

**Hendricks County Recycling District
Board of Director’s Meeting Minutes
October 26, 2021**

The Hendricks County Recycling District met at 7:00 a.m. on October 26, 2021, 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 the Board Members in attendance were:

Dan Bridget	*Dennis Dawes	**Steve Eisenbarth
***Bob Gentry	Kendall Hendricks	Ben Lacey
Phyllis Palmer	Brad Whicker	

Others in attendance were:

Lenn Detwiler	Amy Sieferman	Katie Archer
Gary Baldauf	Lana Baldauf	Greg Steuerwald
Ed Gaddie		

Approval of Minutes

Mrs. Palmer made a motion to approve the minutes from the August 24,2021, Board Meeting as presented. Mr. Lacey seconded the motion. The motion passed 5-0-0.

Outreach Coordinator’s Report

Mrs. Sieferman presented an Environmental Education Newsletter included in the Board Packet that highlighted recent youth education and public outreach activities. She shared information on new program bins the District has been distributing that include supplies for projects teachers can do with their students that teach both environmental and STEM (Science, Technology, Engineering, and Math) concepts. Response from teachers has been great and the program will continue with other projects being featured. Mrs. Sieferman also highlighted the Halloween Costume Swap and noted that District staff was happy to again provide this service to the community.

Mrs. Sieferman shared she is still doing programs via Zoom and in-person and noted that “Greening the Holidays” gift wrapping examples will be on display at the Avon, Brownsburg and Danville Libraries through the end of the year.

*Mr. Dawes entered during the Educator’s Report

Director’s Report

Program Results

Mr. Detwiler began by sharing that the amount collected so far in 2021 at the Recycling Drop-Off Centers is behind 58 tons as compared to last year, but 155 tons ahead of the average.

The number of users of the Yard Waste Recycling Centers is up by approximately 50 users year-to-date and the sites are gearing up for the collection of leaves.

Mr. Detwiler then shared that the Tox-Away Days are complete for the year and that 4,135 residents used the five events, eight more than last year. However, Mr. Detwiler did note that despite more users, less material was collected versus last year.

He shared that the 2022 Tox-Away Day dates and locations are set. He noted that the current agreement with NuGenesis includes an option to extend the contract to cover the 2022 events if both parties agree to keep the same terms. Mr. Detwiler noted the good service NuGenesis has provided over the years and asked for the Board's approval to extend the current agreement. He noted that under the current agreement only included the option to extend for the 2021 and 2022 events and that a request for proposals (RFP) would need to be completed next year to cover the events in 2023 and beyond.

Mr. Whicker made a motion to extend the agreement for NuGenesis to cover the 2022 Tox-Away Day events. Mr. Dawes seconded the motion. The motion passed 6-0-0.

**Mr. Eisenbarth entered the meeting at this point.

Sharps Containers for Hendricks County Law Enforcement

Mr. Detwiler reminded the Board that the District is in partnership with the Hendricks County Health Department to provide the Safe Sharps Disposal program for the community. He noted that program is mostly used by residents that have an ongoing need to use and dispose of medical sharps. The Hendricks County Special Projects Fund pays the cost of sharps containers, labels, and disposal.

Mr. Detwiler explained that a request was received for local police departments to have a few sharps containers for officers to use as they pick up or confiscate medical sharps during their normal activities. Noting that the District relies on these police departments in order to provide unwanted medicine collections at Tox-Away Days, Mr. Detwiler requested the Board's approval to provide sharps containers to the police departments that request them.

Mr. Whicker made a motion to allow requesting police departments to obtain sharps containers through the Safe Sharps Disposal Program. Mr. Dawes seconded the motion. Mrs. Palmer asked for clarification that the sharps containers would be collected by the Health Department, not the District. Mr. Detwiler confirmed that the Health Department would distribute and collect full containers or they could be brought to Tox-Away Day for disposal. The motion passed 7-0-0.

NuGenesis Contract Extension

Mr. Steuerwald approached the Board regarding the extension of the Tox-Away Day contract with NuGenesis. He explained that if the Board desired, it could include in its decision to extend the Tox-Away Day agreement the option to extend the agreement another year (to cover the events in 2023) and eliminate the need to do an RFP if it continued to be satisfied with the services provided by NuGenesis. Granting that extension would not be mandatory at that time but would give the Board flexibility in how to move forward.

After hearing Mr. Steuerwald's statement, Mr. Whicker amended his previous motion to extend the NuGenesis contract for 2022 and added that the Board could extend the agreement to cover the 2023 events at its discretion at a later date. Mr. Dawes amended his seconded to Mr. Whicker's motion and the amended motion passed 7-0-0.

***Mr. Gentry entered the Board Meeting.

Annual Review for Mr. Detwiler

Mr. Detwiler requested the opportunity to meet with a couple of Board Members to get feedback on his performance. Mr. Bridget noted that he and Mr. Dawes have done the review in the past. Consensus from the Board was given for Mr. Bridget and Mr. Dawes to meet with Mr. Detwiler for his annual review.

Lizton Recycling Center Project

Mr. Detwiler shared that the Comfort Letter from the Indiana Brownfields Program has been issued for the property where the recycling center will be built. He also explained that he has been working with Mr. Steuerwald to finalize a purchase agreement and that they plan to close on the property shortly after the purchase agreement is signed.

Mr. Detwiler then reported that he received preliminary designs from DLZ for the center and that he will be meeting with the engineers to review the plans and prepare to submit them for review by the Plan Commission. He stated the he intends to share those initial designs with the neighbors in the coming weeks.

He continued by noting that two compactors were ordered at the end of September to avoid a \$6,600 price increase that went into effect on October 1st. He explained that he discussed the purchase with Mr. Bridget and Mr. Dawes prior. He added that he had requested three quotes for compactors, and received two – one from Ray's Trash Service and one from Prolex Compacting Solutions. He noted that the machines from Ray's were \$6,000 less and included more robust motors. Mr. Gentry asked if the compactors required three-phase electricity. Mr. Detwiler confirmed that they are designed to operate on three-phase power, however, Duke Energy confirmed that there is not three-phase available nearby. So, the compactors used at the center will have converters installed that will allow them to operate using single phase power. Mr. Detwiler added that the option to bring three-phase power to the site was explored but quickly eliminated as the estimate from Duke was that it would cost hundreds of thousands of dollars to do so.

November Board Meeting

Mr. Detwiler explained the Board will need to meet again before the end of the year. Mr. Detwiler suggested Tuesday November 23rd or December 14th as possible meeting dates. Consensus from the Board was to meet on November 23rd.

Financial Report

Financial Facts Summary- August and September

Mr. Detwiler opened up the Financial Report with the Financial Facts Summary. He noted a \$75,000.00 transfer from the Money Market account to the checking account to help with cash flow at the end of September.

Income Charts

Mr. Detwiler moved to the Income Charts and noted that year-to-date Final Disposal Income is about \$42,500 behind same time last year and that the District is approximately \$90,000 behind the average since 2005. He reported that the Yard Waste Recycling Centers have been busy and have collected about \$2,500 more income than the annual year-to-date average. No questions were noted.

Third Quarter Report

Mr. Detwiler then shared the Third Quarter Report and noted that the District is in decent shape in relation to budget figures for the year. He noted that he has identified at least one transfer that will need to be made as part of the November meeting. He also reminded the Board of the additional appropriations it approved for professional services and capital expenditures and noted that the budget figures shown on the quarterly reports reflected those additional appropriations. Mrs. Palmer shared that with less income, talking about spending more is a concern to her.

General Fund Registers of Claims

Mr. Detwiler presented the Register of Claims dated September 28, 2021, for a total of \$163,548.82 and the Register of Claims dated October 26, 2021, totaling \$104,285.97. There were no questions from the Board. Mr. Lacey made a motion to accept both registers, as presented. Mr. Eisenbarth seconded the motion. The motion passed 8-0-0.

Old Business

Tipping Fee Committee Report

Mr. Detwiler reminded the Board that at the August meeting, the Board appointed a committee to review and reassess the tipping fee the District charges for waste deposited at the Twin Bridges Landfill. Mr. Detwiler highlighted a written report included in the Board Packet that reflected the work done by the committee of Mr. Lacey, Mr. Eisenbarth, Mr. Hendricks, and himself.

To review what was included in the committee's report, Mr. Detwiler shared the current tipping fee of \$1.00 per ton was established in 1992 by the West Central Solid Waste District and was left unchanged when Hendricks County pulled out of the multi-county District in 2004. He noted that in recent years, less waste is being received at Twin Bridges which has resulted in less income for the District. Mr. Detwiler shared that a tiered fee structure was previously discussed by the Board and was considered by the committee. He explained that the committee's analysis showed that 75% of waste received at Twin Bridges comes from other Indiana counties, 24% is from Hendricks County and 1% originates out of state. Mr. Detwiler highlighted a map reflecting where the out of county waste is originating.

He then shared the committee's recommendations which included the District working to adjust tipping fee rates to a level where the District's annual income amount is similar to its annual expenditures. He noted that the committee also recommends the Board reconsider the roles of the Hendricks County Special Projects Fund and the Rainy Day Fund as it relates to expenditures and consider establishing contribution caps on those funds. Another recommendation was that the District revisit the tipping fee rate more frequently.

Mr. Detwiler then shared the committee's proposal that beginning in 2022, the District adjust the tipping fee imposed at all final disposal facilities in Hendricks County to \$1.00 per ton for waste generated in Hendricks County, \$1.15 per ton for waste generated in other Indiana counties and \$2.00 per ton for waste generated outside of the state. Mr. Detwiler reported that based on recent averages and origins of waste, this adjustment should generate approximately \$810,000.00 annually; an increase of \$90,000.00 over recent years.

Mr. Whicker asked if the burden is put on Waste Management to identify where the waste is coming from and asked how the company was going to be able to track and report that information. Mr. Detwiler explained that the facilities already report that information to the Indiana Department of Environmental Management (IDEM). He added that these types of tiered systems are currently used in other areas of the state.

Mr. Eisenbarth addressed trying to get the expenses and income to better align. He noted revisiting this would give District a chance to see what impact this incremental change will have on revenues. Mr. Lacey agreed and shared that the District will be able to tell annually what the variances are and make decision based on the data.

Mr. Bridget thanked the committee and asked what the next step would be. Mr. Detwiler shared that he has discussed the process with Mr. Steuerwald and that the next step would be for the Board to hold a public hearing and ultimately adopt a resolution that reflects the recommended fee structure. Mr. Detwiler noted part of the committee's recommendation was revisiting the rate more frequently and that that provision should be included in the resolution.

Mrs. Palmer shared that she believes the increase is reasonable and that it is the right time to do this. Mr. Hendricks pointed out that there has been no adjustment since 1992. Mr. Lacey

suggests revisiting the fee annually initially for the first five years and then less frequently after that time.

Discussion was held on how to proceed. Mr. Steuerwald confirmed that the Board needed to provide direction on what they wanted to do. After more discussion, Mrs. Palmer stated she supported revisiting the fee annually. Additional Board Members voiced consensus to the suggestion of annual review initially instead of every three years.

Mrs. Palmer asked for more information on capping the Rainy Day Fund and the Hendricks County Special Projects Fund. Mr. Detwiler shared the idea was to have the Board consider how much money needs to be in each fund. And, if the Board is comfortable at a certain funding level, perhaps contributions could cease and those funds could be directed to other District uses. Mr. Bridget asked if the resolution pertaining to the tipping fee rates would include changes to the funds being discussed. Mr. Steuerwald shared that the capping of the Rainy Day Fund and the Special Projects Fund are a separate issues, would not be included in the tipping fee resolution, and can be acted upon at any time.

Mr. Dawes made a motion to move forward with a Public Hearing for new tipping fee rates for 2022.

Mr. Detwiler asked for further clarification on the date when the new rates should begin being imposed. After discussion, consensus was that Mr. Detwiler would reach out to Waste Management, Ray's Trash Service, and Republic Services on behalf of the Board and inform them that the public hearing regarding the matter will be held at the first Board meeting of 2022 and the new rate structure, if approved, will begin on July 1, 2022

Mr. Dawes restated his motion to move forward with a Public Hearing to begin new rates in 2022. Mr. Lacey seconded the motion. The motion passed 8-0-0.

New Business

2022 Compensation

Mr. Detwiler presented a report included in the Board Packet related to compensation for District employees in 2022 and reviewed what was covered in the report by noting that in recent years, the Board has supported District employees being compensated at the same rate as County employees in similar positions, as ranked by the Oliver System. Hendricks County has recently completed a wage study with the consulting firm, First Person Advisors. During that wage study, First Person Advisors evaluated and graded all county positions and those grades correlate to new compensation levels for all positions.

Mr. Detwiler continued by noting that the District positions have not been evaluated and graded by First Person Advisors. In an effort to correlate District positions to the new grades assigned by First Person Advisors, Mr. Detwiler gathered information from the County Auditor showing the Oliver System rankings for various positions and the new grades those positions

earned from First Person Advisors. He shared that the report given to the Board outlined analysis and rationale for each position, what grade he would assign to each and the correlating compensation. Mr. Detwiler stated that he also reached out to First Person Advisors and received a proposal for the company to evaluate and grade each of the District's five positions and at a cost of \$3,750.

Mr. Detwiler asked whether the Board wanted to accept his analysis of the grades and compensation or contract with First Person Advisors and have the company evaluate and grade the District's positions.

Discussion was held with Mr. Whicker noting how difficult the wage study process has been for the County but that he would only be able to support adjusting the compensation for the positions if the analysis was done by First Person Advisors. Mrs. Palmer explained that she was unhappy with how the wage study was conducted for the County and would not be able to support hiring First Person Advisors to do the analysis of the District's positions.

Mr. Lacey made a motion for Mr. Detwiler to approach First Person to enter into a contract for \$3,750 to evaluate and grade the District's positions to determine compensation levels for 2022. Mr. Whicker seconded the motion. The motion passed 7-1-0 with Mrs. Palmer opposed.

CAC Report: Community Grant Recommendations, Fall 2021

Mr. Detwiler then noted that the Board Packet contained the notes from the Citizens Advisory Committee meeting held on October 19th as well as a Grant Summary Spreadsheet. He explained that five of the eight CAC members were in attendance at the meeting and noted that the committee recommended fully funding the three requests that scored the highest in the review process and to award partial funding for the other two requests.

Mr. Dawes made a motion to approve the Community Grant recommendations from the CAC, as presented. Mr. Lacey seconded the motion. Motion passed 8-0-0.

Public Comment

No public comments noted.

Board of Directors' Comments, Concerns & Questions

Mr. Gentry suggested that the District hold an informational meeting about the Lizton Recycling Center for residents. He noted that people would like to know what is going on. Mr. Detwiler agreed to do so.

Adjournment

Mr. Lacey made a motion for adjournment. Mrs. Palmer seconded the motion. Motion passed 8-0-0.

Meeting adjourned at approximately 7:57 a.m.

Daniel Bridget, President