

**BOARD OF TRUSTEES – WASATCH FRONT WASTE AND RECYCLING DISTRICT (WFWRD)**  
 PUBLIC HEARING & REGULAR MEETING MINUTES – **PENDING BOARD APPROVAL**

DATE/TIME	LOCATION	ATTENDEES
Monday, November 17, 2025 6:00 p.m.  <b>Next Board Meeting</b> January 26, 2026 9:00 a.m.	Public Works Building 604 West 6960 South Midvale, UT 84047	<p><u>Board Members:</u>          Greg Shelton (Chair)-White City, Emily Gray (Vice Chair)-City of Holladay, Anna Barbieri-City of Taylorsville, Sherrie Ohrn-Herriman City, Zach Jacob-West Jordan City, Keith Zuspan-Town of Brighton, Thom DeSirant-Millcreek City, Matt Holton-Cottonwood Heights</p> <p><u>Participating Electronically:</u> Laurie Stringham-Salt Lake County, Patrick Schaeffer-Kearns City (<i>excused at 6:54 p.m.</i>), Robert Piñon-Emigration Canyon (<i>excused at 6:40 p.m.</i>), Diane Turner-Murray City (<i>excused at 6:45 p.m.</i>), Tessa Stitzer-Town of Copperton</p> <p><u>Excused:</u> Marci Houseman-Sandy City, Mick Sudbury-Magna City</p> <p><u>District &amp; Support Staff:</u>          Rachel Anderson, Legal Counsel          Evan Tyrrell, General Manager          Helen Kurtz, Finance Director          David Ika, Operations Manager          Hazel Dunsmore, Human Resources Manager          Renee Plant, Administrative Manager          Sione Tuione, Residential Recycling Collection &amp; Sustainability Manager          Justin Tuft, Residential Refuse &amp; Special Services Collection Manager (<i>Webex</i>)          Ken Simin, Customer Accounts Billing Administrator          Catarina Garcia, Executive Assistant/Board Clerk</p> <p><u>Public:</u> Patrick Craig-Salt Lake County</p>

WASATCH FRONT WASTE AND RECYCLING DISTRICT  
BOARD OF TRUSTEES PUBLIC HEARING AND REGULAR MEETING AGENDA

To be held on November 17, 2025 at 6:00 p.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=m11ce3ad37b62a22e42bfb360484c63de>

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. October 27, 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 [cgarcia@wfwrdutah.gov](mailto:cgarcia@wfwrdutah.gov) before Sunday, November 16, 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. Review the 2026 Budget Presentation and Fee Schedule: Evan Tyrrell, General Manager, and Helen Kurtz, Finance Director  
*(Information/Discussion)*

**4. Public Hearing on the 2026 Budget and Fee Increases**

4.1. Open the Public Hearing on the 2026 Budget and Fee Increases: Greg Shelton, Board Chair (***Motion Required***)  
4.2. Public Comment (limited to 3 minutes per person)  
4.3. Close the Public Hearing (***Motion Required***)

**5. Continued Business Items**

- 5.1. Consider the Adoption of Resolution 4437, a Resolution Adopting the 2026 Budget and Fee Schedule and Adopting Identified Fee Increases and New Fees: Board Chair Shelton (**Adoption Requested**)
- 5.2. Confirm or Cancel the Date for the Next Board Meeting & Budget Adoption scheduled for Monday, December 15, 2025, at 9:00 a.m.: Board Chair Shelton (**Board Action Requested**)
- 5.3. Approve 2026 Board Meeting Calendar: Catarina Garcia, Board Clerk (**Motion Requested**)
- 5.4. Considerations for the 2026 Board Vice Chair: Board Chair Shelton (**Discussion**)
- 5.5. Status and Updates on RFP for Feasibility Study: Evan Tyrrell, General Manager and Rachel Anderson, Legal Counsel (**Information/Discussion/Consent**)
- 5.6. Status of Financial Auditing Services RFP: Helen Kurtz, Finance Director (**Information/Approval Requested**)

**6. 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.*

**7. Other Board Business:** *This time is set aside to allow Board Members to share and discuss topics.*

**8. Requested Items for the Next Board Meeting(s)**

- If Board Desires to Meet in December: Adoption of the 2026 Budget and Fee Schedule
- General Manager's Report
- Monday, January 26, 2026, Meeting:
  - Board Chair Succession and Vice Chair Formal Appointment
  - 2025 4<sup>th</sup> Quarter Financial Report
  - General Manager's Report
  - Status and Updates on RFP for Feasibility Study

**9. 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 6:05 p.m. and Catarina conducted the roll call.		
<b>1. Consent Items (<i>Approval Requested</i>)</b>			
1.1 October 27, 2025, Board Meeting Minutes	There were no questions or comments on the minutes.	<b>Motion to Approve:</b> Vice Chair Gray  <b>Second:</b> Board Member Zuspan  <b>Vote:</b> All in favor (no opposing or abstaining votes).	<b>Approved November 17, 2025</b>
<b>2. Meeting Open for Public Comments</b>			
	There were no public comments.		
<b>3. Business Items</b>			
3.1 Review the 2026 Budget Presentation and Fee Schedule: Evan Tyrrell, General Manager, and Helen Kurtz, Finance Director ( <i>Information/Discussion</i> )	Evan reviewed the following from the 2026 Budget Presentation:  WFWRD's Services Overview: Retaining the current Base Residential Rate of \$26.00 per home per month, retaining the Curbside Green Waste Reclamation Subscription Service at \$12.00 per month, and retaining the Curbside Glass Subscription at \$8.50 per month.  Budget Highlights: A 3.5% Cost of Living Adjustment (COLA), 2% merit increases for employees with satisfactory performance ratings during annual evaluations, the one-time lump sum amount for employees at the top of their salary range, a PEHP Health Insurance 6.9% premium rate increase, URS		

Retirement Plan Rate decrease of 1%, SCRP/Trailer program adjustments, and other administrative initiatives.

Operating Expenses Highlights: In 2026, WFWRD will continue to seek out opportunities to reduce costs, streamline organizational functions, increase efficiencies, and further optimize operations.

Evan turned the time over to Helen who briefly reviewed the Budget Revenues, Personnel Expenses, and Operating Expenses. He then reviewed Planned Capital Purchases, Planned One-time Purchases, and Proposed Fees for 2026.

There were discussions about an administrative pool vehicle, mileage reimbursements, and higher personal liability to employees using a private vehicle on District business. In response to an inquiry from Board Member Holton, Evan mentioned that several administrative efficiencies would be realized as part of a new administrative pool vehicle and that overall repair, maintenance, and fuel costs would be *de minimis* compared to the District's overall fleet of heavy-duty vehicles. The District is pursuing a hybrid-fueled vehicle and usage would be shared across all administrative staff.

Rachel replied to Board Member Ohrn's request to remind the Board about the insurance liability, and being able to manage insurance coverage on a District-owned vehicle rather than rely on each employee's personal insurance coverage in the event of an accident [especially something catastrophic]. She stated that a District vehicle is a good idea.

Evan went on to review staff's recommendations for the Feasibility Evaluation & Impact Analysis (FEIA) for Board Consideration of the Herriman Withdrawal Request to refine the scope that has become far too complex for a single solicitation. Staff desires to split out the Line-of-Service Financial Assessment by Geographic Service Area to be separate and independent from the FEIA. This will allow a more comprehensive, District-wide study that wouldn't be predicated on the withdrawal request. The strategy will yield better results and be more focused. Evan went on to say that the District currently has all available information and data to move forward with the FEIA.

Vice Chair Gray agreed it would make a lot of sense to split up the studies into two separate efforts. Board Member Barbieri agreed.

Evan touched on the previously requested Computer/Desk Chair Replacements. Board Member Holton talked about the increased fee in 2025 and asked if the list could be prioritized or if the budget is sound enough to handle all four one-time expenditures.

Vice Chair Gray stated the split of the line-of-service study is budget neutral, and Board Member DeSirant felt it was more budget positive as a one-time expense.

(At this point in the meeting the audio was lost for on-line participants. Once restored, Board Chair Shelton summarized the comments.)

Board Member Barbieri commented on the importance of first doing the FEIA study and how the separate financial assessment can be incredibly helpful for

short- and long-term planning and cost savings. Board Member Zuspan talked about how the line of service financial study by geographic area can help to maximize value for areas already serviced by WFWRD because we're already there. It is supported by the routes [mapping] and if it takes us by there, it is another opportunity to increase the cash flow.

Board Member Holton stated he had to ask the question so we are not coming back in three months saying we need more money. Evan replied that the one-time purchases were looked at objectively and talked about the budgeting philosophy he shares with Helen. Evan revisited the original budget v. the estimated actuals for 2025 and stated that he sees a lot of opportunities to maximize efficiencies and reduce costs in 2026 beyond. In the estimated 2025 budget, we are currently estimating coming in under budget by approximately \$2 million and that we have capabilities to absorb additional costs in 2026. One-time purchases were evaluated based on needs versus wants and cash flow projections are looking good. The short answer is yes, WFWRD can afford the proposed one-time purchases, which we determined through an objective, need-based process.

Catarina read a comment that Board Member Piñon sent in the chat before he logged off the meeting: "I want to strongly recommend we get the chairs to retain employees, provide a healthy work environment and allow the District to support the staff. In the business of design and construction we use the 3/30/300 logic: \$3/sf in design, \$30/sf in rent, and \$300/sf in salaries (PER YEAR). Justifying and supporting the \$30/sf in favor of supporting the most valuable asset: the staff. Thanks!"

	<p>Evan reviewed the Administrative Pool Vehicle Anticipated Utilization information and subsequently the New Proposed Fees for 2026, which are intended to reduce or recover some costs and provide the District leverage in driving District policies, procedures, and initiatives (not intended as a major source of revenue). New proposed fees include a payment transaction fee of up to 3%, a late set-out return pick-up 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. The payment transaction fee will not be implemented until the District brings a proposal to the Board for its consideration at a future 2026 public meeting for when and how to impose the fee.</p> <p>Several Board Members agreed to the payment transaction fee as long as there is an option to make a payment without a fee. There are legal restrictions that do not allow WFWRD to opt people out of a paper bill.</p> <p>Evan showed the marked-up general fee schedule and Board Chair Shelton moved on to the next item.</p>		
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#### **4. Public Hearing on the 2026 Budget and Fee Increases**

4.1 Open the Public Hearing on the 2026 Budget and Fee Increases: Greg Shelton, Board Chair (***Motion Required***)

Board Chair Shelton opened the meeting for public comments.

**Motion to Open:**  
Board Member DeSirant

**Second:**  
Board Member Holton

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

**Approved November 17, 2025**

4.2 Public Comment (limited to 3 minutes per person)	There were no public comments.		
4.3 Close the Public Hearing ( <b><i>Motion Required</i></b> )	Board Chair Shelton closed the public hearing and moved on to continued business items.	<b>Motion to Close:</b> Board Member DeSirant  <b>Second:</b> Board Member Ohrn  <b>Vote:</b> All in favor (no opposing or abstaining votes).	<b>Approved November 17, 2025</b>
<b>5. Continued Business Items</b>			
5.1 Consider the Adoption of Resolution 4437, a Resolution Adopting the 2026 Budget and Fee Schedule and Adopting Identified Fee Increases and New Fees: Board Chair Shelton ( <b><i>Adoption Requested</i></b> )	Board Chair Shelton entertained a motion to adopt the resolution adopting the 2026 budget and fee schedule and adopting identified fee increases and new fees.	<b>Motion to Approve:</b> Board Member DeSirant  <b>Second:</b> Board Member Zuspan  <b>Votes:</b> Board Chair Shelton: Aye Vice Chair Gray: Aye Board Member Barbieri: Aye Board Member DeSirant: Aye Board Member Holton: Aye Board Member Jacob: Aye Board Member Ohrn: Aye Board Member Stitzer: Aye Board Member Stringham: Aye Board Member Zuspan: Aye  Absent: Board Member Turner, Board Member Schaeffer, Board Member Piñon, Board Member Houseman, Board Member Sudbury	<b>Approved November 17, 2025</b>

<p>5.2 Confirm or Cancel the Date for the Next Board Meeting &amp; Budget Adoption scheduled for Monday, December 15, 2025, at 9:00 a.m.: Board Chair Shelton (<b>Board Action Requested</b>)</p>	<p>The Board cancelled the date for the previously noticed Board Meeting for Monday, December 15, 2025, at 9:00 a.m.</p>	<p><b>Motion to Cancel:</b> Vice Chair Gray  <b>Second:</b> Board Member Barbieri  <b>Vote:</b> All in favor (no opposing or abstaining votes).</p>	<p><b>Approved November 17, 2025</b></p>
<p>5.3 Approve 2026 Board Meeting Calendar: Catarina Garcia, Board Clerk (<b>Motion Requested</b>)</p>	<p>Catarina presented the 2026 Board of Trustees Meeting Schedule.</p> <p>Board Meetings are scheduled for the 4th week of each month with the exception of May, which will be moved to the 3rd week, Monday, May 18 due to the holiday.</p> <p>A separate invitation will be sent for the November Board Meeting and Public Hearing on Monday, November 16th at 6:00 p.m., as well as a separate invitation should the Board choose to meet Monday, December 14th.</p> <p>Board Chair Shelton entertained a motion to approve the 2026 Board Meeting Calendar.</p>	<p><b>Motion to Approve:</b> Vice Chair Gray  <b>Second:</b> Board Member DeSirant  <b>Vote:</b> All in favor (no opposing or abstaining votes).</p>	<p><b>Approved November 17, 2025</b></p>
<p>5.4 Considerations for the 2026 Board Vice Chair: Board Chair Shelton (<b>Discussion</b>)</p>	<p>Rachel explained that this will be scheduled for January based on elections and new Board members and she talked about the standard terms of service in that the Vice-Chair has typically served as the Chair in the subsequent year. Board Member Barbieri recommended that new Board of Trustee Member appointments be committed to a four-year term. Rachel Anderson clarified that this is typically the norm outside of special elections and rotating election years.</p>		

<p>5.5 Status and Updates on RFP for Feasibility Study: Evan Tyrrell, General Manager and Rachel Anderson, Legal Counsel  <b><i>(Information/Discussion/Consent)</i></b></p>	<p>Evan showed the previously provided memorandum from Rachel that was an overview of withdrawal procedures and considerations.</p> <p>Rachel explained that there are statutory requirements of withdrawal requests and there were broad discussions amongst Board Members about resident petitions, gathering data, democracy, putting the cart before the horse, Board Members representing the entire District as a whole, using a survey as a tool/a guiding principle, asking the right questions, educating residents, and representative republics and democracies.</p> <p>Rachel stated that if we do initiate the process then ultimately when we get to the decision phase, the Board is required to say no if those conditions aren't met. Why initiate the process if it is going to be a no? Not exactly getting the cart before the horse but we are doing this analysis before the Board even decides if they want to pursue it.</p> <p>Board Member Jacob commented about how long it would be until other cities wanted to withdraw, and because he was new to the conversations, Rachel told him the effect of cumulative withdrawals is something additional that the Board does have to consider as part of the withdrawal evaluation criteria in accordance with Utah State Code. There is a lot of push and desire to keep special districts strong too and there have been lawsuits to prove (White City) that special districts are legally on par with municipalities.</p> <p>Board Member Holton does not believe it is worth spending any money on a survey. Evan added that the survey would be part of the RFP by an objective,</p>		
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impartial, third party using statistically significant data sets, and would be used as a tool, and additional resource, to gather as much information as possible for the Board to make the most informed decision possible. He mentioned losing service areas that are under the District's current purview, economies of scale, administrative efficiencies, and there are a lot of other impacts that would be part of this analysis while pointing out that Herriman has the third highest number of service accounts by City within the District's current service area and is continuing to grow with relatively high service density. The intent of this discussion item is to determine if the Board wants a survey as part of the RFP.

Board Member Holton stated that what Evan just said proves to him why we don't need a survey because what he just said earlier was one of the most compelling things of why Herriman has an uphill battle because all of those things that he just said are massively compelling on what is the impact going to be for the health of the District so that they can go to their residents to say we're not going be jacking up their prices a ton. That for him is what is really at the heart of all of this and to spend money on a resident survey of individuals in Herriman is for him not part of the calculation.

The Board agreed that a survey does not need to be part of the RFP.

Rachel stated that the District-wide cost analysis goes beyond the scope of the Herriman feasibility study and Evan explained the intent of splitting it out into two pieces and believes we have the basic information to evaluate the impact of the withdrawal request.

	Board Chair Shelton recommended the Board revisits the topic when there is more time.		
5.6 Status of Financial Auditing Services RFP: Helen Kurtz, Finance Director <b><i>(Information/Approval Requested)</i></b>	<p>Helen explained that Squire was the only vendor to submit on the RFP, the reasons given by other vendors for not submitting a proposal, and recommendations going forward.</p> <p>The Board agreed to move forward with Squire for another three-year contract.</p>	<b>Motion to Approve:</b> Board Member  <b>Second:</b> Board Member  <b>Vote:</b> All in favor (no opposing or abstaining votes).	<b>Approved November 17, 2025</b>
<b>6. Closed Session (If Needed)</b>			
	No closed session was needed.		
<b>7. Other Board Business</b>			
	<p>After the decision to cancel the December Board Meeting, Board Chair Shelton read the draft of Resolution 4438 Expressing Appreciation to Retiring Board Member Sherrie Ohrn for her dedicated years of service that will be formally adopted at the January 2026 meeting.</p> <p>There was no other Board business.</p>		
<b>8. Requested Items for the Next Board Meeting Monday, January 26, 2026 9:00 a.m.</b>			
	<p>Board Chair Shelton reviewed the items for the next Board Meeting:</p> <ul style="list-style-type: none"> <li>• Board Chair Succession and Vice Chair Formal Appointment</li> <li>• 2025 4<sup>th</sup> Quarter Financial Report</li> <li>• General Manager's Report</li> <li>• Status and Updates on RFP for Feasibility Study</li> </ul>		
<b>9. Adjourn</b>			

	<p>With no further business, Board Chair Shelton entertained a motion to adjourn.</p>	<p><b>Motion to Adjourn:</b> Board Member Barbieri</p> <p><b>Second:</b> Board Member Ohrn</p> <p><b>Vote:</b> All in favor (no opposing or abstaining votes).</p>	<p><b>Approved November 17, 2025</b></p> <p><i>Meeting end time: 8:04 p.m.</i></p>
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