



WASATCH INTEGRATED WASTE MANAGEMENT DISTRICT

Minutes of the meeting of the Administrative Control Board of Wasatch Integrated Waste Management District held May 7, 2025 at 5:00 p.m. at Wasatch Integrated Waste Management District's Davis Material Recovery and Transfer Facility, 3404 North 650 East, Layton, Utah 84041.

Conducting: Board Chair, Mayor Clark Wilkinson

ADMINISTRATIVE CONTROL BOARD PRESENT:

Chair, Mayor Clark Wilkinson, Centerville
Board Vice-Chair, Mayor Brian Vincent, West Point
Secretary, Commissioner Mike Newton, Morgan County (online)
Mayor Brandon Stanger, Clinton
Commissioner John Crofts, Davis County
Commissioner Lorene Kamalu, Davis County
Commissioner Bob Stevenson, Davis County
Mayor Brett Anderson, Farmington
Mayor John Pohlman, Fruit Heights

Mayor Tami Tran, Kaysville
Mayor Joy Petro, Layton
Council Member Tony London, Morgan
Mayor Brian Horrocks, North Salt Lake
Mayor Rod Westbroek, South Weber
Council Member Nakisha Rigley, Sunset
Council Member Jordan Savage, Syracuse
Council Member Wally Larrabee, Woods Cross

ADMINISTRATIVE CONTROL BOARD MEMBERS EXCUSED FROM ATTENDING:

Council Member Nike Peterson, Clearfield

Mayor Ken Romney, West Bountiful

STAFF PRESENT:

Nathan Rich, Executive Director
Adam Hacker, Accounting Manager
Penny Hobbs, HR Generalist
Jackie King, MRF Foreman
Preston Lee, Operations Manager
Todd Quinley, Purchasing Manager
Dan Ramos, Safety Superintendent
Jesse Simonson, Landfill Manager
Chad Staples, MRF Manager
Collette West, Sustainability Specialist
Juli McIntosh, Clerk/Recorder

VISITORS:

Fred Philpot, LRB Public Finance Advisors
Melissa Kotter, On Track Solutions, LLC
Evan Tyrrell

Notice of time, place, and agenda of the meeting was sent to the Salt Lake Tribune, Deseret News, Morgan County News, and Standard Examiner newspapers on May 2, 2025. Notice of time, place, and agenda of the meeting was sent to each member of the Administrative Control Board via e-mail and posted at Wasatch Integrated Waste Management District Administrative Offices on May 2, 2025.

Welcome

Board Chair, Mayor Clark Wilkinson, welcomed board members, staff, and visitors to the meeting.

Minutes Approval

Chairman Wilkinson presented minutes of the February 5, 2025 and April 15, 2025 board meetings to the board for approval.

Upon motion duly made and seconded, minutes for the February 5, 2025 and April 15, 2025 board meetings were approved. Chairman Wilkinson, Vice Chair Mayor Brian Vincent, Secretary Commissioner Mike Newton, Mayor Brandon Stanger, Commissioner John Crofts, Commissioner Lorene Kamalu, Commissioner Bob Stevenson, Mayor Brett Anderson, Mayor John Pohlman, Mayor Tami Tran, Mayor Joy Petro, Council Member Tony London, Mayor Brian Horrocks, Mayor Rod Westbroek, Council Member Nakisha Rigley, Council Member Jordan Savage, and Council Member Wally Larrabee voted yea. Voting in favor of said motion was unanimous.

Public Comment Period

There was no public comment.

Financial Model Presentation (update)

Mr. Nathan Rich introduced Mr. Fred Philpot, reminding board members that Mr. Philpot had presented financial models and forecasts under several scenarios as the board considered rate adjustments in the February board meeting. Per the board's request, staff has been working with Mr. Philpot to evaluate the impact of several scenarios and responses to Layton City's request to leave the district, in particular projected revenue and waste volume loss and how that would impact the District's finances.

Mr. Fred Philpot discussed how he has been working with two models, one being baseline, and the one determining the financial impact and life of the landfill if Layton leaves the District.

He explained that if Layton left the District, the District could cut back on transferring waste. Instead of the planned increase to 200,000 tons annually, we could reduce and maintain the transfer of 95,000 annually, which would save money on transfer costs. This option also maintains the current projected landfill closure date of 2047.

Mr. Philpot also said that if Layton were to be removed from the equation, the District would still likely need a 2.5 percent rate increase, but a 2.5 percent increase might be sufficient, which, with the other options discussed, results in a clear path through to sustainability of the system.

In response to a question, Mr. Rich said that the current plan is to increase hauling tonnages incrementally over the next few years, hauling 125,000 tons currently and increasing next year to 150,000 tons, 175,000 tons the following year, and 200,000 tons the year after that.

Chairman Wilkinson thanked Mr. Philpot for presenting.

Salary Survey Presentation

Ms. Melissa Kotter, On Track Solutions, presented her recent findings and recommendations regarding salaries and her compensation analysis.

Ms. Kotter reported on her findings:

- **Market Competitiveness:** Of 35 positions analyzed, 12 (34.3%) are in competitive market grades, while 18 (51.4%) are in grades below market competitiveness. Five positions (14.3%) had no market data available.
- **Market Changes:** Comparison with 2023 market data shows an average Market Reference Point (MRP) percentage change of 12.1%. Of the 24 positions compared with 2023 MRPs, 7 (29.2%) have maintained competitiveness, while 12 (50.0%) are slightly below market competitiveness. Five positions (20.8%) are significantly below market

competitiveness.

- Pay Structure Evaluation: The current pay structure requires adjustment to maintain market competitiveness, with over half of positions not in marketable grades.

She also gave her recommendations:

1. Pay Structure Adjustment: Implement a four percent adjustment to the current pay structure and create an additional grade (Grade 12) to better align with market data and address competitiveness. Position Grade Placements: Maintain 20 positions (57.1%) in their current grades while placing 15 positions (42.9%) in higher grades to achieve market competitiveness.
2. Employee Pay Adjustments: Implement necessary pay adjustments for eight positions (26 employees) with pay below their proposed grade minimums, and address compression issues using the recommended compression management matrix.

She then provided the financial impact to implementing the recommended changes:

- Minimum Pay Adjustments: \$64,688 annual cost to bring employees to minimum of their proposed grades.
- Market Pay Adjustments: \$22,703 annual cost to address compression issues for nine positions (24 employees).
- Total Annual Cost: \$87,391 (excluding employer-required taxes and benefit costs).

She finished her presentation by explaining that implementing these recommendations would align Wasatch Integrated with current market compensation rates, maintain internal equity, and support recruitment and retention efforts.

Chairman Wilkinson thanked Ms. Kotter for presenting.

Financial Report

Mr. Hacker presented Financial Statements through March 31, 2025, including the balance sheet, statement of revenues, expenses, and changes in net position. Mr. Hacker also reviewed the capital budget.

Mr. Hacker reviewed the Disbursement Report for January 1, 2025 through March 31, 2025.

Upon motion duly made and seconded, disbursements were approved. Chairman Wilkinson, Vice Chair Mayor Brian Vincent, Secretary Commissioner Mike Newton, Mayor Brandon Stanger, Commissioner John Crofts, Commissioner Lorene Kamalu, Commissioner Bob Stevenson, Mayor Brett Anderson, Mayor John Pohlman, Mayor Tami Tran, Mayor Joy Petro, Council Member Tony London, Mayor Brian Horrocks, Mayor Rod Westbroek, Council Member Nakisha Rigley, Council Member Jordan Savage, and Council Member Wally Larrabee voted yea. Voting in favor of said motion was unanimous.

Director's Update

Mr. Rich gave the Director's Update, reporting on District cities who continue to make great progress in expanding access to quality recycling programs and increasing their landfill diversion.

- Syracuse has completed roll out of a bundled comingled collection program and material is being received at the MRF.
- Morgan City and County are currently rolling out bundled comingled collection programs which will start collection next month.
- Sunset is rolling out a bundled comingled collection program later this month.
- Clearfield is now rolling out a curbside green waste collection program.
- South Weber will be rolling out an opt-out recycling program in June.
- Fruit Heights has passed and will be rolling out a bundled comingled collection program later this summer.

- Farmington is discussing a curbside green waste collection program and the District is expecting to receive a resolution requesting the approve the program in the next few months.

Layton City did notify the Davis County Commission of their intent to withdraw from the District in a letter dated February 20, 2025. While there have been some discussions between Layton Staff and the Commission, Mr. Rich said he is not aware of any substantive progress toward resolving issues or any additional movement toward actually requesting withdrawal. Mr. Rich said it would be unfortunate for all residents of the District, including Layton, if they were to move forward with withdrawal. He said he is hopeful that with feedback from their residents and further investigation of their options they will open a dialogue with the Commission and District to resolve issues.

Layton and the District have a long history of working together to accomplish mutually beneficial projects and Layton has always played a strong leadership role in the District.

Recyclables being delivered from the new curbside program in Syracuse are good quality and comparable to other material being received. Staff are working with our consultants to design a repeatable process to characterize streams being delivered to the facility and evaluate overall facility performance including recovery and contamination

The District has begun delivery of waste to the Bayview landfill coinciding with the expiration of the five-year contract with WM for waste disposal at the Tekoi landfill. New 31-foot pup trailers are currently being delivered and put into service. The trailers are very well built and will serve the District for many years. Bayview has a rental tipper in place for the District's use and operations are moving forward smoothly. The volume of waste delivered to Bayview will increase over the next 3 years from 125,000 tons to 200,000 tons per year.

Operations are prepared for implementation of the new out-of-District rates beginning on July 1, 2025. The large commercial haulers have been notified and have already largely modified their collection routes to avoid mixing in District waste with out-of-District waste. Staff anticipate some unhappy customers but are well prepared. The effectiveness of the surcharge and the proof of residency requirements will be reviewed and discussed in the September board meeting.

Production and sales of recycled green waste products at the landfill is progressing well with the investments in equipment and personnel added over the past two years. The facility is ready, and operations fully prepared to receive and process the additional material anticipated from the new Clearfield program. With access to year-round water and pushing on production we have a lot of compost in inventory and expect to report strong sales over the coming months.

Sales at the landfill thrift store continue to increase, setting a new monthly record of \$16,414 during the month of March 2025. Our crew at the Reuse Center is doing a great job of increasing sales, diverting materials, and educating our residents.

Ameresco is moving forward on the Renewable Natural Gas (RNG) project. Permits for construction have been issued by the Utah Division of Air Quality and agreements are currently being finalized between Ameresco, Enbridge, and the District for the construction of the gas interconnection and rights-of-way. The District will be assisting in right-of-way discussions with adjacent property owners.

Mr. Rich provided to the board a chart of primary waste streams delivered to District facilities over a 49-month period. He reported that waste receipts continue to indicate strong upward trends.

Resolutions

Chairman Wilkinson presented Resolution 25-07, Adopting a Tentative Budget for Fiscal Year Ended June 30, 2026.

In response to a question, Mr. Rich explained that all salary increases are merit based. The increases approved for the year through the budgeting process consider inflation, but evaluations are based on merit alone. Additionally, the salary adjustments recommended by On Track Solutions have not been included in this tentative budget but will be included in the final budget and will account for 1.2 percent of the personnel budget. Additionally, the salary adjustments recommended by On Track

Solutions have not been included in this tentative budget, but will be included in the final budget and will account for 1.2 percent of the personnel budget.

Upon motion duly made and seconded, Resolution 25-07, Adopting a Tentative Budget for Fiscal Year Ended June 30, 2026 was approved. Chairman Wilkinson, Vice Chair Mayor Brian Vincent, Secretary Commissioner Mike Newton, Mayor Brandon Stanger, Commissioner John Crofts, Commissioner Lorene Kamalu, Commissioner Bob Stevenson, Mayor Brett Anderson, Mayor John Pohlman, Mayor Tami Tran, Mayor Joy Petro, Council Member Tony London, Mayor Brian Horrocks, Mayor Rod Westbroek, Council Member Nakisha Rigley, Council Member Jordan Savage, and Council Member Wally Larrabee voted yea. Voting in favor of said motion was unanimous.

General Business

Chairman Wilkinson updated the board on the progress of the Executive Search Committee, reporting that the District responded with a final offer to Ms. Nicole Riley's counter offercounteroffer and are hoping to hear back with her response soon.

Chairman Wilkinson said that he has not heard anything more regarding Layton City's intent to withdraw from the District.

In response to a question, Mr. Rich confirmed that scale attendants are continuing to provide customers with the informational handout regarding Layton City.

Board members were reminded about the retirement party for Mr. Rich and Ms. Juli McIntosh to be held at the MRF on Thursday, June 5, 2025.

There were no other future agenda items for discussion.

Adjournment

Upon motion duly made and seconded, the Administrative Control Board meeting was adjourned at 6:16 p.m. Voting in favor of said motion was unanimous.



Mayor Clark Wilkinson, Board Chair



Nathan Rich, Executive Director