



Josephine County

Solid Waste Agency

JOSEPHINE COUNTY / CITY OF GRANTS PASS
SOLID WASTE AGENCY
BUDGET COMMITTEE MEETING MINUTES
April 16, 2019

Meeting convened at 3:42 P.M.

Agency Budget Committee Members Present:

Garry Penning	Rick Riker
Travis Robbins	Robert McCraley
Stephen Haydon	Layne Lange
Rob Brandes	Wade Elliott
Connie Roach	Steve Rich
Lora Glover	Lee Spargo
James Lowe	

Agency Budget Committee Members Absent:

Justin Fimbres

Others: Trent Carpenter, Southern Oregon Sanitation
Nick Fahey, Southern Oregon Sanitation
Chris Wilson, Republic Services
Dave Marland, Master Recycler
David Lockman
Other interested parties

Staff: Jason Canady, Operations Officer
Linda Gay, Minute Taker

1. **Election of Budget Committee Chair. (38:49 – 39:30) Garry Penning made a motion to nominate James Lowe as Budget Committee Chair. Stephen Haydon seconded the motion. Motion approved 13-0.**
2. **Meeting was turned over to the Budget Committee Chair, Stephen Haydon.**
3. **Election of Budget Committee Secretary. (39:44 – 40:24) Lee Spargo made a motion to nominate Steve Rich as Budget Committee Secretary. Stephen Haydon seconded the motion. Motion approved 13-0.**

4. Delivery of Budget Message by Operations Officer. (40:30 – 01:02:14)

The FY20 and FY21 budget was in each member's packet to review. Jason gave a presentation, starting with a brief history of the Solid Waste Agency.

Twenty percent of gross revenues that come to the Agency are held in the environmental liability assurance fund until the threshold is met.

Expenditures are budgeted to include \$800 for supplies; \$43,000 for contractual services; \$155,000 for Marlsan and Kerby landfill monitoring; \$70,200 for indirect charges, that will be refunded at the end of this fiscal year; \$300,000 for project costs; and a contingency/reserve of \$1,067,187.

FY'19 YTD project costs are as follows:

	FYTD	BUDGETED
City of Grants Pass – Code Enforcement	\$ 26,250	\$ 35,000
Household Hazardous Waste	\$ 32,413	\$ 22,000
Kerby/ Marlsan	\$ 21,670	\$ 155,000
Material Recovery Facility (SOS)	\$ 0	\$ 900,000
Bikeways Cleanup	\$ 5,945	\$ 6,000
Rogue River Cleanup	\$ 4,409	\$ 6,000
Miscellaneous	\$ 980	\$ 50,000
	\$ 91,667	

In summary, the Solid Waste Agency is expected to begin FY'20 with an Environmental Liability Reserve Fund balance of \$1,034,813 and an operating reserve of \$1,733,486; \$95,000 is proposed to be budgeted for environmental monitoring at the Marlsan and Kerby Landfills, and \$100,000 is proposed for county wide cleanup efforts.

The City of Grants Pass is the managing agency for the Solid Waste Agency that includes: collecting revenues, administering the audit, administering the meetings and minutes, and compiling with legal compliance. Project costs are as follows:

	FY19	FY20
Audit	\$ 4,000	\$ 4,500
Service Mgmt	\$ 17,000	\$ 18,500
Administration	\$ 49,000	\$ 45,000
IT Fee	\$ 14,000	\$ 12,600

It is noted that the Admin and IT fees for FY20 are high based on projected expenditures and will be credited back into the account when the fiscal year totals are calculated with actual expenditures.

Recap of the budget shows the Solid Waste Agency is healthy and the adoption of the long-term fund balance policy will ensure financial viability.

3. Public Comment on FY 20 Budget. (01:02:15 – 01:02:29) Garry Penning asked for any public comment on the FY20 budget. There were no comments noted and the public comment period closed.

4. **Approval of FY 20 Budget. (01:02:29 – 01:02:59)** Garry Penning asked if there was any more discussion on the 2020 Budget or any proposed amendments. **James Lowe** made a motion to approve the FY20. **Bob McCraley** seconded the motion. Motion approved 13-0.

5. **Adjourn. 4:07 p.m.**

Minutes approved by: _____ Date: _____

Steve Rich
Solid Waste Agency Budget Committee Secretary

Full meeting recording available at:

<https://www.grantspassoregon.gov/DocumentCenter/View/17058/Audio-of-SWA-minutes-April-16-2019>

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