

**Hendricks County Solid Waste Management District
Board of Director's Meeting Minutes
January 23, 2018**

The Hendricks County Solid Waste Management District met at 7:00 a.m. on January 23, 2018, in the Commissioners' Meeting Room at the Hendricks County Government Center.

President Marcia Lynch opened the meeting and led the Pledge of Allegiance.

Roll call was taken and members in attendance were:

Beverley Austin	Dan Bridget
Dennis Dawes	Bob Gentry
Marcia Lynch	Matt Whetstone
Phyllis Palmer	Brad Whicker

Board member Caleb Brown was not in attendance.

Others in attendance were:

Lenn Detwiler	Patty Knoll
Amy Siefertman	Greg Steuerwald

Election of Officers

Mrs. Lynch then opened the process of electing board officers for 2018. Mrs. Palmer made a motion to nominate Mrs. Lynch as President. Mr. Gentry seconded the motion. The motion passed unanimously, 8-0-0.

Mr. Gentry then nominated Mr. Bridget as Vice-President. Mr. Dawes seconded the motion. The motion passed unanimously, 8-0-0.

Mrs. Palmer nominated Mr. Dawes as Secretary/Treasurer. Mr. Gentry seconded the motion. The motion passed unanimously, 8-0-0.

Approval of Minutes

Mr. Gentry moved to approve the minutes from the October 24, 2017, Board Meeting as amended. Mr. Whetstone seconded the motion. The motion passed unanimously, 8-0-0.

Outreach Coordinator's Report

2017 Youth Program Results

Mrs. Siefertman opened her remarks by informing the Board in 2017 she visited all school districts in the county as well as some private schools. Over the course of the year, she presented programs to 11,088 students.

Recycle Heart & Sole- Shoe Recycling Program

She then shared that the Recycle Heart & Sole Shoe Recycling event would be coming up in February. She said last year 3,144 pairs of shoes were collected and distributed by Changing Footprints to people in need locally and for disaster relief. She read a message to the Board from Changing Footprints thanking the District for its contribution to the program.

Environmental Educator of the Year Award

Mrs. Siefertman then informed the Board that District staff would like to select Emily Cates, Food Service Administrator for the Avon Community School Corporation, as the Environmental Educator of the Year. Mrs. Siefertman explained that Ms. Cates had instituted a food recovery program in all of the school cafeterias in the Avon schools. The program has diverted 7,000 pounds of food from the landfill to local food pantries. Mrs. Siefertman requested permission to honor Mrs. Cates at her school and provide a coffee bar for those involved in the program. Mr. Bridget made a motion to select Mrs. Cates as the District's honoree and to provide the coffee bar. Mr. Whetstone seconded the motion. The motion passed unanimously, 8-0-0. Mrs. Siefertman said she would let the Board Members know when the details were finalized in hopes that some of them could attend.

Upcoming Programs

Mrs. Siefertman extended an invitation to the Board to come to any of her presentations, to better understand the content and see the children's responses as they engage in the programs. She explained that she would share with them a link to her Google scheduling calendar at a later date so the Board Members could see when and where she will be.

Director's Report

2017 Results

Mr. Detwiler opened his remarks by sharing a handout that outlined the programming and services accomplished by the District in 2017.

Review of Job Descriptions

He then informed the Board that he has requested a review of the job descriptions for District employees to be sure they accurately describe the work performed in each position and that they comply with state and federal employment regulations. Erin Hughes, Human Resources Administrator for Hendricks County, has reviewed and ranked the positions and has provided written feedback. Mr. Detwiler shared that he was going to meet with her soon to review the feedback and ask some questions to better understand any possible changes that need to be made. He said he would plan to report back to the Board during the April meeting.

Mrs. Lynch interjected at this point that she met with Mr. Detwiler since the last meeting and had provided a verbal performance review. She noted that she would provide a written review at a later date.

Office Location Inquiry

Mr. Detwiler then shared with the Board that Mr. Whetstone had forwarded emails from a representative of the Brownsburg Redevelopment Commission regarding the District's current office location, the old Carnegie Library in Brownsburg. He said the Commission asked about the District's future plans, noting that the Commission appreciates the history of the building and would request advance notice of any location change for the District so it could work to ensure the building remains occupied.

Mrs. Lynch added that Patterson-Horth had reached out to her about constructing a building for the District under a lease back arrangement. She explained that after she and Mr. Detwiler discussed the matter, they believed the cost to the District would still exceed an amount the District was comfortable with.

Mr. Dawes then suggested exploring the process used by Washington Township to construct the new building in Avon that houses the township offices and fire department headquarters. Mrs. Palmer indicated that she would put Mr. Detwiler in touch with the right person to make those arrangements.

2018 4-H Fair Participation

Mr. Detwiler informed the Board that he would like for the District to again be a one-day sponsor of the 2018 Hendricks County 4-H Fair. The cost would be \$2,500. After discussion, the Board consensus was to proceed with the one-day sponsorship.

Financial Report

Financial Facts Summary- October 31, 2017, November 30, 2017, and December 31, 2017

Mr. Detwiler presented to the Board the Financial Facts Summaries dated October 31, 2017, November 30, 2017, and December 31, 2017. There was no discussion.

Income Charts

Mr. Detwiler then shared the Income Chart, through December. There was no discussion.

Budget Transfer Request

Mr. Detwiler then moved to a Budget Transfer Request for the 2017 General Fund Budget. He explained that no additional monies were needed, the transfers would simply balance the line items to end the year. There was no discussion. Mr. Bridget moved to authorize the transfer as requested. Mr. Gentry seconded the motion. The motion passed unanimously, 8-0-0.

Fourth Quarter Reports

Mr. Detwiler then presented Fourth Quarter Reports. There was no discussion.

Registers of Claims- November 28, 2017, December 26, 2017 and January 23, 2018

Mr. Detwiler presented the Registers of Claims for the General Fund dated November 28, 2017, in the amount of \$85,904.45, for December 26, 2017, in the amount of \$46,821.24, and January 23, 2017 in the amount of \$51,007.00. He also presented the Register of Claims for the Special Projects Fund dated November 28, 2017 in the amount of \$240.65. Mr. Gentry moved to approve all the Registers as presented and Mr. Whetstone seconded the motion. The motion passed unanimously, 8-0-0.

New Business

Execution of Service Contracts

Mr. Detwiler then asked for the Board's permission to have the Board President sign the service contract with Ray's Trash for the servicing of the Recycling Drop-off Centers, as well as the service contract with US Ecology for the 2018 Tox-Away Days. He noted that US Ecology was also requesting a document that would allow their representative to sign waste manifests in the name of the District as part of the Tox-Away Day events. Mr. Detwiler noted that the District's council has reviewed all three of the agreements and was comfortable with them. Mr. Dawes moved to approve the signing of the three agreements by the Board President, Mrs. Lynch. Mr. Gentry seconded the motion. The motion passed unanimously, 8-0-0.

Resolution 2018-01: 2018 CAC Appointments for 2018

Mr. Detwiler then presented the 2018 CAC Appointments. Some discussion was held regarding attendance of 2017 members, with Mrs. Palmer restating that if the CAC members are not attending the meetings, they should be removed from the committee. Mr. Dawes motioned for approval of the presented list. Mrs. Palmer seconded the motion. The motion passed unanimously, 8-0-0.

Resolution 2018-02: Payment of Designated Claims

Mr. Detwiler then presented Resolution 2018-02: Payment of Designated Claims noting that the resolution allows the District to pay claims during those months where no Board Meetings are held. Mr. Whetstone moved to approve Resolution 2018-02. Mr. Gentry seconded the motion. The motion passed unanimously, 8-0-0.

Board of Directors Comments, Concerns & Questions

Mr. Whetstone explained that he would send his annual Economic Interests Statement to Mr. Detwiler for the District to have on file.

Adjournment

Mrs. Palmer moved for adjournment at approximately 7:49 a.m. Mr. Bridget seconded the motion. The motion passed unanimously, 8-0-0.

Marcia Lynch, President