

**Hendricks County Solid Waste Management District
Board of Director's Meeting Minutes
October 27, 2020**

The Hendricks County Solid Waste Management District met at 7:00 a.m. on October 27, 2020, 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	Dennis Dawes	Steve Eisenbarth
*Bob Gentry	Phyllis Palmer	Matthew Whetstone
Brad Whicker		

Board members Caleb Brown and Chris Gearld was not in attendance.

Others in attendance were:

Katie Archer	Lenn Detwiler	Amy Sieferman
Ed Gaddie	Doug Morris	Greg Steuerwald

Approval of Minutes

Mrs. Palmer moved to approve the minutes from the July 31, 2020, Board Meeting as presented. Mr. Eisenbarth seconded the motion. The motion passed, 5-0-1 with Mr. Whicker abstaining from the vote as he was not present at the July meeting.

Outreach Coordinator's Report

Mrs. Sieferman shared with the Board that youth education efforts are continuing through production of educational videos that are posted online.

She reported that District staff continues work on updating the Recycle Guide. The Guide is set for release in November and will be through the Hendricks County ICON. Mrs. Sieferman highlighted some of the changes in the new version of the Recycle Guide including a list of local repair businesses, a "Why It Matters" section and a "Frequently Asked Questions" section. The Guide will display the District's new name and logo.

She went on to share that the District's new website will include an online recycling directory that will include the updated information being gathered for the Recycling Guide as well as a feature that will allow teachers to schedule in-person classes online.

Mr. Bridget asked Mrs. Sieferman what adjustments she has made due to the COVID pandemic. Mrs. Sieferman reported that she is not currently able to go into schools due to restrictions. She has a few teachers expressing interest in outside programs but schools have not yet been willing to allow those. She explained that the online videos remain a tool available to teachers.

*Mr. Gentry entered the meeting during the Outreach Coordinator's Report.

Directors Report

Mr. Detwiler noted call-in information for the meeting was published on the agenda.

Program Updates

Mr. Detwiler reported that activity at the District's Recycling Drop-off Centers has continued to be heavy with over 100 tons of material being collected to date over 2019; an increase of 12.5%. He added that through September almost 900 tons were collected which is more than was collected in all of 2017. He noted that overall, there has been less misuse at the recycling centers but challenges remain.

Mr. Detwiler shared that District staff was contacted by the manager at the Dollar General store in Stilesville about abuse of the Recycling Drop-Off Center there. The manager was asking to have the center removed due to the strain it has been putting on her and her staff. Mr. Detwiler explained that it was not the store's responsibility to manage any issues at the site but that she and her staff need to contact the District or the Adopting Group to deal with dumping or other problems. Mr. Detwiler posted additional signs at the site and discussed the issues with a contact for the Adopting Group assigned to that site. He reported that things have improved and Dollar General is allowing the site to remain for now.

Yard Waste Recycling Centers are gearing up for leaves. Mr. Detwiler reported that activity has been down a little compared to 2019. Mr. Detwiler noted that he is proud of how the site attendants have handled all of the changes and challenges COVID has presented this year. Discussion was held regarding the use of the window as opposed to individuals entering the building to sign in and pay. Mr. Detwiler reported that the attendants seem to like conducting business via the window and that practice will likely remain in the future.

Mr. Detwiler reported that Tox-Away Days are done for the year. He thanked Mrs. Archer and Mrs. Sieferman specifically for their flexibility and work to ensure that the events were successful. He noted that a Tox-Away Day was held every month over the last four months. Mr. Detwiler reported that 4,145 users were through the five events and over 374,000 pounds of material was collected. Mr. Detwiler noted that the 2021 Tox-Away Day dates and location are set.

2021 Budget Update

Mr. Detwiler noted that the District's 2021 Budget was adopted by the County Council at its meeting on October 20. Mr. Detwiler thanked County Auditor Nancy Marsh for her help in the process.

Employee Performance Reviews

Mr. Detwiler noted that he will be conducting annual performance reviews for employees in the coming weeks. Mr. Bridget noted that a time should be scheduled for Mr. Detwiler's review. Mr. Bridget and Mr. Dawes will work with Mr. Detwiler to schedule and conduct the review.

2021 Employee Compensation

Next, Mr. Detwiler noted that in recent years the Board has opted to mirror whatever compensation adjustments the County approves for its employees. Mr. Detwiler reported that for 2021, the County Council has agreed to provide a 1.43% cost of living increase for all employees. In addition, a tenure increase to employee base pay was also approved. Full-time employees will receive \$100 per year of service and part-time employees will receive \$50 per year of service. The tenure increases are to be capped at 15 years of service. Mr. Detwiler explained that if the Board is in agreement, he would bring a salary resolution to the next meeting. It was the consensus of the Board to consider such a resolution at the next meeting.

Year-End Employee Luncheon

Mr. Detwiler noted that for the past few years the District has hosted a year-end luncheon for District employees and any Board Members that wanted to attend. Mr. Detwiler shared that he believes that should not be held this year due to COVID-19. Instead, he suggested having a catered luncheon meeting in the spring before the Yard Waste Recycling Centers re-open. The Board agreed.

Next Board Meeting- November 24, 2020

Mr. Detwiler shared that there will be more business to handle before the end of the year so he was proposing an additional meeting on November 24, 2020, to address the salary resolution, budget transfers, Lizton Recycling Center project and other business. The Board agreed.

Financial Report

Financial Facts Summary

Mr. Detwiler opened the financial report by highlighting the Financial Facts Summary for July, August and September 2020. Mr. Detwiler noted that at the end of September, \$75,000 was transferred from the money market account to the checking account to avoid cash flow issues.

Income and Expenditures

Mr. Detwiler then highlighted the Income and Expenditure Charts. Final Disposal Fee Income for August and September was better than previous months for the year. He reported the total is \$15,000 below last year and approximately \$50,000 below the annual average. Mr. Detwiler noted that Yard Waste Recycling Center Income for the months since the centers have been staffed is near the average.

Mr. Detwiler moved on to the Third Quarter Reports and noted that some budget transfers will be needed before the end of the year. Mr. Detwiler reported that he plans to address those transfers at the November Board Meeting.

Registers of Claims- General Fund

Mr. Detwiler presented the Registers of Claims for the General Fund dated August 25, 2020, for a total of \$58,032.76; September 29, 2020, for a total of \$95,759.10; and October 27, 2020, for a total of \$181,081.60. He also presented a claims register for the Hendricks County Special

Projects Fund dated August 25, 2020, for a total of \$504.25. No questions or concerns were noted from the Board. Mr. Gentry made a motion to approve all four Registers of Claims as presented. Mr. Eisenbarth seconded the motion. The motion passed unanimously, 7-0-0.

New Business

Proposals for Engineering Services- Lizton Recycling Center Relocation

Mr. Detwiler reported that this spring and summer the Board discussed relocation of the Lizton site to help with misuse of the site. The goal is a staffed recycling center that would be open limited hours on limited days and would include two compactors, reinforced concrete pad, exterior lights, cameras and an attendant building with indoor plumbing. He noted it will need electricity, water, sewer and, perhaps, internet service.

The Board previously discussed building the center on property owned by the Town of Lizton and, as such, a lease agreement with the Town would be needed. He explained that an attendant would be at the site during operating hours to ensure items are sorted properly. He believes monthly operating costs would be similar to the current costs to provide the site but noted that an upgraded center will be better for residents and result in much better materials for the recycling companies. Mr. Detwiler does not believe these changes will dissuade residents from using the site that live in areas with curbside recycling available to them.

Mrs. Palmer asked about the costs to build the facility. Mr. Detwiler reported that determining the cost of the project is one of the main reasons he needs help from an engineering firm. He noted that the proposals from the two firms include services that would take the project from start to finish, including design and layout of the center, whatever permitting might be needed, the bidding process, construction administration and more. He added that there are lot of questions that need to be answered but that answers cannot be determined without the involvement of an engineering firm. Mr. Detwiler reported that he has received proposals from Banning Engineering and DLZ to work through the process.

Mr. Whicker asked if Lizton is open to a long-term lease. Mr. Detwiler confirmed that the Town Council has informally indicated that they are, but, understandably, need to know more before agreeing.

Mr. Bridget noted the District does have the cash flow to support this and it is an investment in the community. He noted that the District needs to be prudent in spending but should have a facility that is durable and presentable. Discussion was held regarding proceeding with the facility or discontinuing services at the Lizton site due to increase in misuse.

Mr. Detwiler reported that both engineering firms based their proposals on the scope of work believed to be required. Mr. Detwiler shared that both companies have reached out to the Town of Lizton, the county Surveyor and others. He reiterated that those governing bodies cannot give definitive answers related to what will be needed to build the site until plans have been developed. Mr. Detwiler reported that as the process moves forward, it may be

determined that other services are necessary, but the proposals from both firms have included the services deemed most likely. If at any point the District determines the cost of the project exceeds what the District is willing to spend, the agreement may be terminated and the engineering firm will be paid for services rendered to that point. Mr. Detwiler stated that based on the total costs for professional services, he recommended contracting with DLZ at a cost of \$42,900 for engineering services.

Mr. Bridget asked Mr. Steuerwald to confirm that since this is a request for professional services, it does not need to go out for bid. Mr. Steuerwald agreed.

Discussion was held regarding the cost difference between the two bids and similarity in the scope of work included by each company. Mr. Detwiler noted that Mr. Steuerwald has requested some additional language be added to the agreement to protect the District.

Discussion was held. Mr. Whetstone asked what was budgeted for the project for 2021. Mr. Detwiler reported that nothing had been included. He noted that an additional appropriation will be needed for 2021 to cover the cost of the project.

Mr. Whicker asked if there was another option outside of the floodplain which is most likely causing the financial challenges. Mr. Detwiler referenced a highlighted map of the property in Lizton. He reported that part of the discussion with both firms was keeping the facility outside the portion of the floodplain that would require additional limit permitting and cost.

After more discussion, Mr. Bridget summarized that the District is looking to hire an engineering firm to do all of the things necessary to get the cost figures needed to make more decisions. He added that an initial investment needs to be made. Mr. Bridget asked if the Board was comfortable agreeing to the lesser of the two quotes. Mr. Gentry made a motion to proceed with DLZ to do the job. Mr. Whicker seconded the motion. A roll call vote was taken. The motion passed, 5-2-0, with Mr. Whetstone and Mrs. Palmer opposed. Mr. Detwiler agreed to bring more information to the November 24, 2020, Board Meeting.

Extension of Contract for 2021 Tox-Away Days-NuGenesis

Mr. Detwiler reported that the current contract for Tox-Away Days can be extended into 2021 with the agreement of both parties. Mr. Detwiler shared that NuGenesis did a great job working with the District and was understanding and flexible when managing the challenges related to the cancellation and rescheduling of the April event due to COVID-19. Mr. Detwiler recommended extending the contract with NuGenesis to cover the 2021 Tox-Away Days. A motion was made by Mr. Gentry to extend the contract for NuGenesis. Mr. Whicker seconded the motion and the motion passed, 7-0-0.

Citizens Advisory Committee Report-Community Grant Recommendations

Mr. Detwiler noted that Mr. Gaddie, a member of the District's CAC, was present at the meeting. Mr. Detwiler shared that there were four applications for the most recent grant round. He presented the Grant Summary and noted that applications were received from Danville-Center Township Public Library, Danville United Methodist Church, Embracing Together, Inc. and the Town of Amo. Mr. Detwiler reported that the CAC reviewed applications via email and recommended awarding \$7,027.24 across all four organizations, which includes some adjustments from the CAC. Mr. Gaddie reported he thought everything looked good. Mr. Gentry made a motion to accept the CAC's recommendation for Community Grants. Mr. Dawes seconded the motion. The motion passed 7-0-0.

Resolution 2020-03: Changing District's Name to Hendricks County Recycling District

Mr. Detwiler reported that changing the District's name to "Hendricks County Recycling District" was previously discussed and Board Members were in favor of the change. Determining how to go about making the change proved to be a challenge but Mr. Steuerwald was comfortable doing so using the language included in Resolution 2020-03. Mr. Detwiler shared that organizations with which the District conducts business will be contacted including the state and federal government. Mr. Gentry made a motion to approve Resolution 2020-03 changing the name of Hendricks County Solid Waste Management District to Hendricks County Recycling District. Mr. Whicker seconded the motion. Motion passed unanimously, 7-0-0.

Old Business

Contract for Servicing of Recycling Drop-off Centers- Ray's Trash

Mr. Detwiler reported at the July 2020 Board Meeting, the District received and opened the one proposal received from Ray's Trash. Mr. Detwiler noted that the cost under the new contract is 9.5% higher than the one currently in place at a total cost of \$115,379.00. He reported that under the new agreement, the Coatesville, Stilesville and North Salem sites have bins pulled twice per week at a cost of \$1,048.14 per site per month. The Lizton bins are pulled fourteen times per week at a cost of \$6,470.51 per month. Mr. Detwiler shared that those figures do not include costs for extra pulls or removal of trash left at the sites. He reported that the 2021 budget allotted \$125,000 for the centers. Mr. Gentry motioned for approval for the contract. Mr. Whicker seconded the motion. Motion passed unanimously, 7-0-0.

Public Comments

No public comments.

Board of Directors' Comments, Concerns & Questions

Mr. Whicker asked about the opportunity to partner with Ray's for the Recycling Drop-Off Site in Lizton. He asked if there is a benefit to them to make an investment or partnership. Discussion was held.

Mr. Eisenbarth noted that while the District sent requests for proposals to five recycling companies, only one company submitted a proposal for servicing of the Recycling Drop-Off Centers. He asked if there is a way in the future to encourage better participation among

bidders. Mr. Detwiler answered that this is the first time the District has only received one proposal. He explained that he believed the overall challenges in the recycling industry were limiting the companies that felt comfortable presenting proposals. He also noted that location and logistics are the main driver in trash and recycling costs and often determine the companies that will submit proposals.

Announcements/Adjournment

Mr. Bridget announced the next meeting for the District will be held on November 24, 2020, at 7:00 a.m. in the Commissioners' Meeting Room.

Mrs. Palmer moved for adjournment at approximately 7:53 a.m. Mr. Gentry seconded the motion. Motion passed unanimously, 7-0-0.

Daniel Bridget, President