

**Saline County Regional Solid Waste Management District**  
**Regular Board Meeting**  
**Wednesday, August 16, 2017**

**Present:**

Chairman Jim Erwin, Judge Jeff Arey, Mayor Janie Lyman, Ms. Sheryl Childs, Representative J.R. Walters, Ms. Tiffany Dunn-Executive Director, Mr. Shane Knight-IDCO, Ms. Brianna Thompson-Office Administrator, Ms. Jasmine Wooten- Intern, Mr. Sam Ed Gibson, and Mr. Jordan Woolbright, CPA

**Absent:**

Mr. Howard Gurley, Inter District Waste Tire Coordinator

Mr. Mark Ridgeway, Representative for Alexander

**1. Call to Order and Sign In**

The Saline County Regional Solid Waste District regular board meeting was called to order at 2:00PM.

**2. Review and Approval of Minutes from June 2017 Meeting**

Upon review of the last meeting minutes, the Board approved the minutes from the June 21, 2017 board meeting at 2:01PM.

**3. Review of Financials from June 2017 and July 2017: Jordan Woolbright**

As Mr. Jordan Woolbright presented the financials for the month of June and July 2017, the Board requested that the financials regarding Republic be broken down to separate the yard debris expense from the non-profits expense. Mr. Woolbright explained that the yard waste and non-profits would be separated in the upcoming months.

The Board also had questions regarding the transfer amount from the Revenue Account to the Operating Account. It was explained by Ms. Dunn and Mr. Woolbright that this is a regularly occurring part of doing business because we transfer funds from our revenue account to our operating account. Revenue is received from the Royalties at the landfill, coupons, and grants.

Mr. Erwin motioned to approve the monthly Financial Reports for June and July 2017. Judge Arey accepted the motion and Ms. Childs seconded the motion. All approved and motion passed.

**4. Inter-District Tire Update**

Ms. Dunn mentioned that Mr. Gurley was no longer with the Inter-District tire program. She stated that the District has been attending meetings for the upcoming Used Tire Program that will go into effect in January 2018.

**5. Illegal Dump Control Officer IDCO Update: Shane Knight**

Mr. Knight offered year to date information and statistics about the Inter-District Tire Program.

Mr. Knight began by stating that since last year 54,000 lbs of waste has been cleaned from illegal dump sites. The Board had a discussion of why the amount was so high and it was mentioned that it probably came from those that did not have trash service.

Mr. Knight continued after the brief discussion stating that there has been an abnormal amount of furniture including mattresses, box springs, couches, and bedroom sets being discarded illegally. Mr. Knight briefly mentioned him working with Mr. Howard from the Road Department that has been handling all of the illegally discarded furniture and waste, and that Howard has been doing an excellent and efficient job.

Mr. Erwin asked what the proper procedure for dumping mattresses and box springs were, and Ms. Dunn responded that they can be properly discarded at the landfill. Mr. Knight was asked by Judge Arey if he was able to catch the people discarding the mattresses. Mr. Knight stated that unless trash bags and a name could be found around the mattress it is difficult to find who dumped illegally.

In his report, he included that 660 additional pounds of illegally dumped trash has been cleaned up and properly disposed of in the Republic Landfill, for this reporting period. A total of 73,790 pounds of illegally disposed materials have been cleaned up to date.

## **6. Marketing/Education Update: Tiffany Dunn**

Executive Director, Ms. Dunn, stated that the Salt Bowl in September is our next big event for which we are sponsors of the press conference. She stated that Smarty, Representatives from Recycle Saline and volunteers will be present. Recycle Saline is also hosting a “Bling my Bin” contest amongst between Benton and Bryant students to help promote recycling. The winning group will receive a pizza party. The next event is the October 14, 2017 Household Hazardous waste event at the saline county fairgrounds from 8am – 11am. Ms. Dunn also stated that she and IDCO Officer, Mr. Shane Knight are working with Judge Arey and the Sheriff’s office to create a Litter Control Plan; they are currently in the process of developing a letter. The anonymous tip line is now available to Saline County residents to leave anonymous tips regarding illegal dumping. Ms. Dunn also plans for our website to be up and running by the next board meeting. This was mentioned because there is a section for reporting illegal dumping and burning in Saline County on the website. Once the Website is up and running, it will be promoted on our website and Facebook page.

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

- a. 2017 Landfill Coupon Program: Ms. Dunn reported that as of 8/15/2017 the number of coupons was at 4,752 and 2,056 have been redeemed. The total pounds of waste collected so far is 1,886,360 lbs or 944.3 tons of waste.  
IDCO Officer Mr. Knight brought to attention that Saline County is the only Class A city from Cabot to Malvern that doesn’t have mandatory solid waste pickup.
- b. 2018 Landfill Coupon: The 2018 coupon mock-up was shown and the only addition from last year is that the new coupon will include “nonrefundable and nontransferable” in order to alleviate the issue of customers wanting refunds, or for them to roll over into the next year.
- c. Recycling Report: The Household Hazardous Waste event in October will increase the numbers on the Recycling Report. The E-Waste numbers include the E-Waste events held every month at Bishop Park and the pickups from Habitat for Humanity. Ms. Dunn stated that we have a great relationship with Habitat for Humanity and they call us on off days to pick up E-Waste if there is an overflow of old televisions, once picked up they are safely discarded with ESCO.

## **8. Old Business**

- a) Yard Debris Program: Ms. Dunn explained to the board that the Yard Debris program is going great. There is now a sign-in form at the Landfill that those dropping materials off must sign in and out, to collect Data. With this we can determine who’s been using the landfill and how many times they’ve visited. The sign in sheet is a way, to hold those using our program, accountable. Officer Knight has caught someone using the program for Commercial use, which is prohibited.

Executive Director Ms. Dunn explained that there was a new development with the Resolution she intended to introduce to the Board. She explained that she spoke with Michael Grappe' in regard to the green waste program. Republic Services is planning to submit a letter to ADEQ for permission of green waste going into the landfill, because the landfill is already piped for methane and the possibility of the permit to be accepted is high. Ms. Dunn requested to table the Resolution until the result goes through.

The Board asked Ms. Dunn if there was a time frame for the results, to which she stated that Mr. Grappe was meeting Friday with ADEQ staff about the permit. Ms. Dunn also stated that she's been speaking with Clay Chitwood and he will have the letter drafted up and send to Mr. Grappe'.

## **9. New Business**

- a) Investment Account Corporate Resolution: Mr. Allen McKay contacted Ms. Dunn at the end of June to let her know that a bond had matured. Ms. Dunn was unable to make decisions about what to do with the bond because she is not an authorized signor. Ms. Dunn proposed that she become an authorized signor so that she is able to work with Mr. McKay when these issues arise. Ms. Dunn also stated that when money needs to be switched from the revenue account to the operating account, she is unable to do so and has to rely on Mr. Woolbright or a Board member to make the adjustments. District Attorney Mr. Gibson stated that in order for Ms. Dunn to become an authorized signor on the account, the resolution for which the Board passed last year determining the signors for the District had to be updated. Mr. Gibson stated that Jordan Woolbright, Board Chairman Mr. Erwin, and former Executive Director Mr. Michael Grappe' had the authority to sign financial matters at Crews and Associates. Ms. Dunn stated that she, with the advisory from Mr. Allen McKay, should be able to authorize all 3 boxes in regard to financial matters.
- b) Matured Investment: Ms. Dunn stated that she would talk with Mr. McKay to see if he could speak with an authorized user on the account. At the time of the meeting, they would then decide what to do with the matured investment. Mr. McKay suggested that the matured investment be moved into an Allied Bank CD at 1.85% for 3 years. Chairman Mr. Erwin stated that he would not invest longer than 3 years due to percentages going up. Ms. Dunn stated that we need to establish what to do with the money that has matured and that Mr. McKay is willing to look at other options, that was just his first suggestion. Judge Arey stated that it would be best to have a conference call with Mr. McKay, Ms. Dunn, Mr. Erwin, and himself to determine what to do with the bond. Mr. Gibson stated that it would be appropriate for the conference call to happen if the Board approved for Mr. Erwin and Judge Arey to serve as representatives of the Board. Mr. Gibson stated that the resolution puts Mr. Erwin, Judge Arey, and Mr. Woolbright as responsible for determining the fate of the bonds that reach maturity and this would also allow them to sign other forms that may be presented by Crews & Associates. Mr. Erwin motioned to approve this motion, Judge Arey accepted the motion and Ms. Childs seconded the motion. Mr. Gibson stated that there was no need for a motion because there wasn't anything changed or added, there was only a discussion that occurred. Chairman Erwin recanted his motion and Ms. Childs recanted her seconded motion.
- c) New Hires: Executive Director Ms. Dunn stated that she would like to offer the position of Office Administrator to Ms. Brianna Thompson as a full-time employee. Ms. Thompson is working through a temp agency but once her time is served, Ms. Dunn wants Ms. Thompson to become a full-time employee. Ms. Thompson must finish 5-6 weeks before she is able to join the Recycle Saline team permanently. Ms. Dunn offered Ms. Thompson the position at \$25,000 with full benefits. This includes: APERS, Dental, vision, and Health Insurance. Ms. Dunn then asked approval from the board to open a position for a Marketing and Education Assistant to help cover the office when needed, be the point of contact for

Refashion Bash, and organize volunteers for each of our events. Ms. Dunn wanted to bring them in at full time with a salary of 30k a year. The Board asked to see a copy of a job description.

Ms. Childs wanted to know the percentage of health insurance per employee. Ms. Dunn stated that our rate with APERS is 14.5%. Chairman Erwin stated that APERS costs almost \$26,000, not including insurance which is \$18,000, and salaries are \$96,000. Ms. Childs stated that she would like to see a complete salary and benefits package per employee. Mr. Erwin asked what the policy is regarding drug testing. It was mentioned to look back at the personnel manual that was approved by the Board. There was back and forth discussion about the policy for new employees and drug testing, Ms. Childs stated that she would come by and get a Personnel Manual and look over it.

Executive Director Ms. Dunn thanked the intern from Bryant High School Jasmine Wooten for her hard work over the summer, Friday August 18, 2017 was her last day before leaving for college.

d) 2017-2018 Operations Budget:

Ms. Dunn stated that since the fiscal year begins October 1, 2017, that is when the new budget would go into effect. Ms. Dunn and Mr. Woolbright used the financials from last year to compare this year's budget.

Ms. Dunn stated that the grant money was placed at the bottom to better keep track of the fund and that Mr. Woolbright would be adding a 5<sup>th</sup> sheet to the financial report to show the tracking of the grant money.

Mr. Erwin asked what Grant 1333 was, Ms. Dunn stated that the money was given to Recycle Saline by ADEQ. The money comes as one grant and is then used according to needs for programs. Mr. Gibson stated that there are no rules nor specific way the money has to be used.

The presented budget is about a \$92,000 increase from the previous year. The presented budget used last years budget to determine areas where more money was used and adjusting the budget to cover those areas.

Mr. Erwin requested that there be a detailed list in the Board Meeting email of the attachments listed. Mr. Gibson stated that there is no designated time that the financials must be submitted. Judge Arey requested that, in a spread sheet format, if there could be comparison from one year to the next, of the budget. Ms. Childs and Judge Arey stated they would like to see projected revenue for the calendar year. Ms. Dunn stated that she and Mr. Woolbright would go in and add the numbers to the spread sheet.

**10. Public Comments:**

No public comment.

At 3:37 there was a motion to adjourn the meeting, the motion was accepted by Judge Arey and it seconded by JR Walters.