

**BOARD OF TRUSTEES – WASATCH FRONT WASTE AND RECYCLING DISTRICT (WFWRD)**  
**MONTHLY MEETING MINUTES**

DATE/TIME	LOCATION	ATTENDEES
<p>Wednesday, December 27, 2023 9:00 a.m.</p> <p><b>Next Board Meeting</b>  Monday, January 22, 2024 9:00 a.m.</p>	<p>Public Works Building  604 West 6960 South  Midvale, UT 84047</p>	<p><u>Board Members:</u>  Daniel Gibbons (Chair) - City of Holladay, Anna Barbieri (Vice Chair) - Taylorsville City, Greg Shelton - White City, Robert Piñon - Emigration Canyon</p> <p><u>Participating Electronically:</u>  Scott Bracken - Cottonwood Heights, Tessa Stitzer – Copperton (<i>arrived at 9:04 a.m.</i>), Cyndi Sharkey - Sandy, Laurie Stringham - Salt Lake County (<i>arrived at 9:11 a.m.</i>), Sherrie Ohrm - Herriman City, Eric Barney - Magna, Brett Hales - Murray City</p> <p><u>Excused:</u> Thom DeSirant - Millcreek City, Patrick Schaeffer - Kearns, Keith Zuspan - Town of Brighton</p> <p><u>District &amp; Support Staff:</u>  Rachel Anderson, Legal Counsel  Pam Roberts, General Manager/CEO  Paul Korth, Finance Director/CFO  Matt Ferguson, Controller/Treasurer  Hazel Dunsmore, Human Resource Manager  Renee Plant, Administrative Manager  Justin Tuft, Residential Refuse &amp; Special Services Collection Manager  Catarina Garcia, Executive Assistant/Board Clerk</p> <p><u>Public:</u> n/a</p>

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

To be held Wednesday, December 27, 2023, 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=m2e5dfbb0fd8f7eac55a48c754457944b>

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:** Daniel Gibbons, Board Chair

**Roll Call:** Catarina Garcia, Board Clerk

**1. Consent Items (Approval Requested)**

1.1 November 13, 2023, Board Meeting and Public Hearing Minutes

**2. Meeting Open for Public Comments**

*(Comments are limited to 3 minutes) Public wishing to submit a comment to the Board of Trustees may do so by submitting their comment to the Board Clerk at [cgarcia@wasatchfrontwaste.org](mailto:cgarcia@wasatchfrontwaste.org) before Tuesday, December 26, 8:00 a.m. All comments must include the name and address of the individual making the comment. These comments will be read at the meeting as if the individual were present. Public comments can also be made in person or via Webex during this time.*

**3. Discussion**

3.1 2023 Budget Adjustment Review: Pam Roberts, General Manager and Paul Korth Finance Director

**4. Public Hearing to Allow Comments on the 2023 Budget Adjustment**

4.1 Open the Public Hearing: Daniel Gibbons, Board Chair

4.2 Citizen Public Input *(public comments are limited to 3 minutes)*

4.3 Board Comments

4.4 Close of the Public Hearing

**5. Business Items**

5.1 Budget Adoption (**Adoption Requested**)

**6. Adjourn**

TOPICS/ OBJECTIVES	KEY POINTS/ DECISIONS	ACTION ITEMS WHO – WHAT – BY WHEN	STATUS
<b>Call to Order / Roll Call</b>			
	Board Chair Gibbons called the meeting to order, and Catarina Garcia conducted the roll call.		
<b>1. Consent Items (Approval Requested)</b>			
1.1 November 13, 2023, Board Meeting and Public Hearing Minutes	There were no questions or comments on the minutes.	<b>Motion to Approve:</b> Vice Chair Barbieri <b>Second:</b> Board Member Shelton  <b>Vote: All in favor (no opposing or abstaining votes).</b>	<b>Approved December 27, 2023</b>
<b>2. Meeting Open for Public Comments (Comments are limited to 3 minutes.)</b>			
	There were no public comments.		
<b>3. Discussion</b>			
3.1 2023 Budget Adjustment Review: Pam Roberts, General Manager and Paul Korth Finance Director	Pam began with a review of the Executive Summary of the Requested 2023 Budget Adjustment. She reported that WFWRD received higher than anticipated maintenance and fuel costs from Salt Lake County Fleet in November. She also stated that the Board is well aware of the significant increased costs related to labor markets, truck maintenance shop rates, processing fees for recycling, landfill tipping fees and fuel prices from the discussions this year.  She went on to say that the question has been is our aging fleet costing more for maintenance? We have hit the point where they do seem to cost more. This is due to having to keep trucks longer than anticipated, fleet expansion and more miles on our aging fleet. The intent was to extend the life-expectancy of the trucks but due to circumstances out of our control, we were		

not able to purchase trucks for the past two years. Instead, we are keeping them for 8-9 years, resulting in increased maintenance costs.

Pam explained that cost comparisons per mile traveled for an older/aging truck this year show up to \$1.00 per mile more. For example, an older truck is \$6.00 per mile for fuel and maintenance whereas a newer truck is \$5.00 per mile for fuel and maintenance, not including labor.

Pam, Paul, Andy King, Fleet & Asset Manager, and David Ika, Operations Manager are still diving in deeper to ensure WFWRD will be able to sustain the maintenance costs that are budgeted going into 2024.

Pam previously discussed the under-expenditures in personnel to each Board member individually, however, and explained that staff does not feel that it will be enough to cover the additional costs for recycling fees, fuel, and maintenance.

WFWRD is requesting to pull from the fund balance in the amount of \$600,000 to account for overall projected increased costs and split it between truck maintenance expense of \$300,000 and recycling processing fees of \$300,000 Any under-expenditures will be reported in the January Board Meeting included in the 2023 financial report.

Board Member Shelton asked about the cost per mile going from \$5.00 to \$6.00 for an older truck and what the cost of the truck would be on the long term average of cost per mile up to where a truck gets designated as old. Where is the break-even, the return-on-investment purchase versus how long the truck can be kept at an increased cost versus buying a new truck?

Commented [PK1]: On the term - is confusing to me.

Paul replied that in the past it made sense to keep trucks longer. The original plan was to keep four trucks longer (as a sample), but it changed with the nature of the market. More current numbers can be revisited but it made sense to keep trucks longer because the purchase price of trucks increased significantly over five years.

Board Member Shelton stated his curiosity is because we are moving from one itemized category to another. If it is indeed cheaper and not such a burden to keep trucks maintained, is there a line where it makes sense to keep them and not necessary just buy new trucks?

Pam replied that the information can be provided at the January meeting based on this year's data, which has pushed the life-expectancy of the side load trucks.

Paul stated that after talking with the auditor and reviewing state statutes, he thought this request is the better option. Our concern is the total actual expenses versus total budgeted expenses for 2023.

He explained the November YTD Actual 2023 total expenses are \$23,483,000. WFWRD bills quarterly (for sideload services) so the revenues charged for services shows a significant increase from November YTD through year-end.

Paul referenced the Adopted Budget 2023 Less the Projected amount for 2023 for each category. It shows that we will exceed the budgeted amount in different categories, the two largest of which are maintenance expense and vendor recycling fees that are projected to

	<p>exceed the budgeted amounts approximately \$420,000 and \$462,000 respectively.</p> <p>He explained that a lot of accounting adjustments are done after year-end for things like accrued vacation and can counts. The projected numbers for 2023 are close but not exact. In conversations with the auditor, Paul feels we will exceed the budget and it is not an exact science at this time. As Pam mentioned, we will be almost \$900,000 under in personnel expenses, but it is not enough to cover what has happened in total expenses. Increased expenses were felt in many other areas as well it hasn't been in just these two categories.</p> <p>Paul clarified to Vice Chair Barbieri that we are projecting \$860,000 under the 2023 budget amount in personnel expenses primarily due to vacant positions. While there are more applicants to our job postings, it still takes time between when someone leaves, applications, interviews, etc.</p> <p>Pam and Hazel replied to Vice Chair Barbieri that we have three full-time driver vacancies, a full-time HR Payroll Specialist, and a full- and part-time Customer Service Representative.</p> <p>Board Vice Chair Barbieri asked if next year we will sent the under expend in personnel decrease. Paul stated that if the general economy slows down a little, we can fill key positions by mid-year 2024 and we will not depend on almost \$900,000 in personnel expenses under-expenditures for 2024</p> <p>Pam clarified that while there are three driver vacancies, we are only recruiting one as we head into the slow season. We knew this year was going to be</p>		
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	<p>close in regard to the budget, so we are waiting to fill the other vacancies until next year and make do.</p> <p>Paul clarified to Board Member Piñon that the November YTD numbers do not include fourth quarter revenue charges for services (for sideload services), thus the jump to \$24 million for projected 2023. Side load services are billed quarterly and while we could record the revenue, it would be an estimate and we opt to use actual numbers at the end of the quarter.</p> <p>Board Member Piñon then asked that between revenues less expenses we are pulling \$2.1 million of the fund balance, and it will deplete itself if we do not do another increase? Paul responded that yes, that is what is projected, the fund balance is currently at approximately \$20 million, and there is \$9-10 million in cash. The capacity is there.</p> <p>There were no other questions or comments.</p>		
<b>4. Public Hearing to Allow Comments on the 2023 Budget Adjustment</b>			
4.1 Open the Public Hearing on the 2023 Budget Adjustment: Daniel Gibbons, Board Chair	There was a motion and second to open the public hearing.	<p><b>Motion to Open:</b> Board Member Piñon</p> <p><b>Second:</b> Board Member Shelton</p> <p><b>Vote: All in favor (no opposing or abstaining votes).</b></p>	<b>Approved December 27, 2023</b>
4.2 Citizen Public Input ( <i>public comments are limited to 3 minutes</i> )	Board Member Stringham commented that two citizens reached out to her with questions about the public hearing. She explained the process, they understood, and she will forward their names to WFWRD.		

	<p>Board Chair Gibbons added the importance of this public hearing before the end of the year, and the process has been very prudent.</p> <p>Matt Ferguson, a Taylorsville resident and WFWRD staff member, stood to give a shout out and express appreciation to Paul Korth for his diligence tracking the budget and ensuring compliance with laws and rules.</p> <p>Board Chair Gibbons and Vice Chair Barbieri seconded Matt’s comment to Paul for keeping everything on track and transparent. Board Chair Gibbons stated that the financials are a big piece of the Board’s stewardship and thanked Paul again.</p> <p>There were no other comments.</p>		
4.3 Board Comments	There were no Board comments.		
4.4 Close of the Public Hearing	There was a motion and second to close the public hearing.	<p><b>Motion to Close:</b> Board Member Shelton <b>Second:</b> Vice Chair Barbieri</p> <p><b>Vote: All in favor (no opposing or abstaining votes).</b></p>	<b>Approved December 27, 2023</b>
<b>5. Business Items</b>			
5.1 2023 Budget Adjustment ( <b>Adoption Requested</b> )	There was a motion and second to adopt the 2023 Budget Adjustment.	<p><b>Motion to Adopt:</b> Vice Chair Barbieri <b>Second:</b> Board Member Shelton</p> <p><b>Vote: All in favor (no opposing or abstaining votes).</b></p>	<b>Approved December 27, 2023</b>
<b>6. Adjourn</b>			

	There was a motion and second to adjourn.	<b>Motion to Adjourn:</b> Board Member Piñon <b>Second:</b> Board Member Shelton  <b>Vote: All in favor (no opposing or abstaining votes).</b>  <i>Meeting end time: 9:20 a.m.</i>	<b>Approved December 27, 2023</b>
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