

**To: ISWR Advisory Board**

**From: ISWR Staff**

**Date: March 2022**

**Re: Staff Report**

**ISWR Superintendent – Brenda Ashworth:**

- 1) **Staffing** – Chris Austin (Scale Master) and Heather Halls (Scale Clerk) left ISWR in January. ISWR is currently advertising for those positions. The deadline for applications is March 4, 2022. Currently, Admin and Floor staff are manning the scale house.
- 2) **Eastern Idaho Solid Waste District** – Brenda Ashworth attended the Eastern Idaho Solid Waste District meeting held on February 10, 2022. The Waste District is designing a new landfill in the Rexburg area. ISWR has been invited to be a member of the waste district. The PowerPoint presentation from the meeting is included in the board packet.
- 3) **SPET 2019** – The food depackager and sort system have been procured and will be installed by June 20, 2022. Planning for the covered recycling and truck scale will be initiated in FY23. The Facilities Planning Committee will be needed for the planning portion of these projects.
- 4) **ISWR Infrastructure Maintenance, Repairs, and Improvements/Capital Projects**
  - **Electrical Service upgrade** – The electrical service upgrade project is underway, on schedule, and budget. The project should be completed by April of 2022.
  - **Food Composting** –
    - The Food Waste Hauling contract with Westbank Sanitation will be on the County Commissioner Agenda on March 1, 2022.
    - The food depackager has been installed and training on the machine will be conducted on March 8, 2022.
    - ISWR anticipates Commercial food waste hauling will be started in April of 2022.
  - **Dead Animal Pit Closure** – Golder Associates is working on the closure design. The project will be put out to bid in March 2022 with construction slated for June 2022.

**Financial Accountant – Caroline Sheahan:**

- 1) **TTS-JCR FY2022 Summary Statistics (7/1/2021-1/31/22)**  
*Please see attached document – Dashboard as of January 31, 2022.*

**2) Proposed Fiscal Year 2023 Budgets and Proposed Tip Fees**

The FY23 budgets are complete and submitted to the County. A huge thank you to the finance committee and Jim Wolf (who has been on the finance committee for at least 13 years). A tremendous amount of work goes into the budgeting process, by staff, the finance committee, and Jim. I am so appreciative of the budgeting team’s time, input, support, guidance, and probing questions.

Last year, Keith Gingery, the Teton County Attorney, advised ISWR to let the finance committee and staff do the heavy lifting on the budget. We will bring you up to date at the board meeting on the 3rd.

Below is the condensed version of the proposed Fund 30 budget. We are **not** recommending a tip fee increase at the trash transfer station. There will be some minor increases at the recycling center and an increase to the commercial cardboard recycling service due to the annual 3% escalator in the contract.

**For Fund 30**, the ISWR operating fund, approximately 84% of ISWR revenue comes from tip fees and 16% from commodity sales, donations, and grants.

The ISWR FY2023 budget includes \$435,876 in capital equipment purchases, asset maintenance, and funds to upgrade our recycling containers to comply with anticipated bear conflict standards.

ISWR anticipates managing and processing approximately 37,350 tons of municipal solid waste (i.e., landfill-bound waste) and 15,950 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’s plastic bag reduction ordinance. This budget does not include tip fee increases at the transfer station and minor increases at the recycling center.

Proposed tip fees and service increases will be advertised for 45 days. (Please see attached.)

<b>ISWR Fund 30 Budget Comparison</b>				
	<b>FY21 Post Audit Actuals</b>	<b>FY2022 Budget</b>	<b>FY22 YE Projections</b>	<b>FY2023 Budget</b>
TTS Revenue	\$ 5,879,710.27	\$ 5,575,160.00	\$ 5,900,000.00	\$ 6,253,843.00
Recycling Center Revenue	\$ 908,000.86	\$ 840,038.00	\$ 1,053,950.00	\$ 959,595.00
<b>Total ISWR Revenue</b>	<b>\$ 6,787,711.13</b>	<b>\$ 6,415,198.00</b>	<b>\$ 6,953,950.00</b>	<b>\$ 7,213,438.00</b>
(-) TTS Expense	\$ 3,940,821.82	\$ 3,980,529.00	\$ 3,972,529.00	\$ 4,510,985.00
(-) Recycling Center Expense	\$ 728,058.01	\$ 751,466.00	\$ 809,386.00	\$ 913,687.00
(-) ISWR Payroll	\$ 1,106,926.30	\$ 1,207,684.00	\$ 1,259,683.55	\$ 1,304,215.00
<b>Total ISWR Expense</b>	<b>\$ 5,775,806.13</b>	<b>\$ 5,939,679.00</b>	<b>\$ 6,041,598.55</b>	<b>\$ 6,728,887.00</b>
<b>Net Operating Surplus/Deficit</b>	<b>\$ 1,011,905.00</b>	<b>\$ 475,519.00</b>	<b>\$ 912,351.45</b>	<b>\$ 484,551.00</b>
(-) ISWR Capital Expenses	\$ 96,654.46	\$ 209,334.00	\$ 320,135.00	\$ 435,876.00
<b>(-/+ Budgeted Use of Fund Balance or Reserve Contribution</b>	<b>\$ 915,250.54</b>	<b>\$ 266,185.00</b>	<b>\$ 592,216.45</b>	<b>\$ 48,675.00</b>

**Fund 34 SPET 2012 (Transfer Station and Landfill Closure Activities) – FY23 Draft Budget**

				LANDFILL CLOSURE FUND		
ACCOUNT		EXPENDITURE		FY2022	FY2022	FY2023
NUMBER		DESCRIPTION		BUDGET	ESTIMATE	REQUEST
34-4-	034-	928-	000	Geotec/Environmental Monitoring		-
34-4-	034-	929-	000	Closure Construction	62,500.00	157,500.00
34-4-	034-	930-	000	Closure Planning/Permitting	15,254.00	17,000.00
34-4-	034-	931-	000	Operating & Facility Planning/Permitting		26,000.00
34-4-	034-	932-	000	Facility Construction	220,000.00	-
		998		Transfer to Fund 30		-
34-4-	034-	999-	000	Miscellaneous		-
				<b>Total Landfill Closing Fund</b>	<b>297,754.00</b>	<b>174,500.00</b>

**Fund 44 SPET 2019 (Road to Zero Waste Infrastructure) – FY23 Draft Budget**

				Road To Zero Waste		
ACCOUNT		EXPENDITURE		FY2022	FY2022	FY2023
NUMBER		DESCRIPTION		BUDGET	ESTIMATE	REQUEST
44-4-	044-	900-	000	Planning and Design		50,000.00
44-4-	044-	901-	000	Truck Scale Recycling		
44-4-	044-	902-	000	Depackager Compost	600,000.00	
44-4-	044-	903-	000	Residential Recycling		
44-4-	044-	904-	000	Sort System	325,000.00	20,000.00
44-4-	044-	999-	000	Miscellaneous		
				<b>Road To Zero Waste</b>	<b>925,000.00</b>	<b>70,000.00</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 thirteen years of capital projects. In FY23, we anticipate exhausting the final SLIB Grant and the 2012 SPET funds and planning for the two remaining SPET 2019 Road to Zero Waste infrastructure projects.

<b>Fund 34 SPET + Interest FY22</b>	
Fund Balance 6/30/21 Balance Sheet	\$ 452,619
Interest Income + Other Revenue	\$ 86,948
LFC/TTS Planning & Construction	\$ (351,035)
<b>Net Fund Balance 1/31/22</b>	<b>\$ 188,532</b>
<b>Fund 12 Cease and Transfer - Landfill Closure</b>	
Approved Grant Requests	\$ (4,994,259)
<b>Remaining Grant 1/31/22</b>	<b>\$ 125,929</b>
<b>Approximate Funds Remaining for TTS/LFC Work 1/31/22</b>	
	<b>\$ 314,461</b>
<b>Fund 44 SPET + Interest FY22</b>	
Fund Balance 6/30/21 Balance Sheet	\$ 1,384,223
Interest Income + Other Revenue	\$ 873,422
SPET 2019 Planning & Construction	\$ (454,700)
<b>Net Fund Balance 1/31/22</b>	<b>\$ 1,802,944</b>

## Waste Diversion and Outreach Coordinator – Becky Kiefer

- 1) **Annual Report** – ISWR staff compiled and published the [2021 Strategies on the Road to Zero Waste Annual Report](#).
- 2) **Christmas Tree Collection** – A total of 32.11 tons of residential Christmas trees were collected during the 2021-2022 event. This is slightly less than the 33.04 tons collected during the 2020-2021 season, but the program remains popular with the community. About three loads of Christmas trees (roughly 6 tons) hauled by the Town of Jackson were rejected for composting and sent to the landfill due to large amounts of contamination.
- 3) **Sustainable Business Leaders (SBL)** – Formerly RRR Business Leaders program, renamed the Sustainable Business Leaders program, to be more inclusive of environmental stewardship, social responsibility, energy conservation, and other sustainability performances. In coordination with the Riverwind Foundation, ISWR is working with a local designer to provide Logo design services to represent the new program name. Designs will be reviewed and selected by mid-March.  
The Riverwind Foundation recently solicited applicants for the Hotshots program. Three applications were received, and interviews will be conducted the week of February 28<sup>th</sup>. ISWR and the Riverwind Foundation solicited its first-ever SBL grant program. Five businesses provided applications and \$4,000 in funding was split between three applicants (General Laundry, Avant Delivery, and Wheel Wranglers) to support projects that will strengthen their sustainability performance.
- 4) **PBRO** – ISWR received \$29,507.05 from the Town of Jackson from the 4<sup>th</sup> quarter of the 2021 Plastic Bag Reduction Ordinance fees.  
Attached is data collected since the inception of the bag ban. The data assumes roughly 5 million plastic bags were used annually between Albertsons and Smiths alone. Using this assumption and data collected, 2,516,288 single-use paper bags have been used since the start of the ordinance in April 2019, and 13,750,000 single-use plastic bags have been eliminated from the waste stream. This identifies 11,233,750 reuse opportunities (use of a reusable bag or no bag). When we consider the number of bags eliminated from the waste stream, it is significant. The ordinance alone is doing what was intended. ISWR still receives a large amount of plastic film, but it is mostly a packing material.
- 5) **Recycle Signs** – Staff has finalized the design of the new recycling signs. View some of the [new signs](#) and “[don’t signs](#)”. According to the Teton County Procurement Policy, a competitive informal bid process must be completed with quotes from a minimum of three (3) vendors. The staff has reached out to various sign manufacturers requesting quotes and bids are being received.

**6) Artist in Residency** – Suzanne Morlock is finalizing conceptual planning for the Recycling Center art installation. The art piece has been promised to the Center for the Arts' exhibition of "Art + Sustainability" theme during April/May. After the exhibition, the art will live in the Recycling Center Conference room.

**7) Zero Waste Collaborations & Events –**

- **Teton Conservation Good Neighbor Handbook:** ISWR has been asked to contribute to the *Good Neighbor Handbook*, a print and digital resource that promotes environmental stewardship in Teton County, Wyoming. The publication will be available from early to mid-April.
- **Sustainability Series:** ISWR is partnering with Yellowstone Clean Cities (YTCC) and Energy Conservation Works (ECW) to present the 2022 Sustainability Series. There will be a spring and fall series. YTCC will present in April (Drive Electric Earth Day), ECW will present in May (Eco fair and virtual power challenge), and ISWR will present in June (Zero Waste Challenge).