



November 2025 Utah Dairy Commission Regular Meeting Minutes

11/04/2025 9:45 AM MST to 10:45 AM MST

Boise Centre, 850 W Front St, Suite 200, Boise, ID 83702 or
4315 So. 2700 W. | TSOB South Building, Floor 2 | Taylorsville, UT 84129

Attendees:

Utah Dairy Commissioners present:

Kaleb Bateman, Daniel Buttars, Chace Fullmer, Mitch Hancock, Chet Hansen, David Roberts, Sheila Sherwood, Trevor Wayment, Landon Wiser

Utah Dairy Commissioners absent:

None

Others present:

Lacey Papageorge, Cathy Knowlson, Pam Fry, Steve Doxey

Call to Order

Chairman David Roberts called the Utah Dairy Commission (UDC) meeting to order at 9:50 AM MT.

Roll was taken and a quorum was present.

Approval of the Agenda

Inadvertently, no motion to approve the agenda was called for or made, but the meeting proceeded according to the agenda without objection.

Approval of Minutes

Chairman Roberts called for any corrections to the July 15, 2025 Joint UDC and DPU Meeting Minutes and if none a motion to approve. Commissioner Mitch Hancock moved to approve the July 15, 2025 Joint UDC and DPU Meeting Minutes as written.

Commissioner Sheila Sherwood seconded the motion. The motion passed unanimously.

Chairman Roberts called for any corrections to the July 16, 2025 Joint Meeting Minutes and if none a motion to approve. Commissioner Trevor Wayment moved to approve the July 16, 2025 Joint Meeting Minutes as written. Commissioner Hancock seconded the motion. The motion passed unanimously.

Chairman Roberts called for any corrections to the July 16, 2025 UDC Meeting Minutes and if none a motion to approve. Commissioner Sherwood moved to approve the July 16, 2025 UDC Meeting Minutes as written. Commissioner Daniel Buttars seconded the motion. The motion passed unanimously.

Chairman Roberts called for any corrections to the October 16, 2025 Joint Budget Meeting Minutes and if none a motion to approve. Commissioner Buttars moved to approve the October 16, 2025 Joint Budget Meeting Minutes as written. Commissioner Sherwood seconded the motion. The motion passed unanimously.

Chairman Roberts called for any corrections to the October 16, 2025 UDC Budget Meeting Minutes and if none a motion to approve. Commissioner Hancock moved to approve the October 16, 2025 UDC Budget Meeting Minutes as written. Commissioner Sherwood seconded the motion. The motion passed unanimously.

Utah Division Directors on the Dairy West Board

Steve Doxey (Bennett Tueller Johnson Deere LLC) explained the appointment of Utah division directors to the Dairy West Board (DW). Mr. Doxey reminded the board that as UDC Chairman, David Roberts is automatically appointed as a Director on the Dairy West Board. Daniel Buttars sits on the Dairy West Board until his term expires 12/31/2026, at which time, it will likely not be filled due to the number of seats from UDC on the DW board decreasing down to two. At this time, the term for Chace Fullmer's seat will expire at the end of 2025 and is up for nomination.

Chairman Roberts called for any nominations to appoint a commission member to the Dairy West Board of Directors. Commissioner Sherwood nominated Chace Fullmer to the Dairy West Board of Directors. There were no further nominations.

Mr. Roberts called for a motion to approve Resolution 2025-03, confirming the appointment of Chace Fullmer, to the Dairy West Board, commencing January 1, 2026 and expiring December 31, 2028. Commissioner Buttars moved to approve Resolution 2025-03 confirming the appointment of Chace Fullmer to the Dairy West Board, commencing January 1, 2026 and expiring December 31, 2028. Commissioner Sherwood seconded the motion. The motion passed unanimously.

Utah Dairy Commission Expenses & Financial Update (June - August 2025)

Pamela Fry (Director - Finance, Dairy West) presented expenditures and financials for June - August 2025. The financial update began by discussing the increased production rates in Utah, showing a 5.81% increase over the previous year up to August, with September also showing accelerated production.

Chairman Roberts called for a motion to ratify and approve the financial reports and expenditures for June - August 2025. Commissioner Sherwood moved to ratify and approve the financial reports and expenditures for June - August 2025. Commissioner Kaleb Bateman seconded the motion. The motion passed unanimously.

Review of 2026 Dairy West Budget

Cathy Knowlson (Vice President - Marketing & Communications, Dairy West) reviewed the 2026 Dairy West budget that was previously presented in October.

FY2026 UDC Budget

Ms. Knowlson reviewed the proposed 2026 UDC Budget with the commission and stood for questions. Discussion covered the policy for reserves, which follows a 3-month reserve calculation based on Idaho Dairy Product Commission's (IDPC) model, arriving at a required reserve of \$500,000. The budget included a 1.2% increase in production based on a recent 3-year average, higher than the previous 5-year traditional trend.

Chairman Roberts called for a motion to approve Resolution 2025-04 adopting the Utah Dairy Commission FY26 budget. Commissioner Buttars moved to approve Resolution 2025-04 adopting the Utah Dairy Commission FY26 budget. Commissioner Sherwood seconded the motion. The motion passed unanimously

2026 Amendment to the Dairy Research and Promotion Agreement with Dairy West

Mr. Doxey reviewed the 2026 Amendment to the Dairy Research and Promotion Agreement with Dairy West.

Chairman Roberts called for a motion to approve Resolution 2025-05 approving the 2026 amendment to the Dairy Research and Promotion Agreement with Dairy West and directing UDC's Chair to deliver to Dairy West notice of intent to renew the agreement. Commissioner Trevor Wayment moved to approve Resolution 2025-05 approving the 2026 amendment to the Dairy Research and Promotion Agreement with Dairy West and directing UDC's Chair to deliver to Dairy West notice of intent to renew the agreement. Commissioner Hancock seconded the motion. The motion passed unanimously.

Reports

No reports were given

Dairy Promotion Open Discussion

Chairman Roberts expressed appreciation to Commissioner Mitch Hancock for having recently traveled to Singapore on the Trade Mission.

The Commission discussed potentially creating a reserve policy, specifying a lack of current guidelines on minimum reserves and considering a policy based on 3 months of contract for services payments.

Ms. Knowlson, as a division lead for Utah, asked for any direction and insights that the Commission might have regarding her role and representation responsibilities.

Lacey Papageorge (Manager - Farmer Relations, Dairy West) announced that registration for the January Dairy Convention will open next week; attendees are encouraged to book hotel rooms through the organization for discounts. Deadline for booking is mid-December.

Chairman's Report

No report was given

Adjourn

Chairman Roberts called for a motion to adjourn the Utah Dairy Commission meeting. Commissioner Sherwood moved to adjourn the meeting. Commissioner Wayment seconded the motion.

The meeting adjourned at 10:49 PM MT.

Additional Meeting Resources

Zoom video conferencing technology was employed and operational during the Utah Dairy Commission Meeting. The meeting was recorded.

Chairman/Vice Chairman

Secretary