

Mason County SWAC Meeting Minutes
October 23, 2024
10:00 AM at Mason County Public Works and via Microsoft Teams

ROLL CALL:

SWAC Members Yes/No/Excused

Tom Duffield	No
Lynda Links	Yes
Sharon Trask	Excused
Tessa Halloran	Excused
Karen Rice	Yes
Kristina Kuhlburg	Yes
Jens-Dieter Stahmer	Yes
Chad White	Yes

County Staff Title/Department

Loretta Swanson	Director/ Public Works
Alexis Stanley	Environmental Health Specialist/ Environmental Health
Wendy Mathews	Excused
Wendy Thompson	Office Specialist/ Public Works/Utilities & Waste Management
Kevin Guijosa	Solid Waste Manager/ Public Works/Utilities & Waste Management
Stephanie Buhrman	Finance Director/Public Works
Richard Dickinson	Excused

PUBLIC COMMENT: None

AGENDA APPROVAL: The agenda was reviewed and approved.

MEETING MINUTES: The following minutes were reviewed and approved by the Committee:
August 28, 2024.

BUSINESS ITEMS: 5.1 Q3 Financials – Finance Director Stephanie Buhrman presented the quarter three financials. A copy of the PowerPoint presentation is attached to these minutes.

5.2 Capital Improvement Plan – Annual Update – Director Loretta Swanson explained updates to the Capital Improvement for the next few years. A copy of what was presented regarding the Capital Improvement Plan is attached to these minutes.

5.3 2025 Goals/Work Plan Topics – Possible topics and work plan ideas for the upcoming year (2025) were discussed.

There was a group discussion, and it was decided that the next meeting would be on November 20, 2024, one week earlier than usual due to the Thanksgiving holiday, at Mason County Public Works and via Teams.

Adjourn at 10:56 am

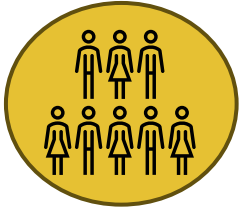
Submitted by: Wendy Thompson, 11/6/24



Mason County Public Works Solid Waste Q3-2024 Financials

PRESENTED BY MASON COUNTY PUBLIC WORKS

2024 Solid Waste Overview



FTE
13



Operating
Budget
\$6,202,423



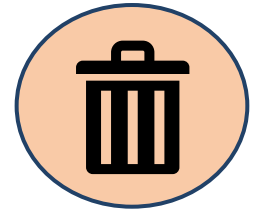
Capital
Budget
\$360,000



Hazardous
Household
Waste
850+



Annual Tons
of Recycling
600+



Annual Tons of
Solid Waste
50,000+

Solid Waste Operating Overview

01/01/2024 Solid Waste Beginning Balance was \$3,517,533. A breakdown of this beginning balance is:

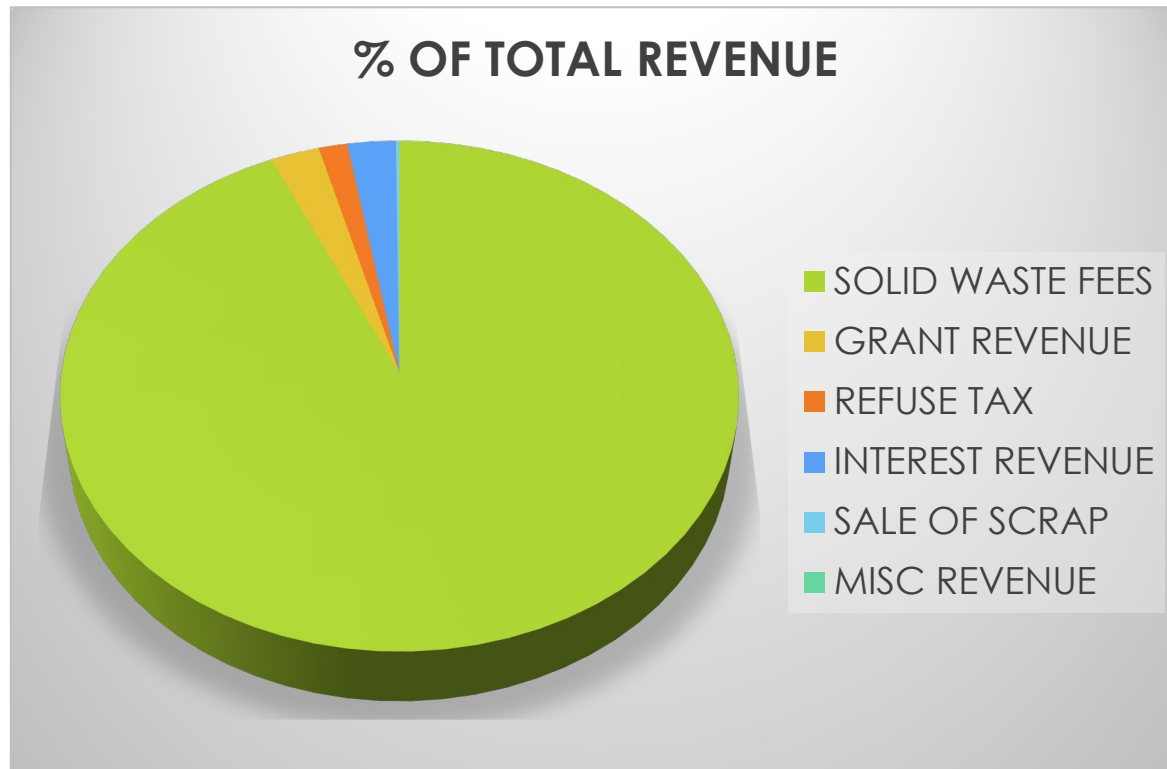
- 25% Operating Reserve \$1,534,356
- Capital Reserve Balance \$1,493,688
- ~7.5% Rate Stabilization \$ 459,636
- 2% Annual Capital Reserve \$ 29,873

Solid Waste Revenues: Budget-vs-Actual

DESCRIPTION	BUDGET	ACTUAL THRU Q3	REMAINING	% RECEIVED YTD
SOLID WASTE REVENUE	\$ 6,395,197	\$ 5,266,391	\$ 1,128,806	82%
GRANT REVENUE	392,617	143,647	248,970	37%
REFUSE TAX	230,227	84,176	146,051	37%
INTEREST REVENUE	107,000	142,080	(35,080)	133%
SALE OF SCRAP	20,000	9,848	10,152	49%
MISC REVENUE	65	113	(48)	174%
TOTAL	\$ 7,145,106	\$ 5,646,254	\$ 1,498,852	79%

79% of budgeted solid waste revenue has been collected thru the end of Q3-2024.

Solid Waste Revenues: Budget-vs-Actual



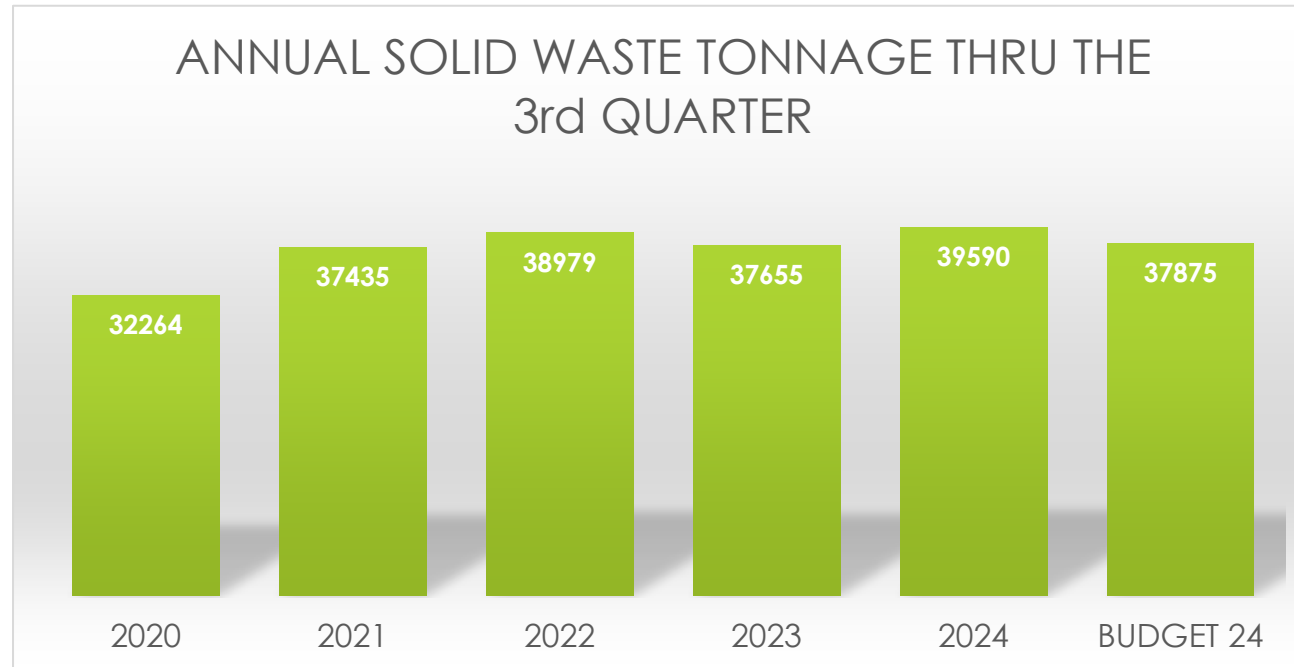
90% of budgeted solid waste revenue is from transfer station fees. It's crucial to manage these operations efficiently. A smaller share of revenue comes from grants, taxes, scrap metal sales, and interest revenue.

Solid Waste Expenses: Budget-vs-Actual

EXPENDITURES	2024 BUDGET	YTD THRU Q3-2024	AVAILABLE	% USED YTD
LONG HAUL DISPOSAL	\$ 3,563,481	\$ 2,617,540	\$ 945,941	73%
WAGES & BENEFITS	\$ 1,318,925	\$ 867,374	\$ 451,551	66%
SERVICES	\$ 916,517	\$ 578,061	\$ 338,456	63%
TAXES	\$ 202,000	\$ 174,042	\$ 27,958	86%
SUPPLIES	\$ 79,000	\$ 62,488	\$ 16,512	79%
HHW CONTRACT	\$ 60,500	\$ 30,030	\$ 30,470	50%
TIRE/LEACHATE DISPOSAL	\$ 32,000	\$ 25,652	\$ 6,348	80%
HHW DISPOSAL	\$ 30,000	\$ 12,536	\$ 17,464	42%
TOTAL	\$ 6,202,423	\$ 4,367,722	\$ 1,834,701	70.4%

The Operating Budget increased by \$65,000 per year with the addition of a new Solid Waste Attendant/Operator Position. 70.4% of budgeted solid waste expenses have been paid thru the end of Q3-2024.

Solid Waste Benchmarks



2024 Solid Waste Tonnage is up more than 5% from September 2023, however only 96% of anticipated budgeted tonnage of 37,875 thru three-quarters of the year.

Solid Waste Recycling Benchmarks

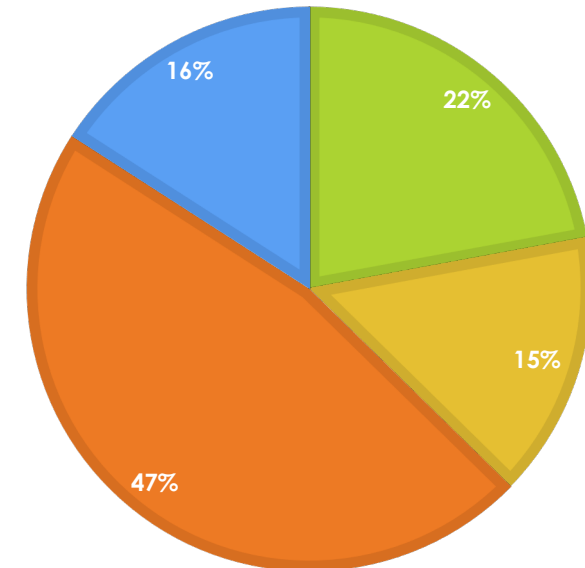
Recycling drop off is available at all 4 Solid Waste Transfer Facilities.

Clean materials accepted are:

- Dry corrugated cardboard (OCC)
- Newspaper, magazines, phone books & mixed papers (MWP)
- Glass bottles and jars without lids
- Plastic jugs and bottles without lids
- Aluminum and tin cans

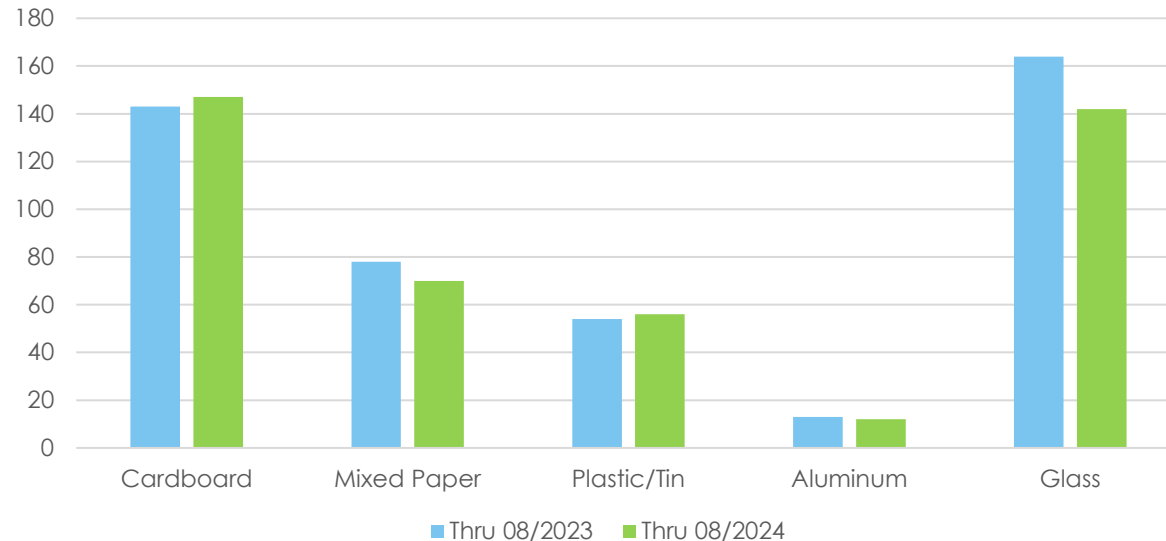
2024 RECYCLING BY LOCATION

■ Belfair ■ Hoodspout ■ Shelton ■ Union



Solid Waste Recycling Benchmarks

2023 vs 2024 RECYCLING TONNAGE
BY MATERIAL



A review of recycling by tonnage of materials finds that 2024 is more than 5% behind 2023 recycling benchmarks.

BY TONNAGE		
RECYCLED MATERIAL	Thru 08/2023	Thru 08/2024
Cardboard	143	147
Mixed Paper	78	70
Plastic/Tin	54	56
Aluminum	13	12
Glass	164	142
Total	452	427

Do you have additional questions?

Loretta Swanson, Director (360) 427-9670 Ext 769

Richard Dickinson, Dep. Director (360) 427-9670 Ext 652

Stephanie Buhrman, Finance Manager (360) 427-9670 Ext 388

Wendy Thompson, Office Specialist (360) 427-9670 Ext 199

[Mason County Utilities and Waste Management](#)



CAPITAL FACILITY PROJECTS FOR 6 YEAR IMPROVEMENT PERIOD

"Planning Level" – The least accurate of costs estimates, in the range of + or – 40%. Cost estimates at this level are usually based on a project concept and some assessment of relative scale, or annual program amounts commensurate with a level of activity sufficient to accomplish the intent of the program over time.
 "Design Report" – Moderate accuracy, in the range of + or – 30%. Based on design report evaluation of options and an assessment of project elements and associated costs.
 "Engineer's Estimate" – Most accurate estimate, in the range of + or – 15%. These estimates are based on a project design or significant completion of design work.

DEPARTMENT	BUDGET PERIOD
Public Works - Utilities and Waste Management	2025-2030

PROJECT ID	PROJECT NAME	PROJECT DESCRIPTION	PROJECT NEED/JUSTIFICATION	ACCURACY OF COST ASSUMPTIONS	COST ASSUMPTIONS (in thousands)					
	1	Comprehensive Solid Waste Management Plan	Periodic Update the Comprehensive Solid Waste Management Plan.	The revised code of Washington RCW 70.95 requires a plan review/update every five years. The current plan was adopted in 2018. The Plan will incorporate new legislative requirements.	Planning Level	Engineering				
					Other Professional Services (i.e. design)					
					Machinery/Equipment					
					Construction					
						TOTAL:				
	FUND	REVENUE SOURCES	FUNDING REQUEST (in thousands)							
			Spent to Date	Yr 2025	Yr 2026	Yr 2027	Yr 2028	Yr 2029	Yr 2030	6 Year Total
	402 - Solid Waste	Rates		30		30		30		90
		Grant/Loan Revenue								0
										0
										0
		TOTAL REQUESTED FUNDS:		30	0	30	0	30	0	90
2	Transfer station booth upgrades	Replace booths at Eells Hill, Union, and Hoodspoint transfer stations. Evaluate utility needs for potential upgrades in conjunction with booth replacement. Replace tipping floor at Eells Hill facility.	Booths have reached the end of their useful life. This replacement is necessary for health and safety of employees. Eells Hill tipping floor has been repaired numerous times and is in need of replacement.	Planning Level	Engineering					
					Other Professional Services (i.e. design, planning)					350
					Machinery/Equipment					10
					Construction					
						TOTAL:				
	FUND	REVENUE SOURCES	FUNDING REQUEST (in thousands)							
			Spent to Date	Yr 2025	Yr 2026	Yr 2027	Yr 2028	Yr 2029	Yr 2030	6 Year Total
	402 - Solid Waste	Rates	100	140	120	100				360
		Grant/Loan Revenue								0
										0
										0
		TOTAL REQUESTED FUNDS:		140	120	100	0	0	0	360
3	Eells Hill Post-Closure Activities	Decommission 4 gas monitoring wells per State requirements. Decommission 8 groundwater monitoring wells per State requirements.	Required per state law governing landfill closures.	Planning Level	Engineering					5
					Other Professional Services (i.e. design, planning)					
					Machinery/Equipment					210
					Construction					
						TOTAL:				
	FUND	REVENUE SOURCES	FUNDING REQUEST (in thousands)							
			Spent to Date	Yr 2025	Yr 2026	Yr 2027	Yr 2028	Yr 2029	Yr 2030	6 Year Total
	428 - Landfill Reserve	Rates	30	215						215
		Grant/Loan Revenue								0
										0
										0
		TOTAL REQUESTED FUNDS:		215	0	0	0	0	0	215

4	Eells Hill Transfer Station Improvements	Complete master site plan design, planning level drawings, concept cost estimates, project sequencing and procurement process.	Safety at the facility as well as efficient handling of waste streams is a concern. As the County grows in population the transfer station gets busier, requiring upgrades to maintain adequate capacity for the waste stream coming in.	Planning Level	Engineering					200
					Other Professional Services (i.e. consultant)					
					Machinery/Equipment					
					Construction					
						TOTAL:				
	FUND	REVENUE SOURCES	FUNDING REQUEST (in thousands)							
			Spent to Date	Yr 2025	Yr 2026	Yr 2027	Yr 2028	Yr 2029	Yr 2030	6 Year Total
		Rates		200						200
		Grant/Loan Revenue (to be secured)								0
										0
										0
		TOTAL REQUESTED FUNDS:		200	0					200
5	Belfair Transfer Station Site Improvement	Evaluate future needs and determine suitability of current location and complete alternate site selection process, as needed. Complete site design plan, preliminary engineering and costs for upgrades recommended in the Comprehensive Solid Waste Management Plan.	Flow control and growth have increased the demand for services in Belfair.	Planning Level	Engineering					150
					Other Professional Services (i.e. design, planning)					
					Machinery/Equipment					
					Construction					
						TOTAL:				
	FUND	REVENUE SOURCES	FUNDING REQUEST (in thousands)							
			Spent to Date	Yr 2025	Yr 2026	Yr 2027	Yr 2028	Yr 2029	Yr 2030	6 Year Total
		Rates				75	75			150
		Grant/Loan Revenue (to be secured)								0
										0
										0

