

**RECYCLING & WASTE REDUCTION DISTRICT  
BOARD OF DIRECTORS MEETING  
MINUTES  
January 16, 2018**

**Members Present:** Portage City Council Member Sue Lynch, Commissioner Laura Blaney, Commissioner Jim Biggs, County Council Member Karen Conover, Commissioner Jeff Good

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

**CAC Members:** Duane Davison, Reggie Korthals, Jeanette Hicks

**Others:** District Attorney Clay Patton, Nora Sasser

**Absent:** Mayor James Snyder, Kouts Town Council President Tim Jones

**Council Member Lynch** brought the meeting to order at 1:10

**Pledge of Allegiance was recited.**

**ROLL CALL - Board**

**REORGANIZATION**

**Chair**

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

**Vice-Chair**

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

**Other – Finance/Budget, Planning**

**Ms. Haller** stated that the chair and vice-chair were statutorily required, but based on some of the conversations that had been happening she asked if the **Board** wanted to designate specific **Board** members to really drill down on some planning issues and/or financing/budget which ties to planning. To get a more focused liaison other than the chair person to talk about planning and moving forward. She stated that there was an audit for 2012-2016 and some of the internal control questions the SBOA asked were about a finance committee. She stated that the **Board** in general was the finance committee. It was decided that the **Board** was happy with the way things were and that it was working as is.

**AUDIT 2012-2016**

**Ms. Haller** stated that there had been a four year audit for 2012-2016 recently completed before the end of the year. **Council Member Sue Lynch** was there as the chair-person. SBOA now has an introductory interview and then an exit interview. Everything was fine, the books were appropriate. They found no evidence of fraud. An official written document would be published. There were no exceptions. **Council Member Sue Lynch** stated that the audit was great.

## **MASTER RECYCLER**

**Council Member Sue Lynch** stated that there was a master recycler in attendance at the meeting who had earned her master recycler's certificate and was there to receive her award. **Ms. Haller** stated that Nora Sasse had been very active in helping the **District** at events with booth space. She volunteered all the time for the last several years. The Board thanked her for her service to the **District**.

## **APPROVAL OF MINUTES & FINANCIALS**

### **Minutes – October 3, 2017**

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

### **Financials – December 31, 2017**

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

**Ms. Haller** stated that the **District** had come in under budget and was able to encumber some funds forward for bills that came in late December.

## **RESOLUTIONS**

### **Resolution 2018-01 – 2017 Year End Transfers**

**Ms. Haller** stated that the District transfers were done at the end of the year since the Board meets quarterly. That was the normal business that was done every year. In the Non-Reverting Capital fund some of the transfers there were for machinery and equipment that was encumbered funds to pay for some drop-off recycling bins.

**Commissioner Good** made a motion to approve the year end transfers. **Council Member Conover** seconded, motion carried unanimously.

### **Resolution 2018-02 – Encumbrances**

**Ms. Haller** stated that, timing wise, those were some things that came in at the end of the month that would be paid in January.

**Commissioner Good** made a motion to approve the year end transfers. **Council Member Conover** seconded, motion carried unanimously.

## **NEW BUSINESS**

### **Encumbrances**

**Ms. Haller** stated that encumbering dollars for the recycling bin replacements would free the **District** up to purchase the containers that were in the rotation of equipment schedule.

### **Legal Contract**

**Commissioner Blaney** made a motion to approve the legal contract with Osan & Patton. **Council Member Conover** seconded, motion carried unanimously.

### **Employment Contract**

**Council Member Conover** made a motion to approve the employment contract with **Ms. Haller**. **Commissioner Biggs** seconded, motion carried unanimously.

### **Household Hazardous Waste Collection Contract – continuation**

**Ms. Haller** explained that the **District** had a contract with Tradebe and she only photo copied the face of the contract that stated that the **District** had the option to renew the contract for two more years on a one year basis. She stated she would like to renew the contract as the program had gone well in 2017 and saved money on the program. She was happy with the service they were providing and would like to continue the contract for at least one more year.

**Council Member Conover** made a motion to continue the contract for another year. **Commissioner Biggs** seconded, motion carried unanimously.

### **Portage Drop-off Recycling Site**

**Ms. Haller** stated that for over ten years the **District** had enjoyed the partnership with the Portage Twp. School Corp. to have the drop-off recycling location in Portage at the Willow Creek School campus. However, they had changed their thoughts about the use of the property and asked the District to vacate that location. The **District** complied and that was done on 12-29-17. She had been in talks with the Mayor's office about a potential new location, so the **District** had to go before the redevelopment commission to get approval for that. Basically, it would be where the old police department was razed, but the parking lot was still there so it would be in that parking lot for some time, maybe with some vision of maybe a more permanent location five or so years down the road, but that was another project that was just in the discussion stage.

**Council Member Lynch** stated that she had some concerns about the possible future site. They would need to talk about that, but that was some time down the road.

**Ms. Haller** stated that in the meantime the **District** would be putting up some kind of fencing as had been done with some of the other locations. So that has to work through the process with the redevelopment commission and of course with this type of weather the **District** would not be putting up a fence until at least after March 12, 2018.

There were signs put up at the old location directing people to use the other sites available and the public had been pretty respectful of that.

### **North County Compost – Planning**

There was some information put in the **Board** packet. The City of Portage still intended to partner with the **District** in their long term goal to have a compost site.

**Commissioner Good** asked what long term meant since the **District** had been already waiting for three years.

**Ms. Haller** stated that the goal was that they had to determine the property ownership. In the meantime to try to be in the spirit of their previous agreement they would let the general public go to their public works yard to drop off yard waste.

**Council Member Lynch** stated that she had talked to John Hannon about that recently, and it looked like they were close to an agreement with NIPSCO at this point. She was hoping that by the end of the year last year it would be settled, so she believed it was close. There had been \$60,000-70,000 worth of grinding done there and Portage had rented a screener and some of it was even taken to Valpo when they ran out of compost.

**Commissioner Good** stated he was glad that was coming to an end, because he goes back to the beginning when this all happened and the grinder the **District** wanted to purchase and all that other stuff and it was a little disturbing. He was glad they were getting to the end. He thanked **Council Member Lynch**.

**Council Member Lynch** stated that they did have all of the permits once the title issue was resolved.

**Ms. Haller** stated that planning and preparation there had been a lot of engineered plans for clearing the site and expanding into another parcel. **Ms. Haller** continued that the

important question was if that falls by the way side and that relationship doesn't develop, then does the county, i.e. the **District**, need a north county compost site.

**Commissioner Good** stated that he believed so. He continued that 50+% of the population lived north of Hwy. 30.

**Ms. Haller** stated that the **District** had identified some potential parcels. Obviously, they were parcels that the county owned that have potential. She just wanted to let the **Board** know the **District** was up to speed on the issue. It was just a matter of where the relationship with Portage goes. That would be the ideal solution, however for Pine Twp. and Westchester Twp. it was still a bit of a travel for them.

**Commissioner Good** stated that he was just taking it three months at a time. He wanted to see if Portage could correct the problem and make that happen then the **Board** could get back into more of the original conversation about how much capacity was there and how much could be taken on and was there a need for another site on the north side of the county. However, until the Portage issue was resolved it was hard to plan. That's where he was.

**Ms. Haller** stated that for the foreseeable future in 2018 there would be some relief for the general public to be able to go to the public works yard to drop off material.

#### **ANNOUNCEMENTS**

**Commissioner Good** stated that as a heads up the **District** would be moving to a different location. Don't know where, but once the Commissioners get to that point they would contact **Ms. Haller** to get her input.

**Next Board Meeting-April 3, 2018, 1:00 PM**

#### **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 1:42.