

Hendricks County Recycling District
Board of Director’s Meeting Minutes
July 23, 2024

The Hendricks County Recycling District met at approximately 7:00 a.m. on July 23, 2024, in the Commissioners’ Meeting Room at the Hendricks County Government Center.

Mr. Dennis Dawes opened the meeting and led the Pledge of Allegiance.

Roll Call was taken and Board Members in attendance were:

Dan Bridget	Dennis Dawes	Bret Doub
Bob Gentry	Ben Lacey	Phyllis Palmer
Robert Pope	Eric Wathen	

Board Member, Caleb Brown, was not in attendance.

Mrs. Palmer motioned to approve the Minutes from the April 23, 2024, Board Meeting. Mr. Lacey seconded the motion and the motion passed, 8-0-0.

Others in attendance were:

Lenn Detwiler	Amy Siefertman	Katie Archer
Michelle Kelley	Ed Gaddie	Greg Steuerwald

Outreach Coordinator’s Report

Mrs. Siefertman shared a recap of the past school year, noting that over 15,000 students participated in programs with half of those students participating in the STEM kit program. Mrs. Siefertman reported that District staff is seeing a lot more interest in programming that teachers are able to take and do in their classrooms.

Next, Mrs. Siefertman highlighted partnerships with other organizations in the community noting that recently the District has been working in tandem with the Hendricks County Partnership for Water Quality. She also shared that the District again offered the Recycle Heart and Sole shoe recycling program in partnership with Changing Footprints which resulted in approximately 5,000 pair of shoes being rescued from the landfill. She added that Walmart was inspired by Plainfield Schools and hosted a shoe collection of their own where approximately 260 pairs of shoes were collected for recycling.

Mrs. Siefertman then shared that a Municipal Solid Waste curriculum training for teachers was done in collaboration with Sarah Wolf at the Partnership for Water Quality. She reported that the invitation email was sent to approximately 230 area teachers of all sorts and the fifteen available spots were filled within a week and a half. She and Ms. Wolfe do plan to conduct another workshop in the future since the last one filled so quickly. This year’s workshop included a tour of Twin Bridges landfill and a representative

from Waste Management was in attendance to share how municipal solid waste is handled at a sanitary landfill.

Mr. Bridget asked who writes the curriculum used in the workshop. Mrs. Sieferman shared that the curriculum is from the American Forest Service and that DNR provides the written guides for the teachers.

Next, Mrs. Sieferman shared that for the 2024/25 school year, the District has updated its database with over eight-hundred kindergarten through sixth grade teachers. As Hendricks County schools continue to grow, District staff is concentrating on those grades but she noted that programs can still be provided for older students. She added that seven new STEM kits have been developed for the school year.

Mrs. Sieferman also shared that she will be attending Quaker Con, Plainfield's back-to-school teacher in-service training to update those teachers about the District's offerings.

Finally, Mrs. Sieferman requested permission to purchase 5,000 pencils made from recycled materials to leave with students that receive District programs. Mrs. Palmer asked how much the pencils would cost. Mrs. Sieferman answered that they would be \$2,783.99. Mrs. Palmer then moved to approved the purchase of 5,000 pencils to hand out to students. Mr. Bridget seconded the motion and the motion passed 8-0-0.

Director's Report:

Mr. Detwiler opened the Director's Report by introducing Michelle Kelley, the new bookkeeper for the District. He noted that the transition to Michelle was official in June and that part of the change was a move from QuickBooks Desktop to QuickBooks Online. Mrs. Kelley then shared that she has a small accounting firm in Amo that is focused on non-profits and governmental entities. Mr. Detwiler reported that the transition has been going well.

Program Updates

Mr. Detwiler then shared that two of the five Tox-Away Days have been completed, noting that attendance has been good. He shared that the layout for the Tox-Away Days at the Fairgrounds was changed this year and worked well for the June collection. He noted that this Saturday will be the third Tox-Away Day of the year and he expects good attendance based on the number of messages and phone calls District staff have been receiving.

He then shared that the Plainfield Tox-Away Day that was scheduled at Plainfield Middle School can no longer be held there due to a scheduling conflict. He explained that the event will be held on the west side of Hummel Park instead. Mr. Detwiler reported that as the time gets closer, District staff will work to get the word out about the location change and signs will be put up at the Middle School and the east entrance of Hummel Park directing users to the correct location.

Next, Mr. Detwiler shared that the Yard Waste Recycling Centers have been very active and reported that May 2024 was the busiest May ever seen at the centers with over 900 visitors using the sites. He noted that attendance decreased some in June, but the centers are still 153 users ahead of the same time last year and 533 users ahead of the year-to-date average.

Mr. Detwiler then shared that Noth Salem and Coatesville Recycling Centers activity have remained about the same but noted that the Lizton Recycling Center was seeing more activity, especially between May and June. He added that for the year, the site has averaged approximately 515 visitors per week and has served nearly 31,000 visitors since opening. He reported that INDOT is closing State Rd. 39 in Lizton for the week and that the District has worked to notify people about the detour.

Finally, Mr. Detwiler highlighted some upcoming events including the upcoming Tox-Away Day events; Pesticide Clean Sweet hosted by the Office of the Indiana State Chemist; Tire Amnesty Day provided by the Hendricks County Health Department; and the District's next Board Meeting that will be held in October.

Mr. Dawes asked if staffing was going okay at the centers. Mr. Detwiler confirmed that it was but noted that a Yard Waste attendant has been out due to illness. He added that the other attendant assigned to that location has stepped in and covered all the shifts. Mr. Detwiler shared that at the request of the attendants, the schedule for Yard Waste Recycling Attendants will be reworked to eliminate the need for attendants to work back-to-back days.

Financial Report:

Mr. Detwiler opened the Financial Report with an update on the State Board of Accounts review that began back in November. The examination covered the years 2019 through 2022 and was completed in June when he and Mr. Dawes participated in a virtual exit conference. The examiner said he did not find any issues. Mr. Dawes further noted that the report was excellent and the comments by the State Board of Accounts to Mr. Detwiler and staff were outstanding. Mr. Detwiler reported that the District will be receiving an invoice for over \$3,200 for the cost of the examination.

Next, Mr. Detwiler presented the Financial Facts Summary and Income Chart, noting the new Final Disposal Fee rate has now been in effect since April 1st and reflected in the income totals for May and June. He explained that the Final Disposal Fee Income is about \$89,000 ahead of the same time in 2023 and \$105,000 above the average since 2005. He further noted that some of that increased income is due to higher activity at the landfill, not only due to the higher rate being imposed. Mr. Detwiler shared the Yard Waste Recycling Income reflects the increased activity at the sites and that the total collected so far in 2024 is approximately \$1,000 more than last year and \$3,200 ahead of the average.

Next, Mr. Detwiler shared the Second Quarter Report and noted no concerns but added that some budget transfers would be needed before the end of the year. He did point out a correction highlighted on the report related to some expenses that were mistakenly posted to the wrong line item early in the year. Mr. Detwiler reminded the Board that the second and third quarters of the year are when program expenses increase with Tox-Away Days, increased activity at the Yard Waste Recycling Centers, and more.

Registers of Claims

Finally, Mr. Detwiler presented four Register of Claims, three for the General Fund and one for the Hendricks County Special Projects Fund. The Register of Claims presented were as follows:

- May 28, 2024, for the General Fund in the amount of \$93,390.90
- June 25, 2024, for the General Fund in the amount of \$52,673.82
- July 23, 2024, for the General Fund in the amount of \$99,995.54

- July 23, 2024, for the Hendricks County Special Projects Fund in the amount of \$755.00

No questions were noted from the Board and Mr. Wathen moved to approve the Registers of Claims presented. Mr. Gentry seconded the motion. The motion passed, 8-0-0.

Mr. Dawes noted that he reviews the registers in the months when the Board does not meet and asks questions about things, as needed. Mr. Detwiler also shared that he forwards the credit card statement to Mr. Dawes every month for his review.

Mrs. Archer asked for confirmation that approval of claims included all the General Fund registers and the Hendricks County Special Project Fund register. Mr. Wathen confirmed that it was for all four registers.

New Business

CAC Report

Mr. Detwiler noted that Mr. Gaddie, CAC member, was present at the Board Meeting and that he attended the CAC meeting the previous week. He added that notes from the CAC meeting were included in the Board packet and explained that as part of the meeting, he shared some potential needs and ideas related to the future direction of the District. He noted that a spreadsheet of what was presented at the CAC meeting was included in the Board packet and shared that most of the items on the spreadsheet are not things that could be undertaken in the next 24 to 36 months, but are simply ideas of where the District might focus its future efforts.

Mr. Detwiler noted that the packet also included historic financial information that was shared with the CAC as part of the budget review process. He offered to discuss any of the future ideas with the Board but noted that the bigger purpose was to understand that if the District wants to grow and offer more programs or services in the future, then it needs to rebuild its financial reserves.

Mr. Dawes asked if the CAC prioritized the list he presented. Mr. Detwiler answered that the group did not specifically prioritize the ideas but that the two projects they were most interested in were the following:

- If and how to update the District's Recycling Guide - the CAC believes developing and direct mailing a postcard that encourages residents to visit the District's website for recycling and program information is preferable to developing and printing a reference booklet. The printed booklet has worked well in the past but is costly.
- If and how to overhaul the District's Community Grants Program - the CAC feels more should be done to encourage grant applications for the kinds of projects that better fit with the District's mission. In the meeting he committed to developing a document that would highlight past projects that were well-supported by the group to help kickstart that effort. Additionally, he shared that the group briefly discussed the idea of potentially incentivizing or supporting district-wide recycling in Hendricks County schools.

Mr. Detwiler noted that there were good questions and discussion about the other items included on the list, as well. Mr. Dawes suggested that Mr. Detwiler share that same information with the Board in the future to keep the discussion active. Mr. Detwiler agreed to do so and reminded the Board that the intent for the October meeting is that members will revisit the income situation for the District and reconsider the Final Disposal Fee rate again at that time. He added that completion of the Lizton Recycling Center was only possible because the District had the funds in reserves to accomplish it and noted that the future ideas being discussed will only be possible if the District rebuilds its reserves.

2025 Budget

Next, Mr. Detwiler reported that the CAC also reviewed the proposed 2025 Budget and, ultimately recommended approval of the budget, as presented. He noted that the Board Packet included a budget overview document and a spreadsheet that reflected the proposed budget amounts.

He continued that projected revenues for 2025 are just over \$1,000,000 based on the \$1.25 per ton Final Disposal Fee currently in place.

He noted that projected expenditures for 2025 are \$994,500. He added that the budgeted amount for personnel expenses include a 4.5% raise for employees, which mirrors what the County plans to do based on information from the County Auditor. Mr. Detwiler also highlighted a couple of new line items in the 2025 Budget including: Banking Fees, County Drain Fees and Safety Supplies and Training, adding that they are not necessarily new expenses, just items for which the District has not previously had specific budget lines.

Mr. Detwiler reported that increased expenses for next year are projected for School Education, the Coatesville and North Salem Recycling Centers, as well as the Hendricks County Special Projects Fund. He explained that some money was built in the budget for Capital Expenses in case the District needed to assist with the relocation of the Plainfield Yard Waste Recycling Center and added that two of the District office computers will be due to be replaced in 2025, as well.

He explained that overall, the proposed 2025 Budget balances with approximately \$11,000 earmarked for savings but noted that the budget does not include funds for any expanded programs or services.

Mr. Pope noted that the savings reflected approximately 1% growth and asked if that is typical for the District. Mr. Detwiler reported from 2005 through 2016 income outpaced expenses and the District was able to build healthy reserves. From 2017 and beyond, Final Disposal Fee income declined and expenses increased. That reality coupled with the costs to build the Lizton Recycling Center depleted the District's savings.

Mr. Pope reported that 1% reserve growth seems low, noting it will take years to rebuild reserves. Mr. Detwiler agreed, adding that historically it has been difficult to anticipate what the revenues will be as the activity at the landfill varies and the District has virtually no control over what happens there. Discussion was held.

Mr. Bridget shared there had not been an increase in tipping fee rates since 1995 and that the recent adjustment basically brings the organization to a break-even point. He added that hopefully future incremental increases will bring the District back to a positive cash flow and cash reserves can be rebuilt. Mr. Lacey noted that the Final Disposal Fee rate is to be reviewed annually.

At this time, Mr. Lacey motioned to approve the 2025 General Fund Budget proposal, as presented. Mr. Pope seconded the motion and the motion passed, 8-0-0.

Next, Mr. Detwiler presented the 2025 Budget for the Hendricks County Special Projects Fund, noting that the budget reflected 5% of the anticipated Final Disposal Fee amount for the year. Mr. Gentry motioned to approve the 2025 Special Projects Fund Budget, as presented. Mr. Bridget seconded the motion. The motion passed 8-0-0.

Public Comments

No public comments noted at this time.

Board Comments, Concerns and Questions

Mr. Gentry asked about costs regarding the Tire Amnesty program that will be provided through the Hendricks County Health Department. Discussion was held.

Announcements/Adjournment

Mr. Dawes noted that the next Board Meeting will be October 22nd at 7:00 a.m. at the Hendricks County Government Center.

Mr. Gentry motioned to adjourn the meeting. Mr. Dawes seconded the motion. Motion passed 8-0-0.

The meeting adjourned at approximately 7:37 a.m.

Dennis Dawes, President