



MINUTES

**Executive Committee Meeting**  
of the  
Monroe County Solid Waste Management District

Wednesday May 4, 2020 5:00 p.m.

Meeting Connection VIA ZOOM

<https://us02web.zoom.us/j/85270077501?pwd=SG4xNEE0c1VaMTVVVSzZ4UzRaQ2d6UT09>

Meeting ID: 852 7007 7501

Password: 002439

Members Present: Cheryl Munson, Chairperson; Isabel Piedmont-Smith, Vice-Chairperson; Penny Githens, Secretary

Members Absent: None

Staff Present: Tom McGlasson Jr., Executive Director

Legal Counsel Present: None

McGlasson called the meeting order at 5:04 p.m.

**Approval of Executive Committee Meeting Minutes – February 3, 2020**

Githens provided a grammatical correction.

**Approval of Board of Directors Meeting Minutes – February 13, 2020**

McGlasson stated that Piedmont-Smith has provided revisions via email.

**Approval of Executive Committee Meeting Memorandum – March 5, 2020**

Githens stated the minutes show that she is both present and absent, and she was there. Piedmont-Smith provided punctuation and grammatical corrections.

**Approval of Board of Directors Meeting Minutes – April 23, 2020**

Piedmont-Smith provided a grammatical correction.

McGlasson stated that due to the Districts' limited supply of disposal face masks, he has ordered enough homemade masks to provide each staff member with one. He added that another district director has located a supply of KN-95 disposable masks, which is the Chinese equivalent of N-95, and that he has requested an allotment of these if he makes an order.

Githens asked about the compost bins and rain barrels made available in observance of Earth Day. McGlasson stated that we did not have the number of orders that we had hoped for, but did get the products ordered delivered and have been making arrangements to get them distributed and currently most have been picked up. He added that Elisa Pokral was able to schedule a Zoom meeting with a number of the purchasers to provide the assembly assistance and education tips that had been originally planned as a workshop at the District.

Munson entered at 5:19 p.m.

**Resolution 2020-04 Monroe County Landfill Financial Assurance**

McGlasson stated that the cost estimated decreased by about \$80,000 this year and that is greater than usual. Munson asked why. McGlasson stated he did not know exactly why, but suspects that due to the inflation factors in the formula, he suspects this is the contributing factor. Githens concurred, noting that the inflation factor for this year was one of the lowest ever.

McGlasson asked Munson about requesting this be on the County Council work session on May 26<sup>th</sup>, noting that if we wait until the June meeting we will be right up against the submission deadline. Munson agreed with requesting to be on the work session agenda.

Githens asked for clarification of the two (2) different cost estimates. McGlasson explained that there are actually two (2) permitted landfills at the facility, a Municipal Solid Waste landfill, and a Construction and Demolition landfill; each with its own permit number and under the law we have to provide financial assurance for each permit.

Piedmont-Smith provided corrections to the resolution document.

Discussion ensued concerning the process for the County to make the demonstration, the timeline for this occur, and the deadline to submit.

**All Other Items Deemed Appropriate For Executive Committee Discussion**

McGlasson referenced an email received, which the committee members have been provided, expressing concerns about a lack of social distancing at the recycling centers and use of face masks, stating that we need to discuss facility schedules, if we want to place any limits on customers, and how that impacts staffing needs. He continued that he uses the Ellettsville site and has seen customers not wearing face masks, nor practicing social distancing.

Piedmont-Smith asked about McGlasson's recommendation to limit the number of customers to ten (10). McGlasson stated that he had made this recommendation initially, but has since discussed this with staff and concerns were expressed about this since sometimes multiple people come in one vehicle, but only one (1) person gets out of the vehicle. Discussion ensued concerning potential issues with restricting the number of vehicles, staffing needs to manage traffic flow, and which days it is needed.

McGlasson stated the S. Walnut has adequate staff, but the rural sites would need an additional staff member. He continued that additional staffing with increased days of operation may result in budget issues with personnel. Consensus among committee members to limit the number of vehicles allowed to eight (8) and keep the days of operation to Wednesday and Saturday with the option to expand the days of operation if the vehicle limit creates traffic issues.

Piedmont-Smith asked if it was possible to make customers wear masks while at the site. Githens expressed concern with enforcing this. McGlasson stated that he has read news articles reporting on similar requirements in other communities where the staff of businesses trying to enforce the requirements were threatened by customers which gives him concern for staffs safety.

Munson asked McGlasson to have staff monitor for traffic issues and report any such issues so they can be addressed.

Githens asked about putting up signage requesting the customers wear masks. Piedmont-Smith asked if there is currently signage at the sites. McGlasson said no, but we can look into having signs made and laminated to post. Munson stated that Kinko's can laminate sizes up to eleven (11) inches by seventeen (17) inches if you provide them a prepared document. Consensus among committee members to have McGlasson create signage requesting that customers wear masks and practice social distancing to post at sites and have them printed and laminated at Kinko's.

Meeting adjourned at 6:55 p.m.

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Signed – Executive Committee Member  
Minutes of May 4, 2020

MINUTES

Monroe County Solid Waste Management District

**Board of Directors**

Thursday, May 14, 2020

4:00 p.m.

Meeting connection VIA ZOOM

<https://monroecounty-in.zoom.us/j/82407633097?pwd=UURYMmhOMzRwNzZqQ2F5aTBScEJEZz09>

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*The following minutes reference the meeting packet for this date,  
Including department reports and resolutions*

Members Present: Cheryl Munson, Chairperson; Isabel Piedmont-Smith, Vice-Chairperson; Penny Githens, Secretary; Julie Thomas, Director; John Hamilton, Director; Lee Jones, Director; Dan Swafford, Director

Members Absent: None

Staff Present: Tom McGlasson Jr. Executive Director; Connie Hudson, Controller; Scott Morgan, Operations Director; Lee Paulsen, Landfill Director

Staff Absent: None

Legal Counsel Present: None

CAC: none

Munson called the meeting to order at 4:00 p.m.

**Executive Committee Meeting Minutes – February 3, 2020**

These minutes are for informational purposes only.

**Executive Committee Meeting Minutes – March 5, 2020**

These minutes are for informational purposes only.

**Approval of Board of Directors Meeting Minutes – February 13, 2020**

Piedmont-Smith motioned to approve; Swafford seconded. Roll-Call vote was unanimous, motioned passed.

**Approval of Board of Directors Meeting Minutes – April 23, 2020**

Piedmont-Smith motioned to approve; Thomas seconded. Roll-Call Vote was six ayes (Piedmont-Smith, Thomas, Jones, Munson, Swafford, Githens) and one (1) abstention (Hamilton), motioned passed.

**Controller’s Report**

**a. Cash Flows**

Hudson presented updated cash flow statements and balances. Piedmont-Smith asked why there is recycling revenue showing for materials other than metals and glass. McGlasson stated that the new contract that in which there are fees for recycling did not take effect until May 1<sup>st</sup>, so we are still receiving revenue from materials delivered prior to that date.

Piedmont-Smith asked what the revenue line CESQG is. Morgan stated that stands for Commercially Exempt Small Quantity Generator and that those are business customers the pay the District for HHW materials.

Hamilton asked staff what fiscal pressures they see for the District over the next twelve (12) months. McGlasson stated that the new recycling fees, although budgeted based on previous volumes, are an unknown at this time. The new policies implemented due to the coronavirus are requiring additional staffing that could create budget issues later in the year if they are long term.

Piedmont-Smith asked about short falls in tax revenues due to COVID. McGlasson stated that he does not have any information from the County concerning shortfalls in tax revenues, but he is aware of that possibility. He continued that the District does have adequate cash reserves to cover expenses through the end of the year should tax revenues not meet projections. Piedmont-Smith asked what portion of the District revenues is from taxes. McGlasson stated that for 2020 the District has revenues projected of 2.68 million and of that about 2 million is taxes. Piedmont-Smith asked if that is all property taxes. McGlasson stated that 1.8 million is property taxes, 140,000 in excise taxes and 7,000 in CVET.

Hamilton stated that the disbursement could be late due to the two (2) month extension provided to property owners to pay property taxes. Githens stated that reports from the Treasurer's office are that payments are coming in. Munson stated that the County Council will be getting a presentation from the Auditor concerning that status of tax revenues.

#### **b. Payroll and Claims**

Hudson presentation pre-approved claims in the amount of \$299,668.69, and claims for approval today in the amount of \$10,299.22, for a total of \$309,967.91. Piedmont-Smith motioned to approve payroll and claims; Thomas seconded.

Piedmont-Smith asked about the compactor rental payment for approval today to Hobbs Equipment and if that is more than usual. Hudson stated that is a monthly fee for compactors at all recycling centers and is the same as it has been.

Roll-Call vote for payroll and claims was unanimous, motion passed.

#### **Resolution 2020-04 Monroe County Landfill Financial Assurance**

Piedmont-Smith read from Resolution 2020-04 and motioned to approve; Githens seconded. McGlasson stated that for staff, this is an annual housekeeping measure and have had a good relationship with the County and County Council on this for a number of years. He referred to page fifty-six (56) of the Board packet, noting that the financial assurance amount for this year is just over 2.5 million and is about an \$83,000 decrease from last year.

Munson stated that the County Council will meet on May 26<sup>th</sup> in a work session, and if this brought to the work session meeting it will be considered and hopefully approved to meet the State's deadline. McGlasson stated that, due to scheduling constraints, we have taking this to the County Council in a work session before and they have made a decision on it.

Roll-Call vote on Resolution 2020-04 was unanimous, motion passed.

Piedmont-Smith how the resolution will get signed. McGlasson said he has considered that, but does not have a solution at this time, and will provide an explanation to the County Council when the agenda request is submitted as to why the resolution does not have signatures. Discussion ensued on how to get Board member signatures on the resolution.

**Department Reports**

McGlasson provided the Board with an update on the status of solid waste districts being reviewed by the Environmental Affairs Committee this summer. He updated the Board on the current operating schedules of District programs and facilities, and the new policy limiting the number of vehicles in the recycling centers, and staff and customer feedback received.

Thomas stated that it's up to the District to require masks within the facility as is being done with County buildings starting Monday. She continued that District expectations should be clear to the public, signage should not be handmade, and that staff should be modeling what we expect customers to do. Thomas asked if there were plans to open an additional day or two to see if that might alleviate some of the congestion concerns.

Munson asked McGlasson to explain how staff is being compensated during this time and if there might be a way to expand staffing without incurring additional personnel costs. McGlasson explained that District policy provides for employees off work due to an administrative decision to get paid for days they are scheduled to work. He continued that the rural sites currently have an added staff member to help with traffic control due to the vehicle limit policy, explaining that at two days per week we are within budget, but expanding beyond that would put personnel expenses over budget.

Thomas asked that if the site were open more days would we need the extra personnel since the traffic situation wouldn't exist. Swafford agreed stating that we need to get the sites opened back up.

Swafford asked for clarification on the masks, asking if we want customers to put masks on when they enter the recycling centers, an outside facility. McGlasson stated that we are encouraging and requesting that they do that, but we have not made it a requirement. He continued that Thomas earlier suggested that we should implement such a requirement, acknowledging that she did not know how that would be enforced, McGlasson said he also did not know how that would be enforced. Swafford said he agrees it would be difficult to enforce and would not want to put employees in a position of having to enforce such a policy.

Munson stated that this is exactly what has been done, there is signage posted requesting customers wear masks and encouraging social distancing, the only policy being enforced is the number of vehicles allowed on site. She continued that as long as the District can be mindful of the budget and attend to the sites that need additional days open that doesn't bother her. Swafford stated that if facilities went back to being open five (5) days per week he believed that the extra staff wouldn't be required except maybe on Saturdays.

McGlasson asked Morgan if he had any input as supervisor of the facilities. Morgan stated that the extra staff is there currently to manage traffic flow and asked if we are considering eliminating that policy. He continued, stating that extra staff would be needed to enforce a mask policy, relating that he was the second staff member at Dillman Road last week and less than half of the customers had face coverings on.

Piedmont-Smith stated that if we are not going to require masks then we need to definitely have to emphasis social distancing and thus keep the limit of cars which creates the need for the second staff member, and her preference would be to remain on a limited scheduled and have the extra staff.

Githens asked if the traffic on Saturday is heavier than the traffic on Wednesday. McGlasson said that would have been his assumption but last Saturday and Wednesday that did not hold true. He spent last Saturday looping through the sites and the traffic was much less then he used to seeing on a Saturday. Morgan stated that was just one (1) day, and typically Saturdays are busier.

Thomas asked if staff are required to wear a mask when at work. McGlasson stated yes. Thomas followed up that cones, or something, could be used to designate traffic flow and parking to help limit the number of vehicles at the facility, and she wondered if being open more days would alleviate the traffic concerns during the week and reduce the need for additional staff to Saturdays. Piedmont-Smith stated that people will park wherever there is an available, cones or not. Swafford stated he likes the cone idea and that he believes if we go back to five (5) days it will alleviate the traffic flow issue and reduce the need for the second staff member to Saturdays only.

McGlasson asked Morgan if, based on his experience or reports from staff, if there are specific times of day that are busier than others. Morgan stated that weather has a huge impact, that Saturdays are just generally a busier day because people are off work, and that the bulky item bins location is a factor. He continued that he is warming up to the idea of five (5) days per week with a second staff member on Saturdays. Piedmont-Smith stated that would put us over budget.

McGlasson acknowledged the budget issue with that schedule, but stated that if it's a short term solution, we have money budgeted to pay the relief operators when the regular operators are using paid time off and there are some funds available, but he doesn't want to get into a situation where we exhaust those funds now and can't pay a relief operator when someone is on vacation in October.

Thomas suggested being open four (4) days per week so having the second staff member on Saturdays would stay within budget, and just closing on the slowest day of the week. Morgan stated he would recommend Monday, Wednesday, Friday, and Saturday, and the operator normally scheduled for Tuesday could be the second staff member on Saturday. Munson and Swafford concurred.

Githens ask to clarify if the sites are normally closed on Monday already. Morgan stated that the South Walnut facility is closed on Mondays, the rural sites are normally open on Mondays, and that Tuesday is the least busy day of the week.

Munson asked if staff was keeping track of the number of customers coming to the facilities. Morgan stated no, the primary focus at this time is the number of vehicles on the lot at a time. McGlasson said that the operators are reporting to him that they're not seeing much difference, and that from Facebook comments and phone messages, he is sensing that there are regular customers who are currently storing their recycling and not using the facilities at this time.

Swafford stated that he has heard that since we stopped taking recyclables initially for a period of time, people are worried about loading everything into their car and then not being able to drop it off. Discussion ensued concerning making the public aware of what services are available at this time.

Munson stated that the consensus seems to be to move to a Monday, Wednesday, Friday, and Saturday scheduled for the rural sites with a second staff member on Saturdays. Board members concurred.

Munson asked about the schedule for South Walnut. McGlasson stated he was thinking Wednesday, Thursday, Friday, and Saturday; and asked Morgan if he agreed. Morgan agreed.

McGlasson stated that he is ready to start bringing the administrative staff back to the office, he believes social distancing will not be a problem due to everyone having their own office. Thomas asked if face coverings would be required of the administrative staff, and if the building would remain closed to the public. McGlasson said the administration building will remain closed to the public and that masks have been provided to all employees and that he would require them to be worn if staff are out of their office, or have someone in their office with them.

Munson agreed with bringing the administrative staff back to the office, and stated that she thinks when the County moves to allow the public into County buildings by appointment, the District should do so as well. McGlasson stated that he and Amy Thompson have been discussing how the District and Purdue Extension Services would work together as things began to open up and manage access to the administration building in a manner that would work for both entities.

McGlasson stated that for the sake clarity, and whomever may be watching the meeting, since we are deciding to change our schedules, the scheduling changes made for the South Walnut facility and the Rural Sites will take effect the week of May 18<sup>th</sup>, and not tomorrow.

Morgan stated that District staff have been working very hard to cope with all the changes and he believes they are ready to get back to a somewhat normal schedule. McGlasson stated that he cannot say enough about the attitude and effort of the staff though all of this, they are the ones dealing with the public and getting most of the complaints when customers are unhappy with the decisions we have made, and he is very thankful for their attitude over that past month or so.

Paulsen reported that the May groundwater sampling is completed, and that he and Mary Beth have continued to be at the landfill as necessary to manage everything during this crisis. Mary Beth has continued to address road side clean ups, but has suspended visits to private property compliance cases at this time. He continued that they have had a lot of community clean ups organized during this time while people have had more time for that.

**Public Comment**

None

**Comments From Directors**

Piedmont-Smith thanked the staff for continuing to do the work that needs to be done during this crisis.

Munson agreed with Piedmont-Smith, and thanked CATS TV and Eric Evans for assisting with managing the Zoom meetings and continuing to have them available on TV and streaming.

The meeting adjourned at 5:02 p.m.

Signed – Board Member

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Minutes of May 14, 2020





## MEMORANDUM

**TO:** MCSWMD BOD Executive Committee  
**DATE:** May 29, 2020  
**FROM:** Tom McGlasson Jr  
**SUBJECT:** Draft MCSWMD 2021 Operating Budget

With the concern that was expressed last year with the deficit in the 2020 Budget, I am providing you with a first draft of the 2021 proposed operating budget. **This is a first draft and all lines are subject to change.** However, I wanted to show that staff recognizes the deficit present in the 2020 budget is not sustainable and has identified areas where cost can be decreased, and has, initially, made a substantial reduction in the deficit (\$117,264 in 2020 down to \$44,803 for this first draft). Staff is open to your review and comment on this first draft.

You are being provided a number of documents related to this draft budget proposal which describe a number of scenarios that could impact both revenues and expenses in 2021, as well as a year-to-date status report on the 2020 budget. The following documents are included:

- ) MCSWMD 2020 Operating Budget Status Report (as of 5/31/20)
- ) MCSWMD Draft 2021 Operating Budget With Variable Growth Quotients
  - o This sheet show revenues with growth quotients of 2.5%, 3.0%, and 3.5%
  - o Personnel Services Expenses are based on an across the board 2.5% wage increase
- ) Budget Comparison Sheets showing 2017 up to the 2021 draft proposal
  - o 2021 proposed revenues are based on a 3.0% growth quotient
  - o 2021 personnel services expenses are based on an across the board 2.5% wage increase
- ) 2021 Personnel Services Wage Option Comparison
  - o This sheet shows personnel services expenses, and how they relate to the bottom line, for wage increases of 1.5%, 2.0%, and 2.5%
  - o Also included is the impact of raising the minimum rate of pay to \$14/hour under each of the above percent increase scenarios

# MCSWMD 2020 Operating Budget Status Report

MONROE COUNTY  
SOLID WASTE  
MANAGEMENT  
DISTRICT

Revenue			Year-To-Date	
			As of 5/31/20	% of Budget
31110	County Property Tax	1,833,830	0	0.0%
31210	Vehicle License Excise Tax	138,970	0	0.0%
31230	Commercial Vehicle Excise Tax	7,332	0	0.0%
34240	Freon Removal	6,000	1,710	28.5%
34295	Green Business Network	30,000	13,018	43.4%
34310	CESQG Disposal	14,000	3,530	25.2%
34320	Electronics \$20	35,000	10,280	29.4%
34333	Paint Disposal		200	
34410	Pay per Bag	300,000	122,218	40.7%
34411	Vendor Discount	(15,000)		
36150	Host Fee	250,000	81,333	32.5%
36200	Rental	5,700	4,294	75.3%
37100	Sales of Recycling	0	4,137	
37105	Sale of Glass	17,500	3,981	22.7%
37107	Sale of Metal	62,000	14,667	23.7%
37110	Sale of Oil	0	0	
37111	Sale of Batteries	3,000	0	0.0%
39120	Insurance Reimbursement		1,517	
39605	Miscellaneous Income		711	
<b>REVENUE TOTAL</b>		<b>2,688,332</b>	<b>261,596</b>	<b>9.7%</b>

## Personnel Services

41110				
41111	SALARY & HOURLY WAGES	866,883	335,806	38.7%
41120				
41140				
41130	Overtime	6,500	344	5.3%
41140	Longevity (Dept. 12)	17,264	4,212	24.4%
41310	FICA	55,220	19,510	35.3%
41311	FICA/Medicare	12,914	4,563	35.3%
41320	Unemployment	8,734	971	11.1%
41330	Health Insurance	320,045	108,224	33.8%
41331	Wellness Clinic	16,000	7,435	46.5%
41340	Retirement	88,427	35,363	40.0%
<b>PERSONNEL SERVICES TOTAL</b>		<b>1,391,987</b>	<b>516,428</b>	<b>37.1%</b>

**SUPPLIES**

42190	Office Supplies	6,325	1,305	20.6%
42220	Health & Safety	4,900	535	10.9%
42231	Fuel	13,600	3,101	22.8%
42232	Lubricants	625	0	0.0%
42233	Tires & Tubes	1,300	0	0.0%
42239	Other Garage & Motor	100	0	0.0%
42290	General Operating	28,000	5,305	18.9%
42310	Building Material	2,050	0	0.0%
42320	Road Base Material	6,600	2,684	40.7%
42360	Repair Parts	4,850	0	0.0%
42370	Minor Tools & Equipment	6,200	0	0.0%
42390	Other R & M Supplies	2,450	179	7.3%
42490	Other Supplies	12,700	1,366	10.8%
42491	Orange Bag Purchase	60,000	38,280	63.8%
<b>SUPPLIES TOTAL</b>		<b>149,700</b>	<b>52,755</b>	<b>35.2%</b>

**OTHER SERVICES & CHARGES**

43110	Legal	11,000	646	5.9%
43120	Engineering	5,500	727	13.2%
43140	Laboratory	50,000	3,232	6.5%
43180	Consultant	6,500	0	0.0%
43190	Other Professional	89,650	19,841	22.1%
43195	Medical Services	2,850	19	0.7%
43200	Professional / Social Media	6,000	2,330	38.8%
43210	Telephone	12,050	4,867	40.4%
43220	Postage	2,000	963	48.2%
43230	Travel	4,200	38	0.9%
43240	Freight & Hauling		171	
43290	Other Communication	2,580	790	30.6%
43310	Printing	1,050	140	13.3%
43320	Media Advertising	15,000	4,079	27.2%
43325	Legal Advertising	1,500	117	7.8%
43410	Worker's Compensation	20,300	0	0.0%
43420	Liability	115,500	1,290	1.1%
43510	Electric	39,500	14,093	35.7%
43520	Gas	7,200	2,493	34.6%
43530	Water & Sewer	4,750	1,483	31.2%
43610	Building R & M	21,950	3,719	16.9%
43620	Office Equip R & M	1,250	398	31.8%
43630	Tires & Tube R & M	2,500	42	1.7%
43640	Vehicle R & M	23,000	1,617	7.0%
43650	Machinery & Equip R & M	14,500	12,704	87.6%
43690	Other Repair & Maintenance	8,000	6,794	84.9%
43695	Snow Removal	6,500	675	10.4%
43710	Land Rental	7,750	7,661	98.9%
43740	Machinery & Equip Rental	72,000	28,357	39.4%
43790	Other Rental	3,254	1,225	37.6%

<b>Other Services and Charges (cont.)</b>	5,200	1,533	29.5%
43910 Dues & Subscriptions	5,200	1,533	29.5%
43920 Training & Education	8,700	557	6.4%
43931 Leachate Disposal	120,000	71,032	59.2%
43933 HHW Disposal	75,000	24,558	32.7%
43934 Electronic Disposal	35,000	10,264	29.3%
43939 Other Coll/Disposal Contracts	117,450	41,922	35.7%
43941 Freon Recovery	3,500	820	23.4%
43942 Hauling Contracts	175,000	70,490	40.3%
43943 Hauling Glass	44,000	13,092	29.8%
43945 Tire Recycling	1,000	0	0.0%
43950 Stormwater Fees	2,100	1,404	66.9%
43960 Recycling Expense	73,000	0	0.0%
43970 License & Permits	1,175	638	54.3%

<b>OTHER SERVICES &amp; CHARGES TOTAL</b>	<b>1,224,159</b>	<b>358,354</b>	<b>29.3%</b>
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#### CAPITAL OUTLAY

44210 Building Purchases	0	0	
44220 Building Improvements	0	0	
44390 Other Improvements	10,000	0	0.0%
44430 Computer Equipment	0	5,110	
44440 Vehicle Purchase	35,000	0	0.0%
44590 Other Capital Outlay	0	0	
44999 Cum Capital Fund	0	0	

<b>CAPITAL OUTLAY TOTAL</b>	<b>45,000</b>	<b>5,110</b>	<b>11.4%</b>
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<b>TOTAL EXPENDITURES</b>	<b>2,810,846</b>	<b>932,647</b>	<b>33.2%</b>
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	<b>TOTAL REVENUES</b>	2,688,332	261,596
minus	<b>TOTAL EXPENDITURES</b>	2,810,846	932,647
		<b>(122,514)</b>	<b>(671,051)</b>

















