



## **WASATCH INTEGRATED WASTE MANAGEMENT DISTRICT**

Minutes of the meeting of the Administrative Control Board of Wasatch Integrated Waste Management District held September 3, 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  
Council Member Nike Peterson, Clearfield (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 Tami Tran, Kaysville  
Mayor Joy Petro, Layton  
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 Tony London  
Mayor John Pohlman, Fruit Heights

Mayor Ken Romney

### **STAFF PRESENT:**

Preston Lee, Executive Director  
Adam Hacker, Financial Officer  
Penny Hobbs, HR Generalist  
Todd Quinley, Purchasing Manager  
Dan Ramos, Safety Superintendent  
Jesse Simonson, Landfill Manager  
Chad Staples, MRF Manager  
Collette West, Sustainability Specialist  
Aya Gresham, Clerk/Recorder/Executive Assistant

### **VISITORS:**

Larry Jenkins, Attorney

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 August 29, 2025.

## **Welcome**

Board Chair, Mayor Clark Wilkinson, welcomed board members, staff, and visitors to the meeting. He welcomes and introduces the new Executive Assistant to Wasatch Integrated, Ayaka Gresham. Ms. Gresham gives a brief background to the board members.

## **Minutes Approval**

Chairman Wilkinson presented minutes of the June 4, 2025, board meeting to the board for approval.

Upon motion duly made and seconded, minutes for June 4, 2025, board meeting were approved. Chairman Wilkinson, Vice Chair Mayor Brian Vincent, Secretary Commissioner Mike Newton, Council Member Nike Peterson, Commissioner John Crofts, Commissioner Lorene Kamalu, Commissioner Bob Stevenson, Mayor Brett Anderson, Mayor Tami Tran, Mayor Joy Petro, Mayor Brian Horrocks, Mayor Rod Westbroek, Council Member Nakisha Rigley, and Council Member Wally Larrabee voted aye. Voting in favor of said motion was unanimous.

## **Public Comment Period**

There was no public comment.

## **Financial Report**

Mr. Hacker reviewed the Disbursement Report for May 1, 2025, through June 30, 2025.

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

Mr. Hacker presented Financial Statements May 1, 2025, through June 30, 2025, including the balance sheet, statement of revenues, expenses, and changes in net position.

Mr. Lee gave praise to his team for staying within the budgeting parameters for capital items, despite the challenges from the budget that was established in March 2025. Following with Mr. Hacker added that the organization's financial were in "good shape" in preparation for the upcoming audit that will take place.

## **Director's Update**

Mr. Lee provided an update regarding changes to the resolutions that will be presented to the Board for a vote, noting that these consist of a compilation of policy changes.

Mr. Lee reported that the credit card processing fee was reduced from 6% to 5% from what it was in late February, which he believes will be beneficial to the accounting team. He further noted that this change may encourage more account holders to make payments by credit card. Additionally, Mr. Lee discussed the option for customers to make payments through the website using a QR code. He explained that the QR code would be best and only option to use in lieu of searching through the internet, which will help prevent potential interference from bots. This would be distributed to customers when they come through the landfill and be given a handout with the QR code to assist them in setting up future online payments.

Mr. Lee touched on two of the personnel policies in Title 2. One being the technology and privacy policy that initially a requirement to have each employee sign an agreement that affirms each employee will comply with the policies, so now employees will no longer be required to sign an agreement but must still comply with the policies for anyone who has access to communications and information systems within Wasatch. Those changes were made through removing the verbiage that states it is a requirement to sign a form of acknowledgement. The other change in the resolution being made was PEHP's billing cycle, where it has been billed twice month to now once a month. This results that one per diem being taken out of one check versus two for employees. Also mentioned

that since this change there has not been any negative feedback or responses. He had also mentioned that later in the meeting, the upcoming nominating committee will need to be discussed, so volunteers will be asked to be on that committee to select the Board Chair, Vice Board Chair, and the Secretary for 2026.

Mr. Lee reported that the district-wide recycling rollout is now complete and that the district is benefiting from the city's programs currently in place. While Mr. Lee noted that the Material Recovery Facility Manager would like to see increased recycling volumes, he expressed optimism that even though right now numbers are slowly rolling in improvements should be seen in the coming months.

Additionally, Mr. Lee noted that Farmington City passed a resolution the previous night requesting permission to implement a curbside green waste program. In response, he has asked Jacobs Engineering to conduct a quick analysis, including an update on Clearfield's active program, to assess the state of operations and evaluate any potential impacts that may come from Farmington's request.

Mr. Lee discussed recent concerns regarding out-of-district waste. He presented a graph showing a significant decrease in tonnage where it dropped further from beginning July to August resulting in 3500 tons to approximately 128 tons, indicating that the rate changes have effectively reduced out-of-district waste intake.

Additionally, Mr. Lee commended the Material Recovery Facility Manager for implementing a "drag and drop" operations at Bayview, which resulted in reduction of overtime. He also noted that vehicles are now refueling on-site rather than at external gas stations, allowing to purchase bulk fuel at a much better rate. Mr. Lee was also pleased to showcase a newly purchased white truck steering away from the normal maroon color.

Mr. Lee reported that the Division of Waste Management completed the first phase of its waste characterization study in June and is now entering the second phase. As part of this phase, survey postcards with a QR code are being handed out to customers who are willing to take it. The QR code links to a survey related to recycling. Mr. Lee emphasized that they are only handing them out to willing customers, in hopes this will prevent them from being thrown out on the pad and creating waste. Board members also received the postcards and were encouraged to participate.

### **Resolutions**

Chairman Wilkinson presented Resolution 25-12 Amending Title 2 Personnel Policy and Title 8 Fiscal Policy.

Upon motion duly made and seconded, Resolution 25-12 Amending Title 2 Personnel Policy and Title 8 Fiscal Policy. Chairman Wilkinson, Vice Chair Mayor Brian Vincent, Secretary Commissioner Mike Newton, Council Member Nike Peterson, Commissioner John Crofts, Commissioner Lorene Kamalu, Commissioner Bob Stevenson, Mayor Brett Anderson, Mayor Tami Tran, Mayor Joy Petro, Mayor Brian Horrocks, Mayor Rod Westbroek, Council Member Nakisha Rigley, Mayor Brandon Stanger, Council Member Jordan Savage, and Council Member Wally Larrabee voted aye. Voting in favor of said motion was unanimous.

### **General Business**

Prior to Chair Wilkinson proceeding with the nominating committee update, Council Member Jordan Savage raised a question regarding the recently approved insurance policy. He inquired whether there were any issues for new hires whose insurance coverage now that it begins at the start of the month, rather than in the next pay period as it was under the previous policy.

Council Member Savage noted that if a new hire's start date falls on the second of the month, they would potentially have to wait close to 30 days before their insurance coverage becomes effective, whereas prior to the previous policy, they would have had to wait no more than 10 days depending on the start date.

Mr. Lee provided clarification on the change in policy and invited Ms. Penny Hobbs, HR Generalist for Wasatch, to comment on any feedback from employees. Ms. Hobbs confirmed that there have not been any issues or concerns raised by new hires regarding that change.

Chair Wilkinson asked for anyone who would like to volunteer to be a part of the nominating committee. The individuals who did agree to joining the committee are Joy Petro, Brian Horrocks, Nakisha Rigley, Rod Westbroek, and Jordan Savage.

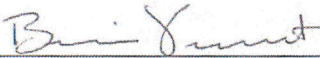
There were no other future agenda items for discussion.

Chair Wilkinson concluded the meeting by wishing board members, running for election, good luck in their campaigns and offering support if needed. He thanked all members for their contributions to the district and praised Mr. Lee for his efforts during his first months as Executive Director, particularly his outreach work.

Mr. Lee gave a final reminder about the upcoming audit at the end of September. Since no Open Meeting training was held during this meeting, he asked board members to submit their training certificates to Aya for the record before the audit.

### **Adjournment**

Upon motion duly made and seconded, the Administrative Control Board meeting was adjourned at 5:51 p.m. Voting in favor of said motion was unanimous.

  
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Mayor Clark Wilkinson, Board Chair

MAYOR BRIAN VINCENT, VICE CHAIR

  
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Preston Lee, Executive Director