WASATCH FRONT WASTE AND RECYCLING DISTRICT (WFWRD)

BOARD OF TRUSTEES REGULAR MEETING MINUTES

PENDING BOARD APPROVAL

Held Monday, May 18, 2026, at 9:00am 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.

Emily Gray, Board Chair, called the meeting to order at 9:00am and Catarina Garcia, Board Clerk, conducted the Roll Call.

Board Members: Anna Barbieri-City of Taylorsville, Emily Gray-City of Holladay, Lise Brunhart-Town of Brighton, Nicole Handy-Millcreek City, Terry George-Magna City, Greg Shelton-White City, Zach Jacob-West Jordan City

Participating Electronically: Jared Henderson-Herriman City, Tessa Stitzer-Town of Copperton, Clark Bullen-Murray City, Nick Griffith-Emigration Canyon

Excused/Absent: Marci Houseman-Sandy City, Laurie Stringham-Salt Lake County, Matt Holton-Cottonwood Heights, Lyndsay Longtin-Kearns City

District & Support Staff: Evan Tyrrell-General Manager, Helen Kurtz-Finance Director, David Ika-Operations Manager, Renee Plant-Administrative Manager, Sione Tuione-Collection Manager, James Kelsey-Sustainability Coordinator, Catarina Garcia-Executive Assistant/Board Clerk, Rachel Anderson-Legal Counsel
Webex: Andre Perov-GIS Coordinator

Public: Patrick Craig, Salt Lake County

1. **Meeting Open for Public Comments**
   There were no public comments.

2. **Board of Trustees Business**
   - **2.1 Welcome New Board Member: Lise Brunhart, Town of Brighton**

     Board Chair Gray welcomed and introduced Lise Brunhart, and Catarina conducted the Oath of Office.

   - **2.2 Adoption of Resolution 4447, a Resolution Expressing Appreciation to Former Board Member Keith Zuspan for their Years of Service as a WFWRD Board of Trustees Member: Emily Gray, Board Chair**

     Board Member Brunhart motioned/Board Member Barbieri seconded to adopt Resolution 4447. Motion passed unanimously.

   - **2.3 Nominations and Appointment of Replacement 2026 Board Vice-Chairperson: Emily Gray, Board Chair**

Board Chair Gray invited nominations for the Board Vice-Chair. Board Member Barbieri nominated herself. There were no other nominations.

Board Member Barbieri motioned/Board Member George seconded to appoint Anna Barbieri as the Board Vice-Chair. Motion passed unanimously.

2.4 Adoption of a Proclamation Recognizing the Week of June 17 as National Waste and Recycling Worker's Week

WFWRD staff were invited into the room, and Board Chair Gray expressed appreciation, both personally and on behalf of the Board, for all they do. They know it is a difficult job and often underappreciated, but it is something we all rely on every single day in the communities. After she read the proclamation, she expressed her desire to shake everyone's hand as they left the room.

Evan expressed his appreciation for the team who works selflessly, and his gratitude for being a part of the organization. He mentioned the WFWRD celebration which will be held Thursday, June 18th at 7:00 a.m., noting that an invitation would be sent to Board Members.

Vice-Chair Barbieri motioned/Board Member Shelton seconded to adopt the proclamation. Motion passed unanimously.

3. Consent Items

3.1 March 23, 2026 Board of Trustees Regular Meeting Minutes

3.2 April 27, 2026 Board of Trustees and WFWRD Leadership Staff Retreat Minutes

Board Member Brunhart motioned/Board Member Handy seconded to adopt the March and April meeting minutes. Motion passed unanimously.

4. Business Items

4.1 General Manager Report

Evan Tyrrell, General Manager, updated the Board on the successful transition to Point & Pay, postcard billing, and the implementation of the new Specialty Curbside Collection Program. Board Chair Gray expressed her excitement for the program that is meeting residents' needs.

Evan continued with updates on the Mahogony Radio Tower capital upgrades and cost reduction alternatives. He replied to Vice-Chair Barbieri that it is county-wide and WFWRD can choose not to participate if a lower-cost option is found, such as "push-to-talk". This would increase the cost to other county departments, and Board Chair Gray was surprised that more of them were also not researching lower-cost alternatives.

Evan reported that WFWRD has been invited to submit a proposal to Draper City, who is evaluating disbanding their in-house waste and recycling collection services. This could be an opportunity for WFWRD to expand our service area and offset some of the losses likely to be incurred as Herriman pursues withdrawal from WFWRD. The Board directive was to move forward; there is nothing to lose.

Evan moved on to review updates to various PGIs:

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.

- As discussed during the Board retreat, staff will review options for consideration and report back to the Board at a later time.

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.

- A draft Employee Handbook that will incorporate over 24 SOPs has been developed and is in review.

ADM. 2: Solicit and complete the Withdrawal Feasibility Assessment and Impact Analysis (FEIA).

- The District has moved forward with an independent third-party financial impact analysis that should be completed mid-June.

ADM.3: Successfully solicit a Recycling Processing and Recovery RFP and award to one of more vendors using a high-quality/best value approach.

- The goal is to have this RFP solicited during the month of July.

ADM. 7: Reconcile and audit IT and phone/voice-related services provided by Salt Lake County.

- WFWRD staff are working with the SLCo IT department to resolve several outstanding questions and potential cost savings measures. The January invoice was nearly $20,000, and the April invoice was less than $18,000. Thus far this year, staff have identified $22,000 in savings; next year and ongoing will be $26,000.

ADM.9: Nearly every office has an individual printer, some of which are color and can cost up to $1,000 to replace cartridges.

- After review of needs, five individual color printers have been taken out of service. Some were replaced with existing black-and-white printers. Others will use the main printer located in the District's mailing and printing room. Ongoing annual savings of $5,000.

FIN.1: Solicit and complete a line-of-service financial assessment by geographic service area.

- The scope of this item has increased and will likely cost more than the original budgeted amount; however, it will not require a budget adjustment. The current goal is to have this RFP issued in July, but no later than August.

OP.1: Using existing resources and budget allocations, maximize the capacity to better meet service demand for the Seasonal Container Reservation Program (SCRP).

- As of May 8th, we have averaged 79 containers per day, an increase of more than 25% compared to the previous year's average of 60 containers per day.

Board Chair Gray asked if there has been a reduction in complaints. Renee replied that it has been mysteriously quieter than previous years and talked about the central drop-off program. Evan added that there has been some limited volatility in seasonal drivers, but as a whole, it is going extremely well.

OP.5: Conduct structured route audits to verify correct billing for green waste and extra trash and recycle can services.

- Limited 2nd can audits have identified a total of 192 trash cans, 29 recycle cans, and 1 green waste can that were not being billed. After a second confirmation, new charges have been applied to the respective accounts, and year-to-date, $36,000 in revenue has been identified. Residents keeping their 2nd cans will generate $46,000 of additional revenue in subsequent years.

  There were discussions about account changes, neighbors taking cans when people move, and people taking cans with them when they move. Evan replied to Board Member Brunhart that the cans do have chips, but our truck arms don't have readers, which is a technology we could look at in the future.

Overall cost savings identified in 2026 total nearly $660,000 with an ongoing (annual) savings of $445,000. Adding the $1.2M of previously identified ongoing cost savings, the total one-time cost savings for 2026 is $1.9M, with annual (ongoing) savings of $1.685M.

- Evan concluded that updates will continue and other initiatives will be added. Board Members commended staff on an impressive job well done.

4.2 1st Quarter 2026 Financial Report

Helen Kurtz, Finance Director, reviewed revenues, personnel expenses, operating expenses, capital purchases, cash balances, refunds, maintenance costs, and fuel and mileage.

She replied to Board Member Brunhart that we are ordering more diesel trucks rather than CNG trucks due to capital costs. CNG trucks have increased significantly in purchase price, and diesel fuel prices have been decreasing. Board Member Shelton commented on the low resale value of CNG trucks and their higher maintenance costs, and Evan discussed the CNG infrastructure many smaller buyers lack the Total Cost of Ownership, and the anticipated benefits of diversifying our fleet.

4.3 Overview of University of Utah Recycling Survey

Renee Plant, Administrative Manager, introduced the survey that was conducted in October of 2025 in partnership with the Master's in Public Policy Program from the University of Utah. 4,523 people completed the survey, about 6% of WFWRD residential customers, which is nearly double the response from the previous years.

High-level findings include:

- Over 90% of respondents said recycling is important to them.
- Confidence is high overall, but key misunderstandings persist: Typically, about tin/steel cans, plastic bags, glass, and scrap metal. This information will help with education efforts.

- Only 37% feel confident their recyclables are actually recycled: We are excited about our Specialty Curbside Collection Services (SCCS) program, knowing that the tires, mattresses, and appliances will be recycled.
- Most barriers stem from unclear or hard-to-access information.
- Customers want simple, accessible educational tools, especially bin labels and printed materials. They want simple, accessible guidance; a key indicator that there is room for improvement with advertising the WFWRD app.

Renee talked about how she is developing a standard Communication Playbook that is nearly half complete. It will include monthly social posts, what really happens to your recycling, top contamination items, myth busting, and quick, visual recycling guides and videos.

She talked about James' excellent job with community outreach and the intent to focus more on that going forward. She replied to Board Chair Gray that the University of Utah originally reached out to WFWRD through Pam [Roberts], who graduated from their master's program, which led to this partnership and recycling study. It is a great report, was at no cost, and Evan noted that the report is also on our website.

4.4 2025 Waste Diversion and Recycling Analytics Report Presentation

James Kelsey, Sustainability Coordinator, did an Introduction and Purpose of the Report. It included Benefits of Waste Diversion, Resources Saved by Recycling, Diversion Rate and Tonnages, Diversion Rates by City, Recycle Tipping Fees, Recycle Processing Price Per Ton, Recycling Market Trends, Commodity Composition Percentages by Weight with Rocky Mountain Recycling and Waste Management, Contamination Rates, Average Recycle Contamination Rates District-wide, Contamination Reporting, and the District's "Oops" Tag Program.

Board Chair Gray found the number of second- and third-level contamination reports interesting and asked whether it was attitude; residents just don't seem to care? James replied that that is some of it, and we have a broad base and a small team to address contamination. Residents may feel like they are "getting away with it", but we are seeing positive results with consistent follow-up.

James showed pictures of Common Contaminants, talked about the efforts of Kevin Ungerer, WFWRD's Quality Assurance Inspector, and illustrated the contamination rate reductions that have been quantified across all District services areas by municipality. Overall District-wide contamination rates have decreased from 26.43% in 2022 to 19.00% in 2025. James also reported on Green Waste Diversion and Beneficial Reuse, Glass Recycling, Used Cart Recycling, Christmas Tree Collection, and Community Engagement & Education.

He also showed the current Recycle and Green Waste Can Guides, media and fliers, summary, and key Takeaways. Board Chair Gray commented on how happy it makes her and how helpful it was to see all the work that is being done and ways we are engaging with communities.

4.5 Authorization to Withdraw Properties from the Final 2026 May Tax Sale

Helen explained the annual letter from the Salt Lake County Council Tax Administration requesting authorization to withdraw properties which warrant consideration by the County Council as deemed appropriate under existing policy guidelines. Our response is the Board's formal approval for the withdrawal of properties with delinquent Wasatch Front Waste and Recycling District (WFWRD) refuse collection fees from the final May 2026 tax sale.

Board Member Shelton motioned/Board Member Brunhart seconded to approve the authorization to withdraw properties from the final 2026 May tax sale. Motion passed unanimously.

4.6 Looking Forward – 2027 and Beyond: Fleet Repair and Maintenance, Telematics, and Information Technology Considerations

Evan talked about the District's current fleet repair and maintenance, telematics, logistics, and information technologies, and how tools and systems can improve operational efficiency, reduce costs, and support data-driven decision-making, while positioning the District for future innovation.

He showed a graph of ongoing increases in maintenance costs, 44% since 2021. David talked about the truck replacement schedule, and Evan commented on fleet trends and labor rates, labor hours, fuel costs, 26% markup on parts county-wide, shop fees, and consideration of a WFWRD fleet repair and maintenance shop.

Vice-Chair Barbieri asked why the county is marking up their parts. Evan explained it is to cover all their administrative and management overhead costs, and their somewhat recent transition to an enterprise fund model from a general fund. He was also surprised at the 26% mark-up, noting that anything over 20% was extensive.

Evan replied to Board Chair Gray that there was an analysis done a few years back about using a private shop. There are synergies and efficiencies based on proximity. We are one-third of their total business and they run dual shifts, which is what keeps our trucks on the road and minimizes the number of trucks down on a daily basis.

He went on to talk about County IT user rates, increases from $87.00 to $103.00 per user per month, and looking at consolidating accounts. The original rate for the network access account was around $56.00-$58.00. Since 2020, it has increased 80%. This further begs the question if WFWRD should look at an in-house IT person or an outside, third-party IT service provider. IT and phone services are currently $17,000 per month.

Board Member Shelton talked about sharing environmental fee expenses with UPD and UFA, which have different security requirements. We are paying a small portion of that in a flat rate. A managed service provider is a good start who will only charge for what we need. It does come at a cost but gives a good picture of what we actually need at a discounted rate.

Evan concluded that this was to bring awareness to the Board to think about working to evaluate all these items and if there are any ideas, recommendations, or areas that we should pursue from a prioritization level, and that we'd be happy to hear that feedback.

Board direction was to continue to gather information.

4.7 Herriman City Withdrawal Status Update

Rachel Anderson, District Legal Counsel, reported that conversations are ongoing and we will continue work on a negotiated withdrawal, which is both parties' preferred method.

Evan asked that any questions be funneled through him. We are working to make sure that it continues to satisfy both parties and minimizes, to the degree practical, any impacts to WFWRD as a whole and our remaining partner cities.

5. **Closed Session *(If Needed)***
   No closed session was needed.

6. **Other Board Business**
   There was no other Board business.

7. **Items for Subsequent Board Meetings**
   - General Manager Report
   - 2025 Annual Comprehensive Financial Report (ACFR) Presentation
   - Boundary Adjustment for the Northern Salt Lake County Service Area Annexed by Salt Lake City
   - District CDL Driver Drug and Alcohol Testing Policy
   - Looking Forward – 2027 and Beyond: District Land, Buildings, and Offices

8. **Adjournment**

   Board Member Jacob motioned/Board Member Shelton seconded to adjourn. Motion passed unanimously.

Meeting end time: 10:50am