

Meeting Notice

The regular monthly meeting for the Jefferson County Solid Waste Authority will be **Monday January 23, 2017 at 7pm**. The meeting will be held at 332 Jefferson Orchard Road, Kearneysville WV 25430. If you have any questions please contact Billy Madert at 304-725-8082. All regular meeting dates for 2016 are posted on the JCSWA website: www.jcswa.com.

JEFFERSON COUNTY SOLID WASTE AUTHORITY GENERAL MEETING AGENDA January 23, 2017

The Chairman will call the meeting to order at seven P.M. and the Chairman will recognize any visitors.

- A. Review the minutes of the December 2016 Meeting**
- B. Financial Report- December 2016**
 - a. Audit update**
 - b. RFP- Banking Services review**
- C. Tonnage Reports- Copies of the tonnage, tipping fee, and recycling reports**
- D. Truck Scale Replacement– Update**
- E. Office building Replacement Discussion**
- F. Director's Report**
 - a. Comprehensive Plan Update**
 - b. Recycling Assistance Grant Update- Ads for services are out; close on the 30th and February 6th**
 - c. Dates for 2017 Shredding events**
 - d. Next Meeting February 27, 2016**
- G. NEW BUSINESS – Any member may discuss, bring to a vote, or present any issue related to the Jefferson County Solid Waste Authority.**

**JEFFERSON COUNTY
SOLID WASTE AUTHORITY
KEARNEYSVILLE, WEST VIRGINIA 25430
December 19, 2016**

Members Present: Mr. Jim McGowen, Dr. Peter Vila, Mr. Bill Weston, Mr. Rusty Morgan, Dr. Bob Graf, Mr. Billy Madert

Mr. McGowen called the meeting to order at 7:00 P.M. on the 19th day of December 2016

Minutes: The board members reviewed the minutes of the regular Board Meeting held November 28, 2016. Dr. Vila made a motion to accept the minutes. Seconded, vote taken and motion passed.

The Financial Report was presented for the month of November 2016. Mr. Madert noted that the increase was a result of an increase in tonnage to LCS. Mr. Madert informed the board that their feeling that the value of the fixed assets was low was correct, the low value reflected the yearly depreciation journal entry, which impacts the current accounting value of our fixed assets. Mr. McGowen made a motion to approve the Financial Report. Seconded, Vote taken and motion passed.

Tonnage Reports: The board was presented a copy of the JCSWA Tonnage Report and Recycling Tonnage Report for their records. Mr. Madert noted that while the tonnage decreased compared to the previous month the percent to LCS increased 9 percentage points.

Mr. Madert also noted that the recycling tonnage was up from the previous month. Mr. Madert explained that some of the increase was a result of volume and some was the result of the scheduling of pick ups.

Truck Scale Replacement Review Submitted Proposals: Mr. Madert presented the two proposals for the replacement of the truck scale. The board reviewed and discussed each proposal and its value to the Authority. Dr. Vila made a motion to accept the Mettler-Toledo proposal for the replacement of the truck scale without the disposal option and with an acceptable delivery date (\$63,241.80). Motion seconded, vote taken and motion passed.

Directors Report: See Attached.

Dr. Vila made a motion to adjourn, seconded and passed. The meeting adjourned at 8:19 pm. Next scheduled meeting will be **January 23, 2017 at 7:00 pm.**

Director's Report

December 19, 2016

- a. Comprehensive Plan Update- The plan has been approved by the SWMB; we have to make a few editing changes before submitting the final copies back to the state.
- b. Recycling Assistance Grant- I attended the grant award ceremony and training. Senator Rucker and Delegate Upson were in attendance and I spoke to them briefly about the Authority's plans for the grant.
- c. Holiday Schedule: Closed 12/24 and 12/31
- d. Next Meeting January 23, 2016

**Jefferson County Solid Waste Authority
Balance Sheet**

Accrual Basis

As of December 31, 2016

	<u>Dec 31, 16</u>
ASSETS	
Current Assets	
Checking/Savings	
Cash Register Drawer	350.00
DEP Grant Checking	501.10
Operating Checking Account	358,931.83
Operating Savings	252,559.60
SWMB Grant Checking	500.01
Transfer Station Bond CD	4,000.00
Total Checking/Savings	<u>616,842.54</u>
Accounts Receivable	
Customer Accounts Receiva...	339,530.71
Total Accounts Receivable	<u>339,530.71</u>
Total Current Assets	956,373.25
Fixed Assets	<u>95,311.67</u>
TOTAL ASSETS	<u>1,051,684.92</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	192,731.46
Total Accounts Payable	192,731.46
Other Current Liabilities	35,584.93
Total Current Liabilities	<u>228,316.39</u>
Total Liabilities	228,316.39
Equity	
Invested in Capital Assets, Net	95,312.00
Restricted Net Assets	5,001.00
Unrestricted Net Assets	627,520.58
Net Income	95,534.95
Total Equity	<u>823,368.53</u>
TOTAL LIABILITIES & EQUITY	<u>1,051,684.92</u>

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Jefferson County Solid Waste Authority
Meeting Report 2017 FY
October through December 2016

Accrual Basis

	Oct 16	Nov 16	Dec 16	TOTAL
Ordinary Income/Expense				
Income				
Operating Revenue				
Appliances Revenue	260.00	280.00	220.00	760.00
Coarse Mulch Revenue	91.43	15.90	0.00	107.33
Construction Waste Revenue	12,673.99	13,513.76	7,334.62	33,522.37
Deposit Corrections	0.63	-42.01	192.63	151.25
Deposit Over/Short	97.69	-116.85	-8.35	-27.51
Disposal Revenue	271,872.26	245,886.85	234,472.82	752,231.93
Fine Mulch Revenue	377.10	15.90	0.00	393.00
Miscellaneous Income	0.00	0.00	25.00	25.00
Scrap Metal Revenue	638.10	820.00	935.70	2,393.80
Tires Off The Rim Revenue	262.00	286.00	174.00	722.00
Yard Waste Revenue	2,715.32	2,204.72	1,531.96	6,452.00
Total Operating Revenue	288,988.52	262,864.27	244,878.38	796,731.17
Other Support				
Litter Control Fines	250.00	0.00	0.00	250.00
State of WV Distribution Fees	0.00	3,538.00	1,877.35	5,415.35
Total Other Support	250.00	3,538.00	1,877.35	5,665.35
Recycling Revenue				
CRT Revenue	830.00	970.00	720.00	2,520.00
Total Recycling Revenue	830.00	970.00	720.00	2,520.00
Total Income	290,068.52	267,372.27	247,475.73	804,916.52
Gross Profit	290,068.52	267,372.27	247,475.73	804,916.52
Expense				
Administrative Expense				
Accounting Fees	1,500.00	0.00	0.00	1,500.00
Advertising	19.73	618.54	57.57	695.84
Bank Service Charges	162.35	129.86	128.68	420.89
Charitable Donations	300.00	0.00	0.00	300.00
Computer Support	793.15	0.00	0.00	793.15
Drinking Water	16.66	0.00	0.00	16.66
Electricity	227.99	527.84	371.28	1,127.11
Insurance	0.00	2,494.00	973.00	3,467.00
Miscellaneous	316.89	116.56	359.20	792.65
Office Supplies	1,238.73	146.85	65.18	1,450.76
Postage and Shipping	0.00	47.00	47.00	94.00
Printing and Photocopy	0.00	82.00	0.00	82.00
Seminars and Educational	185.00	0.00	0.00	185.00
Telephone and Internet	288.56	292.04	294.09	874.69
Uncollectable Accounts	201.98	-25.28	0.00	176.70

	<u>Oct 16</u>	<u>Nov 16</u>	<u>Dec 16</u>	<u>TOTAL</u>
Total Administrative Expense	5,251.04	4,429.41	2,296.00	11,976.45
Operational Expenses				
Disposal Expense	236,719.08	208,387.40	210,728.10	655,834.58
Equipment Maintenance				
Backhoe/Loader	<u>645.30</u>	<u>0.00</u>	<u>0.00</u>	<u>645.30</u>
Total Equipment Maintenance	645.30	0.00	0.00	645.30
Gasoline and Diesel	40.00	40.00	110.00	190.00
Grounds Maintenance	0.00	1,213.23	455.70	1,668.93
Payroll Expenses				
Administrative Wages	4,242.76	5,288.45	6,346.14	15,877.35
Employer FICA Taxes	875.91	1,088.87	1,318.22	3,283.00
Operational Wages	7,207.00	7,123.00	10,885.50	25,215.50
State Employment Security T...	39.48	7.61	0.00	47.09
Payroll Expenses - Other	<u>0.00</u>	<u>1,822.00</u>	<u>0.00</u>	<u>1,822.00</u>
Total Payroll Expenses	12,365.15	15,329.93	18,549.86	46,244.94
Recycling Expense				
CRT Recycling Fee	1,797.25	1,910.61	-60.00	3,647.86
JCSWA Recycling Expense	<u>587.25</u>	<u>831.00</u>	<u>540.75</u>	<u>1,959.00</u>
Total Recycling Expense	2,384.50	2,741.61	480.75	5,606.86
State Tonnage Tax	12,952.50	9,867.00	8,819.25	31,638.75
Tire Disposal	<u>300.00</u>	<u>571.00</u>	<u>633.00</u>	<u>1,504.00</u>
Total Operational Expenses	<u>265,406.53</u>	<u>238,150.17</u>	<u>239,776.66</u>	<u>743,333.36</u>
Total Expense	<u>270,657.57</u>	<u>242,579.58</u>	<u>242,072.66</u>	<u>755,309.81</u>
Net Ordinary Income	19,410.95	24,792.69	5,403.07	49,606.71
Other Income/Expense	<u>8.56</u>	<u>8.28</u>	<u>8.56</u>	<u>25.40</u>
Net Income	<u><u>19,419.51</u></u>	<u><u>24,800.97</u></u>	<u><u>5,411.63</u></u>	<u><u>49,632.11</u></u>

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**Jefferson County Solid Waste Authority
General Operations Profit & Loss**

Accrual Basis

July through December 2016

	Jul - Dec 16	Jul - Dec 15	\$ Change	% Change
Ordinary Income/Expense				
Income				
Operating Revenue				
Appliances Revenue	1,500.00	1,240.00	260.00	21.0%
Coarse Mulch Revenue	811.53	765.01	46.52	6.1%
Construction Waste Revenue	60,304.41	46,873.96	13,430.45	28.7%
Deposit Corrections	214.47	291.27	-76.80	-26.4%
Deposit Over/Short	132.46	107.58	24.88	23.1%
Disposal Revenue	1,603,772.85	1,872,179.60	-268,406.75	-14.3%
Fine Mulch Revenue	847.30	1,955.70	-1,108.40	-56.7%
Miscellaneous Income	25.00	0.00	25.00	100.0%
Scrap Metal Revenue	5,151.45	3,750.75	1,400.70	37.3%
Tires Off The Rim Revenue	1,846.00	1,615.50	230.50	14.3%
Tires On The Rim Revenue	0.00	32.00	-32.00	-100.0%
Yard Waste Revenue	15,251.24	14,014.07	1,237.17	8.8%
Total Operating Revenue	1,689,856.71	1,942,825.44	-252,968.73	-13.0%
Other Support				
Litter Cameras	2,090.47	0.00	2,090.47	100.0%
Litter Control Fines	250.00	200.00	50.00	25.0%
State of WV Distribution Fees	12,861.25	15,435.74	-2,574.49	-16.7%
Total Other Support	15,201.72	15,635.74	-434.02	-2.8%
Recycling Revenue				
CRT Revenue	5,580.00	4,650.00	930.00	20.0%
Total Recycling Revenue	5,580.00	4,650.00	930.00	20.0%
Total Income	1,710,638.43	1,963,111.18	-252,472.75	-12.9%
Gross Profit	1,710,638.43	1,963,111.18	-252,472.75	-12.9%
Expense				
Administrative Expense				
Accounting Fees	1,500.00	1,756.00	-256.00	-14.6%
Advertising	771.78	874.85	-103.07	-11.8%
Audit Fees	0.00	3,200.00	-3,200.00	-100.0%
Bank Service Charges	1,171.12	1,198.94	-27.82	-2.3%
Charitable Donations	300.00	500.00	-200.00	-40.0%
Computer Support	793.15	2,203.78	-1,410.63	-64.0%
Drinking Water	56.14	101.10	-44.96	-44.5%
Electricity	2,070.82	1,895.99	174.83	9.2%
Insurance	6,397.00	6,578.00	-181.00	-2.8%
Licenses and Fees	1,186.61	746.24	440.37	59.0%
Miscellaneous	1,645.57	1,135.14	510.43	45.0%
Office Supplies	2,455.28	1,613.37	841.91	52.2%
Postage and Shipping	288.45	196.00	92.45	47.2%
Printing and Photocopy	177.00	209.00	-32.00	-15.3%
Seminars and Educational	185.00	727.87	-542.87	-74.6%
Telephone and Internet	2,112.95	1,653.18	459.77	27.8%
Uncollectable Accounts	376.52	361.82	14.70	4.1%
Total Administrative Expense	21,487.39	24,951.28	-3,463.89	-13.9%
Operational Expenses				
Building Maintenance	660.00	956.85	-296.85	-31.0%
Disposal Expense	1,389,942.56	1,630,659.22	-240,716.66	-14.8%
Equipment Maintenance				
Backhoe/Loader	1,611.09	1,375.80	235.29	17.1%

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	Jul - Dec 16	Jul - Dec 15	\$ Change	% Change
Scales	0.00	954.00	-954.00	-100.0%
Skid Steer	3,699.14	1,045.64	2,653.50	253.8%
Trommel	1,207.66	0.00	1,207.66	100.0%
Equipment Maintenance - Other	135.94	195.06	-59.12	-30.3%
Total Equipment Maintenance	6,653.83	3,570.50	3,083.33	86.4%
Gasoline and Diesel	529.50	1,414.44	-884.94	-62.6%
Grinder Operation	0.00	3,250.00	-3,250.00	-100.0%
Grounds Maintenance				
Tools	0.00	69.18	-69.18	-100.0%
Grounds Maintenance - Other	13,619.08	5,062.88	8,556.20	169.0%
Total Grounds Maintenance	13,619.08	5,132.06	8,487.02	165.4%
Payroll Expenses				
Administrative Wages	28,281.18	27,884.66	396.52	1.4%
Employer FICA Taxes	5,866.88	5,622.72	244.16	4.3%
Operational Wages	46,588.00	45,615.00	973.00	2.1%
State Employment Security Tax	163.50	175.59	-12.09	-6.9%
Payroll Expenses - Other	1,822.00	0.00	1,822.00	100.0%
Total Payroll Expenses	82,721.56	79,297.97	3,423.59	4.3%
Recycling Expense				
CRT Recycling Fee	9,788.44	11,533.42	-1,744.98	-15.1%
JCSWA Recycling Expense	4,868.25	3,615.30	1,252.95	34.7%
Total Recycling Expense	14,656.69	15,148.72	-492.03	-3.3%
Sales Tax	0.00	166.38	-166.38	-100.0%
State Tonnage Tax	77,830.50	106,235.25	-28,404.75	-26.7%
Tire Disposal	3,799.00	3,395.50	403.50	11.9%
Total Operational Expenses	1,590,412.72	1,849,226.89	-258,814.17	-14.0%
Total Expense	1,611,900.11	1,874,178.17	-262,278.06	-14.0%
Net Ordinary Income	98,738.32	88,933.01	9,805.31	11.0%
Other Income/Expense				
Other Income				
Interest Income	53.20	62.37	-9.17	-14.7%
Total Other Income	53.20	62.37	-9.17	-14.7%
Total Other Income	53.20	62.37	-9.17	-14.7%
Net Other Income	53.20	62.37	-9.17	-14.7%
Net Income	98,791.52	88,995.38	9,796.14	11.0%

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Banking Services RFP Grid
2017

Bank	Fees	Checking Interest	Savings Interest	FDIC Insurance Notes
BB and T	Yes	no	0.05%	FED Insurance (No extra cost)
BCT	No	0.4% at least October 2017	0.4% at least October 2017	\$1 M Bond (No extra cost)
City National Bank	No	no	Money Market .25\$	Bond (No extra cost)
JSB	No	no	Money Market .15%	Bond (No extra cost)

Jefferson County Solid Waste Authority
Tonnage Report

FY 2017 Tons Processed

Month-Year	WM Bill (Tons)	JCSWA Gross Tons	Tons to LCS	Adjusted JCSWA Tons	Tipping Fee	Average Tons per Day	% to LCS
July-16	3616.47	3519.69	1475.31	2045	\$ 16,871.25	140.79	41%
August-16	4025.71	4062.21	2029.93	2032	\$ 16,764.00	156.24	50%
September-16	3522.96	3490.68	1969.22	1522	\$ 12,556.50	139.63	56%
October-16	3600.29	3580.04	2009.79	1571	\$ 12,960.75	132.59	56%
November-16	3169.39	3269.39	2074.03	1196	\$ 9,867.00	130.78	65%
December-16	3204.99	3037.64	1969.15	1069	\$ 8,819.25	121.51	61%
January-17				0	\$ -	0.00	
February-17				0	\$ -	0.00	
March-17				0	\$ -	0.00	
April-17				0	\$ -	0.00	
May-17				0	\$ -	0.00	
June-17				0	\$ -	0.00	

Totals 21139.81 20959.65 11527.43 9435 \$ 77,838.75 136.92 55%

Average to Monthly
LCS: 1921.24 Average: 3493.28

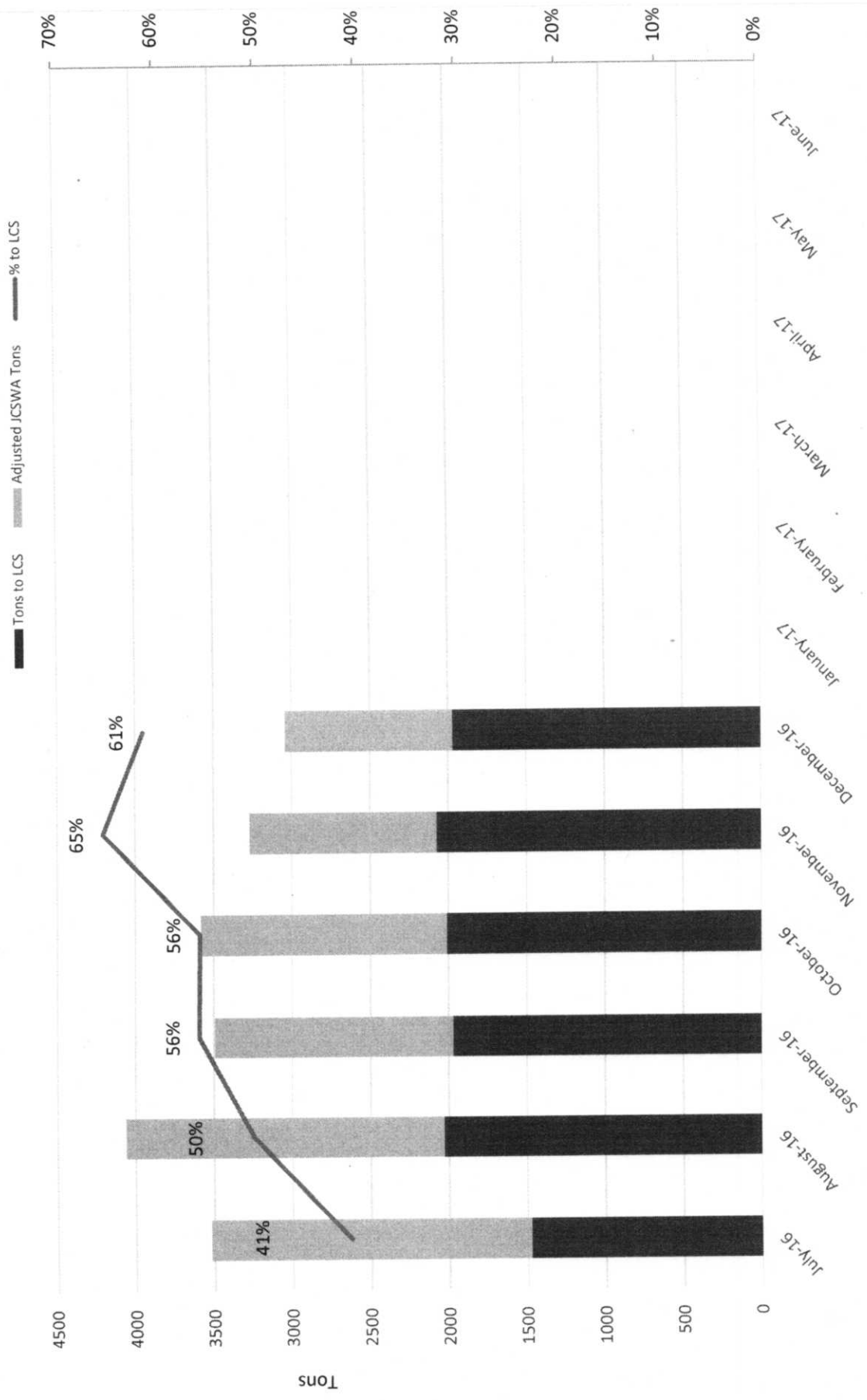
FY 2016 Tons Processed

Month-Year	WM Bill (Tons)	JCSWA Gross Tons	Tons to LCS	Adjusted JCSWA Tons	Tipping Fee	Average Tons per Day	% to LCS
July-15	4445.25	4339.74	1323.43	3016	\$ 24,882.00	160.73	30%
August-15	4351.82	4324.92	1920.6	2404	\$ 19,833.00	166.34	44%
September-15	4160.65	4165.98	2049.21	2117	\$ 17,465.25	166.64	49%
October-15	4181.82	4097.80	2184.49	1914	\$ 15,790.50	151.77	52%
November-15	3643.32	3657.21	2120.15	1537	\$ 12,680.25	146.29	58%
December-15	4018.07	4014.49	2084.04	1930	\$ 15,922.50	160.58	52%
January-16	3113.42	2977.99	1054.78	1923	\$ 15,864.75	114.54	34%
February-16	3766.68	3935.87	1472.44	2464	\$ 20,328.00	163.99	39%
March-16	4712.22	4649.00	1198.41	3451	\$ 28,470.75	178.81	25%
April-16	3920.89	3777.50	1595.36	2183	\$ 18,009.75	145.29	41%
May-16	3517.08	3692.06	1578.02	2114	\$ 17,440.50	142.00	45%
June-16	4680.10	4548.05	1065.70	3482	\$ 28,726.50	181.92	23%

Totals 48511.32 48180.61 19646.63 28535 \$ 235,413.75 156.58 40%

Average to Monthly
LCS: 1637.22 Average: 4015.05

Jefferson County Transfer Station FY 2017 Incoming Tons

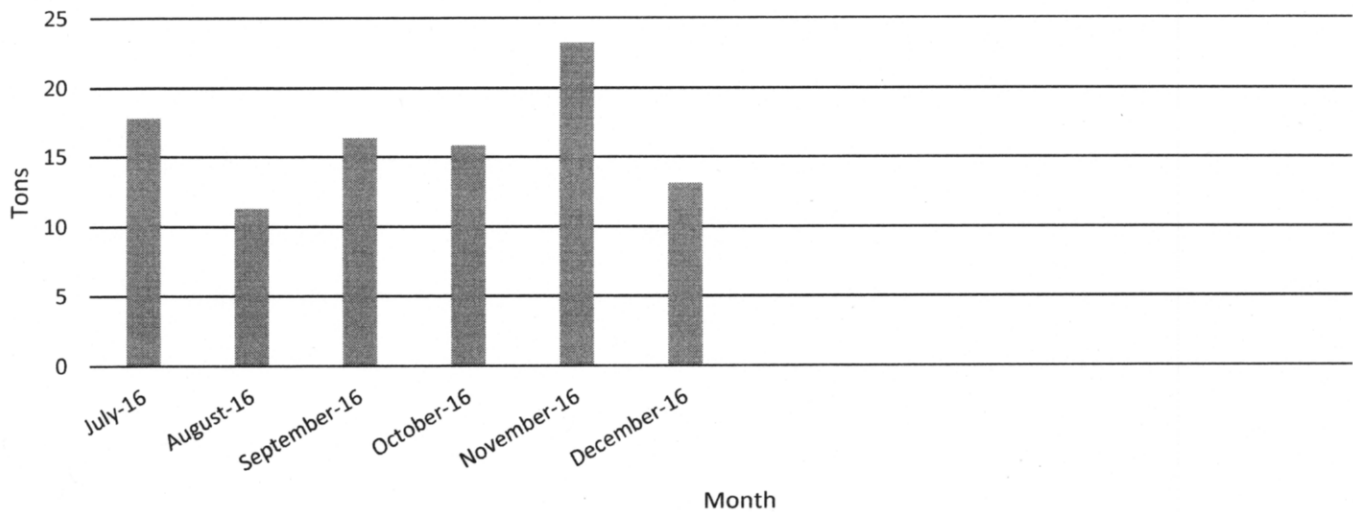


Jefferson County Solid Waste Authority
 Single Stream Recycling
 Compactor Totals
 FY 2017

Month	Number of Pulls	Tons	Cost	Cost /Ton
July-16	4	17.81	\$ 880.25	\$ 49.42
August-16	2	11.33	\$ 568.25	\$ 50.15
September-16	3	16.39	\$ 844.75	\$ 51.54
October-16	3	15.84	\$ 831.00	\$ 52.46
November-16	5	23.22	\$ 1,015.50	\$ 43.73
December-16	3	13.14	\$ 763.50	\$ 58.11

Total:	20	97.73	\$ 4,903.25	\$ 50.17
Average/month:	3.33	16.29		

Single Stream Recycling
 Compactor Totals



Jefferson County Solid Waste Authority
 Electronic Recycling Data
 FY 2017

Date	Vendor	Number of Pallets	Total Weight (pounds)	Total Weight (Tons)	CRT Monitor Weight (pounds)	Number of CRTs	Cost	Cost per CRT
Jul-16	Unicor	26	13,934	6.97	12,472		\$ 2,244.87	
Aug-16	E-Scrap	26	14,966	7.48			\$ 1,945.58	
Sep-16	E-Scrap	26	15,001	7.50			\$ 1,950.13	
Oct-16	E-Scrap	26	13,825	6.91			\$ 1,797.25	
Nov-16	E-Scrap	26	14,697	7.35		156	\$ 1,910.61	\$ 12.25
Dec-16	E-Scrap	26	13,966	6.98		150	\$ 1,815.58	\$ 12.10

Total: 156 86,389 43.19 \$ 11,664.02

Average Weight/trailer: 14,398 lbs

23'

gutter drainage

HVAC

HVAC

office

office

conference

Break room

Bathroom

Scale operators room

"lobby"

Scale

42'

Transaction window

Large view window

gutter drainage

