

WARRICK COUNTY SOLID WASTE
MANAGEMENT DISTRICT
BOARD MEETING MINUTES 09-19-13

The Warrick County Solid Waste Management District meeting was called to order with Don Williams presiding. The call of roll showed the following to be present: Robert Barnett, Mayor Pam Hendrickson, Alonzo Moore, Richard Reid, Marlin Weisheit and Don Williams. Also present were Scott Anslinger, Jamie Arvin, Todd Glass, Michele Wallace and Trayce Wilson. Not in attendance was Allan Holweger.

Public Comment: There was no public comment.

Minutes:

Marlin Weisheit made motion to approve the August 15, 2013 minutes. Alonzo Moore seconded motion. Motion carried.

Controllers Report and Claims:

Trayce Wilson reported that as of August 31, 2013 the District ended with a balance of \$2,190,468.16. Trayce presented the board with a specification quote from Matt Kiefer at Centric Technologies. The quote is for replacing an older computer that has been serviced and continues to malfunction. Don Williams recommended comparing prices at local stores before purchasing computer. Trayce also stated another computer in the District's office needs updated on wireless internet connectivity. Marlin Weisheit made motion to approve the purchase of a new computer after comparing prices elsewhere, not to exceed \$1,102.80. Robert Barnett seconded motion. Motion carried. Trayce reported the District had claims totaling \$198,418.30 that needed to be approved for payment. She also reported voucher number 2636 for \$275.00 from AISWMD was removed from the accounts payable register and a claim from Vectren Energy Delivery for \$143.71 was added. Mayor Pam Hendrickson made motion to approve all properly documented claims. Marlin Weisheit seconded motion. Motion carried.

Operations Manager's Report:

Michele Wallace presented a printed informational report to the board.

- A. Cost of Labor Day Celebration Trash: Michele informed the board the District delivered two forty yard dumpsters to the Warrick County 4-H fair grounds for the Labor Day celebration. The total trash tonnage was 4.18 for a cost of \$250.80. Michele asked the board if they wished for the District to absorb the cost of disposal as it has been done in the past. Don Williams stated trash disposal by the District is a contribution to the 4-H and the Labor Day celebration. Mayor Pam Hendrickson noted that was an agreement with the District to continue trash disposal free of charge.
- B. Surplus of 1995 Ford Packer Truck: Michele asked the board's permission to declare the 1995 Ford Packer (old site truck) as surplus for the purpose of scrapping. The old site truck has deteriorated beyond repair. Mayor Pam Hendrickson made motion to surplus the 1995 Ford Packer for scrap. Robert Barnett seconded motion. Motion carried.
- C. Approval of Quote for Hand Rails at Casey Road: Michele attached a quote for installation of hand rails at Casey Road around the recycled cardboard bins. The rails would be constructed in similarity to the rails at Pelzer Road on the ramp. The quote from Seiler and Sons for \$3,140.70 includes material, primer/paint and installation on site at Casey Road. Seiler and Sons is the company awarded, as low bidder, the construction of guard rails at Pelzer Road. Marlin Weisheit made motion to approve Seiler and Sons installing hand rails at Casey Road. Alonzo Moore seconded motion. Motion carried.

Superintendent's Report:

Scott Anslinger reported:

- A. Operations Update – Safety & OSHA (INSAFE): The INSAFE inspectors visited the Disposal Center on Pelzer Road and identified a number of items that needed corrected with two considered critical. The first critical concern corrected was to remove the power strip above the sink counter and install an OSHA compliant outlet. The second critical concern is forklift training for District employees. Joyce Leone, HR coordinator, is assisting with the scheduling of required training and preparation in correcting other concerns identified by the INSAFE inspectors in a timely manner.
 - B. Staffing Update – 28 Hour Restriction: Due to restrictions previously discussed at the June board meeting, the District is running out of hours for part-time staff to complete responsibilities. Michele Wallace is challenged to keep operations staffed. Bill Pfingston and Donna Friend, part-time staff, resigned recently. With the board's permission, Scott stated his intention to hire 5 part-time employees to work the drop-off sites and help meet other District responsibilities. Scott asked Joyce Leone to help locate 2 part-time truck drivers to be used as needed. There were no objections from the board.
 - C. 2014 Budget Review & Approval: Trayce Wilson electronically sent copies of the District's proposed 2014 budget forms to board members for review and approval. Scott provided the board with a comparison spreadsheet from the 2013 budget to the 2014 proposed budget. Todd Glass corrected an error in adding on the comparison summary for 2013, the total of all supplies should read \$113,830. Todd Glass mentioned the board would be approving the proposed 2014 expense budget to submit to County Council, that does not include any income. Mayor Pam Hendrickson made motion to approve submitting the District's 2014 budget expenses to County Council. Robert Barnett seconded motion. Motion carried.
 - D. Recycling Sorting & Processing Center (Public/Private Partnership): Scott informed the board that Aigner Construction has approached the District concerning a public/private partnership. The partnership means that Aigner Construction would design and build the facility to the District's specifications and once completed the District would assume operations of the facility. The stipulation is that the District would make payments on the financial note and share profits generated, beyond expenses, until the financing was paid back. The District would assume complete ownership once the financial note was paid in full.
 - E. Processing Center – 80 ft x 80 ft (Public/Private Partnership): Scott provided the board with a floor plan and conceptual drawing of the 80 ft x 80 ft processing center reviewed by the Building Committee. Scott stated this 80 ft x 80 ft (6,400 square feet) facility is the new proposed smaller facility that would be located at either the Pelzer Road disposal center location or at the new Gardner/Fuquay Road site in Chandler. This facility would allow the District to begin processing recyclable materials and in turn the District would realize an immediate return of at least \$38,000 annually saved from processing fees. Jordan Aigner of Aigner Construction has also offered to enter into a public/private partnership with the District for the design and construction of this new smaller facility. Aigner Construction would construct and install equipment and upon completion the District would operate the facility. Once the 80 ft x 80 ft facility was completed the District could use current cash reserves to pay the financial obligations so the District would not have any financial liability for the smaller facility. In order to precede further Aigner Construction requested the District sign a confidentiality agreement to help ensure concept information discussed is not provided to others. Mayor Pam Hendrickson made motion to enter into a confidentiality agreement with Aigner Construction. Alonzo Moore seconded motion. Motion carried.
- Todd Glass informed the board on three options available on both facilities:
1. Traditional public bidding/public works project for the construction of the public works through the design, development and specifications

2. Scott mentioned above the option of a public/private venture which is called a BOT (build, operate, transfer) for the recycling, sorting and processing center
3. The 80 ft x 80 ft center concept is a design and build project which means the District board would develop criteria for who would design and build the facility
Scott presented the board with copies of a memo from Shawn Wright with the City of Boonville (Veolia) about expanding water service on Pelzer Road. Mr. Wright informed Scott that he will meet with the Board of Public Works, within the next two weeks, to discuss proposals on providing a waterline, fire pump and fire hydrants down Pelzer Road. Scott requested the board's acceptance of an 80 ft x 80 ft structure and asked to table further action until the Board of Public Works has met. Robert Barnett made motion to table further action regarding the location of an 80 ft x 80 ft structure until the Board of Public Works meets. Alonzo Moore seconded motion. Motion carried.

Scott informed the board about Boonville Community Pride Day on Saturday September 21, 2013 and stated he was asked if the District could dispose of material collected at no cost. Scott will provide purple trash bags to the volunteer group and asked for the board's permission to allow disposal of bags for free. Mayor Pam Hendrickson made motion to allow group to use purple bags and dispose of for free. Marlin Weisheit seconded motion. Motion carried.

Attorney's Report:

Todd Glass reported:

- A. Handbook: Mr. Glass submitted the proposed employee handbook to the board for their final review and stated he yellow highlighted the key components of all updated policies in handbook. Mr. Glass thanked the Personnel Committee, Scott Anslinger, Michele Wallace and Trayce Wilson for their input. Mr. Glass requested the board review and approve at the next regular board meeting. Mayor Pam Hendrickson commended Mr. Glass for a job well done on updating the employee handbook to be "point specific".
- B. Cash Reserve Policy & Budget Process: Mr. Glass addressed the board about attending the budget hearing on October 3, 2013 at 5:00 pm with Scott in front of County Council. After questioning Rob Norris from DLGF about the 'cash reserve policy' Mr. Glass learned no such cash reserve statute exists. Mr. Norris explained maintaining half your budget in cash reserves is recommended by DLGF but is not a statutory or other administratively binding rule. Mr. Glass stated it is the District's policy to follow DLGF's guidelines on cash reserve policies. Mayor Pam Hendrickson made motion to have the Todd Glass attend the budget hearing with Scott Anslinger. Alonzo Moore seconded motion. Motion carried.

Other Business:

The next regular board meeting will be October 17, 2013 at noon in the commissioner's meeting room.

Adjournment: Richard Reid made motion to adjourn, seconded by Marlin Weisheit. Motion carried.

Submitted By:
Jamie Arvin
Administrative Assistant

Marlin Weisheit
Paul A. [unclear]

Don Williams
Pam Hendrickson
Robert C Barnett

