

Saline County Regional Solid Waste Management District

Regular Board Meeting

Wednesday, April 19, 2017

Present:

Chairman Jim Erwin, Judge Jeff Arey, Mayor Janie Lyman, Representative J.R. Walters, Representative Sheryl Childs, Executive Director Tiffany Dunn, IDCO-Mr. Shane Knight, Office Manager-Cathy DePelsMaeker, Mr. Sam Ed Gibson, Mr. Blaine Ellzey & Mr. Andy Lambert, Republic Services, Mr. Zeke Jones, CPA, Mr. Jordan Woolbright, CPA, Ms. Stacy Ford-Inter District Waste Tire Coordinator.

Absent

Representative Mr. Mark Ridgeway (proxy-J.R. Walters)

Meeting called to order at 2:10PM

- 1) Chairman Jim Erwin welcomed new board member, Ms. Sheryl Childs to the attendees. Ms. Childs will be representing the town of Benton.
- 2) The minutes from the last Saline County Solid Waste Management District meeting on February 15, 2017 we reviewed and approved by the Board.

Financial Report

- 1) Mr. Zeke Jones, CPA, presented to the board Audit reports for the fiscal year ending on September 30, 2016. The board motioned and approved the 2016 yearly audit.
- 2) Mr. Jordan Woolbright, CPA, presented the board with the March Financial Reports. Upon review, the board approved the March Financial Reports.

Inter-District Tire Update

- 1) Stacy Ford presented YTD information and statistics for the Inter-district tire program. Additionally, she mentioned that due to chronic illness, she will be resigning as the Waste Tire Coordinator. Interviews will be conducted tomorrow, and the new Waste Tire Coordinator will be gradually phased into her position.
- 2) Ms. Ford offered a brief explanation of how the Inter-District Tire Program operates, specifically addressed to the district's new board member, Ms. Cheryl Childs.
- 3) A new radio ad will be broadcasting soon about the Tire Safety & Zika Virus. The ad will specifically address responsible tire disposal.
- 4) A new project is in place, called the "Painting the Mulch" project. A contractor is assisting with this endeavor; mulch will be 2 colors: brown or black.

- 5) A new bill/law (about 32 pages long) will be up for vote. It concerns the repairing of funding, but there are concerns about implementation in the field – “E-Manifest System”. Resulting from this, there may be more illegal dumping in the beginning. One concern for the district is how to file reimbursement requests. Suggestion: The Waste Tire Board needs to come together and discuss ideas and questions. Additionally, next week there will be a meeting at ADEQ to hopefully answer some of those questions that have arisen with the implementation of this new program. Chairman Jim Erwin expressed appreciation for all of the hard work that Ms. Ford has demonstrated in her time working with the district.

IDCO Report

- 1) Mr. Shane Knight presented information and statistics for illegal dumping and burning for the month of March.
- 2) On the 25th, implementation of a litter control program will begin.
- 3) Saline River cleanup is underway. On the 25th, implementation Officer Knight and Judge Arey assessed the situation yesterday and are continuing to keep a close eye on the area. Also addressing some tire issues in that area. Another area that is currently being worked on is a location in Mabelvale. That particular site has about 400 tires on it.
- 4) Judge Jeff Arey added that our district is very fortunate to have Mr. Knight as our officer. Mr. Knight was commended by the Board for his continued work and efforts.

Marketing /Education/Executive Director Update

- 1) ReFashion Bash: The web links for the most recent *television* appearances for the ReFashion Bash are now on the website. Although about 100 children signed up for the event, 42 children ended up participating. Participation decreased largely due to the fact that Prom was held Saturday night. Ms. Dunn also invited the board to the event on 4/22/17 at 6pm.
- 2) Recycling Event: About 104 Participants were at the Fairgrounds for this event. We’ve seen a huge increase in the amount of electronic drop offs.
- 3) New website launch- estimated to be around the end of May.
- 4) Due to the increased need of e-waste recycling, we will begin monthly e-waste drop off events at Bishop Park.
- 5) Ms. Dunn offered YTD information and statistics about the Landfill Coupon Program & District Recycling Report.
- 6) Salary Discussion: Due to the reduction of staff at the district office and an increase in the remaining employees’ responsibilities, a salary study was conducted. Stressing that there was not a random selection of salary figures, the Board voted and approved the following salary increases: Executive Director: \$60,000 per year, IDCO and Office Manager: additional \$5,000 per year. Because of the expansion of individual job responsibilities, all staff members are expected to upgrade the details of their job descriptions.

Old Business

- 1) Front Office Remodel: Job was completed, and the front office looks great.
- 2) Plastics recycling at the landfill: Executive Director Tiffany Dunn met with the General Manager at Republic Services to discuss this issue. Unfortunately, the landfill is still encountering contamination issues with their recyclables. (The District has made flyers available to instruct people what items are and are not acceptable.) Mr. Blaine Ellzey, also stated that mixed paper and plastics continue to be a problem. With regard to cost sharing those expenses with the district, Mr. Ellzey stated that he has no expectations (currently) for the district to share those with Republic Services. Secondly, they are investigating alternatives, such as working with Natural State Recycling, to help cut down their costs. Positively, cardboard recycling and metal recycling has been going well at the landfill. Judge Jeff Arey inquired about the status of the current curbside recycling program. Mr. Ellzey responded that approximately 1600 people recycle in Saline County, of which 18% of curbside recyclable materials are actually **non-recyclable**. Chairman Jim Erwin inquired about the available space left at the landfill. Mr. Ellzey responded that the landfill contains 4x the amount of "life" left than when the landfill was purchased in 2011. Additionally, Mr. Ellzey introduced Operations Manager, Mr. Andy Lambert to the board.
- 3) Backup Server: Due to the concerns about the threat of environmental hazards, as well as intentional/unintentional deletion of data files, the board discussed the implementation of scanning and saving documentation to an offsite "cloud storage" system. Office plan is to scan all manually copied file folders, starting in May. All scans will be in PDF format, saved on the hard drive on the server (Office Manager's computer), and organized by specific subject matter. Hard copy will be kept in file/box according to the AR Records Retention Schedule. All PDF files will be saved in the cloud backup, as specified on the Crash Plan Pro backup plan. Pricing for Crash Plan Pro is reasonable, about \$10.00 a month for unlimited data. Can be cancelled anytime; will allow more efficient saving of data, and in the event of a disaster, we have an extra layer of protection to retrieve data. Attorney Mr. Sam Ed Gibson recommended referring to the district's Resolution which was adopted about 1 year ago, which is compatible with the AR Records Retention Guide. He also advised that in light of the cost of the backup program, the costs are relatively negligible, especially in the case of FOIA events. Mr. Gibson also stated that there is a great deal of justification for the implementation of the Crash Plan Pro backup plan. The Board motioned and approved the implementation of the Disaster Recovery Plan for the district office.

Additional Comments

- 1) Ms. Stacy Ford stated that the Fee Structure for the collection of tires will be changing starting January 1, 2018. Monies will be collected when tires are removed from the rim (any size is \$3.00, except tractor tires. Again, fee is increasing from \$2.00 to \$3.00). Ms. Ford stated that if the district office receives any inquiries/calls in regards to this issue, please refer to DF&A.

3:09PM Meeting Adjourned