

**BOARD OF TRUSTEES – WASATCH FRONT WASTE AND RECYCLING DISTRICT (WFWRD)**  
**MONTHLY MEETING MINUTES *PENDING BOARD APPROVAL***

DATE/TIME	LOCATION	ATTENDEES
<p>Monday, October 27, 2025 9:00 a.m.</p> <p><b>Next Board Meeting &amp; Public Hearing</b></p> <p>Monday, November 17, 2025 6:00 p.m.</p>	<p>Public Works Building 604 West 6960 South Midvale, UT 84047</p>	<p><u>Board Members:</u> Greg Shelton (Chair)-White City, Anna Barbieri-City of Taylorsville, Sherrie Ohrn-Herriman City, Robert Piñon-Emigration Canyon, Mick Sudbury-Magna City, Zach Jacob-West Jordan</p> <p><u>Participating Electronically:</u> Keith Zuspan-Town of Brighton, Laurie Stringham-Salt Lake County (<i>arrived at 9:19 a.m.</i>), Thom DeSirant-Millcreek City, Patrick Schaeffer-Kearns City (<i>arrived at 9:23 a.m.</i>), Matt Holton-Cottonwood Heights (<i>arrived at 9:30 a.m.</i>)</p> <p><u>Excused:</u> Rachel Anderson-Legal Counsel, Marci Houseman-Sandy City, Diane Turner-Murray City, Emily Gray (Vice Chair)-City of Holladay, Tessa Stitzer-Town of Copperton</p> <p><u>District &amp; Support Staff:</u> Evan Tyrrell, General Manager Helen Kurtz, Finance Director David Ika, Operations Manager Hazel Dunsmore, Human Resources Manager Renee Plant, Administrative Manager Shane Norris, Safety &amp; Emergency Preparedness Coordinator (<i>Webex</i>) Andre Perov, GIS Coordinator (<i>Webex</i>) Catarina Garcia, Executive Assistant/Board Clerk</p> <p><u>Public:</u> Patrick Craig-Salt Lake County, Justun Edwards-Herriman City, Jared Henderson-Herriman City, Abby Evans-Salt Lake County, Cherie Anderson-Intermountain Regional Landfill</p>

WASATCH FRONT WASTE AND RECYCLING DISTRICT  
BOARD OF TRUSTEES MEETING AGENDA

To be held on October 27, 2025 at 9:00 a.m. at the District Offices located at 604 West 6960 South, inside the Salt Lake County Public Works Administration Building Training Room. This meeting will also be held electronically via Webex. Public login is:

<https://slco.webex.com/slco/j.php?MTID=m11ce3ad37b62a22e42bf360484c63de>

Reasonable accommodations (including auxiliary communicative aids and services) for individuals with disabilities may be provided upon receipt of a request within five working days' notice. For assistance, please call V/385-468-6332; TTY 711. Members of the Board may participate electronically.

**Call to Order:** Greg Shelton, Board Chair  
**Roll Call:** Catarina Garcia, Board Clerk

**1. Consent Items (*Approval Requested*)**

1.1. September 22, 2025, Board Meeting Minutes

**2. Meeting Open for Public Comments**

*(Comments are limited to 3 minutes) Public wishing to submit a comment to the Board of Trustees may do so by submitting their comment to the Board Clerk at [cgarciaw@wfwrdutah.gov](mailto:cgarciaw@wfwrdutah.gov) before Sunday, October 26, 2025, 9:00 p.m. All comments must include the name and address of the individual making the comment. These comments will be read at the meeting as if the individual were present. Public comments can also be made in person or via Webex during this time.*

**3. Business Items:**

3.1. Introduction of Newly-Appointed West Jordan Board of Trustee Representative, Zach Jacob, and Oath of Office: Greg Shelton, Board Chair and Catarina Garcia, Board Clerk

3.2. General Manager's Report: Evan Tyrrell (***Information/Discussion***)

3.3. 3rd Quarter 2025 Financial Report: Evan Tyrrell, General Manager and Helen Kurtz, Finance Director (***Information/Acceptance***)

3.4. Status and Updates on RFP for Feasibility Study: Evan Tyrrell, General Manager (***Information/Direction***)

3.5. Presentation and Discussion of the 2025 Seasonal Container Reservation Program (SCRP) Successes, Challenges, and 2026 Plans and Considerations: Evan Tyrrell, General Manager and Renee Plant, Administrative Manager (***Information/Discussion/Direction***)

3.6. Discussion and Presentation of the 2026 Tentative Budget and Fee Schedule: Evan Tyrrell, General Manager and Helen Kurtz, Finance Director (***Information/Discussion***)

3.7. Tentative Adoption of the 2026 Tentative Budget and Fee Schedule: Evan Tyrrell, General Manager, and Helen Kurtz, Finance Director  
*(Adoption Requested)*

3.8. Confirm the Date and Time for the Public Hearing to Allow Public Comment on the 2026 Tentative Budget and Fee Schedule currently scheduled for Monday, November 17th at 6:00 p.m.: Greg Shelton, Board Chair *(Information/Direction Requested)*

1. **Closed Session (If Needed):** *The Board of Trustees may temporarily recess the meeting to convene in a closed session to discuss the character, professional competence, or physical or mental health of an individual, pending or reasonably imminent litigation, and the purchase, exchange, or lease of real property, or other legally applicable reasons as provided by Utah Code Annotated §52-4-205.*
2. **Other Board Business:** *This time is set aside to allow Board Members to share and discuss topics.*
3. **Requested Items for the Next Board Meeting & Public Hearing , Monday, November 17, 2025, at 6:00 p.m.**
  - Public Hearing to Allow Public Comment on the 2026 Budget and Fee Schedule
  - Adoption of 2026 Budget and Fee Schedule
  - General Manager’s Report
  - Human Resources Policy Manual Amendments
  - Status and Updates on RFP for Feasibility Study
4. **Adjourn**

TOPICS/ OBJECTIVES	KEY POINTS/ DECISIONS	ACTION ITEMS WHO – WHAT – BY WHEN	STATUS
<b>Call to Order / Roll Call</b>			
	Board Chair Shelton called the meeting to order at 9:03 a.m. and Catarina conducted the roll call.		
<b>1. Consent Items (Approval Requested)</b>			
1.1 September 22, 2025, Board Meeting Minutes	There were no questions or comments on the minutes.	<b>Motion to Approve:</b> Board Member Ohrn  <b>Second:</b> Board Member Sudbury  <b>Vote: All in favor (no opposing or abstaining votes).</b>	<b>Approved October 27, 2025</b>
<b>2. Meeting Open for Public Comments</b>			
	There were no public comments.		
<b>3. Business Items</b>			
3.1 Introduction of Newly-Appointed West Jordan Board of Trustee Representative, Zach Jacob, and Oath of Office: Greg Shelton, Board Chair and Catarina Garcia, Board Clerk	Zach Jacob introduced himself, was welcomed by the Board, and Catarina conducted his Oath of Office.		
3.2 General Manager’s Report: Evan Tyrrell ( <i>Information/Direction</i> )	<p>Evan prepared a list of major accomplishments, major events and activities, and upcoming events, one of which includes the UASD Annual Convention which will take place at the Davis Conference Center in Layton, from November 5-7, 2025. Several staff and Board members have been registered on behalf of the District.</p> <p>The strategic initiatives that have been identified for 2026 include:</p>		

- Conduct a comprehensive review and update of the District's Policy Manual
- Consolidate, where possible, the District's Standard Operating Procedures (SOPs) and create an Employee Handbook to streamline employee onboarding, provide a centralized document as an employee resource, reduce redundant information, and clarify policies, processes, and expectations
- Modify the District's Charter to update WFWRD's operational serviceability, adapt to our service area's changing landscapes (e.g., redevelopments and new developments), ensure WFWRD's long-term financial solvency, and enhance WFWRD's overall efficiencies and economies of scale
- Continually evaluate and optimize WFWRD's administrative and operational processes in an effort to streamline workflows, enhance efficiencies, reduce costs, and maintain high-quality, essential public services and customer satisfaction
- Evaluate the District's bulky waste management program to identify means and methods to increase WFWRD's operational capacity to meet community demand, increase efficiencies, optimize productivity, and reduce costs
- Evaluate the District's financial tracking mechanisms and data in an effort to better understand geographic service area and line-of-service costs and identify potential future fee schedule models while ensuring WFWRD's long-term financial solvency
- Evaluate the District's safety culture, programs, training, and Health and Safety Plan (HASP) while identifying and implementing strategies to continually enhance District-wide safety culture and morale through employee engagement, recognition, accountability, and professional development

	<p>Board Member Ohrn commented that the whole intent of bringing the Safety Coordinator on board was to make sure this [safety] was all up to snuff and assumed that we should already know a lot of that because he has been on staff for almost two years and would be interested to see the changes he's implemented and the value we have gotten out of that particular program.</p> <p>Evan concluded that he has been amazed at all of the behind-the-scenes work that Team WFWRD does. Beginning in 2026, he would like to incorporate semi-regular presentations from District staff into various Board of Trustees meetings. Topics may include but are not limited to billing and account management; customer service and website management; waste diversion and recycling education and outreach; fleet management and analysis; data integration; and more. Evan highlighted that Shane (i.e., the Safety Coordinator) manages the District's Health and Safety Plan, insurance claims, a variety of training on a regular basis, actively supports accident reviews, and more.</p> <p>There were no further questions or comments.</p>		
<p>3.3 3rd Quarter 2025 Financial Report: Evan Tyrrell, General Manager and Helen Kurtz, Finance Director (<i>Information/Acceptance</i>)</p>	<p>Helen reviewed the 3rd Quarter 2025 Financial Report revenues noting a new column for 3rd Quarter for activity that just happened. Helen added a column for the 3<sup>rd</sup> quarter only since it's a quarterly report. The other columns are Actuals to Date 2025, Budget 2025, Budget less Actuals, Percent of Budget, and Actuals to Date 2024. She reported that we are approximately 80% of budget for revenues due to budgeting on a cash basis and receiving revenue on an accrual basis.</p>		

Helen replied to Board Member Ohrn's question on the Gain/(Loss) on Sale of Assets (Trucks) that we budgeted \$480,000 representing the sale of eight vehicles at \$60,000 each. They are not selling very well, although we sold one for \$22,700 and we will not see the \$480,000. It is budgeted more on a cash basis but the line is for the associated gain or loss which has not been booked yet.

There were discussions about diversifying the fleet/fuel resources, the cost differential, resale values, and emissions data collection. Helen noted that we recently put the four new diesel trucks into service and will begin collecting emissions data. Evan added that the District is proposing to continue to purchase diesel replacement trucks in 2026 due to the lower up-front cost and anticipated higher resale value.

Helen continued her reports with the following highlights:

- Personnel Expenses: The RIF from the beginning of the year along with other personnel changes resulted in budget savings from overall personnel expenses allows us to be underbudget. Wages and salaries are at 66% of budget and 62% of budget on Total Personnel Expenses. Overtime is down \$105,000 from the same period in 2024 due to being nearly fully staffed
- Operation Expenses: While maintenance is \$153,000 more than the same period in 2024, fuel costs are less by \$172,000 due to the decrease in fuel prices. Overall operating expenses are \$100,000 more than in 2024, which is a lot less than we expected at this point. We are 75% of the way through the year and only 68% spent

Helen responded to Board Member Jacob’s question about seasonality that we have increased expenses with our SCRPs that runs from April through the end of September. Then there is the leaf bag program in the fall and Christmas tree collections in January. Most of the seasonality happens in the summertime with the SCRPs. She explained that we budget for the full year, not in increments, but certainly could look at it in the future.

- Capital Expenditures: We budgeted eight CNG trucks, but ordered eight diesels, which are \$27,000 less than budgeted per truck and \$50,000 less than quoted. The four diesel side load trucks ordered in 2024 are now in service. We purchased eight truck chassis and the bodies will arrive later
- Maintenance Costs: Maintenance costs are up 4.4% from the same time in 2024 as a result of the increase pricing for parts and shop labor. Helen mentioned the cost jump from 2024-2025 is due to receiving so many of the trucks we ordered in previous years in 2024 and the cost of decommissioning the old trucks and commissioning the new trucks
- Fuel Costs: While fuel costs have decreased for both diesel and CNG from the same time last year, the per gallon prices for CNG are expected to increase while diesel is expected to remain steady or slightly decrease. Helen showed graphs of costs per gallon for both diesel and CNG and total fuel expenses
- Commodity Tons Collected and Costs: All commodity tonnages for 2025 continue to show a slight decrease compared to the same time in 2024. Tipping fees have decreased as well due to lower tonnages and the price and proximity model that optimizes tipping location. The cumulative

	<p>reduction in tons and strategic routing resulted in a \$120,000 decrease in tipping fees year-to-date. Average tipping fees paid by WFWRD are \$36.00 per ton for waste, \$44.00 per ton for recycling, and \$17.00 per ton for green</p> <ul style="list-style-type: none"> <li>• Customer Refunds: There were 49 refunds totaling \$14,000. Helen reviewed the various refund categories through Xpress Bill Pay and checks</li> <li>• Certification Balances: Helen showed a graph listing the original and outstanding certification balances, number of parcels, and amounts since 2016. In 2025 we certified 13,682 accounts for \$3,141,000 and have received approximately 1.5% so far.</li> </ul> <p>Helen responded to Board Member Barbieri that we service over 86,000 homes, and Board Member Ohrn commented that in previous years, people paid for the service on their taxes and could be what contributes to a lot of that.</p> <ul style="list-style-type: none"> <li>• Cash Balances: Helen showed a graph of cash balances by year from 2020 to 2025. We are following the same trends as previous years although balances are lower than desired. Monthly billing will help fix that</li> </ul> <p>There were no further comments or questions.</p>		
<p>3.4 Status and Updates on RFP for Feasibility Study: Evan Tyrrell, General Manager <b>(Information)</b></p>	<p>Evan updated the Board on the feasibility study including that he, Helen, and Rachel (District attorney) met with Herriman City leadership on October 15 and that we are waiting on final comments on the District’s draft RFP from the City of Herriman. Herriman City requested to split the study into two phases, one with a financial focus and the second that would evaluate the Herriman City withdrawal request. Evan also</p>		

	<p>mentioned that the timeline for this procurement and related study will likely take at least six months.</p>		
<p>3.5 Presentation and Discussion of the 2025 Seasonal Container Reservation Program (SCRP) Successes, Challenges, and 2026 Plans and Considerations: Evan Tyrrell, General Manager and Renee Plant, Administrative Manager <b>(Information/Discussion/Direction)</b></p>	<p>Evan began by expressing his appreciation to staff for their help in developing the presentation and helping him understand the program and look at the path forward. First and foremost is to increase our service capacity so we can better meet the demand.</p> <p>Evan reviewed the presentation outline and gave an overview of the Seasonal Container Reservation Program (SCRP), the operating period, reservation process, and the funding that is sourced from the residential base service fee. No additional charges are assessed to customers for SCRП services.</p> <p>He then reviewed the SCRП Goals, Challenges, &amp; Opportunities and showed “then” [containers on the street] and “now” photos [containers in the driveway]. The two biggest challenges are recruitment and retention of seasonal employees, and historically our capacity has not been able to meet service demand. Evan emphasized that the District has identified strategies to ramp up capacity to better meet service demand moving forward.</p> <p>Evan turned the time over to Renee who reviewed the tiered reservation process objective, focus, and data source.</p> <p>Renee stated that the 2025 Tiered Process Goal was to improve accessibility and equity in container distribution for all residents and explained the three tiers:</p> <ul style="list-style-type: none"> <li>• “Early Bird” Customers: Customers who were on the prior year’s cancellation list and did not receive a container. Granted first access to make a</li> </ul>		

reservation, with booking limited to a one-day window

- “Early Access” Customers: New or non-repeat participants from prior year who are given second access to the reservation calendar, also limited to a one-day booking window
- “General Access” Customers: All remaining eligible residents in the area. Any open reservation spots are made available to residents who previously had a container, were on the cancellation list, or did not participate in the prior year

Key Findings: Renee showed a chart with percent of repeat reservations by municipality from 2023, 2024, and 2025. Repeat reservations dropped from 42% in 2023, 43% in 2024, to only 28% in 2025. This drop indicates the tiered structure achieved its goal of diversifying participation by broadening access and limiting recurring user concentration.

Board Member Barbieri thanked Renee for the drop in Taylorsville and several Board Members agreed that it is working. Board Member Ohrn asked whether others received complaints this year and mentioned that she didn’t. Board Member Sudbury commented that the only complaint he got was about having to log on at midnight [to get a reservation]. Renee replied that because reservations weren’t so concentrated, we were able to open reservations at 8:00 a.m.

Renee reviewed the 2025 Tiered Reservation

Conclusions:

- Increased access for customers that were not able to get a container the year before

- Enhanced equity and distribution across service areas

Recommendations include:

- Continue refining tier definitions and communication for 2026
- Reassess Tier Composition
- City-Level Participation Heatmaps
- Pre-Season Notices
- Reservation Window Alerts
- Publish a Public Summary

Board Member Barbieri commented on how beneficial it is to pull the data for her quarterly city reports and encouraged other Board Members to do the same. She gets beat up about the SCRPs and fee increase but once she talks about this, people get it. The Board asked staff to come back with all this data and update the website and she expressed her gratitude for WFWRD for following through because the data is so good and explains so much.

Evan reviewed the following:

- 2023-2025 SCRPs Metrics: In the budget versus actual seasonal positions, in 2023 and 2024 we were able to recruit and retain an average of six out of ten budgeted drivers, and eight out of 10 budgeted drivers in 2025. There is a reduced number of hook-lift truck leases from Salt Lake County, there were 120 days of the program, the total containers delivered have been consistent (7,400), and average containers per day have been 62. Tonnages average around .08 tons. In years with fewer recruited seasonal drivers, District staff supported the SCRPs program, where possible.

- 2025 SCRП by City Detail: We hauled 5,869 tons of bulky material and fulfilled 29% of waitlist reservations
- 2023-2025 Trailer Rental Program Metrics: 1,300 trailers delivered in 2023, 1,500 in 2024, and 1,000 this year through September, servicing one to two percent of residents in the service area

Board Member Holton asked if the lower number was due to lower demand or workforce issues. Evan replied that 2025 is only inclusive of information through September. In 2023 the trailer program was put on hold for two months due to high vacancies in mandated services. Renee’s thought is that the lower numbers could be due to the voucher program, city clean-ups, and the success of the SCRП. Evan verified there were no changes in fee rentals.

- 2023-2025 SCRП-Trailer Expenditure Revenues: At the Board’s direction, WFWRD plans to discontinue the trailer rental program in 2026 and shift the trailer resources and expenses to the SCRП. Evan showed stacked overall expenses, the total expenses noting that the SCRП expenses have averaged \$1.4M annually. Total expenses for the trailer program have been between \$500k-\$800k and revenues were averaged between \$180k-\$190k.

Board Member Ohrn noted that approximately 1% of residents utilize the trailer rental program and 5% utilize the SCRП. It is a better expenditure of resources based on the usage.

- 2026 Trailer Program Cessation: Evan spoke again about the plan to shift resources to the SCRП,

selling excess trailers while keeping some for Big Cottonwood Canyon residents and special clean-up requests, canceled trailer-towing truck replacements, and an anticipated increase in the SCRP requests

- 2026 SCRP Plans: District staff will strategize seasonal staff recruitment in early 2026, the overall goal is to increase service capacity to meet demand, the tiered reservation system will continue to be refined and optimized, Salt Lake County hook lift leases and the number of seasonal and regular employees have been increased, regular employees have been reallocated from the trailer program (“cost shift”), and throughout 2026, the District will continue to evaluate the efficiency and effectiveness of its overall bulk waste program

Evan replied to Board Member Ohrn that the two permanent FTEs will work on the leaf bag and Christmas tree pick-up programs and help cover side load routes. There is plenty of work to keep them busy throughout the SCRP off-season.

There were discussions about the ground crew positions and removing them from the budget as there is no plan to advertise or recruit them.

- 2026 Considerations: Provide limited SCRP services in the “off-season” to service unfulfilled requests and reasonable repeat requests

Board Member Ohrn, Board Member Barbieri, and Board Chair Shelton commented on economies and efficiencies of scale, the importance of the logistics behind servicing regional areas, and having drivers that know all the pieces of equipment.

- Other considerations are to offer a fee-based container service in the “off season”, or community clean-up events in lieu of the SCRCP services within the District’s less densely populated and more distant communities.

Board Member Piñon stated [the community clean-up events in the canyon communities] is a great idea and he would be happy to host a community clean-up event test pilot as soon as WFWRD is ready. It would be a great way to engage the community and to host something that will bring value to the community that is in the far reaches of the District’s boundaries.

Board Member Barbieri talked about the Taylorsville Community Clean-ups and welcomed the Board to see how it works and learn some best practices. Board Member Holton inquired about more information regarding the Taylorsville cleanup days and what the City of Cottonwood Heights could do to enhance its limited cleanup events.

Board Member Zuspan talked about putting some of the responsibilities back on the municipalities, summer and fall clean-ups, and not lay it all on WFWRD while looking at long-term SCRCP program strategies in comparison to other communities.

Board Member Ohrn said there were 3,100 vehicles that went through the Herriman clean-up last year and talked about maximizing tonnages and container utilization.

Evan reiterated that the overall goal for 2026 is to increase WFWRD’s capacity to better meet SCRCP

	service demand while minimizing customer dissatisfaction and/or complaints.		
<p>3.6 Discussion and Presentation of the 2026 Tentative Budget and Fee Schedule: Evan Tyrrell, General Manager and Helen Kurtz, Finance Director (<i>Information/Discussion</i>)</p>	<p>Evan reported that WFWRD is continually working to absorb increased costs and not implement the Zions Bank recommended \$1.50 per home per month fee Increase for Base Residential Services in 2026. Services include:</p> <ul style="list-style-type: none"> <li>• Weekly curbside garbage and recycling collections</li> <li>• Seasonal Container Reservation Program (SCRIP) with the goal of at least 72 container deliveries per day (Mid-April through September)</li> <li>• In-House, Local Customer Service (8:00am-4:45pm M-F)</li> <li>• In-House, Local Billing/Account Management with contracted (also local) printing and mailing services</li> <li>• Seasonal Services: Central leaf bag collections and curbside Christmas tree collections</li> <li>• Landfill Vouchers for residential truck, car, or trailer loads</li> <li>• Container Repair and Replacement within 5 to 7 business days</li> <li>• Monthly Billing Starting January 1, 2026, first bill in February</li> <li>• Central glass drop-off locations and collection services</li> <li>• Subscription-based curbside green waste collection service</li> </ul> <p>Personnel Highlights:</p> <ul style="list-style-type: none"> <li>• FTE count reduced in 2025 from 101 to 97 FTEs, and right-sizing for an ongoing savings of approximately \$350,000 before benefits</li> </ul>		

- Implement the recommended 3.5% Cost of Living Adjustment (COLA) to remain within competitive markets
- 2% Merit increases for employees with satisfactory performance ratings during annual evaluations
- Health Insurance Rates: PEHP Health Insurance – 6.9% premium rate increase in HDHP & PPO Medical Plans, other insurance products have a rate guarantee through 2026 (no change)

Evan replied to Board Member Ohrn that there are less than 10% of employees that do not meet performance expectations and there is not a tiered percentage for better scores. Helen added that we use a compensation consultant who recommended the 3.5% COLA based on market data.

Board Member Ohrn asked about the consultant’s contract and how long it is in place because we had to adjust upper level compensation because it was overestimated. She questions about automatically adding a merit because we are really talking about is a 5.5% cost of living increase.

Helen explained that the consultant subscribes to different entities that track compensation that are used quite often by other government entities. Board Member Ohrn believes we should analyze if that is still the direction we should be going as the organization changes and grows.

Renee commented on the KPI scorecard initiative that the operations team is working on where 80% will be based on metrics and data and the other 20% will be based on team contributions and other factors.

Evan mentioned that the annual performance evaluation criteria are based on quantitative data and other considerations, including safety performance, and that URS Retirement Plan Rates are down 1%.

Administrative Expenses Highlights:

- Implement Monthly Billing January 1, 2026
- Add up to a 3% payment transaction fee
- Evaluate switching from full-size (8.5×11) paper bills to postcards to reduce printing and mailing costs while continuing to promote paperless billing

There were discussions about privacy and the information that can and can't be included on a postcard. Helen clarified that the idea is very preliminary and conceptual at this time. She replied to Board Member Jacob that we did the calculations and the increase in interest revenue because of increased cash deposits is \$100,000. The cash flow concern is one of the reasons monthly billing is being implemented.

- Ongoing verification of missed pickups with a proposed late set-out return pickup fee. 2025 savings as of 8/31: \$61,587, 2026 projected savings: \$93,000

Operation Expenses Highlights:

- In 2026, WFWRD will continue to seek out opportunities to reduce costs, streamline organizational functions, increase efficiencies, and further optimize operations
- Continue to purchase diesel (as opposed to CNG) heavy duty truck replacements

- Increased Disposal Fees: \$2.00 per ton increase at Salt Lake Valley Transfer Station & Landfill (~\$200,000 increase)
- Increased Salt Lake County Fleet Repair & Maintenance Labor Rates
- Increased Fuel Costs: CNG is expected to rise ~9% in 2026 (~\$84,000 increase), diesel costs are expected to remain steady or decline

Evan turned the time over to Helen to review the Tentative Budget Revenues: There were a couple changes since the last meeting that include moving the neighborhood trailer and container rentals to zero, the green curbside budget has moved to \$1.7M, and the estimated \$480k for the sale of assets has been adjusted to \$160k, which is based on \$20k per truck for eight trucks. Trailer sales have not been added to the budget yet.

Personnel Expenses: We have included the proposed 3.5% COLA and 2% merit, dropped the overtime budget by \$100k, and added the 6.9% health insurance increase for HDHP & PPO Medical Plans.

Operating Expenses: Relabeled MRF Recycle Processing Fees and Building and Land Leases, split out the “Other” category into separate line items, increased the printing and postage, and slightly increased bank fees.

Board Member Barbieri commented that she is eager to see how it pans out at the end of 2026 for going to monthly billing and printing and postage and any offset savings.

Helen replied that she is estimating an additional \$900k for the fee increase because Chase processing fees are based on dollar amounts, and the per transaction fees for the extra payments we will be receiving throughout the year. Detailed information will be available when we have selected a payment processing vendor.

Evan commented on somewhat overestimating expenditures and underestimating revenues to ensure we come out in the black.

He went on to review the 2026 Proposed One-Time Purchases that included the Feasibility Study, Computer/Desk Chair Replacements in conjunction with Salt Lake County Public Works, and a shared Administrative Pool Vehicle that would be used for completing routine bank runs, picking up supplies, attending tours, conferences, and special events, responding to incidents, accidents, and emergencies, attending various Council meetings and workshops, supporting operations, route reviews, and evaluating challenging service areas. He showed a table of the current light-duty fleet vehicles showing their age, mileage, make, model, cost, and utilization.

Board Member Sudbury talked about how a wreck in a personal vehicle on company business defaults to the employee's personal auto insurance and recommended exploring a vehicle as quickly as possible and also considering leasing a vehicle instead of purchasing one. Evan and Renee will provide additional information at the next Board Meeting.

Helen then reviewed the:

- 2026 Planned Capital Purchases, carry forward from 2024 and 2025, changes to the original budgets due to increased costs, and the savings switching from CNG to diesel replacement trucks
- Cash Projections with No Fee Increases
- Cash Projections with six Future Fee Increase Scenarios to stay about the Board's 20% Cash/Operational Expenses

Board Member Jacob expressed his preference for smaller, more frequent fee increases as a best practice.

- Prospective New Fees for 2026: Payment Transaction Fee of up to 3% of payment, a Revenue Neutral Option, Late Set-Out Return Pickup Fee of \$25.00 upon customer request; subject to availability and area, and a Recycling Contamination Fee of \$25.00 after three or more documented occurrences

Helen replied to Board Member Jacob that online payments are 80% which include credit cards, ACHs, and bank bill pay. Our current vendor, Xpress Bill Pay, charges \$0.74 per transaction regardless of the type of payment. There are fees associated for the credit cards for the online vendor to take the payment, a processing per transaction fee, and a processing fee through our merchant processor who is currently Chase Paymentech of 2%, which is really good, but also why credit card payments are so expensive to us. The lockbox charges 14% and an in-person or payment by phone is currently 5.3%. She talked about an automated phone payment system with a bona fide convenience fee that would free up staff's time.

Evan emphasized that the prospective new fees are not intended to be a source of revenue but to help offset or partially recover costs. He explained the Proposed \$25.00 Late Set-Out Return Pickup Fee Detail which would give the District some cost recovery for verified late set-outs. He showed go-back/late set-out fees and percentages from other cities throughout the country noting that WFWRD's average cost per return (go-back) is \$156.00 fully-loaded.

He then reviewed the District's Residential Single Stream Pricing highlighting the Residue costs (i.e., contamination), Percentages, and Value, and the material composition audits that are routinely performed at Waste Management and Rocky Mountain Recycling MRFs to monitor material quality and evaluate contamination rates. He showed the "Oops" Tag escalation stats 08/31/25 YTD, explained current practices, and Recycling Contamination Fee Comparisons for 10 cities across the country.

Board Chair Shelton requested to see what systems we have in place to limit missed pick-ups that are our fault. Evan replied we are much less advanced than a computerized routing system that pings every location, the team is exploring vendors for routing tracking software in 2026, and he talked about how impressed he is with our GIS Coordinator's tracking and parcel maps. Overall, Evan said that he has asked the team to identify needs versus wants when it comes to routing software and to take a cautious approach to ensure that any new routing system would not be overly burdensome during the planning, integration, and implementation phases while fully understanding the gained efficiencies and return on investment. These items will be fully evaluated through 2026.

	Evan summarized the tentative 2026 General Fee Schedule updates and Board Chair Shelton expressed his appreciation to staff for all the work that went in to the presentation.		
3.7 Tentative Adoption of the 2026 Tentative Budget and Fee Schedule: Evan Tyrrell, General Manager, and Helen Kurtz, Finance Director ( <i>Adoption Requested</i> )	Board Chair Shelton entertained a motion to tentatively adopt the Tentative 2026 Budget and Fee Schedule.	<p><b>Motion to Tentatively Adopt:</b> Board Member Barbieri</p> <p><b>Second:</b> Board Member Sudbury</p> <p><b>Vote: All in favor (no opposing or abstaining votes).</b></p>	<b>Approved October 27, 2025</b>
3.8 Confirm the Date and Time for the Public Hearing to Allow Public Comment on the 2026 Budget and Fee Schedule currently scheduled for Monday, November 17th at 6:00 p.m.: Greg Shelton, Board Chair ( <i>Information/Direction Requested</i> )	Board Chair Shelton entertained a motion to confirm the date and time for the Public Hearing to Allow Public Comment on the 2026 Budget and Fee Schedule for Monday, November 17th at 6:00 p.m.	<p><b>Motion to Confirm:</b> Board Member Stringham</p> <p><b>Second:</b> Board Member Ohrn</p> <p><b>Vote: All in favor (no opposing or abstaining votes).</b></p>	<b>Approved October 27, 2025</b>
<b>4. Closed Session</b>			
	There was no closed session.		
<b>5. Other Board Business</b>			
	There was no other Board business.		
<b>6. Requested Items for the Next Board Meeting &amp; Public Hearing, Monday, November 17, 2025, at 6:00 p.m.</b>			
	<p>Board Chair Shelton reviewed the items for the next Board Meeting &amp; Public Hearing:</p> <ul style="list-style-type: none"> <li>• Public Hearing to Allow Public Comment on the 2026 Budget and Fee Schedule</li> <li>• Adoption of 2026 Budget and Fee Schedule</li> <li>• General Manager’s Report</li> <li>• Human Resources Policy Manual Amendments</li> <li>• Status and Updates on RFP for Feasibility Study</li> </ul>		

**7. Adjourn Board of Trustees Meeting**

With no further business, Board Chair Shelton entertained a motion to adjourn.

**Motion to Adjourn:**  
Board Member Piñon

**Second:**  
Board Member Sudbury

**Vote: All in favor (no opposing or abstaining votes).**

**Approved October 27, 2025**

*Meeting end time: 11:53 a.m.*

DRAFT