

HENDRICKS COUNTY SOLID WASTE MANAGEMENT DISTRICT

August 9, 2005

The Hendricks County Solid Waste Management District met at 4:00 p.m. on August 9, 2005 at the Danville Town Hall.

President Hursel Disney opened the meeting and led the Pledge of Allegiance. Members present at the opening of the meeting were:

Hursel Disney
Paul Hardin
Dan Fivecoat

Bob Waggoner
Phyllis Palmer

David Whicker
Ed Schrier

Others in attendance were:

Lenn Detwiler
Debbie Haines
Jim Davis
Jim Parker

Shirley Duncan
Linda Fleming
Doug Morris

Amy Sieferman
Gary Eakin
Greg Steuerwald

Approval of Agenda

Bob Waggoner moved to approve the agenda as presented, David Whicker seconded the motion and the motion was unanimously approved 7-0-0.

Approval of Minutes

Bob Waggoner moved to approve the minutes of July 26, 2005 as presented. Paul Hardin seconded the motion and the motion was approved 6-0-1. Dan Fivecoat abstained, as he was not present at the meeting.

Doug Morris IT Report

Doug Morris explained the importance of the District office being equipped with a dedicated computer server that would house all of the District's financial information. As the workstations are now configured, the financial data is especially vulnerable to viruses since that data is stored on the same machine as the Educator will be using for internet research and email. Mr. Morris explained that the computer that functions as the server will be better protected from viruses. Debbie Haines will use that computer when working with District financial information. Mr. Morris presented the Board with quotes for the needed equipment and software. It was decided that a dedicated financial server be purchased. Phyllis Palmer moved to accept the Dell quote of \$2,823.97 for the server and \$433.05 for the software. David Whicker seconded the motion and the motion was unanimously approved 7-0-0.

Director's Report

Lenn Detwiler introduced Amy Sieferman, the District's new education coordinator, and asked her to give the Board a brief summation of her first week and a half with the District. Each of the Board members introduced themselves to her as some had not met her. Amy then proceeded to tell the Board about the "back to school" letter she has been working on to welcome them back and to let them know she is now a part of Hendricks County Solid Waste Management District staff. Amy mentioned how she and Lenn had discussed contacting the teachers and schools by email, therefore eliminating the expense of mailing and printing.

This effort would also provide a good example to the community of how a paperless contact system can be effective. Mrs. Sieferman telephoned the school districts to inquire if she could use the email method rather than using the United States Postal Service. All of the districts were accepting of the email contact system except one. Amy will continue to use the mail system for that school district. She explained some grant information and stated she is starting from scratch so she needs a lot of supplies, but that she is moving forward in that regard. The Board members were very interested in how Amy will be teaching her recycling, and to whom. Dan Fivecoat expressed how the Board would like to focus on adult education. He also expressed his desire to see the District promote recycling in the parks throughout the county.

Amy and Lenn encouraged the Board and CAC members to attend the programs and presentations Amy conducts to get a better idea of what information is being shared as well as how it is being presented and received.

Mr. Detwiler then gave the Board an update regarding his progress on the IDEM plan. He reported that the 3rd mailing of the Industrial Survey had been sent and that he felt that he will have gathered sufficient information to complete that section of the plan. He also mentioned having met with Jim Davis of Waste Management to collect information required in the 'Facilities Inventory' section of the plan. In addition, he explained how he has sent out a questionnaire to all of the dry cleaners in the county to learn about the amount of use of a particular chemical in the District.

Lenn explained he had also been in contact with a company regarding the design of a logo for the District. He passed out samples of 4 logos and asked the opinion of the Board members as to which one they preferred. After an informal vote the Board members selected the logo they liked the best. Lenn said he appreciated the Board's input and he would contact the company to continue the process and get the logo finalized.

Mr. Detwiler reported that he has also been working with a sign company in Avon to produce signs to replace the outdated ones at the District's Rural Recycling Centers and Yard Waste Sites. He expressed a desire to get the District's logo finalized and incorporated into those signs.

Controller's Report

Debbie Haines presented the monthly Financial Summary Report showing the year-to-date income and expenses. She began by covering the General Fund and mentioned the Monroe Bank CD that would be maturing on Aug. 30, 2005 at a rate of 2.65%. After some discussion on the different bank rates and lengths of times preferred, Paul Hardin made a motion giving Debbie Haines permission to re-invest the Monroe Bank CD for a 3 month period. Phyllis Palmer seconded the motion. After more discussion regarding the Board's desires, Paul Hardin amended his initial motion to give Debbie Haines permission to re-invest the CD at the best rate for a term of 1 year or less. David Whicker seconded the amended motion, and the motion was approved 6-0-1, with Ed Schrier voting no.

Debbie continued on in the Financial Summary by covering the Hendricks County Special Projects Fund and explaining that the Commissioners determine how that money is used. Debbie then presented an Income Chart showing the Tipping Fee income and the Yard Waste income noting that the District's most-used Yard Waste site was in Plainfield.

Mrs. Haines included in her Financial Summary a spreadsheet outlining the amount of money budgeted in the General Fund for 2005 verses actual expenditures. She explained how the document was laid out and answered a question from Mr. Whicker regarding PERF expenses for 2005.

Mr. Disney asked for a motion regarding the pre-approved claims. David Whicker made a motion to accept the pre-approved claims in the amount of \$7,441.34 as presented. Bob Waggoner seconded the motion and the motion was unanimously approved 7-0-0.

Mr. Disney next asked for a motion regarding the claims to be paid. Bob Waggoner made a motion to accept the claims to be paid in the amount of \$15,778.64 as presented. Dan Fivecoat seconded the motion and the motion was unanimously approved 7-0-0.

Mrs. Haines asked permission from the Board for staff to acquire quotes for office cleaning. Bob Waggoner made a motion to have the staff get quotes to have the office cleaned weekly. Paul Hardin seconded the motion and the motion was unanimously approved 7-0-0.

Debbie then began a discussion regarding vehicle insurance and asked Shirley Duncan to relate the conversation she had with Rich Jenson of the Stevenson-Jenson Agency about insuring personal vehicles used for company business. Mrs. Duncan explained that Mr. Jenson said that the District cannot insure a vehicle it does not own. He was of the opinion that the District should purchase vehicles to be used for District business. The Board also requested that staff notify their personal insurance companies and

have the District named as an “additional insured” on their present coverage.

Mrs. Haines mentioned that District staff felt that purchasing a vehicle would be advantageous. She explained that Mr. Detwiler had been researching some vehicles. Mr. Disney asked that Mr. Detwiler bring the vehicle quotes to the next meeting for discussion.

Mr. Waggoner excused himself at 5:00 p.m., stating he had another meeting to attend.

Citizen's Advisory Committee Report

Jim Davis reported that a Citizens Advisory Committee meeting was held on Thursday, August 4, 2005 at the district office. Mr. Davis explained the topics discussed at the meeting including the CAC’s function and relationship to the District Director and his staff. Mr. Davis mentioned they have offered to help Mr. Detwiler with figures and data in preparing the IDEM plan for final presentation. Jim reported that the main topic of their meeting was to review the proposed budget and to recommend changes the CAC felt necessary.

Public Hearing of 2006 Budget

Mr. Disney then announced the beginning of the Public Hearing regarding the Hendricks County Solid Waste Management District 2006 Budget.

A comparison budget sheet had been prepared by Debbie Haines, showing what Mr. Detwiler and his staff proposed for the 2006 budget, as well as those changes the CAC recommended.

The first budget recommendation made by the CAC was regarding Administrative Salaries. The CAC suggested prorating the proposed 3% raise according to the length of an employee’s service in 2005.

At that point a discussion began regarding Board and CAC member stipends. Greg Steuerwald informed the Board that its members were not eligible for a stipend but that the CAC members were. It was the consensus of the Board to move all the money budgeted in line item titled Board and CAC Meeting Stipend and add it to the line item title Board/CAC Expenses under Other Services and Charges. That brought the total amount budgeted under Board/CAC Expenses to \$13,100.

Jim Davis then continued. He explained that the CAC recommended the amount budget for Professional Services be reduced to \$25,000 since Amy Sieberman had been hired as the full time Educator. Therefore no contractual educator would be needed. It was the consensus of the Board to follow the CAC’s recommendation.

The CAC also recommended raising the amount allocated for mileage

reimbursement to \$12,150 to reflect reimbursement for 30,000 miles. The CAC felt that the District did not need to purchase any vehicles. The Board members decided to compromise and cut this category to 6,000 miles. More discussion regarding District vehicles was had later in the meeting.

The CAC also made a recommendation that the amount budgeted for insurance coverage for 2006 be lowered to \$9,000. That amount would simply cover property insurance, liability insurance and Workers Compensation insurance, no vehicle insurance would be needed under the CAC's recommended budget since the District would not own any vehicles. The consensus of the Board was to allot \$10,000 to the Insurance line item.

The CAC also recommended that the \$6,000 allocated to Auto Repairs and Maintenance be dropped completely since the committee had recommended no vehicles be purchased. The Board members decided to leave the Auto Repair & Maintenance line item unchanged.

Additionally, the CAC recommended that the Public Education line item be raised to \$30,000 from \$25,000. The committee also desired to have the line item Business & Industry removed from the budget and have the money for those programs allocated and spent out of the Public Education line item. The Board agreed to take the CAC's recommendation and increased the Public Education portion of the budget to \$30,000. The line item titled Business and Industry remained unchanged.

Jim Davis then explained that the CAC believes that the District does not need to provide its residents an alternative method of paint disposal. The committee suggested that the proposed Paint Program be eliminated from the budget. The Board agreed with the committee's recommendation and removed the \$10,000 allotted to that program from the budget.

Mr. Hardin asked Mr. Detwiler how the staff felt regarding the CAC's recommendations. Lenn explained to the Board the advantages he sees in the District owning a vehicle capable of transporting the supplies utilized by the educator. He also mentioned the need for such a vehicle when displays, handouts, etc. need to be transported to community events and other Public Education opportunities. Mr. Detwiler stated that he had researched vehicles available under the State of Indiana's Quantity Purchase Agreement. He believed the District could get an adequate vehicle for under \$20,000. Gary Eakin, CAC member, voiced his opinion that the District needed at least one vehicle because he had seen the extent to which the educators and other staff members were using the vehicles to transport their supplies while working under the West Central Solid Waste District.

After reviewing the 2006 budget, it was the consensus of the Board that the District purchase one vehicle out of the 2005 budget and adjust the 2006 budget to reflect the insurance, gas and repairs, and maintenance for that vehicle.

Jim Davis brought to the attention of the board that the money saved by simply

educating the public on how to properly dispose of paint instead of offering them a means of recycling it could be used for a program he believes would be more advantageous, like the correct disposal of needles. He said that many people working in the solid waste collection industry have concerns regarding proper needle disposal and the avoidance of needle sticks. He encouraged the District to research offering such a program in Hendricks County.

Dan Fivecoat left at 5:35 p.m. as he had another meeting to attend.

Board of Directors' Comments, Concerns and Questions

Hursel Disney then explained that the West Central Solid Waste District was dividing the \$1,500,000 it retained after Hendricks County pulled out of the multi-county District amongst the remaining four counties. Under this new system, each county pays out of its account for the services the District provides in that particular county. And, when each county has spent its allotment they will be asked to contribute more money or leave the District. He mentioned that Morgan County and Putnam County have contributed to their funds to ensure the programs operating in their counties continue to do so.

There being no further business or comments David Whicker made a motion to adjourn at 5:45 p.m. Paul Hardin seconded the motion and the motion was unanimously approved 5-0-0.

The next meeting will be held Sept. 13, 2005 at 4:00 p.m.

Hursel C. Disney, President

Robert Waggoner, Vice President

David A. Whicker, Treasurer

Myron Anderson, Secretary

Ed Schrier

Phyllis Palmer

Eva Yackey

Paul Hardin

Daniel Fivecoat

