

SOLID WASTE SPECIAL SERVICE DISTRICT #1 (SWSSD1)

DBA Canyonlands Solid Waste Authority

Regular Meeting: <https://www.youtube.com/watch?v=FmiX4faYD4Q&t=20s>

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, November 19, 2025, 4:30 P.M.

Board Members Present: Colin Topper (Chair/Moab City Council Representative), LJ Blackburn (Vice-Chair), Ashley Wareham (Treasurer), Diane Ackerman (Castle Valley Representative) and Mary McGann (Grand County Commission Representative) were present. Mike Duniway (At-Large Representative) and AJ Throgmorton (At-Large Member) attended via Zoom. Mike Duniway left the meeting at approximately 5:45 PM and returned at 5:49 PM.

SWSSD1 Staff Present: Nick Lundberg (District Accountant), Lily Houghton (Administrative Coordinator). Chris Scovill (District Manager) joined at 5:25 PM and Jessica Thacker (Program Manager) at approximately 5:30 PM.

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. ACTION ITEM: REVIEW AND APPROVAL OF OCTOBER 19, 2025 REGULAR MEETING MINUTES

MOTION: Ashley motioned/LJ Blackburn seconded to approve the October 15, 2025 Meeting Minutes as presented in the Board Packet. Colin Topper, LJ Blackburn, Ashley Wareham, Mary McGann, AJ Throgmorton, Diane Ackerman and Mike Duniway voted yes. Motion passed 7-0.

TREASURER/FINANCIAL

B. ACTION ITEM: REVIEW AND APPROVE OF OCTOBER 2025 FINANCIALS

Lily Houghton provided a detailed overview of the October 2025 financials. Total October expenditures amounted to \$853,623.50.

Payroll expenses for October totaled \$393,961.22, which included three payroll cycles and both October and November health insurance premiums. Operation accounts expenses were \$289,662.28. This included the purchase of the compost machine, CDL training for staff and repairs for the D8.

Ashley Wareham asked if the D8 was operational. Colin Topper messaged Chris Scovill, who was away at training to confirm this. Chris responded that the D8 was up and running at the Moab Landfill. Lily mentioned a communication received from the Grand County Attorney's Office reminding Board members of the rules of the Open and Public Meeting Act (OPMA) and texting amongst themselves. Mary McGann outlined that for a meeting to be considered "open and public" board members are not to text, especially to fellow members, during meetings. Mary also said texting Chris was in line with OPMA as Colin disclosed who he was texting and their response.

Additional highlights included a review of expenses related to the Compost Grant. LJ Blackburn asked if there was a way to isolate grant income/expenses on the Profit and Loss statement. Lily offered to include a Profit and Loss by class in the future to see all grant expenses in one place.

Lily also covered single stream recycling changes with October being open enrollment for City customers. Only 9 city residents canceled recycling services, and from routing there are roughly 641 total city residents enrolled. Lily noted the 641 number may include some commercial nightly rental properties. Ashley Wareham if there is a report tracking new customer enrollment. This is not currently tracked but is something staff will look at in the future.

MOTION: LJ Blackburn motioned/Diane Ackerman seconded to approve the expenditures of the month of October 2025 in the amount of \$853,623.50 as presented in the Board Packet. Colin Topper, LJ Blackburn, Ashley Wareham, Mary McGann, AJ Throgmorton, Diane Ackerman and Mike Duniway voted yes. Motion passed 7-0.

REPORTS FROM BOARD AND STAFF

C. STAFF REPORTS

Chris Scovill and Jessica Thacker were away at training and did not provide staff reports.

Lily Houghton updated the Board on her recent work which included:

- Attending the Utah Association of Special District's (UASD) annual conference 11/5/25 – 11/7/25. The benefits of membership in UASD was discussed. Since 2024 the District has not held a membership due to financial reasons. LJ mentioned she utilized the UASD when she was interim Co-Executive Direction. Ashley Wareham asked if an hourly rate was an option, as the membership cost of is a lot of money (roughly \$11,000).
- An update on working with RevTek, a new IT partner, to transition the District to the .gov domain and address other IT concerns
- A new position of a Recycling and Logistics Coordinator has been announced, and several applications have been received. Diane asked for clarification on this role. Lily said this role would supervisor staff at the Community Recycling Center and assist in expanding recycling and diversion efforts of the District.
- AMCS update – the District is now working with Jim English who is a member of the support team and we are starting to see traction with several open support tickets
- MACU Visa Business Credit Cards are still listed under Mary's name. Mary and Ashely expressed surprised at this. Lily has been in contact with MACU. The best path forward to change the name is to apply for a new line of credit in the District's name. This will be an item on the December Board meeting Agenda. Lily brought up a staff member could be designated as a signer on just the CC account, which would allow staff to unfreeze cards or discuss potential fraud activity without a board member present. LJ Blackburn expressed concern of this falling to the Administrative Coordinator, as they reconcile accounts. Lily will check with the Auditors for their opinion.

Nick presented a budget analysis for 2025 showing the District is projected to be \$82,000 under budget for the year, but expressed concern about the tight margin. He proposed a budget amendment to increase the capital outlay and debt service budget by \$250,000 to provide a larger cushion for unexpected expenses in the final two months of the year. Nick emphasized this would allow the District to spend extra funds if there was a need, and in no way would this bind the District to spend this amount. As the District is an enterprise fund this can be done via a resolution at the December meeting.

D. BOARD REPORTS

Diane brought up concern on Board staffing when her term ends on 12/31/2025. There will be one opening on the Administrative Control Board as of 1/1/2025.

Mary McGann updated everyone Grand County has hired a Planning and Zoning Director who will start work on Monday, 11/24/25. She will coordinate a meeting with the P&Z Director, County Administrator and Chris Scovill to discuss priorities for the District.

AJ Throgmorton gave a shout out to the Solid Waste team and was appreciative of the service for disposing of a washing machine.

Colin Topper shared that the cleanup at Walnut Lane is progressing, and the house demo on Mountain View should start soon, both of which will bring material to the District. Colin also brought up that Recla Metals will be opening a location in Moab in roughly 6 months which will include a scrap operation. This could potentially affect District revenue from scrap metal, or open an opportunity to partner. Later in the meeting Chris Scovill mentioned he had heard of another company (he thought different than Recla) opening in Moab. He mentioned exploring the potential for a public-private partnership.

OLD BUSINESS

E. ACTION ITEM: STAFF DESIGNATION OF DISTRICT CLERK

Lily Houghton mentioned this motion failed at the last meeting due to lack of a second.

Motion: LJ Blackburn motioned/ Mary McGann seconded to approve the reclassification of District Clerk position and designate the responsibilities to fall under the Administrative Coordinator. Colin Topper, LJ Blackburn, Ashley Wareham, Mary McGann, AJ Throgmorton, Diane Ackerman and Mike Duniway voted yes. Motion passed 7-0.

F. ACTION ITEM: APPROVE 2026 TENTATIVE BUDGET

Nick Lundberg explained it is an annual process for the Board to approve a tentative budget at the November meeting, and that this budget will continue to be refined. Lily detailed the new tiered system for staff health insurance benefits, which includes covering individual plans at 100%, two-party plans at 95%, and family plans at 90%. Nick emphasized that the budget is based on a fully staffed level, and while temporary labor is often used, the budget reflects full staffing costs and explained the budget structure. Nick emphasized that while revenues are not directly scrutinized by the state, the budget dictates how much the District is authorized to spend.

Nick outlined the capital/infrastructure portion, and that the majority of this portion of the budget is allocated for a compactor/grinder, semi-tractor, pickup trucks, and potentially, a roll-off truck. Nick suggested potentially pushing the compactor/grinder purchase to the following year and standardizing the roll-off system instead. He also explained that the budget includes placeholders for other potential capital items. Nick noted the impact of financing verses paying cash for capital items and how each affects the budget.

LJ Blackburn raised a question about projecting income based on new residential developments, such as apartments. Nick responded by explaining his approach of using historical data with a potential increase factor.

Mike Duniway inquired about the commitment involved in approving the tentative budget, and Nick clarified that it is a formality, with adjustments expected before final approval.

Motion: Ashley Ware motioned/ Mike Duniway seconded to approve the 2026 Tentative Budget as presented in the Board Packet. Colin Topper, LJ Blackburn, Ashley Wareham, Mary McGann, AJ Throgmorton, Diane Ackerman and Mike Duniway voted yes. Motion passed 7-0.

G. ACTION ITEM: SET DATE FOR FINAL BUDGET PUBLIC HEARING

Lily Houghton brought up it is a formality for the Board to set a date for the 2026 final budget public hearing. The board discussed the need for better signage and lighting at the meeting location. Mary McGann expressed concerns that the Transfer Station looks closed, and Chris agreed that the gate can be opened for the Public Hearing. Jessica Thacker was directed to purchase a sign.

Motion: Mary McGann motions/ Diane Ackerman seconded to set the final budget public hearing for December 10th, 2025, at 6 PM, with the regular board meeting starting at 5 PM. Colin Topper, LJ Blackburn, Ashley Wareham, Mary McGann, AJ Throgmorton, Diane Ackerman and Mike Duniway voted yes. Motion passed 7-0.

NEW BUSINESS

H. ACTION ITEM: PURCHASE OF POLYCARTR LOAD

Chris Scovill brought up the District is running low on polycarts as well as every-other-week lids. The cost benefit of purchasing a full load was discussed, as well as using the Schafer, the same vendor as the last order, as the previous cart order from a different company were not durable. Nick Lundberg brought up his recommendation to amend the 2025 Budget, and to adjust that figure depending on when the polycarts are invoiced, either in 2025 or 2026. Chris said, with shipping, a full load was estimated to cost \$42,000.00.

Motion: Ashley Wareham motions/ LJ Blackburn seconded approving \$45,000.00 to purchase a full order of polycarts. Colin Topper, LJ Blackburn, Ashley Wareham, Mary McGann, AJ Throgmorton, Diane Ackerman and Mike Duniway voted yes. Motion passed 7-0.

I. DISCUSSION/ACTION ITEM: PURCHASE OF TWO REAR LOAD COLLECTION TRUCKS

Currently the District is paying \$16,000/month for two rental trucks, which is not sustainable. Chris Scovill presented the proposal to purchase the two rental trucks from Big

Truck Rental for \$150,000 and \$170,000 respectively, which would bring all front-line trucks being newer than 2023, and give the District time to work a replacement schedule into the budget over the next few years. Ashley Wareham asked if the rental company would give a percentage of rent down on purchase, but Chris said this was not an option based on the offered price. No action was taken at this meeting.

J. DISCUSSION ITEM: PROPOSED 2026 HOLIDAYS

Lily Houghton presented the proposed 2026 Holidays to the Board, with a request to add one additional holiday to bring the number of holidays the District observes from ten to eleven. Lily had proposed adding either Juneteenth or Columbus Day. The Board directed staff be allowed to vote on which holiday they preferred.

K. DISCUSSION ITEM: PROPOSED 2026 ACB MEETING SCHEDULE

Lily Houghton presented the proposed 2026 Administrative Control Board meeting schedule. Meetings will continue to be held on the third Wednesday of the month beginning at 4:30 PM, except December with will be the second Wednesday beginning at 5:00 PM.

L. DISCUSSION ITEM: PROPOSED 2026 FEE SCHEDULE INCREASES

Lily Houghton presented a list of possible changes to existing fee schedules in an effort to standardize and streamline fees for the District's operational ease and residents' benefit. One item discussed was every other week discounts for additional containers. LJ brought up this discount and Nick Lundberg clarified the second container pricing is due to operational efficiency as there is limited approach time for multiple containers. Other items brought up included removing "multifamily" pricing from the Recycling schedule, adding additional service frequency for rural locations, a potential surcharge for sites north of the river bridge, roll off pricing, and facility pricing for items such as hot tubs and solar panels. The Board expressed support for this and directed staff to proceed.

FUTURE CONSIDERATIONS

**M. NEXT ACB MEETING AND PUBLIC HEARING IS SCHEDULED FOR
WEDNESDAY, DECEMBER 10, 2025, BEGINNING AT 5:00 PM**

ADJOURNMENT

N. ADJOURNMENT

The regular meeting was adjourned by Colin Topper at 6:14 PM.

Respectfully submitted to the Board,

Lily Houghton

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