

Hendricks County Solid Waste Management District

February 28, 2006

The Hendricks County Solid Waste Management District met at 4:00 p.m. on February 28, 2006, at the Danville Town Hall.

Vice President Robert Waggoner opened the meeting with the roll call. It was determined that a quorum was present. Members in attendance were:

Robert Waggoner
Ed Schrier
Eva Yackey

David Whicker
Phyllis Palmer

Myron Anderson
Paul Hardin

Members not present were:

Hursel Disney

Daniel Fivecoat

Others in attendance were:

Lenn Detwiler
Debbie Haines
Ed Gaddie

Amy Siefertman
Greg Steuerwald
Linda Fleming

Shirley Duncan
Doug Morris

Approval of Agenda

Paul Hardin moved to approve the agenda as presented. David Whicker seconded the motion and the motion was unanimously approved 7-0-0.

Approval of Minutes

David Whicker moved to approve the minutes of the meeting held January 17, 2006, with corrections as presented. Paul Hardin seconded the motion and the motion was unanimously approved 6-0-1, with Phyllis Palmer abstaining as she was not present at the January meeting.

Doug Morris, IT Report

Doug reported that Debbie had some minor glitches in a software application she was trying to use. It was discovered that the problem was with the application itself and not with the District's computer. The problem was fixed. Doug did not report any other computer-related issues.

At this time Mr. Waggoner acknowledged that he had not led the Pledge of Allegiance at the beginning of the meeting like he had intended. He asked everyone to stand, and repeat the pledge.

Educator's Report

Mrs. Sieferman then began her report by distributing a sheet describing some promotional items she would like to purchase and quotes for them. The first item on the sheet was a quote for 500 Tote Bags to be provided to adults; mostly teachers that invite her into their classrooms for programs. The quote for the bags printed with the District's logo was \$3550.00.

The second item on the sheet was a quote for t-shirts manufactured using material from recycled pop bottles. The shirts will be used as rewards for students and adults that participate in upcoming programs including scavenger hunts, waste free lunch days, and more. The quote for 100 child-sized shirts, and 100 adult-sized shirts was \$1436.20. The set-up fee for the shirts and bags was \$120.00. The total amount Mrs. Sieferman was asking the Board to approve was \$5106.20

Phyllis Palmer moved to approve Mrs. Sieferman's request to purchase the promotional items. David Whicker seconded the motion and the motion was unanimously approved 7-0-0.

Amy then presented her calendar for the month of March and mentioned that she would be quite busy the next three months doing her spring programs. She also mentioned that the Trash Talk Newsletter for fourth graders was finished and was being sent out.

Mrs. Sieferman then explained a contest the District is sponsoring for high school art and business classes. Students will design and produce a promotional Earth Day message on a paper grocery bag. The grocery store will then use the paper bags produced by the students on Earth Day in an effort to encourage more people to choose paper bags over plastic bags. The best design from each school will receive a hand chair made from recycled materials.

Amy then mentioned that she was going to be working with Christine Curtis, from the Hendricks County Clean Water Department, on a drain marking project scheduled for the fall. They will also be team teaching "Enviro-Wednesdays" at the Pittsboro Park during the month of June.

Director's Report

Yard Waste Recycling Center Cleanouts

Mr. Detwiler began his report by mentioning that the Danville and Plainfield Yard Waste Recycling Centers needed to be cleaned out before they open for the season. Mr. Detwiler was requesting Board approval since the expense to have the sites cleaned would exceed his spending limit of \$2000.

Lenn did explain that he met with a couple of other contractors to compare their rates to the rate the District is currently paying. He informed the Board that the current arrangement the District has with Ray's Trash is comparable to the rates charged by other companies.

Mr. Detwiler explained to the Board that the towns of Brownsburg and Plainfield utilize the Yard Waste Recycling Centers and that the District bears the cost of having that extra material processed. He wanted to be sure the Board was aware that those towns are using the District's sites.

Lenn then reported that he was having a meeting with the Yard Waste Recycling Center attendants near the end of March to welcome them back for the season, to go over the procedures, and to see if any repairs need to be made to the buildings.

The board asked if there was money allocated in the budget to have the sites cleaned out. Mr. Detwiler indicated that there was sufficient money, but that he was asking for the Board's approval since the cleanouts would cost more than he is authorized to spend without the Board's approval.

David Whicker moved to approve the cleanout of the Danville and Plainfield Yard Waste Recycling Centers for the present time. Phyllis Palmer seconded the motion and the motion was unanimously approved 7-0-0.

After more discussion about timely approval and cost amounts to do the cleanouts, Mr. Whicker also moved that Mr. Detwiler be granted authority to have the sites cleaned out as needed going forward. Phyllis Palmer seconded the motion and the motion was unanimously approved 7-0-0.

Recycling Guide

Mr. Detwiler began his report regarding the Recycling Guide by explaining that he and Mrs. Sieferman had been working on it together and that the District would be partnering with the Hendricks County Flyer to get it printed and distributed to the residents of Hendricks County. He further explained that the guide would be full-color and printed on recycled paper. He outlined some of the information it will contain and how it will benefit residents as they make decisions regarding waste reduction, reuse, and recycling. The guide will be inserted in the March 27th edition of the Hendricks County Flyer. Approximately 36,500 copies of the guide will be distributed in that manner, on that day. The guide will also be

made available at town halls, the District office, the county fair, and other events.

Lenn reported that it would cost approximately \$13,180.00 for the printing of 50,000 guides, and the insertion and distribution of 36,500 of them on March 27th.

There was some discussion regarding the importance of reaching only Hendricks County residents and businesses. Mr. Detwiler explained that District staff should provide the guide to any and all residents that want it, but should be careful that we are not just creating more trash.

Ed Schrier moved to approve the \$13,180.00 for the printing and distribution of the Recycling Guide. Phyllis Palmer seconded the motion and the motion was unanimously approved 7-0-0.

Yard Waste Recycling Center Openings & Tox Away Day Advertisements

Lenn began this section of his report by mentioning that the Yard Waste Recycling Center openings and the first Tox-Away Day of the year are both scheduled for April 1st. Mr. Detwiler showed a 1/4 page, spot-color ad he would like to run in the Hendricks County Flyer to promote the Tox Away Day. He also explained that he had developed a smaller, black and white to run in the same paper to advertise the opening of the Yard Waste Recycling Centers. He reported that it would cost \$3302.79 to run both ads 2 times a week for 3 weeks. He requested that the Board approve the expenditure.

Phyllis Palmer made a motion to approve the quote for the ads to be placed in the Flyer. Eva Yackey seconded the motion and the motion was unanimously approved 7-0-0.

Section 125 Cafeteria Plan

Mr. Detwiler reported that he met with a representative from a company called TASC about establishing an IRS Code Section 125 Cafeteria Plan for the District. He explained that a 125 Plan would allow the District to deduct pre-tax money from employees' paychecks to pay eligible expenses such as health and dental insurance premiums. In addition, TASC offers a flexible medical savings account plan that allows employees to have pre-tax money deducted from their paychecks and set aside to be used for eligible expenses throughout the year.

There was some discussion regarding Board members' experiences with such plans, what expenses are eligible, and how the plans handle different expenses. TASC quoted the District a one-time setup fee of \$300.00, a yearly administration fee of \$360.00 and a monthly fee of \$1.60 per debit card issued under the plan. Mr. Detwiler explained that under the flexible medical savings

account, the District would need to establish a cap on the amount of money employees would be allowed to set aside under the plan.

Phyllis Palmer stated that she felt the rate was reasonable but that she would like for Mr. Detwiler to talk to some other companies like Aflac and Northwest Mutual and see what their quotes were for similar plans.

Mr. Waggoner asked that the issue be tabled and put on the Agenda for the next meeting. He asked Mr. Detwiler to bring more quotes to the March meeting.

Controller's Report

Mrs. Haines began her report by explaining the year-end Balance Sheet. As of December 31, 2005, she noted that the District had over \$700,000.00 in assets after its first year of operation.

Debbie then explained her Budget verses Actual Comparison for year-end 2005. She noted that we received in excess of \$34,000 more than budgeted for tipping fee income. On the last page of her Budget verses Actual Comparison, she pointed out that the District had under spent its budget by \$98,769.72 for 2005.

Mr. Schrier inquired about the different ways the District's money could be spent. Considering the money the District has, Mr. Schrier expressed his interest in getting a better understanding of all the legal uses for those resources. Mr. Steuerwald stated that he would do some research and provide a memo to the Board regarding the options available to them.

Ed Schrier moved to approve the year-end overview as presented. Phyllis Palmer seconded the motion and the motion was unanimously approved 7-0-0.

Mrs. Haines then continued with the current year's Financial Facts Summary. She reported that a \$175,000.00 CD had matured on Feb. 27, 2006 and had been renewed at Union Federal Bank for 1 year at the rate of 5.20%.

Debbie then presented the current year's Budget verses Actual comparison to review. She pointed out that tipping fee income had increased over \$3500.00 as compared to last year. Since there were few programs scheduled during the first part of the year, not much money had been spent to this point. She also explained that the Yard Waste Recycling Centers would not be open until April 1st so there is no income for that category as of yet.

In previous meetings a question had been raised regarding FDIC insurance for the District's Funds. Debbie informed the Board that she had done some research and discovered that FDIC insurance does cover the first

\$100,000 any one depositor has in an FDIC covered institution. She then went on to explain that Public Deposit Insurance Fund (PDIF) covers money not covered by FDIC insurance provided the money was deposited in an institution listed as an approved depository by the State of Indiana. She provided the Board members a written explanation of PDIF and a list of approved Hendricks County banks.

Mrs. Haines presented the claims that had been paid up to February 28, 2006. David Whicker moved to approve the pre-paid claims in the amount of \$16,356.52 as presented. Myron Anderson seconded the motion and the motion was unanimously approved 7-0-0.

The next item presented was the claims due to be paid. After review by the Board, Mr. Whicker moved to approve claims in the amount of \$18,967.93. Phyllis Palmer seconded the motion and the motion was unanimously approved 7-0-0.

The Special Projects Fund claims were presented next. David Whicker moved to approve the claims in the amount of \$880.50. Phyllis Palmer seconded the motion and the motion was unanimously approved 7-0-0.

CAC Report

Mr. Gaddie explained that the CAC had not met since the last Board meeting. He did express concern regarding the moving of the Plainfield Yard Waste Recycling Center.

There was extensive discussion regarding the Plainfield site and that the Town of Plainfield has not been able to provide a timeframe for when the site may be moved. Linda Fleming explained that the current site needs more gravel hauled in and spread if it is going to be used another season. Mr. Detwiler explained that he had recently spoken to both Daniel Fivecoat and Jason Castetter (Plainfield Street Department) about the situation, but no one seems to know what the town's plan of action is.

Mr. Gaddie volunteered to look into the situation further and let Mr. Detwiler know what he finds out. Mr. Detwiler explained that he would provide an update to the Board at the March meeting.

Old Business

A discussion regarding implementation of a traditional time off policy utilizing sick, vacation, and personal time verses a paid time off or PTO policy was tabled during the January meeting. The Board members requested time to review information Mr. Detwiler presented during the January meeting.

To begin the discussion, Mr. Detwiler handed out a chart comparing the proposed PTO policy to the traditional arrangement utilized by the county. Mr. Detwiler answered some questions regarding the tracking and usage of time under a PTO system. He explained that a PTO system puts more responsibility on the employees to manage their time off, and is easier from an administrative standpoint, as the Director would not need to be involved in the details of why an employee was not at work on a particular day.

Under the proposed system, employees' PTO would be capped at 30 days. If an employee reached that cap and did not take time off, he or she would not continue to accrue time until the amount in his or her time off bank was reduced.

Mr. Detwiler also mentioned that either time off system would only be made available to full-time employees.

After more explanation and discussion, Mr. Whicker moved to approve that the PTO policy be utilized for District employees for the present time. Myron Anderson seconded the motion and the motion was unanimously approved 6-0-1 with Phyllis Palmer abstaining.

There being no further business, David Whicker moved to adjourn at 5:10 p.m. Phyllis Palmer seconded the motion and the motion was unanimously approved 7-0-0.

The next meeting will be held at the Danville Town Hall on March 28, 2006 at 4:00 p.m.

Hursel C. Disney, President

Robert Waggoner, Vice President

David A. Whicker, Treasurer

Myron C. Anderson, Secretary

Ed Schrier

Phyllis A. Palmer

Paul T. Hardin

Eva Yackey

Daniel W. Fivecoat