

SOLID WASTE SPECIAL SERVICE DISTRICT #1 (SWSSD1)

DBA Canyonlands Solid Waste Authority

Regular Meeting: <https://www.youtube.com/watch?v=zPraVHfTgg0>

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, October 15, 2025, 4:30 P.M.

Board Members Present: Colin Topper (Chair/Moab City Council Representative), LJ Blackburn (Vice-Chair), Ashley Wareham (Treasurer), and Mike Duniway (At-Large Representative) were present. Mary McGann (Grand County Commission Representative) attended via Zoom. Diane Ackerman (Castle Valley Representative) and AJ Throgmorton (At-Large Member) were not present. Mary McGann left the meeting at approximately 5:00 PM.

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 4:30PM.

CITIZEN'S INPUT

No public comments were received.

APPROVAL OF MEETING MINUTES

A. PRESENTATION:

Kym Beck with Moab Solutions provided a presentation on work the partnership between SWSSD1 and Moab Solutions has completed so far. An MOU between the two organizations was entered into in summer of 2025 in an effort to establish source-separated recycling locations

in surrounding rural communities to increase recycling access and volumes of recyclable commodities received at the Community Recycling Center (CRC). Increased materials can increase the value of commodities and help ensure the financial viability of rural recycling in the area. A drop site was established in Green River, UT, with another to be set up in La Sal, UT soon. Kym highlighted she is working on building recycling networks between local government, non-profit and local universities to increase partners for cost sharing and transportation.

Mike Duniway voiced concerns regarding additional costs to the District. Chris Scovill highlighted that increased recycling quantities could offset the operational costs. LJ Blackburn brought up advertising for the new drop sites. Jessica Thacker said she would post pictures on the District's facebook page when they become available. Colin Topper asked about storage concerns. The District has adequate space to process and store materials and will be expanding to offer a source-separated recycling option at the Transfer Station. The goal is to continue to make recycling easier.

**B. ACTION ITEM: REVIEW AND APPROVAL OF SEPTEMBER 17, 2025
REGULAR MEETING MINUTES**

MOTION: LJ Blackburn motioned/Ashley Wareham seconded to approve the September 17, 2025 Meeting Minutes as presented in the Board Packet. Colin Topper, LJ Blackburn, Mike Duniway, Ashley Wareham and Mary McGann voted yes. Motion passed 5-0.

TREASURER/FINANCIAL

C. ACTION ITEM: REVIEW AND APPROVE OF SEPTEMBER 2025 FINANCIALS

Lily Houghton provided a detailed overview of the September 2025 financials. Total September expenditures amounted to \$691,605.25.

Payroll expenses for September totaled \$248,105.64, which is on par for a month with two paydays and benefit payments. Four temporary staff were hired as District employees. Operations account expenses were \$205,584.36. This included a quarterly Household Hazardous Waste disposal fee, expenses for heavy equipment and expenses associated with implementing a compost program.

Additional highlights included the invoice for the November interest payment of the bond was received and will be paid in November. LJ Blackburn had a question about the PTIF balance – the PTIF balance was reported to be \$1.4 million, which was incorrect. The correct balance was brought up at the beginning of Lily Houghton's staff report and is just shy of \$2.3 million. A \$170,000 transfer to the PTIF Fund occurred on October 3rd. Payment schedules for the bond were reviewed with principal and interest due in May and interest only due in November.

MOTION: Ashley Wareham motioned/Mike Duniway seconded to approve the expenditures of the month of September 2025 in the amount of \$691,605.25 as presented in the Board Packet. Colin Topper, LJ Blackburn, Mary McGann, Mike Duniway and Ashley Wareham voted yes. Motion passed 5-0.

REPORTS FROM BOARD AND STAFF

D. STAFF REPORTS

Chris Scovill gave an update on preparing 2026's budget. Items he discussed pertaining to the budget include:

- He has tasked Jessica Thacker with preparing a Strategic Management Plan, which will outline where funds will be spent, and give an overview of the direction the District is headed in 2026.
- Employee benefits for 2026 were briefly touched on – this topic is covered in Agenda Item J.
- In 2026 Single Stream Recycling will be combined into one recycling class to gauge revenue v. operation costs for recycling as a whole.
- A discussion of modifying intercompany revenue items was brought up
- In 2026 office staff time spent on programs will be allocated to the appropriate class. Currently all supervisors and office staff are lumped into the administrative category when many work directly with operations.
- The District anticipates purchasing another rear-load truck for 2026. The Truck purchased in 2025 is expected to be in use in a few weeks, which will allow one of the two rented rear-load trucks to be returned. Both rental trucks are slated to be returned in November when Sunday route service ends.
- Chris wants to build a replacement schedule into the budget for trucks and equipment.
- The District anticipates the purchase an additional Roll-off Truck in 2026.
- Addition of a new staff position for an Administrative Assistant to aid the District Manager. The Board expressed support for this position, if the budget allows.

The District identified the need for additional IT support and has vetted a few local companies to tackle initial IT-based projects, such as finalizing the transition to a .gov domain, then creating a conformed system and network for operational efficiency.

The District held staff training the week prior, and Chris highlighted the importance of investing in training for staff as CSWA is a governmental organization operating in a heavily regulated industry.

Chris gave an update on the Transfer Station (TNS) and possible Moab Landfill (MLF) closure. Forsgren Associates Inc., the engineering firm the District is working with, is close to finishing conceptual site plans for updated infrastructure at TNS. These updates will be critical when MLF closes. MLF currently has the largest area to fill due to slopes. To maximize the available airspace, he and the Facilities Supervisor are looking at

purchasing a compactor, as well as additional equipment such as a shredder and grinder. These pieces of equipment would then be valuable when waste is eventually run through the TNS.

The DEQ permit for MLF operations has been submitted. Discussion of the closure of MLF proceeded with the mention that closure would involve multiple agencies.

There will be a vacancy on the District's Administrative Control Board beginning in January 2026 for a Castle Valley representative as outlined in the District's bylaws. Castle Valley and the District have been unsuccessful in finding a Castle Valley citizen to volunteer, and a discussion of converting the seat into a representative from the Southeast Utah Health Department ensued. Chris is working to re-establish a relationship with the Utah Association of Special Districts (UASD), a non-profit that is dedicated to advocating and strengthening special district and special service district governance by providing services and support to its members.

Chris has been in contact with the District's financial auditors to schedule 2025's audit earlier in 2026 to meet deadlines Grand County has set for their components.

Lastly, Chris brought up reaching out to the Community Impact Board (CIB) for funding expansions at the TNS. The Board expressed support for this and accolated Chris for his knowledge of operations, vision and dedication.

Lily Houghton gave an update on staff training the district hosted the week prior. This included a manager training, which will be beneficial as staff reviews are planned to be held in November. She has assisted in preparing for the 2026 budget with Nick and Chris. Once the District Manager reviews revision of the employee handbook it will be sent back for a final legal review. She has been posting for openings with the District and reviewing applications. District is looking at software outside of AMCS. While at times it appears the AMCS software is improving, the District is looking elsewhere to keep all options open. Lily will be attending UASD Convention in Layton in early November.

Jessica Thacker updated the Board she is developing the Strategic Management Plan, which will summarize infrastructure investment, program developments, and the District's vision for future short- and long-term goals.

The EcoDrum composter is tentatively scheduled for delivery this week, but in conversation with the distributor there might be a delay. In anticipation for this, she is working on a comprehensive operations plan and press/media kit for the launch. The District is now a member of the US Composting Council

Training update:

- Jessica completed the 8-hour HAZWOPER refresher
- She has gained access to the UDOT Learning Portal for Environmental Control Supervisor training, which is valuable with compliance for the Stormwater permit

- Wil soon renew her Records Officer Certificate
- Enrolled in EPA Grants Competition Process and Understanding Accessibility in Social Media trainings
- Jessica and Chris will attend a five-day Compost Operations Management Training which will provide technical instructions and hands-on training at an agricultural facility. Grant funds cover the costs of this training.

Jessica attended the Recycling Coalition of Utah's Board retreat to shape the upcoming fall conference which will be held on November 7th at the South Utah Valley Dry Creek Transfer Station. Registration is open for all who would like to attend.

Jessica and Chris attended the inaugural Green Gatherings meeting which is a new community engagement initiative designed to foster sustainability conversations and partnerships. These meetings are held on the first Wednesday of each month. There is no movement with the status of the Composting Grant through Department of Agriculture.

Lastly, Jessica is finalizing a project concept for submission to the Used Oil Block Grant Program to strengthen the used oil collection operations, and has been working on advertising for the fall voucher program, which will run November 3rd through November 15th.

Nick Lundberg reported he is continuing to monitor actual v. budget expenses for 2025 to assess the need of an amended budget. Nick reported the District is still roughly \$200,000 under budget, and he does not foresee the need for an amended budget for 2025. Nick said the budget for 2026 will mirror 2025, except for accounting for higher costs. Colin Topper asked if Nick saw more wiggle room for this budget Cycle. Nick said, yes, the price increase of past few years allow have revenue come in to fund PTIF on regular basis, and the District is on it's way to having a year's worth of bond service set aside, which is approximately \$900,000. Nick confirmed the bond is an 18-year term, ending in 2039.

E. BOARD REPORTS

No Board Reports were provided.

NEW BUSINESS

F. *DISCUSSION/POSSIBLE ACTION ITEM:* REQUEST FOR APPROVAL TO PROCEED WITH THE SELECTION AND IMPLEMENTATION OF COLLECTION SOFTWARE AND CAMERA SYSTEM

The current provider for cameras for service verification, Motive, is lapsing. The District currently has front and rear cameras which a means for service verification, a basic maintenance recording, GPS tracking, and fuel analysis. The District wants to expand this tool, and procured two quotes for a three year contract, one from Motive, one from Samsara, both about the same. Staff would prefer Samsara; for roughly \$400 more per month Samsara offers more interactive cameras. On their system the driver can view all cameras for increased visibility and there is a

warning/collision alert system. Samsara also offers a more robust maintenance package in which work orders can be written, and a means to track each vehicle's maintenance/expenses separately for better cost analysis. Samsara will help streamline things. Implementation timeline is being worked out. The goal would be to have Samsara installed in fleet vehicles by November 8th. The quote from Samsara is for the entire fleet, which includes backups. Chris will not be putting cameras in all vehicles, which is anticipated to reduce costs. Ashley Wareham asked when equipment would be available to ship. Chris confirmed the majority of a cameras can be installed guarantee to get the District up and running, but there is an anticipated delay in the full 360 cameras.

Motion: Mike Duniway motioned/ LJ Blackburn seconded to approve the District proceed with the purchase and implantation of the Samsara software and camera system up to \$86,810.40 over 36 months. Colin Topper, Mike Duniway, Ashley Wareham, and LJ Blackburn voted yes. Motion passes 4-0.

G. DISCUSSION ITEM: FEE SCHEDULES FOR 2026

In preparing for the 2026 budget, the District would like to standardize pricing on fee schedules. This will aid staff to have more consistent pricing and ease billing. For example, the District is considering removing the extra container discount for dumpsters. A discussion of the fee scheduled ensued. The main goal of this is to standardize fees in a logical fashion and add in containers that are not currently on fee schedules.

H. DISCUSSION ITEM: 2026 BUDGET

The goal of the Strategic Management Plan is to show where money the District receives is going. Chris advised this would be gone into more in-depth at the November Board meeting. The District requested \$500,000 in TRT funding from Grand County but has yet to receive confirmation of what amount is allocated to the District. Nick brought up the ten-thousand-foot view of the budget to determine cash flow and then account for anticipated expenses. A discussion of how Nick prepares the budget ensued.

I. DISCUSSION/POSSIBLE ACTION ITEM: REQUEST TO CHANGE THE STAFF DESIGNATION OF THE DISTRICT CLERK

Chris has been realigning roles, and thinks the duties of the District Clerk aligns more with the Administrative Coordinator role than the Program Manager. SWSSD1's bylaws specify the Board designates the District Clerk. This is a Board task that the Board assigns to a Staff member.

Motion: LJ motioned to approve the reclassification of District Clerk position and designate the responsibilities to fall under the Administrative Coordinator. Colin Topper, LJ Blackburn, Mike Duniway and Ashley Wareham voted yes. Motion failed due to lack of a second.

J. DISCUSSION ITEM: INSURANCE/HEALTH BENEFITS FOR 2026

Lily brought up the options of the insurance renewal for 2026. A discussion of renewal options ensued. Lily had reached out to Grand County's HR department to access the feasibility of the District being covered under the County's insurance umbrella, as the District having few than 50 employees reduces the number of insurance options. County HR responded a change like this would need to be approved by the Commission.

The District is focusing on a plan with a 9.6% fee increase, and looking at adjusting amounts staff contribute for medical, dental and vision insurance. 2026's plan is to cover an individual on the High-Deductible Health Plan (HDHP) at 100%, with all other plans scaled off of this. The District would cover 95% of the Two-party HDHP and 90% of the Family HDHP. The Traditional plan would still be offered, with the dollar amount the District contributes being based off of amounts from the HDHP. Each of these percentages is lower than 2025 employee contribution amounts.

FUTURE CONSIDERATIONS

K. NEXT ACB MEETING IS SCHEDULED FOR WEDNESDAY, NOVEMBER 19TH, 2025 AT 4:30 PM

ADJOURNMENT

L. ADJOURNMENT

The regular meeting was adjourned by Colin Topper at 6:21 PM.

Respectfully submitted to the Board,

Lily Houghton

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