

**RECYCLING & WASTE REDUCTION DISTRICT  
BOARD OF DIRECTORS MEETING  
MINUTES  
June 14, 2016**

**Members Present:** Portage City Council Member Sue Lynch, Commissioner Laura Blaney, Commissioner Jeff Good, County Council Member Karen Conover, Portage Mayor James Snyder (arrived 10 minutes late)

**Staff:** Therese Davis, Dawn Garmon, Jeannie McCall, Steve Dolak, Donna Stuckert, Tom Buford

**CAC Members:** Duane Davison

**Others:** District Attorney Clay Patton, Camden Davison

**Absent:** Commissioner John Evans,

**Council Member Lynch** brought the meeting to order at 3:37.

Pledge of Allegiance was recited.

**Roll call of the Board.**

**APPROVAL OF MINUTES & FINANCIALS**

**Minutes – February 2016**

**Financials – May 2016**

**County Council Member Conover** made a motion to approve the minutes and financials. **Commissioner Good** seconded, motion carried unanimously.

**ORDINANCES AND RESOLUTIONS**

**Ms. Davis** explained that the proposed resolutions were concerning the State Board of Accounts mandate for written internal controls policy. The **District** had been adhering to the practices addressed in the resolutions; however they had never been formally written and adopted.

**Resolution 2016-03 – Credit Card Policy**

**County Council Member Conover** made a motion to approve the credit card policy. **Commissioner Blaney** seconded, motion carried unanimously.

**Resolution 2016-04 – Travel Policy**

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

**Resolution 2016-05 – Internal Controls**

**Ms. Davis** stated that there was a blank on item number 1 as to the time frame that the **District** would need to come back to the **Board** with some internal control standards. She stated that the **District** had internal controls that were ongoing. However, the resolution stated that all of that information would be pulled together and held it in one binder. She recommended that before the end of the year would be a good target date.

It was agreed that December 31, 2016 would be used as the target date to have a written binder containing all of the internal controls used by the **District**.

**Commissioner Blaney** made a motion to approve the internal controls using December 31, 2016 as the target date. **County Council Member Conover** seconded, motion carried unanimously.

### **Resolution 2016-06 – Materiality Policy**

**Ms. Davis** explained that there were two blanks on the document, item number 2 and item number 3. Regarding an amount for item number 2, Ms. Davis had spoken with State Board of Accounts to inquire as to what amount was common for notification to them if there were shortages of fund or cash other than errors. They had stated that it would be an indication of fraud and it would be their recommendation to put it as \$0. For item number three, that would be for assets, and they suggested a \$50 floor.

**Commissioner Blaney** made a motion to approve the materiality policy with \$0 for item number 2 and \$50 for item number 3. **County Council Member Conover** seconded, motion carried unanimously.

### **OLD BUSINESS**

#### **Electronics Recycling Service Interim Period Activity**

**Ms. Davis** explained that the service for electronics was still in an interim period as was the intent of the emergency services resolution to continue service for the residents in the county as the **District** was trying to find funding for it. She further stated that the interim period costs were reasonable. If those costs were projected out through the rest of the year, it may be about \$80,000 annually if the participation levels remained the same. That was better than first anticipated not knowing what the historical costs per commodity had been. There was one more month before the **Board** would decide whether to engage in a contract or not.

Ms. Davis indicated the **District** was happy with the service.

**Commissioner Blaney** asked how the rebate worked.

**Ms. Davis** explained that some materials the **District** got charged for because there was a cost for the company to market and get rid of, while other materials, like copper wire for example, that was worth more to the company and the **District** received a rebate on those in the form of a credit on the billed amount.

### **NEW BUSINESS**

#### **Jim Murphy Resignation**

**Ms. Davis** stated that Jim Murphy had submitted his letter of resignation to the Board because he was relocating to Florida. It was his recommendation that Tim Jones, President of the Town Council in Kouts, fill his vacancy. The **District** had a good relationship with Mr. Jones and he understood what the **District** does. According to code the county executive body had to appoint the other municipal representative to the Board.

**Commissioner Good** made a motion to have Tim Jones, President of the Town Council in Kouts as a representative on the **Board**. **Commissioner Blaney** seconded. The motion carried unanimously.

### **Extend Chesterton Compost Agreement Through End of December 31, 2016.**

**Ms. Davis** explained that extending the agreement with Chesterton would put Chesterton on the same schedule for agreement renewal as Valparaiso and Portage.

**Mayor Snyder** made a motion to extend the compost agreement with Chesterton until the end of the year. **County Council Member Conover** seconded, motion carried unanimously.

### **HHW Cooperative Dissolution**

**Ms. Davis** stated that for 21 years the Solid Waste District of Porter County, Laporte County and Lake County were partners in the Lake Michigan District Household Hazardous Waste interlocal agreement. As all Districts were struggling with budgets and Lake County looking to streamline their own operations, Lake County informed the other two counties know that they were not renewing the agreement beyond 2016. They would be coordinating and organizing those events in-house, but they would still contract with a service provider. **Ms. Davis** had talked with LaPorte County regarding the two remaining Districts continuing in the same manner as in the past, however since Lake County paid for the greater share of overhead costs, it would be too burdensome for the remaining Districts to absorb those costs. She would be meeting with the directors of Lake and Laporte County Solid Waste District to discuss assets and dissolution.

**Mayor Snyder** made a motion to approve the dissolution. **Commissioner Blaney** seconded. The motion carried unanimously.

### **2015 Annual Report**

**Ms. Davis** had emailed the report to the Board in May and hoped that the Board members had a chance to review it. The information in the report was similar to recent annual reports, providing statistics and data over the last five years of District activity.

**County Council Member Conover** made a motion to accept the 2015 annual report. **Commissioner Good** seconded. The motion carried unanimously.

### **Preparation of 2017 Budget**

**Ms. Davis** had been working on the 2017 budget and asked that a **Board** member and **CAC** member meet with her once to review it and then she would bring it back to the **Board** on July 12<sup>th</sup> for their approval to pass it on to the council. **Portage City Council Member Lynch** stated she would do meet to review the budget in advance of the next Board meeting. **Ms. Davis** stated that she knew **Mr. Davison** would also be willing to do that.

### **ANNOUNCEMENTS**

**Next Board meeting** – July 19, 2016 - 3:30 pm

The commissioners were only having one meeting on July 12<sup>th</sup>, so it was decided to stay with the meeting following that schedule. That worked well for everyone and the decision was made to have the next Board meeting on July 12, at 3:30 pm

**Ms. Davis** stated that quotes for grinding at the compost sites had been received. There were two bidders that participated. The District had chosen to go with Homer Tree Service.

**Mayor Snyder** stated that Portage official met earlier in the day and were going to use the grindings on site so there would be no need to dispose of any of their material.

**Ms. Davis** also stated that at the end of the year Valparaiso, Chesterton and Portage would need to renegotiate the contracts for the **District** to assist them with the cost of the grinding service.

**Mr. Davison** stated that with the volume of electronics recycling still coming in the **District** was really filling a void. It was unfortunate that the **District** had been kind of thrown for a loop from the previous vendor regarding charges, but the program was really necessary and he thanked the **Board** for their support on the matter. He continued that at the next **CAC** meeting he would be encouraging the **CAC** members to be in touch with the **Board** member they represented for the **CAC** to make sure everyone was on the same page; **Board** members should anticipate a call from their **CAC** representative. He stated that, finally, he wanted to encourage Board members to take part in the upcoming Master Recycler Program this fall, starting in September. The **Board** could take part in one tour or all of them, but that was not a must.

**Portage City Council Member Lynch** thanked **Mr. Davison** for his comments.

**Ms. Davis** then stated that the first collection for HHW in the City of Portage would be Saturday, June 18.

#### **ADJOURNMENT**

There being no further business, **Mayor Snyder** made a motion to adjourn the meeting. **County Council Member Conover** seconded, motion carried unanimously. The meeting adjourned at 4:08.