

**Hendricks County Solid Waste Management District
Board of Director's Meeting Minutes
July 26, 2016**

The Hendricks County Solid Waste Management District met at 7:00 a.m. on July 26, 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 members in attendance were:

Beverley Austin	Dan Bridget
Bob Gentry	Marcia Lynch
Phyllis Palmer	Matt Whetstone
Eric Wathen	

Board members Dennis Dawes and Caleb Brown were not present.

Others in attendance were:

Kevin J. Cavanaugh	Lenn Detwiler
Ed Gaddie	Julie Haan
Patty Knoll	Sanjay Patel
Amy Sieferman	Roger Stephens
Greg Steuerwald	

Approval of Minutes

Mr. Wathen moved to approve the minutes from the April 26, 2016 and June 20, 2016 Board Meetings as corrected. Mr. Gentry seconded the motion. The motion passed unanimously, 7-0-0.

Outreach Coordinator's Report

Mrs. Sieferman opened her remarks by relating to the Board that her summer was very busy- Rib Fest was very well attended, the Balloon Glow and fireworks were very popular. The District sponsored the Deep Fried Pickle Project for two presentations and they also had a "Make your own instrument" craft workshop with reused materials after they performed. The District staff members did firework painting crafts with recycled paper towel tubes, and were thanked with lots of children's smiles.

She said the 4-H Fair was a good event, even though the District didn't give away a lot of big items, which actually worked out well- the people that stopped and had questions and interacted, were genuinely interested. The water bottle refill station was very popular, with people actually looking for it.

She also said school was ramping up, she had just sent out an email to 600 plus teachers to let them know what they could schedule for this year. She said most teachers contacting her are asking for multiple programs, so her schedule is filling quickly.

Director's Report

Program Results

Mr. Detwiler opened his remarks with year to date program results. He added that he had just received the results from the last Tox-Away Day, and to add 64,454 pounds of material from the July 16 Tox-Away Day. The next time he presented the report the figures would reflect that addition.

Recycling Drop-Off Center Contract

Mr. Detwiler then shared that the Recycling Drop-Off Center Contract would expire on 11/24/16, with the option to extend the contract for another year if both parties agreed. Since the current contract holder, W Enterprises was asking for a 90% increase, he was suggesting putting the contract out for bid. The consensus of the Board was to put it out for bid. Mr. Detwiler said he would put out a Request For Proposals, and would have the bids opened at a Board Meeting called before the regular scheduled Board Meeting in October.

Tox-Away Day Contract

Mr. Detwiler then said the Tox-Away Day Vendor Contract would expire on 12/31/16, with the option of extending the contract for 1 year if agreeable to both parties. He said NuGenesis, the current Vendor, was willing to extend the contract for 2017 at the same rate. Mr. Whetstone asked about what happens to the material collected at the Tox-Away Days, and Mr. Detwiler said he was satisfied that it is handled properly, but would be happy to provide more information about the way it's processed at a later date.

Mr. Wathen moved to extend the Tox-Away Day Vendor contract for another year. Mrs. Lynch seconded the motion. The motion passed unanimously, 7-0-0.

Audit Results from State Board of Accounts

Mr. Detwiler said the State Board of Accounts had submitted their final audit report, noting a fund discrepancy the District had reported in 2012, and was carried over each year through 2015. This was just a reporting discrepancy in the state software, and would be rectified in the 2016 end of year reporting.

Upcoming Events

Mr. Detwiler shared the following upcoming events with the Board of Directors:

- August 2- Night Out Against Crime in Brownsburg, they have requested our water bottle refill station for this event.
- August 25- Pesticide Clean Sweep at Fairgrounds
- September 17- Tox-Away Day at Fairgrounds, Mr. Bridget and Mr. Wathen, offered to assist at this event.
- September 23- Due Date for Community Grants Program Applications
- September 28 & 29- AISWMD Annual Conference in Muncie
- October 22- Tox-Away Day at Plainfield Middle School

Financial Report

Financial Facts Summaries

Mr. Detwiler presented to the Board the Financial Facts Summaries dated April 30, 2016, May 31, 2016, and June 30, 2016. There was no discussion.

Income Charts

Mr. Detwiler then presented the Income Chart which reflected the Final Disposal Fee Income Comparison, along with 2016 Income versus Expenditure versus Budget comparison, as of the end of June. There was no discussion.

Second Quarter Reports

Mr. Detwiler reviewed the 2016 Budget versus Actual versus 2015 revenues and expenditures as of the end of June. There were no questions.

Budget Transfer Request

Mr. Detwiler then asked for a transfer of funds to cover minor repairs to the Brownsburg Yard Waste Recycling Center Building. Mrs. Lynch moved to approve the request, and Mr. Gentry seconded the request. The motion unanimously passed, 7-0-0.

Register of Claims—General Fund & Special Projects Fund

Mr. Detwiler presented the General Fund Register of Claims dated May 24, 2016 in the amount of \$76,665.15, the General Fund Register of Claims dated June 28, 2016, in the amount of \$510,357.50, the General Fund Register of Claims dated July 26, 2016 in the amount of 68,364.08, and the Special Projects Fund Register of Claims dated July 26, 2016 in the amount of \$159.30. After discussion, Mrs. Lynch moved to approve the General Fund Register of Claims dated May 24, 2016 in the amount of \$76,665.15, the General Fund Register of Claims dated June 28, 2016, in the amount of \$510,357.50, the General Fund Register of Claims dated July 26, 2016 in the amount of 68,364.08, and the Special Projects Fund Register of Claims dated July 26, 2016 in the amount of \$159.30. Mr. Bridget seconded the motion. The motion unanimously passed, 7-0-0.

Old Business

Building Project Update

Mr. Sanjay Patel presented a revision of their quote for the new Education Center, after the Building Committee had carefully reviewed all of the items presented on the first quote, revising the quote at a reduction of approximately \$500,000. The Revised Quote came in at a range of \$2,409,389 to \$2,800,101. Mr. Patel reviewed the areas where the reductions were made. After discussion, Mr. Whetstone presented to the Board a motion to proceed with the Revised Quote from RQAW, and investigate options for the District to obtain financing for part of the costs. After further discussion, Mr. Bridget moved to second that motion. The motion passed, 6-0-1, with Mr. Wathen abstaining from the vote.

Because of Mr. Wathen's withdrawing from the Building Committee, Mr. Brown and Mr. Bridget were appointed to serve on that committee in his stead.

New Business

Resolution 2016-03: A Resolution Adopting Minimum Internal Controls Standards and Establishing a Materiality Threshold for the Hendricks County SWMD.

Mr. Wathen moved to approve Resolution 2016-03: A Resolution Adopting Minimum Internal Controls Standards and Establishing a Materiality Threshold for the Hendricks County SWMD. Mrs. Lynch seconded the motion. The motion unanimously passed, 7-0-0.

Computer Equipment Purchase Request

Mr. Detwiler then informed the Board the staff's computers were due to be replaced. Mr. Wathen moved to accept the request of \$3,400.00 for the computer purchase. Mr. Gentry seconded the motion. The motion unanimously passed, 7-0-0.

2017 General Fund Budget & 2017 Hendricks County Special Projects Fund Budget

Mr. Wathen moved to accept the CAC recommendation for the District's proposed 2017 Budget. Mrs. Lynch seconded the motion. Mrs. Palmer noted that the District should have the same salary increase that the County implements. The motion unanimously passed, 7-0-0.

Adjournment

Mrs. Austin adjourned at 8:03 a.m.

Beverley Austin, President