

Regular Board Meeting

Wednesday, December 14th, 2022

Present:

Tiffany Dunn-Executive Director, Hunter Schelle- Environmental Enforcement Officer, JR Walters, Attorney Sam Ed Gibson, Mayor Paul Mitchell, Toby Hirscheider, Jennifer Hill.

Absent- Chairman Jim Erwin (Proxy- JR Walters) Judge Jeff Arey (Proxy- JR Walters)

Call to Order and Sign In

The Saline County Regional Solid Waste Management District Regular Board meeting was called to order at 1:00 p.m. by Toby Hirscheider at Benton City Hall Council Chambers located at 114 South East Street in Benton, Arkansas.

1. Review and Approval of Minutes from October 19th, 2022, Meeting

Toby Hirscheider asks if there is any discussion concerning the minutes from October 19th, 2022. There is a motion for approval of the minutes made by Jennifer Hill and seconded by JR Walters. Motion passed. All approve.

2. Review of Financials from October 2022, November 2022: Jordan Woolbright

Mr. Woolbright reports to the Board the beginning Total Cash and Cash Equivalents of the Bank Account Summary for October 2022 was \$4,811,726.68 and the ending of the month was \$4,948,589.01. Mr. Woolbright explains that the uptick is due to the royalty payment from Republic Services. Page 2 is the Operations Detail Report that list the totals for October of \$22,621.12 and Page 3 which supports Page two figures per line item. Page 4 is the listing of the Grant monies for the past 2 months and the total spent for October which is \$7,155.37. Page 5 supports the figures for the line items of Grant monies spent for October 2022.

Mr. Woolbright reports the start of November 2022 Total Cash and Cash Equivalents was \$4,948,589.01 and the ending balance was \$4,940,793.62. Page 2 is the Operations Detail Report for the month of November that has the totals of expenditures of \$23,392.44 and Page 3 gives the details for those transactions for the month of November. Page 4 is the Grant report for the month of November with a total spent of \$13,330.79. Page 5 is the listing of the Account Transactions for the month of November 2022. Mr. Woolbright also explains that of a budget of \$456,000 and change the District has spent around \$332,000 and change, which means they have operated around \$125,000 under budget for the year of 2022.

Motion to approve Financials by JR Walters, seconded by Jennifer Hill, all in favor to approve.

3. Environmental Enforcement Update-Hunter Schelle

Officer Schelle explains to the Board that over this reporting period there has been 13 cases worked with a total of 0 open cases. He also states that there have been 1,301 tires with six manifests that have been collected at the landfill. Officer Schelle explains that there was a total of 34 illegally dumped tires as well as 6.96 tons or 13,920 lbs. that have been disposed of. Officer Schelle explains for the year of 2022 there was a total of 215 illegally dumped tires and a total of 59,500 lbs. cleaned up through the county with a total of 57 cases worked.

4. Executive Director Update: Tiffany Dunn

a.) Marketing and Education Report

Ms. Dunn informs the board that today was the final day for our E-Waste drop off at Bishop Park, and that it will be collected at the Recycle Saline Facility on Tuesdays and Thursdays. Ms. Dunn also explains that at the start of the new year we will be ending our E-Waste drop off at Habitat for Humanity since residents will be able to drop off at our facility.

Ms. Dunn informs the board that there will be a clean up in the Ralph Bunch Community coming up soon and that we plan on being in attendance to assist with the cleanup.

Ms. Dunn explains to the board that Bryant Elementary hosted a Recycle Bikes for Kids event where they were able to collect over 200 bikes for kids. She informs the board that we were able to assist in the delivery of the bikes that were collected as well as help advertise the event through Facebook and our website. Ms. Dunn informed the board that Springhill Elementary hosted a TREX recycling press conference where we were able to help promote our YEA! Team and all the hard work that they have done.

Ms. Dunn adds that we are looking to add Glass Recycling to our recycling program, she informs the board that it would be a \$30.00 a month service to offer glass recycling and that it would be on a Bi-weekly basis for pickups.

Ms. Dunn also thanks the board for allowing her to attend WasteCon in San Diego, and explains to them how it was personally and professionally one of the best conferences that she has attended in a long time.

b.) New Building Update

Ms. Dunn explains to the board that we have finalized the plans for the Building Design and are still currently waiting to hear back from the HVAC and Electrical to be included into the Blue Prints so that we can then send it out for bid.

c.) Landfill Coupon Program

Ms. Dunn relays to the board that a total of 6,945 coupons have been sold this year and that is 3,472.5 homes that have received coupons. Of the 6,945 coupons sold there has been a 57% redemption rate at the landfill from coupons that have been sold this year. Ms. Dunn reports that there has been \$34,035.00 collected from coupon sales for the year. Ms. Dunn also reports that there have been 3,270,593 pounds disposed at the landfill using the coupons.

c.) Recycling Report

Ms. Dunn explains that so far, we have collected 33,695 pounds of paper and cardboard from our non-profits. Ms. Dunn informs the board that there has been 57,599 pounds collected of E-waste, and that there has been 28,230 pounds of paper and cardboard collected from our schools. She also explains that there has been a total of 13,054 pounds of HHW collected as well. Ms. Dunn explains to the board with these totals, that makes the total amount recycled for the year 132,578 pounds.

5. New Business

A. 2023 Budget

For new Business Ms. Dunn explains that first on the list would be the 2023 Proposed Budget. Ms. Dunn informs the board that she has sent the email containing the budget last week to everyone. Ms. Dunn gives a summary of the 2023 proposed budget of \$456,122 dollars against the projected revenue of \$638,183.77. An expected surplus of \$182,062.13 is expected based on the projected budget. Ms. Dunn also explains that the proposed budget does include a salary increase of \$5,000 for employees Sue Gaston and Hunter Schelle. With an 8% increase of COLA for Executive Director Tiffany Dunn. She states that the 2023 proposed budget (\$456,122) reflects an increase of 1.07 % from the approved 2022 budget (\$424,921). Ms. Dunn tells the board that The District is on track to a position of stability and will be maintained into the foreseeable future. She explains that she would also like to point out that the district, has operated at \$170,558.024 under budget which also includes the money (\$44,183.53) that was used for office construction and moving to the new location. Ms. Dunn explains that she would like to highlight some of the adjustments made to the 2023 Proposed budget. She explains that she has increased office expenses by \$2,000 due to us being in a larger building and more supplies that will be needed. Next, she explains that she has increased professional fees by \$1,000 since we were on the line for the 2022 year. Ms. Dunn explains that she has decreased the Executive Director mileage by \$500 leaving it at \$2,000. She also informs the board that she has decreased the Advertising by \$5,000 as well as the Waste Disposal by \$20,000.

Ms. Dunn tells the board that if they will flip to the 2023 Payroll Figures page, she would like to discuss with them an added salary of \$25,000 for a recycling Assistant. She explains that she would like to hire a part-time employee to help with managing the Recycling Center.

Motion to Approve the 2023 Proposed Budget made by Jennifer Hill, Seconded by Mayor Paul Mitchell. All in favor, all approve.

B. 2023 Recycle Saline Grant Request

Ms. Dunn explains next on the list will be the 2023 Recycle Saline Grant Request. Ms. Dunn requests \$40,000 of the E-Waste grant, as well as \$99,000 of the ACT 1333 grant money which she explains there is a cost breakdown on the following page to show the category of expenses.

Motion to Approve 2023 Recycle Saline Grant Request made by Mayor Paul Mitchell, Seconded by Jennifer Hill. All Approve.

C. Solid Waste Needs Assessment RFP

Ms. Dunn explains that she has been working on the RFP for the Solid Waste Needs Assessment. Ms. Dunn informs the board that she has previously discussed this with the board and asks the board for permission to put out the RFP at the start of January 2023 if not a little sooner. She explains that she would like to get the selection process done and be able to present it to the board at the February 2023 meeting.

Motion to approve sending out RFP made by Jennifer Hill, Seconded by JR Walters. All Approve.

D. Trash Service

Ms. Dunn informs the board since moving into the new office, we have contracted Trash Service with Powell Sanitation for a small dumpster at the cost of \$70.00 a month for pick up. She requests approval from the board to continue this service.

Motion to approve Trash Service made by Jennifer Hill, Seconded by Mayor Paul Mitchell. All Approve.

E. Board Election

Ms. Dunn brings up the next item on the agenda for new business which will be that of the Board Election for the 2023 year. Jennifer Hill makes a motion to amend the by-laws at the December 14th 2022, meeting of the Saline County Regional Solid Waste Management District Board meeting, stating that (30) Thirty days' notice having been given on October 20, 2022, of this proposal, I move pursuant to Article V, Section 5.01 of the SCRSWMD By-Laws that Article II, Section 2.04 of the said By-Laws be repealed, so that any member of the Board may be chosen to serve as Secretary of the Board.

Motion to approve amending of By-laws made by JR Walters, Seconded by Jennifer Hill. All Approve.

Ms. Dunn suggests of nominating Judge Jeff Arey as Chairman of the Board, and Toby Hirscheider as Secretary of the Board.

Motion to approve Judge Jeff Arey as Chairman, and Toby Hirscheider as Secretary of the Board made by JR Walters, Seconded by Jennifer Hill. All Approve.

F. Check Signors

Ms. Dunn informs the board that with the resignation of Jim Erwin that we will need to assign a new signatory to our bank account being as that our checks require two signatures. Ms. Dunn recommends Toby Hirscheider to be added if the board so chooses.

Motion to Approve Toby Hirscheider as a new Signor for the District Bank Account made by JR Walters, Seconded by Jennifer Hill. All Approve.

6. Old Business

No old Business currently.

7. Public Comments

Attorney Sam Ed Gibson states that he would like to thank the District for using Gibson and Gibson PA for another year and that he looks forward to working with the District moving forward.

Motion made to adjourn by Jennifer Hill and seconded by Mayor Paul Mitchell.
Motion passed.