

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

**Regular Meeting (Part I):** <https://www.youtube.com/watch?v=3sPK5wMWBGc>  
**Regular Meeting (Part II):** <https://www.youtube.com/watch?v=3OcGprSBwys>

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, February 19, 2025, 4:00 P.M.***

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

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.)**

Colin Topper called the meeting to order at 4:00PM.

**CITIZEN'S INPUT**

No Citizen's Input was received.

**CLOSED SESSION**

**A. TO DISCUSS PURCHASE, EXCHANGE AND LEASE OF REAL PROPERTY**

**MOTION:** Mary McGann motioned/Mike Duniway seconded to go into closed session to discuss the purchase, exchange and lease of real property. Colin Topper, Mary McGann, Mike Duniway, Ashley Wareham, LJ Blackburn, Diane Ackerman, and AJ Throgmorton voted yes. Motion passed 7-0.

**MOTION:** Mary McGann motioned/Mike Duniway seconded to go out of closed session. Colin Topper, Mary McGann, Mike Duniway, Ashley Wareham, LJ Blackburn, Diane Ackerman, and AJ Throgmorton voted yes. Motion passed 7-0.

## OATH OF OFFICE

**A. ACTION ITEM: OATH OF OFFICE FOR NEW BOARDS MEMBERS: MIKE DUNIWAY AND AJ THROGMORTON**

## APPROVAL OF MEETING MINUTES

**B. ACTION ITEM: REVIEW AND APPROVAL OF DECEMBER 10, 2024 PUBLIC HEARING AND REGULAR MEETING AND JANUARY 15, 2025 REGULAR MEETING MINUTES**

**MOTION:** Mary McGann motioned/Diane Ackerman seconded to approve the December 10, 2024 and January 15, 2025 meeting minutes as presented in the Board Packet. Colin Topper, Mary McGann, Mike Duniway, Ashley Wareham, LJ Blackburn, Diane Ackerman, and AJ Throgmorton voted yes. Motion passed 7-0.

## TREASURER/FINANCIAL

**C. ACTION ITEM: REVIEW AND APPROVE JANUARY 2025 FINANCIALS**

Lily Houghton provided an overall summary of expenditures for the month of January 2025 indicating that expenditures were slightly lower than December 2024 while indicating that two payments had been made to the PTIF as well as an in-depth analysis regarding trends in payroll costs. She stated that overtime was much lower in January in comparison to December. Lily presented operational costs that included typical fuel and repairs costs as well as insurance expenses and equipment and fleet rentals. There was a brief discussion on the financial costs and process regarding the temporary staff versus in-house staffing. Board members requested clarification on certain expenses presented in the Board Packet.

**MOTION:** Mary McGann motioned/LJ Blackburn seconded to approve the expenditures of the month of January 2025 in the amount of \$634,088.42 as presented in the Board Packet. Colin Topper, Mary McGann, Mike Duniway, Ashley Wareham, LJ Blackburn, Diane Ackerman, and AJ Throgmorton voted yes. Motion passed 7-0.

## REPORTS FROM BOARD AND STAFF

**D. STAFF REPORTS**

Chris Scovill provided a staff report by stating that he had been meeting with Kym from Grand Junction on identifying recycling opportunities and had received all metal recycling bids and should be moving materials within a month while pursuing a more refined metal recycling collection method. A brief discussion on the value of aluminum was held. He also provided operational updates for CSWA facilities and stated that two

new collection trucks should arrive within the following week. A discussion on the impacts of downed trucks on collection was held. Chris Scovill provided a brief update on the implementation of the AMCS software and requested three volunteers from the Board to form a committee to conduct a forensics audit on the software. A brief discussion on considerations about seeking out new billing software was held.

Lily Houghton provided a staff report stating that with assistance from Savannah Humphreys, they were developing SOPs for the CSRs as well as a management plan guiding staff appreciation and a compensation study. She provided an update on AMCS stating that cash flow had improved but stated that it was not possible to import Quickbooks to AMCS, citing high costs. Lily Houghton stated that a meeting was scheduled with AMCS the following day. She also provided background on a pre-recorded “Trash Talk” program through KMZU that was tentatively scheduled to air in March. Lily Houghton indicated that a task list would be generated for the newly elected Treasurer.

Jessica Thacker provided a staff report indicating that due to changes at the Federal level, all awarded and submitted grants were effectively on hold. She also provided updates on the Christmas Tree Reclamation Program, CSWA collaboration with the Trashion Show, the upcoming RCU Spring Conference that would be held in Moab in May and showcased the new signage for the W.A.G. Bag disposal program. Jessica Thacker stated that she would be reaching out to Board Members to collect required annual Board Member training and has been monitoring introduced legislation that could potentially affect District operations and administrative requirements.

Nick Lundberg provided a brief staff report stating that he was wrapping up the 2024 financials and preparing for the audit to be held in June. He stated there had been difficulty booking revenue due to issues with AMCS and expressed hope that a more detailed financial picture would be available the following month. Nick Lundberg provided some financial considerations for segregating costs associated with the compost grant.

## **E. BOARD REPORTS**

Several Board Members provided brief Board reports:

- Ashley Wareham expressed appreciation to Chris Scovill for breaking down the Bomag’s extended warranty and recommended the District start building savings for the purchase of a new compactor.
- Diane Ackerman stated the District Bylaws were out of date and suggested a Board committee to address updating them. She also indicated the CRC Sponsorship Program needed more promotion.
- Mary McGann expressed appreciation to the Board for their active engagement.
- Colin Topper stated he had a conversation with Chris Scovill regarding the compensation study and had the opportunity to speak with Sherri Griffith and that he looked forward to further discussion. He briefly provided background on the District’s management restructuring and urged staff to take Chris Scovill’s new

role and its associated duties into consideration with the compensation as Chris Scovill' compensation was not included in the study. Colin Topper expressed appreciation to Chris Scovill's hard work and the positive direction the District is taking and he encouraged the Board to reach out for further conversations.

## **OLD BUSINESS**

### **F. ACTION ITEM: ELECT BOARD TREASURER**

Mary McGann provided a brief overview of the duties for the Treasurer position.

**MOTION: LJ Blackburn motioned/Mary McGann seconded to appoint Ashley Wareham as Treasurer. Colin Topper, Mary McGann, Mike Duniway, Ashley Wareham, LJ Blackburn, Diane Ackerman, and AJ Throgmorton voted yes. Motion passed 7-0.**

## **NEW BUSINESS**

### **G. ACTION ITEM: LEASE OF REAL PROPERTY AT 2263 S HWY 191**

**MOTION: Mary McGann motioned/Mike Duniway seconded to sign the lease of real property located at 2263 S Highway 191 once item 15 regarding property tax has been clarified. Colin Topper, Mary McGann, Mike Duniway, Ashley Wareham, LJ Blackburn, Diane Ackerman, and AJ Throgmorton voted yes. Motion passed 7-0.**

### **H. ACTION ITEM: RATIFY AMENDED, 2-YEAR EXTENDED WARRANTY FOR BOMAG 772 LANDFILL COMPACTOR**

**MOTION: Mary McGann motioned/LJ Blackburn seconded to ratify the amended, 2-year extended warranty for the Bomag 772 Landfill Compactor. Colin Topper, Mary McGann, Mike Duniway, Ashley Wareham, LJ Blackburn, Diane Ackerman, and AJ Throgmorton voted yes. Motion passed 7-0.**

### **I. DISCUSSION ITEM: APRIL 4 BOARD WORKSHOP**

Lily Houghton stated she would send out a second Doodle poll for Board Member availability as the current date was no longer suitable.

### **J. DISCUSSION ITEM: LSI ENVIRONMENTAL POSI-SHELL PRODUCT FOR ADC (ALTERNATIVE DAILY COVER)**

Chris Scovill provided background for the agenda item stating that the majority of landfill airspace was dirt, and that LSI had provided a demonstration of their ADC product last year. He stated that the San Juan Landfill purchased this product and stated success with the product. Chris Scovill stated that the ADC could provide cost savings to

the District through reduced labor and operations. A discussion on the ADC cost, cost-sharing with San Juan, alternative options, and the pros and cons purchasing and utilizing the product was held. A secondary brief conversation on the need for a water truck was held as well.

#### **FUTURE CONSIDERATIONS**

- K. NEXT ACB MEETING IS SCHEDULED FOR WEDNESDAY, MARCH 19, 2025**
- L. APRIL ACB MEETING SCHEDULED FOR WEDNESDAY, APRIL 16, 2025 – WEEK OF GRAND COUNTY SCHOOLS’ SPRING BREAK**

#### **ADJOURNMENT**

#### **M. ADJOURNMENT**

The regular meeting was adjourned by Colin Topper at 6:03PM.

Respectfully submitted to the Board,

*Jessica Thacker*

Jessica Thacker

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