



NORTHEAST INDIANA SOLID WASTE MANAGEMENT DISTRICT

*Serving DeKalb, LaGrange, Noble and Steuben Counties
2320 W 800 S. P.O. Box 370 Ashley, IN 46705-0370 • (260) 587-3063 • Fax (260) 587-3523*

PUBLIC NOTICE NORTHEAST INDIANA SOLID WASTE MANAGEMENT DISTRICT JOINT BOARD OF DIRECTOR'S & CITIZENS ADVISORY COMMITTEE DISTRICT OFFICE

Tuesday, December 12, 2006

6:30 PM

Agenda

- ⇒ 5:30 p.m. Christmas Buffet
- ⇒ 6:30 p.m. Call to Order
- ⇒ 6:32 p.m. Minutes of October 10, 2006 (Corrected) & November 14, 2006
- ⇒ 6:35 p.m. Registry of Claims/Treasurer's Report
- ⇒ 6:40 p.m. FY2007 Budget Issues – Randy Tilbury, CPA/Controller
 - Encumbrances/Transfers
 - 2007 Salary Ordinance
 - PERF Rate 2007
- ⇒ 6:50 p.m. Director's Report
 - User Fee Analysis
 - System Fee Analysis
 - Programs/Operations Report
- ⇒ 7:50 p.m. Executive Committee Report
 - 2007 Meetings, Holiday, Claims Schedules
 - Election of Officers for 2007
 - Legislative Report
- ⇒ 8:00 p.m. Other Items Pending
- ⇒ 8:15 p.m. Public Comment
- ⇒ 8:30 p.m. Adjourn



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Northeast Indiana Solid Waste Management District Joint Board of Directors and Citizens Advisory Committee Meeting December 12, 2006

A Christmas buffet sponsored by Borden Waste-Away was served prior to the meeting. At the conclusion of the buffet, those serving their last meeting as a Board member for the District were presented with plaques. Those members are Harold Gingerich – 1990/ Connie Miles – 1997/ Dan Putnam – 1997/ Roger Boots – 2005/ F. Mayo Sanders – 1993/ Harold Uhl – 1995. Not Present receiving plaques are Hal Stump – 1999/ Chuck Ort – 1991/ James Crowl – 2005/ George Bachman – 2005/ Jack Herendeen – 2005.

The Northeast Indiana Solid Waste Management District Joint Board of Directors and Citizens Advisory Committee meeting began December 12, 2006 at 6:30 P.M. Harold Gingerich, President, presided with a **quorum present**.

BOARD MEMBERS PRESENT: Don Kaufman, Donald VanWye, Mayor Norm Yoder, Roger Boots, Phillip Curtis, Harold Gingerich, Terry Helmer, Mark Pankop, Harold Uhl, F. Mayo Sanders, Dan Putnam and Mayor Richard Hickman

BOARD MEMBERS ABSENT: Chuck Ort, Connie Miles, George Bachman, Jack Herendeen, Hal Stump, Mayor Suzanne Handshoe, Ron L. Smith and James Crowl

CAC PRESENT: Colleen Hake Boyd and Max Robison

DISTRICT ATTORNEY: Andrew Kruse

DISTRICT ENGINEER: J.W. Spear, Sr., P.E.

PUBLIC PRESENT: Chris Himes/ Borden Waste-Away and Don Moore/WAWK

STAFF PRESENT: Steve Christman, Pam DeCamp, Jennifer Franz and Linda Zirkle

Harold Uhl wanted to make the point that it is not often a person has the opportunity to serve on a Board with a group of people as nice as this group has been and he would like to thank all of them for getting along and making it a pleasant experience.

MINUTES: Harold Gingerich noted for the record a date correction on the minutes for October 10, 2006 has been made and filed. **ACTION ITEM # 1 Hearing no additions or corrections to the minutes of November 14, 2006, a motion was made by F. Mayo Sanders to approve the minutes. Motion seconded by Don VanWye. Motion carried 11 yeas and 0 nays**

REGISTRY OF CLAIMS & TREASURER'S REPORT: Steve Christman reviewed the Registry of Claims and Treasurer's Report for December 12, 2006. **ACTION ITEM # 2 A motion to approve the Registry of Claims and Treasurer's Report was made by Harold Uhl. Motion seconded by Mayor Richard Hickman. Motion carried 11 yeas, 0 nays**

FY2007 BUDGET ISSUES: Steve Christman reported the State Board of Accounts audit for 2004-2005 has been completed. The only item of mention was the Surety Bond for the District Controller in accordance with IC 13-21-3-10. The District has purchased and maintained said Surety Bond as required by State law; however, the State Auditor reminded the District to file said bond with the County Recorder for 2005, 2006 and 2007 and each ensuing year thereafter.

Randy Tilbury, Controller reviewed the transfers to balance the end of the year for housekeeping and has prepared a form for the Board of Director's to sign and these revisions will be sent to each County Auditor for their records. **ACTION ITEM # 3 A motion by Donald VanWye was made to approve the FY2006 Budget transfers. Motion seconded by Harold Uhl. Motion carried, 11 yeas, 0 nays**

Randy Tilbury, Controller read the Salary Ordinance 2007-1. Randy noted the only change from last year is the new category for Program Specialist. Harold Gingerich asked for any comments or questions. **ACTION ITEM # 4 Hearing no comments or questions a motion to approve Salary Ordinance 2007-1 was made by Harold Uhl. Motion seconded by Mayor Richard Hickman. Motion carried, 11 yeas, 0 nays**

Randy Tilbury, Controller read the Public Employers Retirement Fund (PERF) letter for the employer contribution rate. The approved rate effective January 1, 2007, is the same as 2006, at 5.25%. **ACTION ITEM # 5 A motion was made by Mayor Norm Yoder to approve the PERF 2007 rate of 5.25%. Motion seconded by Dan Putnam. Motion carried 11 yeas, 0 nays**

Resolution 2006-2 has been prepared to cover the Controller of the District Surety Bond for 2005, 2006, 2007 and each ensuing year. **ACTION ITEM # 6 A motion to approve Resolution 2006-2 was made by Don Kaufman. Motion seconded by Phil Curtis. Motion carried 11 yeas, 0 nays**

DIRECTOR'S REPORT:

NISWMD USER FEE ANALYSIS – Staff was requested last month to conduct a complete and thorough analysis of the User Fee System. A great amount of time and material from this task is included in each Board member package and was reviewed and explained by Steve Christman. Current fee established Resolutions were read and discussed, also are included in the Board packages. Comparisons of costs for other Solid Waste Districts across the State of Indiana with fees and programs were used as information provided. Private Service Providers in the District were also used for alternate locations of disposal and cost comparison. Recommendations derived from this study are for year 2007 Household Hazardous Waste (HHW). Electronic fees should be reviewed and revised to include fees for CPUs - \$5.00 and printers - \$2.00, all other fees appear to be in line with others across the State. User fees for the compost yard waste lots were reviewed using the rule set as explained. This analysis is based on small County size operations. Recommendations are the District should design, build and operate two large facilities. One at the campus here at Ashley and one on District acquired property on the West side to service LaGrange and Noble Counties. These facilities should be manned and charge user fees at the gate. Hire a full time Program Manager to split between compost lots and HHW by April 2007.

A memo dated 11/29/06 with worksheets dated 5/04 and 12/06 are included in the Board packages. The memo and worksheets reflect Steve Christman's conversation with Jim Bennett of Jim Bennett Associates and Randy Tilbury's (Controller) excess levy worksheet calculations. The District does not qualify for the Excess Levy Appeal and increasing the levy is no longer an option for additional funds.

APPROACH TO SYSTEM FEE IMPLEMENTATION – J Spear Associates, Inc.

J.W. Spear, Sr. would like to find some middle ground in the approach to implementing a System Fee to finance part or all of the District's Capital Program. This system fee would be in addition to the tax levy currently received. These fees would cover capital cost alone, indexed to a 10 year rolling plan with provision for a 5 year correction and or updates. All the particulars of the plan are not important decisions to be made at once. The total Capital needs approach and necessity for a fee structure is what is important for the Board of Directors to approve and move forward with at this time. Using Capital expenditure of \$2.6 MM at 6% for 10 years would result in debt service of \$343,263 annually and would be recovered with a system fee of \$4.95 per household per year. J Spear Associates recommends establishing a system fee of \$8.00 per household per year. Funding of capital could be through debt developed by commercial loans or bonding through the Indiana Bond Bank. Several recommendations and schedules were discussed and reviewed.

A lengthy discussion followed regarding commercial loans vs. bonding, which programs would be included, fairness to residents, system fees, user fees and new Board of Directors structure.

ACTION ITEM # 7 A motion was made by F. Mayo Sanders to pursue the Bonding procedure for Capital projects. Motion seconded by Roger Boots. Motion carried 7 yeas, 4 nays

USER FEES – Harold Gingerich returned to the earlier discussion regarding electronic fees.

ACTION ITEM # 8 Phil Curtis made a motion for the staff to revisit and revise the current Electronic Fees and present to the Board in the January 2007 meeting for the approval. Motion seconded by Don Kaufman. Motion carried 11 yeas, 0 nays

EXECUTIVE COMMITTEE REPORT:

2007 Schedules (2007 Meetings, Claims, Holidays and Payroll) – Steve Christman reviewed the 2007 Schedules and noted no changes from previous years have been made: only the calendar dates have been changed to apply to 2007. **ACTION ITEM # 9 Mayor Norm Yoder made a motion to approve the 2007 schedule for the Executive Meetings, Board of Directors Meetings, Citizens Advisory Committee Meetings, Holiday Schedule, Claims Schedule and Payroll Schedule. Motion seconded by Dan Putnam. Motion carried 11 yeas, 0 nays**

Election of Officers for 2007 Executive Committee – **ACTION ITEM # 10 A motion was made by F. Mayo Sanders to suspend the by-laws of the District to carry the Election of Officers for the Executive Committee over to the January 9, 2007 meeting with the newly structured Board in place. Motion seconded by Mayor Richard Hickman. Motion carried 11 yeas, 0 nays**

OTHER ITEMS PENDING: None

Harold Gingerich thanked Colleen Hake Boyd and Max Robison for attending. Harold Gingerich noted this is a joint meeting of the Citizens Advisory Committee and the Board of Directors. Colleen Hake Boyd will encourage the new Board of Directors to move forward knowing all the time the past Boards have spent to move forward.

Harold Gingerich thanked Chris Himes from Borden Waste-Away for providing the Christmas Buffet prior to tonight's meeting.

Don Moore stated as one of the new members, he appreciates the Board of Directors moving forward with the Bonding recommendation voted on tonight, and respects all the years of service this past Board of Directors represents.

Harold Gingerich thanked everyone for the input and said it has been a pleasure working with everyone, Merry Christmas and Best Wishes in the New Year.

PUBLIC COMMENT: None

ADJOURN: ACTION ITEM # 11 **Phil Curtis made a motion to adjourn at 8:35 P.M.**