



Agenda for Regular Board Meeting

**August 15, 2018
2:00 PM**

Conference Room
Saline County Office of Emergency Management

1. Call to order and sign in
2. Review and Approval of Minutes from June 20, 2018 meeting
3. Review of Financials from June 2018 and July 2018: Jordan Woolbright
4. Inter-District Tire Update: Desi Ledbetter
5. Illegal Dump Control Officer (IDCO) Update: Tiffany Dunn
6. Marketing & Education Update: Tiffany Dunn
7. Executive Director Update: Tiffany Dunn
 - a. 2018 Landfill Coupon Program
 - b. Recycling Report
 - c. Green Waste Report
8. Old Business
9. New Business
10. Public Comments

Regular Board Meeting
Wednesday, June 20, 2018

Present:

Mr. Jim Erwin-Chairman, Judge Jeff Arey, Mr. J. R. Walters, Mayor Janie Lyman, Desi Ledbetter, Leslie Morris, Mayor Paul Mitchell, Ms. Sheryl Childs, Mr. Sam Ed Gibson, Jordan Woolbright, CPA, and Zeke Jones, Auditor

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 April 18, 2018 Meeting

The Board meeting minutes for April 18, 2018 were motioned for approval by Mr. J. R. Walters and seconded by Judge Jeff Arey. Motion passed.

3. Review of Financials from April 2018 and May 2018: Mr. Jordan Woolbright

The ending Total Cash and Cash Equivalents for April 2018 was \$4,324,585.49. Mr. Woolbright relays the year to date budget totals include from October 2017 to April 2018 in the amount of \$252,847.51. The new calendar year budget has not been approved for this reporting period. Chairman Erwin asks if the Recycling Transactions for April are from Re-Fashion Bash and Ms. Dunn responded yes. The ending Total Cash and Cash Equivalents for May 2018 was \$4,282,249.36. Mr. Woolbright mentioned to Chairman Erwin that the totals include the fiscal year October 2017 through May 2018. Mr. Woolbright relays to the Board the transactions from the Recycling Account were payments to the YEA! teachers for the end of the semester. Mr. Woolbright relays the E-Waste Grant for 2016 and 2017 along with ACT 1333 Grant for 2016 and 2017 are now a zero balance. The grant money now being used is from E-Waste Grant 2017-2018 and ACT 1333 Grant 2017-2018. Motion was made to approve the April 2018 and May 2018 financials by Mr. J.R. Walters and seconded by Mayor Paul Mitchell of Alexander. Motion passed.

a. Proposed Budget for January 2018 through December 2018: Tiffany Dunn

This is presented by Ms. Dunn to the Board beginning with the District operations. The first line item of the District Operations of Overhead Expenditures includes APERS that includes an increase of \$1,126.00. The next line item of insurance in overhead expenses shows a \$703.00 increase in premiums. The third line item in overhead expenses for rent will remain the same. Ms. Dunn stated that in reference to salaries and wages, the District budgeted a greater amount to include the increase for the front desk position from the previous budget. The increase is \$6,200.00 which will also increase the taxes. There is no expected change in utilities that is included in the overhead expenses. Ms. Dunn stated the District Operations Expenses of continuing education and training, meals, office expenses, professional dues, travel, and vehicle expense will not have any change. The professional fee expense included in Expenses may see an increase due to the short audit that was conducted for changing the fiscal year to calendar year. Ms. Dunn stated to the Board that for the District Operations advertising will decrease by \$5,000.00, and education will decrease by \$2,000.00. Ms. Dunn stated the recycle expense is

reduced by \$25,000.00 due to paying this expense out of ACT 1333 grant money before using money from the operational budget. The line item for waste disposal is being reduced by \$20,000.00 because we have been able to pay this cost with grant money. Ms. Dunn stated that for the yard debris operation Republic Services has submitted a letter to ADEQ for approval of yard debris being accepted in the landfill. She hopes to receive a response from ADEQ to accept this proposal, and if approved this would decrease the cost of yard debris. Ms. Dunn hopes to be notified soon. In Summary, the overall 2018 proposed budget is \$448,399 against projected revenue of \$601,654. An expected surplus of \$153,255 is based on the projected budget. The 2018 budget (\$448,399) reflects a savings from the original 2017-2018 budget (\$486,395) in the amount of \$37,996. Based on the 2017-2018 original proposed budget approved by the Board, the District is on track to a position of stability and the savings of approximately \$37,996 and will be maintained into the foreseeable future. Motion to approve the budget for 2017 through 2018 as written is made by Mr. Walters and seconded by Mayor Paul Mitchell. Motion passed.

4. Audit Review: Zeke Jones of Yoakum, Lovell & Co., PLC

Mr. Jones is reporting on the short audit from October 2017 until December 2017 due to the District changing from a fiscal year to a calendar year accounting period. The District's net position decreased \$14,447 over the past three months from \$4,041,829 to \$4,027,382. The total assets have decreased \$54,233 over the past three months from \$4,674,603 to \$4,620,370. This decrease is primarily due to a decrease in restricted assets. The total liabilities have decreased \$39,786 over the past three months from \$632,774 to \$592,988. This decrease is primarily from a decrease with the grant advances. Chairman Erwin ask about future audits and Ms. Dunn reports they will be reported in June. Motion made to approve audit by Mr. Walters and seconded by Ms. Sheryl Childs. Motion passed.

5. Inter-District Tire Update: Desi Ledbetter

Mr. Ledbetter reports that Ms. Leslie Morris is the new Waste Tire Coordinator. She will be compiling reports and lots of behind the scene work. Mr. Ledbetter will be the main contact at our meetings at this time. The Tire District has 22 retailers that are involved in the private rental program for \$150.00 a month to collect and haul tires. There have been a couple of trailer thefts with one recovered and the other not recovered at this time. There is a pilot program using a GPS system that is being used on a trailer to monitor the movement and to deter theft of one tire trailer. The Tire District is beginning an Illegal Dump campaign to target disposal of tires and educate everyone starting July 11, 2018. The Pulaski District will be hiring a contract IDCO person by July 16, 2018. On May 8, 2018 ADEQ presented a meeting to statewide tire programs and county judges. On July 2, 2018 ADEQ will present modified Reg 36 to the Legislative Public Health, Welfare and Labor Committee. On July 17, 2018, ADEQ will present the modified regulation to the Administrative Rules and Regulations Committee. If both committees approve the modified regulation, it will be presented to APC&E at the July or August commission meeting. The Inter-District Board will meet on June 26, 2018 and on the agenda for the meeting will be approving the Davis Rubber contract extension.

6. Illegal Dump Control Officer Update: Tiffany Dunn

Tiffany Dunn reports that Shane Knight has resigned and started his new position as Executive Director with the Southeast District and he did submit a report before leaving. There are investigations still active, and we are working on them, just not to the depth that Shane did at this time. The interviewing process will begin to fill the IDCO position by July 10, 2018 and hope to have this completed by mid-July. Ms. Dunn reports that this person will need to be sent to training in September 2018 to get their license. Ms. Dunn reports that the IDCO program has cleaned up and properly disposed 236,350 pounds of illegally disposed materials in Saline County. The residents have to bring receipts to the office to show that they have disposed of these materials to the landfill. Chairman Erwin asked Ms. Dunn if she will be taking care of this now and she replies that since she is not licensed IDCO she can't do investigations, but she is following up on the investigations that call in to the office. Chairman Erwin asked if we have to put these items on hold and Ms. Dunn said that there is an environmental officer, Jack Campbell, with the Saline County Sheriff's Department that she can call on for immediate help for situations. Chairman Erwin asked if we can call on Desi Ledbetter if we have tire problems and Ms. Dunn replies yes. Mr. Ledbetter comments that he sent an e-mail to Ms. Dunn concerning an area referred to as Green Road that Pulaski County has always taken care of and just found out it is on the edge of Saline County and Pulaski County. Ms. Childs asked if this position carries a weapon. Mr. Gibson says no, and Mr. Ledbetter replies no weapons, but can issue citations. Ms. Childs further comments that she is asking due to the revision of the policy manual and that safety should be revised in the manual. Ms. Childs is concerned about concealed license in this position and Mr. Gibson replies "not in this position." Chairman Erwin and Mr. Ledbetter discuss the training and timing with respect to classes and the procedures for becoming a licensed IDCO Officer. Ms. Dunn stated Jack Campbell is our back-up. Ms. Dunn stated that the salary and benefits have been advertised to be \$36,000-\$50,000. The Judge will be assisting Ms. Dunn in the interview process and Chairman Erwin asked Ms. Dunn to keep them updated with the process.

7. Marketing and Education Update: Tiffany Dunn

Ms. Dunn stated that the Fourth Annual Re-Fashion Bash was a great success. She stated that she is always amazed at the designs the kids come up with and amount of thought that go into their designs. Next year will be the fifth year and we are looking forward to it being bigger and better. Of course, the YEA! Teams will be starting back up and there will be an additional school in Bryant to set up with recycling and the YEA! Team program. Chairman Erwin asked if most of the teachers come back and Ms. Dunn replied that for the most part yes, she did state that she will have to find one for Benton Junior High for the new school year. Ms. Dunn stated that in August, she will be a presenter for WasteCon in Nashville. She will be on a panel of discussion with the topic being "What is your Brand". Ms. Dunn is looking forward to what she can learn at this event in helping the District to better expand recycling, marketing and education. We are looking forward to the fall events that are coming up with the first one on August 25, 2018 for Salt Bowl where we will have a booth for the event. Chairman Erwin asked about the website and Ms. Dunn stated that everyone is positive to the information and the easy use of the website. Chairman Erwin asked if this is updated by staff or an outside vendor and Ms. Dunn stated that staff updates the information, and that we get outside help with the "bugs" that need to be fixed on the website.

8. Executive Director Update: Tiffany Dunn

a.) 2018 Landfill Coupon Program

Ms. Dunn reports that there have been 1,527 coupons redeemed, 1,940 homes have received coupons and that 39% of the coupons have been used. Ms. Dunn stated that the amount of trash collected totals to 1,271,592 pounds. Ms. Dunn relays that a discrepancy has been found in the formula and will be correcting this. Chairman Erwin asked what is the amount of people that come in that don't have trash service. Ms. Dunn stated to receive the coupon you have to have trash service but thinks we can pull up from previous years.

b.) Recycling Report

Ms. Dunn reports that the recycling reports includes the different items that are recycled for the District, starting with the paper and cardboard that is collected from the non-profits. This totals 20,560 pounds of cardboard and paper. The metal items collected from events is 12,400 pounds. The next event we have will be October 13, 2018 for a Household Hazardous Waste Event where we will collect only hazardous items due to the congestion and flow of traffic. The E-Waste event is the monthly event at Bishop Park and the daily drop off at Habitat that totals 50,672 pounds. Chairman Erwin asked if the working relationship with Habitat is good. Ms. Dunn responds yes. Bin There Dump That picks up once a week from them and more if they have the need. The paper and cardboard from the schools is taken from three schools by our contractor and the totals are 9,270 pounds. The number of tires that are collected from our events and situations that Shane had picked up when he was here is 230 tires.

c.) Green Waste Report

Ms. Dunn relays that there have been 118 visitors for the month of April with 30 pulls for a total of \$16,684.32. For the month of May, there have been 50 visitors with a total of 27 pulls for a total of \$10,785.61. Ms. Dunn stated that she and Chairman Erwin were looking at these numbers and there is no consistency with the fees that are charged. Ms. Dunn stated that there are different types of charges such as fuel, administrative fees, and travel fees that are included to create the fees to change. Chairman Erwin said he did a short calculation and that it is \$531.08 per pull. Ms. Dunn stated that she hopes to hear from ADEQ about a decision concerning a permit where yard debris can be disposed in the landfill.

9. Old Business

There is no old business at this time.

10. New Business

There is no new business at this time.

11. Public Comments

There were no public comments.

Motion to adjourn made by Mr. Walters and seconded by Ms. Childs. Motion passed.