

**REPORT OF  
FINANCE & ADMINISTRATION COMMITTEE MEETING  
September 9, 2014**

A meeting of the Finance & Administration Committee was held on Tuesday, September 9, 2014, at 11:00 A.M. at the Authority's Administrative Office in Conway, South Carolina. Present were Committee Chairman M. Lance Thompson and Committee Members Pam Creech and Rev. James Cokley. Also in attendance were Board member Dan Gray, Executive Director Danny Knight, Assistant Executive Director Mike Bessant, Directors Jan Bitting, Esther Murphy and Bill Hilling and staff members Susie Wofford and Nannette Powell. Ex Officio Member Mr. Steve Gosnell was also in attendance. A copy of the agenda and accompanying documents are attached to and made a part of this report.

Mr. Thompson called the meeting to order and Rev. Cokley rendered the invocation. All in attendance recited the Pledge of Allegiance.

**Discussion of FY15 Budget**

Mr. Thompson advised the group that he called the meeting to get a budget update from Ms. Bitting so that the Committee Members would know before the next Board meeting the direction that the SWA was headed regarding the shortfall in C&D revenue and to insure that the SWA didn't get itself in a bind.

Ms. Bitting stated that the SWA was only one month in to the new fiscal year and it is difficult to give an accurate forecast this early in the year. Ms. Bitting went over the revenue reports that were in the August Board Packet and she stated that we were on budget for the first month and that staff will continue to monitor revenues each month throughout the year. The SWA should be around 8.33% of budget and July the percentage was 8.72%. Ms. Bitting discussed the SWA's expenses by stating that they are 6.15% percent of budget, meaning staff is keeping expenses down while maintaining budgeted revenues. Staff is continuously monitoring expenses as well as revenue.

Mr. Thompson asked about the increase in the solid waste tipping fees. He asked if there were any trends that staff was aware of. Ms. Bitting advised that she had not looked closely at the solid waste; she has been primarily tracking C&D. However, she stated, July is normally heavy due to tourist season.

Ms. Bitting discussed the updated C&D material report that she gave Committee Members. She added that August's total reflects an approximate decrease of 600 tons. Staff will continue to monitor for any major changes. Mr. Thompson stated that from a budgeting standpoint we had decreased C&D by approximately 30%. Ms. Bitting agreed and advised that staff had anticipated a 6.5% growth and a reduction of 31%.

Ms. Creech inquired about the decrease in tonnage and how it affects the SWA's labor force. She didn't think the SWA would need as many workers with that amount of decrease. Ms. Bitting advised that we had reduced the labor. Mr. Hilling went on to explain that the tonnage was down; however the number of loads that are coming in is only down 5%. Loads are just lighter in weight. Mr. Hilling went on to explain the number of operators needed and how he schedules the hours, splitting them between areas of the landfill. Ms. Creech also expressed

concern about the decrease in school visits and cold calls in the education area. She inquired about what effect this has had on the work force. Ms. Bitting advised that the SWA still has two Recycling Coordinators that go out and promote cardboard recycling and work with the schools. Ms. Bitting went on to explain that there was a reduction in staff in the C&H Department and also there was a six month span in the last year where the SWA was short a Recycling Coordinator.

Ms. Bitting stated that on the Summary of Budgeted Personnel there are two vacant positions listed one being Fleet Manager; staff has already conducted second interviews and that position will be filled shortly. The other position is an Environmental Specialist; the position has been offered and staff is just waiting for pre-employment requirements to be finalized.

Ms. Creech again voiced her concern about the decrease in cold calls. Ms. Murphy responded by stating that it was due to being without a Recycling Coordinator for several months. Discussion then followed regarding what is currently being done in Public Education to increase efforts in recycling.

Mr. Thompson informed Ms. Bitting if something did happen and the SWA does continue to see a decrease in the C&D accommodations may need to be made from a budget standpoint. He also acknowledged his appreciation for the reports that Ms. Bitting created to keep an eye on the information.

Ms. Bitting advised the Committee Members that staff is taking extra steps to monitor revenues and expenses closely. Mr. Thompson expressed his appreciation to all departments for monitoring those expenses.

#### **Food Waste Composting Permitting**

Mr. Bessant informed the Committee Members that the SWA will be required to have their composting permit modified to allow for food composting. The cost for the permitting process will be approximately \$22,000 which has not been budgeted for in the FY2015 budget. He said the SWA would have to get the engineering, surveying, plans, etc. to give DHEC. Staff will put together a recommendation to the Board to get funds out of contingency for this project.

Mr. Thompson asked about the timeframe for completing the permit modification. Mr. Hilling advised it would take around 90 days.

Ms. Creech inquired about having enough business on board before the SWA spends \$22,000 on this project. Mr. Bessant responded that conversations have already taken place to start working towards that. He indicated schools, followed by big box stores would be targeted. Mr. Bessant advised that he would talk with haulers in October. He commented that the SWA needs to encourage haulers to get involved with this program.

Mr. Thompson asked for any further discussion, however there was none. Meeting was adjourned at 11:38 am.