

## **Hendricks County Solid Waste Management District**

January 15, 2008

The Hendricks County Solid Waste Management District met at 4:05 p.m. on January 15, 2008, at the Danville Town Hall.

President Hursel Disney opened the meeting and per Mr. Disney's request, Mr. Gaddie led the Pledge of Allegiance.

Roll call was taken and members in attendance were:

Hursel Disney	David Whicker	Phyllis Palmer
Ed Gaddie	Eric Wathen	Nancy Johnson
Beverley Austin		

Members not present were:

Myron Anderson	William Guarnery
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Others in attendance were:

Lenn Detwiler	Shirley Duncan	Amy Siefertman
Terry Guerin	Lisa Disbrow	Cathy Grindstaff

### **Approval of Agenda**

Mr. Whicker moved to approve the agenda as presented. Mrs. Johnson seconded the motion and the motion was unanimously approved 7-0-0.

### **Approval of Minutes**

Mrs. Austin moved to approve the minutes of the December 18, 2007 meeting as presented. Mrs. Johnson seconded the motion and the motion was approved 5-0-2. Mr. Whicker and Mr. Gaddie abstained as they were not present at that meeting.

### **Educator's Report**

#### **School Programs**

Mrs. Siefertman began her report by stating that she had presented programs to 9,760 students in 2007 and that her Edible Landfill and Garbage Pizza programs were the most popular. She added that the highest proportions of her programs are done for third grade classes.

Mrs. Sieferman then distributed a spreadsheet that listed schools that participate in the Abitibi Paper Retriever Program. The schools that have been awarded recycling grants from the District were highlighted. The spreadsheet also listed the amount of tons of paper collected at each location and how many students and staff members utilize the programs at each school. She noted that over 1,000 tons of paper was recycled in 2007 in those schools listed on the spreadsheet. In addition, the spreadsheet showed that the District awarded nine grants in 2007; eight of those awards were to schools that had not had recycling programs in place previously.

### *Be Green! Fest*

Next Mrs. Sieferman explained that Be Green! Fest 2008 is scheduled for May 10<sup>th</sup> at Metropolis in Plainfield. She said that she already contacted Billy B., last year's main performer, and that he is willing to perform again this year. Mrs. Sieferman added that she spoke to a representative from Return to the Wild, the organization that presented last year's program related to raptor rehabilitation. The representative is checking the organization's calendar and will be getting back to Mrs. Sieferman regarding their availability. Mrs. Sieferman also contacted the Zoomobile from Indianapolis Zoo, and is waiting to hear back from a representative. She asked the Board for approval to spend up to \$3,000 to compensate performers for this year's Be Green! Fest. Mrs. Palmer moved to allow Mrs. Sieferman to spend up to \$3,000 to acquire the performers needed for Be Green! Fest 2008. Mrs. Austin seconded the motion and the motion was unanimously approved 7-0-0.

### **Director's Report**

#### *District Staff*

Mr. Detwiler began his report by reminding the Board that money was allocated in the 2008 budget to hire an additional part-time educator to focus on adult outreach. He stressed that he believes the time is right to move forward and expand the District's outreach in the community by bringing on an additional part-time staff person. The individual focused on adult education will be given the title "Outreach Coordinator." He explained that Mrs. Sieferman expressed interested in moving into the Outreach Coordinator role and believe she would enjoy planning the District's participation in events such as the Be Green! Fest, Hendricks County 4H Fair, the Lawn and Garden Show, etc. In addition, she would be working to further existing partnerships and would also look for additional partnership opportunities.

Mr. Detwiler noted that the new Youth Education Coordinator would be working approximately 24 hours per week. He added that Mrs. Sieferman would work with the new individual, get that person trained and would periodically help with in-school presentations.

Mr. Detwiler asked the Board for permission to move ahead with the hiring of an additional part-time staff person to work as the District's Youth Education Coordinator.

Mrs. Palmer noted that she is concerned about the idea of spending more money at a time when local government is being pushed to limit expenditures. She added that since Mrs. Sieferman is so good at what she does, she hates to see her move away from youth education.

Mr. Detwiler reiterated that Mrs. Sieferman had been involved in youth education for many years and was interested in moving into a different role with the District. He also explained that since he was taking over many of the bookkeeping duties for the District a portion of the \$35,000 budgeted in 2008 to cover Professional Services would likely not be spent.

Mr. Gaddie expressed his support for hiring an additional part-time staff person by saying that education and outreach are the main objectives of the District.

Mrs. Austin asked Mrs. Sieferman if she felt like the District is missing out on opportunities to educate more adults. Mrs. Sieferman answered that the District is definitely missing opportunities to spread its message to more adults in the community.

Mr. Disney asked Mrs. Sieferman if she would still be doing some programs in the schools. She answered that she would like to still be able occasionally make some presentations in the schools but her main focus would be on implementing some creative ideas to reach more adults.

Mr. Wathen asked if it made sense for the District to add more personnel when the organization's final disposal fee income has been decreasing over the last two years. Mr. Detwiler noted that the 2008 budget reflects the likelihood that the District will receive less final disposal fee over the next year. He added that the District's expenditures in 2007 were less than what was budgeted by more than \$157,000.

Mrs. Austin made a motion to allow Mr. Detwiler to move forward with the hiring of a part-time Youth Education Coordinator and that Mrs. Sieferman should become the District's Outreach Coordinator focusing on adult education. Mrs. Johnson seconded the motion and the motion was unanimously approved 7-0-0.

### One Person's Trash

Mr. Detwiler then distributed an example of a publication that contains both local and national information relating to waste diversion. The newsletter is distributed through local newspapers. Mr. Detwiler added that several other solid waste districts utilize this publication and have been quite pleased with the response from the public. He explained that he would like to contract to have the publication distributed in the summer and the fall of 2008 through the *Hendricks County Flyer*, which has a circulation of 43,000 copies. The cost to do so would be \$13,668.

Mrs. Palmer asked Mr. Detwiler if he had checked with the *Hendricks County Flyer* to see if the paper could produce something similar at less cost. Mr. Detwiler said

that his concern with that arrangement would be that District staff would likely be responsible for both national and local content as well as graphics.

Mrs. Austin noted that the Greater Avon Chamber of Commerce has worked with the *Hendricks County Flyer* in the past to put together special inserts and that the Chamber has been very pleased with the results.

After more discussion, Mr. Detwiler agreed to contact the *Hendricks County Flyer* and find out some details regarding putting such a publication together in-house.

### Community Grants Program

Mr. Detwiler reported that he has answered several inquiries from groups interested in the Community Grants being offered by the District. He noted that all applications for the first round of grants are due by February 15<sup>th</sup>; but that no applications have yet been received. He encouraged the Board members to solicit applications from organizations that might be interested in expanding existing recycling programs or beginning a new recycling program.

### Recycling at the Government Center

Mr. Detwiler updated Mr. Wathen regarding an expansion of the recycling program at the Hendricks County Government Center. He explained that he spoke to Elvin Cassidy, the head of the Custodial Department. Mr. Cassidy stated that programs to recycle office paper, cardboard and aluminum cans are already in place. Mr. Cassidy agreed to contact Ray's Trash, the County's contractor, and learn more about adding plastic bottles to the list of recyclables accepted at the Government Center. Mr. Detwiler said he would continue to work on the issue.

### House Bill 1023

Next, Mr. Detwiler gave the Board an update regarding House Bill 1023 authored by Representative Steuerwald that would allow all solid waste districts to pay fees to the county or counties in a solid waste district which housed a final disposal facility. Mr. Detwiler reminded the Board that there was some concern from the Association of Solid Waste Management Districts (ASWMD) that the legislation did not specify how those transferred funds could or could not be spent. Mr. Detwiler noted that through email communication, Mr. Steuerwald explained that limitations on how money from solid waste districts is spent are outlined elsewhere in the Indiana Code.

Mrs. Johnson asked Mr. Detwiler what the pending legislation means as it pertains to the Hendricks County Special Projects Fund. Mr. Detwiler answered that as he understands the proposed legislation, the District would be able to reestablish that fund if the legislation is approved.

Mr. Disney asked if the Indiana Code capped contributions made by district to counties at a certain dollar amount or percentage. Mr. Detwiler stated that he had never seen any such limitation and he presumed the amount to be transferred would be determined by the board of the individual solid waste district.

Mr. Detwiler added that the bill had been referred to the Committee on Rules and Legislative Procedures. He said that he would continue to watch the legislation and keep the Board advised of its progress.

### Senate Bill 43

Mr. Detwiler then highlighted Senate Bill 43, another bill currently being considered that could impact solid waste districts in Indiana. He noted that the Indiana Recycling Coalition (IRC) has been working hard against this bill. The proposed change in legislation would open the fund the Indiana Department of Environmental Management (IDEM) uses to award recycling grants to entities interested in creating energy by burning waste tires. He went on to explain that the IRC is so concerned about this issue because many solid waste districts rely heavily on the grant money from IDEM in order to continue operating. He added that while waste-to-energy projects are not necessarily bad, such projects are not recycling and should not be funded with money that has been set aside to encourage and support recycling efforts.

After further discussion, Mr. Detwiler said that he would keep the Board abreast of the situation as it pertains to the bill.

### Financial Report

Mr. Detwiler highlighted the Financial Facts Summary as of December 31, 2007. He noted that the list of investments included in the summary showed a new investment at Citizens Bank. He explained that near the end of December a CD matured at the State Bank of Lizton. That certificate was redeemed and the money was moved to Citizens Bank. He also highlighted the fact that the District spent \$157,000 less than the amount budgeted for 2007.

Mr. Whicker asked Mr. Detwiler if the CD at First National Bank set to mature on January 6<sup>th</sup> had been renewed. Mr. Detwiler answered that it had. Mr. Whicker inquired as to what interest rate the new investment was paying. Mr. Detwiler stated that the new rate was four percent.

After some discussion, Mr. Detwiler moved ahead to the Income Chart where he pointed out that the closing of the Plainfield Yard Waste Recycling Center and less final disposal fee income from the Twin Bridges Recycling and Disposal Facility were certainly reflected in the year-end numbers.

Mr. Whicker asked Ms. Disbrow from Waste Management what her company has projected its revenues to be for 2008. She answered that she anticipates that the

revenue in 2008 will be similar to the revenues in 2007. She added that the economy will likely be the biggest variable as it pertains to the company's revenue over the next year.

Mr. Detwiler then briefly pointed out the Budget versus Actual comparison and year-end comparison for 2005, 2006 and 2007. There were no questions from the Board regarding those items.

Next Mr. Detwiler presented a list of claims that the District received and paid between the meeting held on December 18<sup>th</sup> and the end of the 2007. He asked for the Board's ratification of those claims. Mr. Whicker moved to approve the claims in the amount of \$136,418.92 as presented. Mr. Gaddie seconded the motion and the motion was unanimously approved 7-0-0.

Mr. Whicker then moved to approve the claims dated January 15, 2008 in the amount of \$130,898.88 as presented. Mrs. Johnson seconded the motion and the motion was unanimously approved 7-0-0.

Mr. Detwiler then explained that two invoices from Doug Morris for computer and cleaning services were sent via email but were not received in time to be included in the January Register of Claims. Mr. Detwiler asked the Board's permission to pay Mr. Morris for his services and he would present that claim at the February meeting. Mr. Whicker moved to pay the invoice in the amount of \$1,000.00 as requested. Mr. Wathen seconded the motion and the motion was unanimously approved 7-0-0.

## **CAC Report**

Mrs. Grindstaff said that she did not have a report per se, but wanted to express gratitude to the members of the Citizen's Advisory Committee that have moved on. Mr. Detwiler mentioned that the committee membership currently stands at five members and that adding more members would strengthen the committee. He noted that the Indiana Code stipulates that no more than fifty percent of the CAC's membership can be made up of representatives of the solid waste management industry. Currently more than fifty percent of the committee's representatives are affiliated with the waste management industry. Mr. Detwiler requested that the Board keep that in mind if and when it chooses to appoint additional members to the CAC. He has asked for membership recommendations from the existing members of the CAC and from the Board.

## **New Business**

### **Election of Officers**

Mr. Disney noted that in the past the Board appointed a President, Vice President, Secretary and Treasurer. Mr. Whicker asked what individuals had served in those roles prior. Mr. Detwiler explained that in 2007, Mr. Disney served as the

President; Mr. Anderson was the Vice President; Mr. Fivecoat had been the Secretary and Mr. Whicker served as the Treasurer.

Mrs. Johnson asked what responsibilities the Treasurer had. Mr. Detwiler answered that the Treasurer was listed on the signature cards at the various banks where the District did business. He noted that the Treasurer's signature is periodically needed on paperwork pertaining to the District.

Mrs. Palmer then moved to nominate Hursel Disney, President; Myron Anderson, Vice President; and to combine the Secretary and Treasurer into one position and that David Whicker serve in that capacity. Mr. Gaddie seconded the motion. Mr. Whicker asked if combining the roles of Secretary and Treasurer was allowable under statute. No one was able to answer Mr. Whicker's question. Mrs. Palmer suggested that if combining the two positions was not allowable that the Board could appoint another individual at the February meeting. Mr. Disney called for the question and the motion was approved 5-2-0 with Mr. Wathen and Mr. Whicker voting nay.

#### Resolution 2008-01

Mr. Detwiler briefly explained that Resolution 2008-01 appointed and re-appointed members to the District's Citizen's Advisory Committee for 2008. After some discussion, Mr. Whicker moved to adopt Resolution 2008-01 as presented. Mrs. Palmer seconded the motion and the motion was unanimously approved 7-0-0.

#### Resolution 2008-02

Mr. Detwiler then explained that Resolution 2008-02 would establish a Capital Asset Inventory Policy as suggested by the State Board of Accounts. Mr. Detwiler noted that District staff has been keeping a Capital Asset Inventory but that there was no resolution in place requiring such an inventory. Mrs. Johnson moved to adopt Resolution 2008-02 as presented. Mrs. Palmer seconded the motion and the motion was unanimously approved 7-0-0.

#### Amendment to Employee Manual

Lastly, Mr. Detwiler explained a proposed amendment to the District's Employee Policy Manual. The manual adopted in May of 2006 states that employees will be reimbursed at the State mileage rate. Mr. Detwiler noted that while he was researching this amendment he found that the Board passed a motion during the May 10, 2005 meeting that employees would be reimbursed for mileage at the current IRS rate. Mrs. Austin made a motion to adopt the amendment to the Employee Policy Manual stating that employees will be reimbursed for mileage at the current IRS rate. Mrs. Palmer seconded the motion and the motion was unanimously approved 7-0-0.

There being no further business, Mrs. Palmer moved to adjourn at 5:15 p.m. Mr. Wathen seconded the motion and the motion was unanimously approved 7-0-0.

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Hursel C. Disney, President