

## Regular Board Meeting Wednesday, December 12, 2018

### **Present:**

Mr. Jim Erwin-Chairman, Judge Jeff Arey, Mr. J. R. Walters, Mayor Janie Lyman, Ms. Sheryl Childs, Tiffany Dunn-Executive Director, Carmen Haynes-IDCO, Mr. Sam Ed Gibson, Desi Ledbetter, Ms. Leslie Morris, Mayor Paul Mitchell and Jordan Woolbright, CPA.

### **1. Call to Order and Sign In**

The Saline County Regional Solid Waste Management District Regular Board meeting was called to order at 2:00 p.m. by Chairman Jim Erwin.

### **2. Review and Approval of Minutes from October 17, 2018 Meeting**

The Board meeting minutes for October 17, 2018 were motioned for approval by Mr. J. R. Walters and seconded by Mayor Janie Lyman. Motion passed.

Ms. Dunn ask if the Inter-District Tire Update could be moved up on the agenda so the Financial Report and the Budget could be done together. A motion is made to move the Inter-District Tire Report before the Financial Report and Budget and is motioned for approval by Mr. J.R. Walters and seconded by Judge Jeff Arey.

### **3. Inter-District Tire Update: Desi Ledbetter**

Mr. Ledbetter reports to the Board that the Tire District is actively working to satisfy the requirements of ADEQ Regulation 36, regarding the collection centers. Under the new tire law and Reg 36, the collection centers have to complete an application, pay \$200.00 for the first year and \$50.00 each year for the following four years. The requirements for the collection centers are one per county to qualify for re-imbusement. Mr. Ledbetter reports to the Board the contract with Davis Rubber that the District signed in 2013 has been completed, and the extension will conclude on December 31, 2018. At the present time, Resolution No. 2 of 2018 is presented to give an extension of the contract with Davis Rubber from January 1, 2019 to June 30, 2019. Mr. Ledbetter relays that during this extension there will be information gathered to prepare a RFP for 3-year or 5-year contract. Mr. Ledbetter reports to the Board, the Inter-District Tire Program is solid as far as the budget and the yearly tire volume is in line with other years. Chairman Erwin relays that he attended an Inter-District Tire meeting with County Judges, ADEQ, and Davis Rubber. There was discussion about the November election concerning minimum wage. The County Judges relayed that they don't have any contracts beyond three years and Davis Rubber relayed if they needed to contact their bank, the contract needed to be a 5-year contract. Chairman Erwin asked if there needs to be any discussion concerning Resolution 2 of 2018 and Attorney Gibson relays to Chairman Erwin it is appropriate to go forward with the motion. Chairman Erwin makes the motion to approve Resolution 2 of 2018 and it is approved by Mr. J.R. Walters and seconded by Judge Jeff Arey. Motion passed.



**4. Review of Financials from October 2018 and November 2018: Mr. Jordan Woolbright**

The ending Total Cash and Cash Equivalents for October 2018 was \$4,466,423.70. Mr. Woolbright relays to the Board, the Quarterly Royalty from Republic under the Revenue Account in the amount of \$87,086.65 was received and the grant money for the Recycling Account in the amount of \$200,873.00 are included in the summary for the month of October. The ending Total Cash and Cash Equivalents for November 2018 was \$4,446,622.12. Mr. Woolbright points out that the month is routine and due to end of year adjustments, the Investments Account had a market value increase of \$13,216.52. Mr. Woolbright relays he will turn the meeting over to Ms. Dunn to present the proposed 2019 Budget.

**5. 2019 Proposed Budget: Tiffany Dunn**

Ms. Dunn ask the Board to look at the 2019 Revenue Projection figures of \$595,544.89 and a Projected Revenue after expenses of \$161,780.43. Ms. Dunn relays to the Board to keep in mind of the increase in royalties for 2019 that will be coming from the new contract with Southwest Central District. Judge Arey ask Ms. Dunn about the contract with the Southwest Central District being new waste stream to the landfill and Ms. Dunn responds that since this is new, the royalties will increase to our District. Ms. Dunn also relays to the Board, since Republic has taken over the yard debris program, this will not be an expense to the District for 2019. Chairman Erwin and Judge Arey discuss that this is \$100,000.00 that was spent in 2018 for this program. There are no questions about the Revenue, so Ms. Dunn relays to the Board that we will look forward to the 2019 Operation Budget. Ms. Dunn begins with the line items of the comparison of 2018 and 2019. Ms. Dunn relays to the Board that she proposes a 2.8% COLA to each of the District employees. Ms. Dunn relays that the increase in Salary and Wages is proposed for \$100,701.38, employee benefits increase for 2019 is \$22,539.00 that was renewed in September for a year. Ms. Dunn relays to the Board that APERS is an increase of 14.75% to 15.32 % for 2019 and Payroll Taxes is a decrease of \$13,406.00 due to showing net wage numbers instead of gross wage numbers to the Operations Report and Budget, so they are reported the same. Ms. Dunn reports that Rent and Utilities, there is no expected increase for 2019. Ms. Dunn relays that under expenses, the line items of Continuing Education, Meals, Office Expenses and Professional Dues are not expected to change for 2019. Ms. Dunn points out the Professional Fees were increased in 2018 due to the short audit that changed the accounting year from a fiscal to calendar year, and this rate increase of \$32,000.00 will remain for 2019. Ms. Dunn relays there will be no change for the Travel expense line item. The Vehicle Expense has included the IDCO vehicle and the Executive Director mileage, Ms. Dunn relays to the Board that she has divided this expense for the IDCO vehicle for \$3,500.00 and the mileage to the Executive Director to \$2,500.00 for 2019. Ms. Dunn relays to the Board that through September 2018, \$1,557.44 has been paid to the Executive Director for mileage. Ms. Dunn reports that under Operations Line Items, advertising and education will not be changing for 2019. Ms. Dunn relays the Household Hazardous Waste event could increase or decrease, because it is based on the amount of materials collected for the one event in October of each year, and the line item amount will be \$20,500.00. The Recycle expense will stay at \$50,000.00 for 2019. Ms. Dunn relays to the Board, the Waste Disposal was changed to \$50,000.00 due to the Recycling Grant Program and the cleanup of sites of Illegal Dumping where no fault can be found and the county policies won't allow for the cleanup. Ms. Dunn relays that the Yard Debris Program is being taken over by Republic Services, so this will end after the



final invoice is received in January 2019. In summary, the overall Proposed Budget for 2019 is \$433,764.46 against projected Revenue of \$595,544.89 with an expected surplus of \$161,780.43. The proposed Budget does include a cost of living increase of 2.8% for each District employee and the District is on track to a position of stability and will be maintained until the foreseeable future. Judge Arey ask if Ms. Dunn could give examples of the areas in the county where there might be illegal dumping. Ms. Dunn relays that at the present time, there is Area Road that illegal dumping has taken place and there could be a contractor that could go and clean the area because of the parameters of the county ordinances. Chairman Erwin ask if this is in Bauxite and Officer Haynes responds that it is technically Bauxite, county road between the Bauxite cut-off and Mount Olive cut-off. Chairman Erwin said he has been on that road and Officer Haynes relays that it is owned by Alcoa and the County uses the road as a cut through road. Chairman Erwin ask Judge Arey is that no man's land and the Judge responds that they stay within the county right -of-way for cleanup. Judge Arey directs a question to Attorney Gibson concerning the availability and legality of the funds of the Recycling Grant. Attorney Gibson relays the money can be spent under the guidelines set for clean-up and that you want to tread lightly with municipalities and corporations. Judge Arey relays that the District and County would like to see the debris cleaned up, but you are always on someone's land. Officer Haynes relays that because the property is owned by Alcoa they have the ability to close the cut through road, and at this time we don't want to have a negative situation. Ms. Dunn relays that Alcoa could apply for the Recycling Grant and Chairman Erwin and Judge Arey ask Attorney Gibson if this would be a legal avenue. Attorney Gibson relays this is absolutely the avenue to take for the situation to be resolved. Chairman Erwin ask Officer Haynes if this would be workable with Alcoa and she relays this would be a great solution. Chairman Erwin speaks of the COLA percentage of 2.8% and merit that he and Ms. Dunn had discussed and could not remember the last time this was given. Chairman Erwin relayed he based the percentages on what the Social Security and Military are giving for 2019. Chairman Erwin goes further to state that he has spoken with Jordan Woolbright and he relayed that employers do a merit raise and more than a cost of living raise. Chairman Erwin ask what is the county proposing for COLA, and Judge Arey relays that it is proposed 3% for COLA and there are 28 merit raises at 5% for a total of 8%. Chairman Erwin relays with knowing those figures for proposal, he feels very comfortable with the 2.8%. Ms. Childs relays she had reservations but, knowing the county is at 3%, she is comfortable with the 2.8%. Chairman Erwin relays that he is concerned about health insurance premiums going up and he has spoken with Judge Arey about a work study with JESUP. Chairman Erwin relays this work study will verify the job positions, salaries, and if we are in line with similar work environments. Chairman Erwin asks if there are any questions about the budget for 2019 and Chairman makes a move to entertain a motion to vote and approve the budget for 2019, Judge Arey moves and Mr. Walters seconds. Chairman Erwin relays the budget for 2019 is approved and relays congratulations to the employees.

#### **6. Illegal Dump Control Officer Update: Carmen Haynes**

Officer Haynes relays to the Board that during the period of October through November, there were 9 investigations and half of the cases have been resolved and there are a few pending cases. Officer Haynes relays that she is proud of the fact that a demolition has been completed and this case did not have to go to court. Officer Haynes relays to the Board, that there are measures being implemented for manifest overviews with companies that are using the tire trailers. The companies are working well with us concerning the correct number of tires and during this reporting period 5 tire trailers have been processed with 1,309 tires and illegally dumped tires for the year is 170. Officer Haynes relays during



this reporting period, there were 34.37 tons of properly disposed waste and there were 7 illegal dumpsites that the Saline County Road Department helped to clean up. Officer Haynes reminds the Board that since 2015, the IDCO program and Saline County Road Department have cleaned and ordered proper disposal of 152.549 tons of illegally disposed materials in Saline County. Ms. Dunn relays to the Board that Officer Haynes is not giving herself enough credit on the demolition that has been ongoing for a year. Carmen came in and stayed persistent and was able to keep this situation out of court. Chairman Erwin relays to Officer Haynes if she could go to all the cities and speak to them about disposal of demolition sites and the need to dispose of properly. Attorney Gibson relays that four or five years ago, a model ordinance was delivered to municipalities and it didn't get any further. Officer Haynes relays that most of the ordinances she has seen have more to do with the process of demolition and not disposal. Chairman Erwin relays that one situation in Bryant was done and the contractor put thing in his own yard. Chairman Erwin relays that now may be a good time since there are changes in leadership of cities. Mayor Alexander relays that if he has a copy of the ordinance, he could get it put in place with the Council in Alexander. Judge Arey relays that all we can do is speak to the municipalities about putting it in ordinance form.

#### **7. Marketing and Education Update: Tiffany Dunn**

Ms. Dunn relayed to the Board that the week of November 12<sup>th</sup> through the 15<sup>th</sup> was America Recycles Week and the schools participated in this program with a door decorating contest that was posted on our FACEBOOK page and website. The winning classrooms had pizza parties and did an excellent job for that program. We did participate in the Christmas parade and had 67 children that rode the float, walked and gave out candy. Ms. Dunn relays how much this program has grown and how exciting it is to see the growth of the number of children that are participating in the program. Ms. Dunn relays that Re-Fashion Bash is set for April 27, 2019 and the paperwork is out with an information meeting in January to see how many kids will be participating. Ms. Dunn relays to the Board that this will be the 5<sup>th</sup> year for Re-Fashion Bash and that the next Board meeting she will have a sample of some things relating to Re-Fashion Bash. Ms. Dunn relays that the yard debris program is ending and it is posted to our website and FACEBOOK. There have not been any press releases concerning the program at this time, but there have been letters that have been handed out at the landfill to the people that use the program and this is being well received. The coupon program has ended and we are updating the data base and the Recycling Grant is being reviewed.

#### **8. Executive Director Update: Tiffany Dunn**

##### **a.) 2018 Landfill Coupon Program**

Ms. Dunn reports the program has closed for 2018 with 3,011.5 households receiving coupons. The total number of coupons being sold was 6023 and the percent of coupons redeemed for 2018 was 58%, which shows that the people coming in are using them.

##### **b.) Recycling Report**

Ms. Dunn reports that we have collected 42,760 pounds of paper and cardboard from the non-profits that we pick up. We don't have our Household Hazardous Waste number at this time. They are waiting on a manifest to complete the numbers. The amount of metal collected is 12,400 pounds and that completes the year of 2018. The metal numbers and the tire numbers are from the events that we have in the spring. The E-Waste numbers have increased from the events at Bishop each month and the partnership with Habitat. Chairman Erwin relays that Goodwill does not take televisions and Mr. Walters relays that Civitan does not take flat screens. The amount of cardboard and paper that was collected from the schools was 16,830 pounds. There are three schools that are picked up by Bin There Dump That. Chairman Erwin ask about the new Bryant schools and how will that be negotiated. Ms. Dunn relays the new Parkway Elementary school is already included and once the



new junior high is finished, they will be included. Chairman Erwin ask Ms. Childs about the schools in Benton and she responds that there have been additions only to the schools.

c.) **Green Waste Report**

Ms. Dunn relays that the numbers should be final for the February 2019 Board Meeting, since the program is ending. There have been 280.28 tons disposed at the landfill to date. Chairman Erwin relays that it has cost us \$113,950.00 so far for the year.

9. **New Business**

Chairman Erwin speaks of the Election of Officers for 2019. Mr. Walters motions to have things stay the same. Chairman Erwin relays that Mr. Walters has ask that things will stay the same and Chairman Erwin will be the Chairman and Judge Arey will be the secretary. Chairman Erwin relays that a motion is made to keep the current positions the same and it is seconded by Mayor Janie Lyman. Motion passed.

10. **Old Business**

Chairman Erwin relays that we need to go back to Old Business. Chairman Erwin relays that Resolution No. 3 of 2018, which is amending two sections of the 2015 Saline County Regional Solid Waste Management District Personnel Policy Manual. Mr. Walters makes a motion to approve and Mayor Janie Lyman seconds the motion. Chairman Erwin calls for vote and motion is passed. Chairman Erwin relays there is another Resolution No. 4 of 2018, that establishes a Recycling Fund distribution and District administered grants program within the Saline County Regional Solid Waste Management District; proposing rules governing the administration and conduct of the Recycling fund distribution and District administered grants program. Chairman Erwin relays that is what the Public Hearing was for today and we got an in-depth direction of what the Resolution can do and can't do. Chairman Erwin ask if there is any discussion on the Resolution No. 4 of 2018. Chairman Erwin relays there is a motion for approval to accept Resolution No. 4 of 2018 by Mr. Walters and seconded by Ms. Childs; Motion passed.

11. **Public Comments**

Ms. Dunn thanks Mayor Lyman for her service on the Board and Chairman Erwin and the Board wish her the best in her endeavors. Chairman Erwin makes a motion to adjourn and Ms. Walters seconds. Motion passed.