

**Hendricks County Solid Waste Management District
Board of Director's Meeting Minutes
October 25, 2016**

The Hendricks County Solid Waste Management District met at 7:00 a.m. on October 25, 2016, in the Commissioners' Meeting Room at the Hendricks County Government Center.

President Beverley Austin opened the meeting and led the Pledge of Allegiance.

Roll call was taken and the Board Members in attendance were:

Beverley Austin	Dan Bridget
Caleb Brown	Dennis Dawes
Bob Gentry	Marcia Lynch
Phyllis Palmer	Eric Wathen

Board Member, Matt Whetstone, was not in attendance.

Others in attendance were:

Kevin Cavanaugh	Lenn Detwiler
Bill Guarnerly	Julie Haan
Patty Knoll	Jim Parker
Amy Sieferman	Greg Steuerwald

Approval of Minutes

Mrs. Lynch moved to approve the minutes from the September 27, 2016, Board Meeting as presented. Mrs. Palmer seconded the motion. The motion passed unanimously, 8-0-0.

Educator's Report

Mrs. Sieferman shared that she had visited approximately 3,000 schoolchildren since the beginning of the school year. She said the schools are tending to schedule multiple classes at a time, something that has been easy to accommodate when partnering with the Avon Outdoor Learning Center. She added that managing those larger groups will also be easier once the District's new building is complete.

She went on to say that she has created a new program that satisfies more of the State Education Standards, particularly those related to engineering science. The new program focuses on packaging designs and how various designs can be more or less sustainable and recyclable, yet still protect the product.

She ended her presentation with a request for funds to reorder pens made from recycled auto headlights, cell phones and CD cases, noting that the pens have been a popular promotional item over the years. Mrs. Palmer made a motion to approve the purchase of the pens for up to \$3,000. Mr. Dawes seconded the motion. The motion passed unanimously, 8-0-0.

Director's Report

Jim Parker, NuGenesis—Downstream Recycling/Disposal

Mr. Detwiler explained that at a previous meeting Mr. Whetstone asked about what happened to the materials collected at the Tox-Away Day events. Mr. Detwiler introduced Jim Parker, owner of NuGenesis, the Tox-Away Day contractor that has worked with the District for a number of years. Mr. Parker provided the group information regarding the downstream recycling and disposal of those materials and encouraged the Board Members to reach out to him if they had any additional questions.

Internal Financial Controls Training

Mr. Detwiler then provided a presentation explaining the District's Internal Financial Controls as required by the State Board of Accounts. He covered the five components of a sound internal financial control system and explained some of the processes the District has in place to provide accountability and transparency in its operations. The Board Members and District employees present completed the certificate showing they received the training. Mr. Detwiler said additional District employees would receive the same training on November 9th.

2016 Program Results

Mr. Detwiler quickly highlighted the year-to-date 2016 Program Results, including the total number of visitors for the final 2016 Tox-Away Day in Plainfield which was 854; the highest number ever for that particular event.

Dinner Meeting

Mr. Detwiler then asked the Board their wishes regarding the annual Dinner Meeting. After some discussion, the Board consensus was to hold the meeting on December 13th, with the 14th as an alternate date. Some suggestions were given for possible venues. It was determined that staff would research some options and get back to the Board.

PERF Resolution

Mr. Detwiler then shared that he recently learned that the way PERF contributions were being posted in the online PERF system was incorrect. He noted that the errors would not affect previous payrolls nor have any tax consequences for employees. After contacting PERF, Mr. Detwiler learned that a Resolution would need to be approved by the Board and signed by the Board President. The resolution will allow the contributions to be posted in the correct manner and that doing so would mirror what Hendricks County does. Mr. Dawes moved to approve the signing of the Resolution by the Board President. Mrs. Lynch seconded the motion. The motion passed unanimously, 8-0-0.

Payment of Building Design Fees

Mr. Detwiler then asked the Board to confirm that it was the group's intent that the District would pay the fees associated with the design of the new building. After some discussion, Board agreed, by consensus, to pay the design fees.

Mr. Steuerwald then asked the Board for input regarding how the members wanted the lease agreement with the County structured. Input from the members was for the lease to cover the ground and the building. There was also some discussion regarding maintenance of the grounds around the structure. Mr. Steuerwald thanked the members for their input.

Design Charrette

Mr. Detwiler then explained that RQAW has called for a meeting to gather input into the new building's design. Mr. Detwiler invited the Board to attend the meeting tentatively scheduled for November 1st. Mr. Bridget indicated his interest in attending. Mr. Detwiler committed to passing along more information about the meeting once the details were confirmed.

Financial Report

Mr. Detwiler then presented the Financial Report which included:

- Financial Facts Summary dated September 30th
- Income Charts
- Third Quarter Reports
- General Fund Claims Register dated October 25, 2016
 - Mrs. Palmer moved to approve the General Fund Claim Register for October 25th in the amount of \$37,818.67. Mrs. Lynch seconded the motion. The motion passed unanimously, 8-0-0.

New Business

CAC Community Grant Recommendations, Fall 2016

The Citizen's Advisory Committee met on October 19, 2016, to review four Fall Grant Applications. After in-depth review, the group's recommendation was to accept three of the requests. The applicants and projects were:

- **Avon High School-** \$5,000 for five Water Bottle Refill Stations—Approved
- **Danville Community High School-** \$706 for 29 Recycling Bins—Approved
- **HC Master Gardeners-** \$2,550 Event Speaker Fees—Declined
- **Hendricks Regional Health YMCA-** \$3,568 for Portable Water Bottle Refill Station—Approved

Mrs. Palmer made a motion to approve the CAC's recommendations. Mr. Wathen seconded the motion. The motion passed, 8-0-0.

Resolution 2016-04: 2017 Salary Resolution

Mr. Detwiler then presented Resolution 2016-04: 2017 Salary Resolution, to the Board for their approval. Mr. Dawes approved the Resolution 2016-04 as presented, and Mrs. Palmer seconded the motion. The motion passed unanimously, 8-0-0.

Adjournment

Mrs. Austin moved to adjourn the meeting at 7:59 a.m. Mrs. Palmer seconded the motion. The motion passed unanimously, 8-0-0.

Beverley Austin, President