

**Hendricks County Solid Waste Management District
Board of Director's Meeting Minutes
July 23, 2019**

The Hendricks County Solid Waste Management District met at 7:00 a.m. on July 23, 2019, in the Commissioners' Meeting Room at the Hendricks County Government Center.

President Dan Bridget opened the meeting and led the Pledge of Allegiance.

Roll call was taken and members in attendance were:

Dan Bridget	Caleb Brown
Bob Gentry	Dawn Lowden
Matt Whetstone	Phyllis Palmer

Board members Dennis Dawes, Chris Gearld and Brad Whicker were not in attendance.

Others in attendance were:

Lenn Detwiler	Brad Eisenhart
Ed Gaddie	Bill Guarnery
Amy Siefertman	Greg Steuerwald

Approval of Minutes

Mrs. Palmer moved to approve the minutes from the April 23, 2019, Board Meeting as presented. Mr. Gentry seconded the motion. The motion passed, 6-0-0.

Outreach Coordinator's Report

Mrs. Siefertman opened her remarks by sharing that the District staffed a booth in the Expo Hall during the recent Hendricks County 4H Fair. Staff members were able to interact with the public and answered a lot of questions. Mrs. Siefertman explained that the booth included a game that tested players' recycling knowledge. Those that played were able to enter to win an annual pass to the Indiana State Parks. She had three Board Members draw the contest winners.

She also shared that she has been busy scheduling school programs for the upcoming school year and her calendar is filling quickly. She noted that a new teacher in the Mill Creek School District has requested all of the programs for her sixth-grade classes.

Director's Report

Program Updates

Mr. Detwiler shared updated program results with the Board. He shared that activity at the Recycling Drop-off Centers was at an all-time high, that the number of users to the Yard Waste Recycling Centers was up nearly 300 over last year and that participation at the Tox-Away Day was strong.

Apple House Update

Mr. Detwiler then updated the Board on the Apple House project. He explained that recent cost estimates for the project were higher than anticipated. The Building Committee encouraged the Town of Plainfield to explore use of a construction delivery method that would help control project costs. The Town Council has authorized Town staff to work with the Town's attorneys to research available delivery methods for the project and that a recommendation could be made to the Town Council at its next meeting, August 12th. Mr. Detwiler noted that he would request a special meeting of the Solid Waste District Board if decisions related to the project are needed before the next scheduled Board Meeting.

Upcoming Events

Mr. Detwiler then shared some upcoming events and important dates:

- July 27th: Tox-Away Day at Hickory Elementary School in Avon
- September 14th: Tox-Away Day at the Hendricks County Fairgrounds
- October 19th: Tox-Away Day at Plainfield Middle School
- October 22nd: next scheduled HCSWMD Board Meeting
- November: possible waste management facilities tour
- January 31st: Mrs. Knoll's retirement date

Financial Report

Financial Facts Summary

Mr. Detwiler presented to the Board the Financial Facts Summary for the months of April, May and June of 2019. There was no discussion.

Income Charts

Mr. Detwiler then shared the Income Chart, through June 2019. Mr. Detwiler noted that Final Disposal Fee Income is down by \$17,500 as compared to last year. He added that the income level has been below average for sixteen of the last twenty months. He explained that Mr. Eisenhart from Waste Management indicated that the company had a vacant sales representative position for some time and as a result they have not been seeing any waste from special projects. That sales position has recently been filled.

Mr. Detwiler noted that income from the Yard Waste Recycling Centers was above average by almost \$2,500. There were no questions.

Second Quarter Reports

Mr. Detwiler then presented Second Quarter Reports noting that the reduced Final Disposal Fee Income has made the budget tighter, but that the District has spent approximately \$14,000 less than has been received so far for the year. There were no questions. Mrs. Palmer made a motion to accept the Financial Report. Mr. Brown seconded. The motion passed, 6-0-0.

Registers of Claims- General Fund 5/28/19, 6/25/19, 7/23/19

Mr. Detwiler presented the Registers of Claims for the General Fund dated May 28, 2019, in the amount of \$88,258.90; June 25, 2019, in the amount of \$52,205.75; and July 23, 2019, in the amount of \$48,520.37. Mr. Whetstone moved to approve all the Registers of Claims as presented and Mr. Brown seconded the motion. The motion passed, 6-0-0.

New Business

Computer Purchase Request

Mr. Detwiler then asked for the Board's approval to replace two staff computers that were due to be updated. He noted that the new machines would be purchased through the State's Quantity Purchase Agreement program. He requested approval to spend \$2,250 on the hardware and necessary software. Mrs. Palmer made a motion to approve the request. Mr. Brown seconded the motion. The motion passed, 6-0-0.

2020 General Fund and Hendricks County Special Projects Fund Budgets

Mr. Detwiler then presented the proposed figures for the 2020 General Fund and Hendricks County Special Projects Fund Budgets. He noted that the General Fund Budget was developed with the assumption that the renovation of and relocation to the Apple House would be completed in 2020. He pointed out that the proposed figures were reviewed by the District's CAC in a meeting earlier in the month and that group recommended the budget as presented. He shared a few notes about how the figures were determined and asked for any questions. There were none. Mr. Whetstone made a motion to approve the 2020 General Fund and Hendricks County Special Projects Fund Budgets as presented. Mr. Brown seconded. The motion passed, 6-0-0.

Resolution 2019-03: Capital Assets Policy

Next, Mr. Detwiler presented Resolution 2019-03 for consideration. He explained that the Indiana State Board of Accounts adjusted requirements related to how public units track their capital assets. He noted that the District has had a Capital Assets Policy since 2008, but it needed to be amended to comply with the new requirements. He added that the resolution established a dollar amount threshold at which equipment purchases would need to be tracked. He also noted that the resolution set guidelines for estimating the useful life of capital assets. Mr. Bridget asked if Mr. Steuerwald had reviewed the resolution and Mr. Detwiler indicated that he had. Mrs. Palmer made a motion to approve Resolution 2019-03 as presented. Mr. Whetstone seconded. The motion passed, 6-0-0.

Update to Internal Financial Control Document

Mr. Detwiler then shared that the changes to the District's Capital Asset Policy needed to be reflected in the Internal Financial Control Document which dictates how the District handles and manages its finances and other matters related to its operations. He explained that in addition to adding the updated language regarding

the Capital Assets Policy, he included more details about the District's bank reconciliation and utility and lease payment procedures. He also corrected some grammatical errors in the document. Mr. Brown made a motion to approve the updated version of the Internal Financial Control Document. Mr. Whetstone seconded. The motion passed, 6-0-0.

Public Comments

Mr. Bridget asked if any members of the public desired to make any comments. There were none.

Board of Directors' Comments, Concerns & Questions

Mr. Bridget then asked if any members of the Board of Directors had any questions or comments. There were none.

Adjournment

Mr. Whetstone moved for adjournment at approximately 7:30 a.m. Mr. Brown seconded the motion. The motion passed unanimously, 6-0-0.

Dan Bridget, President