

WARRICK COUNTY SOLID WASTE  
MANAGEMENT DISTRICT  
BOARD MEETING MINUTES 10-20-16  
12:00 p.m.

The Warrick County Solid Waste Management District meeting was called to order with Marlin Weisheit presiding. The call of roll showed the following to be present: Kristi Adams, Richard Reid, Marlin Weisheit, Don Williams and Mayor Charlie Wyatt. Also present were Todd Glass-District Attorney, Scott Anslinger, Jamie Kessner, Freddie Rowland, Michele Wallace and Trayce Wilson. Not in attendance was Greg Richmond and David Talley.

Public Comment: There was no public comment.

*Recess for Additional Appropriation Hearing at 12:02 p.m.*

Additional Appropriation Hearing: Trayce Wilson, SWMD Controller, addressed the Board. Trayce stated the District is asking for \$500,000 in additional appropriations from non-tax revenues to maintain operations through 2016; the main operational expense is for Express Employment which staffs the sorting line for the Processing Center. The ad-valorem tax revenues are in a separate account from the tipping fees and recycling revenues collected by the District. Mayor Charlie Wyatt made motion to adjourn the Additional Appropriation Hearing, seconded by Kristi Adams. Motion carried.

*Warrick County Solid Waste Mgmt. District Board Meeting Recalled to Order at 12:06 p.m.*

Minutes: Don Williams made motion to approve the September 15, 2016 minutes as submitted. Mayor Charlie Wyatt seconded motion. Motion carried 4-0. Richard Reid abstained. Approval of the September 30, 2016 minutes was tabled until next month because there was not a quorum of Board Members present from that meeting.

Controller's Report and Claims:

Trayce Wilson reported as of September 30, 2016 the District ended with a balance of \$1,109,636.79.

Trayce put forth the recommendation of \$500,000 in additional appropriations for Board approval. Mayor Charlie Wyatt made motion to approve the District's \$500,000 additional appropriation. Kristi Adams seconded motion. Motion carried 4-1. NAY- Richard Reid

Trayce also reported the District has claims totaling \$212,466.65 that need to be approved for payment. Don Williams made motion to approve both the Controller's Report as submitted and payment on all properly documented claims. Kristi Adams seconded motion. Motion carried 5-0.

Operations Manager's Report: Michele Wallace presented a printed informational report to the Board. Michele reported on issues being experienced with the scale printer and weigh control monitor; the printer was replaced after Premier Scales recommended it since it was cheaper than replacing the monitor and it might resolve the issue. Michele stated the printer and weigh counter box is the original system installed with the scales over 20 years ago; the printer is now experiencing delays after being replaced because the weigh control monitor needs replacement as well. Michele informed the Board that the cost of a new weigh monitor would be \$3,795.00 and recommended it be replaced so the scales could function fully without delay. Scott stated Premier Scales is the company who installed the District scales, has maintained it over the years and inspects it annually. Kristi Adams made motion to approve purchase of the new weigh

control unit for \$3,795.00 from Premier Scales. Marlin Weisheit seconded motion. Motion carried 5-0.

Michele also reported about an erosion issue at the Chandler Site due to water blanketing across the asphalt and meeting the soil during large rainfalls; this has caused several washouts under the chain link fencing. Michele informed the Board that District employees went and applied a bedding of #2 stone rock in an attempt to slow the water erosion; Michele stated she would continue to monitor the issue.

**Processing Center Foreman's Report:** Freddie Rowland addressed the Board. Freddie stated that 2,052,066 lbs. (1,026.03 tons) of recyclables have been processed, baled and stacked in the warehouse from January thru September 2016. During the same timeframe the amount of recyclables brought in through curbside (Advanced Disposal & Renewable Resources) and the District Sites is 2,537,338 lbs. (1,268.67 tons); contamination amounts at the Processing Center for the first nine months of 2016 have been 485,272 lbs. or 242.64 tons. Freddie stated the District has shipped 57 trucks of processed recyclables totaling 2,253,255 lbs. (1,126.63 tons) to brokers and/or mills in 2016, number 58 will go out tomorrow; 78,940 lbs. (39.47 tons) of scrap metal has been sold to J. Trockman & Sons from the Processing Center in 2016. Currently the Processing Center has collected \$82,652.69 in recycling revenues; Freddie has projected the revenue not yet received at \$30,063.00 for current shipments out. Freddie stated the value received for recyclables is increasing once the brokers and/or mills know the quality of materials the Processing Center sends.

**Superintendent's Report:**

Scott Anslinger reported:

- A. **Daniela Vidal, Director of USI Center for Applied Research:** Daniela Vidal addressed the Board and presented them with her proposal on developing a strategic plan for the District. This proposal is to provide a facilitated process for the development of a strategic plan for the District, which will result in the following outcomes: an updated strategic plan for the organization, established goals and strategies for the recycle center and a communication plan that needs assessment to achieve goals. Mrs. Vidal stated the design for this retreat will follow guidelines from "Good to Great" for the service sector and Simplex methodology. This will be a one day (6 hours) retreat to be held at the District's preferred location. Mrs. Vidal, a trained facilitator, will conduct the session and guide participants through a methodology to achieve desired outcomes. The fee for this facilitation is \$2,500 for the pre-work, sessions and final report. Mayor Charlie Wyatt made motion to approve Daniela Vidal and facilitation services from Center for Applied Research (CAR) at USI to assist with a strategic planning sessions to develop a Master Plan for SWMD, required statutorily by the State. Kristi Adams seconded motion. Motion carried 5-0.
- B. **Budget Update: October 6, 2016 Council Hearing :** Scott stated that on Thursday, October 6th David Hachmeister, Greg Richmond and Paul Rudolph voted to adopt the District's budget as submitted; Gary Meyer and Brad Overton voted against the motion and the motion failed. Scott stated that over some deliberation the County Council reduced the District's proposed budget by \$136,532 for 2017; the District's final budget was approved by County Council 5-0 at \$2,497,678. Two County Council members were absent on October 6th during budget discussions, Charlie Christmas and Allan Holweger. The final adoption of the District's 2017 Budget will be this evening Thursday, October 20th.

- C. **Morton Avenue Warehouse- Forklift Agreement:** Scott requested the Board table this item for further discussion until the submitted grant has been reviewed by IDEM. Don Williams made motion to table until the November 17th SWMD Board Meeting. Kristi Adams seconded motion. Motion carried.
- D. **Employee Handbook Change - Compensation for Overtime:** Scott presented the Board with some proposed handbook adjustments; Scott stated the District's handbook is lacking information about Compensation Time for full-time employees who work over 40 hours in a week. Scott stated when he developed the proposed compensatory pay paragraph D. on page 16 of the District's handbook he utilized the County's handbook as a guide. Todd Glass apologized that he did not review these proposed changes earlier but has since noticed that it needs to be rephrased in the most current edition of the District's handbook. Mr. Glass stated he will revise the handbook to reflect the updated law and language the County adopted and bring back to the Board for their review and approval at next month's meeting.
- E. **Job Description Changes - Controller & Operations Manager:** Scott presented the Board with revised job descriptions for two of the District's administrative positions, Operations Manager and Controller. Scott stated on December 1, 2016 new labor laws will be incorporated that reclassifies these two positions from "exempt" to "non-exempt" because their salaries are under the national minimal salary requirement for administrative professionals. Don Williams made motion to approve the 2 job descriptions as amended. Kristi Adams seconded motion. Motion carried 5-0.
- F. **Board Discussion - Drivers License Requirement:** Scott stated since August 2014 the scale attendants at Pelzer Road have held individuals drivers licenses until they weigh out in an attempt to stop drive offs from not paying. At the last Board Meeting, Mayor Charlie Wyatt requested alternatives to leaving drivers licenses/IDs and since then the scale attendants have been accepting either a signed check or a drivers license/ID. Mayor Charlie Wyatt apologized he left his research material for this topic at his meeting earlier today.

Reagan Fuquay, District Administrative Assistant, addressed the Board about any further questions or concerns. Reagan suggested the District have a Privacy Policy in place to reassure the individuals (customers) who have issues with leaving their drivers licenses/ID. Marlin Weisheit requested this item for discussion be placed on the agenda for the November SWMD Board Meeting.

- G. **Market Development Grant Update:** Scott stated that Carol Hagedorn has completed an application for the District attempting to receive grant funding from IDEM's Market Development Grant; the District's application was submitted on Monday, October 17th. Scott stated the Grant required to have a business plan attached to it that Daniela Vidal and her staff completed after meeting with District administrative staff; Scott also stated that a number of items in our 2017 proposed budget were placed into the Grant for 50% funding. Those items placed into the Grant were: ventilations fans in the Processing Center, the new used forklift, adjustments to the feeding system on the sorting line in an attempt to reduce labor costs, and further education through a mailer and with Studio Bee.
- H. **Other:** Jeremy Aigner with Renewable Resources addressed the Board. Mr. Aigner stated the customer base is right around 5,900 and growing daily. Mr. Aigner also stated the contamination issue is something they deal with regularly between the

Renewable drivers and customers, educating them on what is and what is not accepted through curbside recycling.

Attorney's Report:

Todd Glass reported:

- A. **Funding Mechanism Update:** Todd Glass presented the Board with Special Assessment Fee Procedures; Mr. Glass stated the SWMD Board signed an engagement agreement with Umbaugh & Associates on September 30, 2016 to do parcel study. Umbaugh is contracted to audit Warrick County real estate records in order to establish (1) the type of fee to be assessed, (2) the amount of fee to be assessed, and (3) the manner in which the fee will be assessed. Mr. Glass stated that Umbaugh communicated with the Sarah Redman, Warrick County Assessor on October 13, 2016 to determine software company used by Assessor. Doug Baldessari, Umbaugh & Associates, contacted Khris Seger at Thompson Reuter, the software company, to discuss what information/reports are needed from Pro Val in order to do the parcel study, Mr. Baldessari was advised that Mr. Seger will send information to him by the end of October 2016. Mr. Glass advised the Board he expects the parcel study of information received from Mr. Seger to be completed by Mr. Baldessari by the end of November 2016.

Other Business:

The next regular SWMD Board Meeting will be on November 17, 2016 at noon in the Commissioner's meeting room.

Adjournment: Richard Reid made motion to adjourn, seconded by Marlin Weisheit. Motion carried.

Submitted By:

Jamie Kessner

Administrative Assistant

Charles R. Wyatt  
Dave A. Tally  
Kristi Adams  
Don Williams  
Greg Rihmof  
Marlin Weisheit