

Scratch Gravel Solid Waste Management District

Meeting Minutes

Board of Directors

Regular Meeting

3:00 p.m. Thursday April 11, 2024

City County Building, Room 426

Members Present

- David Knoepke — Chair, Scratch Gravel Solid Waste Board — Marysville Representative
- Tom Rolfe — Member, Scratch Gravel Solid Waste Board — Lewis and Clark County Commission
- Drenda Niemann — Member, Scratch Gravel Solid Waste Board — Health Officer
- Patrick Keim — Member, Scratch Gravel Solid Waste Board — Representative
- Erin Karlin – Member, Scratch Gravel Solid Waste Board - Representative

Staff Present

- Jenny Chambers— Director, Lewis and Clark County Public Works
- Audra Zacherl — Assistant Director, Lewis and Clark County Public Works
- Pete Anderson — Landfill Manager, City of Helena Solid Waste
- Jacki Pierson - City of Helena Solid Waste/Landfill Coordinator

Guests Present

- Ryan LeLand – City of Helena Public Works Director
- Miranda Griffis – City of Helena Sustainability & Recycling Coordinator

Absent Members

Call to Order

David Knoepke called the meeting to order at 3:00 p.m.

Introductions

Ms. Zacherl introduced Erin Karlin as the new member for the Scratch Gravel District Board.

Approval of Minutes:

Motion: Mr. Keim moved to approve the January 11, 2024 minutes. Commissioner Rolfe seconded and passed with all ayes.

Comments from the Public:

No comments from the public

Presentation of the FY25 City of Helena Recycling Budget

Mr. Anderson reviewed the highlights of the FY25 City of Helena Recycling Budget. Mr. Anderson explained personnel services reflects an increase, in FY25, due to a finance issue in allocating the correct percentage wage for the Recycling and Sustainability Coordinating position. Purchased services reflects an increase as well due green waste being under funded in the chipping/grinding charges and tipping at the Lewis & Clark County Landfill. Debt to capital will reflect a decrease from FY24 and is budgeted at \$18,000 to cover a portion for a recycling vehicle. Mr. Anderson stated the recycling fund is still healthy but explained the budget does not reflect a cost-of-living increase and could fluctuate upon approval.

Ms. Zacherl asked if the error in personnel services would be corrected in FY24 or FY25. Mr. Anderson stated the correction will be made in FY25.

Action Items:

FY25 Landfill Budget

Ms. Zacherl reviewed the highlights for the Lewis & Clark County Landfill budget. Mr. Keim asked regarding the increase in scale maintenance and if there were any issues with it. Mr. Anderson stated the service will be preventative maintenance and the scale is in good shape. Ms. Neiman asked how often the clean out service is being done. Mr. Anderson stated the landfill will begin scheduling the clean out every 5 years.

Ms. Zacherl stated the landfill budget is going well overall with low tipping fees, well maintained equipment, replacement consistency in the CIP, and good management with the City of Helena.

FY25 Scratch Gravel Budget

Ms. Zacherl reviewed the highlights for the Scratch Gravel budget. Ms. Neiman asked regarding CIP items in the Scratch Gravel CIP. Ms. Zacherl explained the Scratch Gravel CIP has one item listed for the Integrated Solid Waste Master Plan but could have more added depending on the outcome of that plan for equipment and purchase needs.

FY25 Marysville Budget

Ms. Zacherl reviewed the highlights for the Marysville budget. Ms. Zacherl explained the operations and maintenance expenses for FY24 will exceed the budgeted amount due to unexpected expenses with the roll off truck requiring a transmission repair. If a deficit in operations and maintenance is apparent at the end of FY24, that difference will be moved out of capital.

Motion: Mr. Keim moved to approve the budget as presented. Ms. Karlin seconded the motion and passed with all ayes. Commissioner Rolfe abstained from voting.

Staff Reports

- **Landfill Manager Report** - Mr. Anderson reviewed the landfill managers report. Mr. Anderson mentioned Lewis & Clark County and the City of Helena will be holding the annual paint drop off at the Transfer Station on May 9th – 12th. Ms. Chambers explained the upgraded landfill surveillance camera system. Mr. Anderson stated, in regard to the FY25 landfill fuel increase, the new landfill dozer will produce extensive savings in keeping projects inhouse versus contracting them out.
- **Integrated Solid Waste Master Plan Update** - Mr. Leland reviewed the ISWMP public meeting presentation to include Transfer Station upgrade recommendations, improved tracking

mechanism with Scratch Gravel waste hauling and improvements for the landfill compost operation. The consultants are planning on presenting a draft plan in June 2024.

Discussion

No discussion.

Items for the next meeting

- September 12, 2024, at the Transfer Station

Adjournment

Motion: Ms. Karlin made a motion to adjourn at 3:45. Mr. Keim seconded, and the motion passed with all ayes.