTES**

**MOTION:** Mary McGann motioned/Ashley Wareham seconded to approve the February 19, 2025 meeting minutes with as presented in the Board Packet with minor amendments to Board member titles included. Colin Topper, Mary McGann, Ashley Wareham, LJ Blackburn, Diane Ackerman, and AJ Throgmorton voted yes. Motion passed 6-0.

## TREASURER/FINANCIAL

### **B. ACTION ITEM: REVIEW AND APPROVE FEBRUARY 2025 FINANCIALS**

Lily Houghton provided an overall summary of expenditures for the month of February 2025 reporting total expenses of \$691,733.80, which was higher than the previous month due to a one-time payment to the PTIF account. Payroll expenses remained consistent with January while temporary labor costs via Elwood Staffing increased. Lily Houghton stated that the District also paid for both February and March employee health insurance premiums in February, which amounted to \$80,264.48. She indicated that operational expenses had increased in February, with both fuel expenses and repairs and maintenances costs increasing. The District had several rental costs associated with operations including a deposit for the new building located next door as well as the rental collection trucks. Additionally, an extended warranty was purchased for the Bomag compactor. However, this cost does not reflect on the profit and loss sheet due to its association with an asset rather than the District's cash flow.

**MOTION: Ashley Wareham motioned/LJ Blackburn seconded to approve the expenditures of the month of February 2025 in the amount of \$691,733.80 as presented in the Board Packet. Colin Topper, Mary McGann, Ashley Wareham, LJ Blackburn, Diane Ackerman, and AJ Throgmorton voted yes. Motion passed 6-0.**

## REPORTS FROM BOARD AND STAFF

### **C. STAFF REPORTS**

Chris Scovill provided a detailed staff report indicating high level of operations occurring at all District facilities, but indicated he would provide more detailed overviews during the Board upcoming Workshop on April 10<sup>th</sup>. He provided an update of each facility with significant changes such as the completed installation of solar-powered gatehouse at Klondike Landfill funded by TRT funding, changes in staffing that could create difficult openings in operations and schedule, preparation for mulch grinding at the Moab Landfill, removal of a decaying handicap ramp at the Community Recycle Center's (CRC) administrative office, removal of old insulation from the CRC, and upcoming tour and attendance of the Recycling Coalition of Utah. He provided an update on the leased potential expansion facility located at 2263 South Highway 191 that the District had been given approval for occupation and had begun utilizing the location as a storage yard and second shop. Chris Scovill announced that over a million pounds of metal were recycled last year and expressed appreciation for the landmark effort. He also provided status updates on District assets such as equipment, fleet, and containers as well as approximate costs and financing options. Scovill also provided a brief update on AMCS stating that they had been more productive. However, he indicated issues regarding past payments and billing due to insufficient quality of work and unresolved issues. A discussion regarding this subject ensued. A second discussion regarding an upcoming truck rental demonstration and equipment replacement schedules ensued as well.

Lily Houghton provided a staff report confirming the Board Workshop was scheduled for April 10<sup>th</sup> and expressed appreciation to Savannah Speicher and the Customer Service Representatives for their work learning AMCS and continuing to streamline billing and reconciliation. She stated that Savannah had been generating standard administrative procedures to streamline customer account management. Lily Houghton reported on efforts to address past-due customer accounts. Door hangers had been ordered to place on carts as payment reminders, following a long grace period during the transition with the new billing software and move from city-managed invoicing. She noted that physically removing carts often led to same-day complaints and redelivery requests, so the team was focused on encouraging payment through non-disruptive reminders instead.

Lily Houghton also updated the Board on progress with the employee handbook, describing it as a large and time-consuming project that had been difficult to tackle in short work blocks. She expressed hope that a draft would be ready for Board review in April. Financially, she reported that cash flow had remained steady and that regular payments were being made to the PTIF account. She also outlined several upcoming equipment payments, including approximately \$60,000 for the D7 in April and two payments in May totaling around \$42,000 for the small wheel loader and motor grader, though she noted the latter invoice had not yet been confirmed.

In terms of staff engagement, Lily Houghton shared recent efforts to boost staff morale. She had been working with Expedition HR to brainstorm additional low-cost ways to show appreciation, such as occasional slushie coupons for field staff during hot weather. There was renewed interest in hosting an annual staff event with possible support from local businesses. Lily Houghton also informed the Board that Jill from Expedition HR would be traveling to Moab on April 24–25 to conduct two in-person training sessions—one for all staff and another for managers. The Board expressed support for efforts to show appreciation to District staff.

Jessica Thacker provided an encouraging update on the status of the composting grant. She reported that the grant, which had previously been paused, was now moving forward after additional documentation was submitted and accepted. The project was undergoing an environmental review, and barring any issues, it appeared ready to proceed. Jessica Thacker also mentioned that the previously canceled grant-related webinar had been rescheduled and she planned to report back on its outcomes at the next meeting. She also reminded the Board about the upcoming RCU conference scheduled for May 2nd, noting that she encouraged Board Members to RSVP soon in order to take advantage of early registration discounts.

On the administrative side, she had been working on the development of an Operations Plan for the district. This document would serve as an overarching summary of who the district is, what it does, and its short- and long-term goals. She explained that this would be a valuable resource for use in outreach, grant applications, and funding requests—particularly for TRT funding—so that the district's purpose and impact are clearly and consistently communicated. In tandem with this, Jessica had also begun the process of redesigning the district's website to improve usability, search engine optimization, and

responsiveness across devices. Given the site's complexity, with over 30 individual web pages, she noted that the process had been time-consuming but was essential for modernizing the district's digital presence.

Nick Lundberg provided a detailed staff report indicating that 2024 was a strong financial year for the District. While the full preliminary financials weren't included in the Board Packet, they would be sent out soon for review. Early figures showed over \$6 million in third-party revenue and a net income of approximately \$1.1 million, boosted by factors like higher-than-expected TRT tax revenue, insurance proceeds, and the sale of district-owned property. He also noted that early 2025 financials were on track, with some final adjustments still pending. Nick Lundberg expressed appreciation with the AMCS software for making revenue tracking more transparent and detailed, and proposed that the Board begin reviewing monthly financial reports at each meeting moving forward. He stated the District is well-prepared to make its annual bond payment of about \$824,000 in May. The annual audit is scheduled for June, after which final financial numbers for 2024 will be available.

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

Several Board Members provided brief Board reports:

- Ashley Wareham stated that she had switched all bank information over from Mary McGann as the newly elected Treasurer and cleaned up outdated information on the accounts. A brief discussion on the types of financial accounts, Zions and Mountain America Credit Union, ensued.
- Diane Ackerman provided a brief Board report expressing appreciation for Chris Scovill's attendance of a recycling workshop and provided background on the purpose of the presentation and the individuals that hosted the event. Diane Ackerman indicated that the Recycling Rangers after-school program had been discontinued. However, she had scheduled an appointment with the principal of the school to discuss other options for recycling opportunities.
- AJ Throgmorton provided a brief Board report expressing appreciation that improvements were being made regarding the AMCS software and that he had completed his first round of check signing.
- Colin provided a brief Board report indicating he had met with Chris Scovill, Levi Crowe, and Curt of Curt's Custom Welding to discuss creative approaches to standardizing the container systems and also called for more uniform processing at the Moab Landfill. He indicated multiple inconsistencies in pricing when disposing of personal materials. A brief discussion on the pros and cons of purchasing and installing a scale at the Moab Landfill as well as weight versus volume ensued. Colin Topper expressed appreciation for the District's commitment to the local community and to ensuring its continued service through practical decisions.

<b>OLD BUSINESS</b>
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**E. ACTION ITEM: MODIFY DATE OF APRIL BOARD MEETING, IF NEEDED**

Lily Houghton stated that some Board Members might have been affected by the Spring Break week and suggested modifying the date of the April Board meeting. Board members indicated that the Board Workshop could supplement any necessary discussions, and a Special meeting called if pressing matters arose. No action was taken on this agenda item.

<b>NEW BUSINESS</b>
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**F. SURPLUS OF DISTRICT PROPERTY VARIOUS ITEMS**

Chris Scovill requested to table discussion of this agenda item to allow more time to generate a more complete list of surplus items.

<b>FUTURE CONSIDERATIONS</b>
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**G. NEXT ACB MEETING IS SCHEDULED FOR WEDNESDAY, APRIL 16, 2025**

<b>CLOSED SESSION</b>
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**H. TO DISCUSS COMPENSATION**

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

<b>ADJOURNMENT</b>
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**I. ADJOURNMENT**

The regular meeting was adjourned by Colin Topper.

Respectfully submitted to the Board,

*Jessica Thacker*

Jessica Thacker

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