

**RECYCLING & WASTE REDUCTION DISTRICT
BOARD OF DIRECTORS MEETING
MINUTES
January 10, 2017**

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

Staff: Therese Haller, Dawn Garmon, Steve Dolak, Jeannie McCall

CAC Members: Duane Davison, Walt Breitingner

Others: District Attorney Clay Patton

Absent: Mayor James Snyder, County Council Member Karen Conover

Council Member Lynch brought the meeting to order at 1:05

Pledge of Allegiance was recited.

ROLL CALL - Board and CAC Members

ORGANIZATION

Chair

Commissioner Blaney nominated **Council Member Lynch**. **Commissioner Biggs** seconded, motion carried unanimously.

Vice-Chair

Commissioner Blaney nominated **Council Member Conover**. **Commissioner Biggs** seconded, motion carried unanimously.

APPROVAL OF MINUTES & FINANCIALS

Financials – December 2016

Ms. Haller stated that the **District** was under budget in 2016 by about \$54,000-\$55,000, making funds able to be encumbered for some services. At the end of the year the **District** had about \$1,000,000 in its collective funds-general fund and non-reverting capital fund. The 2017 budget expenditures is anticipated to be about 1.4 million therefore at least \$700,000 of the year end cash is needed for the first half of 2017 (until the first tax draw in June). That leaves approximately \$300,000 of funds available for special projects for the **District**.

Commissioner Biggs asked about a fund in the event of a major storm where a municipality might ask for assistance.

Ms. Haller stated the **District** would have to look into what kind of funds the **District** was allowed to have per SBOA. She believed the **District** was more restricted in the type of funds it could have than was the county or a municipality.

Attorney Patton stated that the risk would be that a municipality may turn to the **District** for funds rather than use any of their own.

Ms. Haller stated she would let the **Board** know about other funds that the **District** may be allowed to have.

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

NEW BUSINESS

Encumbrances

Ms. Haller stated the **District** encumbered 2016 funds to pay 2016 bills that were received late in 2016/early 2017. The encumbrances for the general fund were about \$12,000 and about \$20,000 in the non-reverting capital fund. The non-reverting capital fund was to pay for two more roll-offs that were being rotated out of the **District** stock of roll-offs, as well as a fence that was put up at the recycle site on Hwy. 30 at the Weiss property, Strack & VanTil.

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

Establish 2017 Schedule

Ms. Haller stated that included in the **Board** packet was the commissioners' meeting schedule for 2017. The **District Board** is required at a minimum to meet to discuss the budget, which would be a June or July date. In the past the **Board** had met quarterly with an additional meeting in December for year-end business.

It was decided to continue to meet quarterly with an additional meeting in December. If any additional meetings were needed they would be scheduled as necessary. **Ms. Haller** was instructed to set a date each quarter that followed the first commissioners' meeting of the quarter at 1:00 pm and to send out a notice to the **Board** members, to get them locked into those dates now.

Hazardous Waste and Electronics Recycling Services

Ms. Haller stated that the **District** had recently put out an RFP for hazardous waste service due to the fact that the tri-county agreement had ended at the end of 2016. Also, the **District** had been operating under emergency service agreement for electronics recycling for the past year; electronics recycling service was also put out for bid. **Ms. Haller** requested a special meeting be held on January 31, to review the bids and make a determination. It would be a single purpose meeting. It was set for January 31, 2017 at 1:00 p.m.

Commissioner Good asked about a past meeting were the markets were discussed and wanted to know if any of that had changed.

Ms. Haller stated that the metal markets were about the same, but the problem was the processing, handling and marketing of CRT glass.

Compost Discussion

Ms. Haller stated that there were some questions at the last meeting about the public use of the compost sites. She had sent the **Board** an email that gave the public activity for 2016 at both the Boone Grove compost site and the Valparaiso compost site. It showed what kind of material was going into the sites, as well as where the people were from. She stated that she had also showed the spending for the program and the biggest cost was for contractual services for the grinding. The **District** paid for the grinding of the material that was brought into the sites from the county residents, which was tracked. Also, the **District** had agreements with the municipal compost site operators to subsidize the grinding of their material. So, of the \$140,000 spent for the program, \$100,000 was the agreements with those municipalities.

Commissioner Good stated that it sounded like there were some additional discussions needed with the City of Portage to find out where we were going from there. He believed there was some problem solving to be done.

Council Member Lynch stated that she believed they were trying to work it out, but that the issue had just come up last week and everyone was caught off guard and they have to work through that.

Commissioner Good said he would say the sooner the better, because depending on what happened with that property, we may be left with some issues. If we have to go do something else, the more time there was to plan and do what would need to be done, the better. He stated that the **Board** had given Portage till the end of 2016 and he wanted to be sure the commitment to north county was being addressed.

Council Member Lynch stated that the site was 16 acres and it was a matter of getting the legal issue of the property ownership taken care of.

Commissioner Biggs asked if there were to be some major storm damage this spring would the current sites be capable of taking that material.

Ms. Haller stated that there was not a plan for that at compost sites in Porter County. Depending on the size of an event, it could overwhelm the sites.

Commissioner Good asked the **Board** to give some direction to the **District** staff to meet with EMA regarding those issues. Maybe there is property the county owns that could be used for an emergency.

Ms. Haller stated that she would reach out to Russ Shirley at EMA.

Commissioner Good stated that EMA could help to put together a plan, but he believed

Ms. Haller had been around long enough to be able to do that herself. However, the biggest hurdle would be to find a piece of property to house that amount.

Ms. Haller stated she should get EMA involved if federal dollars may be asked for.

There was a lot that went into the planning for an emergency, such as a hauler for HHW and waste, management and separation of the material coming in, etc.

Commissioner Biggs stated it would be good if a plan were already in place if an emergency happened.

Commissioner Good stated that there could possibly be two or three sites that the county owned that could be used in case of emergency.

Commissioner Biggs stated that he wanted to be in a position that if something happened that the **District** knew exactly what to do.

Ms. Haller stated that it really did need to dovetail into EMA because of emergency responders and managing debris recovery sites properly. She further stated that she would contact Russ Shirley from EMA to discuss.

ANNOUNCEMENTS

Ms. Haller stated that the **District** had been going through its asset review to insure that what was posted on the **District** asset program was what was on the DLGF site, and what was insured.

She also informed the Board that the **District** brochure had been translated into Spanish. There was a limited quantity and the **District** was looking at the communities to see where the brochures can be distributed to be most impactful.

Commissioner Good stated he would get a handful for a couple of properties that he had that employed some Spanish people in housekeeping where there was a whole recycle program set up.

It was noted that the District was not discontinuing the HHW program, but staff recommended that the District step away from providing what had been known as the One-Stop-Drop. That collection held in May and people brought, for their convenience,

appliances, electronics and tires. Those three items did have other outlets all year round. This was being recommended in an attempt to make the wait times less cumbersome for people when they bring their HHW. **Ms. Haller** asked the Board if they wanted the District to keep taking tires.

Commissioner Blaney asked how much it cost the **District** to take the tires.

Ms. Haller stated that it was about \$3,500. The **District** also accepts tires from municipalities at that collection. Prior to the collection day, the **District** contacts Porter County municipalities and county highway to accept tires they may have on hand at that time.

Commissioner Blaney inquired as to the number of tires that were collected each year.

Ms. Haller replied about 1,200.

The **Board** decided that the District should continue the tire collection.

Council Member Lynch recognized the **CAC**.

Mr. Davison then welcomed **Commissioner Biggs** to the **Board**. He introduced himself and Mr. Breitinger. He invited **Commissioner Biggs**, as well as the other Board members to take part in the Master Recycler class, at least some of the field trips that would be offered. He also asked them to come out and take part in the Earth Day Event that the **District** held yearly. This year it would be on April 22, which was actually Earth Day.

Commissioner Biggs stated he would be there for sure.

Mr. Davison further stated he was glad that the **Board** decided to continue with the tire collection. The **District's** most valuable services were for goods that people could not easily dispose of or had to pay to do so. **Mr. Davison** inquired as to the amount of appliances that had been collected in the past.

Ms. Haller stated that the Reuse Fair would be combined with Earth Day this year.

ADJOURNMENT

There being no further business, **Commissioner Biggs** made a motion to adjourn the meeting. **Commissioner Good** seconded, motion carried unanimously. The meeting adjourned at 1:45.