

## **Regular Board Meeting**

### **Wednesday, December 11, 2019**

**Present:**

Chairman Jim Erwin, Mr. J. R. Walters, Ms. Jennifer Hill, Sheryl Childs, Tiffany Dunn-Executive Director, Attorney Sam Ed Gibson, Ms. Leslie Morris, Judge Jeff Arey and Mayor Paul Mitchell.

**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 August 21, 2019 Meeting**

The Board meeting minutes for October 16, 2019 were motioned for approval by Ms. Jennifer Hill and seconded by Judge Jeff Arey. Motion passed.

**3. Review of Financials from October 2019 and November 2019: Tiffany Dunn**

Ms. Dunn is reporting for Mr. Woolbright due to the continuing education classes he is attending. Ms. Dunn relays the October 2019 Bank Account Summary in each binder begins with the beginning cash and cash equivalents for October 2019 as \$4,460,756.83. The Operating Account starts with the balance of \$ 93,233.20 giving us an ending balance of \$67,546.18. The Revenue Account beginning balance is \$1,676,092.74 and ended with a balance of \$1,769,044.25. Ms. Dunn would like for the Board to notice the inflow of \$93,013.15 which is the quarterly Royalty payment from Republic and income from the coupon program. The Recycling Account has a beginning balance of \$215,631.36 and there is an inflow of \$167,988.87 from Act 1333 Grant money and Electronic Waste grant money. The ending balance for the Recycling Account is \$375,622.70. The Investments Account beginning balance is \$2,475,799.53 and the ending balance is \$2,478,829.86 with a total cash and cash equivalent balance for October 2019 of \$4,691,042.99. Page 2 is the Operations Detail Report that is broken down by the line item and on Page 3 you will see the detail for the operation budget for the expenses paid out for the month. On Page 4, you see the 2019 Grant Monies paid out by the District for the total each month of the E-waste Grant Money and the Act 1333 Grant Money in separate columns. Page 5 is the breakdown of the Recycling Account transactions for the month of October. Ms. Dunn relays that we will move on to the November 2019 Financials, beginning with the prior month's cash and cash equivalents are \$4,691,042.99. The Operating Account beginning balance is \$67,546.18 with an ending balance of \$37,260.99. Ms. Dunn relays that she would like the Board to know that a transfer of \$300,000.00 from the Revenue Account to the Operating Account was just done. This is were the expenses for the year are paid out. The Revenue Account has a beginning balance of \$1,769,044.25 and an ending balance of \$1,772,493.93. The Recycling Account has a beginning balance of \$375,622.70 and an ending balance of \$366,428.02. The Investment Account has a beginning balance of \$2,478,829.86 and the ending balance is \$2,484,835.77. For the month of November 2019, there is a total cash and cash equivalents of \$4,660,964.71. Page 2 is the Operations Detail Report for the last three months. Page 3 will show the details of the Operations Expenses for the month of November. Going forward, Page 4 shows the Grant monies for the District for November 2019 and list what has been spent for each month and the amount

we have. Page 5 shows the expense detail of the Grant money for the month of November. Motion made to approve Financial Reports for October and November 2019 by Judge Arey and seconded by J.R. Walters. All approved.

**4. Inter-District Tire Update: Leslie Morris**

Leslie Morris reports that the Financials are in the packet and if anyone needs to ask questions, please do so. The totals for the tires taken in for the month of October was 88,950 tires and Saline County took in 9,053 tires for October. Ms. Morris relays that the program has always projected 800,000 tires and last year the amount was 837,000 tires and this year will probably be more. DEQ has ask all the Districts to reduce their expenses by 10%, due to needing to cover the cost of the extra-large tire program. Ms. Morris relays they are looking at ways to reduce the program cost by 10% and the Board will get together the end of January and a recommendation will be presented on how to move forward. The District covers the transportation of a lot of tires and we may need to shift the expense to the retailer to cover their transportation. Chairman Erwin ask Ms. Morris if the Tire District saw this coming and she responded no. Ms. Dunn ask if this will be a topic at the Solid Waste District Association meeting and Ms. Morris relays that she has not seen the agenda. That meeting will take place on January 10, 2020.

**5. Environmental Enforcement Officer Update: Carmen Haynes**

Ms. Dunn relays to the Board that Carmen's report is before them and would like to make the Board aware of the fact that there was one case that was taken to trial. The trial took place last week in District Court and the defendant was found guilty and had to pay a \$300.00 fine. Ms. Dunn explains that it was a moving company paid to pick up a person's house out of Garland County and on the way back to Little Rock they stopped in Saline County and dumped it. There was a call to the office and Carmen went out to the site and took pictures and was able to get in touch with the people that hired the moving company and the company had sent the people that hired them pictures of what they had moved. The family that hired the moving company sent the pictures to Carmen and contacted the moving company with pictures of what the moving company sent against what was dumped. The company did clean it up and the defendant thought because they cleaned it up, they would not be fined. They went to District Court with Judge Josh Newton and he fined them \$300.00. The defendant did not want to pay the \$300.00 and said he wanted to go to trial because he felt that they had cleaned it up and there should be no problem. Chairman Erwin ask is that the first time we have taken anyone to court and Ms. Dunn responds that is not the first time we have gone to court, but the first time we have gone to trial. Ms. Dunn relays that the Prosecuting Attorney's office is who handled the case, and Carmen provided her with the documentation. Ms. Childs relays that she would like to see an Excel Spreadsheet with year to date for the Environmental Enforcement Officer report to be included in the future; Chairman Erwin and Judge Arey relay that same sentiment. Ms. Dunn informs the Board that Carmen has gone on leave for twelve weeks. Chairman Erwin ask about Hot Springs POA and Highland and Ms. Dunn relayed that these are areas that did cleanups

**6. Marketing and Education Update: Tiffany Dunn**

Ms. Dunn relays to the Board there is a listing of the events for 2019 that have been attended and the 2020 schedule through April 2020. Ms. Dunn reports through the YEA! Team Program, there was a Coloring Book Contest that Recycle Saline hosted and America's Recycle Day Week. Ms. Dunn relays that November 15, 2020 was America's Recycle Day and leading up to that day, there was the TREX

Program that began, Tommy Terrific came to schools for a Recycling Magic Show, and there were announcements and news reports about Recycling in the mornings and through out the day to encourage recycling with the students. Ms. Dunn relays that the kids love the Magic Show and it is good that it can be offered in the schools and that it is very high energy. Ms. Dunn announces that promotional material concerning 2020 Re-Fashion Bash will be revealed tomorrow, December 12, 2019 and that will begin the registration process for Re-Fashion Bash. Ms. Dunn is looking forward to the information awarding the Grant for the Electronic Waste event. Ms. Dunn contacted DEQ and the Grant is going before Legislative Review next week and then we will be notified. Ms. Dunn relayed that she attended the Arkansas Recycling Coalition Conference and the SWANA National Conference in Phoenix, AZ. Ms. Dunn was excited about the presentation she gave because she was asked by someone to be a Mentor.

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

### **a.) 2019 Landfill Coupon Program**

Ms. Dunn reports that the numbers for this report complete the 2019 Landfill Program. The coupons could be purchased until Wednesday, November 27, 2019 and could be used at the Landfill until November 30, 2019. There were 6,903 coupons issued and that is 3,451.5 households that received coupons and there was a high percentage of coupons redeemed and the total cash received for the coupon program was \$34,525.00. Chairman Erwin asked if the people are unhappy when they come in and Ms. Dunn responds that they still talk about the “free”, but that is how the program started and at this point for the last 3 years of the same items asked for, the program is going well. Chairman Erwin ask if there are many people that come in that don’t have trash service. Ms. Dunn lets the Board know if they don’t have trash service we give the person a list of the Haulers, and they go to the parking lot to set the service up, we verify they have service, and then sell them the coupons. Attorney Gibson relays to the Board that this program grows out of one of the aspects of the sell of the Landfill, where there would be the requirement of two days of dumping allowed for the citizens in the District per year at no charge. Attorney Gibson explains in order to administer the program and how the program has grown since 2011, we have done some calculations of the program for the Legislature report and the annual coupon sales of \$34,000.00 paid by the constituents if they fully use the program results in a net savings of \$500,000.00 in minimum dump fees. Attorney Gibson relays that this is a tremendous service that is provided to the constituents by the District. Judge Arey thanks Attorney Gibson for giving the full explanation of the numbers for this program. Attorney Gibson responds that he had to get numbers to do the calculations for the Joint Legislative Council to justify the economic impact of the rules and this was one of the few bits of government rule making where the economic impact was in favor of the constituent. Judge Arey responds on the thinking of what constituted this program, there would be no way to dispose 3,000,000 pounds of trash in two days. Chairman Erwin ask what was the Joint Legislative Councils’ response to the program? Attorney Gibson responses that two years ago when the Legislature had the last regular session, the Legislature began to require all State agencies, Boards, and Commissions to report all rules and regulations that were in place, the reasoning was to get a more comprehensive central index of those regulations with the overall goal of seeing what could be done to reduce government regulations. Attorney Gibson relays that statewide each Agency, Board, and Commission had to present those rules they had made in a standardized format through the Bureau of Legislative Research, to the Legislative Council, and then we had to go before the Council for review. The review was non-controversial, no questions, and we were included with 3 dozen other agencies, and the Council relayed that we all passed. Attorney Gibson relays this meant that all of our Rules are blessed by the Legislative Council through last year. Attorney Gibson makes the Board aware of the process of the future procedure to codify the Rules in order to have a better access of our Rules for anyone that would like to view them.

## **b.) Recycling Report**

Ms. Dunn relays to the Board that on this report for the year so far, we have collected 31,050 pounds of paper and cardboard from the non-profits, 9,651 pounds of hazardous waste collected in October, 5,400 pounds of metal, 121,857 pounds of electronic waste, and 33,010 pounds of paper and cardboard collected from the schools with a total of 200,968 pounds of materials collected.

Chairman Erwin ask Ms. Dunn if there are any other Districts that report their information the way that we report and Ms. Dunn relays that each District structures their District differently.

## **8. New Business**

Ms. Dunn reports that they will proceed into the 2020 Recycle Saline Proposed Budget. Ms. Dunn ask the Board to take the first two pages out of their binders and she will start with Page 2 and in the email that she sent to each Board member stated the only changes would be with Pages 1 and 3, but will also include Page 2 because there are changes to the overall Revenue Projections for the year. Ms. Dunn begins with Page 2 of the Revenue Projections for 2020, the bottom box that is the projected revenue for 2020 is \$699,693.49, the expected expenses for 2020 is \$425,876.40 giving us a projected revenue after expenses of \$273,817.09. Ms. Dunn relays at the top of the page, it gives a breakdown of what we collect revenue wise. Chairman Erwin ask about the revenue from Republic, if it was going up? Ms. Dunn relayed that we would go over that in the summary. Ms. Dunn relays that the Coupon, Waste Hauler Permit Revenue, Recycling Revenue, Interest Income, and the Interest Income from Investments are from the receipts from 11/1/2018 to 10/31/2019. Ms. Dunn ask the Board to turn to Page 3 of the 2020 proposed budget for Payroll and the top of the page shows where the payroll is now and the bottom of the page is the comparison with the 1.6% cost of living increase and this is where the changes were this afternoon. Chairman Erwin relays he has no problem with the 1.6 % COLA. Ms. Dunn ask the Board to return to Page 1 to look at the Operations Budget. Ms. Dunn directs the Board's attention to the overall 2020 Operations Budget on Page 1, that she would like to propose with a 1.6% cost of living increase. On the first two pages of the Proposed 2020 Budget, it gives a breakdown of each line item and an explanation of each line item. Ms. Dunn relays that the only change in the overhead is to the Salaries and Wages to include a 1.6% cost of living increase, which would put the salaries and wages at \$102,785.41 and this will increase APERS to \$28,236.00 and the payroll taxes to \$39,852.26 budgeted for the year. Ms. Dunn relays the only change in the expenses is an increase in the professional fees by \$1,000.00 and there should be no other changes in the other expenses. Ms. Dunn relays there will be no change in the operation of the 2020 proposed budget. Ms. Dunn reminds the Board that the Yard Debris program was taken over by Republic in January 2019, and the District has no further obligation to this program. The overall 2020 proposed budget is \$425,876.40 against a projected revenue of \$699,693.49, which is an expected \$273,817.09 surplus based on the projected budget. Ms. Dunn relays that this does include the 1.6% cost of living increase for each of the District's employees and it also reflects a decrease of 1% from the approved 2019 budget. Ms. Dunn refers to the earlier comment from Chairman Erwin concerning the Republic royalties increasing, the Southwest Central District began October 1, 2019 transporting all their solid waste to the Republic Services Landfill, so those royalties should show an increase. The District is on track to a position of stability and will be maintained into the foreseeable future and as of October 2019, the District has operated at \$186,131.27 under budget. Ms. Dunn relays that she will be glad to take any questions about the budget, revenue projections, or payroll. Chairman Erwin relays that he has no questions and Judge Arey comments on how well Ms. Dunn presented the budget and has no problem with the cost of living raise that is being offered at 1.6%, good job. Motion to approve the 2020 Proposed Budget by Ms. Jennifer Hill and seconded by J.R. Walters. All in favor. Chairman Erwin commends Ms. Dunn.

## b) Recycle Saline Grant Program

Ms. Dunn reminds the Board that in February, we adopted this Resolution for the Recycling Grants, which allows us to allocate money to those programs and if any organization would like to come to us and apply for a Grant, we have a process to be able to do that. Ms. Dunn relays to the Board that before them is a Memorandum of what Ms. Dunn would like Recycle Saline to receive of that Grant money for the next calendar year. At the bottom of the Memorandum is the breakdown, E-Waste Grant money in the amount of \$75,000 and ACT 1333 Grant money in the amount of \$140,000 that is being requested along with the following pages of the expenses for each of the E-Waste Grant money and ACT 1333 Grant money. Ms. Dunn relays to the Board that this is the process that we follow now and the breakdown of what we use to pay the expenses of the Grant money at this time. Ms. Childs ask if this is in place at this time and Ms. Dunn responds it is in place for 2019 and she would like to present it on a yearly basis to allocate that Grant money to be used for the purposes listed before you. Ms. Childs ask if Ms. Dunn needs the Board motion and approval for this, and Ms. Dunn says yes, because it is an adopted Resolution. Chairman Erwin request Attorney Gibson's opinion on this before the Motion. Attorney Gibson relays to the Board that they adopted a Rule a bit over a year ago, because instead of administering Grant money ADEQ shifts ACT 1333 Grant money to the District with no guidance. Attorney Gibson says the Board adopted a rule self imposing guidance for spending Grant money so there would be standards; and one of the standards will be you can spend your District money on projects with the approval of the Board. Attorney Gibson relays the District staff presents a summary of what it expects to spend internally, but the requirement under ACT 1333 to approve the expenditure of the Grant money is a Board function not a staff function. Chairman Erwin ask Ms. Dunn what has changed in the Grant function of the E-Waste? Ms. Dunn relays that this is the last year the District will receive the E-Waste money and at this time, there is nothing that is coming to this program and it is being left to the Districts to decide how to take care of the Electronic Waste. ADEQ is working on a pilot program about how to handle the electronic waste and at this time, it looks like it will be a Statewide Program like the Tire Program. Chairman Erwin ask if the Legislature had a limit on the program and Ms. Dunn relays that originally, she felt that there was an end date on the program, and this is the end, but the District is fortunate enough to have money in the bank to deal with the program but will change how the program is implemented. The monthly events of Electronic Waste will be done quarterly and at this time, we will be able to offer the Electronic Waste events. Judge Arey relays that at some point there will need to be a plan, because the money will run out and Ms. Dunn relays that she knows that will be a big issue at the next Legislative session, and they are working with ESCO which is the company that we work with to take over the program. Chairman Erwin ask if the Legislature is going to discuss the funding or how to re-program to make things work and Ms. Dunn relays it would have been better if it had happened sooner. Judge Arey ask about the Special CRT Collection and when would we know anything? Ms. Dunn relays that she had applied with The Grant to ADEQ and partnering with Regional Recycling and she is waiting to see if it is granted. Chairman Erwin ask how it worked out and Ms. Dunn relayed that it was great and we collected almost as much as Pulaski County. Motion is moved for approval on the Grant Expenses in the amount of \$94,295.00 made by Ms. Jennifer Hill and seconded by Ms. Sheryl Childs. All approved.

## c) Election of Board Chairman

Motion made by Mr. J.R. Walters to keep the Chairman we have and seconded by Ms. Sheryl Childs. Motion made to cease nominations by Mr. J. R. Walters and seconded by Mayor Paul Mitchell. All approved Chairman Jim Erwin to remain Chairman for 2020.

**9. Old Business**

Motion to accept the Resolution 4 of 2019- Waste Haulers Permits moved by Ms. Jennifer Hill and seconded by Mayor Paul Mitchell. All approved. Ms. Dunn would like to make a comment regarding the inspection of the Waste Haulers. Ms. Dunn has talked to Carmen regarding the inspection , that they be done at some point during the year and there has been a form that has been created that is a duplicate copy with a satisfactory inspection or what type of issue that would need to be addressed to come back for re-inspection. Chairman Erwin ask what timeline is given for a satisfactory inspection to be completed if there is an issue. Attorney Gibson relays that it is written as a time that is decided between the EEO Officer and the Owner of the Vehicle. Ms. Dunn relays that the timeline is 7 to 14 days or if they need a little longer, we will work with them. Chairman Erwin ask how many Waste Haulers we have and Ms. Dunn relays 35 Haulers.

**10. Public Comments**

Chairman Erwin relays that this will be Ms. Jennifer Hill's last meeting with us and Ms. Hill relays that Mayor Carman will attend the meetings for 2020. The Board thanks Ms. Hill for her service. Motion made to adjourn by Mr. J. R. Walters and seconded by Mayor Mitchell. All approve.