SOLID WASTE SPECIAL SERVICE DISTRICT #1 (SWSSD1)

DBA Canyonlands Solid Waste Authority

Regular Meeting: https://www.youtube.com/watch?v=clJ9OqzNZdk

MINUTES: REGULAR MEETING OF THE
SWSSD1 ADMINISTRATIVE CONTROL BOARD
Wednesday, June 17, 2026, 4:30 P.M.

Board Members Present: Colin Topper (Chair/Moab City Council Representative), Ashley Wareham (Treasurer), and AJ Throgmorton (At-Large member) were present. Mary McGann (Grand County Commission Representative) joined via Zoom at 4:44PM, Mike Duniway (At-Large Member) was not present.

SWSSD1 Staff Present: Chris Scovill (District Manager), LJ Blackburn (Administrative Coordinator), and Jessica Thacker (Program Manager). Nick Lundberg (District Accountant) joined via Zoom at 4:46 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/2026-agendas-and-minutes/

REGULAR MEETING – CALL TO ORDER (4:30 P.M.)

Colin Topper called the meeting to order at 4:35PM.

CITIZEN'S INPUT

No public comments were received.

APPROVAL OF MEETING MINUTES

A. *ACTION ITEM*: REVIEW AND APPROVAL OF MAY 20, 2026 REGULAR MEETING MINUTES

Ashley Wareham made a request to change the wording regarding the discussion of the concrete crush in Chris Scovill's staff report from "acquisition" to rental.

MOTION: Ashley Wareham motioned/ AJ Throgmorton seconded to approve the May 20, 2026 Meeting Minutes as presented in the Board Packet with the revision of changing the word acquisition to rental. Colin Topper, AJ Throgmorton, and Ashley Wareham voted yes. Motion passed 3-0.

B. STAFF REPORTS

Chris Scovill updated the Board on the District's public-private partnership agreement with Danish Flats. The draft was finalized on June 22, and a meeting with the owner and legal counsel is scheduled for the first week of July. The District received the auditor letters, finalized and submitted the narrative, and met Monday's UDEQ Financial Assurance deadline by submitting the required materials without the letters. As of this meeting, glass recycling grant the letters have been sent. A meeting with UDEQ will be scheduled to discuss the submission.

Jessica Thacker: Several high-level items since the last meeting, the glass recycling foundation grant is now open and we are actively generating the application packet. We have received a letter of support from the Grand County Commission; and we are on the agenda for approval from the Moab City Council at the June 23rd meeting. We have secured more commercial compost partners, we now Moab City, the MARC, the Synergy Company, Community Rebuilds, and 98 Center. There has approximately 18,000 pounds, nearly a ton of food waste collected. There has been activity observed in the composter and there has been spikes in temperature. The waste tire application has been submitted to UDEQ for approval, once it is approved, we can begin the removal process. With the regulator's help we have now have path forward in pursuing waste tire transport and the waste tire storage permits. A request has been submitted to UDEQ to upgrade our used oil collection from a Type B to a Type C. This would increase the amount we can collect and who we can collect from. The closest Type C facilities are in Bullfrog, or Provo and UDEQ has given their full support on this upgrade. Household hazardous waste was emptied on May 28th. The bulb eater arrived at the CRC, Chris, Aaron and myself, completed the training. This will create a huge space savings and provide a containerized way to keep and transport the bulbs safely. A collaboration was started with the SE Utah Health Department to start a responsible vape disposal and management. We are in the process of scheduling a meeting along with the Price office to discuss. It is Waste and Recycling Employee Week and I would like to express my gratitude and support for all the hard work they perform in this industry and other workers in Grand County who work in similar industries. Other programs that have progressed or are upcoming, the multi-stream pilot program is coming together, Historical Records Management, expanding source separated recycling to the Transfer Station, 4th of July management and CSWA participation in the 4th of July parade.

LJ Blackburn: Since the May 20th Administrative Control Board meeting, I have continued to relearn the policies and procedures along with getting my feet wet with a few HR projects. Most of my activities have been getting back in the groove with the financial aspects of the job. Below are just a few of the things I have been getting more venders signed up and in to using ACH from MACU. Lily reached out recently to let us know that she had just learned that we could also get set up to send PTIF payments via ACH and I plan to have that set up hopefully by the next check run. In my working and troubleshooting the issues I had been having with the new URS system I found out that we could have our payroll vender send the information directly to URS for us. We are in the process of working with Isolved, our payroll vendor, and URS to see if this can be completed and ready to go by fall. This would be not only a huge time saver for myself and Savannah as far as manually entering all the information into the URS platform, but it would also help eliminate errors and having to make any adjustments in Isolved when they vary from what is in URS. It should take about 8 weeks to complete once we get started. Currently we are waiting to see if it is possible and the costs. There are two options available one option would cost a set-up fee of $1,644 and then $2.30 per employee per month, The other option would have a $1,307 set-up fee and then would cost $1.40 per employee per month. There haven't been any new incidents of counterfeit bills being passed around, however, I went to the Federal Reserve website and got up to date information on how to spot counterfeit currency. This information has been distributed to everyone that handles cash. This also helped me realize that we do not have a cash handling manual or training. This manual training has been drafted and is currently in review. It will be helpful to give to new employees and have current staff review from time to time and may help us look better when it comes to audits with this system in place.

Nick Lundberg: Continuing to review P&Ls, a few things I need to work with LJ on. Working on getting budget into QuickBooks to pull reports for actual vs. budget. Reviewed audit report, it looked good.

C. BOARD REPORTS

Mary McGann reported that Grand County is supportive of Solid Waste receiving a CIB loan.

No additional Board reports were provided.

OLD BUSINESS

D. OLD BUSINESS (IF ANY)

No old business was discussed.

NEW BUSINESS

E. DISSUSSION/POSSIBLE ACTION ITEM: RFP FOR GREEN RIVER

Chris Scovill provided a summary and history for the RFP. Green River has issued an RFP to create its own C& D landfill (outside of city limits and is approximately 33 miles from Klondike Landfill). Chris intends to answer RFP but not help with permitting and construction assistance but rather create a waste management agreement to take their waste directly to Klondike. Deadline for submission moved to July 17th.

MOTION: Ashley Wareham motioned/ AJ Throgmorton seconded to approve that Canyonlands Solid Waste Authority move forward with the RFP for Green River.

Colin Topper, AJ Throgmorton, Mary McGann, and Ashley Wareham voted yes. Motion passed 4-0.

F. ***DISCUSSION/POSSIBLE ACTION ITEM:*** **UNIFORMS FOR DRIVERS**

Historically we have always provided high-visibility shirts, and jackets for employees. We currently provide coverall uniforms for mechanics. Chris did speak to drivers and most supported that transition. A couple of the bids would provide lockers for the drivers. We would need to sign a contract to move forward.

MOTION: AJ Throgmorton motioned/ Ashley Wareham seconded to approve that the District supplies uniforms for the drivers at a cost not to exceed $16,000 a year.

Colin Topper, AJ Throgmorton, Mary McGann, and Ashley Wareham voted yes. Motion passed 4-0.

G. ***ACTION ITEM:*** **MOTION TO APPROVE FINANCING FOR RENTING EXCAVATOR**

We researched heavily and contacted several companies for excavators. The bid from Komatsu came in at the lowest with a monthly rental would $6900 a month. Ashley Wareham asked for pricing on rental costs and options, the demo for the pulverizes, and equipment specifics. The plan is to demo the equipment then rent it if is appropriate. These items will increase daily operating activities but there will be higher associated operation costs. Discussion on the future closure of the Moab Landfill and that it presents opportunities for competition for roll-off and provide fair market pricing and support the community. In about 6 months to a year we would give the board an update to then determine how to move forward or possibly purchase the excavator.

MOTION: Ashley Wareham motioned/ Mary McGann seconded to approve the rental of the Excavator not to exceed $9500 per month with an option to buy out not to exceed $312,000 with the rental rate to go towards the purchase.

Colin Topper, AJ Throgmorton, Mary McGann, and Ashley Wareham voted yes. Motion passed 4-0.

H. ***DISSCUSSION/ POSSIBLE ACTION ITEM:*** **MOTION TO APPROVE THE COMPACTOR PURCHASE**

Chris Scovill has been in talks with Zions National Bank for financing of the purchase of a compactor we are approved. The board has previously approved the 1.2 million purchase. Traditionally financing requires certain language in the minutes to finalize the agreement. However, Zions Bank has not provided the wording yet so no action can be taken at this time. The total cost would be $1.3 million with service and parts package. We will have a seven-year extended warranty. We will be pulling $300,000 for the downpayment from the PTIF equipment account. The intent is to pay it off in five years and to run it at the Moab Landfill for two years then move to the Klondike Landfill. There was discussion on whether we would sell the Bomag. Chris then shared videos and images of the Moab Landfill working face to demonstrate the changes provided by the compactor.

No action taken as we had not received the needed wording from Zions.

I. *ACTION ITEM:* MOTION TO APPROVE AMENDMENT TO THE BYLAWS FOR BOARD COMPOSITION

While we were sending the information to the county we realized that the Canyonlands Solid Waste Authority Administrative Control board has the authority to change their by-laws rather than needing the approval from the county.

MOTION: AJ Throgmorton motioned/ Mary McGann seconded to approve that the Administrative Control Board of Solid Waste Special Service District #1 approve the proposed Board structure for incorporation into the District's governing policies, bylaws, resolutions, and related organizational documents, as applicable and consistent with Utah law. The structure shall include: one Grand County Commission representative; one Moab City Council representative; four citizen members residing within the 84532 ZIP code area who are not currently elected governing officials; one additional citizen member residing within the 84532 ZIP code area, with preference given to a Castle Valley resident who may also serve on a Castle Valley governing body; and one non-voting advisory member representing the Southeastern Utah Health Department or another related essential public service provider as approved by the Board.

Colin Topper, AJ Throgmorton, Mary McGann, and Ashley Wareham voted yes. Motion passed 4-0.

J. *ACTION ITEM:* MOTION TO APPROVE THE TROMMEL SCREEN

The screen is onsite and we have performed a demo, it works as intended. A video of the trommel operating was presented. Final terms have not yet been negotiated. Chris Scovill is asking for the authority to finalize the deal. We are still waiting on the veermer and it only comes with one screen where we would prefer a second screen to accomplish our goals. Final product would be utilized for the composter and mulch product to sell. A second screen would be used for a screen mulch product. This would be primarily funded by the composting grant with the cost to the district of about $30,000. This could be used to screen other materials as well, like soil and sod. A short discussion followed on the food waste program. Possibly have product avail next February or March.

MOTION: Ashley Wareham motioned/ AJ Throgmorton seconded to purchase the trommel screens not to exceed $225,000.

Colin Topper, AJ Throgmorton, Mary McGann, and Ashley Wareham voted yes. Motion passed 4-0.

K. *DISCUSSION/ POSSIBLEACTION ITEM:* MOTION TO APPROVE THE RENTAL OF A ROLL-OFF OR REPAIR

The board had previously approved the purchase of a new roll-off for $270,000. The intent of that truck was to start diverting materials in the preparation for closure of the Moab Landfill. We have since blown an engine in our bigger standardized roll-off truck and it also picks up the bio solids, a crucial piece of equipment. We need to first repair the engine of that truck at about $23,000. Chris Scovill discussed changing the purchase that was approved to a rental/leasing of roll-offs. We need to prove that our base system is solid and it works. The lease model that he worked out included a total of nine trucks and ran it for over thirteen years to create a sustainable rotation for the fleet and then move into a three-year cycle lease turning over vehicles and has discovered that there are some municipal leases available and this plan would actually be cheaper, and we would not have trucks constantly breaking down. We would ramp into this buy getting a couple of new trucks every two to three years.

MOTION: Ashley Wareham motioned/ AJ Throgmorton seconded to approve the cost of the repair of a roll-off not to exceed $25,000.

Colin Topper, AJ Throgmorton, Mary McGann, and Ashley Wareham voted yes. Motion passed 4-0.

L. *DISCUSSION ITEM:* RFQ FOR SERVICES TO GATHER DOCUMENTATION NEEDED TO BUILD A FUNDING STACK

We are looking to get all the documentation for the CIB. Chris has reached out to Certa, the center for Rural Development in Southeastern Utah, and they have been very helpful. Looking at some more possible grants. We are on the list with the CIB and our application date is in October. He discovered that UDOT has a planning grant that could help with the traffic study. Just wanted to keep the board in the know for this RFP.

M. *DISCUSSION ITEM:* RECYCLE CENTER LEASE AGGREEMENT

Review of how the review of the Recycle Center lease by the county started. Chris was approached by the county to give space to the Trail Crew Program. Then the county came back and said our lease is invalid and has been since 2020. We went back and saw we had paid in 2020 and in 2025. Lily had verified in 2025 that we were all good The current lease is $1 per year every five years. They then sent a lease as annually lease instead of a five-year lease. Chris has had our lawyers review the lease and they have said that it was valid. There has been back and forth between the county, they then sent another lease this time with a five-year lease but a 90 day clause opt-out, that would then give them the option to give us only 90 days and they could have us leave. Jessica found a document that shows we own the shop building not the land, but the building until 2050. Chris has no intent to get into a lease that will not give us some type of assurances with our investments on the property. This was on the agenda to ask if the board wants him to move in a different way or if they have some ideas. Our attorneys have said the lease is valid until 2030. Wanted to make this public, and Mary will set up a meeting with Chris Scovill, Bill Winfield and the county staff to try and find out why this is happening.

FUTURE CONSIDERATIONS

N. NEXT ACB MEETING IS SCHEDULED FOR WEDNESDAY, JULY 15, 2026 AT 4:30PM

ADJOURNMENT

O. ADJOURNMENT

The regular meeting was adjourned by Colin Topper at 6:31PM.

Respectfully submitted to the Board,

LJ Blackburn

LJ Blackburn

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