WASATCH FRONT WASTE AND RECYCLING DISTRICT (WFWRD)

BOARD OF TRUSTEES | REGULAR MEETING AGENDA

To be held Monday, March 2, 2026, 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=m574487f1195ee605cd15b2f1c026c62d

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 [9:00am]: Emily Gray, Board Chair
Roll Call: Catarina Garcia, Board Clerk

1. **Meeting Open for Public Comments**
   Members of the public wishing to provide written comments to the Board of Trustees may do so by submitting their comment to the Board Clerk at cgarcia@wfwrdutah.gov before Sunday, March 1st at 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 (comments are limited to 3 minutes).

2. **Board of Trustees Business**
   2.1 Welcome New Board Members: Lyndsay Longtin, Kearns City, and Nick Griffith, Emigration Canyon
   - Lyndsay Longtin Oath of Office: Catarina Garcia, Board Clerk
   - Nick Griffith Oath of Office: Catarina Garcia, Board Clerk

   2.2 Adoption of Resolution 4442, a Resolution Expressing Appreciation to Former Board Member Patrick Schaeffer for their Years of Service as a WFWRD Board of Trustee Member (***Adoption Requested***)

   2.3 Adoption of Resolution 4443, a Resolution Expressing Appreciation to Former Board Member Robert Piñon for their Years of Service as a WFWRD Board of Trustee Member (***Adoption Requested***)

   2.4 Adoption of Resolution 4444, a Resolution Expressing Appreciation to Retired WFWRD Employee Ryan Dyer for 25 Years of Service with the District (***Adoption Requested***)

3. **Consent Items *(Approval Requested)***
   3.1 January 26, 2026 Regular Meeting Minutes

4. **Business Items:**
   4.1 General Manager Report: Evan Tyrrell, General Manager **(*Information/Discussion*)**
   - 2025 Metrics and Accomplishments

   4.2 Review and Approval of Proposed Interim Policy Manual Updates: Evan Tyrrell, General Manager **(*Information/Discussion/Adoption Requested*)**

4.3 2026 Seasonal Container Reservation Program (SCRP) Planning Overview and 2027 Considerations: Evan Tyrrell, General Manager, Renee Plant, Administrative Manager, and David Ika, Operations Manager (***Information/Discussion***)

4.4 Overview of New Residential Cost and Service Comparison throughout the Tri-County Combined Salt Lake Metropolitan Area: Evan Tyrrell, General Manager, and Renee Plant, Administrative Manager (***Information/Discussion***)

4.5 Proposed Tentative Mid-Year Fee Schedule Updates: Evan Tyrrell, General Manager, and Helen Kurtz, Finance Director (***Information/Discussion/Direction***)

4.6 Scheduling a Public Hearing for Mid-Year Fee Schedule Updates: Emily Gray, Board Chair (***Discussion/Motion Requested***)

- Reschedule March 23, 2026 Regular Meeting to Commence at 5pm
- Schedule a Public Hearing for March 23, 2026 to Commence at 6pm

4.7 Discussion and Direction in the Development of an Interlocal Agreement with Herriman City to Address their Withdrawal Request: Emily Gray, Board Chair, and Rachel Anderson, Legal Counsel (***Information/Discussion/Direction***)

4.8 Scheduling a Board of Trustees and Leadership Staff Retreat: Emily Gray, Board Chair (***Discussion/Motion Requested***)

5. 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.

6. Other Board Business

This time is set aside to allow Board Members to share and discuss topics.

7. Items for Subsequent Board Meetings

- Monday, March 23, 2026: Regular Meeting at 5:00 pm and Public Hearing at 6:00 pm
  - General Manager Report: Updates on 2026 Priorities, Goals, and Initiatives
  - Utah Association of Special Districts (UASD) Presentation
  - Customer Solutions Program Presentation
  - District CDL Driver Drug and Alcohol Testing Policy
  - Public Hearing and Adoption of 2026 Mid-Year Fee Schedule
- Monday, April 27, 2026: Regular Meeting
  - Overview of University of Utah Recycling Survey
  - Waste Diversion and Recycling Contamination Presentation

A RESOLUTION OF THE

WASATCH FRONT WASTE AND RECYCLING DISTRICT

BOARD OF TRUSTEES

EXPRESSING APPRECIATION TO BOARD MEMBER PATRICK SCHAEFFER

RESOLUTION NO. 4442 ADOPTED: MARCH 2, 2026

BE IT KNOWN AND REMEMBERED THAT

WHEREAS, the Wasatch Front Waste and Recycling District (the "District"), formerly known as the Salt Lake County Special Service District No. 1, was established in January 1977 by the Salt Lake County Commissioners, and renamed the Wasatch Front Waste and Recycling District effective as of January 1, 2013; and

WHEREAS, on November 10, 2009 the Salt Lake County Council created the Administrative Control Board ("Board") to govern the District effective January 1, 2010; and

WHEREAS, on March 16, 2022, the County Council reorganized the District as a local district and the Board of Trustees was granted full governing authority as allowed under State Statutes; and

WHEREAS, Patrick Schaeffer was appointed to the Board by the Kearns City Council in October, 2018; and

WHEREAS, this honorable board member has served their respective constituents faithfully and diligently; and

WHEREAS, the Board has been effective in governing the District and the waste and recycling collection services for its over 86,000 households; and

WHEREAS, this honorable board member has retired from the Board; and

WHEREAS, the District wishes to express appreciation to this board member for their dedicated service; and

NOW, THEREFORE, BE IT RESOLVED by the Board, this member is appreciated and recognized. We applaud all the efforts of the Board Members and staff.

APPROVED AND ADOPTED this 2nd day of March, 2026.

WASATCH FRONT WASTE AND RECYCLING DISTRICT BOARD OF TRUSTEES

By: ________________________________

Emily Gray, Board Chair
Board of Trustees

ATTEST:

____

Catarina N. Garcia
Board Clerk

A RESOLUTION OF THE

WASATCH FRONT WASTE AND RECYCLING DISTRICT

BOARD OF TRUSTEES

EXPRESSING APPRECIATION TO BOARD MEMBER ROBERT PIÑON

RESOLUTION NO. 4443 ADOPTED: March 2, 2026

BE IT KNOWN AND REMEMBERED THAT

WHEREAS, the Wasatch Front Waste and Recycling District (the "District"), formerly known as the Salt Lake County Special Service District No. 1, was established in January 1977 by the Salt Lake County Commissioners, and renamed the Wasatch Front Waste and Recycling District effective as of January 1, 2013; and

WHEREAS, on November 10, 2009 the Salt Lake County Council created the Administrative Control Board ("Board") to govern the District effective January 1, 2010; and

WHEREAS, on March 16, 2022, the County Council reorganized the District as a local district and the Board of Trustees was granted full governing authority as allowed under State Statutes; and

WHEREAS, Robert Piñon was appointed to the Board by the Emigration Canyon Council in January 2022; and

WHEREAS, this honorable board member has served their respective constituents faithfully and diligently; and

WHEREAS, the Board has been effective in governing the District and the waste and recycling collection services for its over 86,000 households; and

WHEREAS, this honorable board member has retired from the Board; and

WHEREAS, the District wishes to express appreciation to this board member for their dedicated service; and

NOW, THEREFORE, BE IT RESOLVED by the Board, this member is appreciated and recognized. We applaud all the efforts of the Board Members and staff.

APPROVED AND ADOPTED this 2nd day of March, 2026.

WASATCH FRONT WASTE AND RECYCLING DISTRICT BOARD OF TRUSTEES

By: ________________________________
Emily Gray, Board Chair
Board of Trustees

ATTEST:

____
Catarina N. Garcia
Board Clerk

A RESOLUTION OF THE
WASATCH FRONT WASTE AND RECYCLING DISTRICT
BOARD OF TRUSTEES
EXPRESSING APPRECIATION TO RETIRED EMPLOYEE
RYAN DYER FOR 25 YEARS OF SERVICE

RESOLUTION NO. 4444 ADOPTED: March 2, 2026

BE IT KNOWN AND REMEMBERED THAT

WHEREAS, Ryan Dyer was hired in 1999 by Salt Lake County, and transferred to the Wasatch Front Waste and Recycling District on January 1, 2013; and

WHEREAS, this dedicated public servant has served the District and its residents faithfully and diligently for 25 years; and

WHEREAS, throughout their tenure, this dedicated public servant served the District in various roles providing essential waste and recycling collection services; and

WHEREAS, this honorable employee retired as of January 30, 2026, and the District wishes to express appreciation to Ryan Dyer for his 25 years of dedicated public service;

NOW, THEREFORE, BE IT RESOLVED by the Board that Ryan is appreciated and recognized. We applaud all the great efforts of Ryan and all the District staff.

APPROVED AND ADOPTED the 2nd day of March, 2026.

WASATCH FRONT WASTE AND RECYCLING DISTRICT
BOARD OF TRUSTEES

By: ______________________________
Emily Gray, Board Chair
Board of Trustees

ATTEST:

____
Catarina N. Garcia
Board Clerk

WASATCH FRONT WASTE AND RECYCLING DISTRICT (WFWRD)

BOARD OF TRUSTEES | REGULAR MEETING MINUTES *PENDING BOARD APPROVAL*

Held Monday, January 26, 2026, 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. The meeting was also held electronically via Webex.

Call to Order: Emily Gray, Vice-Chair
Roll Call: Catarina Garcia, Board Clerk

Board Members: Greg Shelton-White City *(arrived at 9:09am)*, Emily Gray-City of Holladay, Anna Barbieri-City of Taylorsville, Zach Jacob-West Jordan City, Keith Zuspan-Town of Brighton, Nicole Handy-Millcreek City, Patrick Schaeffer-Kearns City, Robert Piñon-Emigration Canyon *(excused at 10:40am)*

Participating Electronically: Jared Henderson-Herriman City, Laurie Stringham-Salt Lake County *(arrived at 9:17am)*, Clark Bullen-Murray City *(arrived at 9:03am)*, Marci Houseman-Sandy City *(arrived at 9:04am)*, Matt Holton-Cottonwood Heights

Excused: Mick Sudbury-Magna City, Tessa Stitzer-Town of Copperton

District & Support Staff: Evan Tyrrell-General Manager, Helen Kurtz-Finance Director, David Ika-Operations Manager (*Webex*), Hazel Dunsmore-Human Resources Manager, Renee Plant-Administrative Manager, Catarina Garcia-Executive Assistant/Board Clerk, Andre Perov-GIS Coordinator *(Webex)*, Yael Johnson-Customer Service Manager *(Webex),* Shane Norris-Safety Coordinator *(Webex)*, Justin Tuft-Collection Manager *(Webex),* Rachel Anderson-Legal Counsel, Melissa Kotter-Compensation Consultant *(arrived at 9:35am)*

Public: Patrick Craig-Salt Lake County, Chris Bell-Salt Lake City, Jaren Scott-Trans-Jordan Cities, Christine Edwards-Sandy City, Abby Evans-Salt Lake County

1. Meeting Open for Public Comments

There were no public comments.

2. Board of Trustees Business

2.1 Welcome New Board Members Nicole Handy, Millcreek City Council, Clark Bullen, Murray City Council, and Jared Henderson, Herriman City Council

Catarina Garcia, Board Clerk, performed the Oaths of Office for Nicole Handy (in person), Clark Bullen (via Webex), and Jared Henderson (via Webex).

2.2 Appointment of 2026 Board Chairperson

In Greg Shelton's absence, Emily Gray entertained a motion to appoint herself as the 2026 Board Chairperson.

Board Member Zuspan motioned/Board Member Piñon seconded. Motion passed unanimously.

2.3 Nominations and Appointment of 2026 Board Vice-Chairperson

Board Chair Gray reviewed the Board Members who expressed interest in serving as the Vice-Chairperson: Greg Shelton, Keith Zuspan, Marci Houseman, and Laurie Stringham. Marci Houseman withdrew her name based on the inability to commit to in-person attendance. The nominees were Greg Shelton, Keith Zuspan, and Laurie Stringham. Catarina conducted roll call votes:

Barbieri: Laurie Stringham
Bullen: Laurie Stringham
Gray: Abstain
Shelton: Greg Shelton
Henderson: Laurie Stringham
Zuspan: Keith Zuspan
Stringham: Not present
Houseman: Laurie Stringham
Holton: Laurie Stringham
Sudbury: Excused
Handy: Abstain
Schaeffer: Keith Zuspan
Piñon: Keith Zuspan
Stitzer: Excused
Jacob: Keith Zuspan

Board Member Piñon expressed his concern about Laurie Stringham not always being on time or in person during Board of Trustee meeting. No majority vote among voting members was received: there were 5 votes in favor of Laurie Stringham, 4 votes in favor of Keith Zuspan, 1 vote in favor of Greg Shelton, and 2 abstained. Catarina conducted a second roll call vote for Laurie Stringham and Keith Zuspan:

Barbieri: Laurie Stringham
Bullen: Laurie Stringham
Gray: Abstain
Shelton: Keith Zuspan
Henderson: Laurie Stringham
Zuspan: Keith Zuspan
Stringham: Not present
Houseman: Laurie Stringham
Holton: Laurie Stringham
Sudbury: Excused
Handy: Keith Zuspan
Schaeffer: Keith Zuspan
Piñon: Keith Zuspan
Stitzer: Excused
Jacob: Keith Zuspan

A majority vote among voting members was received: 6 votes in favor of Keith Zuspan, 5 votes in favor of Laurie Stringham, and 1 abstained.

Board Chair Gray congratulated Keith Zuspan as the 2026 Board Vice-Chair and commended Board Member Shelton for his service and dedication as the 2025 Board Chair.

2.4 Adoption of Resolution 4438, a Resolution Expressing Appreciation to Former Board Member Sherri Ohrn for their Years of Service as a WFWRD Board of Trustee Member

2.5 Adoption of Resolution 4439, a Resolution Expressing Appreciation to Former Board Member Thom DeSirant for their Years of Service as a WFWRD Board of Trustee Member

2.6 Adoption of Resolution 4440, a Resolution Expressing Appreciation to Former Board Member Diane Turner for their Years of Service as a WFWRD Board of Trustee Member

Board Chair Gray noted that the former Board Members were not in attendance and thanked them for their service and advocacy of the District.

Vice-Chair Zuspan motioned/Board Member Houseman seconded to adopt Resolutions 4438, 4439, and 4440. Motion passed unanimously.

2.7 Adoption of Resolution 4441, a Resolution Expressing Appreciation to Retiring WFWRD Employee Larry Chipman for 25 Years of Service with the District: Board Chair Gray

Board Chair Gray noted retired employee Larry Chipman was not in attendance.

Board Member Shelton motioned/Board Member Schaeffer seconded to adopt Resolution 4441. Motion passed unanimously.

2.8 Special District Overview Presentation: Rachel Anderson, Legal Counsel, and Evan Tyrrell, General Manager

Rachel introduced herself and presented training on how Wasatch Front Waste and Recycling District works, although it was not an introduction specifically to WFWRD. She reviewed why special districts exist, what a special district is, local districts versus special districts, special districts versus special service districts, WFWRD's reorganization history, special districts as political subdivisions, types of special districts (Title 17B), services special districts can provide, special district service area geography, powers of a special district, revenue limitations, the Board of Trustees, WFWRD's Board composition, fiduciary duty of Trustees, Board roles versus Management roles, and required board training.

Evan thanked Rachel for the information and noted that he is actively meeting individually with new and existing Board Members. He showed the District's service area map and pointed out that WFWRD does not levy taxes nor collect tax revenues and operates as a sole enterprise fund.

There were no questions or comments.

2.9 Conflict of Interest and Financial Disclosure Requirements: Rachel Anderson, Legal Counsel

Rachel explained that this a new requirement as of last year and is required to be completed annually by January 31st. She also noted that Board Members can forward the form to Catarina that they may have already submitted to their respective municipality. Forms were emailed in advance and were made available at the meeting.

3. Consent Items

3.1 November 17, 2025 Public Hearing and Regular Meeting Minutes

There were no questions or comments on the minutes.

Board Member Barbieri motioned/Board Member Shelton seconded to approve the minutes. Motion passed unanimously.

4. Business Items:

4.1 General Manager's Report: Evan Tyrrell, General Manager

Evan began with high-level updates of the seasonal leaf bag and Christmas tree programs and mentioned a recent meeting with Herriman City helped to establish that path forward for the Herriman City Withdrawal Request Feasibility Analysis and the Line of Service Financial Assessment by Geographic Service Area. He stated that the two studies won't necessarily be completed at the same time, but the intent was for them to move forward concurrently. He recently sent the revised draft feasibility study RFP to Herriman City since they met. Evan replied to Board Member Barbieri that there is not yet a closing date as WFWRD is waiting for feedback from Herriman before the RFPs are issued.

The next item, Priorities, Goals, and Initiatives (PGIs), was something new that Evan has developed in an effort to focus and strategize the path forward for the organization and to document the benefits, initiatives, and qualitative benefits and quantitative cost savings realized. The intent of the PGIs is to continue to streamline administrative and operational functions, identify new and enhanced efficiencies, reduce costs, save money for the organization, and to effectively communicate with the public, the Board, City Councils, and the District's rate payers. The five categories are organizational, administrative, financial, operational, and safety: He briefly reviewed a selected number of these items:

- ORG.1: Conduct a comprehensive review and update of the Board's Policy Manual
- ORG.2: 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
- ADM.1.1: 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
- ADM.1.4: Maximize data integration across District platforms to optimize real-time data consolidation, trend analysis, and support decision making
- ADM.2: Solicit and complete the Withdrawal Feasibility Assessment and Impact Analysis (FEIA)
- OP.1: Using existing resources and budget allocations, maximize the capacity to better meet service demand for the Seasonal Container Reservation Program (SCRP)
- OP.3.1: 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
- OP.3.5: Deep dive into Fleet Repair and Maintenance Costs and determine how to reduce costs and minimize expensive repairs. We are seeing increased costs in their rate of labor and markups, but also our fleets and our trucks since COVID. Evan commented that we also fell behind in our truck replacement schedules.

Board Member Piñon clarified for the new Board Members that when Evan said we fell behind because of COVID, it had to do with getting the orders delivered. Not that we were delinquent in making orders or funding. It was more of a market delay.
Evan thanked Board Member Piñon for the clarity and added that market supply for these drops was significantly impacted also since that time a replacement truck has gone anywhere from roughly $300,000 to over $400,000 per replacement truck currently as well. There's a lot of increased costs on the capital replacement fees as well.

The final item Evan reviewed was safety, enhancing WFWRD's safety culture, insurance premiums, reviewing the Health & Safety Plan, the EMOD [Experience Modification Rate], the drug and alcohol testing policy, and emergency response planning.

Evan concluded that the list is large and comprehensive and he wanted to set the stage for the year and continually track our progress and the benefits both qualitatively and quantitatively for cost savings as we continue to pursue increased efficiencies and optimizing our programs and services.

Board Chair Gray thanked Evan for the report noting that it is very helpful and a good structure to track these things. She was particularly excited about looking comprehensively at SCRP regionally as well and thinks that's something that all of our communities care about, and then also looking at our charter and making sure we stay current with the changing landscape, and housing that they are all dealing with in their respective cities.

4.2 4th Quarter 2025 Financial Reports: Helen Kurtz, Finance Director, and Evan Tyrrell, General Manager

Helen reviewed the preliminary financial report with the following highlights:

Revenues: Revenues for Residential Waste Collection and Green Curbside are $7,014,374 and $278,586 higher than 2024 due to the fee increase implemented in January 2025. Revenue for Residential Waste Collection posted over $2,000,000 higher than budget because the original budget forecasted on a cash basis and revenue posts on an accrual basis.
Personnel Expenses: The RIF from the beginning of the year along with other personnel changes resulted in budget savings from overall personnel expenses of $1,781,265 over expectations. Overtime is down $135,321 from 2024 due to being nearly fully staffed, change to PTO, and changes to the Apple-a-Day Program. Evan recognized and commended David Ika, Operations Manager, for tracking and driving down overtime, talked about the four 10-hour day schedule for the front-line workers, and temporary (seasonal) labor.
Operating Expenses: Fuel costs decreased by $152,889 compared to 2024 due to lower fuel prices and fewer miles driven in 2025, while maintenance costs increased by 12% over the same period. Delays in receiving new trucks have required the District to continue operating older vehicles, which require more frequent and costly maintenance. Rising parts prices and shop labor costs also contributed to the increase in maintenance expenses. Helen confirmed to Board Member Barbieri that the fewer miles driven was related to optimized routing and related efficiencies.
Capital Expenditures: We budgeted for eight CNG trucks but ordered eight diesel trucks instead, which cost $27,144 less per truck than budgeted ($217,152 total for the year) and $50,000 less than the quoted price. The SCRP hook lift truck purchase is complete and came in $6,465 over budget due to increased costs.

Maintenance Expenses: Maintenance costs increased by 12% over the same period in 2024.
Fuel Highlights: Low per-gallon fuel prices and fewer miles driven are the primary reasons for the lowest fuel expense in five years. The price and proximity model, which optimizes tipping locations, reduced mileage by more than 150,000 miles in 2025 compared to the average of the previous four years.
Tonnages: Commodity tons show a shift from recycling and green to waste during 2025, which are likely affected by economic trends, weather, and other factors. Average tipping fees paid by WFWRD are $36/ton for waste, $44/ton for recycling, and $17/ton for green.
Refunds and Tax Certifications: 37 refunds totaled $9,645. 13,682 accounts were certified, totaling $3,141,000.
Cash Balances 2020-2025: Helen's graph showed that cash balances are recovering but still below the general trend lines from prior years and she anticipates the move to monthly billing will result in a more comfortable cash position.

4.3 Job Description and Title Updates, Market Analysis, and Proposed Reclassification of Customer Service Representative and Customer Service Manager Positions: Evan Tyrrell, General Manager, Hazel Dunsmore, Human Resources Manager

Evan reiterated that the financials are looking really great and explained the Agenda Item Summaries are a new tool to help keep the Board informed.

Hazel reported that over the past couple of years, the duties of the Customer Service Representative job description have evolved as the staff have taken on additional responsibilities. They are the front line of the office and the team determined it was necessary to review the job description to ensure it accurately reflects all the responsibilities and tasks the Customer Service Representatives provide. Staff also recommended updating the job title for both the Customer Service and Website Application Manager and the Customer Service Representatives to more accurately reflect the duties of their positions. The proposed titles are Customer Solutions Specialist and Customer Solutions and Communications Technology Manager.

The next step was working with Melissa Kotter, Compensation Consultant, who performed a compensation study, resulting in a recommended midpoint increase of 7.6% for the five Customer Solutions Specialist positions from the 2026 Pay Plan, which already includes the Board-approved 3.5% cost-of-living-adjustment. The pay range for the Customer Solutions and Communications Technology Manager increased by 4.7% from the 2026 Pay Plan, which already includes the Board-approved 3.5% cost-of-living-adjustment.

The compensation data has been reviewed and the total impact to the proposed budget can be accommodated. If approved by the Board, the change in pay for all incumbents would result in an annualized cost of $28,412 (including benefits).

Hazel clarified to Board Member Houseman that the $28,412 covers all six impacted employees and includes benefits, the $22,549 listed further in the report does not include benefits. Evan commented on the previously Board-approved Compression Matrix where people are placed in the range based on experience, education, etc.

Hazel replied yes to Board Chair Gray that this is to acknowledge changes that have evolved within the positions so the titles and compensation actually reflect what they are doing so our positions stay competitive in the market. They are the front line of the office, resolving issues with customers, and sometimes we get compliments as well. Billing questions, “my trash wasn’t picked up”, and they are also communicating with drivers over the radio throughout the day. Evan added that they are working in our financial tracking systems, doing video confirmations for missed pick-ups, go-backs, and we are anticipating increased call volumes with the move to monthly billing.

Board Member Henderson commented that the Board just went through the budget process and in his experience with other boards, running a business, etc., these types of things are generally done within that budget process. He asked why this is being done separately, a month following the budget approval.

Evan responded that the timing is less than opportunistic and believes it has a lot to do with the transition from the General Managers and him coming on board. He is getting to know the staff and understanding more of the operational support mechanisms. With all the other priorities the District has taken throughout the year, we started looking at this in October. We ran out of time to incorporate this into the budget process but believe we can readily absorb the costs and it will go a long way with increasing and boosting morale for the team who has been on the lowest end of the pay scale for quite some time. It will also help with recruitment and retention efforts reducing turnover, time, and training.

Board Member Henderson did not want to dispute any of those points but felt doing these things properly in a clear, transparent way, there’s a few red flags if he were the public looking at this. We just approved a rate increase [in 2025], the budget, and now that we have extra money, we want to start paying people more. It really needs to be done as part of the budget process. While the $28,000 might seem somewhat nominal, it tends to happen throughout the year and is kind of how things get a bit bloated. We really need to stick to a clear, transparent budget process. Running out of time is a bit of an excuse in the transition, etc., and he understands, just wanted to make the point for proper procedure.

Board Chair Gray noted Board Member Henderson’s remarks.

Evan talked about revisiting all positions possibly in 2027, but we really wanted to look at the Customer Service Team and ensure they are recognized for the additional workload and new responsibilities. They are much more than a secretarial role, they are identifying and creating solutions.

Board Member Jacob agreed with the best practice aspect and believed it doesn’t mean this wasn’t the right thing to do. While it may not be the best practice, it may be a good practice, and believes we are alright and not trying to hide anything or being transparent.

Board Member Barbieri commented on how many Board Members have taken a lot of heat from residents with the recent fee increase and feels we need to be cognizant of their concerns that cities can bid it [services] out and get better pricing and there has been evidence presented and comparing that, WFWRD is a well-run organization. To Board Member Henderson’s comment, we have increased fees, let's keep that low and continue on the road of efficiency and not get lackadaisical that when we have the money, just put it where we can best use it. Maybe put that money away and do a rebate. She felt the need to speak for her residents and city. She wants to see WFWRD continue because it is an excellent service and provides top notch services to our residents that are well worth it and she doesn't want to take advantage of our residents that are now paying $6.00 more per month, plus monthly billing which now she is hearing is costing more to Customer Service because all of the questions that are coming in. She is sure that will slow down but for the future she will be very cognizant of where these funds go.

Evan stated that those are all things we are looking at and will review later in the meeting related to reducing payment transaction fees, reducing printing and mailing, and pointed out that we are not requesting an increase in allocated expenditures, we can readily absorb the $28,000 with this year's budget.

Board Chair Gray expressed her appreciation for the comments and discussion as we look at the way we spend funds.

Board Member Houseman added that while she appreciated the Anticipated Impacts to the community related to increased morale due to improved interactions, et cetera, one option she did not see in terms of potential motions or next steps, this opportunity to indicate that these increases and role titles et cetera, are under consideration, but in terms of taking all things into account that have happened recently, giving employees a heads up that this is being considered and yet there's a process that the Board would like to honor. She asked if that is something we're willing to consider so that we're being very transparent about the process. She was not questioning the analysis that has been put into this, but considering what some of her colleagues have shared, is there an opportunity to be really transparent about the process we are following? What analysis has been done, what the Board is considering, but also being mindful of the impact to residents and what we're trying to establish as an appropriate process by which changes to the budget are made and they're typically done within the annual budgetary review? She asked if that is something we might want to consider as a possible motion or adjustment to the alternatives that staff provided.

Board Chair Gray asked Board Member Houseman what specifically she was proposing. Board Member Houseman replied that she was not requesting additional analysis or information as much as reviewing alternatives for more consideration. Communicating with employees that these changes are being considered and a communication plan around the process we want to follow, slowing down and consider signaling interest and desire to make the changes while being sensitive to residents and honoring the process to make budget changes.

There were continued discussions about the proper processes, communication plan with employees, postponing the changes, transparency, seemingly abrupt changes, public comments, this meeting being available to the public, the meeting packet being public record, public hearing processes, this adjustment being absorbed in the current budget, and the last fee increase being approved in December of 2024, not last month.

For clarity, Board Chair Gray reiterated that this is not part of the budgetary process, the budget has been approved. This is not changing the budget, this has been absorbed by the budget. She requested a motion to approve and adding the recommendations to create a policy, with preference to Board Member Jacob's suggestion to review one-third of staff each year.

Vice-Chair Zuspan motioned/Board Member Handy seconded to approve the new job titles and 2026 market-based pay ranges for the Customer Solutions Specialist and Customer Solutions and Communications Technology Manager positions, and direct staff to utilize the District's existing Compression Management Matrix to calculate individual market pay adjustments for incumbents in these positions. As noted, this is not a budget adjustment, this is as the Board is responsible for pay increases to individuals. Therefore, this is not outside the budget process. If it did, then we would make a budget adjustment as later listed in June with other activities. Motion passed unanimously.

4.4 Landfill Voucher Program Overview and Fee Waiver Policy Provisions: Evan Tyrrell, General Manager, and Renee Plant, Administrative Manager

Evan briefly explained the online landfill voucher program noting that upon a review of existing data, staff have identified that total District-wide voucher usage has exceeded the 2% policy threshold by total number of households serviced by the District over the past five consecutive years. Since we went online and since COVID, our landfill partners have stopped tracking and providing information when a voucher is redeemed as to what city it came from. Renee and Yael have been working with the landfills to optimize the voucher to include the city from which it was downloaded based on the service address.

Evan showed a list of five Options/Alternatives for Board Consideration and is recommending an increase of up to 5% to ensure we stay in compliance and ultimately refine the program once we can better optimize the bulky waste program/SCRP.

Evan replied to Board Member Schaeffer that we are internally tracking *requested* vouchers. The landfills bill us but don't give any information as to where it came from. Renee added that when we converted to the digital program a couple years ago, we were able to track who requested the voucher but there is some limitation on the landfill's behalf to track where they are coming from. Now they are able to track the electronic and paper versions.

Board Chair Gray asked Evan to clarify what he was requesting from the Board. He replied that staff is recommending Option 3 [Amend policy to increase the allowable percentage and ensure policy compliance]:

Amend the Policy Manual to authorize a higher allowable percentage (e.g., 5%) of voucher usage, either District-wide or per city/service area, based on demonstrated demand and improved tracking and program controls. Upwards of 3% would cost the District ~$44,000 per year and no budget adjustments, up to 5% would cost ~$73,000 if all the vouchers were redeemed.

He confirmed to Board Chair Gray that we are unsure if they are all being redeemed. Paper vouchers are distributed at council meetings and city halls and tracking those has created problems and we have been trending downwards: 3.17% in 2024 and 3.05% in 2025.

Evan confirmed to Board Chair Gray that this not a cost increase, staff is requesting to align the policy manual to current practices. Board Member Stringham recommended proceeding with updating the policy manual verbiage and no Board Members disagreed. These will be brought back to the Board during a future public meeting for consideration.

4.5 Waste Tire Post-Collection Facility Prohibitions and Prospective New Service: Evan Tyrrell, General Manager

Evan began by explaining that tires are often hidden in loads of the SCRP containers and staff are updating the reservation agreement to no longer allow tires. In 2024 and 2025, the District inadvertently hauled and deposited 186 and 157 waste tires, respectively, to Salt Lake Valley post-collection facilities. Patrick Craig, the Executive Director of Salt Lake County Solid Waste, informed Evan they are increasing stringency and no longer accepting tires and our drivers would be expected to dig the tire(s) out, which creates numerous health and safety concerns.

Evan reviewed the Staff Recommendation to evaluate a (1) waste tire, (2) appliance, and/or (3) mattress collection program for residents located within the District's service area, possibly including the entirety of Salt Lake County.

Board Member Shelton believed it was a good idea. Board Chair Gray agreed and stated that looking for opportunities where there is a gap is always helpful and will reduce our fees with the SCRP loads and providing another service is definitely worth looking in to. No Board Members disagreed with moving ahead.

4.6 Status of Merchant Services RFP and Payment Transaction Fee Considerations: Helen Kurtz, Finance Director

Helen reported there were 10 responses from the Merchant Services RFP and staff conducted product demonstrations for the top four vendors. The selected vendor is Point & Pay over our current provider resulting in an annual estimated savings of $139,000 per year in processing fees given current trends and projections.

To further reduce costs to WFWRD, the Board previously approved a customer payment transaction fee with the 2026 budget of up to 3%, with specific details to be finalized after selecting a vendor and understanding their technology capabilities and fee structure. The kick-off meeting with Point & Pay is this Friday and Helen explained their revenue-neutral model, the payment processing fees and potential transaction fee scenarios, and 2025 Payments by Method.

Helen answered questions from the Board related to fees paid by customers set by Point & Pay, absorbed fees paid by WFWRD, fee-free payment options, bank bill pay, card payments, and the transition from the current vendor to Point & Pay.

The Board directed staff to proceed with Scenario #2: Transaction Fee on Cards and ACH / E-Bill and ACH Fees Waived.

4.7 Prospective Mid-Year Public Hearing for Fee Schedule Updates (Waste Tire Service, Additional Pickup Service Fee, Payment Transaction Fee, and Special Services Collection Fee Corrections): Evan Tyrrell, General Manager, and Helen Kurtz, Finance Director

Board Chair Gray clarified these items are not fee increases, they are additional fee-based services. Evan added that a mid-year public hearing would be necessary for the payment transaction fee topic which ideally would be to move the March Board meeting to 5:00 pm and hold a public hearing at 6:00 pm to have it finalized by the April 1st go-live date with the new vendor.

Evan talked about the late set-out return fee, additional pick-up fee, corrections to the Special Service collection fees where portions of pennies carried over, and a waste tire service up to and possibly including penalties for customers who put tires in their SCRP containers. This would give WFWRD leverage in driving policies and behaviors related to regulatory requirements, landfill partners requirements, and not subjecting WFWRD to potential fines and additional costs.

The Board directed staff to prepare for and schedule a public hearing for the March meeting.

5. Closed Session *(If Needed)*

There was no closed session.

6. Other Board Business

There was no Other Board Business.

7. Requested Items for the Next Board Meeting Monday, February 23, 2026:

- General Manager's Report
  - 2025 Metrics and Accomplishments
- Utah State Code and Special District Withdrawal Requirements Presentation
- Review District Code of Ethical Conduct
- Status and Updates on RFP for (a) Feasibility Evaluation and Impact Analysis and (b) Line-of-Service Financial Assessment by Geographic Service Area
- Proposed Interim Policy Manual Updates
- 2026 Seasonal Container Reservation Program (SCRP) Planning Overview
- Overview of New Cost and Service Comparison throughout the Tri-County Combined Salt Lake Metropolitan Area
- Resolution Expressing Appreciation to Retiring WFWRD Employee Ryan Dyer for over 25 Years of Service with the District
- TBD Overview of University of Utah Recycling Survey
- TBD Program-Specific Overview Presentations

2025 Metrics & Accomplishments

March 2, 2026 Board of Trustees Meeting

Our Vision: A sustainable, united organization that provides for the welfare of our communities.

Our Mission: To provide sustainable quality integrated waste and recycling collection services for the health and safety of our community… because not everything fits in the can.

Our Goals: Sustain a High 90th percentile of Customer Satisfaction, Achieve a High 80th Percentile of Employee Satisfaction, Environmental and Financial Stewardship and Loss Prevention.

WFWRD Services Overview

Base Residential Services ($26/month) include:

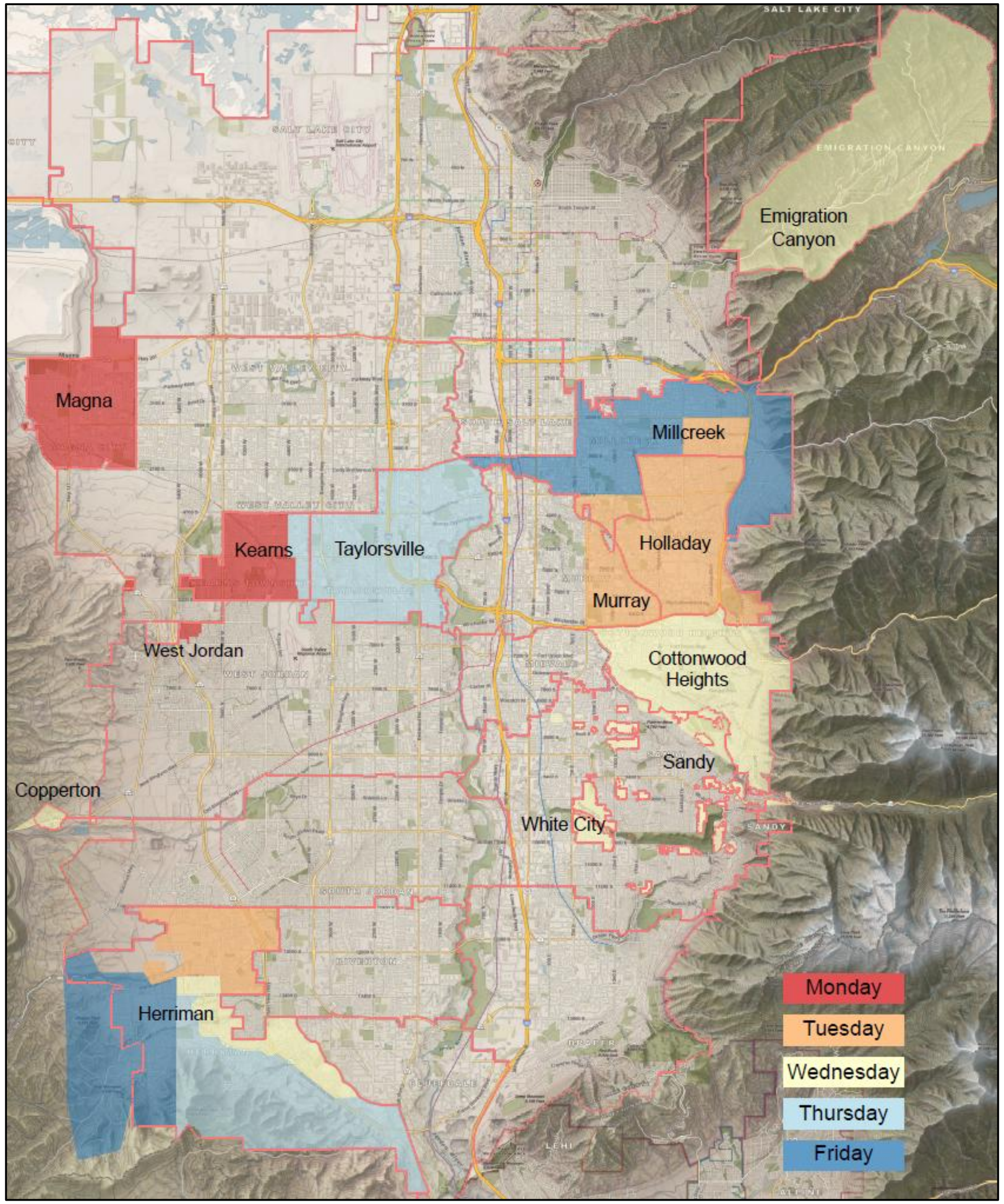
- <u>Weekly</u> 96-gallon curbside garbage & recycling collections
- Bulky waste collection via Seasonal Container Reservation Program (SCRP)
  - Mid-April through September
- Landfill Vouchers for a residential truck, car, or trailer loads (~$75k/year)
- Central glass drop-off locations and collection services
- Container Repair and Replacement (5 to 7 business days)
- Seasonal Services:
  - Central leaf bag distribution, collections/hauling, and disposition (~$125k/year)
  - Curbside Christmas tree collections and disposition (~$75k/year)
- Recycling Education & Outreach and Special Events participation
- In-House, Local Customer Service (M-F 8am-4:45pm)
- In-House, Local Billing/Account Management
  - Monthly Billing began in 2026 (first bill in February)

Subscription Services:

- Curbside Green Waste Reclamation Services (March-December)
  - $12.00 per month
- Curbside Glass Recycling
  - $8.50 per month

2025 District-wide Tonnages
Jan. 1 - Dec. 30, 2025

WFWRD Service Areas



Service Area	No. of Homes Serviced
Millcreek	15,748
Taylorsville	13,790
Herriman	10,906
Kearns	10,023
Cottonwood Heights	9,978
Holladay	9,091
Magna	7,991
Murray	2,865
White City	1,826
Sandy Hills	819
Emigration Canyon	607
Brighton	591
Sandy City	506
Willow Creek	501
Granite	435
Copperton	285
Willow Canyon	248
Southwest	211
Other	56
Big Cottonwood Canyon	13
4B Lane	5
Totals	**86,495**

- *86,495 total homes serviced as of December 30, 2025*
- *Collection and go-back days are established to maximize efficiencies*
- *Disposition facilities for trash and recycling are based on geographic service area and cost*
- *"Other" includes Little Cottonwood Canyon and North Salt Lake County*

Homes Serviced by WFWRD

WASATCH FRONT
Waste & Recycling District

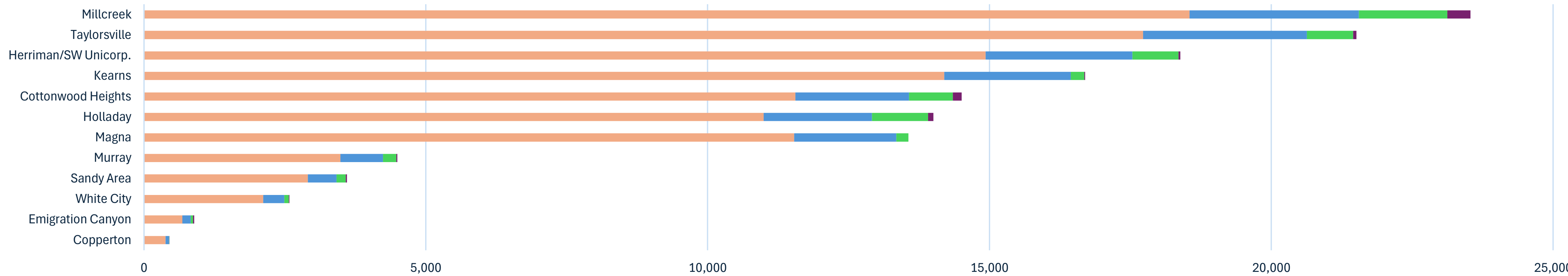
Total Homes Serviced & Cans per Service Area as of December 31, 2025

Service Area	No. of Homes Serviced	Trash Cans Combined	Recycle Cans Combined	Green Cans Combined	Glass Cans Combined	Total Cans
Millcreek	15,748	16,838	15,656	3,343	821	**36,658**
Taylorsville	13,790	15,650	13,903	1,697	117	**31,367**
Herriman	10,906	12,445	11,273	1,866	-	**25,584**
Kearns	10,023	10,988	10,184	520	-	**21,692**
Cottonwood Heights	9,978	10,985	10,084	1,756	405	**23,230**
Holladay	9,091	10,399	9,164	1,841	364	**21,768**
Magna	7,991	8,763	8,040	474	-	**17,277**
Murray	2,865	3,172	2,863	433	102	**6,570**
White City	1,826	2,018	1,848	182	21	**4,069**
Sandy Hills	819	942	831	103	8	**1,884**
Emigration Canyon	607	629	592	92	60	**1,373**
Brighton	591	-	-	-	-	**-**
Sandy City	506	588	505	70	13	**1,176**
Willow Creek	501	618	518	97	6	**1,239**
Granite	435	545	446	53	24	**1,068**
Copperton	285	301	287	8	-	**596**
Willow Canyon	248	273	249	50	9	**581**
Southwest	211	256	222	3	-	**481**
Other	56	-	-	-	-	**-**
Big Cottonwood Canyon	13	-	-	-	-	**-**
4B Lane	5	11	2	-	-	**13**
Totals	**86,495**	**95,421**	**86,667**	**12,588**	**1,950**	**196,626**

2025 Curbside Tons Collected by Service Area

2025 Curbside Tons by Service Area, Material Type, and Disposition Facility											
Service Area	**SLV LF**	**SLV TS**	**TransJordan**	**Total Curbside Waste**	**RMR**	**WM**	**Total Recycle**	**Curbside Green**	**Glass**	**Totals**	**Diversion Rate**
Millcreek	193.63	18,357.46	-	18,551.09	3,004.67	-	3,004.67	1,567.89	409.50	23,533.15	21%
Taylorsville	1,732.20	15,992.35	-	17,724.56	2,305.00	601.94	2,906.94	822.53	57.50	21,511.53	18%
Herriman/SW Unicorp.	-	-	14,931.67	14,931.67	2,605.92	-	2,605.92	817.21	33.76	18,388.56	19%
Kearns	11,707.03	2,492.38	-	14,199.41	59.46	2,186.00	2,245.46	239.48	11.87	16,696.21	15%
Cottonwood Heights	-	11,556.87	-	11,556.87	2,015.71	-	2,015.71	776.36	159.13	14,508.07	20%
Holladay	-	10,994.93	-	10,994.93	1,920.75	-	1,920.75	996.51	94.40	14,006.59	22%
Magna	11,057.86	479.08	-	11,536.94	43.18	1,768.71	1,811.89	213.01	-	13,561.84	15%
Murray	-	3,486.49	-	3,486.49	754.37	-	754.37	236.73	17.74	4,495.33	22%
Sandy Area	-	2,908.48	-	2,908.48	505.90	-	505.90	163.92	23.17	3,601.48	19%
White City	-	2,113.68	-	2,113.68	375.89	-	375.89	80.61	8.50	2,578.68	18%
Emigration Canyon	-	679.07	-	679.07	150.29	-	150.29	40.53	19.73	889.62	24%
Copperton	-	-	381.25	381.25	64.10	-	64.10	3.57	0.86	449.78	15%
Totals	**24,690.72**	**69,060.79**	**15,312.92**	**109,064.43**	**13,853.16**	**4,556.65**	**18,409.81**	**5,958.34**	**836.16**	**134,268.74**	**18.77%**

2025 Curbside Tons Collected by Service Area



	Copperton	Emigration Canyon	White City	Sandy Area	Murray	Magna	Holladay	Cottonwood Heights	Kearns	Herriman/SW Unicorp.	Taylorsville	Millcreek
Curbside Waste	381.25	679.07	2,113.68	2,908.48	3,486.49	11,536.94	10,994.93	11,556.87	14,199.41	14,931.67	17,724.56	18,551.09
Recycle	64.10	150.29	375.89	505.90	754.37	1,811.89	1,920.75	2,015.71	2,245.46	2,605.92	2,906.94	3,004.67
Curbside Green	3.57	40.53	80.61	163.92	236.73	213.01	996.51	776.36	239.48	817.21	822.53	1,567.89
Glass	0.86	19.73	8.50	23.17	17.74	-	94.40	159.13	11.87	33.76	57.50	409.50

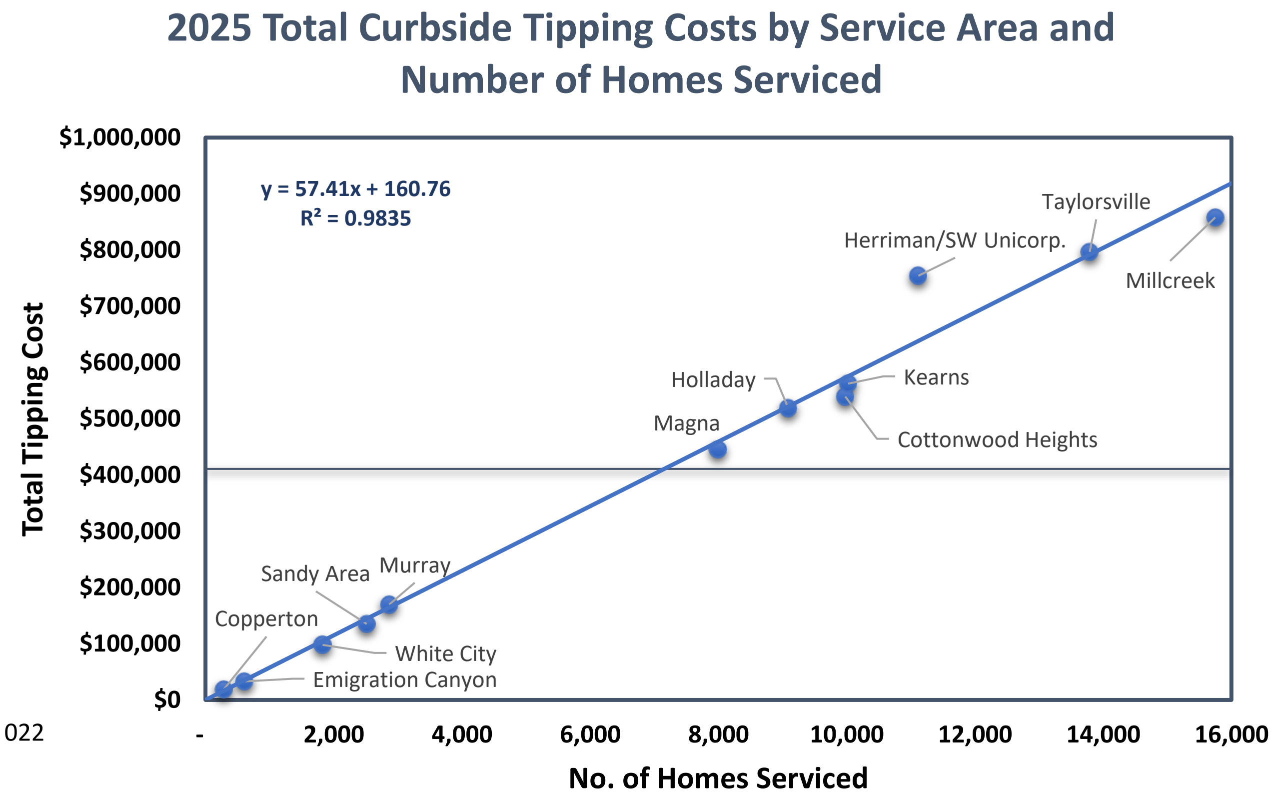
Curbside Waste Recycle Curbside Green Glass

Cost Comparisons to Other Companies/Agencies/Service Areas

- WFWRD has developed a new service cost comparison throughout the Salt Lake metropolitan area, including Salt Lake County, Utah County, and Davis County (Agenda Item 4.5)
- Due to the varying types of services offered, costs comparisons are often ‘apples to oranges’ and are not directly comparable (e.g., biweekly v. weekly recycle collection)
- WFWRD has learned that several cities utilize general fund sources to provide ancillary services whereas WFWRD operates as a single enterprise fund with limited revenue sources and overall serviceability

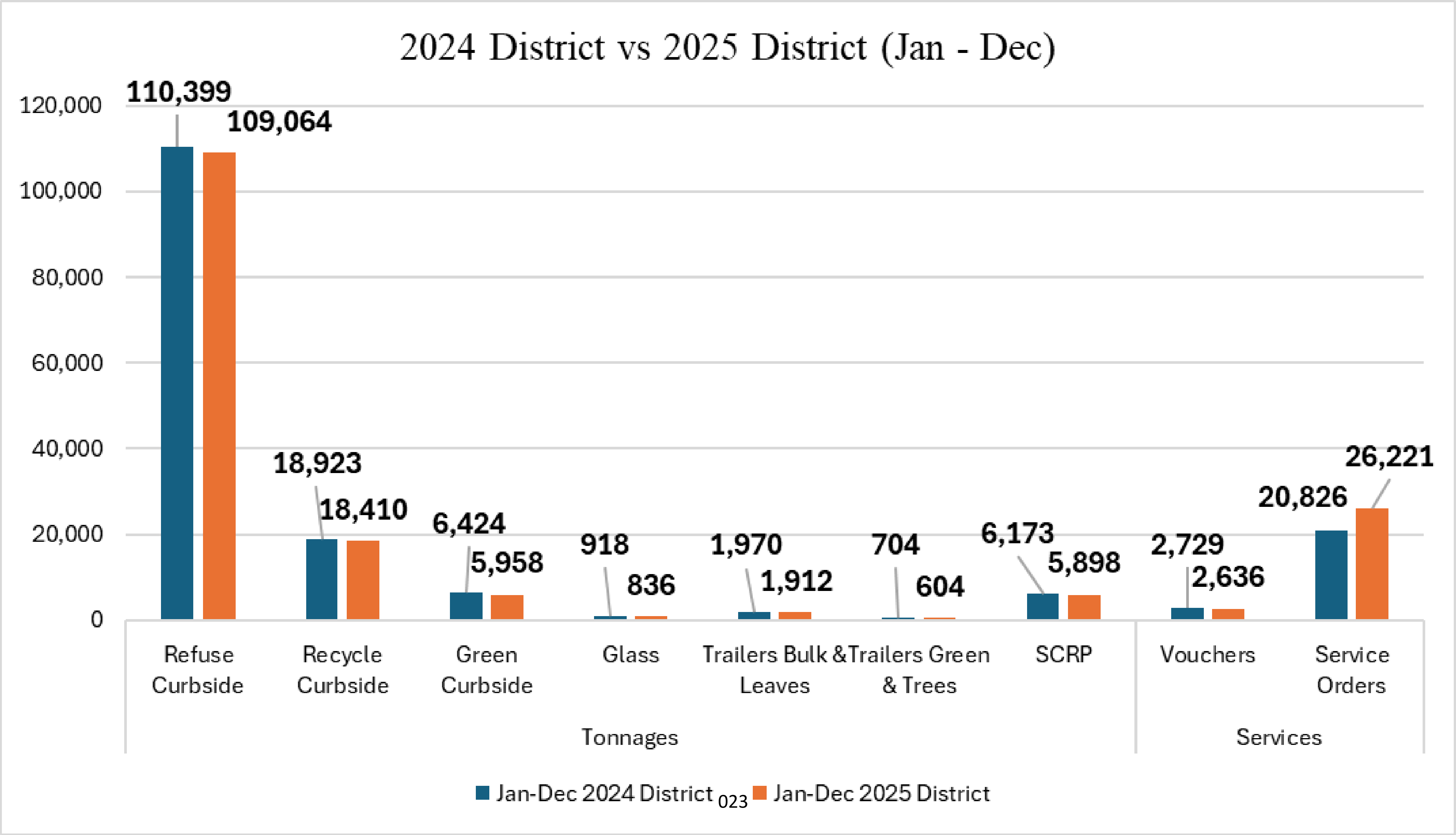
2025 Curbside Tipping Costs by Service Area & Material Type

Service Area	Curbside Waste	Total Curbside Recycle	Curbside Green	Totals
Millcreek	$685,281.89	$146,064.32	$26,656.59	$858,002.80
Taylorsville	$642,868.43	$139,646.83	$14,108.12	$796,623.37
Herriman/SW Unicorp.	$612,907.08	$127,437.37	$13,960.72	$754,305.17
Kearns	$438,508.07	$119,840.16	$4,093.69	$562,441.93
Cottonwood Heights	$427,652.06	$98,635.68	$13,211.67	$539,499.41
Holladay	$407,030.55	$94,747.87	$16,860.16	$518,638.58
Magna	$344,824.23	$97,096.32	$3,638.94	$445,559.49
Murray	$129,069.46	$36,572.31	$4,005.24	$169,647.01
Sandy Area	$107,625.91	$24,755.62	$2,789.47	$135,171.00
White City	$78,214.92	$18,393.67	$1,371.75	$97,980.33
Emigration Canyon	$25,128.26	$7,162.80	$689.70	$32,980.76
Copperton	$15,649.16	$3,134.65	$61.03	$18,844.84
Totals	**$3,914,760.02**	**$914,678.22**	**$101,447.08**	**$4,930,885.32**



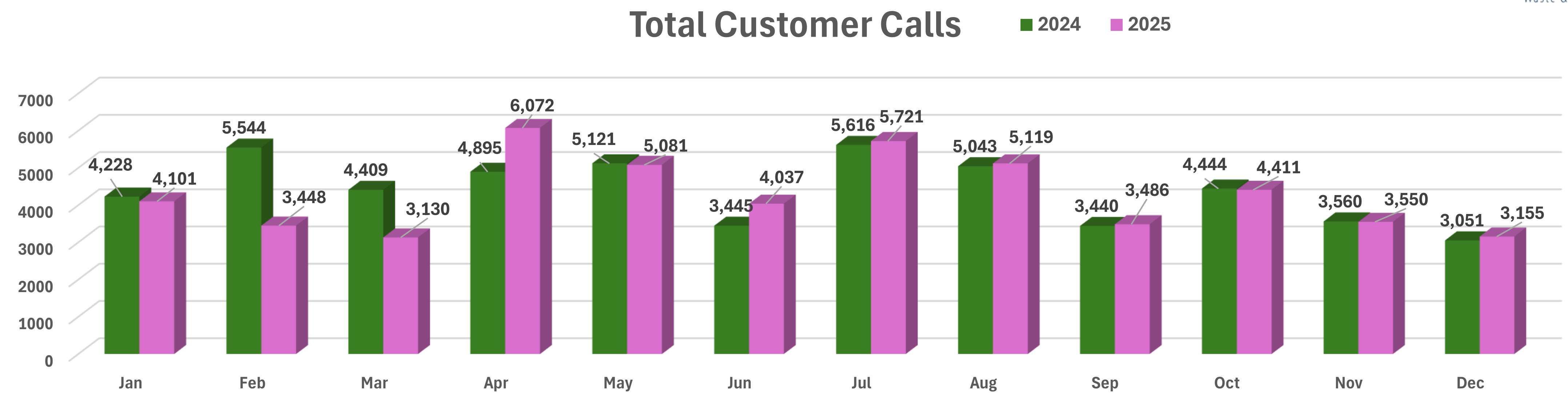
WFWRD 2024 v. 2025

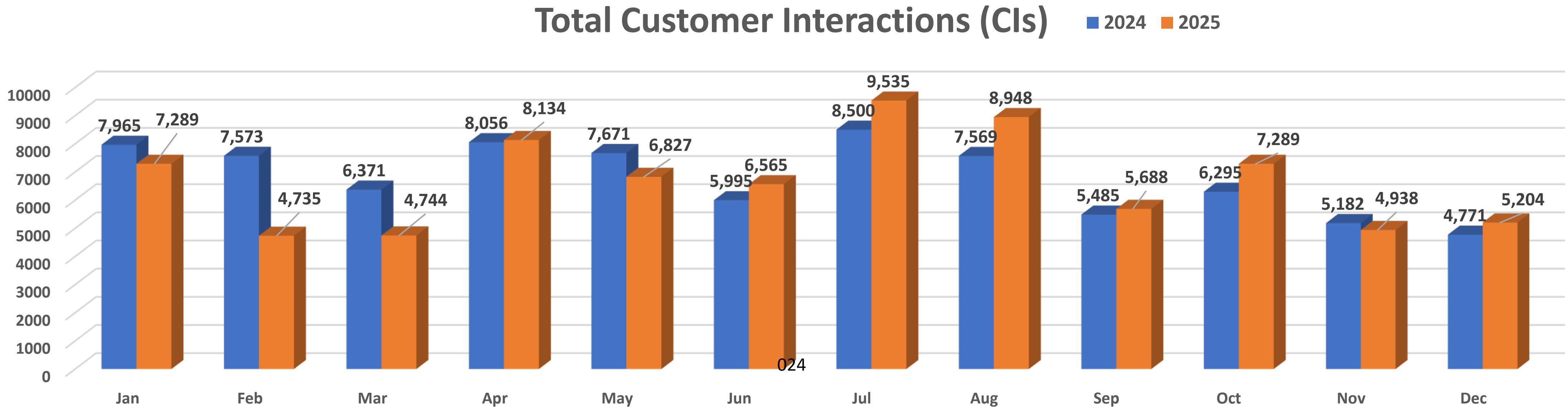
January through December Tonnage Comparisons and Landfill Vouchers



WFWRD 2024 v. 2025

Customer Solutions Calls and Interactions





2025 Preliminary Revenues & Expenses *(unaudited)*

		YTD Actuals		Budget 2025	Percent of Budget
Revenues					
Total Revenues	**$**	**32,901,016**	**$**	**31,292,700**	**105.14%**
Expenses					
Personnel Expenses					
Total Personnel Expenses	$	11,022,435	$	12,803,700	86.09%
Operating Expenses					
Fuel	$	1,118,654	$	1,641,500	68.15%
Maintenance		4,868,365		5,078,600	95.86%
Disposal Fees SLValley Landfill		3,758,741		3,880,000	96.87%
Disposal Fees TransJordan and Other		707,690		770,700	91.82%
Vendor Recycling Fees		903,436		1,045,000	86.45%
Can Purchases		609,769		565,000	107.92%
County Interlocal IT/Phone Services		273,482		241,200	113.38%
Land Leases		11,500		11,900	96.64%
County Interlocal Shared Bldg Costs		355,352		370,900	95.81%
County Interlocal Operations/Truck Lease		137,409		143,800	95.56%
Attorney/Legal		47,771		37,300	128.07%
Property Insurance/Claims		389,734		330,500	117.92%
Other (mailing, postage, office, adv)		1,329,587		1,677,860	79.24%
Depreciation		2,361,207		2,620,000	90.12%
Interest Expense		48,249		74,740	64.56%
Total Operating Expenses	$	16,920,946	$	18,489,000	91.52%
Total Expenses	**$**	**27,943,381**	**$**	**31,292,700**	**89.30%**

- 2025 financials do not include capital replacement expenses
  - 2025 approved capital expenses totaled $5.57M
- WFWRD has implemented several cost-savings measures in 2025 while retaining all lines-of-service
  - Reduction-in-Force (RIF) – 3 FTEs
  - Reclassification of some administrative positions
  - Optimizing scheduling and routing to minimize overtime/maximize efficiencies
  - Verification of reported missed pickups
  - SCRP and Landfill Voucher process optimization
  - Ongoing vendor renewal negotiations
  - Purchase of diesel v. CNG trucks due to elevated costs
- Absorbing increased costs, where practicable

WASATCH FRONT
Waste & Recycling District

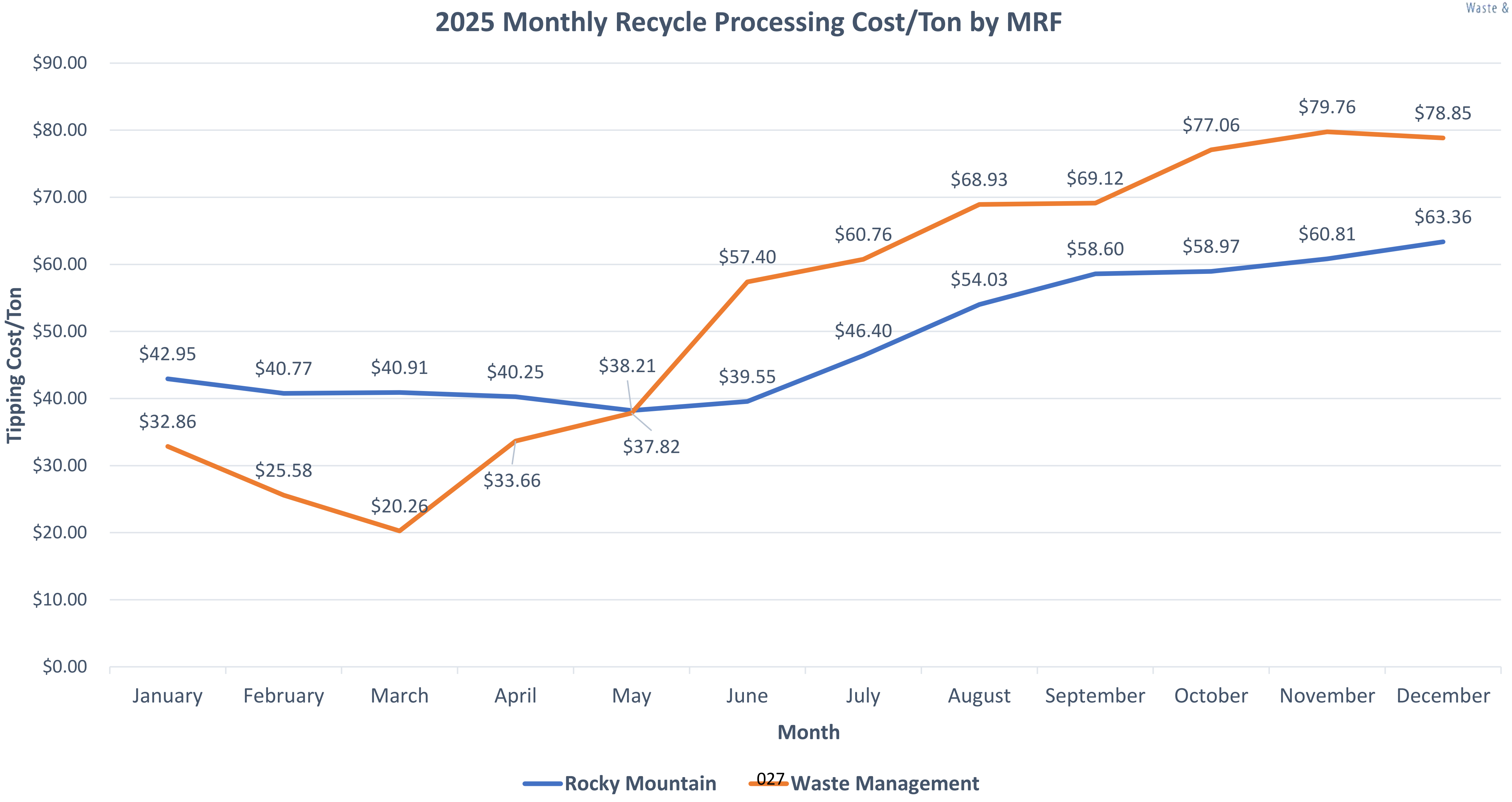
2025 Costs Savings Realized

Description	Cost Savings	Notes
Purchase of Diesel v. CNG Trucks ($50,000 × 8)	$400,000	One-time (ongoing in 2026)
Reduction-in-Force (RIF)	$225,000	Ongoing
Underfilling Supervisor/QA Positions	$265,000	Ongoing
Administrative Reclass (i.e., Controller/Treasurer)	$35,000	Ongoing
Route Optimization (fuel/R&M/tipping fee reduction)	$550,000	Ongoing
Scheduling Optimization (Reduction in Overtime)	$135,000	Ongoing
Verification of Reported Missed Pickups	$95,000	One-time (ongoing in 2026)
Limited Can Service Audit (underbilled accounts)	$90,000	Ongoing
Vendor Transitions & Renewal Negotiations	$25,000	Ongoing

- Quantifiable **cost savings for calendar 2025 totaled** **$1,820,000**, many of which include ongoing savings in 2026
    - This equates to ~5% of the combined operating and capital budget ($36.8M) that was approved for 2025
- Priorities, Goals, and Initiatives (PGIs) being led by the General Manager will track efficiency and cost savings throughout the calendar year and will identify ongoing v. one-time costs savings

Recycle Processing Cost/Ton by Materials Recovery Facility

WASATCH FRONT
Waste & Recycling District



Recycle Can Guide

Recyclables must be empty, clean, and dry. NO BAGS!

Accepted Items

Plastic Bottles & Jugs (Leave lids on bottles)

Hard to Recycle Materials

Do you have a hard to recycle item? Scan this QR code to see drop off locations for hard to recycle materials!

Plastic Tubs & Plastic Jars

Paper

Clean office paper, mail and newsprint.
(NO paper plates/cups, or paper towels/tissues)

Cardboard & Paperboard

Metal Cans

Aluminum, tin, and <u>empty</u> aerosol cans

Make sure your **recycling can lid closes completely**. **Break down cardboard boxes** to fit inside the container and help **prevent service interruptions.**

Not Accepted Items

Styrofoam

Electronics *

Glass *

Scrap Metal *

Clothing and Shoes *

Plastic bags/film*
(No bagged recyclables)

Bulk Rigid Plastic *

Yard Waste *

Tanglers

Food Waste *

* Items may be recycled/reused via other programs in your area
Scan the "Hard to Recycle" QR code for resources

Green Waste Can Guide

Accepted Items

Weeds and lawn clippings

Sticks and branches

Tea bags & coffee grounds
(NO COFFEE FILTERS)

Leaves
(NO BAGS)

Eggshells

Fruits and vegetables
(Please remove stickers)

Accepted items are delivered to Salt Lake Valley Landfill where they are turned into nutrient-rich compost!

- Items not listed should be discarded or recycled separately.
- Keep all items loose — do not bag or tie any material in bundles.
- Make sure the lid closes completely, and cut down branches to fit inside.

Not Accepted Items

Compostable or biodegradable packaging

Animal Waste

Paper and cardboard products

Meat or Dairy Products

Bagged items

Sod, dirt or rocks

Construction wood or lumber

Trash

Thank You!

Questions?

WASATCH FRONT
Waste & Recycling District

EVAN TYRRELL
General Manager
604 West 6960 South
Midvale, UT 84047
Office: (385) 468-6342
Email: etyrrell@wfwrdutah.gov

WASATCH FRONT
Waste & Recycling District

POLICY MANUAL
Rev. 03~~8~~/2~~5~~/20266~~5~~

CHAPTER 1: INTRODUCTION

1.1. ADMINISTRATIVE POLICY

1.1.1. This Document shall be known as the Wasatch Front Waste and Recycling District ("District") Policy Manual.

1.1.2. These ~~polices~~policies may be altered, amended, or repealed, and new policies may be adopted, by majority vote of the entire Board of Trustees ("Board") cast at a public meeting, provided however, that such alteration, amendment, repeal, or new policies shall not be inconsistent with statutory requirements applicable to Special ~~d~~Districts.

1.2. MISSION STATEMENT

The District provides sustainable integrated waste and recycling collection services for the health and safety of our community... because not everything fits in the can.

This is accomplished through:

- Serving with integrity and providing fair, dignified, and respectful treatment of customers and employees.
- Accountability to customers and for public funds.
- Striving for excellence and a workforce that values and reflects the diversity of the service area.
- Providing services that exemplify environmental and financial stewardship while exceeding industry standards.

1.3. CODE OF ETHICS

This Code of Ethics provides a framework, so all Board members and employees can be seen to act solely in the public interest and within the law, and thus uphold the public confidence in Special government. Board members and employees of the District pledge to uphold the District's Code of Ethics as follows:

- Maintain the highest standards of integrity, truthfulness, honesty, and fortitude by avoiding conflicts of interest and never seeking to use improper influence; acting in a way that enhances public trust and confidence; not using one's official position or resources of the District for personal gain; and ensuring that one's conduct does not bring the integrity of the person's position or of the District into disrepute.
- Observe appropriate behavior at work and by treating one's colleagues with courtesy and respect; dealing with the public courteously, fairly, and promptly; and promoting equality and avoiding bias in one's dealings with the public.

- Follow and comply at all times with the requirements of the Utah Public Officers' and Employees' Ethics Act, (Utah Code Ann. §§ 67-16-1 *et seq.*, as amended or replaced from time to time), and with any other laws applicable to the District and its Board members or employees.

1.3.1 If a Board member, a member of the public, or employee becomes aware of activities that he or she believes to be illegal, improper, unethical, or otherwise inconsistent with this Code of Ethics, the person should report the matter. The District has an open-door policy and suggests that employees share their questions, concerns, or complaints with their Supervisor. Additionally, comments may be reported anonymously by submitting a written comment to the Human Resource Manager, or General Manager. Comments may also be made directly to any member of the District's Board by email at the e-mail address provided for such Board member on the District's website, or by any other means possible. Lastly, comments may be made using the State Auditor Hotline Program, detailed at https://auditor.utah.gov/hotline.

1.3.2 It is contrary to the values of the District for anyone to retaliate against any Board member or employee who in good faith reports an ethics violation or violation of law. An employee who retaliates against someone who has reported a violation in good faith is subject to performance correction up to and including separation of employment.

1.3.3. Any breach of this Code of Ethics by any employee may render that employee liable to performance correction as set forth in this Policy Manual.

1.4. **IDENTITY**

The District was established in 1977 under the Special Service District Act, which is now found in Utah Code §§ 17D-1-101 et seq. (the "Act") by what was then the Salt Lake County Commission. At that time, the name of the District was Salt Lake County Special Service District #1 (Sanitation). The Salt Lake County Commission served as the governing board of the District and had all governing authority over the District. The purpose of the District was to provide waste collection services for what was then the unincorporated areas of Salt Lake County.

At that time, the Salt Lake County Sanitation Division was designated as the Service provider for the District and was set up, and still functions, as an enterprise fund within Salt Lake County Government.

Since 1977, the cities of Taylorsville, Cottonwood Heights, Holladay, and Herriman incorporated, and an area was annexed into Murray City. All of these areas remained in the District, and the Sanitation Division remained the service provider for these municipal areas and unincorporated Salt Lake County.

In 2001, the citizens of Salt Lake County voted to change the government structure from three County Commissioners to a nine-member County Council and a County Mayor. The County Council became the governing board of the District, and the County Sanitation

Division remained the service provider.

In November 2009, through Resolution 4345, the County Council created a nine-member Administrative Control Board (Board), effective January 1, 2010, and delegated governing authority to the Board as allowed under the Act. At that time, the Board consisted of one elected official from each of the four cities, four County Council members and the County Mayor or their designee.

Both Salt Lake County and members of the Board voiced a desire to have the District function as an independent entity; hiring its own employees and managing its own funds; as opposed to having Salt Lake County provide employees and manage funds for the District.

On June 5, 2012, the Salt Lake County Council approved and ratified the Administrative Control Board resolution and gave direction for a County resolution to be drafted to establish the District as its own fully functioning organization by transferring sanitation employees and funds from the County to the District.

On November 20, 2012, the Salt Lake County Council adopted Resolution 4670, declaring, to the extent allowed by the Act, the District to be its own independent organization effective January 1, 2013. This resolution granted the Board full authority to manage District assets and liabilities, and the name of the District was changed to the Wasatch Front Waste and Recycling District effective January 1, 2013.

Over the years, Sandy City has annexed a number of unincorporated islands that continue to be served by the District, entitling Sandy City to representation on the Board.

On July 12, 2016, the Salt Lake County Council adopted Resolution 5100 amending and restating Resolution No. 4670. The amendment updated the membership of the District Board to reflect the impending incorporation of Millcreek and the Metro Townships of Copperton, Emigration Canyon, Kearns, Magna and White City and allows each to appoint a board member on the Administrative Control Board with up to two appointments from the County Council.

On March 22, 2022, the Salt Lake County Council adopted Resolution 5954 Reorganizing the Wasatch Front Waste and Recycling District from a Special Service District to a Special District (formerly known as a "Local District"). This allowed the Board total governing authority as allowed under state statutes.

CHAPTER 2: BOARD OF TRUSTEES AND OFFICERS

2.1. CREATION OF THE BOARD

On November 9, 2009, the Administrative Control Board was created by the Salt Lake County Council through County Resolution 4345, to be effective January 1, 2010. The Board was vested with the authority to govern the Special Service District within the provisions of Title 17B of the Utah State Code.

On May 16, 2022, the Utah State Lieutenant Governor signed the Certificate of Dissolution of WFWRD as a Special Service District and the Certificate of Creation of the District as a

Special District (Certificate #202334). With this change, the Administrative Control Board became the Board of Trustees and is vested with total governing authority to govern the District within the provisions of Title 17B of the Utah State Code for Special Districts.

2.1.1. The General Manager shall designate an employee of the District to serve as the Executive Assistant to act as secretary and clerk to the Board.

2.2. **PRINCIPLE OFFICE**

The Board designates and the District shall maintain a principal office named Wasatch Front Waste and Recycling District, Attention: General Manager, 604 West 6960 South Midvale, Utah 84047.

2.3. **PURPOSE AND OBJECTIVES**

The Board is regulated by Utah State Code Title 17B, Chapter 1, Provisions Applicable to All Special Districts, as well as Title 17B, Chapter 2a, Part 4, the Improvement District Act, and has governing authority of the Wasatch Front Waste and Recycling District.

2.3.1. The business and affairs of the District shall be governed by the Board.

2.4. **BOARD MEMBERS**

Commented [CG1]: Amendments adopted 2025-08-25

The Board is vested with the authority to govern the District to the maximum extent allowed under the Act.

2.4.1. The Board composition includes one board member from each municipality and the unincorporated county in the District appointed as follows:

2.4.1.1. One elected official shall be appointed from each of the municipalities and the county within the service area, each appointed by the legislative body of the respective municipality.

2.4.1.2. In the event a municipality annexes into the District, the legislative body of the annexing municipality may appoint one municipal elected official to serve on the Board.

2.4.1.3. The size and composition of the Board may be changed as needed from time to time as determined by two-thirds majority of the Board and consistent with State Statute.

2.4.2. Appointments: Appointments shall be made in writing and filed with the Clerk of the Board. The Clerk of the Board shall administer oaths of office to Board members and maintain records of oaths.

2.4.3. Terms: Under Utah Code Ann. §§ 17B-1-301 to 314, and § 17B-2a-404B, and except as provided in Subsection (2) (b), the term of each member of an administrative control board is four years.

2.4.4. Quorum and Voting: Except as otherwise provided in these policies, a quorum of the

Board shall consist of not less than one-half of the total members of the Board present in person or by electronic means for the transaction of business at any meeting of the Board. If less than such majority is present at a meeting, a majority of the Board members present shall adjourn the meeting until a quorum is present. The vote of a majority of the Board Members present at a meeting at which a quorum is present shall be the act of the Board. No Board member may vote or act by proxy at any meeting of the Board. All non-unanimous votes will be recorded by individual roll call of members.

2.4.5. General Manager: The General Manager of the District shall serve as the Chief Executive Officer to the Board and in that capacity, shall prepare and provide notice of the Board meeting agendas, ensure compliance with the Utah Open and Public Meetings Act, attend all Board meetings in a non-voting capacity, and shall appoint competent staff to serve as clerk to the Board and to the District.

2.5. **OFFICERS**

2.5.1. Officers: The Board's officers shall consist of a chair and vice chair.

2.5.2. Elections: At its first meeting in January of each year, the Board shall, by majority vote, select one of its members as vice chair, which vice chair shall succeed to and hold the office of Chair after completion of the Vice Chair's one-year term.

2.5.3. Nominations: Board members shall nominate members to serve as chair and vice chair.

2.5.4. Service Terms: The Chair and Vice Chair shall serve for one year or until their successors are elected as set forth above.

2.5.5. Vacancy: In the event of a vacancy in the position of chair, the Vice Chair shall serve as the Chair for the remainder of the Chair's term.

2.5.6. Temporary Chair: The Board may, from time to time, determine a method of order for the selection of a Board member to act as a temporary Chair in the absence or inability of the Chair and Vice Chair to act and take such action as may be deemed necessary.

2.5.7. Powers and Duties: The Chair, or Vice Chair in the Chair's absence, shall conduct meetings and sign all documents authorized by the Board.

2.5.8. Board Clerk: Specific clerk duties for the Board shall be provided by the District's executive assistant as designated by the General Manager.

CHAPTER 3: BOARD MEETINGS AND FUNCTIONS

3.1. **MEETINGS**

3.1.1. Frequency: The Board shall generally hold at least one meeting each month, provided regular meetings may be cancelled by the action of the Board at least 24 hours in advance of the scheduled meeting.

3.1.2. Location: Generally, all regular meetings of the Board shall be held at the Salt Lake County Public Works Building at 604 West 6960 South Midvale, Utah. Special, closed and emergency meetings may be held at such other places in accordance with the law and provided that the proper notice is given of the time and place.

3.1.3. Types of Meetings: The Board holds the following types of meetings:

a. Regular meetings (monthly)
b. Special meetings (as needed)
c. Closed meetings (as needed and allowed by law)
d. Emergency meetings (As needed and called by the Chair and/or General Manager)

3.2. PUBLIC NOTICE

To the extent required by Utah law, the Board Clerk shall ensure that meetings are held, and notification of those meetings provided in accordance with Utah law governing open and public meetings, Utah Code Annotated §§ 52-4-101 through 52-4-305, as amended.

3.2.1. Agenda and Minutes: The Board Clerk shall work with the General Manager, Chair and Vice Chair to develop an agenda for each meeting, take minutes and distribute minutes to the Board members in a manner and within time limits as established by the Board and in compliance with the Open and Public Meetings Act.

3.2.2. Electronic Meetings: The Board may permit its meetings to be conducted by electronic or telephonic means as provided by the Utah Open and Public Meetings Act. Board members attending meetings electronically shall be included in calculating a quorum. An anchor location must be provided for members of the public to physically attend any open meeting, except in cases where Utah Code allows a meeting to be held electronically without an anchor location for cases of public health and safety.

3.3. PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert's Rules of Order shall govern all proceedings of the Board, subject to exceptions or special rules the Board may adopt.

3.4. REGULATIONS AND POLICIES

The Board may develop regulations, standards, and policies as they relate to the District and its operations. Matters regarding the policies, activities, and provision of services by the District are established by the Board, in accordance with this policy, and shall be binding on District activities, including the provision of services to the public and relations with employees.

3.4.1. The Board establishes policy through broad general policy directives and general task assignments to the General Manager of a goal-oriented nature. All District activities and policies which have a broad District-wide impact shall be governed by formal policies approved by the Board.

3.4.2. A proposed policy which requires approval by the Board may be submitted to the Board at its regular meeting by the General Manager for consideration, discussion, amendment, or approval. Policies regarding Board approval shall be reviewed and approved as to legal form and effect by the District's attorney.

3.4.3. By majority vote, the Board may suspend or change policies as needed during their regular meetings.

3.4.4. The District and its operation subsections are encouraged to adopt a class of policy or regulation to be known as standard operating procedures (SOPs). The SOPs deal with activities and operations which are of a character which does not rise to the level of a formal policy and procedure. Such SOPs shall refer to and provide guidance to District employees regarding day-to-day operations; safety concerns; the operation of equipment, vehicles, and devices; approved methods for accomplishing tasks; work assignments; and similar matters.

3.4.5. The adoption of SOPs does not require the review and approval of the Board or the District's attorney. Such SOPs may be prepared and approved by the General Manager. The General Manager may request the advice and review of the Board as may appear advisable.

3.5. **BOARD AUTHORITY**

The Board shall exercise and control or authorize the exercise and control of all the business and affairs of the District, as allowed by the State Constitution and other laws of the State of Utah as allowed under Utah State Statute.

3.5.1. The Board passes resolutions and policies, appropriates funds, sets fees, and performs such other duties and responsibilities as are required of it or otherwise allowed by law.

3.5.2. The Board approves existing personnel allocations through the annual budgeting process and approves additional allocations to meet the demand for services.

3.5.3. The Board reviews the General Manager's performance and annually establishes the General Manager's compensation level.

3.5.4. In every case, the will of the Board shall be expressed by a majority vote of a quorum of the Board. No statement or act of any individual member of the Board shall be viewed as the will of the Board.

3.5.5. The Board will review this policy manual annually, or as it otherwise determines is appropriate, to ensure that it is pertinent and current.

3.6. **LIMITATIONS OF ACTIONS AND AUTHORITY OF THE BOARD**

3.6.1. Individual Board members shall not give orders to any staff member or the General Manager, either publicly or privately, but may make suggestions and recommendations to the General Manager.

3.6.2. Nothing in this section shall prevent a majority of a quorum of the Board from appointing committees of its own members to conduct investigations into the conduct of any officer, or section of the District, or any matter relating to the welfare of the District, and delegating to these committees such powers of inquiry as the Board may deem necessary.

CHAPTER 4: DISTRICT ADMINISTRATION

4.1. STRUCTURE OF DISTRICT ADMINISTRATION

The District Administration consists of the General Manager (Chief Executive Officer), Finance Director (Chief Financial Officer), ~~(~~Treasurer~~)~~, and District Clerk. Each staff member shall have such authority as is necessary to enable the staff member to carry out duties and responsibilities assigned by this Policy Manual, the Utah Code~~,~~ or by direction of the General Manager. The General Manager may direct any program/area to furnish another program/area with service, labor, and/or materials.

4.2. GENERAL MANAGER/CHIEF EXECUTIVE OFFICER

Commented [PR2]: Amendments Adopted June 23, 2025

The General Manager shall be the Chief Executive Officer responsible for the day-to-day affairs of the District. The administrative powers of the District are vested in and exercised by the General Manager and their authority is carried out through the District employees.

By a majority vote of its full membership, the Board shall appoint the General Manager solely on the basis of ability, integrity, prior experience and education relating to the duties of the office, including but not limited to, abilities of public administration, leadership, planning and managerial capabilities.

4.2.1. The Board shall hold a closed session each calendar year as part of the budget process to review the General Manager's work performance and accomplishments during the year.

4.2.1.1. At such times, the Board shall determine the General Manager's compensation for the upcoming year as part of the District's budget process. The Board may provide input for the upcoming year's goals for the District and provide direction to the General Manager.

4.2.1.2. The amounts or percentage increases can be based on market studies with comparisons to other executives outside the organization with the same level of responsibilities and similar budget sizes to determine the increased compensation amount.

4.2.1.2.1. The Board may enlist assistance from the District's HR Manager and compensation consultants.

~~4.2.1.3. As part of the public open meeting, the Board shall~~

~~state the General Manager's annual compensation, and, at the Board's discretion, sign a letter stating such compensation that will be filed in the General Manager's personnel file.~~

4.2.2. The benefits and working conditions for the General Manager are set forth in the mutually agreed upon employment contract ~~upon hire and upon renewals~~.

4.3. **DUTIES OF THE GENERAL MANAGER:**

4.3.1. Execute and enforce faithfully all applicable laws, rules, and regulations, and ensure that all franchises, leases, permits, contracts, licenses, and privileges granted by the District are observed.

4.3.2. Carry out the policies and programs established by the Board.

4.3.3. Develop standard operating procedures and other standards to govern the daily operations of the District and its employees.

4.3.4. Report to the Board on all operational, planning, and budget initiatives.

4.3.5. Attend all meetings of the Board and take part in its discussions and deliberations.

4.3.6. Prepare a financial estimate of the annual budget and advise the Board of the financial condition and needs of the District.

4.3.7. Notify the Board of any emergency existing in any program or area of service.

4.3.8. Coordinate all District operations.

4.3.9. Schedule and cause notice to be published of public hearings before the Board, as required by law, including, but not limited to:

4.3.9.1. Fee rate increase hearings.

4.3.9.2. Adoption of or amendment to District budget.

4.3.10. Serve as the District's procurement officer and execute such contracts as are necessary for the good order and functioning of the District, provided the expenditures pursuant to such contracts are within the appropriations contained within the appropriate budget, as adopted by the Board.

4.3.11. Implement and administer a plan, as approved by the Board, for the compensation of District employees.

4.3.12. Serve as the District's budget officer and approve expenditures made for official District business, provided such expenditures are within the appropriations contained within the appropriate budget as adopted by the Board.

4.3.13. Serve as the endorser of all financial remittances prepared ~~by~~ under the supervision of the Finance Director of the District. The General Manager delegates endorsing authority to the Operations Manager if the General Manager is not available. In the case where the Operations Manager is not available, the same authority is delegated to the Administrative Manager.

4.3.14. Discharge any other duties specified by statute or designated by the Board.

4.3.15. Develop, implement, and administer personnel rules and regulations as approved by the Board.

4.3.15.1. Including hiring and releasing employees from employment.

4.3.15.2. Hire for new allocations as approved by the Board.

4.4. WORKING TIME

4.4.1. The General Manager shall devote full attention to the performance of these duties and shall not engage in other employment without the consent of the Board.

4.4.2. Serving on boards and committees separate from the District is allowed with full disclosure to the Board to ensure there is no conflict of interest.

4.5. REMOVAL OF THE GENERAL MANAGER:

The Board may remove the General Manager by two-thirds majority vote of the Board. Upon removal, the General Manager shall be paid the unpaid balance of salary due to the date of removal, together with any accrued leave at the same salary rate and other severance benefits provided by District policy. At its sole discretion, the Board may negotiate other terms as deemed appropriate and within the policies established for the District by the Board.

4.6. FINANCE DIRECTOR/CHIEF FINANCIAL OFFICER

4.6.1. With the advice and consent of the Board, the General Manager shall appoint a qualified person to be the District Finance Director and Chief Executive Finance Officer.

4.6.2. In general, the Finance Director shall act as the Chief Financial Officer of the District monitoring all financial transactions to ensure compliance with applicable laws and regulations, and perform such other duties as assigned by the General Manager.

4.6.3. Maintain the financial records of the District.

4.6.3.1. Maintain the financial records for each fund of the District and all related subsidiary records.

4.6.3.2. Prepare necessary checks after having determined that the claim was authorized by: (i) the Board, or (ii) the General Manager or other designated official other than the Finance Director; the claim does not over expend the appropriate budget established by the Board; and the expenditure was approved in advance by the Board or its designee.

4.6.3.3. Determine and confirm that a sufficient amount is on deposit in the appropriate bank account of the District to honor the Check.

4.6.3.4. Prepare and present to the Board detailed financial statements showing the financial position and operations of the District. These financial reports shall be presented at least quarterly showing the financial position and operations of the District for that quarter and the year-to-date status.

4.6.3.5. Reconcile and resolve financial accounts.

4.7. TREASURER

Commented [PR3]: Board Approved 05-19-25

4.7.1. The District accountant shall serve as the District Treasurer.

4.7.2. The District Treasurer shall perform the following duties:

4.7.2.1. As assigned by the Finance Director, performs analysis of operational and billing processes.

4.7.2.2. Follow all statutory duties of the Treasurer as spelled out in Utah Code Ann. §§ 17B-1-633, -634, -635(2), -636 and -637, as they may be amended or replaced over time. Such duties include:

4.7.2.3. The Treasurer is the Custodian of all money, bonds, and other securities of the District.

4.7.2.4. The Treasurer shall determine the cash requirements of the District, provide for the deposit and investment of all money in accordance with requirements of Title 51, Chapter 7 of the Utah Code, the State Money Management Act, and keep an accurate detailed account of all money received by the District from any source. The Treasurer shall give or cause to be given to every person paying money to the District Treasury, a receipt or other evidence of payment.

4.8. DISTRICT CLERK

4.8.1. The District Executive Assistant shall serve as the District Clerk.

4.8.2. The Clerk shall attend the Board meetings and keep a record of the proceedings of the Board.

4.8.3. The Clerk will post a notice of Board meetings, including an annual meeting schedule notice, in compliance with the Open and Public Meetings Act.

CHAPTER 5: BUDGETS

The District sets the following policies under the authority of the Act related to the District's budget, finance, and reporting.

5.1. BUDGET PREPARATION

5.1.1. The Board, by its authority, reviews, approves, and adopts the District's annual budget.

5.1.2. The General Manager shall function as the Budget Officer for the District and shall be assisted in the budget process by the Finance Director.

5.1.3. Not later than October of each year the General Manager shall review the annual budget with the Board for the upcoming fiscal year.

5.1.4. Not later than ~~October~~ November of each year the Board shall tentatively approve, pending public hearing, the upcoming fiscal year budget.

5.1.5. Not later than December of each year the Board shall adopt, through a resolution, the District's operating and capital budgets for the upcoming fiscal year.

5.1.6. Not later than December of each year the Board shall hold a public hearing to allow public comment prior to adopting the final balanced operating and capital budgets which shall be in effect for the upcoming budget year, subject to later amendment in accordance with applicable law.

5.2. BUDGET AMENDMENTS OR ADJUSTMENTS

5.2.1. During the budget year, the Board may review and amend the operating and capital budget in any regular meeting or special meeting called for that purpose.

5.2.2. The Board may reopen the budget and amend at any time during the fiscal year by properly providing notice of the meeting in accordance with state statute.

5.2.3. The Board may approve a contingency to pay for unanticipated expenses or to cover budget line item overruns.

5.2.4. The General Manager may approve transfers of appropriation items within the budget if a total appropriation unit is exceeded and the deficit can be covered by another appropriation unit.

5.2.5. All unexpended or unencumbered appropriations, except capital projects fund appropriations, shall lapse at the end of the budget year and be returned to the fund balance.

5.3. BUDGET REPORTING AND COMPLIANCE

5.3.1. The District shall publish the annual fiscal year's budget on the public website in compliance with state statutes.

5.3.2. The Budget Officer, or designee, shall submit the final adopted budget to the State Auditor within 30 days after adoption.

5.3.3. The District shall hire an independent auditor to conduct an annual financial audit in compliance with state statues.

5.3.4. The annual financial report shall be filed with the Utah State Auditor no later than 180 days after year end (usually by June 30).

5.3.5. The District shall send the Deposit and Investments Report to the Utah State Treasurer as required by law ~~twice a year by June 30 and December 31~~.

5.3.6. The Budget Officer, or designee, shall prepare and present to the Board detailed quarterly financial reports showing the financial position and operations of the District for that quarter and the year-to-date status.

CHAPTER 6: MANAGEMENT OF PUBLIC FUNDS

The District sets the following policies under the authority of Utah Code related to the Management of Public Funds.

6.1. INTERNAL CONTROLS

6.1.1. The District shall establish accounting control of funds, prescribe other fiscal functions required by law or statute to transact business, and maintain a financial control system according to generally accepted accounting principles.

6.1.2. The fundamental premise of segregated duties is that an individual or small group of individuals should not be in a position to initiate, approve, undertake, and review the same financial transaction.

6.1.3. Segregating these functions protects the employees involved and mitigates the risk of theft, embezzlement, misuse, loss, waste, fraud, and errors in financial statements and reports, and reduces the potential for noncompliance with state and federal laws and statutes.

6.1.4. Supervisory oversight enforces the separation of duties, creates an atmosphere of employee accountability, and strengthens the control environment.

6.1.5. Effective internal controls provide reasonable assurance that daily transactions are executed in accordance with applicable statutes, ordinances, and policies.

6.2. OTHER FISCAL FUNCTIONS

6.2.1. The District shall adopt a policy that defines a balanced operating budget and statutory financial reporting requirements in accordance with Chapter 5.

6.2.2. The District shall adopt a policy that supports a financial planning process that assesses the long-term financial implications of current and proposed operating and capital budgets.

6.2.3. The District shall adopt a policy to purchase, to maintain proper accounting information regarding, and to conduct inventories of all capital assets and disposal of surplus property in accordance with Chapter 7.

6.2.4. The District shall adopt policy(s) which encourage a diversity of revenue sources within the District's legal authority and identify the manner in which fees and charges are set and the extent to which they cover the cost of the service provided.

CHAPTER 7: SAFEGUARDING PROPERTY AND ASSETS

The District sets the following policies in compliance with the Generally Accepted Accounting Principles and Governmental Accounting Standards Board.

7.1. DEFINITIONS

"Capital Assets" (also referred to capitalized assets) are assets acquired for use in operations which are not for resale or investment purposes and have a useful life greater than one year and cost $5,000 or more. Capital assets can include buildings, machinery, land, furniture, office equipment, computer equipment, computer software, licensing agreements, etc. and similar real, personal, or intangible property.

"Controlled Assets" are personal property items having a cost of $100 or greater, but less than $5,000 and which are sensitive to conversion to personal use or may be considered subject to loss or theft, thereby necessitating special provisions for safeguarding.

"Annual Inventory" of Capital Assets is a process of reviewing and determining the location of capital assets once every fiscal year.

"Historical Cost" is the basis for valuing District capital assets and is the cash or cash equivalent price for obtaining an asset and getting it ready for its intended use, including the purchase price, freight charges, installation costs, etc.

"Property Manager" is the individual assigned by the District who is responsible for managing capital or controlled assets. The Property Manager shall establish internal protective controls appropriate for custody of the property, including locking equipment storage areas, controlling access to areas where equipment is shared, using a checkout system, maintaining supplementary records to support location and existence of property, ensure proper receiving controls are in place so that property received is what was ordered, and ensuring all other property controls are followed.

"Public Servant" means an elected official of the District; an appointed official of the District; an employee, consultant, or independent contractor of the District; or a person (including an individual, an entity, or an organization) hired or paid by the District to perform a government function. *See* Utah Code Ann. § 76-1-601(14). A person becomes a "public servant" upon the person's election, appointment, contracting or other selection, regardless of whether the person has begun to officially occupy the position of a public servant.

"Public Property" and **"District Property"** are interchangeable and mean and include any real or personal property that is owned, leased, held, operated or managed by the District, including Public Property that has been transferred by the District to an independent contractor for the purpose of providing a program or service for or on behalf of the District. In the event and to the extent the Public Property is consumed or rendered effectively valueless to the District as a program or service is provided to the District by an independent contractor or as the Public Property is utilized by District employees, the property shall cease to be Public Property and may be disposed of as the independent contractor or District management deems fit, unless otherwise directed by the District. *See* Utah Code Ann. § 76-8-101(5).

<u>"Authorized Personal Use"</u> means any personal use that is authorized pursuant to this Policy. As provided in Utah Code Ann. § 76-8-402(1), a public servant may use District Property for a personal matter and personal use of District Property is allowed when: (a) (i) the public servant is authorized to use or possess the Public Property to fulfill the public servant's duties owed to the District; (ii) the primary purpose of the public servant using or possessing the Public Property is to fulfill the public servant's duties to the District; (iii) the personal use is in accordance with this Policy; and (iv) the public servant uses and possesses the District Property in a lawful manner in accordance with this Policy; or (b) the personal use of District Property is incidental, such as when: (i) the value provided to the District by the public servant's use or possession of the Public Property for a public purpose substantially outweighs the personal benefit received by the public servant's personal incidental use; and (ii) the incidental use is not prohibited by an applicable state or federal law. Any lawful personal use of District Property by a public servant that is not prohibited by applicable state or federal law is specifically authorized and allowed by this Policy. The District recognizes that third parties may benefit indirectly or directly from a public servant's personal use, or official use, of the District's Public Property, which benefit is specifically condoned and authorized by this Policy so long as and to the extent that the benefit does not otherwise violate an applicable law, rule or ordinance, including but not limited to state statutory law and rules and regulations of the District.

Personal Use:

<u>Devices:</u> Communication and other devices, such as mobile phones, landline phones, and computers, that are owned by the District may be used by an employee for occasional, incidental personal activities such as calling home, making other personal calls during a break, accepting occasional incoming personal calls, etc., provided that such personal usage is not excessive. Similarly, District owned computers and smart phones may be used for personal text messaging, e-mails and other personal uses, provided that such use is limited, as much as reasonably possible, to break periods or periods when the employee is not "on the clock", and is not excessive.

<u>Physical Facilities</u>: Personal activities by public servants at District-owned, leased, managed and/or maintained facilities, such as meeting family members or friends for short periods of time, are allowed, provided they do not become excessive or disruptive.

<u>Office Supplies/Shop Supplies/etc.</u>: Office supplies, shop supplies and other District-owned supplies and items of personal property are intended for uses that directly benefit the District. Incidental personal use of the same by public servants is allowed, such as the use of District-owned office supplies including pens, pencils, and paper, provided that such incidental personal use is not excessive.

<u>Miscellaneous</u>: Any District Property that does not fall under any of the above classifications may nevertheless be utilized by a public servant for incidental personal uses.

7.2. PURCHASING OR ACQUIRING AND ACCOUNTING FOR CAPITAL ASSETS

7.2.1. All capital assets will be purchased in accordance with District purchasing policies.

7.2.2. The District shall establish and maintain the capital asset accounting information and data elements in the District Software Capital Assets module. Depreciation is computed based on useful life, in-service date, asset value, salvage value and the appropriate depreciation method.

7.2.3. The District shall ensure capital assets are accounted for properly when acquired, are tagged with the District's identification number promptly upon receipt, are inventoried annually and safeguarded, and are accounted for properly when retired.

7.2.4. The District shall conduct all annual inventories of capital assets.

7.3. DISPOSTITIONS

7.3.1. When a capital asset is no longer needed by the District, the asset must be sent to the State-approved disposition vendor for sale or disposal. It is the disposition vendor's responsibility to dispose of the asset and transfer all proceeds, if any, less disposal charges, to the District.

7.3.2. When a controlled asset is no longer needed by the District, the controlled asset shall be sold to surplus or disposed of in accordance with property management standards. All proceeds are transferred to the District.

7.3.3. The Property Manager shall maintain and update all records if an asset has been lost, stolen, destroyed, scrapped, or sold.

7.4. REPORTING OF THEFT OR ABUSE OR MISUSE OF PROPERTY

7.4.1. Employees who discover a loss or possible theft of an asset or who have evidence that District property is not being used appropriately shall contact the Supervisor who will contact the Property Manager.

7.4.2. The Property Manager shall report the theft to the appropriate law enforcement authorities and shall ensure the accounting records are updated.

7.5. District Container Ownership and Use

Commented [PR4]: Additions adopted on June 23, 2025.

7.5.1. **Ownership of Containers**
All waste, recycling, and green waste containers issued to customers by the District remain the sole property of the Wasatch Front Waste and Recycling District (the "District") at all times. Customers are granted the right to use the containers solely

for the purpose of storing and placing waste materials for scheduled collection by the District.

7.5.2. **Prohibited Uses**

No person or business may affix, attach, paint, tape, mark, or otherwise place any object, material, message, advertisement, graffiti, artwork, or general markings on District-owned containers without the prior express written consent of the District. This includes but is not limited to:

- Flyers or advertisements;
- Stickers, decals, or signage;
- Spray paint, markings, or graffiti;
- Any modification or alteration to the container's surface or lid.

7.5.3. **Tampering and Damage**

No person may damage, deface, relocate, steal, or tamper with any District-owned container. Containers must not be used for any purpose other than the deposit of approved waste and recyclables in accordance with District guidelines.

7.5.4. **Enforcement and Penalties**

The District reserves the right to remove unauthorized materials from containers and may pursue appropriate enforcement measures against any individual or entity found to be in violation of this policy. This may include civil penalties, referral for criminal prosecution, or other remedies permitted by law.

7.6.INFORMATION SYSTEMS, DATA AND CYBER SECURITY

WFWRD understands the importance of keeping information about its employees, customers, and business associates secure and confidential. This policy establishes a framework cataloging the District's technology assets that contain personally identifiable information and establishes a plan for managing the risks of unauthorized access to those assets.

Salt Lake County hosts and supports the District's information systems as part of the District's Interlocal Agreement for Administrative Services. The District shall abide by the appropriate County policies, applicable laws, and regulations to ensure proper security for the District's information.

The General Manager will ensure that all employees that have access to information systems, assets, and data receive ongoing trainings that will secure the District's information systems, assets data, and information on these systems.

7.6.1. **Laws:** The following is a list of laws that have been considered during the drafting of this policy, which may apply to WFWRD:

7.6.1.1. Utah's Protection of Personal Information Act, Utah Code Ann. & 13-44-101, et seq.

7.6.1.2. Utah's Government Records Access and Management Act, Utah Code Ann. & 63G-2-101, et seq.

7.6.1.3. Salt Lake County Code of Ordinances Title 2, Chapter 2.81; and Title 2, Chapter 2.82

7.6.1.4. Salt Lake County Security Policies 1400-1 through 1400-8, 1500, 1510, and 1515

7.6.2. **Definitions**

7.6.2.1. **Asset:** Any physical or electronic medium that contains personally identifiable information. Examples include: CDs, flash drives, internal or external hard drives, paperwork, emails, computers, laptops, and cellular phones.

7.6.2.2. **Information Systems:** All of the devices that connect into the District's network, such as computers, laptops and phones, and devices that facilitate the network's operation, such as routers, servers, and control switches.

7.6.2.3. **Personally Identifiable Information:** Information that can be used on its own or with other information to identify a person. Examples include any electronic or physical document that contains the name of a customer, employee, or business associate and any of the following:

a. Social security number;

b. Tax-identification number;

c. Financial account number;

d. Credit card or debit card number;

e. Driver license number or state identification card number;

f. Responses to security questions that would grant unauthorized access to any of the above information; or

g. Any other information that must be protected by state and federal law.

7.6.2.4. **Unauthorized Use:** The use of Personally Identifiable Information in a manner that is unrelated to performing a job function in the normal course of business. Unauthorized Use includes, but is not limited to:

a. Accessing, monitoring, or intercepting Personally Identifiable Information from WFWRD's customers, employees, or business associates without approval from a Supervisor or the Security Manager;

b. Attempting to use WFWRD's Information System in a way that would disrupt the functionality of the Information System or a part of the Information System, WFWRD's network, or WFWRD's Assets;

c. Misrepresenting identity to gain access to WFWRD's Information System, network, or Assets, including unauthorized use of a login or password of any client, customer, employee, or business associate;

d. Accessing Assets or Personally Identifiable Information without proper authorization;

e. Violating copyright and licensing laws for programs used by WFWRD;

or

f. Using Personally Identifiable Information in violation of state or federal laws.

7.6.3. **Violations:** Any WFWRD employee who violates these policies and/or engages in any Unauthorized Use shall be subject to performance correction up to and including separation from employment depending on the violation. Any criminal actions will be reported to the appropriate legal agency.

CHAPTER 8: CONTRACTS AND PROCUREMENT

The District sets the following policies under the authority of and in compliance with Utah Procurement Code, found in Title 63G, Chapter 6a of the Utah Code related to contracts and procurement.

8.5. STATE CODE PROVISIONS

Commented [ET5]: Catarina - upon adoption, let's get these numbers corrected before publishing

Commented [ET6R5]: This should be 8.1, for example

The District is a special district and, as such, District purchases shall be made in accordance with applicable sections of the Utah Procurement Code and this policy. In the event of a conflict between this policy and the Utah Procurement Code, the Utah Procurement Code shall control.

8.6. RESPONSIBILITY FOR BUDGETARY COMPLIANCE

The General Manager is the authorized officer and purchasing agent charged with the responsibility of staying within the District adopted budgets, authorizing no expenditures in excess of those budgets as required by the Utah Fiscal Procedures Act for Special Districts, in compliance with the Utah Procurement Code and this policy.

8.6.1. Duties and Powers. The Purchasing Agent shall have the following general powers and duties:

8.6.1.1. To adopt procedures regulating the purchasing procedures of the District;

8.6.1.2. To procure or supervise the procurement of all real or personal property, supplies or services;

8.6.1.3. To exercise general supervision and control over all inventories and supplies;

8.6.1.4. To dispose of surplus supplies or property; and,

8.6.1.5. To establish and maintain programs for the inspection, testing and acceptance of supplies, services, and construction.

8.6.2. Delegation. Subject to the provisions in district policies and this procedure, the Purchasing Agent may delegate authority to another.

8.6.2.1. The General Manager delegates authority to the Operations Manager if the General Manager is not available by any means, and goods must be purchased for continuity of service. In the case of the Operations Manager not being available by any means the same authority is delegated to the Finance Director for the District.

8.6.2.2. The General Manager delegates authority to the District's Asset Manager to sign titles on behalf of the District in the disposal/sale of the District assets.

8.6.3. Preparation of Specifications by Others. The Purchasing Agent may designate others to prepare specifications for the District's use in making purchases when there will be no substantial conflict of interest involved, and it is otherwise in the District's best interest.

8.7. BUDGET EXPENDITURES – MEMBERS OF THE BOARD OF TRUSTEES APPROVAL

No purchase shall be made, and no encumbrance shall be incurred unless funds sufficient to cover the purchase or encumbrance have been budgeted and are available within the approved budget or unless the Board approves the purchase or encumbrance.

8.8. COMPETITIVE PROCESS

The District requires that purchases of goods and services be satisfied by commercially available products whenever practical. Contracts shall be awarded through a competitive bidding or proposal process when required by state statute. The use of the State of Utah's contract vendors, other current governmental and cooperative contracted vendors lists are considered to be a competitive process. Contracts awarded by a sealed bidding procedure shall follow the Source Selection and Contract procedure as outlined in the Utah Procurement Code.

8.8.1. The District requires that purchases of goods and services be satisfied by commercially available products whenever practical.

8.8.2. The Purchasing Agent may purchase supplies, goods or services, and the District may enter into contracts without the receipt or review of competitive bids or proposals, if any of the following occur:

8.8.2.1. In the case of an emergency which poses a threat to the public health, welfare, or safety, and as declared in writing by the Purchasing Agent, in accordance with the Utah Procurement Code.

8.8.2.2. When there is a sole source of supply as declared in writing by the Purchasing Agent, in accordance with the Utah Procurement Code.

8.8.2.3. When the purchase or work is a continuation of previous purchases or work and there exists a clear, potential economic benefit to the District to negotiate a contract directly with the firm that supplied the initial purchase or work. The basis for the selection shall be approved and confirmed in writing by the Purchasing Agent.

8.8.2.4. When the District does not receive a response to its announcements, requests or invitations for bids or proposals.

8.8.2.5. In the case of a small purchase or contract, as defined in Part 8.12~~8~~.

Commented [ET7]: Catarina - please correct reference once the numbering for this section is corrected

8.8.2.6. When the Purchasing Agent determines that it is not in the best interest of the District to change legal services, financial services, or other professional services.

8.8.2.7. When the award to a specific supplier, service provider or contractor is a condition of a donation that will fund the full cost of the supply, service, or construction item.

8.9. DESIGNATED FUNDS

Funds designated for the purchase of goods or services under a particular budget line item may not be used for the purchase of goods or services under a different budget line item without the prior approval of the General Manager.

Funds designated for a particular program within a budget line item may be used by a different program with the approval of the General Manager.

8.10. PETTY CASH

Petty cash in an amount not to exceed $400 may be established. Petty cash funds may be used to purchase supplies, materials, and equipment when the cost does not exceed $400.00 and when documentation of the purchase is maintained. Supplies, materials, and equipment regularly purchased and available to the District through regular purchasing channels shall not be purchased using petty cash funds.

8.11. PURCHASE LIMITS

8.11.1. Anticipated contract amounts of $50,000 or greater are subject to a competitive bidding or proposal process.

8.11.2. The use of the State of Utah's contract vendors is considered to be a competitive process.

8.11.2.1. Contracts awarded by a sealed bidding procedure shall follow the Source Selection and Contract procedure as outlined in the Utah Procurement Code.

8.11.2.2. The Purchasing Agent may assign selection committee members as appropriate to serve on committees to select vendors of needed services for the District.

1.3.1.1.1. The selection committee members shall be qualified through expertise, knowledge of services, and work related to services needed.

8.11.2.3. The competitive bidding process shall include Statements of Qualifications (SOQ) from the bidder. The SOQs shall have the following information:

1.3.1.1.2. Name of the firm, location of offices, and specifically the location of the principle place of business.

1.3.1.1.3. Age of the firm and average number of employees over the past five years in the Special office.

1.3.1.1.4. Education, training, qualifications, and availability of key employees of the firm in the Special office, pertaining to the type of work anticipated by the District.

1.3.1.1.5. Experience, special technical capabilities, and expertise of the firm, and available equipment necessary or useful in pertinent types of professional work.

1.3.1.1.6. References from at least five clients and previous projects, including two from the preceding year.

1.3.1.1.7. Any other relevant information as determined by the District.

8.12. SMALL COST PURCHASES:

8.12.1. The threshold dollar amount is a purchase less than $50,000.

8.12.2. The annual cumulative threshold from a single source is $50,000.

8.12.3. The individual procurement threshold: the maximum total amount that may be expended as a small cost purchase is $50,000.

8.12.4. The single procurement aggregate threshold: the maximum total that may be expended to purchase multiple items from a single source at one time is $50,000.

8.12.5. The purchase of supplies, services, and construction items shall not be artificially divided so as to constitute a small cost purchase under this section.

8.12.6. Before making a purchase of $1,000 or less, the Manager responsible for the purchase will make all reasonable means to assure the District is getting good value and a reasonable price.

8.12.7. A purchase between $1,001 and less than $5,000 requires that at least two verbal quotes be obtained.

8.12.8. A request for a purchase of supplies, services, or other items totaling $5,000 or greater shall be submitted for approval to the Operations Manager or Finance Director as designated by the General Manager. A purchase of supplies, services, or construction items for $5,001 or greater shall be made in the manner deemed most appropriate by the General Manager or their designee.

8.12.9. Insofar as it is practical for small purchases of supplies, services, or other items between $5,001 and $50,000, no less than two businesses shall be solicited to submit electronic, telephone, or written quotations. The State of Utah purchasing system is the preferred method for requesting and receiving quotations. The District shall award the purchase to the business offering the lowest acceptable quotation meeting specifications. Records should be maintained to verify solicitations and quotes received for 2 years.

8.13. GENERAL MANAGER REVIEW AND APPROVAL

Appropriate levels of approval shall be established in writing by the General Manager.

8.14. BOARD REVIEW AND APPROVAL

The General Manager and the Chair of the Board may determine, based on the nature of the goods and services to be acquired, that any procurement may be subject to notice and review by the Board.

8.15. PROHIBITED ACTS

8.15.1. No bidder, prospective bidder, or current bidder, including its employee(s) or officer(s), in connection with a purchase by the District, shall engage in any act or inaction which is a restraint of trade, anti-competitive or price-fixing.

8.15.2. No person shall offer or give any employee of the District or any member of the employee's immediate family, any gift whose value is greater than $50, whether in the form of money, services, loan, travel, entertainment, hospitality, promise, or other form, under circumstances in which the gift could reasonably be intended to influence the employee or could reasonably be expected to influence the employee in their duties concerning the award of any contract or order of purchase, or for any District employee to directly or indirectly solicit or directly or indirectly accept any such gift for such purpose. (Reference: Utah Code Title 67 Chapter 16, Public Officers' and Employees' Ethics)

8.15.3. No District employee, or Board member shall disclose, in advance of the opening of the bids, the content of any bid invited through the formal competitive bidding procedure.

8.15.4. No District employee, or Board member shall actively participate in the awarding of a contract from which he/she will directly benefit, without first fully disclosing any interest he/she has in the contract.

8.15.5. No District employee, Board member or other person shall appropriate for personal or private use any item of public property.

8.16. PERFORMANCE CORRECTION

Commented [CG8]: Amendments approved 2025-08-25

Any District employee committing any of the foregoing acts is subject to performance correction up to and including separation from employment. Any bidder or prospective bidder committing any of the foregoing acts is subject to being debarred from further involvement in any business with the District.

8.17. CONTROVERSIES AND PROTESTS

8.13.1. Procurement Code Provisions

8.13.1.1. Part 16: Controversies and protests shall be conducted in accordance with the requirements set forth in Sections 63G-6a-1601 through -1604 of the Utah Procurement Code (the "Act"). This Rule 8.13 provides additional requirements and procedures and will be used in conjunction with the Act. Unless otherwise designated by this Rule or the Board, the Procurement Officer, or a person designated by the Procurement Officer, shall be the "Protest Officer".

8.13.1.2. Part 19: Part 19 of the Act, Sections 63G-6a-1901 through -1911, contain provisions regarding:

8.13.1.2.1. Limitations on challenges of:

8.13.1.2.1.1. A procurement;

8.13.1.2.1.2. A procurement process;

8.13.1.2.1.3. The award of a contract relating to a procurement;

8.13.1.2.1.4. A debarment; or

8.13.1.2.1.5. A suspension; and

8.13.1.2.1.6. The effect of a timely protest or appeal;

8.13.1.2.2. The costs to or against a protester;

8.13.1.2.3. The effect of prior determinations by employees, agents, or other persons appointed by the District;

8.13.1.2.4. The effect of a violation found after award of a contract;

8.13.1.2.5. The effect of a violation found prior to the award of a contract;

8.13.1.2.6. Interest rates; and

8.13.1.2.7. A listing of determinations that are final and conclusive unless they are arbitrary and capricious or clearly erroneous.

8.13.2. **General:** Any actual or prospective bidder, offeror, or contractor (collectively "vendors" and individually a "vendor") who is aggrieved in connection with the solicitation or award of a contract may file a written protest with the Protest Officer.

8.13.3. **Deadline.** A protest relating to an invitation for bids or a request for proposals is to be submitted in writing prior to the opening of bids or the closing date for proposals, unless the aggrieved vendor did not know and should not have known of the facts giving rise to the protest prior to the bid opening or the closing date for proposals. In any event, the protest shall be submitted in writing within 7 days after the aggrieved person knows or should have known of the facts giving rise thereto. Anyone failing to file a protest within the time prescribed may not:

8.13.3.1. Protest to the Protest Officer a solicitation or award of a contract; or

8.13.3.2. File an action or appeal challenging a solicitation or award of a contract before an appeals panel, a court, or any other forum.

8.13.4. **Protest Document.** A person filing a protest shall include in the filing document:

8.13.4.1. The person's address of record and e-mail address of record; and

8.13.4.2. A concise statement of the grounds for the protest.

8.13.5. **Resolution/Correction of Errors:** The Protest Officer or designee shall have the authority to settle and resolve a protest. Furthermore, if at any time during the protest process it is discovered that a procurement is out of compliance with any part of the Procurement Code or applicable rules and regulations, including errors or discrepancies, the Protest Officer may take administrative action to correct or amend the procurement to bring it into compliance, correct errors or discrepancies, or cancel the procurement.

8.13.6. **Verification of Legal Authority:** A person filing a protest in a representative capacity may be asked to verify that the person has legal authority to file the protest on behalf of the affected party.

8.13.7. **Intervention in a Protest:** After a timely protest is filed in accordance with the Act, the Protest Officer shall notify awardees of the subject procurement, and may notify others, of the protest.

8.13.8. **Period of Time to File:** A motion to intervene must be filed with the Protest Officer no later than ten days from the date such notification is sent by the Protest Officer. Only those motions to intervene made within the time prescribed in this Rule 8.13 will be considered timely. The District and the intended beneficiary of the procurement (the intended awardee of the procurement) are automatically considered to be parties of record and need not file a motion to intervene.

8.13.9. **Contents of a Motion to Intervene:** A copy of any motion to intervene will be mailed or e-mailed to the party protesting the procurement and to the intended awardee of the procurement.

8.13.9.1. Any motion to intervene must state, to the extent known, the position taken by the intervenor and the basis in fact and law for that position. A motion to intervene must also state the intervenor's interest in sufficient factual detail to demonstrate that:

8.13.9.2. The intervenor has a right to participate which is expressly conferred by statute or by applicable rule, order, or other action;

8.13.9.3. The intervenor has or represents an interest which may be directly affected by the outcome of the proceeding, including an interest as a consumer; customer; competitor; security holder of a party; or the person's participation is in the public interest.

8.13.10. **Granting of Status:** If no written objection to a timely motion to intervene is filed with the Protest Officer within seven calendar days after the motion to intervene is received by the protesting person, the intervenor becomes a party at the end of this seven-day period. If an objection is timely filed, the intervenor becomes a party only when the motion is expressly granted by the Protest Officer based on a determination that a basis for intervention exists as stated in this Rule 8.13.

8.13.11. **Late Motion:** If a Motion to Intervene is not timely filed, the Motion shall be denied by the Protest Officer.

8.13.12. **Preliminary Procedure:** After a protest is filed, the Protest Officer shall determine whether the protest was timely filed and complies fully with the requirements of the Act and this Rule 8.13. If the protest is not timely and/or not compliant with the Act or this Rule, the protest will be rejected. If the Protest Officer determines that the protest was timely filed and is compliant, the Protest Officer shall:

8.13.12.1. Dismiss the protest without any further proceeding if the Protest Officer determines that the protest alleges facts that, if true, do not provide an adequate basis for the protest;

8.13.12.2. Uphold the protest without holding a hearing if the Protest Officer determines that the undisputed facts of the protest clearly indicate that the protest should be upheld; or

8.13.12.3. Schedule a hearing under Section 8.13.8 if there is a genuine issue of material fact to be resolved.

8.13.13. **Hearing:** The hearing shall be conducted by a three-member panel consisting of the District's General Manager, the District's Finance Director, and the Board Chair, or a designee of any of them. Should any member of the panel have a conflict as, for example, may be the case if the decision under appeal was made by the General Manager, that panel member may withdraw, in which event the Board Chair shall designate another person, who may be a board member, to sit on the panel.

8.13.13.1. For purposes of Rule 8.13 and the applicable provisions of the Act, the appellate panel shall be treated as and shall have the authority of the Protest Officer from the point in time when the panel is convened.

8.13.13.2. The hearing, and any post hearing proceedings, shall be conducted as provided in part 16 of the Act, particularly Section 63G-6a-1603.

8.13.14. **<u>Delay in Award of Contract</u>:** In the event of a timely protest under Section 8.13.1 above, the District will not proceed further with the solicitation or with the award of the contract until all administrative and judicial remedies have been exhausted <u>or</u> until the Procurement Officer, in consultation with appropriate District personnel, makes a written determination that the award of the contract without delay is necessary to protect substantial interests of the District.

8.13.15. **<u>Proceeding to Debar/Suspend Potential Contractors</u>:**

8.13.15.1. **<u>Debarment</u>**: After reasonable notice to the vendor involved and a reasonable opportunity for the vendor to be heard, the Procurement Officer, after consulting with the District's attorney, shall have authority to debar a vendor for cause from consideration of award of a contract for a period not exceeding three years.

8.13.15.2. **<u>Suspension</u>**: The Procurement Officer, after consultation with the District's attorney, shall have authority to suspend a person/entity from consideration for the award of a contract if there is probable cause to believe that the person/entity has engaged in any activity which might lead to debarment. The suspension shall not be for a period exceeding three months unless a charge or an indictment has been issued for an offense which would be a cause for debarment as set forth in Utah Code Ann. § 63G-6a-904, in which event the suspension shall, at the request of the District's attorney, remain in effect until after the trial of the suspended person.

8.13.15.3. **<u>Resolution of Controversies</u>:** The Procurement Officer is authorized to settle and resolve a controversy which arises between the District and a vendor under or by virtue of a contract. This includes, without limitation, controversies based upon breach of contract, mistake, misrepresentation, or other cause for contract modification or rescission.

8.13.15.4. **<u>Written Decision</u>:** The Procurement Officer shall promptly issue a written decision regarding any protest, debarment or suspension or contract controversy if it is not settled by mutual agreement. The decision shall state the reasons for the action taken and inform the protestor, contractor, or prospective contractor of the right to administrative or judicial review as provided in Parts 17 and 18 of the Act.

8.13.16. **<u>Timing and Finality of Decision</u>:**

8.13.16.1. **<u>Adverse Decision Presumed After 30 Days</u>:** As provided in Section 63G-6a-1603(9) of the Act, if a final written decision regarding a protest is not issued within 30 calendar days after the day on which a written request for a final decision is filed with the Protest Officer, or within such longer period as may be agreed upon by the parties, the protestor, prospective vendor, or vendor may proceed as if an adverse decision had been received.

8.13.16.2. **Finality**: Except as otherwise specifically provided in this policy, a decision of the Procurement Officer shall be effective until stayed or reversed on appeal.

8.13.16.3. **Written Decision:** Once available, a copy of the decision shall be immediately mailed or otherwise furnished to the protestor, prospective contractor, or contractor and any parties that have been allowed to intervene in the proceeding. The decision shall be final and conclusive unless the protestor, prospective contractor, or contractor timely files an appeal to an appeals panel established by the Procurement Policy Board in accordance with Sections 63G-6a-1701 to -1706 of the Act within the applicable 7 day statute of limitations period specified in Section 63G-6a-1702 of the Act.

8.13.17. **Violation of Law:** If, before an award of a contract, it is finally determined administratively or upon administrative or judicial review that a solicitation or proposed award of a contract is in violation of law, the solicitation or proposed award shall be canceled or revised to comply with applicable law, unless different relief is mandated.

8.13.18. **Options After Adverse Determination:** If, after an award of a contract, it is finally determined administratively or upon administrative or judicial review that a solicitation or award of a contract is in violation of law, provided that the recipient of the award has not acted fraudulently or in bad faith, unless different relief is ordered: (a) the contract may be ratified and affirmed by the District if it is determined by the Board that doing so is in the best interest of the District; or (b) the contract may be terminated and the vendor awarded the contract shall be compensated for the actual expenses reasonably incurred under the contract prior to termination, plus a reasonable profit.

8.13.19. **Fraudulent Conduct by Contractor:** If, after an award of a contract, it is determined administratively or upon administrative or judicial review that a solicitation or award of a contract is in violation of law and if the recipient of the award has acted fraudulent or in bad faith, unless different relief is ordered: (a) the contract will be declared null and void; or (b) the contract may be ratified and affirmed if such action is in the best interest of the District, as determined by the Board, without prejudice to the District's rights to any appropriate damages.

CHAPTER 9: HUMAN RESOURCE SYSTEM

9.1. PURPOSE

9.1.1. The Human Resource policy has been adopted for the purpose of guiding the District's efforts for quality performance, equity in employment, and career development of its employees. The District personnel system is merit-based, under state statute Utah Code Annotated 17B-1-801 and 803.

9.1.2. The Policy is a guideline and general statement of the District's present ~~polices~~policies and benefits. It is not intended to be all-inclusive. It is not an employment contract or agreement. All requirements, rules, policies, and procedures included herein are subject to change and revision as conditions and circumstances change. The District intends to comply with all Special, state, and federal laws.

9.2. DISCRIMINATION AND HARASSMENT PROHIBITED

9.2.1. The District is an equal employment opportunity employer, and desires to provide employees with a working atmosphere free of harassment, discrimination or retaliation and to allow applicants for employment or those conducting business with the District to do so in an environment free from harassment, discrimination or retaliation.

9.2.2. Discrimination, harassment, or retaliation based on race, color, national origin, sex, pregnancy, sexual orientation, gender identity, marital status, religion, age, disability, genetic information, military or veteran status, or any other protected status is prohibited.

9.2.3. It is the policy of the District to maintain a workplace free from all forms of discrimination and harassment and to strictly prohibit retaliation against any individual who opposes a discriminatory practice, makes a complaint of discrimination or cooperates in an investigation of a complaint. Detailed rules and regulations covering equal employment opportunity and non-discrimination may be found in separate policies and procedures of the District.

9.3. FAIR EMPLOYMENT PRACTICES

9.3.1. It is the intent and purpose of the Board to assure equality and quality in all phases of the employment process. In so doing, the Board intends to comply with all applicable State and Federal requirements pertaining to fair employment practices with a competitive recruitment process.

9.3.2. **Salary Adjustments.** When a Merit Employee voluntarily requests, or competes for a lower salaried position within the District, or management determines the need for a change in duties, the following shall apply:

9.3.2.1. An employee's salary shall be reduced by 15% if the midpoint of the salary range the employee currently occupies is 20% higher than the midpoint of the salary ranges of the position he or she is eligible to fill.

9.3.2.2. An employee's salary shall be reduced by 10% if the midpoint of the salary range the employee currently occupies is less than 20% above the midpoint of the salary range of the position he or she is eligible to fill.

9.3.2.3. If an employee previously occupied the position being considered, the decrease shall be based upon the salary the employee would have been earning if said employee had not occupied the higher position to the date of the request, or change.

9.3.2.4. Eligibility shall be based upon knowledge, skill, ability, and any required certifications. Notwithstanding the foregoing, all salaries must be within the pre-determined salary range for the applicable job position. If, after performing the calculation described in either Section 9.3.2.1 or Section 9.3.2.2, the employee's adjusted salary would fall outside of the salary range, the salary will be further adjusted to the point where it no longer exceeds or falls below the salary range of the position the employee is to fill.

9.4. PROFESSIONALISM

9.4.1. All employees of the District are expected to accept and adhere to high standards of personal and professional conduct. This not only involves sincere respect for the rights and feelings of others but also demands that employees refrain from behavior that might be harmful to themselves, their co-workers and/or the District, or negatively impact those persons and organizations served by the District or the perception of the District by the public at large.

9.4.2. An employee whose performance, work habits, overall attitude or demeanor becomes unsatisfactory or who fails to perform assigned duties and responsibilities at prescribed levels may be subject to retraining or performance correction, up to and including separation from employment.

9.5. ANTI-NEPOTISM

No relative of an employee or Board member will be employed by the District in violation of the Utah Anti-Nepotism Act, Utah Code Ann. §§ 52-3-1 *et seq.*

9.6. DISABILITY AND RELIGIOUS ACCOMMODATION

In accordance with federal and state law, reasonable accommodations may be made for qualified employees with known disabilities and employees whose religious belief, practice, or observance conflicts with workplace requirements. Employees may request a reasonable accommodation by contacting the District Human Resource Manager.

9.7. DEFINITIONS

The District will classify all employees in accordance with the following definitions:

Merit Employee: A ~~regular~~ full-time employee who has satisfactorily completed the probationary period and is in good standing with the District.

Probationary: A full-time employee who is in the initial six months of employment will be considered "at will" until passing their six-month performance review, or any extension thereof, and receiving merit rights.

Part-time: an employee who is ~~R~~regularly scheduled to work no more than 30 hours a week or 130 hours per month. Part-time positions are not eligible for benefits.

Full-time: an employee who is regularly scheduled to work 40 hours a week or 2,080 hours per year. Full-time positions are eligible for benefits.

Seasonal: Employee in a job established for a specific period of time, or for the duration of a specific project or assignment. A seasonal employee may work up to 40 hours per week but no more than 1,040 hours per year. Seasonal employees are not eligible for benefits.

At Will/Appointed: Serves at the will of the Board or with the Board's approval at the will of the General Manager and may be terminated without cause.

Emergency Response Employee (ERE): All District employees may be subject to designation as an Emergency Response Employee and be called upon to respond outside of regular work hours.

Safety Sensitive: Employment positions within the District that require operating equipment as part of the daily duties and responsibilities.

~~Adult Designee: An individual who is not the spouse of an employee, has resided in the same domicile with the eligible employee for at least the past twelve (12) consecutive months and intends to remain so for a period of time, is at least eighteen (18) years of age, and is directly dependent upon or interdependent with the employee sharing a common financial obligation.~~

Commented [ET9]: Moved to Section 9.22

9.8. FLSA EXEMPT, NON-EXEMPT, AT-WILL EMPLOYEES

Commented [CG10]: Amendments approved 2025-08-25

9.8.1. As allowed by the Fair Labor Standards Act (FLSA), ~~T~~the District may classify as "exempt" from the FLSA, executive, administrative, management, and professional employees from the overtime provisions of the FLSA. ~~Each employee is required to account for a 40-hour workweek in the District's timekeeping system.~~

9.8.1.1. The following full-time positions are exempt:

9.8.1.1.1. General Manager/CEO

9.8.1.1.2. Finance Director/CFO

9.8.1.1.3. Operations Manager

9.8.1.1.4. Human Resources Manager

9.8.1.1.5. Administrative Manager

9.8.1.1.6. Collection Manager(s)

9.8.1.1.7. Asset Manager

9.8.1.1.8. Treasurer

~~9.8.1.1.1.~~9.8.1.1.9. Customer Solutions and Communications Technology Manager

9.8.2. All other employees of the District are considered non-exempt or entitled to the payment of overtime as required by state and federal law.

9.8.3. At will employees are eligible for the same benefits as District employees unless a contract is in place stating otherwise. At-will employees may be separated from employment with or without cause, unless otherwise indicated in an employment contract.

9.8.3.1. Unless otherwise agreed in an employment contract, ~~I~~in the case of separation from employment without cause, a severance package will be activated for every one (1) month salary and benefits for each (1) year of service, up to three (3) months upon separation of employment. Any other benefits being granted will be determined by the Board as appropriate.

9.9. PAY STRUCTURE

9.9.1. The District shall have pay structures based around a market reference midpoint representing the 50th percentile of the average actual base pay in the market. The length of the pay structure is a 40% range spread from the pay range minimum to the pay range maximum.

9.9.2. The District shall use the Board-approved Compression Management Matrix to calculate new-hire employee pay based on verified work-related experience and education. The District shall also use the Board-approved Compression Management Matrix to calculate employee pay for Board-approved position market analyses and reclassifications. Below is the Board-approved Compression Matrix approved April 25, 2022, during a regularly scheduled Board of Trustees meeting. The Compression Matrix has subsequently been modified during regularly scheduled Board of Trustee meetings on August 28, 2023, and on August 26, 2024.

Compression Management Matrix

COMPRESSION MANAGEMENT MATRIX - Approved 4/25/22

Compression Matrix Recommendation	Desired Range Penetration																				
	Total Calcuation of Years in Current Postion AND Prior Years Experience/Education Above Minimum Qualifications																				
	>1	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20+
Positions not starting at 25th Percent	0	5	10	15	20	25	30	35	40	45	50	55	60	65	70	75	80	85	90	95	100
Positions starting at 25th Percentile: Equipment Operator, Lead Equipment Operator, Customer Service Representative, Container Specialist, QAInspector, Fleet Coordinator, Collection Supervisor, Collection Manager	25	30	35	40	45	50	55	60	65	70	75	80	85	90	95	100	100	100	100	100	100

COMPRESSION MANAGEMENT MATRIX - Board Approval 8/26/24

Compression Matrix Recommendation	Desired Range Penetration																				
	Total Calcuation of Years in Current Postion AND Prior Years Experience/Education Above Minimum Qualifications																				
	>1	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20+
Positions not starting at 25th Percentile	0	5	10	15	20	25	30	35	40	45	50	55	60	65	70	75	80	85	90	95	100
Positions starting at 25th Percentile: Equipment Operator, Lead Equipment Operator, Customer Service Representative, Container Specialist, QA Inspector, Fleet Coordinator, Collection Supervisor, Collection Manager, Asset Manager	25	30	35	40	45	50	55	60	65	70	75	80	85	90	95	100	100	100	100	100	100

Commented [ET11]: Note to Board - removing outdated and adding most recent Compression Matrix, which was adopted in August 2024.

~~9.9.2.~~9.9.3. An employee's wage may be adjusted after earning work related degree(s) from an accredited college or university. Such adjustments shall be applied to the pay period after providing verification of the earned degree(s).

~~9.9.3.~~9.9.4. Annual Merit Salary Increases

~~9.9.3.1.~~9.9.4.1. Merit employees are eligible for an annual merit increase approved as part of the annual budget if they receive an overall score that meets the required expectations in their annual performance appraisal.

~~9.9.3.2.~~9.9.4.2. A merit employee who is eligible for an annual merit increase and who has reached the "redlined" top of the respective salary range, may receive an annual one-time lump sum payment in lieu of the approved annual merit adjustment upon the employee's effective service date.

~~9.9.3.2.1.~~9.9.4.2.1. The lump sum is a tier structure that separates at the Supervisor level with a higher dollar amount as set by the Board as part of the adopted budget.

~~9.9.3.2.2.~~9.9.4.2.2. Eligible employees may choose to have the annual one-time lump sum added to their paycheck or the employees may request that the annual lump sum be deposited into their retirement accounts.

~~9.9.4.~~9.9.5. Pay Differential for Acting-in Positions

~~9.9.4.1.~~9.9.5.1. Merit employees are eligible for an acting-in pay differential when they are assigned to take on additional job duties of the following existing positions: Lead Equipment Operator, Supervisor, or Manager for a minimum of 45 days, but no longer than 180 days (6 Months).

~~9.9.4.2.~~9.9.5.2. The District sets the pay differential in the amount of $1.50 per hour above the respective employee's regular hourly rate of pay.

~~9.9.4.3.~~9.9.5.3. At no time will the respective employee's rate of pay exceed the salary range of the position they are acting in.

~~9.9.4.4.~~9.9.5.4. Overtime will be calculated at the rate of pay including the pay differential as applicable.

~~9.9.4.5.~~9.9.5.5. The District will pay an employee retroactive to the actual start date of the assigned duties.

9.10. MARKET SURVEYS AND ADJUSTMENTS

The District will conduct market surveys including benefit information every three to four years. The information obtained will be used in recommending adjustments to the salary range or particular job classifications and the salary, within the approved range for particular employees.

9.11. RECLASSIFICATION

A job may be reclassified and assigned a different title and salary range upon a significant content change in the job description or as the result of a Market Survey.

9.12. ATTENDANCE

Employees need to be at work, on time and ready to work, and give proper notice when they will be late. Working hours, shift assignments, breaks, meal periods, and special rules for work performance and attendance are determined for each program by the program Manager.

9.13. WORKWEEK

Commented [CG12]: Amendments approved 2025-08-25

9.13.1. The District workweek runs from Sunday morning at 12:00~~1~~ a.m. to the following Saturday evening at 11:59 pm.
9.13.2. District operations generally run from 6:00 a.m. to 6:00 p.m. pending the needs of the communities.
9.13.3. District business and office hours generally run Monday through Friday from 8:00 a.m. to 5:00 p.m. pending the needs of the communities.
9.13.4. ~~All District employees are required to account for forty (40) hours each workweek in the District's timekeeping system.~~ Full-time, non-exempt employees are required to account for no less than 40 hours per workweek in the District's timekeeping system.
~~9.13.4.~~ 9.13.5. Full-time, exempt employees are required to account for no less than 80 hours per each two-week pay period in the District's timekeeping system.

9.14. SCHEDULES

9.14.1. For the purpose of efficient operation and effective service to the community, District Management, in its sole discretion, determines the scheduling of its employees' work shifts. District Management also has sole discretion to modify work schedules to meet the needs of the District.

9.14.2. Except for scheduled leave, no employee may be absent from work without authorization from the Supervisor. Any employee who is absent without authorization for ~~more than~~ t~~wo~~hree (~~2~~3) consecutive workdays will be considered to have voluntarily resigned.

9.15. OVERTIME

9.15.1. Any non-exempt ~~FLSA covered~~ employee who is required to work more than 40 hours during any workweek shall receive overtime for all hours worked in excess of 40 hours at the rate of one and one-half times the regular rate of pay. Non-exempt employees who work on holidays or accrue overtime related to working holidays shall be compensated appropriately according to regular and premium holidays.

9.15.2. Holidays, paid time off (PTO), and other paid leave such as jury duty, military leave and funeral leave shall not be counted as time worked for the purposes of calculating overtime.

9.15.3. FLSA exempt employees do not accrue overtime.

Commented [CG13]: Amendments approved 2025-08-25

9.16. EMERGENCY RESPONSE

9.16.1. All employees shall be available to return to work at any hour if called to do so by the General Manager/Designee if the General Manager is not available.

9.16.1.1. Delegation. Subject to the provisions in district policies and this procedure, the General Manager delegates authority to the Finance Director if the General Manager is not available by any means. In the case of the Finance Director not being available by any means the same authority is delegated to the Operations Manager for the District.

9.16.2. An employee's failure to comply with an emergency call-out request may result in performance correction up to and including separation from employment.

9.16.3. In the event of a disaster or emergency declaration by an appropriate legal authority, the General Manager shall require that all employees (FLSA-exempt and non-exempt) record all hours worked, including time in excess of 40 hours per week. FLSA-exempt employees shall be paid for overtime hours worked if a disaster or emergency is declared at the rate of one and one half times the regular rate for actual hours worked in excess of 40 in a standard work week for all overtime hours worked during the declared disaster or emergency.

9.17. PAY PERIODS

9.17.1. Pay periods are based on two (2) consecutive work weeks (i.e., two weeks).

~~9.17.1.~~9.17.2. Unless an exception is granted by the Department of Labor, as required by the Fair Labor Standards Act, wages will be calculated on a weekly basis.

~~9.17.2.~~9.17.3. The District's first pay period shall open on Tuesday, January 2, 2013, and end on Saturday, January 15, 2012.

9.18. PAYDAYS

The District shall have 26 paydays each year on a bi-weekly schedule for Fridays. If the day designated as payday falls on a holiday, payday shall be the workday immediately preceding the regular scheduled payday.

9.19. PAYROLL DEDUCTIONS

9.19.1. Deductions required by law will be made from each employee's wages. These deductions include but may not be limited to federal and state income taxes or garnishments.

9.19.2. Other deductions permitted by law may be made from an employee's paycheck with the Board's approval and the employee's written permission.

9.19.2.1. An employee on Family Medical Leave or Worker's Compensation who wants to maintain health, dental, 125 pre-tax cafeteria, or life insurance benefits will be required to pay the same premium or cafeteria payroll deductions normally paid. Premiums may be paid by check, leave time, incentive award or safety certificates.

9.19.3. The District may not make any payroll deductions from the wages of its employees for political purposes, as described in state law.

9.20. METHOD OF PAYMENT

The District pays all employees through direct deposit into the employee's bank account or through a pay card at the employee's choice. The District will distribute payroll vouchers to its employees on pay day.

9.21. ADVANCES

The District will not give advances in pay.

9.22. INSURANCE BENEFITS

The District provides group insurance plans for its ~~regular~~full-time employees. Part-time and seasonal/casual/temporary employees are not eligible for District health and dental insurance programs or District life, disability insurance, and retirement programs other than the Federal Insurance Contribution Act (FICA).

Due to the nature of the benefits described herein, the provisions of this policy are subject to addition, deletion, modification, or repeal. The District Board reserves the right to make modifications as needed. This policy does not establish a guaranteed level of benefits for employees or retirees.

Adult Designee: An individual who is not the spouse of an employee, has resided in the same domicile with the eligible employee for at least the past twelve (12) consecutive

Commented [ET14]: Moved from Section 9.7

months and intends to remain so for a period of time, is at least eighteen (18) years of age, and is directly dependent upon or interdependent with the employee sharing a common financial obligation.

9.22.1. Medical, Dental and Vision Insurance

The District provides medical, dental and vision insurance to ~~regular~~ full-time employees. Additional information about these benefits and eligibility requirements may be obtained from the plan documents or the Human Resource Manager. The District will comply with UCA-49-11 to ensure all of its eligible full-time ~~regular~~ employees are enrolled in the Utah Retirement Systems (URS) plans during new hire orientation.

9.22.2. An employee must enroll a spouse, an adult designee, or dependent children to trigger dependent coverage. An employee must complete a declaration establishing adult designee status to enroll an adult designee. An employee may not enroll an adult designee if they are married and may only enroll one adult designee if they are not married. Adult Designee and Domestic Partner coverage is subject to Internal Revenue Service (IRS) guidelines.

9.22.3. When documentation for the purpose of determining eligibility of spouses, adult designees, or children is requested it must be provided within 30 days of eligibility; such as after a change of status (e.g. birth of a child, legal adoption, marriage, new adult designee status).

9.22.4. The District complies with the Consolidated Omnibus Budget Reconciliation Act (COBRA), the federal health care continuation law.

9.22.5. For purposes of District provided group medical insurance, the District has officially opted out of the requirements of the Health Insurance Portability and Accountability Act (HIPAA).

9.22.6. Life Insurance and Disability Insurance

Life and Long Term Disability insurances are available to ~~regular~~ full-time employees. Further information on life and long-term disability coverage is available in the summary plan description.

9.23. PENSION AND RETIREMENT BENEFITS

9.23.1 Utah State Retirement Plans

~~Regular~~ Eligible full-time employees participate in the URS defined benefit plans. Plan design and benefits are determined by the Utah State Legislature.

9.23.2 District Retirement Plan.

Effective January 1, 2013, the District Retirement Plan, known as the Alternative Social Security Plan is implemented. It is the intent of the Board to allow employees flexibility to manage investments while at the same time secure retirement funds for the future.

The contribution rate for this plan is the same as FICA or Social Security tax, as it may be changed periodically by Congress.

9.23.2.1 Employees are required to pay the Medicare tax.

9.23.2.2 Part-time and seasonal employees do not participate in District Pension and Retirement Benefits, and therefore are required to match the District's contribution to FICA and Medicare.

9.23.3 Eligible full-time ~~Regular~~ employees (including Tier 2 appointed officials) are eligible to participate in any of the retirement savings plans administered by the Utah Retirement Systems, which are also referred to as "defined contribution" plans. Tier 2 elected officials are not eligible to participate.

9.23.3.1 At retirement, an ~~regular~~ employee previously employed by Salt Lake County and transferred to district employment on January 1, 2013, is eligible for the District's retirement buy-out benefit once they attain 25 years of service (Tier 1) or 30 years of service (Tier 2). Any employee in this category who leaves employment and returns is not eligible.

The District may contribute up to $5,000 for each year of retirement credit being purchased, not to exceed a maximum total of $25,000.

9.23.3.2 Contribution amounts will be limited to the actual number of years of service needed to attain a full retirement with no actuarial reduction. Such contribution shall not exceed 95% of the total cost of purchasing the retirement credit as determined by the Utah State Retirement Office.

9.23.3.3 The employee should notify the District in writing and in a timely manner of their desire to retire and take advantage of this benefit so that appropriate amounts can be included in the District's annual budget.

9.23.4 Employees in the following positions are eligible to request exemption from the Utah State Retirement System under Utah Code Ann. § 49-13-203(4). An employee seeking such an exemption must file an exemption request with the HR Manager within the first 60 days of employment.

9.23.4.1 General Manager/CEO (appointed)

9.23.4.2 Finance Director/CFO (appointed)

9.23.4.3 ~~Controller/~~Treasurer (appointed).

9.24. PAID LEAVE

9.24.1 Holidays

Upon hire, full-time ~~regular~~ employees are eligible to receive eight (8) hours of straight-time holiday pay for each of the following recognized holidays:

*New Year's Day The 1st day of January

Martin Luther King Day	The 3rd Monday of January
Presidents' Day	The 3rd Monday of February
*Memorial Day	The last Monday in May
Juneteenth	June 19th
*Independence Day	The 4th day of July
*Pioneer Day	The 24th day of July
*Labor Day	The 1st Monday of September
Veterans Day	The 11th day of November
*Thanksgiving Day	The 4th Thursday of November
Day after Thanksgiving	The Friday After Thanksgiving
*Christmas Day	The 25th day of December
Personal Day/Preference	An additional paid day off (not included in the annual PTO accrual), that is required to be taken as the first day of vacation for the year

*Premium Holidays - Premium holiday pay is granted only to non-exempt employees required by their Supervisor to work on designated *premium holidays.* These employees will receive pay for actual hours worked at a rate of one and one-half (1 ½) times their regular hourly rate, in addition to the straight-time holiday pay for the holiday.

9.24.2. Part-time and seasonal employees do not receive holiday pay.

~~9.24.3. As of January 1, 2025, the District eliminated sick leave accruals and implemented a Paid Time Off (PTO) Benefit. The PTO Conversion Policies are as follows:~~

~~9.24.3.1. Conversion of Current Vacation Balances. Vacation balances will convert to PTO hour for hour; one hour of vacation will equal one hour of PTO.~~

~~9.24.3.2. Conversion of Current Sick Leave Balances.~~

~~9.24.3.2.1 **Unused sick leave balances will be frozen.**~~

~~9.24.3.2.2 No additional sick leave hours will be added.~~

~~9.24.3.2.3 Employees have the opportunity to choose from three options:~~

~~9.24.3.3 As of January 1, 2025, employees who have sick leave accruals, may choose one of the follow options for the PTO conversion:~~

1. ~~Convert **25%** of their current sick leave balance to PTO not to exceed their respective cap. (immediate benefit) (*Note: Remainder of sick leave is no longer available*)~~

~~**OR**~~

2. ~~Keep up to **25%** of their sick leave balances and do the following: Convert a percentage of sick leave balance to PTO up to their respective new cap. Keep the~~

~~remainder of the **25%** not converted and have it paid to you upon retirement from WFWRD. (hybrid benefit – immediate and delayed) (*Note: Remainder of and sick leave above 25% is no longer available*)~~

~~**OR**~~

1. ~~Keep the full frozen balance, using it~~

~~3.~~2. ~~strictly for FMLA purposes, then cash out **25%** of the remaining balance upon retirement from WFWRD. (delayed benefit) (*Note: This is the only option where the remainder of sick leave is available to use, but only for FMLA purposes.*)~~

Commented [ET15]: Note to Board - this section is no longer needed as this was a one-time occurrence. The necessary language to preserve has been added to the PTO section below.

~~9.24.4~~9.24.3 Paid Time Off (PTO)

9.24.4.1 ~~Regular~~ Full-time employees are eligible for PTO and begin to accrue leave time immediately upon hire. New employees that start work after a pay period has begun receive a pro-rated accrual of PTO. For example, if a new employee begins work on the second week within a pay period, they receive one-half (50%) of the PTO accrual for that pay period. Employees that separate employment during a pay period receive a pro-rated accrual of PTO based on the number of hours worked during the last pay period of their employment. PTO is available for use after one month from hire as it is accrued. No paid time off is provided to part-time, seasonal, or temporary employees.

9.24.4.2. If a holiday falls during an employee's PTO, the employee will receive holiday pay for the day, and no deduction of accrued PTO will be made for that day.

9.24.4.3. Full-time employees may carry a maximum cap of accrued PTO into the calendar year immediately following the calendar year in which it accrues based on the following:

PTO Accruals Starting 1/1/25

Number of Years at WFWRD	0-5	6-10	11+
PTO Accruals per Pay Period	5.6	7.5	9.5
PTO Annual Accruals	145.6	195	247
Caps	320	350	380

9.24.4.4. The first eight hours of PTO taken each calendar year in a single pay period shall be considered the Personal Preference Day and shall not be deducted from accrued PTO.

~~9.24.4.4.~~9.24.4.5. As of January 1, 2025, the District eliminated sick leave accruals and implemented PTO. Employees who have frozen sick leave resulting from the PTO conversion in 2025, which may be used only for FMLA, are eligible to cash out 25% of any remaining sick leave balance upon retirement from WFWRD.

9.24.4.3 Apple Awards: These awards recognize employees who have exemplary attendance records related to the use of unscheduled leave (call-ins). District payroll records determine eligibility during a calendar year.

9.24.4.3.1. Employees who minimize unscheduled call-ins in a calendar year are eligible for recognition through a lapel pin and a monetary award.

9.24.4.3.2. Employees who have no unscheduled call-ins during a calendar year will be awarded a gold apple pin and a $800.00 award.

9.24.4.4.3. Employees who have three or fewer unscheduled call-ins during a calendar year will be awarded a red apple pin and a $450.00 award.

~~9.24.5~~9.24.4 Funeral Leave

9.24.5.1 Upon hire, full-time employees who suffer the loss of an immediate family member are eligible to take up to forty (40) hours of paid funeral leave. The District defines “immediate family” as current spouse, mother, father, sister, brother, child, ward, current mother-in-law, current father-in-law, grandparents, legal guardian, grandchild, adult designee and dependent children of an adult designee and includes step relatives of the same order.

~~9.24.5.3~~9.24.4.3 Death of other family members to include uncle, aunt, nephew, niece, brother-in-law, sister-in-law, son-in-law, daughter-in-law, qualifies for time off of up to 3 working days (i.e., 24 hours).

~~9.24.6~~9.24.5 Jury or Witness Duty

9.24.6.1 In response to a jury or witness subpoena or direction by the Courts of the Federal Government, State of Utah or political subdivision thereof, an employee will be paid at their current rate of pay for time off during scheduled working hours for jury or witness duty by turning in to the District the payment of their jury or witness fees for the same period.

~~9.24.6.3~~9.24.5.3 If an employee is subpoenaed for private litigation (as a plaintiff or defendant) or by some party, not in an official capacity but as an individual, they may request to use PTO.

9.24.7 Family and Medical Leave

9.24.7.1 GENERAL POLICY. The District has at least 50 employees, therefore this Family and Medical Leave Act (FMLA) policy is in effect.

9.24.7.1.1 The Family and Medical Leave Act of 1993 requires many employers, including "public agencies" to provide up to a total of twelve (12) work weeks of unpaid leave during any twelve (12) month period for "eligible" employees at the time of the birth or adoption of a child or at the time of a serious health condition affecting the employee or a family member.

9.24.7.1.2 Employees who fail to return to work after the 12 weeks of the protected leave has expired will be considered to have voluntarily resigned.

9.24.7.1.3 A single "public agency" is further defined under Section 3(x) of the Federal Labor Standards Act to include the Wasatch Front Waste and Recycling District.

9.24.7.1.4 A "serious health condition" is an illness, injury, impairment, or physical or mental condition that involves inpatient care in a medical facility or continuing treatment by a health care provider.

9.24.7.1.5 "Intermittent leave" or a "reduced leave schedule" for medical reasons can be taken under this policy "when medically necessary". Intermittent leave or a reduced leave schedule to care for a new child can be taken only if the employee and the District mutually agree to that arrangement.

9.24.7.1.5.1 Intermittent leave is leave that is not taken consecutively.

9.24.7.1.5.2 A reduced leave schedule is a leave schedule that reduces the usual number of hours per work week or hours per workday.

9.24.7.2. ELIGIBILTY. To be "eligible" for FMLA leave, an employee must:

9.24.7.2.1. Have been employed for at least twelve (12) months by the District.

9.24.7.2.2. Have been employed for at least one thousand two hundred fifty (1250) hours of service with the District during the previous twelve (12) months.

9.24.7.3. LEAVE OPTIONS. At either the employees' or the District's option, certain kinds of paid leave may be substituted for unpaid leave.

9.24.7.4. CERTIFICATION REQUIREMENTS. The employee may be required to provide advanced leave notice and medical certification. FMLA leave may be denied if the following requirements are not met:

- 9.24.7.4.2. The employee ordinarily must provide thirty (30) days advance notice when the leave is "foreseeable". When this is not possible, the employee should provide such notice as is possible.
- 9.24.7.4.3. The employee will be required to provide the District with medical certification to support a request for FMLA leave because of a serious health condition. If the District requires a second or third opinion, they will both be at the District's expense.

9.24.7.5. BENEFITS AND EMPLOYMENT STATUS.

- 9.24.7.5.2. During the FMLA leave, the District must maintain the employee's health benefits coverage under any "group health plan" that the employee has with the District.
- 9.24.7.5.3. The use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee's FMLA leave. However, no seniority or other benefits will accrue during the FMLA leave.
- 9.24.7.5.4. Upon return from FMLA leave, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms.
- 9.24.7.5.5. Prior to being allowed to return to work, an employee wishing to return to work must submit an acceptable release from a health care provider that certifies the employee can perform the essential of the job as those essential functions related to the employee's serious health condition. For an employee on intermittent FMLA leave, such a release may be required if reasonable safety concerns exist regarding the employee's ability to perform their duties, based on the serious health condition for which the employee took the intermittent leave.
- 9.24.7.5.6. Key employees may be subject to reinstatement limitations in some circumstances. If employees are considered a "key employee," those employees will be notified of the possible limitations on reinstatement at the time the employee requests a leave of absence.
- 9.24.7.5.7. Confidentiality. Documents relating to medical certifications, recertifications or medical histories of employees or employees' family members will be maintained separately and treated by the District as confidential medical records, except that in some legally recognized circumstances, the records (or information in them) may be disclosed to Supervisors and Managers, first aid and safety personnel or government officials.

9.24.7.6. Fraudulent Use of FMLA Prohibited. An employee who fraudulently obtains Family and Medical Leave from the District is not protected by FMLA's job restoration or maintenance of health benefits provisions. In addition, the District will take all available appropriate performance correction against such employee due to such fraud.

9.24.7.7. Nondiscrimination. The District takes its FMLA obligations very seriously and will not interfere, restrain or deny the exercise of any rights provided by the FMLA.

9.24.7.7.2. We will not terminate or discriminate against any individual for opposing any practice, or because of involvement in any proceeding related to the FMLA.

9.24.7.7.3. If an employee believes their FMLA rights have been violated in any way, they should immediately report the matter to Human Resources.

9.24.7.8. Additional Information Regarding FMLA

9.24.7.8.2. A Notice to Employees of Rights Under FMLA (WHD Publication 1420) is posted with all other public employment notices.

9.24.7.8.3. Employees should contact Human Resources, as to any FMLA questions they may have.

9.24.8. **Military Leave**

9.24.8.1 The District recognizes the obligation of employees to fulfill military duty and training requirements in the United States uniformed services. Military leave is available in accordance with the Uniformed Services Employment and Re-employment Rights Act ("USERRA") and other applicable federal and state laws. Questions regarding military leave should be directed to Human Resources.

~~Regular and probationary employees are eligible for a paid leave of absence for military duty not to exceed fifteen working days (120 working hours) per calendar year by providing a copy of the orders requiring attendance of an employee for military duty.~~

~~9.24.6.4 Once the 120 hours of military leave have been used, an employee ordered to active duty will be placed in leave-without-pay status for the remainder of their active duty unless the employee requests to use accrued PTO instead.~~

~~9.24.6.5 Employees ordered to active duty will continue to accrue benefits under the Utah State Retirement System and retirement service credit will be adjusted for the period of active duty upon the return to employment.~~

~~9.24.6.6 Vacation and sick leave will be discontinued during military activation, however, upon return to employment accrual rates will be credited based on total length of service including military activation.~~

~~9.24.6.7 An employee on military leave without pay in excess of 30 days may continue existing District insurance coverage by paying 50% of the total premium after the first month of leave without pay. The District shall pay the remaining 50%.~~

~~9.24.6.8 All conditions of eligibility for the benefits and rights provided under this policy are contingent upon the employee's compliance with the~~

~~provisions of the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA~~).

9.24. UNPAID LEAVE

An employee on leave without pay does not accrue sick or vacation leave, or retirement benefits.

9.25. TUITION REIMBURSEMENT

To encourage its employees to continue their education so that they may be of increased value to the District. The District's General Manager, in their sole discretion and on a case-by-case basis, may approve tuition reimbursement.

9.26.1 To be eligible, an employee must have completed probation and be enrolled in an educational institution accredited by one of the National or Regional Accreditations Councils recognized by the U.S. Department of Education.

9.26.1.1 Approved course work must be related to a field in which the District would normally recruit employees.

9.26.2 Employees will be eligible to receive no more than the IRS tax exempt limit for tuition reimbursement per calendar year, based on a grade report or evidence of satisfactory completion of a passing grade, or a grade of C or greater.

9.26.3 College Level Examination Program (CLEP) test fees, lab or student fees, books and supplies will be treated the same as tuition.

9.27 WORKERS' COMPENSATION

9.27.1 The District maintains workers' compensation insurance coverage for all employees as required by state law. All job-related injuries, illnesses, and accidents, regardless of severity, must be reported immediately to the employee's Supervisor within 24 hours.

9.27.2 An employee's failure to report work-related injuries or accidents may subject an employee to performance correction up to and including separation from employment.

9.28 LONG TERM DISABILITY (LTD)

The District provides Long-Term Disability insurance coverage for its merit employees receiving benefits. An employee who qualifies for long term disability will separate from employment with the District. As an additional benefit to an employee who qualifies for long-term disability insurance, the District will pay a limited stipend to the long-term disability recipient (the "LTD Recipient") to assist the LTD recipient in purchasing health insurance benefits in the open insurance market.

9.28.1 Payment of the stipend is dependent upon the LTD recipient actually purchasing health insurance benefits in the open insurance market. If the LTD recipient does not purchase health insurance or becomes covered under another person's (e.g. a spouse's) health insurance plan, the LTD recipient will not be eligible to receive the stipend.

9.28.2 The amount of the stipend will be up to the amount the District pays for a single employee under the District's traditional health insurance plan for the relevant year. As the amount paid by the District changes from year to year, the amount of the stipend will change as well. If the LTD Recipient on long-term disability is eligible for a premium credit when purchasing their health insurance in the open market, he or she will be required to apply the available premium credit to the cost of their monthly insurance premium prior to receiving any stipend from the District.

9.28.3 The stipend will be paid directly to the LTD recipient on long-term disability monthly for a maximum of 24 months. The District will begin paying the stipend on the first full month after the LTD recipient goes on long-term disability. Within 30 days of receiving the first monthly stipend payment, the employee must provide proof that he or she has purchased health insurance.

9.28.3.1 If the LTD recipient has not purchased health insurance in the open insurance market within that time frame, the District will cease making any further monthly stipend payments to the LTD recipient.

9.28.3.2 Continued proof of insurance must be provided to the District at the beginning of each calendar year that the insurance is renewed, or else the District will cease making any further monthly stipend payments to the LTD recipient.

9.29 RETIREE HEALTH INSURANCE ELIGIBILITY

9.29.1 Retiring employees who were continuously employed by the District prior to January 1, 2013 are eligible to participate in premium sharing of their health and dental coverage based on their years of service and meeting the retirement requirements of the Utah State Retirement System, so long as they retire before July 1, 2019.

9.29.2 Employees hired on or rehired on or after January 1, 2013 are not eligible to receive retiree health insurance benefits.

9.29.3 The percentage of the premium sharing the District will provide to retirees hired before January 1, 2013 will be calculated based on the current 80/20 split of the insurance premium of an active single employee on the traditional health plan.

Years of Service	District Contribution
Less than 4 years	0%
4 to 6 years	10%
7 to 9 years	20%
10 to 11 years	30%
12 to 13 years	40%
14 to 15years	50%
16 to 17 years	60%

18 to 19 years	70%
20 years or more	80%

9.29.4 For employees retiring after January 1, 2016, if the retiree's health or dental insurance is discontinued for any reason, the retiree will not be able to reenroll in that insurance at a later date, and the District shall not make any further contribution towards the retiree's insurance premiums for that type of insurance.

9.29.4.1 Retirees who were enrolled in the District's retiree insurance plans prior to January 1, 2016 will be grandfathered under the previous program, and will continue to be able to add or drop insurances during open enrollments.

9.29.5 For retirees under the age of 65, the first 18 months of premium will be equal to the COBRA rate for an active employee. After the 18-month COBRA period, retiree premiums will increase.

9.29.5.1 Retiree's under 65 may continue health, dental, and vision coverage for eligible spouses and children under age 26 at their own cost.

9.29.5.1.1 Health, Dental, and Vision coverage will not be offered to family members of retirees 65 and older.

9.29.5.2 When a retiree who has maintained retiree insurance with the District turns 65, the retiree will be enrolled in a Medicare Supplement Plan.

9.30 SERVICE AWARDS

The District shall present each employee a recognition certificate upon completion of one year of service with the District effective January 2022. Subsequent service awards shall be giving upon completion of 2, 3, 4, (years one through four are effective for the employees hired during the year of 2022) 5, 10, 15, 20, 25, 30 and additional increments of 5 years of service with the District.

9.31 EMPLOYEE RECOGNITION AWARDS~~,~~ AND INCENTIVES

The District provides an employee incentive and recognition plan with monetary awards or paid time-off awards for exceptional work related to customer service, safety, teamwork, and improved efficiencies. These awards will be approved on an annual basis through the budget process as recommended by the General Manager and approved by the Board.

9.32 UNIFORMS AND SAFETY SHOES

The District provides an annual uniform and safety shoe allowance to ensure professional public appearance and District identification as well as safety in the workplace as it relates to the industry standards.

9.33 PUBLIC RELATIONS

The very nature of governmental business makes establishing and maintaining good public relations one of the most important aspects of a job with the District. District employees provide services to District residents every day in an excellent manner. The public's impression of the District's performance of its duties, its efficiency, and its value is formed by their experiences with District employees. Therefore, it is important for each employee to treat the public courteously, even in difficult situations. The District imposes certain requirements on its employees to ensure that there is no public perception of conflicts of interest, including without limitation the following:

9.33.1 District employees are prohibited from accepting any gift having a value of $50 or more from any person connected with the District's business or attempting to procure the District's business. Any attempted offer of such a gift must be reported promptly to District Management.

9.34 STANDARDS OF CONDUCT

9.34.1 District employees are expected to accept their work responsibilities, adhere to acceptable business practices, and exhibit a high degree of professionalism at all times. This involves respect for the rights and personal views of others, and it demands that employees refrain from any behavior, including harassment based on sex, race, color, national origin, religion, age, disability, pregnancy, genetic information, sexual orientation, marital status and gender identity, that might be harmful to the employee, co-workers, the public at large or the District.

9.34.2 Any violation of any of these rules, any other District rule, or any unacceptable behavior, as determined by the District in its sole discretion, may subject employees to discipline up to and including separation from employment. Each situation is handled on a case-by-case basis.

9.34.3 Any violation of criminal law, whether on or off duty, which adversely reflects on the employee's ability to perform the District job duties is prohibited under District policy.

9.34.4 Antibullying: The District does not tolerate bullying of any type, including abusive conduct that includes intimidating, humiliating, or threatening behavior that interferes with work and makes it difficult for the person to complete their work. Any employee who violates this policy may be subject to performance correction up to and including separation from employment.

9.35 PERFORMANCE CORRECTION

9.35.1 Performance Correction is intended to help an employee identify and correct problems. The District normally will counsel and warn employees for minor infractions before taking more severe performance correction. Serious infractions may result in more severe correction or discharge without prior warnings. At the discretion of the General Manager/designee, the District may modify or skip any performance correction step taking into account the overall circumstances, including the nature of the offense, the actual or potential harm or damage involved, and the employee's past work record.

9.35.2 The District will ordinarily investigate and evaluate the relevant facts and circumstances prior to taking performance correction. However, at the discretion of the General Manager/designee there may be circumstances where immediate suspension from work might be appropriate, pending further investigation. Every instance of potential performance correction will be handled on an individual, case-by-case basis.

9.36 GRIEVANCES

The District follows state statues related to merit principles and ensures an avenue for appeals to certain management decisions. In addition, all employees regardless of their status may bring complaints of harassment or discrimination under the grievances and appeals procedure.

9.36.1 An employee has five calendar days from the imposition of a grievable action or from the date the employee could reasonably be presumed to have had knowledge of the grievable action, to address the issue with their immediate Supervisor. The immediate Supervisor has five calendar days in which to attempt to resolve the grievance. The Supervisor's response must be in writing.

9.36.2 If the issue is not resolved at the immediate Supervisory level, the employee has five calendar days from the response from the Supervisor to appeal to the Operations Manager in writing, who has five calendar days to resolve the issue. The Operations Manager's response must be in writing.

9.36.3 If the issue is not resolved at the Operation Manager level, the employee has five calendar days from the response from the Operations Manager to appeal to the General Manager in writing, who has five calendar days to resolve the issue. The General Manager's response must be in writing.

9.36.4 A request for extension of any of the above deadlines may be approved if agreed upon by both parties.

9.36.5 The decision of the General Manager is final.

9.36.6 The General Manager can grant administrative leave to an employee at any time during the investigative, grievance, or appeal process as appropriate.

9.37 SEPARATION FROM EMPLOYMENT

9.37.1 An employee may be separated from employment for any reason permitted by law, and in accordance with the District's personnel policies and procedures adopted by the Board of trustees.

9.37.2 Whenever an employee voluntarily leaves the District's employment, the District asks that the employee give the District two weeks' notice before the last day the employee intends to work.

9.37.3 The District asks that appointed employees and those serving in an executive role provide a three week notice prior to the last day the employee intends to work.

9.37.4 Resignation in lieu of involuntary separation. If Involuntary separation proceedings have begun, but have not been completed, and an employee suggests that they would like to resign, the General Manager, or designee, may allow the employee to resign in lieu of an involuntary separation by executing a separation agreement. The Human Resources Manager, in consultation with legal counsel, will prepare a written separation agreement to be signed by the employee before a final check will be issued.

9.37.5 Reduction in Force: an employee may be separated from employment due to an organizational change in personnel, workload changes, lack of work, reassignment of work duties, budgetary restrictions, or whenever necessary in the best interest of the District.

9.37.5.1 The General Manager may deem that a reduction in workforce is necessary.

9.37.5.1.1 When it becomes necessary to reduce the work force, full-time employee (s) in the positions to be eliminated shall whenever possible, be notified by the Human Resources Manager in writing at least two weeks before the planned reduction in force.

9.37.5.1.2 An employee (s) may voluntarily resign from their position rather than be laid off when it supports the reduction in workforce, or the need to restructure.

9.37.5.1.3 In these cases, an employee (s) may receive a severance package at the discretion of the General Manager and with approval of the Chair and Vice Chair of the Board of Trustees.

9.37.6 Before an employee's departure, the employee should have an exit interview with the employee's Supervisor or Manager to return all District property in the employee's possession, to discuss the employee's experience and impressions of working for the District, as well as address any issues or questions the employee may have concerning benefits and insurance.

9.37.7 Whenever an employee is separated for cause, accrued paid time off leave will be paid out on the employee's last paycheck.

9.38 OPEN DOOR POLICY

If an employee wishes to discuss any problems, opinions, or suggestions, the employee will always find an open door and an attentive ear. Generally, the employee should first meet with the employee's immediate Supervisor, and depending upon the circumstances, the employee may want to meet with a member of management and/or the General Manager to discuss the issue.

9.39 ALCOHOL AND DRUG-FREE WORKPLACE

The District is committed to provide a healthy, safe, and secure work environment free from negative effects of alcohol or the illegal use of drugs, and as such the District maintains an alcohol and drug-free workplace. Whenever employees are working, operating District vehicles, or present on District property they are prohibited from (a) possessing, consuming, or being under the influence of alcohol or illegal drugs, and (b) using, possessing, buying, selling, manufacturing, or dispensing illegal drugs, including unlawful use or sale of prescription medications.

The District has a zero-tolerance policy for being under the influence of alcohol while at work and illegal drug use. Employees who are found to be in violation of this Alcohol and Drug Free Workplace policy will be subject to immediate separation of employment. All employees are expected to report to work in suitable physical constitution to perform assigned work duties safely and effectively.

An employee who does not have a CDL and is tested under reasonable suspicion of being under the influence of alcohol at work and registers a breath alcohol result of 0.05 or greater violates state law as well as the District's zero tolerance policy and will be separated from employment immediately.

For CDL holders: The District will comply with all applicable state and federal statutes and guidelines for drug and alcohol testing. In accordance with the Federal Motor Carrier Safety Administration (FMSCA) regulation 49 CFR part 40, all CDL holders will be subject to random drug and alcohol testing.

Testing is conducted by an authorized independent testing company.

- A CDL holder with a breath alcohol concentration of 0.02 or greater, but less than 0.039 will be subject to FMSCA guidelines. Additionally, the employee will receive performance correction and referred to a Substance Abuse Professional (SAP) for counselling at their own expense. The employee will also be subject to random testing for the six months following the recorded Breath Alcohol reading, or when returning to work after SAP if applicable.
- A CDL holder with a breath alcohol result of 0.04 or greater, violates federal standards as well as the District's zero tolerance policy and will be separated from employment immediately.

In accordance with Utah Code Ann. § 26-61a-111, the District will treat an employee's use of medical cannabis under a valid medical cannabis card in the same way it treats the use of any prescribed controlled substance, and such employee will not be subject to adverse action for failing a drug test due to marijuana or tetrahydrocannabinol unless there is evidence that the employee was impaired or otherwise adversely affected in the employee's job performance due to the use of the medical cannabis. Notwithstanding the foregoing, any employee whose position is dependent on a license that is subject to federal regulations, including but not limited to CDL license holders, are still subject to the

District's no-tolerance policy concerning marijuana use.

9.40 HIRING PRACTICES

All offers of employment are contingent on verifying the following:

1. **Prior Employment Verification:** confirms applicant's recent employment with the listed companies, including dates of employment, position(s) held~~ and additional information available pertaining to performance rating~~, reason for departure, and eligibility for rehire.

2. **Personal and Professional References:** calls may be placed to individuals listed as references by the applicant.

3. **Educational Verification:** confirms the applicant's claimed educational institution, including the years attended and the degree/diploma received.

9.41. Background Checks
The District designates certain positions that require clear results of a background check as defined herein.

Applicants in these positions and being considered for these positions must be provided an opportunity to review the policy before being required to submit to a background check.

Background checks will be conducted on all final candidates and on all employees who are promoted, as deemed necessary. Background checks will include some or all of the following, as applicable:

9.42. Criminal History: includes review of criminal convictions and probation. The following factors will be considered for applicants with a criminal history:

a. The nature of the crime and its relationship to the position.
b. The time since the conviction.
c. The number (if more than one) of convictions.
d. Whether hiring, transferring, or promoting the applicant would pose an unreasonable risk to the district, its employees, its residents/customers, vendors, and other members of the public.

9.43. Motor Vehicle Records: provides a report on an individual's driving history in the state requested. This search will be run when driving is an essential requirement of the position.

9.44. Credit History: confirms candidate's credit history. This search will be run for positions that involve management of District funds and/or handling of cash or credit cards.

9.45. Designated Positions

The CEO and HR Manager will identify and maintain a current list of all designated positions which require background checks, which may change from time to time. Background checks must be performed uniformly on all applicants of a designated job position. As of the time of the adoption of this Policy, the following positions must submit to a pre-offer background check:

1. General Manager/CEO
2. Finance Director/CFO
3. Accountant/Treasurer
4. Human Resources (HR) Manager
5. Administrative Manager
6. Operations Manager
7. Payroll Technician
8. Safety and Emergency Preparedness Coordinator
9. Accounting Technician
10. Customer Accounts Billing Administrator (CABA)
11. Executive Assistant/Board Clerk/Records Officer
12. Asset Manager
13. All employees who have a District-issued Purchase Card
14. Customer Service Manager and Representatives
15. Data and Program Specialist

9.46. Background Check Process

1. Final candidates for designated positions must complete a background check authorization form and return it to the HR Manager. The HR Manager will order the background check upon receipt of the signed release form, and either the HR Manager or an employment screening service will conduct the checks. The HR Manager will review all results.

2. The District may use a refusal to complete a background authorization form as an incomplete application which would disqualify the employee or applicant from hire, rehire, or promotion.

3. In instances where negative or incomplete information is obtained, HR Manager will notify the General Manager/CEO regarding the results of the check, and they, in consultation with the District's legal counsel, if desired, will assess the potential risks and liabilities related to the job's requirements and determine whether the individual should be hired. The District will provide any person subject to a background check an opportunity to review the information and respond to any information received.

   If a decision not to hire or promote a candidate is made based on the results of a background check, there may be certain additional Fair Credit Reporting Act (FCRA) requirements that will be handled by the HR Manager in conjunction with the employment screening service (if applicable).

4. Employees in designated positions may be background checked annually but no less than every three years to ensure continuing qualification. If the District becomes aware

of a disqualifying criminal violation may immediately take action. If a background check on a current employee reveals relevant criminal history, the CEO and HR Manager will determine whether the criminal conduct violates established criteria for the designated position or otherwise puts the District at risk. The District will grant the employee an opportunity to review and respond to the information received. If the criminal conduct affects a person's status as an employee; at the District's discretion, terminated consistent with District policies and procedures.

9.47. Record Retention and Access

Background check information will be maintained in a confidential file separate from an employees' personnel files for a minimum of five years. For applicants not ultimately hired, the background check information will be destroyed no later than two years after obtaining it. Background check information is accessible only by the District's General Manager/CEO, HR Manager, and the District's Legal Counsel (if consulted).

CHAPTER 10: OPERATIONS MANAGEMENT

10.1. SERVICING HOMES ON PRIVATE ROADS

Commented [PR16]: Revisions Adopted January 27, 2025.

10.1.1 Definitions:

10.1.1.1 Property Unit: shall have the same meaning as it does in the Governing Resolution: "a residential, single-family dwelling, each separate dwelling of a duplex, triplex, or fourplex, and each separate apartment house or complex, up to and including four apartments, and including upstairs, basement, garage or detached apartment or housing units; and shall exclude commercial, manufacturing, or industrial property used for those purposes."

10.1.1.2 Private Road: A drive or road that is installed and maintained for the exclusive benefit of the property owners. It is not owned by or dedicated to a municipality, the county, or the State of Utah for public use.

10.1.1.3 Residential Curbside Collections: Collecting garbage and recycling cans in front of or close to individual residences.

10.1.1.4 Central Container Services: Collecting garbage and recycling with large receptacles instead of curbside cans.

10.1.1.5 Public Road Access Point: The point where the nearest public road connects to the private road.

10.1.1.6 Excepted Property: Property that the district is not required to service, including Planned Unit Developments (PUDs), condominiums, commercial (including apartment complexes over 4 units), industrial, and municipally owned. Excepted Properties may or may not be on public roads.

10.1.1.7 Single-Family Home: An independent residential structure that sits on its own land and is designed to be used as a single dwelling unit, having unshared walls and unshared utilities.

10.1.1.8 Multifamily Home: A shared property that has four units or less. Each unit has a separate kitchen, bathrooms for each unit and a separate entrance. Each unit has a separate legal address using coordinates.

10.1.1.9 Commercial Property: A shared property that has more than four units providing separate residences where more than one family can reside. These may have joining walls, garages, entries, or are otherwise attached to other units in the same building, or on the same property. These would include but may not be limited to condominiums and apartments.

10.1.2 The District has the authority to service single family homes, duplex, triplex, or fourplex homes on a private road and/or excepted properties if the residents, property owner, or association board request collection services to provide the services, subject to the provisions of this policy.

10.1.3 The District will not accept requests to provide service on private roads or for excepted properties if a private hauler is already providing the services.

10.1.3.1 Exceptions may be considered in cases where a private hauler discontinues services.

10.1.4 The District requires any homeowner, or homeowner association to complete the District's private road application and agreement.

10.1.5 The District will evaluate each request and determine if the District is able to meet the service request. All private roads serviced by the District must meet minimum safe and efficient operation requirements.

10.1.6 The District reserves the right to refuse service to properties on a private road.

10.1.7 The District determines the safest and best location for collections for homes on private roads or collections on a public road where appropriate.

10.1.8 A Private Road Agreement must be in place prior to any District services being provided to residents on a private road or excepted property. The Private Road Agreement must contain a provision stating that the District will not be held liable for damage done to any private road due to expected wear and tear caused by District vehicles and equipment.

10.1.8.1 If the private road is governed by an HOA or similar association, the Private Road Agreement must be made with the HOA or association, and not with individual homeowners.

10.1.8.2 The Private Road Application and Agreement are set forth as part of the Standard Operating Procedure developed by the General Manager.

10.1.9 District Equipment Operators have the discretion to not enter a private road any time conditions indicate unsafe operations.

10.1.10 In cases where the District has been providing service on private roads prior to the April 27, 2020 adoption of the private road policy, the District will consider, on a case by case basis, whether it makes sense to continue servicing homes on the private road. Considerations for these cases may include, but are not limited to, the following factors:

10.1.10.1 The HOA, or homeowners where an HOA may not exist, desires to continue receiving service from the District.

10.1.10.2 The private roads are in line with public road standards and readily accessible to the District's equipment.

10.1.10.3 The homes are not located within a gated community.

10.1.10.4 Servicing the private roads increases the economies of scale, such as the private communities in the canyons and outlying areas.

10.1.10.5 The HOA has the authority to enter a contract on behalf of the entire community and we do not need to get agreements from individual homeowners.

10.1.10.5.1 The contract may still be with the HOA, or property management company, and the property owners may be billed individually through Caselle, as done in the past.

10.1.10.5.2 There may be cases in which it would be better to bill the HOA and have them bill the individual property owner.

CHAPTER 11: RISK MANAGEMENT

11.1. INSURANCE

The District shall purchase worker's compensation, property, general liability, automobile and other insurance to protect the District's assets.

10.1.1. A separate restricted fund is established to ensure adequate funding.

10.1.2. **Uninsured and underinsured motorist coverage**. The District provides workers' compensation and personal injury protection benefits as required by law or as authorized by the Board. The District has elected not to provide uninsured and underinsured motorist coverage as allowed under the Motor Vehicle Insurance Act, Utah Code Annotated, Section 31A-22-305.

11.2. INDEMNIFICATION OF EMPLOYEES

Members, officers, and employees of the District shall be indemnified for acts or omissions occurring during the performance of their duties, within the scope of employment, or under color of authority, pursuant to the provisions of the Utah Governmental Immunity Act.

11.3. SAFETY, HEALTH AND RISK MANAGEMENT POLICY STATEMENT

The District's Safety and Risk Management Policy is to protect the District against accidental losses which, in the aggregate, during any financial period, would significantly affect personnel, property, the budget, or the ability of the District to fulfill its responsibilities to its customers, employees, and the public.

11.3.1. District staff shall prepare, implement, and monitor an effective Health and Safety Plan that describes in adequate detail all safety and health programs, training, and compliance.

11.3.2. Each employee of the District is required to perform their duties in a safe manner. Any employee who does not follow this policy may be subject to performance correction up to and including separation of employment.

CHAPTER 12: VEHICLES

12.1. USE OF DISTRICT VEHICLES

The District shall purchase and maintain vehicles necessary for daily operations. District vehicles may be used for District business only. Vehicles may not be used for personal purposes other than for incidental and emergency use only. Such use must be approved in advance by the District General Manager.

12.1.1. Family members, friends and other individuals who are not employees of the District are not allowed in a District vehicle at any time. There may be the need, from time to time, for board members or other public officials to ride in District vehicles. These exceptions are allowed with approval by the General Manager or designee.

12.1.2. If an employee improperly and/or unlawfully uses a District vehicle, the employee may be subject to performance correction up to and including separation .

12.1.3. The District will review Motor Vehicle Reports (MVR) for anyone using a District vehicle or receiving mileage reimbursement.

12.2. USE OF PERSONAL VEHICLES FOR DISTRICT BUSINESS

12.2.1. Employees are encouraged to use District-owned vehicles when conducting District business. If a District-owned vehicle is not available or it is not practicable to use one, then an employee may use their personal vehicle provided the employee receives authorization from their Supervisor.

12.2.2. An employee will receive mileage reimbursement for the use of a private vehicle at the rate per mile then allowed by the IRS. This compensation represents the employee’s compensation for all costs including but not limited to gas, maintenance, wear and tear, insurance, and capital investment.

12.3. REQUIREMENTS

12.3.1. The District will review MVRs for anyone using a District vehicle or receiving mileage reimbursement and may revoke driving or mileage reimbursement privileges if the MVR shows a pattern of unsafe behavior, or violations of Commercial Driver's License regulations.

12.3.2. Any employee or volunteer operating a District vehicle or receiving mileage reimbursement will have a valid driver's license or Commercial Driver's License with appropriate Department of Transportation (DOT) medical card, and a current Defensive Driving certificate.

12.3.3. Employees receiving mileage reimbursement must show valid proof of insurance with a minimum of $100,000 of coverage.

12.4. CONDUCT

12.4.1. An employee operating a District vehicle shall maintain, at all times, a valid driver's license. If an employee's license is suspended or revoked or otherwise rendered invalid, the employee shall report the suspension, revocation or invalidity to the employee's Manager or General Manager.

12.4.2. An employee also shall report to their Supervisor (i) any conviction for driving under the influence of alcohol, and (ii) any conviction for speeding.

12.4.3. An employee operating any motor vehicle on District business must:

- Exercise reasonable care by obeying all traffic signals and laws;
- Be a courteous and responsible driver;
- Use safety restraints as required by law; and
- Refrain from using cell phones, texting, or engaging in other activities that distract from safe driving.

12.4.4. A District employee may be subject performance correction up to and including separation for any violation of this conduct policy.

CHAPTER 13: TRAVEL POLICY

13.1 It is the policy of the District to pay a per diem allowance and pay travel-related expenses incurred for the purpose of conducting District business.

13.2 Employee travel is allowed when considered necessary to further the performance of an employee's work, or when, in the judgment of the General Manager, attendance will benefit the District. Employee travel which has not been specifically budgeted in the current fiscal year and outside the State of Utah, must receive prior approval of the General Manager.

13.3 The U.S. General Services Administration (G.S.A.) per diem rates will serve as the basis by which the District will pay for expenses related to travel. These policies are developed to be consistent with Internal Revenue Service (IRS) guidelines, regulations, and tables. Specific guidelines shall be followed as outlined in the District operating procedure manual.

CHAPTER 14: INVESTMENT POLICY

The District shall invest its cash assets in such a manner as to comply with the requirements of the State Money Management Act to maintain the integrity of the corpus of all investments and to provide for necessary liquidity. Within those restrictions, the District shall attempt to obtain the highest return possible.

CHAPTER 15: RECORDS MANAGEMENT

15.1. PURPOSE

It is the intent of the District to comply with recommended standards for management and retention of records. The District will make public records available upon reasonable request, while preventing the disclosure of non-public records, all consistent with applicable portions of GRAMA (Government Records Access and Management Act, U.C.A 363G-1-101).

15.2. GENERAL MANAGER/CHIEF ADMINISTRATIVE OFFICER

Commented [CG17]: Amendments approved 2025-08-25

For all purposes under GRAMA, the General Manager shall be considered to be the District's Records Manager. The Executive Assistant shall serve as the Records Officer for the District under the supervision of the Records Manager.

15.3. RETENTION AND CLASSIFICATION OF RECORDS

15.3.1. The District shall adopt a retention schedule that complies with the Utah Municipal General Records Retention Schedule.

15.3.2. The District shall comply with GRAMA regarding standards for classification.

15.3.3. Classification, designation, and retention scheduling for the District will be with the approval of the Board as follows:

PUBLIC: Records are considered PUBLIC unless they contain any personal information; i.e., address, age, birthplace, driver license number, race, salary information, telephone number, etc. For a complete list, please see the Records Retention Schedule.

PRIVATE: Records are considered PERSONAL if they contain any of the information listed above or any personal data elements listed on the Records Retention Schedule.

CONTROLLED: Records are considered CONTROLLED if they contain any information regarding psychiatric or psychological data.

PROTECTED: Records are considered PROTECTED if they contain trade secrets or commercial information; jeopardize the life or safety of an individual; an attorney's work product; donor information; accident reports, or other related reports or personal recommendations that would invade personal privacy; transcripts, or minutes.

15.4. ACCESS TO RECORDS

Commented [CG18]: Amendments approved 2025-08-25

15.4.1. To establish consistency and fairness, all GRAMA requests must be submitted using WFWRD's GRAMA Request Form, available by request, or from the District's website.

15.4.2. Requests for District records shall be directed to the Records Officer and reviewed with the Records Manager.

15.4.3. The District's response shall follow those procedures established by GRAMA regarding approval and denial notice, extraordinary circumstances and delay and format.

15.5. FEES

The District shall adopt a uniform fee structure that may be updated from time to time.

15.6. APPEALS TO BOARD OF TRUSTEES

Commented [CG19]: Amendments approved 2025-08-25

Consistent with GRAMA section 63G-2-701(4), any person aggrieved regarding records classification, designation, access or decisions of the District may appeal to the Records Manager as the Chief Administrative Officer of the District, pursuant to GRAMA section 63G-2-401.

15.5.1. Any person aggrieved by the decision of the Chief Administrative Officer shall appeal in writing to the Board within 10 calendar days. Appeals of the decision of the Board shall be filed with the District Court.

CHAPTER 16: SERVICE FEES

The District sets the following policies with authority under Utah State Statute Section 17B-1-602, Fiscal Year, Powers, and Duties: A Special district has the authority to impose fees or charges or both for commodities, services, or facilities that the special service district provides.

16.1. FISCAL YEAR

The Board by its authority sets the fiscal year for the District as the Calendar Year.

16.2. SERVICE CHARGES

16.2.1. Service charges shall be paid by the owner(s) of the property being serviced and collected by the District in accordance with the following:

16.2.1.1. The service charge for a calendar year shall be in an amount per property unit serviced, as established by the Board, to include payment for waste and recycling collections and proper processing.

16.2.1.2. The owner(s) of the property unit(s) being serviced are responsible for payment of the service charge(s) levied and imposed hereunder.

16.2.1.3. The annual service charge amount may be changed from time to time as the interest of the public and the operations of the District may require.

16.2.1.3.1. The District shall allow a reduction of the annual fee, by one half of the rate in the year in which they qualify, for indigent and hardship persons, as determined by the Salt Lake County Treasurer's Office.

16.2.1.3.2. The District shall request the list of indigent and hardship persons from the County Treasurer's Office each year and apply to the current year's reduction of the annual fee to those persons.

16.2.1.3.3. Service charges may be suspended for any property that has been vacant from any human habitation for at least one year. A vacancy suspension must be requested in writing by the property owner. Suspension may be granted by the General Manager based on the following criteria:

16.2.1.3.3.1. The property is vacant due to any of the following:

a. A notice has been published or posted on the property by the Health Department or other government agency indicating vacancy or condemnation;

b. The property has been significantly damaged by fire or other injury and is not occupied;

c. The property is under construction or renovation and has not received a notice of occupancy from the appropriate government agency;

d. The property is currently offered for sale and is not receiving services;

e. Utilities and other services have been terminated; or

f. There has been an official determination by a city or the county that the property is vacant.

16.2.1.3.3.2. The General Manager shall review the factors indicating vacancy and make a determination whether the service charge shall be suspended until further consideration.

16.2.1.3.3.3. The General Manager's decision regarding suspension may be reviewed by the Board.

16.2.1.3.3.4. A suspension under this policy may be terminated at any time and without notice upon the General Manager receiving information that the property is no longer vacant.

16.2.1.3.4. Service fees may be reduced to fifty percent of the regular charge if the property is located either in the Big Cottonwood Canyon service area, or the Forest Service Lease Land and listed as a recreational property on the County Tax Records.

16.2.1.3.4.1. A reduction in service charges under this policy may be terminated at any time and without notice upon the General Manager receiving information that the property is not eligible for reduced charges.

16.2.2. The service charge and the amount shall be set and budgeted annually, and public hearings held at the time and in the manner prescribed by law for the adoption of the District's fiscal year budget.

16.3. COLLECTION OF SERVICE CHARGES

16.3.1. The set service charge shall be billed at least semi-annually to each property owner.

16.3.2. The charge for penalties, such as lost cans or trailer violations, shall be set by the Board as part of the annual budget.

16.3.3. Past due service charges may be certified as delinquent as determined by the District to be August 15th of each calendar year and transferred to the Treasurer's Office for collection as provided by State Statue Title17 B.

16.3.4. Any delinquent service fees shall be charged with penalties and interest.

16.3.5. The delinquent fees collected including penalties and interest shall be divided as follows:

- 100% of the delinquent fees to the District.
- 40% of the penalties and interest to the District.
- 60% of the penalties and interest to Salt Lake County.

16.3.6. Each year, the County Treasurer's Office shall transfer any funds collected on behalf of the District to the District's PTIF account with the State of Utah.

16.3.7. The Board shall approve requests from the Property Tax Committee of Salt Lake County established payment programs for properties that are five years delinquent.

16.3.8. As per Committee procedure, the District shall be the first priority of payment programs for delinquent fees.

16.4. ABATEMENT OR REFUND OF CHARGED SERVICE FEES

16.4.1. Definitions:

16.4.1.1. Refunds: For the purposes of this section, a "refund" is the return of money ~~to a property owner~~ by the District to a payor for any reason, including overpayments, erroneous payments, or incorrect billings.

16.4.1.2. An "abatement" is a forgiveness, for any reason, of amounts owed by a property owner to the District.

~~16.4.2. The District limits the abatement or refunds for erroneous billing to four (4) years under the Utah State Statute, Section 78 B-2-307 (31) for refunds of public funds.~~

~~16.4.3.~~16.4.2. Refunds: If the District is notified of or otherwise becomes aware that a ~~property owner~~payor has overpaid for any reason, the General Manager may authorize a refund to the ~~property owner~~payor. The General Manager may request any documentation he or she deems necessary to proving the existence of or the validity of the refund claim ~~of the overpayment~~. The General Manager's authority outlined in this paragraph relates to amounts billed over past two (2) years.

~~16.4.3.1.~~16.4.2.1. The ~~Controller~~ Treasurer or Finance Director shall verify each refund prior to final approval by the General Manager.

Alternatively, at the General Manager's discretion, the amount in question may be applied as a credit to the customer's account.

~~16.4.3.2.~~16.4.2.2. The General Manager may refund overpayments, or erroneous payments.

16.4.3. Back Billing: If the District is notified of or otherwise becomes aware that a property owner has not been billed as required or has been under-billed for any reason, the District shall back-bill the property owner for the unpaid amounts from the prior ~~eight billing cycles~~two (2) years. The District ~~Administrator~~ may bill the amounts owed or negotiate payment plans for amounts owed in their discretion.

16.4.4. Abatement: The General Manager may abate amounts owed or negotiate payment plans for amounts owed in his or her discretion.

16.5. FEE WAIVERS

16.5.1. The Board authorizes the General Manager to waive fees in de minimis amounts for promotional events and for the landfill voucher program.

~~16.5.1.~~16.5.2. The landfill voucher program shall waive fees for up to ~~2~~5% of the number of households serviced by the District in each area or city for truck or trailer loads of waste delivered by residents to the landfills or publicly-accessible transfer stations. Exceptions may be granted for small, unincorporated service areas such as Big Cottonwood Canyon and 4B Lane.

~~16.5.2.~~16.5.3. The General Manager may waive late fees within de minimis amounts at their discretion.

CHAPTER 17: EMERGENCY RESPONSE

17.1. EMERGENCY RESPONSE PLANNING

The District will create, implement, and monitor emergency response plans that allow it to resume or continue effective service to its customers.

17.1.1. The plans will address natural disasters or emergencies that could disrupt service or negatively impact customers or employees.

17.1.2. The plans will include mechanisms for recouping costs through FEMA or other agencies.

17.1.3. The plans will include training for District employees on their role as Emergency Second Response employees (see section 9.16).

17.1.4. The plans will include the District coordinating efforts with municipalities in the District and Salt Lake County and assisting when emergencies are declared.

17.2. MUTUAL AID AGREEMENTS

The District may enter into Mutual Aid Agreements ("MAA") or Interlocal~~Special Cooperative~~ Cooperation Agreements with other public agencies for the purpose of responding effectively to emergencies and natural disasters.

17.3. EMERGENCY EXPENDITURES

The Board shall empower the General Manager to expend District funds in the event of an emergency or natural disaster up to $500,000.

AMENDED AND APPROVED this ~~25th~~ 2nd day of ~~August~~March, 2026~~5~~
BOARD OF TRUSTEES OF WASATCH FRONT WASTE AND RECYCLING DISTRICT

By: ______________________________
Chair, Board of Trustees

Attest: ___________________________
Wasatch Front Waste and Recycling District Legal Counsel

WASATCH FRONT
Waste & Recycling District

Seasonal Container Reservation Program SCRP

Seasonal Container Reservation Program (SCRP)

2026 PLANNING OVERVIEW & 2027 CONSIDERATIONS

March 2, 2026 Board of Trustees meeting

SCRP Overview

The Seasonal Container Residential Program (SCRP) provides temporary container delivery services for bulky item removal to residential properties throughout the District's service area

Operating Period

- Mid-April to Sept 30 (~120 days/year)
- One-day service (exceptions for holidays/weekends)
- Postcards mailed ~1 month before reservations

Reservation Process

- Online reservation system
- Each municipality allocated days by population (~9-10%)
- Order of cities rotates across the District each season
- Newly introduced 2025-tiered process boosted equity and access[1]

Funding

- Sourced from the base residential service fee
- No extra customer charges at this time

[1] *See Appendix for findings supporting the effectiveness of the tiered process*

SCRP Goals, Challenges, & Opportunities

THEN

NOW

GOALS

- Provide a safe, efficient, and environmentally-sound program for the removal and disposition of unwanted bulk materials from residential properties throughout WFWRD's service areas
- Offers communities a cost-effective option that deters illegal dumping, reduces fire and code compliance risks, and promotes safe, clean, and attractive neighborhoods
- Meet service demand while ensuring an equitable reservation process

HISTORICAL CHALLENGES & OPPORTUNITIES

- Recruitment and retention of seasonal employees
- Historic capacity has not been able to meet service demand
- Challenging and confined properties for container placement
- Overloading, overflows, and unacceptable materials in containers
- Securing and covering/tarping loaded containers
- Ensuring service equity across one-time and recurring customers
- Promotes landfilling over diversion

Tiered Process: How it Works

- **"Early Bird" Customers:** Residents who were either on last year's waitlist and did not receive a container, or who did not participate in last year's program, will receive early/priority access to reserve a container before general reservations open (generally a two-day window)
- **"General Access" Customers:** All remaining eligible residents in the service area. After the "Early Bird" window closes, any open reservation spots are made available on a first-come, first-served basis to eligible residents, including those who previously had a container

Key Takeaways from Last Year:

- Starting mid-season last year, reservation slots began opening at 8:00am instead of midnight, and will continue the same this year.
- Because the volume is spread out over a tiered program, we are able to handle the call volume beginning at 8:00am each reservation opening day
- No need for three different tiers, narrowing the program to two tiers to allow "Early Bird" customers a longer amount of time to make their reservations
- Will explain how the program works in community newsletters and social media posts early on in the year

Resource Allocation & Metrics

Historical & Projected- *(SCRP & Trailers Combined for 2026 Projections)*	2023	2024	2025	2026	2027
Seasonal Budgeted Positions - Drivers / Ground Crew	10/4	10/4	10/4	12/0	TBD
Permanent Budgeted Positions (Drivers)	NA	NA	NA	2	
Total Budgeted Positions(Seasonal & **Permanent)** [1]	10/4	10/4	10/4	14	
Actual Positions; Drivers/Ground Crew	6/3	6/3	8/0	TBD	
Trucks Leased / Owned	10/3	8/4	8/3	10/4	
Days of Program	119	120	120	120	
Total Containers Delivered	7,421	7,105	7,457	8,640	
Containers Delivered per day	62	59	62	72	

- With the budgeted seasonal driver increase and trailer program FTE reallocations, the District expects to deliver at least 72 containers per day on average, resulting in 1,183 additional SCRP containers in 2026
- Container deliveries will be spread evenly across the District's service area based on the number of homes serviced.

[1] *Does not include leads/supervisor/managers*

Additional 2026 SCRP Information

- District staff have strategized Seasonal CDL Driver recruitment and retention, and the job postings are live
- Continued program review to increase service capacity and evaluate efficiency and effectiveness to meet demand of bulky waste program
- Trial run of operational shift for Canyon Communities to maximize efficiencies and increase capacity in the more densely-populated valley service areas
  - **Emigration Canyon**:
    - PILOT PROGRAM: central, staffed drop-off locations in Spring prior to start of SCRP rotation in the valley (i.e., April 6)
    - Conceptualizing annual Spring and Fall bulky waste collection events (in lieu of individual properties serviced via SCRP)
    - Will provide opportunities for diversion of reclaimable materials (e.g., green waste) while maximizing hauling efficiencies
  - **Brighton & Big Cottonwood Canyon (BCC)**:
    - From August 3–31 (21 working days), trailers will be provided as part of the SCRP season, supporting approximately 10% of the combined 604 customers (13 in Big Cottonwood Canyon and 591 in Brighton)
    - The plan includes daily delivery and removal of three (3) trailers
    - Future Service Model: Pending the success of the Emigration Canyon pilot, WFWRD may consider transitioning BCC and Brighton to centralized cleanup events in future seasons to further enhance efficiency and service delivery.

2026 SCRP Service Area Dates

<table>
<tr><th>CITY</th><th colspan="3">Servicing Dates</th></tr>
<tr><td>Cottonwood Heights</td><td>Apr 6-10</td><td>Apr 13-17</td><td></td></tr>
<tr><td>Willow Creek
(Sandy Unincorp)</td><td></td><td></td><td>Apr 20-27</td></tr>
<tr><td>Granite (Sandy Unincorp)
& Sandy City</td><td rowspan="2">Apr 28-29</td><td rowspan="2"></td><td rowspan="4"></td></tr>
<tr><td>Sandy Hills
(Sandy Unincorp)</td></tr>
<tr><td>Willow Canyon
(Sandy Unincorp)</td><td rowspan="2"></td><td rowspan="2">30-Apr</td></tr>
<tr><td>4B Lane</td></tr>
<tr><td>White City</td><td colspan="2"></td><td>May 1, 4-5</td></tr>
<tr><td>Herriman</td><td>May 6-12</td><td rowspan="2">May 13-19</td><td>May 20-27</td></tr>
<tr><td>SouthWest</td><td></td><td></td></tr>
<tr><td>Copperton [1]</td><td></td><td></td><td>May 20-27</td></tr>
</table>

<table>
<tr><th>CITY</th><th colspan="3">Servicing Dates</th></tr>
<tr><td>Magna</td><td colspan="3">May 28-Jun 11</td></tr>
<tr><td>Kearns/West Jordan</td><td>Jun 12-18</td><td>Jun 22-26</td><td>Jun 29 - Jul 6</td></tr>
<tr><td>Taylorsville</td><td>Jul 7-14</td><td>Jul 15-22</td><td>Jul 23-Aug 3</td></tr>
<tr><td>Millcreek</td><td>Aug 4-12</td><td>Aug 13-21</td><td>Aug 24 - Sept 1</td></tr>
<tr><td>Big Cottonwood Canyon [2]</td><td colspan="3">Aug 3-31</td></tr>
<tr><td>Holladay</td><td>Sept 2-10</td><td>Sept 11-18</td><td></td></tr>
<tr><td>Murray</td><td></td><td></td><td>Sept 21-25</td></tr>
</table>

[1] *Opted-Out of Tiered Process*
[2] *Daily delivery and removal of three (3) trailers*

Acceptable & Prohibited Materials

- **Non-WFWRD bulky waste programs do not accept a variety of materials being accepted via SCRP:**
  - Construction and demolition debris
  - Rocks, sod, dirt, and other heavy weight materials
  - Asphalt shingles, roofing replacement materials, contractor/home renovation waste
- **In 2026, WFWRD has updated its SCRP agreement to explicitly prohibit the following materials (potential assessments):**
  - Tires (of any size or quantity)
  - Hazardous, radioactive, toxic, or other regulated wastes, including but not limited to asbestos, solvents, paints, hydrocarbons, antifreeze, pesticides, herbicides, propane tanks, gasoline, freon, batteries, fuel/oil products of any kind, compressed gases, polychlorinated biphenyls (PCBs), mercury or mercury containing devices, uranium mill tailings, and biohazardous or infectious laboratory/medical waste
  - Materials contaminated with or used in the production of methamphetamines
  - Ammunition, firearms, or explosives
  - Engines, transmissions, or other items that may pose risks to human health and the environment (e.g., catalytic converters, lead acid batteries, and lithium batteries, including electric vehicle batteries)
  - Barrels, drums, or containers over five (5) gallons in capacity unless they have been completely emptied, had the top removed, been cut or punctured to render them unusable, and contain no residue
  - Freon or freon-containing appliances
  - Animal carcasses and human excrement, remains, or body parts
  - Materials containing free liquids as defined in 40 CFR 260.10
  - Materials generated by commercial, contractor, or industrial activities
  - Materials that attract, generate, or harbor vermin or rodents, present conditions that are harmful to public health, or that create a fire hazard, safety hazard, odor, or nuisance

Seasonal Container Reservation Program SCRP

2027 Considerations

- **WFWRD is in the preliminary stages of evaluating a curbside bulky waste model**
  - Would eliminate the need for containers and individual deliveries to/from the landfill/transfer station
    - Average tons/container in 2025 was 0.79 with 7,457 individual hauls to a disposal/transfer facility
    - Rear load trucks can haul a capacity of up to 9.0 tons per load
    - If rear loads were used in 2025 with a maximum payload of ~9.0 tons, the **number of hauls would have been reduced from 7,457 to 655**, significantly reducing mileage/fuel, driver time, and repair and maintenance costs
  - A curbside program would utilize a rear load truck, front-end loader, and a laborer/helper
    - Two crews on rotation would significantly increase capacity and frequency of service
    - Would reduce the reliance of seasonal workers ($435,000 budgeted in 2025 & $410,900 budgeted in 2026)
    - Would eliminate the need to lease hook lift trucks from the County ($168,150 budgeted in 2026)
    - 2025 SCRP repair and maintenance costs were nearly $300,000 and fuel totaled $80,000 with 28,000 miles driven
  - What would we need? ***Alternative central loadout considerations***
    - One new rear load truck in 2027 (~$370,000)
    - Two small front-end loaders with grapples/claws (2 @ $60,000 = $120,000)
    - Two transport tilt-deck trailers (2 @ $10,000 = $20,000)
    - Support from partner cities and code compliance departments
    - Large-scale education and outreach campaign
  - Existing SCRP containers could be used as a fee-based service for construction and demolition debris, etc.
  - More information will be provided to the Board throughout 2026


Any Questions

Appendix

MORE DETAILED INFORMATION

2025 EOY SCRP by City Detail

In order of areas serviced

Municipality/Area	# of Homes in WFWRD	# of SCRP Days	# of Reservation Spots Available	# of Waitlist Requests	Total Tracked Requests [1]	# of Containers Delivered	% Waitlist Fulfilled	Containers Serviced as a % of WFWRD Homes	Total Tons Collected	Avg. Tons per Container
Holladay	9,083	17	1020	680	1,700	1,069	40%	9%	548.53	0.64
Murray	2,865						21%	7%	134.10	
Cottonwood Heights	9,974	16	960	725	1,685	984	28%	9%	761.77	0.82
Willow Creek	500						53%	11%	45.10	
Granite	435	3	180	141	196	196	37%	9%	30.30	0.76
Sandy Hills/Sandy City	1,323						47%	9%	89.37	
Willow Canyon	248						50%	15%	27.27	
4B Lane (6 homes)	5						N/A	40%	1.51	
White City	1,826	3	180	164	344	193	34%	11%	142.25	0.74
Herriman, So West	11,056	15	900	460	1,360	898	61%	8%	527.48	0.59
Copperton	285	5	300	7	307	25	100%	9%	14.68	0.59
Magna	7,982	11	660	465	1,125	662	23%	8%	591.59	0.89
Kearns	10,023	15	900	608	1,508	930	25%	9%	769.53	0.83
Taylorsville	13,789	19	1140	895	2,035	1,194	13%	9%	1,130.83	0.95
Millcreek	15,742	21	1260	820	2,080	1,306	23%	8%	1,084	1.20
Totals* or *Avg.	***85,136***	***125***	***7,500***	***4,965***	***12,340***	***7,457***	***Avg: 40%***	***Avg: 11%***	***5,898***	***Avg: 0.79***

[1] This # is the "# of Reservation Spots Available" + "# of Waitlist Requests"

Repeat Reservations

City	% of Repeats 2023	% of Repeats 2024	% of Repeats 2025
4B Lane	100%	100%	50%
Copperton	35%	77%	64%
Cottonwood Heights	34%	38%	14%
Granite	57%	35%	25%
Herriman	36%	40%	33%
Holladay	25%	41%	30%
Kearns	38%	41%	23%
Magna	35%	40%	16%
Millcreek	39%	36%	11%
Murray	34%	43%	36%
Sandy City	17%	50%	5%
Sandy Hills	27%	21%	22%
Southwest	73%	21%	54%
Taylorsville	34%	34%	11%
White City	34%	37%	3%
Willow Canyon	60%	33%	44%
Willow Creek	38%	40%	35%
Avg %	**42%**	**43%**	**28%**

- 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

Year over Year Repeat Reservation Data by City

City	Repeat Deliveries 2023	% of Repeats 2023	Repeat Deliveries 2024	% of Repeats 2024	Repeat Deliveries 2025	% of Repeats 2025
4B Lane	2	100%	1	100%	1	50%
Copperton	13	35%	23	77%	16	64%
Cottonwood Heights	336	34%	368	38%	128	14%
Granite	21	57%	15	35%	10	25%
Herriman	313	36%	348	40%	287	33%
Holladay	226	25%	348	41%	263	30%
Kearns	373	38%	390	41%	212	23%
Magna	255	35%	277	40%	104	16%
Millcreek	514	39%	491	36%	149	11%
Murray	96	34%	107	43%	78	36%
Sandy City	3	17%	3	50%	1	5%
Sandy Hills	15	27%	21	21%	22	22%
Southwest	8	73%	6	21%	13	54%
Taylorsville	429	34%	413	34%	138	11%
White City	69	34%	68	37%	5	3%
Willow Canyon	15	60%	13	33%	16	44%
Willow Creek	21	38%	21	40%	19	35%
Totals-Avg %	**2709**	**42%**	**2913**	**43%**	**1462**	**28%**

Wasatch Front Waste and Recycling District

Tentative 2026 Mid-Year Fee Schedule

Residential Fees	April 1, 2026	January 1, 2026			
Waste & Recycling Collection Fees	**2026 Monthly**	**2026 Monthly**	**2026 Annual**	**2025 Monthly**	**2025 Annual**
Garbage and Recycling 1st Cans	No Change	No Change	No Change	$26.00	$312.00
Garbage Waste - Additional Can (each)	No Change	No Change	No Change	$19.50	$234.00
Recycle - Additional Can (each)	No Change	No Change	No Change	$5.00	$60.00
Full-time Residents (Big Cottonwood Canyon (Compactor use))	No Change	No Change	No Change	$18.00	$216.00
Indigent/Hardship Relief	No Change	No Change	No Change	$13.00	$156.00
Seasonal Residents (Big Cottonwood Canyon)	No Change	No Change	No Change	$11.75	$141.00
Green Waste - 1st Can	No Change	No Change	No Change	$12.00	$144.00
Green Waste - Additional Can (each)	No Change	No Change	No Change	$3.50	$42.00
Glass Waste - 1st Can	No Change	No Change	No Change	$8.50	$102.00
Glass Waste - Additional Can (each)	No Change	No Change	No Change	$2.50	$30.00
Residential Can Fees	**2026**	**2026**	**2025**		
Garbage, Recycle, and Green Second Can Start-up Fee	No Change	No Change	$70.00 each		
Glass Second Can Start-up Fee	No Change	No Change	$55.00 each		
New Home Can Charge (includes 1 garbage and 1 recycle can)	No Change	No Change	$140.00		
Replacement Cans (customer request for undamaged or customer damaged can)	No Change	No Change	$70.00		
Missing Can Replacement	No Change	No Change	$70.00 New or $40.00 Refurb Can		
New Can Replacement	No Change	No Change	$70.00		
Refurbished Can Replacement	No Change	No Change	$40.00		
Special Events and Other Requests Follow the Special Services Schedule Below	No Change	No Change	Variable		
Specialty Curbside Collections (Residential Only) *- by request, subject to availability and geographic location - same day is NOT guaranteed*	**2026**	**2026**	**2025**		
Pickup Fee (per household) - Valley, In-District	$20.00	N/A	N/A		
Pickup Fee (per household) - Canyon Communities, In-District	$30.00	N/A	N/A		
Pickup Fee (per household) - Valley, Out-of-District	$40.00	N/A	N/A		
Additional Fees					
Tires (each)	$5.00	N/A	N/A		
Tires on Rim (each)	$6.00	N/A	N/A		
Mattresses (per piece)	$20.00	N/A	N/A		
Freon Containing Appliances (each)	$25.00	N/A	N/A		
Non-Freon Containing Appliances (each)	$10.00	N/A	N/A		
Trailer Program Fees	**2026**	**2026**	**2025**		
18-Yard Green Waste Trailer	No Change	Unavailable	$80.00		
Bulk Waste Trailer (up to 1 ton)	No Change	Unavailable	$240.00		
14-Yard Roll-off Container (up to 1 ton)	No Change	Unavailable	$175.00		
Additional Fees					
Mattresses (per piece)	No Change	Unavailable	$18.00		
Refrigerators (each)	No Change	Unavailable	$20.00		
Tires (each)	No Change	Unavailable	$4.00		
Tires on Rim (each)	No Change	Unavailable	$5.00		
Tarping penalty	No Change	Unavailable	$50.00		
Loads over 1 ton; per ton	No Change	Unavailable	$45.00		
Green Trailer Violations-using trailer for "bulk"	No Change	Unavailable	$190.00		
Green Trailer Violations-using trailer for "bulk" Per ton rate	No Change	Unavailable	$45.00		
Seasonal Container Reservation Program (SCRP) Prohibited Materials Assessment Fees	**2026**	**2026**	**2025**		
Tires (per tire)	$10.00	N/A	N/A		
Freon-Containing Appliances (per unit)	$50.00	N/A	N/A		
Hazardous or Toxic Materials	Cost + 15%	N/A	N/A		
Other Prohibited Materials	Cost + 15%	N/A	N/A		
Commercial, Contractor, or Industrial Generated Waste	$400.00	N/A	N/A		
Additional Fees	**2026**	**2026**	**2025**		
Bank-NSF (up to)	No Change	No Change	$20.00		
Bank/Admin Fees (Customer Error)	No Change	No Change	$5.00 - $50.00		
Certification Administration Fee	No Change	No Change	8% of balance		
Interest on Late Payments	No Change	No Change	18% APR		
Credit/Debit Card Payment Transaction Fee (per transaction)	$1.50	Up to 3%	N/A		
Non-IVR Phone Payment Convenience Fee (per transaction)	$3.00	N/A	N/A		
Recycling Contamination Fee (may be assessed after 3 or more occurrences, per occurrence)*	No Change	$25.00	N/A		
Late Set-Out Return/Extra Pick-up Fee (by request, pending availability and geographic location - same day is NOT guaranteed)	$25.00	$25.00	N/A		

* The District reserves the right to remove recycling containers with chronic recurrences of large volumes of unacceptable materials (i.e., contamination). Learn how to recycle right at https://wfwrdutah.gov/how-recycle. Bagged recyclables are considered contamination. Please place all materials loose in your recycle can.

Special Service Accounts	April 1, 2026	January 1, 2026			
Garbage (Monthly charges are based on a 4 week month)	**2026 Monthly**	**2026 Monthly**	**2026 Annual**	**2025 Monthly**	**2025 Annual**
4-Yard Front Load Container - CHARGE PER TIP (tip = dump into truck)	No Change	$26.90		$25.62	
1 Tip per Week (4 each month)	No Change	$107.60	$1,291.25	$102.48	$1,229.76
2 Tips per Week (8 each month)	$215.20	$215.21	$2,582.50	$204.96	$2,459.52
3 Tips per Week (12 each month)	$322.80	$322.81	$3,873.74	$307.44	$3,689.28
4 Tips per Week (16 each month)	$430.40	$430.42	$5,164.99	$409.92	$4,919.04
5 Tips per Week (20 each month)	$538.00	$538.02	$6,456.24	$512.40	$6,148.80
6-Yard Front Load Container - CHARGE PER TIP (tip = dump into truck)	No Change	$38.85		$37.00	
1 Tip per Week (4 each month)	No Change	$155.40	$1,864.80	$148.00	$1,776.00
2 Tips per Week (8 each month)	No Change	$310.80	$3,729.60	$296.00	$3,552.00
3 Tips per Week (12 each month)	No Change	$466.20	$5,594.40	$444.00	$5,328.00
4 Tips per Week (16 each month)	No Change	$621.60	$7,459.20	$592.00	$7,104.00
5 Tips per Week (20 each month)	No Change	$777.00	$9,324.00	$740.00	$8,880.00
8-Yard Front Load Container - CHARGE PER TIP (tip = dump into truck)	No Change	$50.81		$48.39	
1 Tip per Week (4 each month)	No Change	$203.24	$2,438.86	$193.56	$2,322.72
2 Tips per Week (8 each month)	No Change	$406.48	$4,877.71	$387.12	$4,645.44
3 Tips per Week (12 each month)	No Change	$609.71	$7,316.57	$580.68	$6,968.16
4 Tips per Week (16 each month)	No Change	$812.95	$9,755.42	$774.24	$9,290.88
5 Tips per Week (20 each month)	No Change	$1,016.19	$12,194.28	$967.80	$11,613.60
Recycling (monthly charges are based on a 4-week month)	**2026 Monthly**	**2026 Monthly**	**2026 Annual**	**2025 Monthly**	**2025 Annual**
4-Yard Front Load Container - CHARGE PER TIP (tip = dump into truck)	No Change	No Change		$25.36	
1 Tip per Week (4 each month)	No Change	No Change	No Change	$101.44	$1,217.28
2 Tips per Week (8 each month)	No Change	No Change	No Change	$202.88	$2,434.56
3 Tips per Week (12 each month)	No Change	No Change	No Change	$304.32	$3,651.84
4 Tips per Week (16 each month)	No Change	No Change	No Change	$405.76	$4,869.12
5 Tips per Week (20 each month)	No Change	No Change	No Change	$507.20	$6,086.40
6-Yard Front Load Container - CHARGE PER TIP (tip = dump into truck)	No Change	No Change		$30.53	
1 Tip per Week (4 each month)	No Change	No Change	No Change	$122.12	$1,465.44
2 Tips per Week (8 each month)	No Change	No Change	No Change	$244.24	$2,930.88
3 Tips per Week (12 each month)	No Change	No Change	No Change	$366.36	$4,396.32
4 Tips per Week (16 each month)	No Change	No Change	No Change	$488.48	$5,861.76
5 Tips per Week (20 each month)	No Change	No Change	No Change	$610.60	$7,327.20
8-Yard Front Load Container - CHARGE PER TIP (tip = dump into truck)	No Change	No Change		$41.22	
1 Tip per Week (4 each month)	No Change	No Change	No Change	$164.88	$1,978.56
2 Tips per Week (8 each month)	No Change	No Change	No Change	$329.76	$3,957.12
3 Tips per Week (12 each month)	No Change	No Change	No Change	$494.64	$5,935.68
4 Tips per Week (16 each month)	No Change	No Change	No Change	$659.52	$7,914.24
5 Tips per Week (20 each month)	No Change	No Change	No Change	$824.40	$9,892.80

Special Service Accounts (Continued)

Automated Cans (Side Load)	April 1, 2026 2026 Monthly	January 1, 2026 2026 Monthly	2026 Annual	2025 Monthly	2025 Annual
Garbage Can	$19.50	No Change	No Change	$26.00	$312.00
Additional Garbage Can (each can)	No Change	No Change	No Change	$14.00	$168.00
Recycling Can	$15.50	No Change	No Change	$19.00	$228.00
Additional Recycling Can (each can)	$10.00	No Change	No Change	$12.00	$144.00

Special Events Garbage	2026	2026	2025
Automated (Side Load) 90-Gallon Black Can (per can per tip)	No Change	No Change	$10.00
4-Yard Front Load Container (per can per tip)	No Change	No Change	$98.00
6-Yard Front Load Container (per can per tip)	No Change	No Change	$138.00
8-Yard Front Load Container (per can per tip)	No Change	No Change	$178.00

Special Events Recycling	2026	2026	2025
Automated (Side Load) 90-Gallon Blue Can (per can per tip)	No Change	No Change	$9.00
4-Yard Front Load Container (per can per tip)	No Change	No Change	$95.00
6-Yard Front Load Container (per can per tip)	No Change	No Change	$125.00
8-Yard Front Load Container (per can per tip)	No Change	No Change	$165.00

Delivery and Removal Fees	2026	2026	2025
Trailer - per load of cans (2 front load or (36) 96-gallon)	$115.00	No Change	$115.00
Container/Dumpster (up to 2 front load 8-yard containers)	$115.00	No Change	$115.00
Cab-over - per load of cans (up to (18) 96-gallon)	$70.00	No Change	$70.00

Special Clean-up Services for Municipalities

	April 1, 2026 2026 Fees	January 1, 2026 2026 Fees	2025 Fees
14-Yard Roll-off Container (up to 1 ton)	No Change	$185.00	$175.00
Bulk Waste Trailer (up to 1 ton)	No Change	$250.00	$240.00
Additional tonnage per ton price at tipping facility	No Change	$31-$43 per Ton	$29 - $43 per ton
Additional Fees			
Mattresses (per piece)	$20.00	No Change	$18.00
Freon Containing Appliances (air conditioners, refrigerators) [each]	$25.00	No Change	$20.00
Tires (each)	$5.00	No Change	$4.00
Tires on Rim (each)	$6.00	No Change	$5.00
Loads over 1 ton; per ton	No Change	No Change	$29 - $43 per ton

GRAMA Fee Schedule

	April 1, 2026 2026 Fees	January 1, 2026 2026 Fees	2025 Fees
Hard Copy Records	No Change	No Change	$0.50 Per Page
Certified/Notarized Records	No Change	$10.00	$5.00
Extensive Research Fees	No Change	$30.00 per Hour *(after first ¼ hour)*	$12.75 per Hour *(after first ¼ hour)*