

**RECYCLING & WASTE REDUCTION DISTRICT  
BOARD OF DIRECTORS MEETING  
MINUTES  
November 13, 2018**

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

**Staff:** Therese Haller, Dawn Garmon, Jeannie McCall, Don Groff

**CAC Members:** Duane Davison, Reggie Korthals, Walt Breitingner

**Others:** District Attorney Clay Patton, Nora Sasse, Doug Rosenbaum

**Absent:** Mayor James Snyder, Commissioner Jeff Good

**Council Member Lynch** brought the meeting to order at 1:30

Pledge of Allegiance was recited.

**ROLL CALL - Board**

**APPROVAL OF MINUTES & FINANCIALS**

**Minutes**

**August 14, 2018**

**Commissioner Blaney** made a motion to approve the August 14, 2018 minutes. **Council Member Jones** seconded, motion carried unanimously.

**September 18, 2018**

**Commissioner Blaney** made a motion to approve the September 18, 2018 minutes. **Council Member Jones** seconded, motion carried unanimously.

**Financials**

**October 2018 Financials**

**Commissioner Blaney** made a motion to approve the October 2018 financials. **Council Member Jones** seconded, motion carried unanimously.

**NEW BUSINESS**

**Social Media Policy**

**Ms. Haller** explained that the Memorandum of Understanding between the Porter County Commissioners and The **Porter County Recycling & Waste Reduction District Board** was in following with the social media policy of the county. The commissioners had entered into a contract with ArchiveSocial to archive all social media accounts of county departments. That was done to ensure compliance with the Indiana Access to Public Records Act, Freedom of Information Act, and applicable portions of federal and state record retention laws.

The **District** and legal counsel had reviewed the county's media policy, agreed with it and believed it would benefit the **District** to enter into the proposed MOU for archiving the **District's** social media activity.

This memorandum would be an understanding between the Porter County Commissioners and the **Porter County Recycling & Waste Reduction District Board** for both county departments and the **District** to have one Social Media Policy to best serve the citizens of Porter County.

The **District** would adopt the Porter County Social Media policy and direct all employees to fully comply with the policy. The Porter County Commissioners, under their contract with ArchiveSocial would archive the social media accounts managed by the **District** in compliance with the Indiana Access to Public Records Act, Freedom of Information Act, and applicable portions of federal and state record retention laws at no cost to the **District**. The commissioners would further conduct records searches and provide relevant documentation to the **District** as necessary to fulfill record requests as required by subpoena, the Indiana Access to Public Records Act, Freedom of Information Act, or any other lawful purposes.

**Council Member Conover** made a motion to approve the October 2018 financials. **Council Member Jones** seconded, motion carried unanimously.

#### **Extension of HHW collection contract**

**Ms. Haller** explained that the HHW collection contract had an option to extend the service for one year. Tradebe held the current contract with no problems with service. She recommended exercising the option to extend the HHW collection service with them.

**Council Member Conover** made a motion to continue with the HHW Contract, **Council Member Jones** seconded, motion carried unanimously.

**Ms. Haller** further stated that the **Board** may want to consider discontinuing taking latex paint as it was not a hazardous product and would possibly free up about \$16,000-\$24,000 per year.

**Council Member Jones** made a motion to discontinue taking latex paint at the HHW collections. **Council Member Conover** seconded, motion carried unanimously.

#### **Award RFP and authorize negotiations for recycling services contract**

**Ms. Haller** explained that the current contract for drop off recycling was expiring at the end of the year. Only one service provider responded to the RFP and that was Republic Services. The bid response had been reviewed by **Ms. Haller** and **Mr. Samahon, Advisory Committee Vice-Chair**. Their response included offering a three year term to spread out the cost of new equipment, using all 8 yard boxes instead of 8 yard for fiber and 30 yard for commingle. The **District** had asked for a 1-2 year contract. **Ms. Haller** had inquired what the cost would be to have the equipment spread out over a 1-2 year agreement for cost comparisons. **Ms. Haller** stated that switching over to only 8 yard containers at the sites would be less costly than maintaining the current system of a mix of 8 yard containers and 30 yard roll-offs. It was estimated that the projected cost would be approximately \$171,000 annually in the first year for just 8 yard service and approximately \$270,000 annually for the first year for the mixed level of service. That was before any contamination costs as noted in the following: Any container with more than 10% contamination would be landfilled at an additional cost of \$125 per load. The route driver would make the initial determination and a picture would be sent to the **District** for confirmation. That process would need further negotiation, clarification of contamination and use of local standards, not corporate standards. Questions remained as to if the **District** were to disagree that there was contamination and whether the contamination could be smoothed out to a per site percentage as opposed to per box. There was also a 3% escalator clause effective January 1, 2020 and January 1, 2021.

**Ms. Haller** continued that the 2019 budget could cover the cost of this program up to \$230,000. That would maintain other programs and costs at current levels including covering grinding costs for the **District** municipal partners; Chesterton, Portage, and Valparaiso.

She further stated that the **District** recommended entering into contract negotiations with Republic Services and including reserving the right to discontinue service at any given site or comprehensively if costs were excessive. Continued contractual service should also include dual tracking research on feasibility of manned sites to be established at the end of the contract period.

**Mr. Rosenbaum**, General Manager of Republic Services, stated that Porter County normally had about a 10% contamination rate except for holidays.

**Commissioner Blaney** asked if the contamination cost could be limited for the year.

**Mr. Rosenbaum** stated that basically that could not be done.

**Council Member Lynch** stated that the **District** should select 1 or 2 specific sites to monitor during the holidays.

**Council Member Conover** asked if there were certain times during the day or week that the problem was worse and that maybe the **District** should hire an off duty officer to sit as security at the sites as a deterrent.

**Mr. Breitinger** questioned the use of cameras.

**Commissioner Blaney** stated that could be a good deterrent for bad behavior.

**Ms. Haller** stated that the problem with that was that there was no electricity at the sites.

**Mr. Breitinger** added that there were solar power cameras available.

**Mr. Rosenbaum** commented that signs don't work and, regarding cameras, they are pretty much useless unless they actually work.

**Commissioner Blaney** suggested having some test locations.

**Ms. Korthals** stated that the problem was enforcement of illegal dumping.

**Commissioner Blaney** made a motion to enter into negotiations with Republic Services regarding a two year contract option and to discontinue service if contamination is too excessive. **Council Member Conover** seconded, motion carried unanimously.

## **ANNOUNCEMENTS**

**Next Board Meeting – December 11, 2018**

Next **Board** meeting was scheduled for December 11, 2018 at 1:30.

## **ADJOURNMENT**

There being no further business **Council Member Jones** made a motion to adjourn the meeting. **Council Member Conover** seconded, motion carried unanimously. The meeting adjourned at 2:15.