

ULSTER COUNTY RESOURCE RECOVERY AGENCY
MINUTES OF THE BUDGET WORKSHOP
August 11, 2009

The Ulster County Resource Recovery Agency held a Budget Workshop on August 11, 2009 at 999 Flatbush Avenue, Kingston, NY.

Roll Call for the Workshop was at 4:30pm.

The following Board members were present: Chairman Michelle Rodden, Vice-Chairman Fred Wadnola, Treasurer Don DeBrosky, Members Katherine Beinkafner (arrived at 4:45) and Steve Noble.

Also present were: Michael Bemis, Executive Director; Timothy DeGraff, CPA, Agency Controller; Charlie Whittaker, Materials Recovery Facility and Transportation Manager; Michelle Leggett, Recycling Coordinator and Stephen Wing, Agency Counsel and Secretary.

Board Workshop - Further consideration of 2010 Agency Budget;

The Board reviewed the proposed 2010 Budget category-by-category, and also reviewed the questions submitted to the staff, and the response by staff. Other questions were raised at this workshop. Some of the topics discussed are set forth below:

1. Revenues and Tipping Fees. Tim DeGraff explained how the amounts were estimated and projected in the budget. Michelle Rodden estimated 5% more revenue than staff. Tim noted that the Agency has been guaranteed that WM tons will all go to UCRRA via contract. If more revenues are received than budgeted, the revenues go to the fund balance.
2. Revenue from sewage sludge does not include leachate operations (municipal and commercial sludge).
3. Steve Noble had questions about the fuel surcharge – this is in the Agency’s revenue line because it is a charge at the gate. It, along, with tipping fees cover, in part, the cost of hauling waste.
4. MRF tipping fees – Michelle Rodden asked what reasoning was used in arriving at these fees. Tim DeGraff explained the process of imposing increases in fees. If the sales go up, the agency will lower the charge for commercial clients. Projections for sale of recyclables are difficult because markets are volatile.
5. Contract services: This budget line is there to cover any circumstances where we might help another government with in-kind services. We don’t need any appropriation in this line. It was originally used for T/O Shawangunk. Contract Services are necessary because Steve Wing does not perform services involving litigation. Engineering Services are not related to capital projects.

6. Status of late payers. The Agency does not have a problem with continuous delinquencies and it doesn't need to implement late charges at this time.
7. Michelle Rodden questioned the temporary help line. Mike Bemis said that part of the funds would go for people to handle special projects. Steve Noble is concerned that we use the money – what was the purpose of the money? Michelle Rodden thinks \$20,000 is too much. Fred Wadnola says we have to know what the person is going to do. Mike Bemis explained that the funds would be used in connection with various projects – revision of the LSWMP, for instance. Michelle Rodden suggested that the line be reduced to \$15,000. Agreed by all.
8. Tim DeGraff explained the need for radio costs, public notices and training.
9. Recycling services – why has the Agency not expended the amounts available in 2009? Michelle Leggett explained that she was searching for a SUNY intern, rather than fill part-time position. She's written a job description for the small amount of support she needs. Michelle Leggett gave a handout to the Board (see attached). She does not plan on paying an intern. Steve Noble asked about the \$5,000 in the proposed budget – do we need the amount? Mike Bemis said there was no plan on how the money would be spent, but there are several potential matters the money could be used for – like recycling enforcement. Steve Noble thought Michelle Leggett might need an administrative assistant, Michelle Rodden suggested the \$5,000 be stricken and any like costs come from the \$15,000 line for temporary help. Steve Noble stated that we shouldn't reduce the amount available on special projects, and moved that the \$5,000 be added to the temporary help line, making the total \$20,000. Agreed 4-1. Michelle Leggett reviewed her project schedule for 2009, and fielded questions on it. Steve Noble asked if there was sufficient money in the budget to cover Michelle Leggett's program. He recommended that \$5,000 extra be added for more brochures, etc. Agreed 5-0. The vehicle expense line for the recycling vehicle was moved to the line for general vehicle expense. Michelle Leggett will give the Board a plan and timeline for 2010 recycling programs before the end of the year. Michelle Leggett left at 5:30 pm.
10. Insurance. Rose & Kiernan has done a good job for the Agency according to Mike Bemis. They project no increase in our insurance costs.
11. Tim DeGraff explained the contract services line. Michelle Rodden moved to add a contract line of \$2,000 for a grant writer. Agreed 5-0.
12. The question of funding for the compactors the Agency is hoping to obtain through the recently authorized grant application was raised. It is unknown if the Agency will get the funds. Mike Bemis said that we don't need to put expenses for the potential compactors in the budget, as those costs will be offset by less trucking over the year, saving fuel, driver time, etc.
13. Utilities – new rates for CHG&E are increasing by 4.6%. The grant for LED lighting

does not look favorable. NYSERDA also has a program which would reduce costs, and Steve Noble said an energy savings project could be pursued. Management is confident that it will be able to make the increase up. Budget line should be increased to \$18,000. Agreed 5-0.

14. Building and grounds expenses are under central supplies and services.
15. Roll off containers – The Agency may not need new containers because of the Town of Ulster fire, there are enough at the Agency to replace those that are damaged.
16. Stock items include filters, belts, cables, nuts bolts that the Agency needs to keep vehicles, which are getting older, in shape. Management believes an increase in the vehicle equipment repair line is justified, especially with WM contract in effect. It is moved to reduce the Stock items line by \$4,000 to \$16,000. Agreed 5-0.
17. Mike Bemis explained recycling transport conditions.
18. Michelle Rodden noted that the Agency’s expenses increased at the same rate with its revenues; therefore the Agency’s bottom line has not changed significantly.
19. An assessment was made on the following:

Year	Ulster County Net Service Fee , \$	Agency Reserve Funds , \$	Net Service Fee w/o Reserve Transfers , \$
2008	1.8M	400K	2.2M
2009	1.2M	500K	1.7M
2010	1.4M	0	1.4M

There was an email forwarded to the Board prior to this meeting. See attached. The Board requested Tim DeGraff to make the changes to the 2009 Budget so that it could formally approve the budget, as amended, at the regular meeting to follow this workshop.

MOTION to Adjourn the August 11, 2009 Budget Workshop at 6:38pm was made by Fred Wadnola and seconded by Don DeBrosky. Five in favor. None opposed.

The above transcribed Minutes of the August 11, 2009 Budget Workshop were **UNANIMOUSLY** approved by the Board.

Vote: Aye 5 Nay 0 Absent _____
 Date: September 8, 2009