

To: ISWR Advisory Board
From: ISWR Staff
Date: March 26, 2021
Re: Staff Report

Report from Brenda, ISWR Superintendent:

1) COVID19

No changes to our operation or hours from last month. We are still open and operating regular hours. Staff and customers are asked to wear masks and socially distance.

2) TTS Contract

After a long RFP and review process, the contract to operate the TTS and haul waste was awarded to Yellow Iron. The contract is for 7 years, with option to renew for 3 years. The new contract will include mattress recycling and other diversion opportunities.

3) Staffing

Dana Horner was promoted to Senior Recycling Operator to fill the vacancy left by Travis Babcock. ISWR is advertising for recycling operator.

4) PAYT

The Haub School Fellows are conducting interviews with haulers in late March and early April. Brenda, Trevor, Olivia, Bridget, and Ryan are working with the Conservation Alliance to include bear proof trash cans in the interview process. The students are also working on a draft fee schedule.

5) ISWR Infrastructure Maintenance, Repairs, and Improvements/Capital Projects

- **Baler Upgrade** –The baler up-grade is schedule for the April 22-26. Due to the shipment and arrival of parts, we are not able to schedule the upgrade earlier to coincide with spring break. Our material management plan is:
 - a. Cardboard routes will be normal. Westbank will deliver the cardboard to the Transfer Station. Opie will load the cardboard in a walking floor trailer (Opie will steam clean the trailer) and hold it for us until we can process it the following week. This will cost a little money but will minimize disruption to our cardboard customers.
 - b. Bins at the community sites at the Aspens, Hoback, Teton Village, and Spring Gulch will be serviced as normal.
 - c. Bins at Albertsons, Rec Center and Fairgrounds will be pulled during the upgrade. Our concern is that we don't have the capacity to store the material at the Recycling Center and that if the bins are left out and become full, recycling will be left on the ground. We plan to put out signage a week before, along with press releases, letting the public know the bins will be temporarily unavailable.
 - d. Recycling center bins will be pulled for the same reason. We don't have enough bins to store that much material.

- **TTS Water System Improvements** – On hold until Spring of 2021 due to well access restrictions.
- **Food Composting** – ISWR is accepting food waste for composting.
 - The Food Waste Hauling RFP will be issued on March 31, with a due date of April 19. ISWR is targeting July 1 as hauling date due to the 45-day notice period.
 - The food de-packer RFP has been issued. The due date is Friday April 2, 2021
- **Recycling Center Fire Suppression System Upgrade** – The draft drawings were approved by the Rafter J Water System. The fire suppression RFP will be issued by mid-April.
- **Electrical Engineering** – In preparation for our 2019 SPET projects, an RFP for electrical engineering was issued in February. Cator, Ruma and Associates was selected, the contract is scheduled for presentation to the BCC on April 13.

Report from Caroline, Financial Accountant:

1) TTS-JCR FY2021 Summary Statistics (7/1/2020-2/29/21)

Please see attached document – Dashboard 2/29/21.

2) Proposed Fiscal Year 2022 Budgets and Proposed Tip Fees

The FY22 budgets were completed and submitted to the County on February 26th. Below are the condensed versions of the submitted budgets.

For Fund 30, the ISWR operating fund, ISWR is projecting a 23.96% increase in revenues over the FY2021 revised COVID-19 budget and an 18.49% increase in expenses (includes capital expenditures). Approximately 85% of ISWR revenue comes from tip fees and 15% from commodity sales, donations, and grants. ISWR anticipates managing and processing approximately 33,300 tons of municipal solid waste (i.e., landfill-bound waste) and 15,000 tons of divertible materials. Capital expenditures in the amount of \$209,334 are included in the ISWR operating budget.

The budget also includes community education and outreach to inform the public on ISWR's programs, capital projects and the Town of Jackson plastic bag reduction ordinance. The draft budget includes tip fee increases at the trash transfer station, as well as a 3% increase to the commercial cardboard collection program.

Proposed tip fee and service increases are being advertised for a 45-day period beginning on March 17, 2021 and a hearing will be held before the BCC on May 18, 2021 for the consideration of the adoption of the FY2022 fees. *(Please see the attached Comparison Chart for Tip Fees FY22 document.)*

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	\$ 5,575,160.00
JCR Revenue	\$ 731,796.26	\$ 630,002.00	\$ 891,313.00	\$ 840,038.00
Total ISWR Revenue	\$ 5,714,362.96	\$ 5,175,030.00	\$ 6,066,243.00	\$ 6,415,198.00
(-) TTS Expense	\$ 3,608,890.80	\$ 3,181,500.00	\$ 3,774,051.00	\$ 3,955,529.00
(-) JCR Expense	\$ 709,016.07	\$ 607,913.00	\$ 779,039.00	\$ 752,006.00
(-) ISWR Payroll	\$ 1,176,044.39	\$ 1,170,638.00	\$ 1,172,735.00	\$ 1,214,953.00
(-) Budgeted Cap Res Contrib				
Total ISWR Expense	\$ 5,493,951.26	\$ 4,960,051.00	\$ 5,725,825.00	\$ 5,922,488.00
Net Operating Surplus/Deficit	\$ 220,411.70	\$ 214,979.00	\$ 340,418.00	\$ 492,710.00
(-) ISWR Capital Expenses	\$ 810,066.29	\$ 214,979.00	\$ 305,341.00	\$ 209,334.00
Capital Surplus/Deficit	\$ (589,654.59)	\$ -	\$ 35,077.00	\$ 283,376.00

Fund 34 – 2012 SPET Funds FY22 Draft Budget

LANDFILL CLOSURE FUND					
EXPENDITURE	FY2020	FY2021	FY2021	FY2021	FY2021
DESCRIPTION	Actual	BUDGET	YTD (as of 12/31/20)	YTD (as of 1/31/21)	YE ESTIMATE
Geotec/Environmental Monitoring	-		-		-
Closure Construction	1,631,341.57	212,000.00	156,464.73	281,913.97	281,914.00
Closure Planning/Permitting	151,907.24	25,000.00	30,079.14	63,051.51	137,972.00
Operating & Facility Planning/Permitting	123,214.09	-	16,005.00	20,224.00	45,224.00
Facility Construction	485,929.01	1,355,582.00	687,094.60	938,323.21	967,524.00
Transfer to Fund 30	-	-			-
Miscellaneous	-		-		
Total Landfill Closing Fund	2,392,391.91	1,592,582.00	889,643.47	1,303,512.69	1,432,634.00

Good news! It looks like we have the funds to complete all planned projects this fiscal year and next at the trash transfer station. Budgeting for the remaining cap ex projects at the transfer station is anxiety producing for me as we wind down 10 years of construction and use up our last two funding sources. I am projecting that after FY22 (June 30, 2022) we still have ~\$81,000 - \$138,000 remaining in Fund 34 (2012 SPET) and ~\$61,000 of our SLIB grant. Several of the construction projects will require RFPs so we will not have exact numbers until we put them out to bid. Brenda still has a few projects we will decide on when we know the exact amount of remaining funds a year from now.

SLIB – Landfill Closure Grant FY21 Budget

FISCAL YEAR 2021-2022			
GRANTS BUDGET			
Account Title:	SLIB LF Closure	Line Item Number:	12-4-012-037-028
Account Description: SLIB Landfill Closure			
Summary Description of Account's Purpose / History:			
50% Reimbursement from SLIB for the landfill closure project, including planning, permitting, CM/CQA and construction			
FY 2020 Actual		FY 2021 Approved	FY 2022 Request
\$1,682,685.71		\$732,431.00	\$ 77,754.00
Item Description	QTY.	Unit Price	
Dead Animal Pit Capping and Closure 1/2 Fund 34, 1/2 Fund 12 SLIB	0.50	\$125,000.00	\$ 62,500.00
Golder Associates Environmental Monitoring Plan 1/2 Fund 34 1/2 Fund 12 SLIB	0.50	\$12,508.00	\$ 6,254.00
Additional well pumps 1/2 Fund 34 1/2 Fund 12 SLIB	0.50	\$3,000.00	\$ 1,500.00
Concrete curbing 1/2 Fund 34 1/2 Fund 12 SLIB	0.50	\$15,000.00	\$ 7,500.00
Total Line Item Request (carry forward to Request Sheet)			\$ 77,754.00

3) Funding Sources and General Use of ISWR Funds

Below is the updated information on the various ISWR Funds.

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%
Total Fund 30 Revenue	\$	5,714,363	100.0%
Fund 30 Expense FY20 Audited Actuals			
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%
Total Fund 30 Expenses	\$	6,304,018	100.00%
Fund 34 SPET + Interest FY21			
Fund Balance 6/30/20 Balance Sheet	\$	1,808,437	
Interest Income + Other Revenue	\$	4,021	
LFC/TTS Planning & Construction	\$	(1,254,556)	
Net Fund Balance 2/28/21	\$	557,902	
Fund 12 Cease and Transfer - Landfill Closure			
Approved Grant Requests	\$	(4,854,465)	
Remaining Grant 2/28/21	\$	265,723	
Approximate Funds Remaining for TTS/LFC Work 2/28/21			
	\$	823,625	
Fund 44 SPET + Interest FY21			
Fund Balance 9/30/20 Balance Sheet	\$	601,914	
Interest Income + Other Revenue	\$	601,914	
SPET 2019 Planning & Construction	\$	-	
Net Fund Balance 2/28/21	\$	601,914	

Report from Carrie, Waste Diversion and Outreach Coordinator:

- 1) New Recycling Signs** – We should be signing a franchise agreement with Recycle Across America any day now and beginning the artwork development process. We are hopeful to have signs in hand by late April. New signs for all the roll offs and community bins will be purchased.
- 2) February Sustainability Series** – The composting webinar was well attended and seemed to go well. Attendees had great questions, and our presenters did a good job talking about their separate programs. If you missed the webinar but would like to see it, click [here](#).

- 3) **Recycle Coach App** – Every day we get a little closer to “live” mode. The board will be notified to assist with error collection. Currently we are still working out more kinks than were expected.
- 4) **The Jackson Hole Connection** – ISWR began advertising with the local podcast, [the Jackson Hole Connection](#). We are a main sponsor for the next 14 weeks.
- 5) **Spring Clean Up** – SCU is tentatively planned for Friday, May 14th this year. We will be looking for volunteers, so go ahead and mark your calendars! More information to come.
- 6) **Baler Upgrade Closure** – During the baler upgrade closure and community site bin relocation, we would like to organize community site clean ups. Tentatively planned for April 22nd, 23rd, and 26th. More information to come.
- 7) **Biocycle Article** – Biocycle published an article on [Composting Food Scraps in The Grand Tetons](#). The article includes details of the program, the business toolkit and a photo of one of our very own, Wes Gardner, delivering personal food waste to the facility.