

**To: ISWR Advisory Board**  
**From: ISWR Staff**  
**Date: February 16, 2021**  
**Re: Staff Report**

**Report from Brenda, ISWR Superintendent:**

- 1) **COVID19** – No changes to our operations or hours from last month. We are still open and operating under regular hours. Staff and customers are asked to wear masks and socially distance. Textiles are back!
  
- 2) **Staffing** – Travis Babcock is leaving ISWR. His last day will be February 23, 2021. We will be advertising the vacancy internally (County Wide) until February 26, 2021
  
- 3) **ISWR Infrastructure Maintenance, Repairs, and Improvements/Capital Projects**
  - **TTS Water System Improvements** –Ridgeline Excavation has meet substantial completion on the water line project, but not final completion. Completion is not expected until Spring of 2021 due to well access restrictions. Liquidated damages may be assessed.
  
  - **Food Composting** – ISWR is accepting food waste for Composting! ISWR will issue an RFP for hauling for commercial pick up.
  
  - **Recycling Center Fire Suppression System Upgrade** – The draft drawings for the fire suppression system upgrade to the recycling center was submitted to the Rafter J Water System for Approval. The review noted that even with a fire suppression system upgrade, ISWR cannot store plastics in the main warehouse and be in compliance with fire codes.
  
  - **Wyoming Engineering Society Award** – ISWR submitted the Taming the Wild Waste project to the Wyoming Engineering Society Presidential Project Award. It was not selected as the winner, they gave the award to a boring road project.

**Report from Caroline, Financial Accountant:**

- 1) **TTS-JCR FY2021 Summary Statistics (7/1/2020-1/31/21)**  
*Please see attached document – Dashboard as of January 31, 2021.*
  
- 2) **Proposed Fiscal Year 2022 Budgets and Proposed Tip Fees**  
The FY22 budgets are mostly complete and will be submitted to the County by Friday February 26th. We were asked to prepare a flat budget for FY22 with the exception of the annual 2.5% staff salary increase. Per Keith Gingery, we were advised to let the finance committee and staff do the heavy lifting on the budget. While we had hoped to bring the

rest of the board along on our budgeting journey, we will bring you up to date on the 18th.

We are waiting for additional information, due on the 19<sup>th</sup>, from the trash transfer station Operations & Management and Haul contract bidders. This is a large, multimillion dollar contract, and we want to get it right. The requested information will determine our final budget numbers and tip fee recommendations.

Below is the condensed version of the proposed Fund 30 budget as it stands today with no tip fee increase to cover the shortfall. There will be tip fee increases at the transfer station, but we are not prepared to make recommendations at this point.

A tremendous amount of work goes into the budgeting process, by staff, the finance committee members, and Jim Wolf (who has been on the finance committee for over ten years). I am so very grateful for all their time, input, support, and guidance with the budgeting process.

As you may recall, last March we were tasked with reducing our submitted FY21 budget by 20% in preparation for the anticipated deep revenue decline due to the pandemic. As it turns out, revenue and expenses in FY21 are more in line with our original FY21 budget.

**For Fund 30**, the ISWR operating fund, approximately 85% of ISWR revenue comes from tip fees and 15% from commodity sales, donations, and grants.

The ISWR FY2022 budget includes \$211,834 in capital equipment purchases, asset maintenance and funds for post landfill closure care and maintenance.

ISWR anticipates managing and processing approximately 32,880 tons of municipal solid waste (i.e., landfill-bound waste) and 14,567 tons of divertible materials. The budget also includes robust community education and outreach to inform the public on ISWR's programs, capital projects, zero waste goals and the Town of Jackson plastic bag reduction ordinance. This budget includes tip fee increases at the transfer station.

Proposed tip fee and service increases will be advertised for 45 days.

### Fund 30 – FY22 Draft Budget

ISWR Fund 30 Budget Comparison				
	FY20 Post Audit Actuals	FY2021 Budget	FY21 YE Projections	FY2022 Budget
TTS Revenue	\$ 4,982,566.70	\$ 4,545,028.00	\$ 5,174,930.00	\$ 5,298,805.00
JCR Revenue	\$ 731,796.26	\$ 630,002.00	\$ 798,013.00	\$ 840,038.00
<b>Total ISWR Revenue</b>	<b>\$ 5,714,362.96</b>	<b>\$ 5,175,030.00</b>	<b>\$ 5,972,943.00</b>	<b>\$ 6,138,843.00</b>
(-) TTS Expense	\$ 3,608,890.80	\$ 3,181,500.00	\$ 3,800,188.00	\$ 4,164,354.00
(-) JCR Expense	\$ 709,016.07	\$ 607,913.00	\$ 748,164.00	\$ 748,666.00
(-) ISWR Payroll	\$ 1,176,044.39	\$ 1,170,638.00	\$ 1,172,735.00	\$ 1,227,475.00
(-) Budgeted Cap Res Contrib				
<b>Total ISWR Expense</b>	<b>\$ 5,493,951.26</b>	<b>\$ 4,960,051.00</b>	<b>\$ 5,721,087.00</b>	<b>\$ 6,140,495.00</b>
<b>Net Operating Surplus/Deficit</b>	<b>\$ 220,411.70</b>	<b>\$ 214,979.00</b>	<b>\$ 251,856.00</b>	<b>\$ (1,652.00)</b>
(-) ISWR Capital Expenses	\$ 810,066.29	\$ 214,979.00	\$ 316,334.00	\$ 211,834.00
<b>Capital Surplus/Deficit</b>	<b>\$ (589,654.59)</b>	<b>\$ -</b>	<b>\$ (64,478.00)</b>	<b>\$ (213,486.00)</b>

### 3) Funding Sources and General Use of ISWR Funds

Below is the updated information on the various ISWR Funds. We are nearing the finish line with our ten years of capital projects. In FY22, we anticipate exhausting the final SLIB Grant and the 2012 SPET funds and beginning on SPET 2019 projects.

Fund 30 Revenue		FY20 Audited Actual Revenue	
TTS Tip Fees		\$ 4,884,143	85.5%
Commodity Sales		\$ 265,607	4.6%
Services (OCC Collection, Shredding, etc.)		\$ 334,870	5.9%
Donations and Grants		\$ 159,688	2.8%
Interest		\$ 54,517	1.0%
Miscellaneous		\$ 15,538	0.3%
<b>Total Fund 30 Revenue</b>		<b>\$ 5,714,363</b>	<b>100.0%</b>
Fund 30 Expense FY20 Audited Actuals		FY20 Audited Actual Expenses	
ISWR Personnel (Salary & Benefits)		\$ 1,176,044	18.66%
Miscellaneous Admin/Office		\$ 131,521	2.09%
Education, Advertising & Promotion		\$ 96,472	1.53%
JCR Programs & Operations		\$ 518,318	8.22%
TTS Programs and Operations		\$ 3,571,596	56.66%
Capital Expenditures		\$ 810,066	12.85%
<b>Total Fund 30 Expenses</b>		<b>\$ 6,304,018</b>	<b>100.00%</b>
Fund 34 SPET + Interest FY21			
Fund Balance 6/30/20 Balance Sheet		\$ 1,808,437	
Interest Income + Other Revenue		\$ 3,827	
LFC/TTS Planning & Construction		\$ (1,303,513)	
<b>Net Fund Balance 1/31/21</b>		<b>\$ 508,751</b>	
Fund 12 Cease and Transfer - Landfill Closure			
		\$ 5,120,188	
Approved Grant Requests		\$ (4,846,655)	
<b>Remaining Grant 1/31/21</b>		<b>\$ 273,533</b>	
Approximate Funds Remaining for TTS/LFC Work 1/31/21			
		\$ 782,284	
Fund 44 SPET + Interest FY21			
Fund Balance 9/30/20 Balance Sheet		\$ 601,704	
Interest Income + Other Revenue		\$ 601,704	
SPET 2019 Planning & Construction		\$ -	
<b>Net Fund Balance 1/31/21</b>		<b>\$ 601,704</b>	

### **Report from Carrie, Waste Diversion and Outreach Coordinator:**

- 1) Recycle Coach** – ISWR has partnered with Recycle Coach on an app that will be available in March. The app will contain features like a “what goes where” search bar, where thousands of items will be searchable. Additionally, Recycle Coach tailors’ educational content to our program to provide games and other fun ways to learn about recycling in Teton County. Other features include a calendar, interactive map, and an area to report a problem.
  
- 2) RRR Business Leaders** – The steering committee has decided to hold an info session on April 20<sup>th</sup> at 11am to introduce the new program to the existing business leaders but will also be open to the public. The info session will cover the dues increase, new grant program, and other resources that will be available. The last portion of the event will be time for a select few current members to speak to how they’ve successfully implemented sustainable choices and practices into their business models, and leave time for Q&A. Please join us! <https://bit.ly/3aczaiL>
  
- 3) Sustainability Series** – ISWR has been asked to host the February Sustainability Series. Tentatively, it is set for February 24<sup>th</sup> at noon. Dane Buk from Terra Firma Organics and Curtis Haderlie from WyoFarm Composting will be presenting on their different programs. Keep an eye out for additional information!
  
- 4) Plastic Bag Reduction Ordinance** – \$24,936 was brought in from the 4<sup>th</sup> quarter of the ordinance. A new reminder campaign began in January with the News & Guide and Daily, on Hole Scroll, Local Social, and ads were placed on KMTN and La Nueva. Paper bag purchases expect to remain high throughout Covid-19. The reusable bags purchased through the Travel and Tourism Board arrived in early January and are available as needed.
  
- 5) Arts and ISWR** – JH Public Art approached staff about participating in the giant troll project at R Park. Staff were interviewed for the accompanying project video, and mini trolls created in the next several months will be displayed at locations around town, including some of the community recycling sites. Suzanne Morlock has begun her art residency. She has been observing and collecting various materials to test and consider. She has become quickly attuned to and concerned with our contamination issues. We are very excited to see how this develops.