



Josephine County

Solid Waste Agency

JOSEPHINE COUNTY / CITY OF GRANTS PASS
SOLID WASTE AGENCY
BUDGET COMMITTEE MEETING MINUTES
April 20, 2021

Meeting convened at 3:08 P.M.

Agency Board and Budget Committee Members Present:

Garry Penning	Rick Riker	Robert McCraley
Stephen Haydon	Kyrrha Sevco	Brad Clark
Rob Brandes	Bruce Philbrick	Tom Bradbeer
Justin Fimbres	James Lowe	

Agency Budget Committee Members Absent:

Connie Roach
Steve Bethke

Others: Trent Carpenter, Southern Oregon Sanitation
Nick Fahey, Southern Oregon Sanitation
Chris Wilson, Republic Services
Julie Jackson, Republic Services

Staff: Jason Canady, Operations Officer
Dianne Phelan, Minute Recorder

- 1. Election of Budget Committee Chair. (04:05 – 04:37) James Lowe made a motion to nominate Garry Penning as Budget Committee Chair. Stephen Haydon seconded the motion. Motion was approved 11-0.**
- 2. The meeting was turned over to the Budget Committee Chair, Garry Penning.**
- 3. Election of Budget Committee Secretary. (04:38 –05:29) Stephen Haydon made a motion to nominate Tom Bradbeer as Budget Committee Secretary. The motion was seconded. Motion was approved 11-0.**
- 4. Delivery of Budget Message by Operations Officer. (05:30 – 28:44)**
Jason gave a presentation of the FY 22 Solid Waste Agency Budget. He shared the history of the agency, stating that it was started in 2001 with an IGA between the City of Grants Pass and Josephine County. In 2005 the City of Cave Junction joined. The

agency administers five franchise agreements on behalf of the City of Grants Pass, Josephine County, and the City of Cave Junction. They review the agreements and make recommendations to the governing boards for modifications to those agreements. Part of that is rate recommendations and the collection and allocation of the environmental program fee, EPF. The EPF is a \$5.00 per ton fee placed on refuse collected in Josephine County. Those are the dollars this agency uses for environmental programs. The also receive, based on a two-year average, half of any profits above 13%.

From the budget policy standpoint, there are no employees allowed by the IGA. We do provide a management service, which is currently with the City of Grants Pass. That contract expires in 2023. Any of the member agencies can be the managing agent.

Twenty percent of gross revenues are allocated to an environmental liability assurance fund, which is called an ELA fund. Those revenues go into a savings account to be used for any large-scale environmental remediation. All excess revenue is held in the fund balance.

Jason talked about the two columns for the FY21 budget. One is the budgeted column where the agency anticipated what they would be expending this fiscal year, the other is what was actually spent this year.

	FYTD	BUDGETED
City of Grants Pass – Code Enforcement	\$ 11,250	\$ 45,000
Household Hazardous Waste	\$ 13,964	\$ 35,000
Kerby / Marlsan Monitoring	\$ 35,041	\$ 95,000
General SWA Projects	\$ 19,824	\$ 200,000
Josephine County Code Enforcement	\$ 0	\$ 98,000
Miscellaneous Budget Items	\$ 14,086	\$ 30,500
TOTAL	\$ 94,167	\$ 503,500

Jason explained the Budget Projection in Revenue for next fiscal year, stating that the agency is looking at close to \$600,000 in ELA funds, \$500,000 in EPF fees, \$30,000 in interest, for a total revenue of about \$2.5 million.

Jason said the expenses for next year will stay steady. He is predicting Kerby to go down in expenses as well as the Indirect Charges from the City of Grants Pass. As a result, the contingency account will increase. Projects budgeted for next year are:

Josephine County Bike Path Cleanup	\$ 6,000
City of grants Pass – Code Enforcement	\$ 45,000
Kerby Landfill Monitoring / Restoration	\$ 15,000
Marlsan Monitoring	\$ 55,000
Josephine County Property Cleanup	\$ 98,000
Rogue River Cleanup	\$ 10,000
Miscellaneous	\$184,000
TOTAL	\$399,000

Administrative costs are as follows:

	FY21	FY22
Audit	\$ 4,500	\$ 5,000
Service Mgmt.	\$ 18,500	\$ 18,500
Administration* (4%)	\$ 20,100	\$ 18,800
IT Fee* (1%)	\$ 5,000	\$ 4,700

Jason stated that expenditures are very flat, if not slightly reduced for the next fiscal year. He noted that Code Enforcement activities now represent 36% of our available resources. That is a significant amount of our revenue stream going to cleanups.

The bottom line is the funds are very healthy. Budgetary changes were made to allocate funds for the Liability Assurance Fund from 15% to 20% two years ago. Those funds are accumulating nicely. Until the account gets to the reserve amount, it is recommended that those funds be untouched.

Jason asked for questions. There were questions about the status of the old Foothill landfill which is closed. There are no additional funds for this. The Merlin landfill is capped and handled by the City of Grants Pass under an insurance policy that was taken out for that purpose.

It was asked if the agency was funding the entirety of the Code Enforcement for the City and the County. Jason said the agency's portion of funding isn't even close. For Josephine County the entire program is at \$393,000 and the agency is funding \$98,000. The City's total program is higher than that. The \$45,000 from the agency is going into a dedicated account strictly for cleanups.

Jason explained that the Miscellaneous fund is used for Funding Requests.

Chair Brandes commented that a Commissioner spoke to the agency about 8 months ago concerned about the trash around the county. Even with the \$98,000 there is still a huge need out there. One consideration was to have multiple agencies involved in funding a full-time deputy, stating that the enforcement side is far more effective than the cleanup side. Councilor Riker asked about incurring personnel costs if they were to fund a deputy. Jason said there was a discussion on this in the past stating that this would be a great question for the attorneys.

3. **Public Comment on FY 22 Budget. (28:45 – 28:59)** Garry Penning asked for any public comment on the FY22 budget. There were no comments noted and the public comment period closed.
4. **Approval of FY 22 Budget. (28:59 – 45:12)** Garry Penning asked if there was any more discussion on the 2022 Budget or any proposed amendments. Chair Brandes commented on the free cleanup day and suggested that one of the haulers talk about it. Trent Carpenter stated that they saw around 500 cars at that specific event. He suggested sponsoring a second day because people are bringing the material to the recycle centers. This cost considerably less than having to go clean it up. There was discussion on Asbestos testing of building materials coming to the landfills, as well as having more advertising of the Free Dump Day event in the future. Trent stated that the

last few years the Household Hazardous Waste event has been down compared to years past. Brad stated that he would like to see the agency consider a second Free Dump Day. Budget Chair Penning asked if the committee would like to see a second Free Dump Day in the budget that Southern Oregon Sanitation and Republic Services would get reimbursed for. Jason said there are funds in the budget designated as miscellaneous that could be used. If the intent is to fund a second trash day, we can add a line to the budget to allocate for that so we can track the expense and make it clear that the intent is for the next fiscal year to do that project. This can be added to the adopted budget that comes before the agency next month. Nick Fahey stated that if we increase the minimum of 1 yard to a load or 5-yard cap, people who know about the event can maximize their disposal.

Tom Bradbeer made a motion to approve the adoption of the proposed Josephine County Solid Waste Agency Budget for FY22. Motion was seconded. There were no objections. Motion approved 11-0.

5. Adjourn. 3:47 p.m.

Minutes approved by: Tom Bradbeer Date: 05/20/2021
Tom Bradbeer
Solid Waste Agency Budget Committee Secretary

Full meeting recording available at:

<https://www.grantspassoregon.gov/DocumentCenter/View/17058/Audio-of-SWA-minutes-April-20, 2021>

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