

**RECYCLING & WASTE REDUCTION DISTRICT
BOARD OF DIRECTORS MEETING
MINUTES
December 20, 2016**

Members Present: Portage City Council Member Sue Lynch, Commissioner Laura Blaney, County Council Member Karen Conover, Kouts Town Council President Tim Jones, Commissioner Jeff Good

Staff: Therese Haller, Dawn Garmon, Steve Dolak, Donna Stuckert

CAC Members: Duane Davison, Jeanette Hicks, Walt Breitingner

Others: District Attorney Clay Patton

Absent: Commissioner John Evans, Mayor James Snyder

Council Member Lynch brought the meeting to order at 3:35.

Pledge of Allegiance was recited.

ROLL CALL of Board and CAC

RECOGNITION OF DEPARTING BOARD MEMBERS

Ms. Haller stated that although Jim Murphy had departed earlier in the year he was included in the recognition, along with John Evans. The **District** would present them with a vase denoting their years of service on the **District Board**.

RESOLUTION

R2016-07 HHW Asset Exchange

Ms. Haller stated the interlocal agency known as the Lake Michigan Districts Hazardous Waste Group would dissolve at the end of the year. HHW collections would still continue under the direction of the **District** cutting the cost of administration of that program. The capital assets of the agency were identified and valued with current valuation tools and it was determined that Porter County could use the semi-trailer for use with the semi-tractor the **District** had received from the Highway Department, LaPorte County was interested in the pick-up truck and the 16' trailer. The assets were valued and then the percentage of ownership was determined, as had been done in the past; 30% was owned by Porter County, 30% by LaPorte County and 40% owned by Lake County. A resolution was then written up as to how much Porter County would pay to Lake and LaPorte Counties for the portion of the assets to be received. All three counties would be doing similar documents per State Board of Accounts requirements.

Council Member Jones made a motion to approve the resolution. **Commissioner Blaney** seconded, motion carried unanimously.

R2016-08 Year End Transfers

Ms. Haller stated that it was a common practice to transfer funds at the end of the year. A lot of funds were transferred to contractual services to pay for the electronics collection program. There were transfers within and between major categories for both the general fund and the non-reverting capital fund.

Council Member Conover made a motion to approve. **Council Member Jones** seconded, motion carried unanimously.

APPROVAL OF MINUTES & FINANCIALS

Minutes – July 20, 2016

Commissioner Good made a motion to approve the minutes. **Council Blaney** seconded, motion carried unanimously.

Financials – November 2016

The **District** would still come in under budget for the year even with the planned encumbrances. **Commissioner Good** made a motion to approve the financials. **Commissioner Blaney** seconded, motion carried unanimously.

OLD BUSINESS

Adoption of Internal Controls

The final draft of the internal controls was finished and needed to be approved by the **Board**. Everyone stated that they had watched the video from SBOA.

Council Member Conover made a motion to approve the Internal Controls documents. **Commissioner Good** seconded, motion carried unanimously.

NEW BUSINESS

Agreements up for Renewal

User Fee Collection with Porter County

Ms. Haller stated that Attorney Patton had worked with the county attorney, the auditor and treasurer regarding the user fee collection agreement. It had been requested that the **District Board** pass the agreement first and then it would go to the commissioners for approval. It was a two-year agreement. Any payments to the county entities noted would be directly related to the cost of collecting the fee.

Commissioner Blaney made a motion to approve the agreement. **Council Member Jones** seconded, motion carried unanimously.

Compost Sites – Chesterton, Portage, Valparaiso

Ms. Haller explained that the District had working agreements for the three compost sites which stated who was responsible to do what at those sites, as well as cost sharing for the grinding of brush. The amount was the same as what was already in the District budget and the same as in the past year. Valparaiso would receive up to \$40,000, Portage up to \$40,000, and Chesterton up to \$20,000.

Council Member Lynch stated that Portage had not yet gotten the Portage site up to where it needed to be to be used by the general public and would not be open to the public until 2018.

Commissioner Good asked that before the vote was taken if **Ms. Haller** or staff would give the **Board** an idea as to where the sites were in regards to capacity, workability, etc. He stated that the Commissioners were looking at a lot of different things with regards to physical plans and other things with different departments and they would like to know where the **District** was status wise with the compost site yards.

Ms. Haller explained that of the three sites, only Valparaiso was open to the public. Each one operates different from the others. The Valparaiso site was owned by the City of Valparaiso and manned by **District** personnel. The Chesterton site for years was open to the public and was owned by the Town of Chesterton with the **District** being the registrant at that site, however because Chesterton's capacity was overwhelming the site, it was closed to the public. The Portage compost site was designed and a part of the

engineering to make it a workable site wasn't quite fully done to specs requiring corrections. Some of it was access points, but also the asphalt base was not good enough and was getting a pooling of water in places that affects the compost. Those issues are being addressed stated **Council Member Lynch**.

Ms. Haller stated that if the ultimate question was if the county need a compost site at the north end of the county that there was a very small segment of the population that would say yes. But when public meetings were held regarding the issue only five people showed up. It was hard to gage what that need was. Ms. Haller noted it might be a better vision for the **Board** to have compost site with a permanent building to receive HHW so people could drop off hazardous materials year round.

Mr. Dolak stated that the Valparaiso compost site was full to capacity at the current time, as well as the Boone Grove site.

Council Member Lynch stated that she believed the Portage site was only about 8 acres and when it opens to the public she believed it would fill up quickly.

The discussion turned to funding and **Ms. Haller** stated that the **District** was only allowed to have certain types of funds. That being a general fund, rainy day fund, non-reverting fund and there may be one or two others. She continued that the **District** was accumulating funds and it was a staff goal to be able to contribute funds to a building where the **District** was permanent and not taking up space in the county building.

Commissioner Good stated that he believed all the commissioners agree that the District was a value added and needed function of county government. However, in today's world everything was getting more costly and he believed they had to start thinking out-of-the-box and figure out ways to bring some efficiencies, still provide the high level of service that was wanted, but try to create some efficiencies in places and buildings and those type of things.

Council Member Lynch asked for a motion on the Valparaiso Compost site agreement.

Council Member Jones made a motion to approve the agreement for the Valparaiso site.

Commissioner Good seconded, motion carried unanimously.

Council Member Conover made a motion to approve the agreement for the Crocker site.

Commissioner Good seconded, motion carried unanimously.

Council Member Jones made a motion to approve the Portage site agreement.

Commissioner Good seconded, motion carried unanimously.

Commission Good asked **Council Member Lynch** if there was any idea how much it would cost to bring the Portage site up to speed. They were not looking to pay for anything, but from a barrier stand point to get the place up and running what the dollar cost would be. He stated he was just curious.

Council Member Lynch stated that she would get that information for him.

January Board Meeting in 2017

Commissioner Good stated the commissioners had established their meeting schedule for 2017 and there was a departure from the standard meeting of twice a month and they would be meeting every three weeks instead of every two weeks. There may be special meetings to discuss maybe just one issue. They would all be at 10:00 a.m.

Ms. Haller inquired as to what meetings would follow the commissioners meetings.

Commissioner Good stated the plan commission and storm water management board would always be right after the commissioners meetings. There was an opportunity to possibly set up a special meeting for the **District Board** if that were needed.

Ms. Haller stated that it was for the **Board** to decide when they wanted to meet. She suggested possibly 1:00 p.m. on the day of the commissioners meetings.

Ms. Haller further suggested that at least for January to set the meeting for January 10, at 1:00 p.m. Everyone agreed to that day and time.

ANNOUNCEMENTS

Ms. Haller stated that a couple of things that she would be bringing to the **Board** in January would be the bid for the HHW collection and the electronics collection.

Mr. Davison took a minute to let the commissioners know that another Master Recycler class would be starting soon and how beneficial the class would be if they had the opportunity to attend, or at least attend the tours.

Donna Stuckert would inform the Board as to the dates of the class and any tours that would be included in case they had the opportunity to attend.

Mr. Davison asked either **Council Member Lynch** or **Ms. Haller** to update the **Board** on the reuse collection.

Ms. Haller stated that the reuse fair was to engage the non-profits seeking items that others might be considering throwing away. Those items were then listed for the public to bring to the collection for each of the participating non-profit and school organizations. There were 10 vendors that participated and a lot of items that were needed were received.

Ms. Haller stated that there would also be some upcoming rain barrel workshops in accordance with the grant that was received for water quality. That was being done in partnership with the local MS4s. There would be one in Portage, one in Valparaiso, and one held in Chesterton. They would be held in March.

Mr. Davison stated that there would be a **CAC** meeting following the **Board** meeting and invited members of the board to attend if possible.

He continued that the Earth Day Celebration would be on Earth Day, April 22.

He stated that **Commissioner Good** had alluded to some challenges that Valparaiso was facing financially regarding their recycling collections. That would be talked about at the CAC meeting.

Council Member Lynch stated that she believed it showed how successful the District was, because so many people are now recycling that there was a lot more material being collected and that it was becoming a financial problem to keep up with the volumes.

Next Board meeting – January 10, 2017 at 1:00 p.m.

ADJOURNMENT

There being no further business, **Council Member Conover** made a motion to adjourn the meeting. **Commissioner Good** seconded, motion carried unanimously. The meeting adjourned at 4:40.