

**THE CROWNEST/PINCHER CREEK LANDFILL ASSOCIATION  
MINUTES  
December 12<sup>th</sup>, 2012**

The regular meeting of The Crowsnest/Pincher Creek Landfill Association was held on Wednesday, December 12<sup>th</sup>, 2012 at 9:00 a.m. at the Landfill administration office.

Present: Terry Yagos, Municipal District of Pincher Creek #9  
Lorne Jackson, Town of Pincher Creek  
Brian Gallant, Municipality of Crowsnest Pass  
Garry Hackler, Village of Cowley  
Jerry Lonsbury, Municipality of Crowsnest Pass  
Siegbert Gail, Municipality of Crowsnest Pass  
Emile Saindon, Landfill Manager  
Linda Wollman, Office Administrator

**AGENDA**

Siegbert Gail

Moved the agenda be accepted with additions. Carried. 12.12.12-473

**MINUTES**

Jerry Lonsbury

Moved the minutes of November 21<sup>st</sup>, 2012 be accepted as circulated. Carried. 12.12.12-474

**MANAGER'S REPORT**

1. *Volumes slowed down back to seasonal normal.*
2. *Working on vacuum system for paper picking.*
3. *Preparing grant application for recycling building. Deadline for submission is Dec 15*
4. *Compactor building slowly being built by Gero Const.*
5. *Finalized budget numbers and reconciled construction costs for 2012.*
6. *Had brief discussion with Eco Waste on incinerators and they will look at what options might work and provide some budgetary pricing.*
7. *The Landfill operations were audited under the Waste Receiver Assessment Program, with an overall score of 94.2%; rating in the top 5% of facility assessments.*

Garry Hackler

Moved that the Manger's report be accepted for information Carried 12.12.12-475

**FINANCIAL REPORT**

A comparative Income Statement and Balance Sheet to December 6<sup>th</sup> were reviewed. It was noted that cash flows are still measured, and it became necessary to terminate one investment.

Jerry Lonsbury

Moved that the decision to cash in the investment maturing December 18<sup>th</sup>, 2012 be accepted. Carried 12.12.12-476

Investments will be considered in January 2013 when current receivables are collected.

Jerry Lonsbury

Moved that the financial reports be accepted for information.

Carried 12.12.12-477

### **TOWN OF PINCHER CREEK**

Lorne Jackson reported that Councilor Roy Smyth has resigned from his duties on Town council for health reasons. Board members expressed sincere appreciation for Roy's commitment and significant contributions to the Landfill Board over the past several years.

### **EQUIPMENT/RECYCLING BUILDING**

A design for the proposed equipment/recycling building is being drafted by Gero's architect, with estimates close to \$400,000 for construction. The CFEP grant application is nearly complete and will be submitted by the end of this week. Letters of support have been received from all municipalities as well as Alberta Sustainable Resource Development (landowner).

### **2013 BUDGET**

Emile presented a summary of budget variations for 2012 over expenditures. The majority of the variances were due to capital expenditure overage. Income variances were more than adequate to compensate for over expenditures.

Discussion regarding municipal road maintenance expenses for the newly paved road. It was generally agreed that a 'per event' agreement should be established to cover snow plowing/sanding. Other maintenance topics will need further discussions with MD #9.

Brian Gallant

Moved that the 2013 budget, with the 5% staff wage increase, be approved.

Carried 12.12.12-478

### **LANDFILL SCHOLARSHIP**

To date, we have not received any applications for the landfill scholarship. It would seem that there are several areas of study that would qualify for this environmental scholarship. Board members Gallant, Yagos, Hackler and Jackson will visit Crowsnest, Lundbreck, St. Michaels and Matthew Halton schools respectively, to determine if there is a need to change the application format, or if there needs to be more awareness of the application itself. Linda will see if the application can be posted on the landfill website as well.

**Next meeting date:** - 9:00 a.m. - January 16, 2013

### **ADJOURNMENT**

Garry Hackler

Moved the meeting adjourn at 10:20 a.m.

Carried 12.12.12-479

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CHAIRMAN

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SECRETARY

<b>THE CROWNEST PINCHER CREEK LANDFILL ASSOCIATION</b>						
<b>2013 BUDGET</b>						
	Budget Jan 01, 2011 to Dec 31, 2011	Actual Jan 01, 2011 to Dec 31, 2011	Difference	Budget Jan 01, 2012 to Dec 31, 2012	Actual Jan 01, 2012 to Nov 14, 2012	<b>2013 BUDGET Approved Dec 12'12</b>
<b>REVENUE</b>						
<b>Income From MSW Fees &amp; Sales</b>						
MSW Disposal Fees (22,190 t)	711,810.00	715,087.71	-3,277.71	733,164.00	1,034,809.67	759,500
Road Maintenance Fee	40,000.00	53,762.61	-13,762.61	45,000.00	83,459.16	56,400
Freon Removal Income	7,500.00	6,899.65	600.35	6,500.00	7,500.36	7,500
Out of Region Disposal Fees	675,510.00	774,046.62	-98,536.62	630,000.00	642,371.18	769,288
Sale of Scrap & Recyclables	15,000.00	35,720.88	-20,720.88	25,000.00	3,774.00	30,000
Electronics Recycling	4,000.00	3,728.15	271.85	3,500.00	6,150.00	4,500
Paint Recycling Incentive Program	1,500.00	663.30	836.70	500.00	1,262.20	1,000
Oil Container Recycling	1,000.00	323.00	677.00	500.00	353.68	500
<b>Total MSW Fees &amp; Sales</b>	<b>1,456,320.00</b>	<b>1,590,231.92</b>	<b>-133,911.92</b>	<b>1,444,164.00</b>	<b>1,779,680.25</b>	<b>1,628,688</b>
TERVITA Industrial Wastes Received	448,000.00	751,819.70	-303,819.70	640,000.00	1,630,784.30	870,000
TERVITA 25% Share, Ind Waste Rcvd	-112,000.00	-187,952.05	75,952.05	-160,000.00	-275,869.52	-217,500
Net Industrial Revenue	336,000.00	563,867.65	-227,867.65	480,000.00	1,354,914.78	<b>652,500.00</b>
Interest Revenue	45,000.00	63,099.93	-18,099.93	40,000.00	58,157.68	60,000
Dividends Earned	3,000.00	601.33	2,398.67	3,000.00	360.46	3,000
Land Lease	1,400.00	-1,400.00	2,800.00	0.00	0.00	0
Revenue from Roll-Off Truck	0.00	6,600.00	-6,600.00	11,000.00	9,325.00	15,000
Miscellaneous Revenue	0.00	0.00	0.00	0.00	-1.39	0
Funds Forward from Previous Year	300,000.00	0.00	300,000.00	300,000.00	0.00	300,000
<b>Total Other Revenue</b>	<b>2,141,720.00</b>	<b>2,223,000.83</b>	<b>-81,280.83</b>	<b>2,278,164.00</b>	<b>3,202,436.78</b>	<b>378,000</b>
<b>TOTAL REVENUE</b>	<b>2,141,720.00</b>	<b>2,223,000.83</b>	<b>-81,280.83</b>	<b>2,278,164.00</b>	<b>3,202,436.78</b>	<b>2,659,188</b>
<b>EXPENSE</b>						
<b>Insurance Expense</b>						
Environmental Insurance	38,400.00	40,234.00	-1,834.00	41,000.00	40,134.00	41,000
Insurance Exp - Buildings & Mach	21,600.00	16,046.00	5,554.00	17,000.00	18,949.00	19,000
<b>Total Insurance</b>	<b>60,000.00</b>	<b>56,280.00</b>	<b>3,720.00</b>	<b>58,000.00</b>	<b>59,083.00</b>	<b>60,000</b>
<b>Payroll Expenses</b>						
Wages & Salaries	432,648.00	454,530.06	-21,882.06	466,266.00	395,673.65	543,300
O.T. Wages	6,000.00	11,889.60	-5,889.60	5,000.00	11,408.80	5,000
EI Expense	10,479.00	7,236.73	3,242.27	8,066.00	8,014.31	9,400
CPP Expense	21,416.00	16,097.29	5,318.71	23,080.00	16,304.67	26,900
WCB Expense	11,537.00	10,035.90	1,501.10	13,055.00	14,048.95	15,212
RSP- Employer Portion	26,173.00	21,479.92	4,693.08	29,741.00	22,831.29	34,837

AMSC Health Insurance	37,128.00	44,918.90	-7,790.90	41,961.00	37,883.02	42,475
Employee Benefits	1,000.00	1,699.31	-699.31	1,000.00	-357.19	1,000
<b>Total Payroll Expense</b>	<b>546,381.00</b>	<b>567,887.71</b>	<b>-21,506.71</b>	<b>588,169.00</b>	<b>505,807.50</b>	<b>678,124</b>
<b>Administration Expenses</b>						
Office Supplies & Publications	7,500.00	8,836.79	-1,336.79	7,500.00	7,406.15	7,500
Computer Software Purchases	1,000.00	0.00	1,000.00	1,000.00	349.99	1,000
Office Equipment - Purchases	1,500.00	3,052.84	-1,552.84	3,000.00	1,500.00	4,500
Office Equipment - Repairs	1,000.00	1,261.53	-261.53	1,000.00	240.00	5,500
Telephone/Internet Expense	10,800.00	10,956.88	-156.88	10,800.00	11,751.01	12,500
Utilities - Gas, Power, Water	7,000.00	9,396.44	-2,396.44	8,000.00	9,699.01	11,000
Bank & Service Charges	1,500.00	4,505.16	-3,005.16	2,800.00	1,334.76	2,800
Printing and Advertising	2,500.00	2,954.52	-454.52	2,500.00	811.21	2,500
Licenses, Permits & Membership Fees	5,756.00	5,508.88	247.12	5,500.00	5,858.00	5,500
Land Lease	800.00	800.00	0.00	800.00	800.00	800
Bad Debts	750.00	0.00	750.00	750.00	0.00	750
Training Allowance	4,000.00	464.00	3,536.00	4,000.00	875.00	4,000
Meeting & Travel Expense	6,500.00	8,748.98	-2,248.98	6,500.00	3,954.08	6,500
Freight Expense	250.00	79.50	170.50	250.00	72.39	250
Landfill Scholarship	0.00	0.00	0.00	4,000.00	0.00	4,000
Legal Fees	1,000.00	0.00	1,000.00	1,000.00	0.00	1,000
Accounting Fees	12,200.00	12,075.00	125.00	12,810.00	12,600.00	13,200
Gain/Loss on Sales of Capital Asset	-15,000.00	-88,196.92	73,196.92	0.00	0.00	
Engineering & Survey Expense	5,000.00	0.00	5,000.00	5,000.00	10,078.76	10,000
Amortization	0.00	627,926.15	-627,926.15	0.00	0.00	
<b>Total General &amp; Admin Expenses</b>	<b>54,056.00</b>	<b>608,369.75</b>	<b>-554,313.75</b>	<b>77,210.00</b>	<b>67,330.36</b>	<b>93,300</b>
<b>Fuel &amp; Oil Expense</b>						
Fuel & Oil - Machines	64,800.00	105,773.76	-40,973.76	90,000.00	82,768.88	96,000
Automotive Fuel & Oil	10,440.00	8,853.45	1,586.55	7,500.00	7,567.30	8,000
Fuel & Oil, Peterbilt	0.00	6,199.66	-6,199.66	8,000.00	7,086.00	8,000
<b>Total Fuel &amp; Oil</b>	<b>75,240.00</b>	<b>120,826.87</b>	<b>-45,586.87</b>	<b>105,500.00</b>	<b>97,422.18</b>	<b>112,000</b>
<b>Heavy Equipment Repairs</b>						
D6N Track/Blade, 2011	9,600.00	3,504.90	6,095.10	1,200.00	2,430.65	3,000
John Deer 5075 Tractor/Mower, 2010	1,000.00	43.81	956.19	600.00	1,764.04	900
Bobcat S650 Repairs, 2011	800.00	2,367.91	-1,567.91	1,200.00	2,635.32	3,000
826H Trash Compactor, 2013	8,400.00	5,002.57	3,397.43	7,200.00	12,734.57	1,200
755D John Deere Track Loader, 2008	9,600.00	13,180.23	-3,580.23	9,500.00	1,223.71	0
Cat Excavator, 320DLRR, 2009	0.00	999.22	-999.22	1,200.00	374.50	6,000
Cat Articulated Truck 725, 2009	0.00	1,493.98	-1,493.98	1,200.00	387.06	6,000
938K Wheel Loader 2012	0.00	0.00	0.00	0.00	215.00	1,200
Prepaid Equipment Repairs/Service	0.00	0.00	0.00	0.00	0.00	
<b>Total Heavy Equipment Repairs</b>	<b>29,400.00</b>	<b>26,592.62</b>	<b>2,807.38</b>	<b>22,100.00</b>	<b>21,764.85</b>	<b>21,300</b>

<b>Automotive Repairs/Maintenance</b>						
Ford 9000 Diesel 1985	450.00	0.00	450.00	600.00	0.00	0
Ford F150, 2008	900.00	334.93	565.07	600.00	224.32	800
Dodge PickUp 2011	0.00	1,824.87	-1,824.87	1,200.00	3,051.47	1,500
Peterbilt Roll-Off 2011	3,600.00	1,952.43	1,647.57	3,000.00	2,170.33	2,400
<b>Total Automotive Repairs/Maint.</b>	<b>4,950.00</b>	<b>4,112.23</b>	<b>837.77</b>	<b>5,400.00</b>	<b>5,446.12</b>	<b>4,700</b>
<b>Monitoring</b>						
Groundwater Monitoring Expense	10,000.00	8,882.77	1,117.23	10,000.00	9,005.52	9,600
Maintenance of GWM Wells	500.00	119.70	380.30	500.00	0.00	1,000
Surface Water Monitoring Expense	0.00	2,989.75	-2,989.75	2,000.00	864.00	960
Landfill Gas Monitoring	1,000.00	0.00	1,000.00	2,500.00	0.00	600
<b>Total Monitoring Expenses</b>	<b>11,500.00</b>	<b>11,992.22</b>	<b>-492.22</b>	<b>15,000.00</b>	<b>9,869.52</b>	<b>12,160</b>
<b>General Operating Expenses</b>						
Scale Maintenance & Inspections	2,400.00	2,679.98	-279.98	2,000.00	110.00	2,250
Rental of Equipment	5,000.00	674.00	4,326.00	2,000.00	49,104.18	3,600
Personal Protective Clothing	2,600.00	2,775.82	-175.82	2,400.00	1,994.88	2,400
Freon Removal Expense	3,600.00	4,776.00	-1,176.00	4,000.00	4,884.00	4,800
Welding Supplies	300.00	703.42	-403.42	800.00	1,232.19	900
Shop Supplies	3,600.00	2,657.25	942.75	4,200.00	3,759.65	4,200
Purchase of Small Tools	2,100.00	316.44	1,783.56	600.00	6,334.67	2,400
Building Maintenance	6,500.00	10,823.68	-4,323.68	8,000.00	8,565.08	12,000
Fence Repairs & Site Maintenance	8,000.00	5,474.45	2,525.55	4,800.00	5,371.17	7,200
Litter Control Costs	1,200.00	2,446.28	-1,246.28	800.00	3,796.88	2,400
Cover Material Expense (Wood Chips)	0.00	0.00	0.00	0.00	18,225.00	30,000
Internal Road Maintenance	5,000.00	19,377.70	-14,377.70	6,000.00	9,478.56	9,600
Paint Disposal Expense	4,000.00	2,000.00	2,000.00	2,100.00	3,512.50	3,600
Hazardous Household Materials Disp.	4,500.00	3,812.70	687.30	4,800.00	6,343.58	6,600
Dust Control Expense-Municipal Road	18,000.00	0.00	18,000.00	18,000.00	0.00	0
Municipal Road Maintenance	35,000.00	53,770.80	-18,770.80	45,000.00	0.00	0
MSW Leachate Disposal Costs	30,000.00	234.39	29,765.61	5,000.00	522.21	1,200
Miscellaneous Expense	500.00	0.00	500.00	500.00	0.00	500
<b>Total General Operating Expenses</b>	<b>132,300.00</b>	<b>112,522.91</b>	<b>19,777.09</b>	<b>111,000.00</b>	<b>123,234.55</b>	<b>93,650</b>
<b>Industrial Waste Expenses</b>						
Industrial Cell Maintenance	30,000.00	38,492.24	-8,492.24	20,000.00	11,073.03	9,600
Remediation Materials	0.00	-0.01	0.01	3,000.00	52,451.15	25,000
Lab Tests - Industrial Material	4,500.00	10,469.50	-5,969.50	6,600.00	19,463.97	9,600
<b>Total Industrial Expenses</b>	<b>34,500.00</b>	<b>48,961.73</b>	<b>-14,461.73</b>	<b>29,600.00</b>	<b>82,988.15</b>	<b>44,200</b>
<b>Capital Purchases/Projects</b>						
Purchase of Equip, D6N, 826H	183,666.00	0.00	183,666.00	250,015.00	212,406.49	246,000
Site Beautification	10,000.00	0.00	10,000.00	10,000.00	0.00	10,000
Building Functionality, Proj #2 (Roof)	15,000.00	0.00	15,000.00	15,000.00	0.00	15,000

Landfill Gas Mgmt Plan, Proj #3	30,000.00	0.00	30,000.00	0.00	0.00	0
Additional Litter Controls, Proj #6	5,000.00	246.00	4,754.00	15,000.00	22,809.93	15,000
Future Landfill Development	0.00	0.00	0.00	0.00	216.00	
MSW Cell Expansion	250,000.00	0.00	250,000.00	0.00	19,110.00	400,000
MSW Engineering & Survey Costs	20,000.00	0.00	20,000.00	0.00	41,425.54	125,000
Leachate Disposal System	100,000.00	0.00	100,000.00	40,000.00	3,993.33	0
Leachate Collection Pond Const.	200,000.00	0.00	200,000.00	200,000.00	173,153.79	0
Leachate Pond Fencing	20,000.00	0.00	20,000.00	30,000.00	10,000.00	30,000
Industrial Temporary Storage Pad	0.00	0.00	0.00	86,000.00	109,879.77	0
Industrial Cell Expansion	0.00	0.00	0.00	350,000.00	704,136.44	0
Industrial Cell Engineering Costs	0.00	0.00	0.00	200,000.00	260,088.46	0
Closure & Slope Maintenance, MSW						75,000
Bob Cat Purchase	47,000.00	0.00	47,000.00	0.00	0.00	0
Replacement Pick Up Truck	36,000.00	0.00	36,000.00	0.00	0.00	0
Storage Shed Construction	70,000.00	0.00	70,000.00	70,000.00	4,209.52	0
Sewage Tank & Field	0.00	0.00	0.00	33,000.00	34,748.00	0
Municipal Road Debenture Payment	0.00	0.00	0.00	30,000.00	0.00	180,000
Roll off Truck Purchase	100,000.00	0.00	100,000.00	0.00	0.00	0
Roll Off Bin Purchase	40,000.00	4,500.00	35,500.00	0.00	0.00	15,000
Recycle Upgrades - Building	10,000.00	0.00	10,000.00	0.00	0.00	400,000
Scale Upgrades - Intercom System	40,000.00	0.00	40,000.00	0.00	0.00	2,000
<b>Total Capital/Project Expenditures</b>	<b>1,176,666.00</b>	<b>4,746.00</b>	<b>1,171,920.00</b>	<b>1,329,015.00</b>	<b>1,596,177.27</b>	<b>1,513,000</b>
<b>Site Restoration</b>						
Site Restoration Provision	0.00	40,020.00	-40,020.00	0.00	0.00	
<b>Total Site Restoration</b>	<b>0.00</b>	<b>40,020.00</b>	<b>-40,020.00</b>	<b>0.00</b>	<b>0.00</b>	
<b>TOTAL EXPENSE</b>	<b>2,124,993.00</b>	<b>1,602,312.04</b>	<b>522,680.96</b>	<b>2,340,994.00</b>	<b>2,569,123.50</b>	<b>2,632,434</b>
<b>NET INCOME</b>	<b>16,727.00</b>	<b>620,688.79</b>	<b>-603,961.79</b>	<b>-62,830.00</b>	<b>633,313.28</b>	<b>26,754</b>

Generated On: Nov 14, 2012