



SOLID WASTE SPECIAL SERVICE DISTRICT #1 (SWSSD1)
DBA Canyonlands Solid Waste Authority
Regular Meeting and Public Hearing: <https://www.youtube.com/watch?v=clJ9OqzNZdk>

**MINUTES: REGULAR MEETING AND PUBLIC HEARING OF THE
SWSSD1 ADMINISTRATIVE CONTROL BOARD**
Wednesday, August 19, 2026, 5:00 P.M.

Board Members Present: Colin Topper (Chair/Moab City Council Representative), Mary McGann (Grand County Commission Representative) Ashley Wareham (Treasurer), Jonathan Dutrow (Non-Voting Member from Southeastern Utah) were present. Mike Duniway (Vice-Chair)5 AJ Throgmorton (At-Large member) and Nick Lundburg (Accounting Support) Joined via Zoom.

SWSSD1 Staff Present: Chris Scovill (District Manager), LJ Blackburn (Administrative Coordinator), and Jessica Thacker (Program Manager). Nick Lundberg (District Accountant) Joined via Zoom.

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 AND PUBLIC HEARING – REGULAR MEETING CALL TO ORDER (5:00 P.M.)

Colin Topper called the meeting to order at 5:01 PM.

CITIZEN'S INPUT

No public comments were received.

APPROVAL OF MEETING MINUTES

A. ACTION ITEM: REVIEW AND APPROVAL OF JULY 15, 2026 REGULAR MEETING MINUTES

MOTION: Mary McGann motioned/ AJ Throgmorton seconded to approve the July 15, 2026 Meeting Minutes as presented in the Board Packet. Colin Topper, Mike Duniway, Ashley Wareham, Mary McGann, and AJ Throgmorton voted yes. Motion passed 5-0.

APPROVAL OF JUNE 2026 Financials

B. ACTION ITEM: REVIEW AND APPROVAL OF JUNE 2026 FINANCIALS

MOTION: Ashley Wareham motioned/Mary McGann seconded to approve the June 2026 Expenses in the amount of \$852,615.77 as presented in the Board Packet. Mary McGann recommended doing a roll call vote for approval of Financials going forward.

Roll Call Vote for Approval of June 2026 Financials in the amount of \$852,615.77

POSITION	LAST NAME, FIRST NAME	YES	NO	ABSENT/ABSTAIN
CHAIR	Topper, Colin	X		
VICE CHAIR	Duniway, Mike	X		
TREASURER	Wareham, Ashley	X		
MEMBER/COUNTY REP	McGann, Mary	X		
MEMBER	Throgmorton, AJ	X		
	Totals	5	0	

Colin Topper, Mike Duniway, Ashley Wareham, Mary McGann and AJ Throgmorton voted yes. Motion passed by roll-call vote 5-0.

REPORTS FROM BOARD AND STAFF

C. STAFF REPORTS

LJ Blackburn: LJ reported that the District is now able to transfer funds from the PTIF account to the MACU account and make PTIF deposits directly from MACU to the PTIF Fund.

LJ provided an update on the proposed iSolved and URS integration. iSolved indicated that this type of integration is not something they typically complete and that the process could take up to a year. Costs are still unknown because additional information must be gathered and provided before iSolved can estimate the expense. After a meeting is held to review the cost and scope, staff will determine whether the integration is worthwhile and within budget. Further updates will follow.

LJ stated that she and Nick completed and uploaded the Transparency reports. She described the process as a helpful refresher and said she feels confident that, after completing the reports one more time, she

would be able to prepare them independently if needed. She noted that she would still need assistance with the more complicated reports due after the end of the year.

She reported that the budget has been entered into QuickBooks, as reflected in the board packet, and Budget vs. Actual reports are now included with the financial reports. LJ reported that she is nearly caught up on the financials and has begun entering August activity so financial reports can be ready by the second week of the following month, barring unforeseen issues. She has also begun entering more detailed deposit information by dividing deposits and coding them by class. LJ is exploring whether an AMCS report could make this process easier and will also review the use of Excel and/or CSV files to import data into QuickBooks. She has completed similar imports in the past but noted that she needs a refresher.

LJ reported that the District's QuickBooks subscription was set to expire in October, so she contacted Intuit in advance to renew the subscription. Staff briefly considered switching to QuickBooks Online, but LJ stated that QuickBooks Desktop appears to be a better fit because it provides more detailed reports, produces reports more quickly, and is more compatible with GAAP reporting needs. She also noted concerns about the difficulty of migrating from Desktop to Online. LJ added that she would like to review other accounting software options, such as Sage, in the future. Because Intuit appears to be moving away from Desktop versions, she would like the District to be proactive and avoid rushing into a software transition later.

Next, LJ addressed credit card surcharges and reported that Reladyne notified the District that it will begin applying a surcharge to invoices paid by credit card. She anticipates that other vendors may issue similar notices and will track those that do. The surcharge should have little impact on the District's current payments to Reladyne because the District uses ACH for those invoices. LJ will also use this information when evaluating whether the District should consider similar surcharge practices in the future.

Jessica Thacker: Jessica gave an up on the compost program. She reported that all commercial composters have been secured. Moab Charter School has indicated interest in the program. So far, we've collected over 5200 lbs (2.60 tons) of food waste.

She reported that next week we will begin the process of moving historical District documents from the CRC admin office to this admin office for full processing, organization, electronic conversion/storage, and establishment of a historical timeline supported by these documents.

Next, Jessica gave an update on the District being categorized as a Type C Used Oil Collection Center – this means we can now collect and charge for commercial used oil. A 1000-gal tank with secondary containment was delivered onsite to the Transfer Station for commercial collection only.

Jessica then mentioned that we have been doing a deep dive regarding pricing for recyclable commodities between the CRC & CTS (including e-waste, batteries, metal, etc.) and are working towards identifying processors that either charge less or pay for certain recyclable products. Some more cost-effective processors contacts/agreements have been established.

She reported that we have begun the process of transitioning dispatch over to the new office to consolidate and streamline operations. This includes creating a Dispatch Dashboard that actively

tracks all dispatch operations such as roll-off and container jobs, driver/operators schedule, deliveries, etc., revised job descriptions, and developing weekly reporting logs to create physical snapshots and real-time tracking of operations.

Clean Slate has begun the removal of waste tires at the Moab Landfill and at the same time, Jessica will be completing and submitting Waste Tire Storage Facility and Waste Tire Transporter permit applications to the UDEQ.

Other programs & items that have progressed or are upcoming: the Moab City Multi-Stream Collection Pilot Program, mulch deliveries will resume next week with expanded green waste recovery products available for purchase, and a variety of other tasks.

There was further discussion about the composting program, learning to make adjustments while learning the process, and training other staff on the process.

Johnathan asked for more information on the multi-stream program, Jessica and Chris gave a detailed explanation about the pilot programs.

Nick Lundberg: Nick expressed that he wanted to mention that we are going into our budget season. He wanted to go over that process to review for new board members. The process involves looking at what 2026 looks like so far and project it out over December 31st 2026. Doing this will let us know if we need to do an amended budget and then allow us to use the projection for the 2027 budget. He mentioned that the budget is built up over each of the revenue streams and then it is aggregated into the complete district budget. Nick mentioned that with payroll being our largest expense he will start there working with staff to build out what that could look like. We would look at possible rate increases, our capital budget, and other revenue streams like TRT and mineral lease funding. He mentioned that it is a group effort to get the budget accomplished so input from the Board and staff is needed to get everything ready and in place.

Chris Scovill: Chris began by expressing concern of portraying the district finances as cash in the bank equals money to spare. He said that the danger of portraying the District's finances this way is that it undermines the message the District has been communicating for years. More importantly, it does not accurately reflect the District's true financial position or represent sound financial accounting. Just because we have 3.2 million in the bank does not mean we have 3.2 million in surpluses. The goal is to move the District into a more sustainable position in the future. The District improved by controlling costs not by eliminating workloads. Chris mentioned that he was getting calls from people in the public, telling him that we supposedly had all this money and we should reduce fees. Chris has set up the models using trackers, from daily reports, everything gets fed into the models, how much does it cost to do business, to tip a cart it costs us \$6.87 a week, which is \$29.77 a month this does not include increased fuel and replacement cost. We are basically operating at cost. Chris showed how his models align with our actual budget and numbers.

Chris stated that he has said from the beginning that an essential part of this process was to stabilize the District and get it operating at a functional and sustainable level, and he believes we are close. But we also need to recognize the harder reality, that stabilization is not enough. If we simply continue our current course, even operating better, leaner, and more efficiently, the long-term outcome does not change. The current model eventually fails without outside intervention. We have two choices. We continue down that path, react as problems arrive, and hope that someone or something eventually solves them for us. Or, we can change the outcome. That means adapting, setting higher standards,

continuing to find efficiencies, building new partnerships and revenue opportunities, and being willing to challenge the way we have always operated. We have spent the last several years stabilizing the District. The next phase is building a District that does not need to be saved. The District is doing better but the work is not finished.

There was discussion on the importance of being transparent and looking at more itemized invoicing. A discussion also on the time costs that make a difference in the service cost variances in the charges to city residences verse county residences.

Chris updated about Green River noting that they had denied all RFP's. Green River's mayor appreciated the input that Chris had provided.

He updated the board on how there is not really savings on reducing overtime verse adding more employees. The reason being that in the off season, having to keep people at full-time and the added cost of benefits.

D. BOARD REPORTS

Mike Duniway left the meeting at 6:25 pm.

Colin Topper: Colin wanted to mention the amount that Chris is working and felt that the board could help support the District in looking for some sort of administrative support, and someone that could help take some of the things off his plate, as well as Jessica's and LJ's. Several of the board members agreed.

No additional Board reports were provided.

OLD BUSINESS

E. OLD BUSINESS

No Old Business Reported.

NEW BUSINESS

F. NEW BUSINESS

a. ***Discussion/Possible Action Item: Discussion and possible action item for purchase or lease of a tractor.***

Chris explained this looking to lease a semi tractor instead of the purchase of a Roll-off. The tractor lease would have full warranty, we would like to move to more leases, run them for 4 years, and turn over the trucks, it is cheaper to lease than purchase, the discussion continued with the cost of repairs verse cost of the lease. There was further discussion among the board and staff, and it was decided to wait and if necessary, have an emergency meeting to approve.

- b. ***Discussion/Possible Action Item:*** Discussion and possible action item with a motion to approve the Trails Crew Program Lease of Canyonlands Recycling Center Offices.

Chris was approached by the county asking if we had any extra space. As it turned out we do have some space at the Recycling Center. They want offices and internet access along with parking. This has been in the works for several months because of Section 8 of our lease with the County that says the District cannot sublet and we waited to hear from the County to get approved to sublet. We now have approval from the County.

MOTION: Mary McGann motioned/ Ashley Wareham seconded to approve entering into a lease of Canyonlands Recycling Center Offices to the Trails Crew Program. Colin Topper, Ashley Wareham, Mary McGann, and AJ Throgmorton voted yes. Motion passed 4-0.

PUBLIC HEARING – CALL TO ORDER (6:00 P.M.)

Colin Topper called the Public Hearing to order at 6:01 PM.

CITIZEN’S INPUT

No public comments were received.

PUBLIC HEARING – ADOPTION OF RESOLUTION #2026-0801 TO APPROVE THE 2026 UPDATED SERVICE FEE SCHEDULES

G. PUBLIC HEARING – ADOPTION OF RESOLUTION #2026-0801 TO APPROVE THE 2026 UPDATED SERVICES FEE SCHEDULES.

Action Item: Discussion and Adoption of Resolution #2026-0801 to Approve the 2026 Updated Services Fee Schedules.

Discussion on what fees were added due to the ability to offer new services, and which were reduced due to changes in how we disposed of them.

MOTION: Ashley Wareham/AJ Throgmorton seconded to adopt Resolution #2026-0801 and to approve the 2026 Updated Services Fee Schedule for Facilities effective August 2026 as presented in the Board Packet.

Roll Call Vote for Adoption of Resolution #2026-0801 to Approve the 2026 Updated Services Fee Schedules

POSITION	LAST NAME, FIRST NAME	YES	NO	ABSENT/ABSTAIN	H.
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CHAIR	Topper, Colin	X		
VICE CHAIR	Duniway, Mike	X		
TREASURER	Wareham, Ashley	X		
MEMBER/COUNTY REP	McGann, Mary	X		
MEMBER	Throgmorton, AJ	X		
Totals		5	0	

Colin Topper, Mike Duniway, Ashley Wareham, Mary McGann and AJ Throgmorton voted yes. Motion passed via roll-call vote 5-0.

The Public Hearing was closed by Colin Topper at 6:10PM.

FUTURE CONSIDERATIONS

H. NEXT ACB MEETING IS SCHEDULED FOR WEDNESDAY, AUGUST 19, 2026 AT 4:30PM

CLOSED SESSION (IF NECESSARY)

I. CLOSED SESSION (IF NECESSARY)

No closed session was necessary.

ADJOURNMENT

J. ADJOURNMENT

The regular meeting was adjourned by Colin Topper at 6:52 PM.

Respectfully submitted to the Board,

LJ Blackburn

LJ Blackburn

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