

Solid Waste Special Service District #1

2295 S Highway 191

Moab, Utah

Wednesday, December 10, 2025, 5:00 P.M.

Regular Meeting and Public Hearing Minutes

The Solid Waste Special Service District #1 Administrative Control Board met on the above date and time at the Administrative Office at the Transfer Station located at 2295 S Highway 191, Moab, Utah. Chair, **Colin Topper, called the Meeting to order at 5:00 PM.** In attendance were Colin Topper (Chair/Moab City Council Representative), LJ Blackburn (Vice-Chair), Ashley Wareham (Treasurer), Diane Ackerman (Castle Valley Representative) Mike Duniway (At-Large Representative) and Mary McGann (Grand County Commission Representative). AJ Throgmorton (At-Large Member) attended via Zoom, joining at 5:28 PM. Mary McGann left the meeting at 6:22 PM.

SWSSD1 Staff Present: Chris Scovill (District Manager), Lily Houghton (Administrative Coordinator), Jessica Thacker (Program Manager), and Nick Lundberg (District Accountant).

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/>

Citizens' Input:

Pam Hackley was present and thanked Diane Ackerman for representing the Town of Castle Valley on the Solid Waste Board.

A. Action Item: Review and Approval of November 19, 2025 Regular Meeting Minutes

Mary McGann motioned to approve the November 19, 2025 Meeting Minutes as presented in the Board Packet. Diane Ackerman seconded. Motion passed 6-0.

B. Action Item: Review and Approval of November 2025 Financials

Lily Houghton provided an overview of the November 2025 financials. Total November expenditures amounted to \$459,622.06. Payroll expenses for November totaled \$242,641.91. Operation accounts expenses were \$211,192.33. Compost grant expenses in November came to \$1,646.08 for staff travel expenses to attend a compost training.

Mary McGann motioned to approve the expenditures of the month of November 2025 in the amount of \$459,622.06 as presented in the Board Packet. LJ Blackburn seconded. Motion passed 6-0.

C. Staff Reports

a. Chris Scovill gave a detailed report covering IT updates, composting operations, landfill closure planning and coordinating with Grand County, landfill post closure estimates, proposed CIB requests for improvements at the Transfer Station (TNS), and recycling operations.

There was a discussion of whether the District, Grand County and City of Moab's combined responsibility for landfill closure/post closure is 100%, or if the District is solely responsible for 100% of closure costs, with the County and City each contributing 50% as an additional assurance backup. Board members expressed concern regarding the scale of the obligation and noted past understandings that total closure costs were to be shared directly among the entities.

Chris provided an update on regional recycling efforts, which is called a hub and spoke model. Chris will be traveling to Price to assess how the District can support their recycling program with a potential for backhauling recycling material from Price on the District's existing route to Salt Lake City. The new Recycling & Logistics Coordinator brings extensive experience, and operations at the CRC continue to improve. The goal is to secure higher-value commodities, such as for aluminum, to increase revenue to offset operation costs and strengthen the long-term sustainability of recycling programs throughout Southeast Utah.

b. Lily Houghton provided a brief update highlighting improvement with AMCS software, including potential new features like texting and auto-reminder emails.

c. Jessica Thacker provided updates on recent training and conferences, District programs, and compliance/regulatory matters. She reported that the fall voucher program concluded with approximately 250 registrants, saving \$2,200 for the community and contributing data for the wildfire mitigation grant.

Jessica highlighted the upcoming HB-53 tarping law, effective in 2026, noting that District facilities may issue fines for loads that are not properly tarped to prevent litter. She also reported that the Moab Landfill (MLF) will be closed on Saturdays from December through February due to low usage, and residents are encouraged to use TNS during this period.

d. Nick Lundberg reported he is continuing analysis of revenue streams to develop data-driven projections for next year, including how revenue correlates with tonnage, yardage and residential versus commercial collections.

He noted an upcoming bond-related requirement: every five years the District must analyze interest earned on funds set aside for the bond compared to the bond's interest rate to ensure compliance with tax-exempt bond rules.

D. Board Reports

Diane Ackerman noted that her term is ending and expressed enthusiasm for the District's progress on the hub-and-spoke system and recycling efforts. She encouraged staff to revamp and re-advertise the CRC sponsorship program, noting potential community funding opportunities to support recycling.

Chris added that Green Gatherings, which meets the first Wednesday of each month, has discussed this topic and will continue pursuing it.

Mary McGann brought up the Recycling and Logistics Coordinator, and hoped they could help bring the community to the CRC.

LJ Blackburn thanked Diane for her service on the Board, and Diane was presented with a "Recycle Queen" crown in appreciation.

Colin Topper reported that demolition of the Mountain View house will begin on Thursday, December 11, 2025, and noted that new trash cans will be placed along Main Street.

E. Action Item: Letter Authorizing Treasurer of Solid Waste ACB to obtain MACU VISA

The District's current line of credit (LOC) for staff credit cards is in Mary McGann's name. MACU requires the District to establish a new line of credit under the District's name to update this. Lily presented a letter for the Board Chair to sign to initiate the application process if the Board approved.

Mary McGann motioned to approve and have the letter signed authorizing the Treasurer of the Solid Waste Administrative Control Board to obtain a Mountain America Visa Business Line of Credit in the amount of \$41,000.00. LJ Blackburn seconded. Motion passed 7-0.

F. POSSIBLE ACTION ITEM: Rear load trucks

Chris reported that the two rental trucks can be purchased for \$320,000, which would end rental fees in January while financing is arranged. Financing would cost approximately \$5,000 per truck per month, compared to the current \$8,000/month rental rate, saving about \$3,000 per truck monthly. The trucks, only a few years old, have operated reliably since early 2025, with prior modification issues resolved and some warranty coverage remaining. Nick noted the trucks are included as capital items in the 2026 budget. Chris confirmed purchasing these trucks would make the District's oldest frontline truck a 2017 model, helping establish a predictable replacement cycle based on a seven-year lifespan.

Mike Duniway motioned to approve the purchase of two rental trucks for up to \$350,000.00. Mary McGann seconded. Motion passed 7-0.

G. Action Item: Discussion and Adoption of Resolution #2025-1201 Amending 2025 Budget to Capital Outlay and Debt Service

Lily summarized the need to ensure the District does not exceed its budget and Nick's recommendation to add \$250,000 to the 2025 budget. As an enterprise fund, the District may amend its budget by resolution at any regular meeting.

Mary McGann motions to adopt Resolution #2025-1201 to Amend the Budget for Calendar Year 2025. LJ Blackburn seconded. Motion passed 7-0.

H. Action Item: Discussion and Adoption of 2026 Observed Holiday and Facility Closures Schedule

Lily revisited the holiday discussion from the last meeting, with the proposed 2026 schedule including 12 holidays. The only days on which curbside collection pauses are Christmas Day and New Year's Day.

LJ Blackburn motions to adopt the 2026 Observed Holidays and Facility Closure Schedule. Ashley Wareham seconded. Motion passed 7-0.

I. Action Item: Discussion and Adoption of 2026 SWSSD1 Administrative Control Board Meeting Schedule

The 2026 ACB Board Meeting schedule for 2026 will follow the same schedule as 2025: the third Wednesday of every month beginning at 4:30 PM, except for the month of December being held on the second Wednesday.

Mary McGann motions to adopt the 2026 Solid Waste Special Service District #1 Administrative Control Board Meeting Schedule as presented in the Board Packet. Ashley Wareham seconded. Motion passed 7-0.

J. Action Item: Discussion and Approval of 2025 Fraud Risk Assessment

Staff reported improvements in internal controls since last year, with the District scoring 305/395 (up from 290) and now in the medium-risk category. Some items remain to be finalized, including credit card procedures to further reduce risk.

Colin Topper as Chair signed as Chief Administrative Officer, and Ashley Wareham as Treasurer signed as Chief Financial Officer.

K. Action item: Establish a Committee to Review Revisions to the Employee Handbook

Lily presented proposed revisions to the employee handbook and recommended Board approval of changes prior to final legal review. The timeline includes approximately four weeks for Board review, followed by legal review, with a goal of presenting the final document at the March 2026 meeting.

A committee of three Board members comprised of Mike Duniway, LJ Blackburn, and Mary McGann, was selected to review the handbook.

PUBLIC HEARING

Colin Topper opened the public hearing at 6:00 PM with no public present. The Chair kept the public hearing open as the board moved on with agenda items. The public hearing was closed at 6:16 PM.

La: Action Item: Discussion and Adoption of Resolution #2025-1202

The Board discussed proposed fee schedules for Grand County, San Juan County (Spanish Valley), and Rural residential and commercial fee schedules. Lily explained that fees were rounded to the nearest \$5 or \$10, with every-other-week service set at 75% of the weekly rate and Rural areas defined as north of the entrance to Arches National Park. Fee increases apply only to commercial containers. Residential container rates remain unchanged.

Mike Duniway motions to adopt Resolution #2025-1202 to approve the 2026 Fee Structures for Grand County, San Juan County (Spanish Valley) and Rural Residential and Commercial Trash and Recycling Services. LJ Blackburn seconded. Motion passed 6-0.

Lb: Action Item: Discussion and Adoption of Resolution #2025-1203

The Board discussed updates to Rolloff Container Service Schedule, aimed at simplifying the schedule. Pricing was added for historically used containers that lacked rates, and notes were clarified that not all containers are available and to include a \$2/mile surcharge for deliveries requiring travel on unpaved roads.

LJ Blackburn motions to adopt Motion to adopt Resolution #2025-1203 to approve the 2026 Fee Structure for Roll-off Container Services. Mike Duniway seconded. Motion passed 6-0.

Lc: Action Item: Discussion and Adoption of Resolution #2025-1204

The Board discussed updates to the 2026 facility fee schedules, which included new items such as hot tubs and animal carcasses. Jessica has worked to streamline documentation

for consistent messaging across facilities. Updates to the TNS fee schedule addressed differences for animal carcasses, lead-acid battery fees, and the wag bags, disposal of which is now free for commercial entities. A note was added regarding the HB-53 tarping law.

Mike Duniway motions to adopt Motion to adopt Resolution #2025-1204 to approve the 2026 Fee Structures for all District. LJ Blackburn seconded Motion passed 6-0.

Ld. Action Item: Discussion and Adoption of Resolution #2025-1205

The board considered the 2026 Budget.

Mike Duniway motions to adopt Resolution #2025-1205 to approve the Budget for Calendar Year 2026. Ashley Wareham seconded. Motion passed 6-0.

M. Next ACB Meeting is Scheduled for Wednesday, January 21, 2026, beginning at 4:30 PM

N. Adjournment

The regular meeting was adjourned by Colin Topper at 6:46 PM.

Respectfully submitted to the Board,

Lily Houghton
Administrative Coordinator