

TETON COUNTY INTEGRATED SOLID WASTE AND RECYLING (ISWR) ADVISORY BOARD

Meeting Minutes

December 7th, 2017

Members present: Don Baker, Phil Cameron, Rachel Daluge, Andi Psmithe, Katie Dahlgren, Lorie Cahn, Jess Wireman

Others present: Ted VanHolland, Teton County Engineering; Travis Ziehl, Teton Conservation District Board Member; Iris Saxer, Teton Valley Community Recycling; Julie Deardorff, Straw Free Jackson Hole; Johnny Ziem, Town of Jackson Ex-Officio; Sandy Shuptrine, Teton Conservation District Board Member; Paul Vogelheim, Teton County Commissioner; Kelly French, Jackson Curbside Recycling; Heather Overholser, Superintendent of Solid Waste and Recycling; Mari Allan Hanna, ISWR Waste Diversion and Outreach Coordinator; Caroline Sheahan, ISWR Financial Accountant; Kent Jasperson, ISWR Solid Waste and Recycling Manager; Carrie Bell, ISWR Administrative Assistant.

3:11pm: Meeting called to order by Phil Cameron at ISWR.

Motion to approve October minutes, Moved: Don, Second: Lorie, All in favor, motion carried.

Report from Board Chair, Phil Cameron:

- Regarding the ISWR Advisory Board, 3 member's terms are ending. Don, Joe, and Phil. Don and Joe have re-applied. Phil has chosen not to re-apply. There are 6 new candidates, who seem like great, interested folks that want to serve.
- Heather- Mari Allan and I have already discussed tapping into the new applicants. Thank you, Phil, for your time here. You have been a great leader, mentor, and guide.
- Phil- It has been a lot of fun, and so much has happened in the last 5 years. I have learned so much and want to stay involved in the committees.
- Heather- I hope you can come; we are having a holiday party on February 8th. We are hoping to reschedule the February board meeting so that we can have a party with the board members starting at 4.
- Phil- Regarding the Executive Committee, Katie, Joe and I have had discussions with various board members, and we have recommendations for the Executive Committee: Katie as chair, Don as vice, Joe as treasurer. We can have a discussion with the board about the last seat, secretary, or we can table that until the January meeting.
- Katie- it's a great way for someone to transition into the Executive Committee.
- Phil- The Executive Committee meets every other month in addition to and outside of regular board meetings. Major role is participating in Executive Committee. Let's make a motion on those, and leave the 4th seat for the January meeting. Any thoughts?
- Jess- If no one is interested I will happily do it.
- Phil- ok then, Jess.

Motion to accept to this slate of executive officers, Moved: Lorie, Second: Andi.

- Katie- thank you Phil, for everything that Heather said; I'm so glad that you are sticking around.

- Phil- What additional steps would we like to take to honor Bob? He was a former board member and was very active. Bob was an “outside the box” thinker, and threw out big ideas. Heather suggested “Bob’s Idea Board” for the conference room.
- Heather- it’s more of an internal way to honor and remember Bob. We’ve already done a lot of external, for example the resolution of commissioners, but this would be internal. When someone asks about Bob, it would give an opportunity to tell Bob’s story and why he was important. Maybe a permanent structure in the conference room.
- Rachel- great idea.
- Discussion on ideas for permanent memorial. Maybe a plaque, maybe a permanent piece with a white board below that could serve as a place for big ideas.

Update from County Commission Liaison, Paul Vogelheim:

- It’s nice to see 6 applications. Thanks Don and Joe for applying again. Great sign to see so much interest in the board. Second, I want to recognize you, Phil, and echo some of Heather’s comments. You guys are great at spending a lot of money. With Heather’s involvement it has been very professional. I want to give recognition to the good work at ISWR. On a local level, and state wide with the awards won, and nationally with Subaru and your presentations. Finally, the introduction of innovative ideas like the food waste program and some of the ideas for the replacement for the dead animal pit. Lots of innovation and leadership. Finally, we did go through the initial round of CIP and expenditures.

Finance Update, Caroline Sheahan:

- Heather and I just started budgeting. We have a big complicated budget. We have received October numbers. We run on a cash basis all year, and this time of year we receive our accruals from the previous fiscal year. Paul will be happy to know that for fiscal year 2017 we anticipated using \$1M from the capital reserve fund for capital improvements, but we only needed to use \$200,000. That’s good news. We budget conservatively. ISWR’s revenues consist of 80% in tip fees, and 20% in donations, grants, and sale of recyclables.
- Katie- Cardboard, metal, and steel seems higher. Pricing increase?
- Caroline- tonnage increase and price increase.
- Heather- Tonnage is predictable. Pricing is another story; crazy things can happen. Goes up and down and we see blips like this. We have an operating reserve fund, in case we lose money on recyclables or other revenue.
- Fiscal year 2016 as a comparison - We were short staffed for most of the year. The main expense line item was for capital improvements, budgeted at \$1,227,060, but we actually spent \$860,005.93
- Heather- we spent less on capital improvements, but also, we had more revenue than expected, so in turn we used less money from the reserves. In years with large capital expenditures, we budget to have a deficit and then utilize the reserve funds to cover those costs. This was a good year.
- Caroline- We run like a business. Any excess revenue over expense at the end of the fiscal year goes into fund balance.
- Phil- would you have expected staff salaries to increase like they did? It’s 200k above budget.
- Heather- salaries would have been more than budget because of the increase in salary (5% starting in FY18). Also, there was a lot of over time (paid at time and half); we had to let

everyone work as much as possible or we couldn't have kept up when we had the massive staffing shortage, especially over the summer. Even if we were fully staffed, we would have been over budget.

- Ted- do they cancel each other out? Not paying fixed costs?
- Heather- health insurance is fixed. Workers comp is fixed.
- Lorie- bank charges?
- Caroline-merchant fees to credit cards.
- Phil- it shows up on the expense side, and is covered through other ways.
- Heather- covered in tip fees.
- Caroline- It's built into our revenue structure.
- Phil- what are the professional services?
- Heather- a big chunk was for CTA, the Recycling Center addition, courier service.
- Caroline- one other line item over budget was repairs and maintenance, we previously had a staff member that would work of and fix things, but he left.
- Heather- it was not in his job description, but he did it.
- Reminder about ISWR's fiscal year- July 1-June 30.
- Don- how much time do you spend putting this together personnel-wise?
- Caroline- 80 hours? A lot.
- Heather- there is so much research to be done.
- Caroline- I have spread sheets for almost every line item. It takes time.
- Heather- when we submit our budget, we have to prepare line items for each line item. This is showing the real expenses, by explaining each line item. We are hoping to use previous year's documents to save time.
- Phil- does this amount of detail go all the way to the commissioners?
- Paul- yes. So, then we get to ask those really detailed questions.
- Caroline- Inbound and outbound tonnages. We are on track from last year. Recycling tonnages are up. Diversion rate ...Mari Allan can you help explain? For municipalities and states, there is going to be a conference to standardize diversion rates. TTS revenues are up over last year.
- Ted- apples to apples comparison? It does seem down?
- Katie- but the tonnages are up?
- Caroline- I've taken out clean fill, it's not included now.
- Mari Allan- I think where we are now, it's not effective to look at it year to year. We are going to see big jumps. Diversion has increased dramatically over the last several years.
- Heather- it's an upward trend. It's challenging because of new packaging and their recyclability. More packaging products come out that we can't recycle because there's no infrastructure. It's an ongoing process.
- Caroline- We are 4 months into the fiscal year, and we should have received 43.4 % of revenue. As we have noted 81% of the revenue collected so far is for tip fees. Year-end projections are still our original budget. It's how we anticipate if we need to make budget amendments. Tip fees are good, some things are super high, some things are high because we did two loads, tin can bundles- we've already sold a load of that. Our revenues are looking great. Wondering about the contra revenue? It's how we track how when people come in with e-waste or HHW, we tell people it's a voluntary fee, and it's how we track what is paid and what is not. Some people come in and pay more, some people say they can't pay the whole amount.

- Heather- we get grants from the Teton Conservation District and Weed and Pest. They help cover that difference when people can't pay the full amount for HHW and e-waste.
- Caroline- as for our entire budget, we have brought in 42.2% of our entire budget for the year, being 33% through the year. Salaries and benefits are right on target. Big 3 at TTS- Bonneville at 30% for year, Yellow Iron at 29%, composting at 28%. Some surprises in those line items, and they will affect our final projections, so we will most likely have to do budget amendments.
- Heather-we would have already seen some of those though. Bottom line is that we've spent 33.75%.
- Andi- did Subaru give a certain amount for the food waste pilot?
- Heather- yes, I don't know the exact number, but they go through NPCA because Subaru can't directly give to GTNP. For this project, the concessionaires and Subaru are covering the West Yellowstone tip fees. Concessionaires have committed to extra funding for this, but Subaru covers the difference.
- Heather- this is the Capital Improvement Plan that we submitted to the county a month ago. It's a 5-year projection. It's a working document- actual money is budgeted through the budget approval process. 1st, animal carcass disposal. It still needs work, still in research and in homework phase of project. May not happen until June of 2019 but we need to include it. \$700,000 for incinerator building and gas line; that's an initial estimate. If you recall, a group of UW students did an initial vetting of CWD and prion diseases. Meeting with two professors this week, and we will have a follow up to the student project to see what most feasible for us. 2nd, truck scale and 2nd phase recycling center improvements. 1st phase was improved offices, public reception area, a shop, and a meeting area. Phase 2 is to improve operations and what we can accept. The plan is to construct a 1,400-square foot building on the north end of the property so that we can store more bales. And hopefully have a sort system. We'll not necessarily allow fully commingled, but have several more comingled streams. We are currently heating a large building for bale storage, obviously for staff too, but it's excessive. Truck scales will be more efficient for staff and trucks. We may have to charge a tip fee for comingled collection. Maybe more staff, and more time. A pick-up service or a commercial entity could comingle, but not the public. It is a part of zero waste planning. Charging for comingling, we'd have to communicate between the scale and office. 3rd -Stilson community recycling site. Wilson site went by the wayside years ago. No agreement yet on the plan between the commissioners and JHMR. We have money set aside for the future.
- Ted- seems high?
- Heather- Structure, landscaping is all expensive. The carport at the scale house was expensive. It's a placeholder, and likely not enough.
- Heather- new vehicles and equipment, repair, replace assets, cardboard containers to add to the bins we have. We have to buy them every year. In fiscal year 20/21 we foresee working with Town of Jackson to have a mandatory cardboard recycling for businesses. To improve recycling efficiency at the recycling center, Kent has a great idea - if we use roll off containers we can move 5x the material that we currently move with smaller bins. We would be replacing small containers with large ones, spreading the asset purchase out over several years. Roll off container signs- we desperately need new signs. Something we are still planning. Loading dock plate for safety and efficiency. HHW painting as asset maintenance. Landscaping is required by Planning Commission as part of the DEV permit for the recycling center improvement project, to

serve as a screen from the highway, must be irrigated. Forklift battery replacement, we always need a battery on hand, if we don't have an extra on hand we are in trouble. We make sure we have an adequate supply.

- Caroline- It's a 5-year plan. It will change.

Committee and Staff Reports:

- Heather- not much to report in staffing. We hired Bryan months ago and he's doing a great job. Rodolfo had to leave and was hired back as a senior operator.

Education and Outreach Update, Mari Allan Hanna:

- Outreach is on fire. We are busy, the phone is ringing. Food waste pilot is complete- 73.3 tons collected. Collaboration a success, the program is a go for 2018. We want to collect twice as much food, and all participants are on board, so we need to optimize.
- Andi- does this number include pumpkins?
- Mari Allan- no. Just food waste from Grand Teton. Report coming out soon. The Green Matters came out, it's a new newsletter that came out with other local green partnerships. ISWR would like to cover more about plastics. Fall cleanup- 100 tons were collected. On par. Half came to rodeo grounds, the other half came to TTS during the free week. Big thanks to Johnny, Joe, and Phil. We want to streamline, but people like to bring their stuff to the rodeo ground, so it will continue next spring.
- Johnny- the more help we can get the better. The weather was bad, but we were still seeing a lot of people. I was amazed. 8 hours straight. Bigger than in the past. We have to get people away from plastic bags. It was unreal. Two loaders just full of plastic bags. Black plastic can't be recycled.
- Jess- more (black plastic bags) than in years past?
- Johnny- maybe, but I always tried to educate.
- Mari Allan- no one left uneducated. The spring event is close to the Eco Fair, it's the 2nd week in May. We have RRR community partnerships, and they are grants out of our outreach operating budget. It's helping us reach more people, like the Children's Museum, Teton County School District, Slow Food, Habitat Restore Repair Café, and the Eco Fair. Application season is open, informal. It works like a grant application, due December 31st. Feel free to help distribute to any organizations, and is restricted to nonprofits. Decisions will be made in February for next fiscal year. We call it the RRR Community Partnerships. Restore Repair Café is next Tuesday at the Restore. Zero waste Lunch and Learn event was about six weeks ago. Habitat presented their experience and they did a great job of telling it. Great, large group, 8-10 meeting again next week to discuss some of the larger topics. RRR committee for next year met and discussed how can we get our message out, branding, messaging, strategy to maximize. Just getting started. Looking at graphic designers to help us. Holiday party for Green Drinks 5-7 next Wednesday, it is a networking event, with zero waste giftwrapping, not funded by the county. Free to attend. ISWR website up and running. RRR website will be linked to that. Outreach work with so many people: Latino Leadership, Teton County School District, Jackson Hole Community School, BEST Program. The Center for the Arts wants to create a waste minimization rule for events. Premier has also wanted to promote a more green approach and works closely with Center for the Arts, and us. St. John's invited us in for extended outreach. Leadership Jackson Hole, they choose a

project to work on for 6 months within the community. A small group came and learned about our needs and they may choose to focus on our projects.

Food Composting Update:

- Heather- Compost planning, other than the food waste pilot, there's not much going on at the moment. We will be in contact with the DEQ to amend our permit, so we can accept food waste in the future. In a year we will put out an RFP for composting that will include aerated static piles and food. It will take months for the procurement for that. We want to make sure there's time in case there is a new company that needs to gear up. We will also put out an invitation for bid for haulers. Businesses will be our early adopters. Same RFP as pilot. Mari Allan and I will meet soon to talk Road to Zero Waste planning. What needs to be followed up on from 2017, what needs to happen in 2018, and what are we planning for 2019. After we meet, we will call a meeting for Road to Zero Waste committee.

Capital Projects Update, Heather Overholser:

- Montana Civil was not able to finish waste excavation this fall. Amended their contract to include demolition of old TTS building and finish excavating in and around it. Will backfill, and then the contractor for TTS can start construction. Waiting for equipment for Yellow Iron to move in to interim facility. Mobile office being set up, will be ready soon. Kent has been integral in figuring out the nuts and bolts of the interim operation. Weather dependent demolition will begin on the old building this winter. As much will be recycled as possible. We are on budget for the interim. We have used some force account funds for additional electrical work (about \$17,000), force account was \$30,000. We have used about half of it. We are waiting for an electrician. Transfer Station bids due in January, bid extended. Ran more ads, had another pre-bid meeting. Won't start till June, felt like it was too long from when bid was due to when construction will start. Sean and engineers decided while I was on medical leave. Landscape architect was hired (Inside Out), will have more trees for screen. We decided to make an addendum to include landscaping in the contract. More coordinated approach. Maybe will see savings. Have seen designs from architect. Addendum will be distributed mid-month.
- Carcass disposal: Need to figure out what we're doing and bid it out about a year from now. There's a lot of work to do. There may be funding. More than just carcass disposal...Chronic Wasting Disease management. There is money in Capital Improvements Plan, but we are looking for outside funding. Even looking to DEQ.
- We are getting close to fine tuning a proposal from Golder to finish out the project; we are almost done and I think we should stick with them. We have some funding still left in the approved contract that could be applied to the future contract agreement amendment. I was conservative in budgeting for this final engineering and construction management work. The numbers I received from Golder are under what I budgeted. Depending on transfer station and landfill closure bids....we could need very little additional funding to complete the project.
- Phil- do you see any challenges bringing that forward with Golder?
- Heather- Not sure, they have produced great work, and we work well together. Having Bill Hensley on site is very valuable. I'd like to see consistency.

Motion to Adjourn, Moved: Don, Second: Lorie. Meeting adjourned 5:02pm.

Respectfully submitted,

Carrie Bell

ISWR Administrative Assistant

Approved on _____

Attest:

Katie Dahlgren, Board Chair

Jess Wireman, Secretary