

**RECYCLING & WASTE REDUCTION DISTRICT
BOARD OF DIRECTORS MEETING
MINUTES
July 12, 2016**

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

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

CAC Members: Duane Davison, Neil Samahon

Others: District Attorney Clay Patton

Absent: Commissioner John Evans, Commissioner Jeff Good

Council Member Lynch brought the meeting to order at 3:40.

Pledge of Allegiance was recited.

Roll call of the Board.

APPROVAL OF MINUTES & FINANCIALS

Minutes – June 2016

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

Financials – June 2016

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

OLD BUSINESS

Proposed 2017 Budget

Ms. Davis stated she had met with **Board Chair Lynch** and **CAC Chair Davison** to discuss the proposed budget that was in front of the **Board**. There were two main funds; the general fund and the non-reverting capital fund. The projected revenue is the user fees as the main source of funding along with the Lake Michigan Coastal Group Grant to promote water quality education (final signatures still pending). The grant will provide an additional income stream of \$37,000 that the **District** had not seen in the past year. After the expected expenditures, which would include transfer to the non-reverting capital fund, the **District** was projected to be in a very good position. The **District** may be able, going forward, to invest some more money as funds are available, but there was a very good steady cash follow as far as the projection was concerned.

The Coastal Grant was for specific items including the purchase of rain barrels that the **District** gives to the schools to paint for Earth Day, rain barrels for local community projects, some rain barrel classes, to help supplement the cost of rain barrels to the residents, a coloring book in partnership with the Parks Program and the MS4 groups to help educate about water quality, and a large table model of a waterscape. The waterscape would walk users through the process of water flow, for example pollution

goes down the local drain at the curb, to where it ends up in a local pond or stream. The grant was specific to those things.

Ms. Davis continued with other items of note. She stated that she would really like to see an increase for three of the **District** positions. Two are currently salary and she would like to move the Administrative Assistant to salary. She continued that she had provided the **Board** with a spread sheet that showed average salaries for comparable positions in the other county departments for the administrative assistant position and then other counties for the educator and public outreach positions. She would like to increase the public outreach position and the administrative assistant position to \$38,000 and the educator position to \$36,000. The impact to the budget for total overall personal services would be an increase of \$2,000. The last year budget had allowed for a part-time educator that was not currently needed.

Council Member Conover requested that **Ms. Davis** put in very simple terms what she had stated regarding the salary increases and the spread sheet comparisons, along with a reminder that it was not county general funds that the money would come out of, with the budget that was to be turned in to the county council for approval.

Another item of note was about the grant. The **District** would be receiving \$37,000 worth of revenue, but actual expenditures would need to be made first. The actual increase to the budget expenditures would be \$31,000 for things and then the difference would be in-kind personnel costs.

Grinding costs were also budgeted for to assist the communities because of the compost site relationships.

Also, the elimination of the administrative level of the HHW Program would be absorbed in-house and would save approximately \$55,000. That also helps justify some of the increase because now personnel would help to pick up the work load, scheduling, monitoring and just administering the whole HHW Program. Also included was the addition of necessary funding for electronics recycling, estimated to be \$100,000.

The bottom line is the budget increased by \$54,000 from the prior year. The revenue will there to support it as it is fee based and not a part of the county general fund.

There was a question by **Commissioner Blaney** regarding health insurance. **Ms. Davis** replied that the **District** had received a memo regarding the insurance and it had remained the same.

Board Chair Lynch stated that when she and **CAC Chair Davison Mr. Davison** had spoken with **Ms. Davis**, **Ms. Davis** felt that the **District** would be able to handle the electronic costs for another year. However, no one was sure where it was going or what was going to happen with that industry. They didn't know what the numbers were going to do and if they were going to still be willing to take the items or if the fee may increase to the point that the **District** would have to end up passing that on to the residents and cities.

Commissioner Blaney made a motion to accept the budget with the explanation letter to the County Council. **Council Member Conover** seconded, motion carried unanimously.

Ms. Davis stated there was one other item that she wanted to bring before the Board. In assisting the other municipalities which have compost site agreements with grinding costs, she asked to board to consider assisting the Town of Porter. Porter is a collection point for electronics for all Porter County residents and they loan the District their large directional sign for HHW collections. During that whole process of getting bids for the grinding, the Town of Porter also got a bid from Republic Services to clear out compost and debris that they had collected in their little yard. They had asked if the **District** would help them with that cost. They received an invoice of \$2,175. **Ms. Davis** presented the **Board** with an invoice for their consideration.

Council Member Conover made a motion to pay the invoice for the Town of Porter in the amount of \$2,175. **Council Member Jones** seconded, motion carried unanimously.

Ms. Davis stated that **Ms. Stuckert** had some new programs she had been working on and she had asked her to share that with the **Board**.

Ms. Stuckert explained that there would be a Reuse Fair on September 24th. With the help of **Council Member Sue Lynch** it will be held at St. Peter's Church in Portage. She stated that the Reuse Fair concept is very successful in Canada. It wasn't like a Good Will which accepts anything. The **District** was working with organizations that were interested in specific used items. They gave the **District** a wish list of items they could use and the **District** had promoted and asked for those specific items. It will bring attention to reusing and repurposing.

Two weeks later the **District** will be having a Halloween Costume Swap at the Valparaiso Public Library. It had been successful with the Lake County Solid Waste District.

Then the **District** may hold a Halloween Pumpkin Pitch, which has been successful in Illinois. It would consist of people bringing in their pumpkins to be collected in a dumpster. The **District** may take Halloween costumes at that time also.

Council Member Conover recognized **Duane Davison** for his work on the **CAC**. He had been a part of the **CAC** for a long time. His hard work and enthusiasm was greatly appreciated by the **Board**.

ANNOUNCEMENTS

Next Board meeting – October 18, 2016 - 3:30 pm

ADJOURNMENT

There being no further business, **Council Member Conover** made a motion to adjourn the meeting. **Council Member Jones** seconded, motion carried unanimously. The meeting adjourned at 4:04.