



**SUBJECT:** TO INFORM THE MATANUSKA-SUSITNA BOROUGH ASSEMBLY MEMBERS OF THE SOLID WASTE DIVISION'S INTENT NOT TO ISSUE THE ANNUAL DISPOSAL COUPON IN FY21 DUE TO THE EXPENSE.








**AGENDA OF:** February 2, 2021

**ASSEMBLY ACTION:**

*presented to the Assembly 2-2-21*  


**MANAGER RECOMMENDATION:** For information only.

**APPROVED BY MICHAEL BROWN, BOROUGH MANAGER:** 

| Route To: | Department/Individual                      | Initials                                                                              | Remarks                                                                               |
|-----------|--------------------------------------------|---------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|
|           | Originator<br>Chelsea Westerberg           |     |                                                                                       |
|           | Solid Waste Division Manager<br>Jeff Smith |   |                                                                                       |
|           | Public Works Director<br>Terry Dolan       |   | 20 Jan 21                                                                             |
|           | Finance Director<br>Cheyenne Heindel       |  |                                                                                       |
|           | Borough Attorney<br>Nicholas Spiropoulos   |  |                                                                                       |
|           | Borough Clerk                              |   |  |

**ATTACHMENT (S):** Annual Coupon Policy SWD-03-ACP (3 pp)

**SUMMARY STATEMENT:** This IM is to inform the Matanuska-Susitna Borough Assembly members of the Solid Waste Division's intent not to issue the annual disposal coupon in FY21 due to the expense.

In FY20, 24,447 coupons were mailed and only 8,535 coupons were redeemed, meaning 65% of these coupons go unused. FY21 costs are anticipated to be similar to FY20 costs which were:

|                               |             |
|-------------------------------|-------------|
| Preparing Addresses & Data    | \$ 600.00   |
| Printing & Addressing Coupons | \$ 3,843.28 |
| Postage for Mailing Coupons   | \$ 5,373.33 |
| Coupons Redeemed              | \$65,927.00 |
| TOTAL                         | \$75,743.61 |

Based on MSB Code 8.05.090(C), the Borough reimbursed the Solid Waste Division for the cost of the coupons redeemed in FY19 but stopped doing so in FY20. The cost is paid from the Solid Waste Division operating budget and in turn, is paid for by landfill user fees (gate fees) throughout the year. Without reimbursement to the Solid Waste Division, the community is burdened with higher rates to provide free services to a very small percentage of the community, placing increased pressure to raise rates.



**MATANUSKA-SUSITNA BOROUGH  
SOLID WASTE DIVISION**

**ANNUAL COUPON POLICY & PROCEDURE**

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**1. PURPOSE**

The purpose of this document is to establish the Matanuska-Susitna Borough (MSB) Solid Waste Division's (SWD) policy for the annual disposal coupon mailed to MSB property owners by the SWD.

**2. SCOPE**

This is a Solid Waste Division-wide policy.

**3. POLICY STATEMENT**

Disposal coupons are mailed to Matanuska-Susitna Borough residential property owners the last week of February and are valid from March 1st through June 30th of the year issued. These dates are printed on the coupon

The MSB SWD obtains names and addresses from the MSB Assessment Division.

To be eligible for a coupon:

- The property mailing address must be within the MSB,
- The property must have an assessed structure on it with a value above \$500.
- All business addresses, commercial addresses, trusts, and other similarly titled addresses are not eligible for a coupon.
- Only one (1) coupon is issued per eligible property owner(s) residing in the MSB, regardless of the number of properties owned.

The disposal coupon is valid for a one-time use only, it has no cash value, and no change is given. The coupon may be combined to pay with cash, check, or a credit card for larger disposal loads.

All coupons are void after June 30<sup>th</sup> of the year issued. Lost or stolen coupons will not be replaced. Coupons will not be re-issued for unused or expired coupons.

This program may be discontinued at any time.

**4. PROCEDURE**

Effective: July 1, 2020  
Approved: August 24, 2020  
SWD Manager Approval: \_\_\_\_\_

*1M 21-027*

Disposal coupons are accepted at the Central Landfill in Palmer, at the Transfer Stations in Big Lake, Butte, Sutton, Talkeetna, and Willow, and at MSB contracted transfer sites including the Long Rifle Lodge, Point MacKenzie, and Trapper Creek.

When paying for disposal fees, present your coupon to the Waste Disposal Technician. The disposal coupon provides a credit towards your total disposal fee.

The coupon cannot be used more than once. If the total disposal fee is less than the amount of the coupon you will not receive change or be able to use the remaining balance. All coupons must be surrendered to the Waste Disposal Technician at the time of use. Should you choose not to use your coupon, you can pay your disposal fee in full and save your coupon for use during a different visit before the expiration date.

## **5. RESPONSIBILITIES**

- 5.1 **Community Cleanup Coordinator:** Responsible for obtaining mailing list and removing all business, trusts, and duplicate addresses. He/she shall also be responsible for creating and printing the coupons.
- 5.2 **Contracted Transfer Sites:** Responsible for turning in all collected disposal coupons to the MSB SWD Transfer Station Supervisor on a monthly basis.
- 5.3 **Division Manager:** Responsible for ensuring employees receive adequate training to cover all procedures set forth in this policy.
- 5.4 **Supervisors:** All Supervisors shall ensure that their division staff follows this policy and provide adequate training to employees when necessary.
- 5.5 **Solid Waste Division Employees:** All SWD employees shall be familiar with and adhere to this policy.
- 5.6 **Transfer Station Supervisor:** Responsible for entering all coupons received from contracted transfer sites into the WasteWorks system. Coupons will be entered into the system on a monthly basis along with the contracted sites deposit information as a source of trackable revenue.
- 5.7 **Waste Disposal Technicians:** Shall know how to apply the coupon code to a disposal fee in the WasteWorks system and understand this policy.

## **6. SUPERSEDES**

- 6.1 SWD-03-ACP Annual Coupon Policy dated June 10, 2019 and all others preceding this one

## **7. DEFINITIONS**

- 7.1 **MSB:** Matanuska-Susitna Borough
- 7.2 **SWD:** Solid Waste Division

## **8. REFERENCES**

**8.1 Central Landfill Operating Plan dated September 2015**