

AGENDA

**BOARD OF DIRECTOR’S MEETING**

of the

**MONROE COUNTY SOLID WASTE MANAGEMENT DISTRICT**

Nat U. Hill Meeting Room, Monroe County Courthouse  
Bloomington, Indiana

Meeting Connection via ZOOM

<https://monroecounty-in.zoom.us/j/83148285094?pwd=VExtMEcrcDdPcm1YSzQwbnYwUzVrQT09>

Meeting ID: 832 4890 9782

Password: 910416

Thursday December 8, 2022 4:00 pm

**CALL TO ORDER**

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1. Board of Directors Attendance Roll Call** .....	N/A
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**ADJOURN**

MINUTES

**Executive Committee Meeting**  
of the  
Monroe County Solid Waste Management District

Monday October 31, 2022 5:00 p.m.

Monroe County Council / HR Conference Room, Monroe County Courthouse  
Bloomington, Indiana

Meeting Connection VIA ZOOM

<https://monroecounty-in.zoom.us/j/87683800326?pwd=Zm1SeUNMT3pob2FENUJRa0FCQm5PdZ09>

Meeting ID: 876 8380 0326

Password: 768154

*The following minutes reference the meeting packet for this date.*

Members Present

In Person: Cheryl Munson, Chairperson; Isabel Piedmont-Smith, Vice-Chairperson

Virtually: Penny Githens, Secretary

Members Absent: None

Staff Present

In Person: Tom McGlasson Jr., Executive Director; Holly DeWar, Controller

Virtually: None

CAC Present

In Person: Joseph Wynia, Chairperson

Virtually: None

Legal Counsel Present

In Person: None

Virtually: Lee Baker

Munson called the meeting order at 5:03 p.m.

**Approval of Executive Committee Meeting Minutes – October 3, 2022**

Piedmont-Smith motioned to approve as revised; Githens seconded. Roll call vote was unanimous; motion passed.

**Review of Board of Directors Meeting Minutes – October 13, 2022**

Piedmont-Smith motioned to forward the minutes as revised to the full Board for approval; Githens seconded. Roll call vote was two (2) ayes (Piedmont-Smith, Githens) and One (1) abstention (Munson); unanimous; motion passed.

**Report From Controller**

DeWar stated that there is no financial report as end of month reconciliations are not done.

**New Positions Proposed in the District's 2023 Operating Budget**

**a. Waste Reduction Specialist Position**

McGlasson referred to the packet and noted that there is both a clean and red-lined version of the Waste Reduction Specialist position, with revisions made based on comments at the October Board meeting and October CAC meeting.

Piedmont-Smith asked McGlasson if he had discussed this position with Commissioner Thomas. McGlasson stated he has not, he has emailed her requesting to schedule a meeting.

Discussion ensued concerning the revisions to the job description, comments from Board members at the October Board meeting, and additional spelling and grammatical corrections.

Consensus among committee members to forward the job description as revised to the full Board.

**b. Compliance, HHW, and Landfill Support Staff Position**

McGlasson stated that no changes were made to this job description since it was presented to the Board at the October meeting.

Wynia noted that the position title is not consistent throughout the document, and that the word "laborer" needs to be replaced with "support staff" in a few places.

Munson asked when staff anticipates advertising for these positions. McGlasson stated that staff has discussed this and not decided if we want to advertise during the holiday season or what until after the first of the year.

Piedmont-Smith stated she feels we should advertise sooner rather than later since it might take a while to fill the position. Munson agreed. McGlasson stated that we can move forward with the process and just let potential candidates know that the start date will be after the first of the year.

Piedmont-Smith asked who the interview team will be. McGlasson stated that he believed that filling the support staff position could be handled by staff, but did want to offer the Board an opportunity to be involved in filling the Waste Reduction Specialist position.

Piedmont-Smith stated there should be a Board member involved, Munson agreed.

Githens stated that this would be the right time to advertise the positions for December graduates. Discussion ensued regarding advertising strategies for the positions.

Piedmont-Smith stated she is willing to be on the interview committee.

**Resolution 2022-13 Ordinance for Fixing Salaries For Calendar Year 2023**

McGlasson stated the salary ordinance is based on the eight and one half percent (8.5%) wage increase approved during the budget process. He noted that the 2023 budget has been adopted by the Monroe County Council.

Piedmont-Smith motioned to forward Resolution 2022-13 to the full Board for approval; Githens seconded. Roll call vote was unanimous; motion passed.

**Resolution 2022-14 To Establish the 2023 District Holiday Schedule**

Piedmont-Smith motioned to forward Resolution 2022-14 to the full Board for approval; Githens seconded.

Piedmont-Smith asked why there is one (1) more holiday for 2023 than in 2022. McGlasson stated the Indigenous People's Day holiday was added for 2023 due to many local government entities observing it in 2022 while the District did not. He noted that observed holidays are at the Board's discretion and the Board may add or subtract holidays as they see fit.

Munson asked how this schedule matches up with the City and County's proposed schedules. McGlasson stated he has not seen those.

Githens asked why there's nothing for New Year's Eve and New Year's Day. McGlasson answered that holidays that fall on Sunday are not always observed.

McGlasson stated that Baker emailed him the County's proposed 2023 Holiday Schedule and it shows thirteen (13) observed holidays and two (2) floating holidays. Piedmont-Smith asked if October 9<sup>th</sup> is a holiday for the County. McGlasson stated it is not.

McGlasson reviewed the differing work schedules of the District's facilities and staff and how floating holidays are calculated. He referred to page twenty-four (24) of the packet and the table showing the calculations of paid holiday hours based on schedules and added floating holidays.

Discussion ensued concerning the proposed observed holidays, how the granted paid holiday hours for the recycling centers compare to administrations paid holiday hours, how facility and staffing schedules affect the number of holidays granted to employees, and how to apply floating holidays to make paid holiday hours equitable.

Consensus among committee members to eliminate the Indigenous People's Day holiday and recalculate the granted floating holidays so that paid holiday hours relative to admin is consistent with the 2022 Holiday Schedule.

### **District Re-Branding Discussion**

McGlasson stated that staff and the CAC have resumed discussing this issue and have created some possible draft logos. McGlasson has also spoken with a few marketing consultants and feels that we are at a point where we can request proposals and estimates to identify a consultant to help the District navigate this process.

Wynia stated that the draft logos and discussion notes are available in the Rebranding Subcommittee Dropbox folder.

Piedmont-Smith asked about the process for the District to change its name. McGlasson stated that a few districts have done this previously and he has spoken with some of them about their experience. The actual name change is as simple as the Board passing a resolution, then staff would have to work with the Treasury Department, IRS, Secretary of State, vendors, banks and other entities to implement the name change. Baker concurred that a name change can be done via resolution of the Board.

Committee members and McGlasson discussed potential consultants, requesting proposals and cost estimates, what tasks the consultant would be expected to complete, and the potential time frame to move the project forward.

Committee members agreed that the Board agenda should contain an item for discussion of District rebranding.

### **CAC Membership (Wynia)**

Wynia stated that the CAC is having difficulty maintaining a quorum at meetings due to absenteeism. He presented CAC meeting attendance records for 2021 and 2022, noting that two (2) members have excessive absences.

Wynia stated that Mason Greenburg has attended only one (1) out of eight (8) meetings in 2022. He contacted him about this prior to the September CAC meeting and Greenburg expressed a desire to resign from the CAC. Wynia provided him with the information on how to submit his resignation, but to date, he has not submitted that. He tried to contact him again prior to the October CAC meeting, but got no response. At the October CAC meeting a motion was made to recommend his removal from the CAC.

Wynia presented and reviewed the meeting attendance expectations and the process for recommending removal of a member outlined in the CAC Bylaws.

Wynia stated that a second, slightly different, motion was made at the October CAC meeting concerning member Nelson Shaffer. He contacted Shaffer in April about meeting attendance, but he has attended less than fifty percent (50%) of the meetings this year, and attended less than fifty (50%) of the meetings in 2021. The motion made with respect to Shaffer was not a recommendation for removal, but rather a request that the Board consider his attendance record and continued membership.

Munson asked if Shaffer has been contacted about this again after being contacted in April. Wynia stated he did contact him prior to the October meeting and Shaffer indicated he would attend the meeting, but he did not.

Piedmont-Smith asked to clarify that a quorum for the CAC is based on the number of appointed members and does not include vacancies. Wynia and McGlasson confirmed.

Munson stated that John Arnold also seems to have a lot of absences, but noted that his attendance for the year is over fifty percent (50%). Wynia stated that Arnold had some family situations earlier in the year, but that he provided notice to the CAC Chair of the need to miss those meetings.

Wynia stated that at the March meeting as the CAC prepared to transition from virtual only meetings to hybrid meetings, an attendance planning method was proposed to help ensure that an in-person quorum would be present at hybrid meetings. At the first hybrid meeting in May, the CAC failed to meet the in-person quorum requirement due to too many virtual attendees. At the June meeting, the CAC adopted the proposed attendance planning method.

Wynia reviewed the adopted attendance planning method, instructions provided to members, the options available and how members input their planned attendance for meetings, and the lack of participation by some members.

Discussion ensued regarding the CAC meeting attendance records, attendance expectations outlined in the CAC Bylaws, and the differing circumstances that resulted in there being different motions for Greenburg and Shaffer.

Piedmont-Smith noted that Shaffer has been on the CAC for a number of years. Munson stated she has an existing professional relationship with him and will reach out to him concerning meeting attendance.

Consensus among committee members to have a Board meeting agenda item for CAC membership, and that the two (2) CAC motions presented by Wynia be addressed individually by the Board.

**All Other Items Deemed Appropriate for Executive Committee Discussion**

None

Meeting adjourned at 6:36 p.m.

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Signed – Executive Committee Member  
Minutes of October 31, 2022

Minutes

Monroe County Solid Waste Management District

**Board of Directors**

Thursday November 10, 2022

4:00 p.m.

Nat U. Hill Meeting Room, Monroe County Courthouse

Meeting connection VIA ZOOM

<https://monroecounty-in.zoom.us/j/83248909782?pwd=b2h3cGpxbmE3emZnb1huR3JUVlcxZz09>

Meeting ID: 832 4890 9782

Password: 910416

Community Access Television Services (CATS) provide a public access recording of this meeting in its entirety that is free to view online at [www.catstv.net](http://www.catstv.net)

*The following minutes reference the meeting packet for this date,  
including department reports and resolutions*

Members Present:

In Person: Cheryl Munson, Chairperson; Isabel Piedmont-Smith, Vice-Chairperson; Penny Githens, Secretary; Julie Thomas, Director; Dan Swafford, Director

Virtually: Lee Jones, Director

Member Absent: John Hamilton, Director

Staff Present:

In-Person: Thomas McGlasson Jr, Executive Director; Holly DeWar, Controller

Virtually: Lee Paulsen, Landfill/Compliance Director; Joey Long, Operations Director

Staff Absent: None

Legal Counsel Present: None

CAC Present

In Person: Joseph Wynia, Chairperson; Nelson Shaffer, Member

Virtually: Ryan Conway, Member

Munson called the meeting to order at 4:01 p.m.

**Executive Committee Meeting Minutes – October 3, 2022**

Provided for information.

**Board of Directors Meeting Minutes – October 13, 2022**

Piedmont-Smith motioned to approve; Githens seconded. Roll call vote was unanimous; motion passed.

## **Controller's Report**

### **a. Cash Flows**

DeWar provided updated fund balances as of 10/31/22.

Jones entered electronically at 4:04 p.m.

Wynia entered at 4:04 p.m.

Piedmont-Smith asked what the remaining balance on the landfill closure bond is and when it will be paid off. McGlasson stated he does not have the information readily available, but will provide that to the Board when he returns to the office Monday morning.

Piedmont-Smith asked what the "Toters" revenue line is and why nothing is budgeted. McGlasson stated that there are circumstances in which a Green Business Network client would be expected to reimburse the District for the cost of providing extra collection toters or replacing lost or damaged ones.

Piedmont-Smith noted that the waste tire revenue is less than estimated and asked how the program is doing. McGlasson stated that the District is receiving tires, but not at the volume anticipated, which will result in both the revenue and expense lines related to that program being less than budgeted. Piedmont-Smith asked if the District could do more promotion of the program. McGlasson stated that is something that could be considered.

### **b. Payroll and Claims**

DeWar presented pre-approved payroll and claims included in the meeting packet in the amount of \$160,767.84. No claims were processed this week for approval at today's meeting. Total payroll and claims for approval is \$160,767.84.

Thomas entered at 4:08 p.m.

Piedmont-Smith asked about the claim on page twenty-one (21) to Bynum Fanyo, stating that she did not understand what it is for. McGlasson stated that this was for a repair to the lift station at South Walnut that had a control panel failure.

Piedmont-Smith requested that claims docket descriptions be more precise.

Piedmont-Smith motioned to approve payroll and claims; Githens seconded. Roll call vote was unanimous; motion passed.

## **New Positions Proposed in the District's 2023 Operating Budget**

McGlasson stated the packet contains the proposed job descriptions for the proposed new positions discussed during the budgeting process. These were first provided at last month's meeting for questions, comments, and review. Some revisions were made based on last month's discussion and they are now being presented for Board approval. Legal counsel advised that this can be done via a simple motion and majority vote. He noted that the next agenda item, to establish wages for 2023, does include these two (2) positions, and if one (1) or both of these job descriptions are not approved, the Board would need to amend the salary ordinance.

**a. Waste Reduction Specialist Position**

Munson noted that there is a red line version of the job description in the packet indicating the changes that were made.

Thomas stated she had a good discussion with McGlasson about this position and is more comfortable with it than last time it was presented. She stated that tracking progress is one of the things that has been discussed with this position to help determine the value of the position. McGlasson stated that the job description lists attending Board meetings and providing reports as one (1) of the responsibilities.

Piedmont-Smith motioned to approve the Waste Reduction Specialist job description, Swafford seconded. Roll call vote was unanimous; motion passed.

**b. Compliance, Household Hazardous Waste, and Landfill Support Staff Position**

McGlasson stated that no requests or suggestions for changes were received for this job description. He noted that it has been updated to reflect the "support staff" language of the job title throughout the document.

Thomas motioned to approve the Compliance, Household Hazardous Waste, and Landfill Support Staff job description; Githens seconded. Roll call vote was unanimous; motion passed.

**Resolution 2022-13 Ordinance for Fixing Salaries For the Calendar year 2023**

Piedmont-Smith motioned to approve Resolution 2022-13; Thomas seconded.

McGlasson stated this is an annual resolution to establish maximum fixed salaries for all positions. The wages listed in the resolution are based on the 2023 budget which included an eight point five percent (8.5%) wage increase according to the CPI for Urban Wage Earners and Clerical Workers that the District has historically used to establish annual cost of living increases.

Roll call vote was unanimous; motion passed.

**Resolution 2022-14 To Establish the 2023 District Holiday Schedule**

Piedmont-Smith motioned to approve Resolution 2022-14; Swafford seconded.

Munson explained that establishing this schedule is not a simple task due to the varying schedules of the District facilities and its staff. It is a challenge to establish a balanced and equitable schedule.

McGlasson referred to page fifty-one (51) of the packet and explained how the presented table shows how the observed holidays apply to the various facility and staffing schedules, and how floating holidays are calculated in an effort to equalize the paid holiday time provided to each employee.

Roll call vote was unanimous; motion passed.

**District Rebranding Discussion**

McGlasson referenced the memo on page fifty-three (53) of the packet noting that it was authored by Wynia, and that Wynia has spearheaded the rebranding committee. He deferred to Wynia to expand on the information provided in the packet.

Wynia stated the memo in the packet is a representative summary of the conclusions reached by the subcommittee in terms of the direction taken and the content being pursued. He noted that the draft



logos developed were not included in the packet. McGlasson apologized and shared the logos in the Zoom feed.

Piedmont-Smith asked McGlasson to explain the process for the District to change its name. McGlasson stated that there are a handful of districts that have done this and it can be done via a resolution adopted by the board. He noted that afterward staff would have to file the name change with various government entities and make notifications to vendors and other affected parties, but the act of changing the name is accomplished with the resolution.

Wynia explained how the subcommittee developed the draft logos and proposed name changes, and the elements considered. He stated that the intent at this time is to get Board feedback on the decisions of the subcommittee and if there is agreement on the direction this is going.

McGlasson stated that the subcommittee's intent was to come up with a color scheme, possible slogans and logos that could be provided to a consultant to give them an idea of what the District is envisioning. Wynia concurred.

Munson stated she likes the language referred to in the memo to incorporate into the new brand, including "responsibility", "call to action", and "empowering".

Piedmont-Smith stated she prefers the logo "Our World. Our Responsibility" of the choices presented, noting that it is hard to draw the connection of individual actions to global impact (referring to another option presented).

McGlasson stated that these ideas are the result of brainstorming by the subcommittee and were developed to provide a consultant with an idea of what the District is envisioning. Then the consultant can take these ideas and expand on them and develop what they think would be the best course for us to promote ourselves and our brand.

Githens asked why the word "solid" was left off the proposed name change. McGlasson stated that he doesn't remember that specific discussion, but that part of it had to do with the length of the name, and another part is related to people relating "solid waste" to human waste. He explained that the current name is taken from the language in the law passed in 1991 that created solid waste management districts.

Munson asked what the next steps would be regarding identifying a consultant. McGlasson stated that he has previously spoken with some consultants to get an idea of what information they would need from the District to put a proposal and cost estimate together. So the next step would be to provide the consultants with the information we have and ask that they put a proposal and cost estimate together for the Board to consider.

Munson thanked the subcommittee for their work on this and stated that this is an important step for the District and she is looking forward to seeing where we go.

### **CAC Membership**

Wynia referenced the letter on page fifty-six (56) of the packet and the following supporting documentation. He stated that attendance has been a persistent problem for the CAC and has resulted in a failure to achieve a quorum at regular meetings. He noted that the provided attendance records show particular members who have been more present or less present than others. He

reviewed for the Board the measures taken to address this issue and the meeting attendance expectations in the adopted CAC Bylaws.

Wynia stated that based on the attendance records reviewed, two (2) members in particular have the most absences. Mr. Greenburg has only attended one (1) of eight (8) meetings this year; he has expressed an intent to resign, but has not yet done so. It would be in the CAC's best interest to have him removed from the membership. Mr. Shaffer has attended about half of the meetings this year but has not participated in the meeting attendance planning process. The CAC is requesting that the Board review Shaffer's membership, but without an express request for removal.

Munson stated that there are two (2) proposals before the Board: the first is a request to dismiss Greenburg from the CAC; and the second is to review Shaffer's attendance. She noted that Shaffer is in attendance at the meeting so the Board will have an opportunity to discuss this with him.

Piedmont-Smith motioned to remove Mason Greenburg from the CAC due to missed meetings; Thomas seconded. Roll call vote was unanimous; motion passed.

Munson stated she had spoken with Shaffer on the phone about his absences, and noted that he has been a member of the CAC for a number of years. She referenced the new meeting attendance planning process and change in meeting location indicating that he is not familiar with, nor been attentive to. In light of his long-standing participation, she would prefer to reconsider this at a later date if his absences continue to be a problem.

Githens asked how soon the Board would reconsider this. Munson asked Wynia what timeframe would make sense to the CAC. Wynia stated it is difficult to speak on behalf of the CAC on this issue due to members' differing opinions.

Wynia stated, speaking on his own behalf as Chair, he has put forth considerable effort to make sure that there is clarity and consistency in all information communicated to members and has maintained an open line of communication both in person and via email. He reached out to Shaffer in April about his attendance and feels that the window of opportunity for evaluation has already taken place. Six (6) months have passed, and the results have been consistent. With regard to confusion with meeting location, his attendance in 2021 when all meetings were virtual was the same rate as for current in-person meetings.

Thomas thanked Wynia for his time and effort with the CAC.

Thomas motioned to reconsider this at the board's January meeting; Githens seconded.

McGlasson advised the board that the CAC membership is re-appointed annually and that usually occurs at the December meeting. Based on the current meeting schedules, this could be done in January as the Board will meet before the CAC. He added that with the removal of Greenburg from the CAC, the membership drops from ten (10) to nine (9), which changes the quorum number.

Swafford stated that he has been on the Board for several years and CAC attendance has always been an issue. While he understands the members' frustrations, Shaffer being in attendance today shows him that he is willing to start attending meetings.

Munson asked Shaffer if he would like to make any comments.

Shaffer stated what the CAC does is important; and apologized for being dilatory. Meeting locations have moved at times and he has gone to the previous meeting's location more than once and it has been moved somewhere else. He will try to do better if the Board will keep him on the CAC.

Munson called the question. Roll call vote was unanimous; motion passed.

### **CAC Report**

Wynia stated that at their last meeting, McGlasson provided an update on the anaerobic digester feasibility study, the CAC received the same rebranding update the Board heard today, and Edwards and McGlasson reported on their attendance at the AISWMD conference. The CAC also reviewed and provided affirmative feedback on the proposed job descriptions voted on today.

### **Department Reports**

McGlasson referred to the last Board meeting and recalled the letter provided to the board from Frank Ledbetter's mother about his experience working with the Materials for the Arts program to get yarn for hats and scarves he knits for the homeless and others in need, and reported that Frank was very pleased by the Board's encouraging words that he brought in hats for each Board member, which were at your seats when you arrived.

McGlasson advised the Board that the District will need to seek another \$400 additional appropriation from the Debt Service Fund. The previous request was approved by the County Council, however, he missed that last year's agency fee was not paid until January of this year, the invoice for this year's fee just arrived, and in order to get it paid this year another additional appropriation is needed.

Piedmont-Smith asked what the fee is for and to confirm the fund the additional appropriation is being requested for. McGlasson stated it is for the landfill closure bond and the fee is paid to the bank that holds the bond to cover its annual administrative costs. The fee is a part of, and required by, the bond funding agreement with the bank.

McGlasson reported that the County Council did unanimously adopt all three of the District budgets and the District was recognized by MC-IRIS with a 2022 Partner Award for its efforts to control and eradicate invasive species at the South Walnut and landfill locations.

McGlasson referenced the anaerobic digester feasibility study update at the CAC meeting reported by Wynia and stated that since that meeting, the consultants provided an update to CBU and the District on October 26<sup>th</sup>. Wynia and Conway from the CAC attended the meeting with him. He provided the board with a summary of the update provided by the consultants and asked Wynia and Conway if they had anything to add.

Wynia stated he was surprised by the switch in proposed location, noting that was not a part of the proposal when the District agreed to help fund the study. He also found the high case estimate to be an incredible reach, noting that it included a very high ratio of collecting residential food waste, which could be difficult to achieve.

Githens asked what types of businesses were contacted as potential feedstock for the digester, noting that the response rate seems low.

Conway provided information on the types of companies being contacted, the lack of response from the companies contacted, the responses received from those responding, and how fuel and hauling

costs are an obstacle. He stated that there does not seem to be much interest from the responses thus far. The consultant asked Conway about contamination issues with residential organic waste collection, which he reported is a problem. He referenced the focus shifting to the Dillman Road plant and stated that a previous study on this facility concluded that it might not be financially feasible. He noted that the consultant also has a financial arm that looks to invest in, and build, these types of projects, and that some of them did not succeed.

Thomas exited at 5:18 p.m.

Conway continued that the consultant's analysis did not show any local farmers interested in the class B bio-solids the facility would generate that could be land applied. Facilities such as EarthKeepers would need to modify their permit with IDEM in order to accept the class B bio-solids for further processing. The consultant's minimalist case, which is to use the fats, oils, and grease already coming to the facility to generate power to make the facility energy self-sufficient is something he supports. But the maximalist case, to compress and refine the gas for a pipeline seems like a bit of a reach.

Piedmont-Smith asked where the fats, oils, and grease Conway referred to would come from, noting that CBU already regulates that material. Conway stated that, as far as he knows, it could potentially be piped directly to the facility or be hauled in from local restaurants and other sources.

Piedmont-Smith stated that she agreed with Wynia that the study requested was for Blucher Poole, and asked how they can just switch that to Dillman Road. Conway reviewed his notes from the consultant update meeting and summarized the reason provided for considering Dillman Road instead of Blucher Poole.

Discussion ensued concerning the District's agreement to help fund a feasibility study for a facility at Blucher Poole and the impact on that commitment if the study switches to look at Dillman Road.

Piedmont-Smith asked what the timeline is to get the final report. McGlasson stated probably three (3) to four (4) months. Conway stated that the schedule for the presentation of the final report is between the end of January and the end of February.

Long reported that staff has been removing the vegetation cut down by MC-IRIS and cleaning up around the education park. In the HHW department, we are working with vendors on shipments to get as much shipped out before the end of the year as possible. At the Ellettsville site, the concrete steps for the operator booth had to be repaired, and the floor in the building is in need of repair and we are getting quotes for that work.

Munson asked Long if he had seen any changes in material volumes or hauling. Long stated he hasn't, the numbers fluctuate some month to month but are pretty consistent.

Paulsen stated that they finished the November groundwater sample collection today. He referenced the tire revenue and expense discussion earlier in the meeting and stated that since the District started accepting tires they have seen a significant drop in the number of tires reported at illegal dump locations. Adopt-A-Road groups are staying active with the good weather.

Piedmont-Smith thanked Paulsen for the tire information, stating that is good news. She asked Paulsen if, in the leachate report, the line for hauling costs to Dillman Road could be removed since we

don't haul there anymore. Paulsen stated that we leave it in there because it is the backup facility, and if there was ever a reason we couldn't haul to Ellettsville, it would go to Dillman Road.

Githens asked when the new positions would be posted. McGlasson stated that staff has discussed this. The positions will be posted internally first, according to District precedent, and now that the job descriptions and Salary Ordinance have been approved and we officially have the positions on the books, we post the openings in the very near future.

**Public Comment**

None

**Comments from Directors**

Piedmont-Smith noted that tomorrow is Veteran's Day and thanked all veterans for their service.

Githens thanked the Rebranding Committee for their work.

Munson stated that she is inspired to dig through her yarn basket and take all leftover balls of yarn to the Reuse Center so that they can be turned into hats for those in need. She thanked Frank Ledbetter for the hats.

Meeting adjourned at 5:40 p.m.

Signed – Board Member

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Minutes of November 10, 2022

DATE: 12/5/2022  
 TO: MCSWMD Board of Directors  
 FROM: Holly DeWar, Controller  
 SUBJECT: Cash Flow Summary



	Beginning Balance January 1, 2022	Revenue YTD as of November 30, 2022	Expense YTD as of November 30, 2022	Balance YTD as of November 30, 2022
Operating	2,222,002.03	1,971,153.44	1,984,778.54	2,208,376.93
Money Market Savings	1,000,477.23	5,246.90	0.00	1,005,724.13
Closure Bond Debt	158,839.58	178,426.22	305,920.00	31,345.80
Capital	45,418.46	60.38	0.00	45,478.84
Landfill/Post Closure	754,830.24	12,361.88	39,181.38	728,010.74



Date: 12/5/2022  
 To: MCSWMD Board of Directors  
 From: Holly DeWar, Controller  
 Subject: Operating Fund Cash Flow Statement

Begin Balance: 2,222,002.03

REVENUE	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22	YTD	2022 Budget	2021 Encumbered /Not Spent	YTD Actual Less Budget	Perct Remaining
Property Tax	0.00	0.00	0.00	0.00	0.00	1,168,740.29	0.00	0.00					1,168,740.29	1,994,609.00		-825,868.71	41.41%
Excise Tax	0.00	0.00	0.00	0.00	0.00	60,835.92	0.00	0.00					60,835.92	125,000.00		-64,164.08	51.33%
CVET	0.00	0.00	0.00	0.00	0.00	4,050.38	0.00	0.00					4,050.38	7,500.00		-3,449.62	45.99%
Glass Recycling	1,037.32	623.68	1,579.91	1,165.44	1,290.17	223.17	978.01	902.38	1,160.02	2,056.08	611.56	0.00	11,627.74	15,000.00		-3,372.26	22.48%
Metal Recycling	5,865.10	5,273.41	3,450.11	7,403.40	5,501.68	6,404.13	8,088.88	4,525.19	6,139.18	4,386.20	5,565.88	0.00	62,603.16	40,000.00		22,603.16	-56.51%
Sale of Oil	0.00	0.00	0.00	0.00	0.00	0.00	0.00	390.75	326.75		168.75		886.25				
Battery Recycling	0.00	0.00	0.00	343.00	344.40			704.00		125.26	28.93		1,545.59	2,000.00		-454.41	22.72%
Freon	540.00	200.00	550.00	280.00	820.00	800.00	960.00	1,475.00	560.00	922.00	540.00	0.00	7,647.00	6,000.00		1,647.00	-27.45%
Green Business	5,050.00	7,840.00	528.56	1,100.00	0.00	50.00	516.69	550.00		100.00			15,735.25	20,000.00		-4,264.75	21.32%
Toter's	0.00	0.00	0.00	0.00	0.00	0.00	649.95	0.00	389.97	129.99	0.00	0.00	1,169.91				
Orange Bags	23,845.00	31,088.75	12,682.50	26,291.25	24,248.75	25,246.25	22,372.50	23,251.25	19,285.00	32,347.50	29,948.75	0.00	270,607.50	315,000.00		-44,392.50	14.09%
CESQG	186.00	1,832.40	1,093.39	391.39	349.43	466.39	541.60	428.72	752.65	574.30	1,447.14	0.00	8,063.41	8,000.00		63.41	-0.79%
Paint	80.00	160.00	704.00	360.00	726.00	772.64	940.25	839.00	300.00	646.00	289.00	0.00	5,816.89	2,000.00		3,816.89	-190.84%
Rental	0.00	1,950.00	393.08	0.00	1,951.00	0.00	1,950.00	103.60	0.00	1,950.00	0.00	0.00	8,297.68	8,000.00		297.68	-3.72%
Refund/Misc		269.31	758.27	0.00	0.00	10.00	1,367.88	0.00	340.00	3,000.00	434.90		6,180.36				
Host Fee	45,972.33	19,855.98	19,154.27	27,157.79	24,905.95	27,940.30	29,281.23	25,668.58	28,233.70	25,722.13	24,424.37		298,316.63	250,000.00		48,316.63	-19.33%
E-Waste	2,120.00	1,200.00	2,360.00	1,800.00	2,250.00	2,760.00	3,540.00	3,140.00	2,200.00	1,739.00	2,345.00	0.00	25,514.00	30,000.00		-4,486.00	14.95%
Waste Tires							93.00	280.00	219.00	211.00			803.00	5,000.00		-4,197.00	83.94%
Interest									1,998.30	2,595.35	3,003.99	0.00	12,712.48				
<b>TOTAL REVENUE</b>	84,695.75	70,293.53	43,254.09	66,292.27	62,387.38	1,298,299.47	71,279.99	62,258.47	61,904.57	76,504.81	68,808.27	0.00	1,971,153.44	2,828,109.00		-856,955.56	30.30%

EXPENSE	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22	YTD	2022 Budget	2021 Encumbered /Not Spent	YTD Actual Less Budget	Perct Remaining
<b>Personnel Services</b>																	
Salaries and Wages	55,104.97	55,410.59	54,288.68	55,724.83	56,628.55	58,497.90	79,029.10	53,113.35	57,687.65	59,554.41	58,120.23	0.00	643,160.26	827,703.00		-184,542.74	22.30%
Employee Benefits	3,914.35	3,923.01	3,795.58	4,778.43	3,965.59	4,460.65	5,575.71	4,116.22	4,197.75	4,153.09	4,268.57	0.00	47,064.14	71,964.00		-24,899.86	34.60%
District Insurance	21,582.83	21,182.34	21,182.34	21,267.08	20,550.84	20,150.35	28,452.45	18,968.30	19,739.28	19,249.58	19,249.58	0.00	231,574.97	375,000.00		-143,425.03	38.25%
Longevity	975.00	945.00	400.00	1,600.00	150.00	920.00	690.00	5,250.00	800.00	0.00	2,945.00	0.00	14,675.00	15,640.00		-965.00	6.17%
Wellness Clinic-Activate	0.00	0.00	3,949.71	0.00	3,949.71	0.00	0.00	3,949.71			3,949.71		15,798.84	16,000.00		-201.16	1.26%
Retirement	5,988.18	5,543.08	5,864.95	5,818.16	6,043.70	6,345.65	8,488.92	5,690.65	6,155.89	6,272.13	6,260.38	0.00	68,471.69	84,577.00		-16,105.31	19.04%
<b>Sub-total</b>	<b>87,565.33</b>	<b>87,004.02</b>	<b>89,481.26</b>	<b>89,188.50</b>	<b>91,288.39</b>	<b>90,374.55</b>	<b>122,236.18</b>	<b>91,088.23</b>	<b>88,580.57</b>	<b>89,229.21</b>	<b>94,793.47</b>	<b>0.00</b>	<b>1,020,744.90</b>	<b>1,390,884.00</b>		<b>-370,139.10</b>	<b>26.61%</b>
<b>Supplies</b>																	
Office Supplies		443.61	116.72	76.12	25.49	365.34	187.98	251.73	0.00	379.85	115.10	0.00	1,961.94	6,000.00			
Operating Supplies	1,497.20	1,107.86	1,309.43	4,303.89	2,369.88	1,675.90	1,749.41	6,194.22	4,440.26	2,080.73	3,322.12	0.00	30,050.90	65,600.00		-35,549.10	54.19%
Repair and Maintenance	0.00	4.29	0.00	0.00	0.00	3,436.87	135.27	108.00	0.00	88.00	1,940.43	0.00	5,712.86	20,750.00		-15,037.14	72.47%
Other Supplies	43,075.00	0.00	0.00	17.49	429.88	52,455.74	4,412.74	97.35	33.41	39.55	3,028.95	0.00	103,590.11	74,000.00		29,590.11	-39.99%
<b>Sub-total</b>	<b>44,572.20</b>	<b>1,555.76</b>	<b>1,426.15</b>	<b>4,397.50</b>	<b>2,825.25</b>	<b>57,933.85</b>	<b>6,485.40</b>	<b>6,651.30</b>	<b>4,473.67</b>	<b>2,588.13</b>	<b>8,406.60</b>	<b>0.00</b>	<b>141,315.81</b>	<b>166,350.00</b>		<b>-25,034.19</b>	<b>15.05%</b>
<b>Other Services &amp; Charges</b>																	
Professional Services	8,203.00	2,992.62	5,097.41	899.24	2,868.49	16,619.70	13,596.94	6,169.25	30,562.32	1,928.88	36,573.40	0.00	125,511.25	204,850.00	25068.52	-79,338.75	38.73%
Comm & Transportation	2,213.56	838.67	1,701.82	1,223.08	2,068.32	1,479.11	1,268.67	839.98	1,412.55	1,953.87	1,499.60	0.00	16,499.23	18,400.00		-1,900.77	10.33%
Printing and Advertising	1,896.99	818.25	620.75	3,043.23	1,311.03	2,953.00	1,731.99	639.82	24.38	1,343.00	2,234.64	0.00	17,488.20	32,500.00		-15,011.80	46.19%
Insur/Worker's Comp	1,430.22	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00				1,430.22	138,500.00		-137,069.78	98.97%
Utility Services	4,439.87	4,843.85	4,423.28	3,499.04	3,294.51	3,008.11	3,265.00	3,200.23	3,111.77	2,677.05	3,009.84	0.00	38,772.55	41,640.00		-2,867.45	6.89%
Repair & Maintenance	4,345.26	4,232.08	5,376.25	3,999.07	2,888.63	12,346.77	6,354.17	2,526.67	2,342.30	5,271.38	11,843.66	0.00	61,526.24	85,700.00	1887.97	-24,173.76	28.21%
Rentals	6,245.28	6,279.99	6,956.84	14,571.53	7,646.16	6,317.27	5,336.24	5,336.24	4,957.24	5,336.24	7,047.78	0.00	76,030.81	81,760.00		-5,729.19	7.01%
Other Services & Charges	31,767.44	55,816.22	41,869.71	48,354.35	69,109.53	4,987.58	35,170.65	41,660.07	29,714.52	45,880.18	56,322.82	0.00	460,653.07	634,775.00		-174,121.93	27.43%
<b>Sub-total</b>	<b>60,541.62</b>	<b>75,821.68</b>	<b>66,046.06</b>	<b>75,589.54</b>	<b>89,186.67</b>	<b>47,711.54</b>	<b>66,723.66</b>	<b>60,372.26</b>	<b>72,125.08</b>	<b>64,390.60</b>	<b>118,531.74</b>	<b>0.00</b>	<b>797,911.57</b>	<b>1,238,125.00</b>	<b>26956.49</b>	<b>-440,213.43</b>	<b>35.55%</b>
<b>Capital Outlay</b>																	
Land																	
Imprvmt O.T. Buildings														10,000.00		-10,000.00	100.00%
Machinery / Equipment																	
Building Improvements																	
Computer Equipment														1,200.00			
Vehicle Purchases/Lease														20,000.00			
Other Capital Outlays																	
Cum Capital																	
<b>Sub-total</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>31,200.00</b>		<b>-31,200.00</b>	<b>100.00%</b>
Payroll Liability Clearing	2,471.86	2,991.15	2,021.20	782.18	8,874.93	1,002.65	-20,289.69	1,968.98	13,168.14	571.58	17,505.37	0.00	31,068.35				
<b>Total Expenses</b>	<b>195,151.01</b>	<b>167,372.61</b>	<b>158,974.67</b>	<b>169,957.72</b>	<b>192,175.24</b>	<b>197,022.59</b>	<b>175,155.55</b>	<b>160,080.77</b>	<b>178,347.46</b>	<b>156,779.52</b>	<b>239,237.18</b>	<b>0.00</b>	<b>1,984,778.54</b>	<b>2,826,840.00</b>			

Ending Balance 2,208,376.93  
G/L Blance 2,208,376.93  
Difference 0.00



MONROE COUNTY SOLID  
WASTE MANAGEMENT  
DISTRICT

Date: 12/2/2022  
To: MCSWMD Board of Directors  
From: Holly DeWar  
Subject: Savings

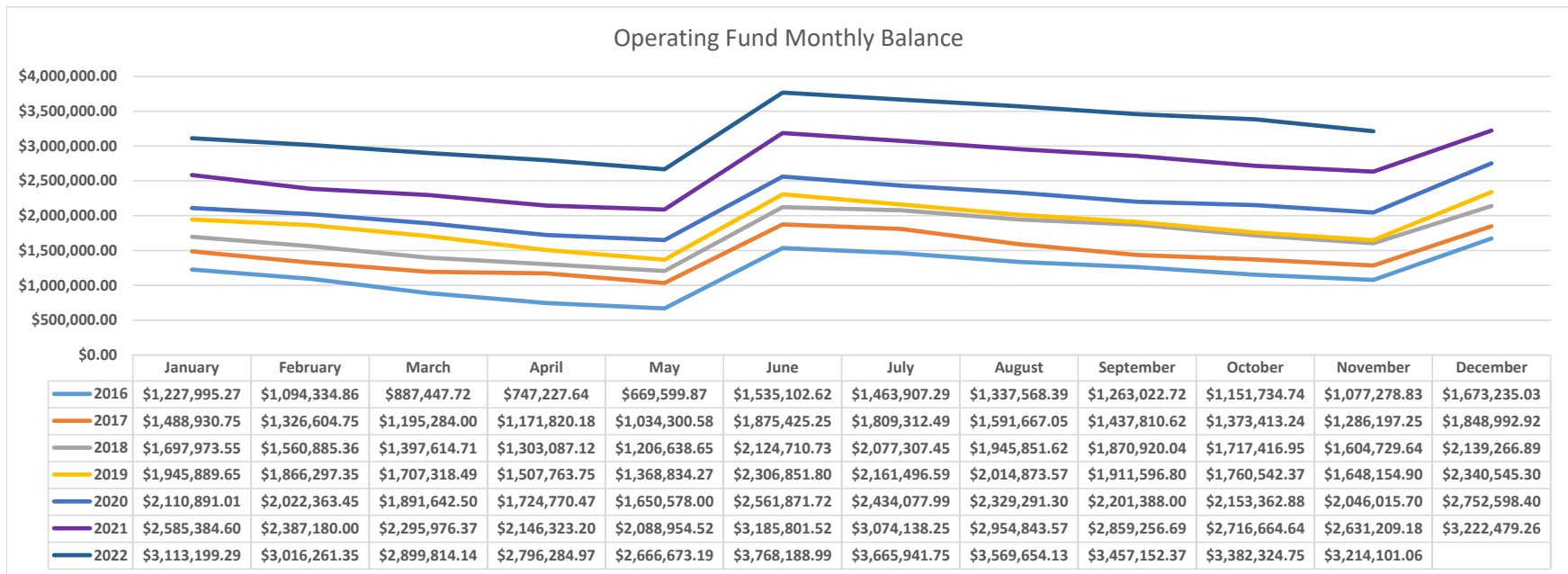
Begin Balance 1,000,477.23

	22-Jan	22-Feb	22-Mar	22-Apr	22-May	22-Jun	22-Jul	22-Aug	22-Sep	22-Oct	22-Nov	22-Dec	YTD
REVENUE													-
Interest	127.46	115.14	127.49	119.28	134.38	238.62	437.57	795.93	789.70	1,065.21	1,296.12		5,246.90
Total Revenue	-	-	-	-	-	-	-	-	-	-	-	-	-
													5,246.90

EXPENSE													-
Total Expenses		-	-	-	-	-	-	-	-	-	-	-	-

End Balance 1,005,724.13

## MONROE COUNTY SOLID WASTE MANAGEMENT DISTRICT



MONROE COUNTY SOLID  
WASTE MANAGEMENT  
DISTRICT

Date: 12/2/2022  
 To: MCSWMD Board of Directors  
 From: Holly DeWar, Controller  
 Subject: Closure Bond Debt

Begin Balance 158,839.58

	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22	YTD	2022 Budget	YTD Actual Less Budget	Percent Remaining
REVENUE																
Interest	6.44	0.29	0.32	0.30	0.33	12.81	20.21	4.16	4.29	6.65	8.50		64.30			
Debt Service Tax						169,092.45							169,092.45	275,000.00	-105,907.55	38.51%
Excise Tax						8,690.85							8,690.85	30,520.00	-21,829.15	71.52%
Cvet						578.62							578.62	400.00	178.62	-44.66%
Transfer IN													0.00		0.00	
Total Revenue	6.44	0.29	0.32	0.30	0.33	178,374.73	20.21	4.16	4.29	6.65	8.50	0.00	178,426.22	305,920.00	484,346.22	158.32%

EXPENSE																
Principal	135,000.00						140,000.00						275,000.00	275,000.00	0.00	0.00%
Interest	15,935.00						14,585.00						30,520.00	30,520.00	0.00	0.00%
Agency Fee	400.00												400.00	400.00	0.00	0.00%
Transfer Out															0.00	
Total Expenses	151,335.00	0.00	0.00	0.00	0.00	0.00	154,585.00	0.00	0.00	0.00	0.00		305,920.00	305,920.00	0.00	0.00%

End Balance 31,345.80

MONROE COUNTY  
SOLID WASTE  
MANAGEMENT  
DISTRICT

Date: 12/2/2022  
To: MCSWMD Board of Directors  
From: Holly DeWar, Controller  
Subject: Capital

Begin Balance 45,418.46

	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22	YTD	Budget Less YTD	Percent Remaining
REVENUE															
Interest	3.86	3.48	3.86	3.61	3.98	3.73	3.61	6.04	6.23	9.65	12.33				
Transfer IN															
Total Revenue	3.86	3.48	3.86	3.61	3.98	3.73	3.61	6.04	6.23	9.65	12.33	0.00	60.38		
EXPENSE															
Improvements															
Total Expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		

End Balance 45,478.84

**MONROE COUNTY  
SOLID WASTE  
MANAGEMENT  
DISTRICT**

Date: 12/5/2022  
 To: MCSWMD Board of Directors  
 From: Holly DeWar, Controller  
 Subject: Landfill/Post Closure

Begin Balance: 754,830.24

	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22	YTD
<b>REVENUE</b>													
Interest	1,399.78	442.41	194.50	209.76	127.30	221.99	1,549.72	557.96	366.76	172.21	614.38		5,856.77
Dividend													
Gain on Investment					722.06		2,579.80	24.00	90.75		3,088.50		6,505.11
Transfer													
Total Revenue													12,361.88

<b>EXPENSE</b>													
Bank Fee's	314.51	313.47	311.93	309.24	307.68	607.90	306.15	307.50	305.92	302.50	301.92		3,688.72
Loss on Investment	2,951.65	3,821.05	6,327.87	3,660.95		3,805.44	601.40	5,492.70	6,920.25	1,265.15			34,846.46
Market Value Adjustment	646.20												646.20
Transfer													
Total Expenses													39,181.38

End Balance: 728,010.74

**MONROE COUNTY SOLID  
WASTE MANAGEMENT  
DISTRICT**

Date: December 2, 2022  
 To: MCSWMD Board of Directors  
 From: Holly DeWar, Controller  
 RE: **Summary of Payroll and Claims**

Claims Processed Week of 11/14/2022

Pre-Approved Claims Approved Under Resolution 2022-02

Accounts Payable Claims	\$37,257.94
Payroll	\$20,648.53
Payroll Claims	\$12,154.98
Longevity	\$0.00

TOTAL \$70,061.45

Pre-Approved Claims Approved by Boad Chair or Designee

11/18/2022 \$4,930.47

TOTAL \$4,930.47

Claims Processed Week of 11/28/2022

Pre-Approved Claims Approved Under Resolution 2022-02

Accounts Payable Claims	\$41,500.59
Payroll	\$20,058.12
Payroll Claims	\$9,237.63
Longevity	\$0.00

TOTAL \$70,796.34

Pre-Approved Claims Approved by Boad Chair or Designee

12/1/2022 \$39,187.74

TOTAL \$39,187.74

**Total Pre-Approved Payroll and Accounts Payable Claims Submitted  
to the Board of Directors:**

**\$184,976.00**

We have examined the claims summarized above and approved:

  
 Tom McGlasson Jr., Executive Director

  
 Holly DeWar, Controller

## Claims Docket

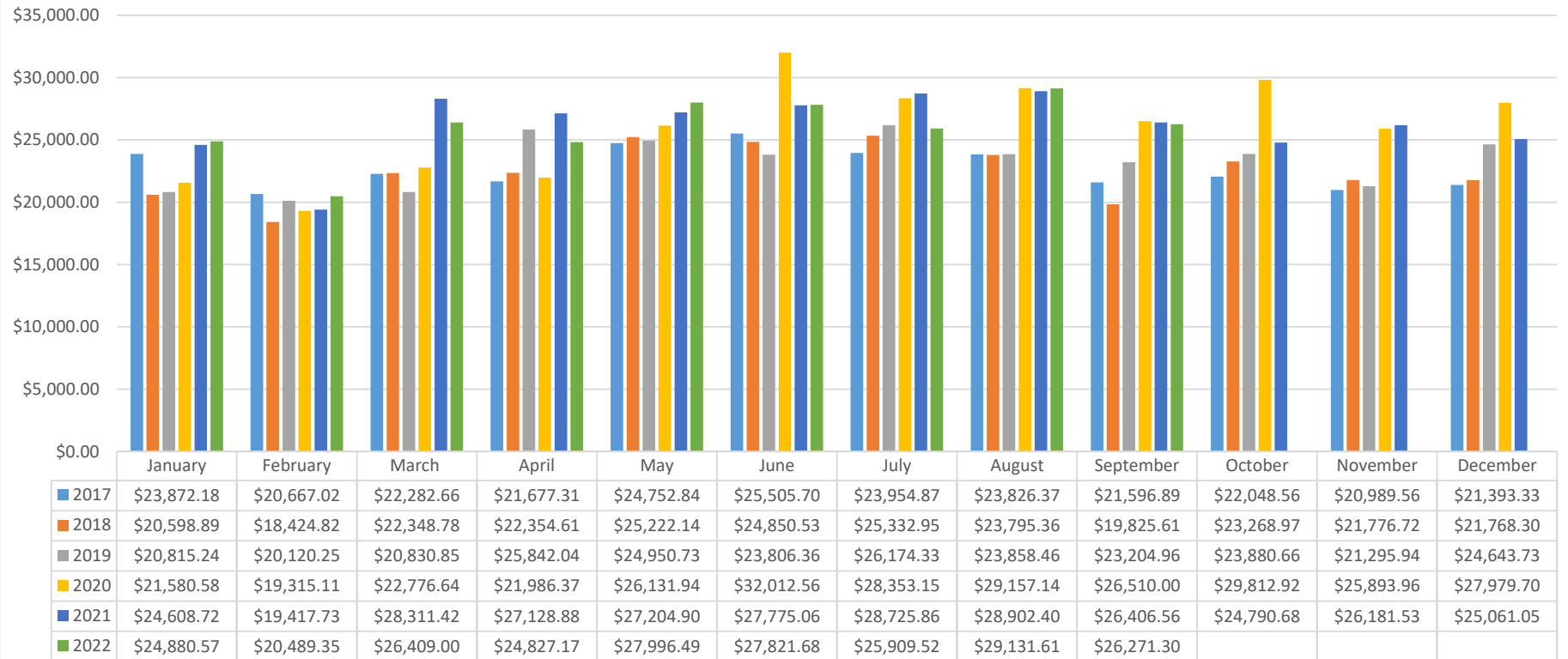
Claim	Vendor	Name	Description	Net Amount
Batch: 735	1	115 AT & T	Mnthly: Bethel site phone	172.06
			Mnthly Oard site phone	218.67
	2	116 AT & T----Courthouse	Mnthly: HHW & Landfill alarm system	52.62
	3	429 Canon	Mnthly: Copier/Printer rental	379.00
	4	489 CenterPoint Energy	Mnthly: Admin bldg	89.83
			Mnthly: RRC/HHW	198.09
	5	117 Cintas #2	Weekly rugs & towels (RRC & HHW)	56.37
			Weekly rugs & towels	56.37
			Weekly rugs & towels (RRC & HHW)	56.37
			Weekly rugs & towels (RRC & HHW)	56.37
			Mnthly: Lease for AED - Landfill	129.00
			Mnthly: First Aid Supplies - Landfill	22.40
			Mnthly: Lease for AED - RRC	129.00
			Mnthly: First Aid Supplies - RRC	22.40
			Mnthly: Lease for AED - Bethel	129.00
			Mnthly: First Aid Supplies - Bethel	22.40
			Lease for AED - Oard	129.00
			Mnthly: First Aid Supplies - Oard	26.69
			Lease for AED - Dillman	129.00
			First Aid Supplies - Dillman	30.65
			Mnthly: Lease for AED - Ellettsville	129.00
			Mnthly: First Aid Supplies - Ellettsville	22.40
			Lease for AED - Admin	129.00
			Mnthly: First Aid Supplies - Admin	22.40
			Mnthly: First Aid Supplies - HHW	26.69
	6	39 City of Bloomington Utilities	Mnthly: Admin, RRC & HHW utilities	240.87
	7	252 Monroe County Clerk	Cause #53C06-0608-CC1568	232.61
	8	19 Duke Energy Indiana Inc	Mnthly: Bethel Site	248.56
	9	19 Duke Energy Indiana Inc	Mnthly: Dillman Site	167.76
			Mnthly: Oard Oct	156.10
	10	474 Effectv	Mnthly: TV Advertisement	438.00
			Mnthly: Premium Digital Adv	187.00
	11	239 Fleener's Landscape & Lawn Care, Inc.	Mowing at 3400 S Walnut (2 mowings)	300.00
	12	137 Hoosier Transfer Station	Compliance: Illegal Dumping	15.06
	13	231 Indiana State Central Collection Unit	Remit # 006812207, Case: 53C07-1108-JP-000630	132.00
	14	459 Invesco Investment Service	Bi-weekly payroll for IRA for employees	29.00
	15	254 John Hancock	Employee Loan	159.25

## Claims Docket

<u>Claim</u>	<u>Vendor</u>	<u>Name</u>	<u>Description</u>	<u>Net Amount</u>
16	278	Lincoln National Life Insurance	Mnthly: Employee Disability (12/1 - 12/31/22)	642.50
17	145	Republic Services of Indiana	Mnthly: Hauling & MSW Disposal, Main Disposal, Main Hauling, Main Recycling Expense, Sites Disposal, Sites Hauling, Sites Recycling Expense, Rental	26,271.30
18	92	Smithville Communications Inc	Mnthly: Ellettsville site phone	50.68
			Mnthly: Dillman site phone	45.44
19	112	Washington Township Water Corp	Mnthly: Landfill water usage	22.03
20	243	Artistic Media Partners	Radio advertisement June 2022	525.00
			Radio Advertisement July 2022	525.00
21	47	Hobbs Equipment Inc	Mnthly Compactor rental (S Walnut & 4 sites)	4,435.00
<b>Grand Total:</b>				<b>37,257.94</b>



Republic Services Monthly Costs for Hauling, MSW Disposal, & Recycling



SUMMARY

<u>Check Type</u>	<u>Manual</u>	<u>Direct</u>	<u>Deposit</u>	<u>Amount</u>	<u>Direct</u>	<u>Deposit</u>	<u>Amount</u>	<u>Check</u>	<u>Amount</u>
Regular				0.00			20,648.53		0.00
Manual				0.00			0.00		0.00
Void				0.00			0.00		0.00

2:33 PM

Monroe County Solid Waste Management Dis  
Batch 6315 thru Batch 6315

BatchNo: 6315  
Status: Open  
Source: AP

Comment:  
Date Opened: 11/23/2022

Fund	Account No/Description	Post Date	Per/Year	Operator Ven/Emp#	Ref Number Po/Rct	Description	Debits	Credits
1000	07-22.62000 State Withholdings	11/23/2022	11 / 2022	HOLLY		State Withheld	1,960.58	
1000	07-22.63000 County Withholdings	11/23/2022	11 / 2022	HOLLY		County Withheld	790.70	
1000	07-22.61000 Ferderal Withholdings	11/23/2022	11 / 2022	HOLLY		FIT	2,147.99	
1000	07-22.65000 FICA Social Security	11/23/2022	11 / 2022	HOLLY		FICA	3,338.00	
1000	07-22.64000 FICA/Medicare Withholdings	11/23/2022	11 / 2022	HOLLY		MEDI	780.72	
1000	07-22.41340 John Hancock Retirement	11/23/2022	11 / 2022	HOLLY		Retirement	3,136.99	
<b>Batch Totals:</b>							<b>12,154.98</b>	

**Holly DeWar**

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**From:** Cheryl Munson <cmunson@co.monroe.in.us>  
**Sent:** Thursday, November 17, 2022 2:54 PM  
**To:** Holly DeWar  
**Cc:** piedmoni@bloomington.in.gov; Penny Githens; Julie Thomas; hamiltoj@bloomington.in.gov; Lee Jones; danswafford@ellettsville.in.us; Tom McGlasson  
**Subject:** Re: 11-16-2022 Claims for approval  
**Attachments:** 11-16-2022 AP.pdf

Dear Holly, Tom, and all;

Apologies for my late reply. I have been traveling. All looks good to me, and I have no questions. If other Board members have no unresolved questions, then I approve payment of these claims under my signature on November 18, 2022.

Cheryl Munson  
Monroe County Solid Waste Management District, Board of Directors, Chair

Sent from my iPhone

On Nov 16, 2022, at 3:21 PM, Holly DeWar <hdewar@mcswmd.org> wrote:

Cheryl and Members of the Board,

The attached claims are for review and approval for the week of 11/16/2022.

Please let me know if there are any questions.

Thank you,

Holly DeWar

Controller

Holly DeWar, Controller  
Monroe County Solid Waste Management District  
3400 S. Walnut St.  
Bloomington, IN 47401  
812-349-2951

MONROE COUNTY SOLID  
WASTE MANAGEMENT  
DISTRICT

Date: November 16, 2022  
To: MCSWMD Board of Directors  
From: Holly DeWar, Controller  
RE: Claims for Approval 11/16/2022

Accounts Payable Claims for Approval	\$4,930.47
<b>Total Accounts Payable Claims for Approval 11/16/2022</b>	<b><u>\$4,930.47</u></b>

We have examined the claims summarized above and approved.

  
\_\_\_\_\_  
Tom McGlasson, Jr., Executive Director

  
\_\_\_\_\_  
Holly DeWar, Controller

## Claims Docket

<u>Claim</u>	<u>Vendor</u>	<u>Name</u>	<u>Description</u>	<u>Net Amount</u>	
Batch: 734	1	444	B & H Electric and Supply	RRC: lift station pump repair	1,348.24
	3	24	C & S, Inc.	Mthly Fuel for Depts 01,02,04 & 08	1,084.92
				Sales Tax Credit	-29.41
	4	26	Calgon Carbon Corp.	WXP Z - 50 LB Bag	992.00
	5	41	Herald Times	Advertising meeting notices - Amended notice	9.66
	6	502	German American - VISA	Mthly Expense for depts: : HHW-Nitrile gloves, RRC- dish soap, pin-sol, bath tissue Landfill-internet svr Community Outreach-EEAI conference	823.15
	7	52	Industrial Environmental Monitoring Inst	HORIBA U-52 2M SN: RPA8C082	571.54
	8	281	Paulsen, Lee	Reimburse for Ice for Groundwater samples	50.37
	9	108	Veolia Enviromental Service	Community Outreach: Wildlife Packet	80.00
				<b>Grand Total:</b>	<b>4,930.47</b>

## Claims Docket

Claim	Vendor	Name	Description	Net Amount
Batch: 738	93	South Central Indiana REMC	Landfill: Mthly electric	116.00
1	380	Aflac	Employee Aflac (November 2022)	179.22
2	252	Monroe County Clerk	Cause #53C06-0608-CC01568	232.61
3	398	Cummins	Landfill: Batteries replaced on all 3 generators	542.19
			Generator Service	199.90
			Landfill: Generator Service	199.90
			Landfill: Generator Service	249.31
			Landfill: Generator repair	1,145.01
6	19	Duke Energy Indiana Inc	Mthly RRC & HHW	605.12
			Mthly Admin Bldg	330.20
			Mthly Ellettsville site	213.11
7	499	Everside Health LLC	Qtrly: (Jan - Mar 2022 Everside Health Clinic	3,949.71
8	122	Harris Computers	Controller: W-2's, 1099's tax forms	441.00
9	231	Indiana State Central Collection Unit	Remit # 006812207, Case 53C07-1108-JP-000630	132.00
10	459	Invesco Investment Service	Bi-weekly payroll for IRA for employee's	29.00
11	465	IU Health Plans	Mthly: Employee Health (12/1 - 12/31/22)	30,910.06
12	254	John Hancock	Employee loan	159.25
13	272	J R Davis Vending Inc	Water cooler rental @ Ellettsville site	55.00
14	93	South Central Indiana REMC	Landfill: Mthly electric	155.00
			Landfill: Mthly electric	90.00
			Landfill: Mthly electric	74.00
			Landfill: Mthly electric	53.00
15	460	A & A Quick Pump	Port-a-potty portable toilets for all sites for Jun-Jul 2022	480.00
			Port-a-potty portable toilets for all sites for Aug - Sep 2022	480.00
			Port-a-potty Portable toilets for all sites for Oct - Nov 2022	480.00
<b>Grand Total:</b>				<b>41,500.59</b>

SUMMARY

<u>Check Type</u>	<u>Manual</u>	<u>Direct</u>	<u>Deposit</u>	<u>Amount</u>	<u>Direct</u>	<u>Deposit</u>	<u>Amount</u>	<u>Check</u>	<u>Amount</u>
Regular				0.00			20,058.12		0.00
Manual				0.00			0.00		0.00
Void				0.00			0.00		0.00



Monroe County Solid Waste Management Dis  
Batch 6318 thru Batch 6318

BatchNo: 6318                      Comment:  
Status: Open                      Date Opened: 11/29/2022  
Source: AP

Fund	Account No/Description	Post Date	Per/Year	Operator Ven/Emp#	Ref Number Po/Rct	Description	Debits	Credits
1000	07-22.41340 John Hancock Retirement	11/30/2022	11 / 2022	HOLLY		Retirement	3,109.38	
1000	07-22.61000 Ferderal Withholdings	11/30/2022	11 / 2022	HOLLY		FIT	2,117.87	
1000	07-22.65000 FICA Social Security	11/30/2022	11 / 2022	HOLLY		FICA Social Sec	3,250.28	
1000	07-22.64000 FICA/Medicare Withholdings	11/30/2022	11 / 2022	HOLLY		FICA Medi	760.10	
<b>Batch Totals:</b>							<b>9,237.63</b>	

**Holly DeWar**

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**From:** Cheryl Munson <cmunson@co.monroe.in.us>  
**Sent:** Thursday, December 1, 2022 11:12 AM  
**To:** Holly DeWar  
**Cc:** piedmoni@bloomington.in.gov; Penny Githens; Julie Thomas; hamiltoj@bloomington.in.gov; Lee Jones; danswafford@ellettsville.in.us; Tom McGlasson  
**Subject:** Re: Claims 11/30/2022

Dear Holly, Tom, and Board Members,

I have no questions on these claims. If there are no unanswered questions from other Board members, I will approve the claims as of Thursday noon, December 1, 2022, and their payment under my signature.

Thank you,  
Cheryl

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Cheryl Munson  
Monroe County Solid Waste Management District  
Board of Directors, Chair  
Monroe County Council  
Member At-Large  
(812) 325-3407

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[cmunson@co.monroe.in.us](mailto:cmunson@co.monroe.in.us)  
[www.cherylmunson.us](http://www.cherylmunson.us)

Cheryl

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Cheryl Munson  
Monroe County Council  
Member At-Large  
(812) 325-3407

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[cmunson@co.monroe.in.us](mailto:cmunson@co.monroe.in.us)  
[www.cherylmunson.us](http://www.cherylmunson.us)

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**From:** Holly DeWar <hdewar@mcswmd.org>  
**Sent:** Wednesday, November 30, 2022 1:46 PM  
**To:** Cheryl Munson  
**Cc:** piedmoni@bloomington.in.gov; Penny Githens; Julie Thomas; hamiltoj@bloomington.in.gov; Lee Jones; danswafford@ellettsville.in.us; Tom McGlasson  
**Subject:** Claims 11/30/2022

Cheryl and Members of the Board,

The attached claims are for review and approval for the week of 11/30/2022.

Please let me know if there are any questions.

Thank you,

Holly DeWar, Controller  
Monroe County Solid Waste Management District  
3400 S. Walnut St.  
Bloomington, IN 47401  
812-349-2951

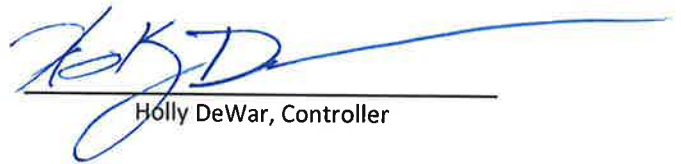
MONROE COUNTY SOLID  
WASTE MANAGEMENT  
DISTRICT

Date: November 30, 2022  
To: MCSWMD Board of Directors  
From: Holly DeWar, Controller  
RE: Claims for Approval 11/30/2022

Accounts Payable Claims for Approval	\$39,187.74
<b>Total Accounts Payable Claims for Approval 11/30/2022</b>	<b><u>\$39,187.74</u></b>

We have examined the claims summarized above and approved.

  
\_\_\_\_\_  
Tom McGlasson, Jr., Executive Director

  
\_\_\_\_\_  
Holly DeWar, Controller

Claims Docket

Claim	Vendor	Name	Description	Net Amount	
Batch: 736	1	16	Bruce Garage Doors / Home Improvement	Landfill: Garage door with double lock, frame repair	1,806.00
	2	35	Cassady Electrical Contractors, Inc	Repair plastic compactor connection box (S. Walnut)	553.68
	3	492	Commercial Service of Bloomington, Inc.	Kitchen sink stopped up ( S Walnut)	412.99
	4	511	Hartman and Williams LLC	Accounting conversion to GAAP financial statements (9/1 - 9/30/22)	1,120.00
	5	139	Indiana HHW Task Force	2023 Annual Membership	125.00
	6	60	John Naylor Trucking, LLC	Landfill: stone	1,771.65
	7	61	K & S Roloff, Inc	Glass hauling at sites & Walnut	2,283.39
	8	170	Lighting Resources LLC	Pick up: disposal of batteries, lightbulbs	6,857.21
				55 Gal steel drum usage fee	100.00
	9	337	Vallonia State Nursery	Community Outreach: Wildlife Packet	80.00
	10	65	Lowe's Business Accounts	Sites: Ellettsville - Deckboard, screws, bits	69.78
	11	141	PC Max, Inc	Admin: labor block : onsite hrs	2,200.00
	12	162	Petty Cash Fund	Controllor: Postage for 941 tax filing	7.85
				Community Outreach: Fuel reimbrs	40.00
				Community Outreach: Poster Board	18.81
	13	88	ProLift Industrial Equipment Co., Inc.	RRC: Bobcat: repair & maint.	1,666.56
	14	510	Miller, Susan	Mthly: Cleaning Admin & RRC	450.00
	15	469	TASC	Qtrly: Cobra Admin Fee (1/1/2023 - 3/31/2023) \$81.27, Annual: Membership Fee (1/1/2023 - 12/31/2023) \$160.43	241.70
	16	502	German American - VISA	Landfill: Nitro Pro Computer upgrade, Commercial demo permit, Admin: Dropbox Standard Annual Renewal, Amazon Prime Annual Membership, Landfill: Shipping fee to return rental equip, Internet Srvc, Admin: Paper towels, bath tissue, RRC: DEF, paper towels, water, bath tissue	1,243.98
	17	356	Pomp's Tire Service	2008 Ford F150 Maint & Repairs, Brake Caliper: Landfill truck	326.56
	19	518	Pace Analytical	Landfill: November 2022 Ground Water	5,209.54
				Landfill: Ground Water	4,942.39
				Landfill: November 2022 Ground Water	2,808.40
				Landfill: November 2022 Arsenc Wells	2,037.34
				Landfill: November 2022 Ground Water	509.33
				Landfill: November 2022 Ground Water	1,528.00
				Landfill: November 2022 Ground Water	777.58

Grand Total: 39,187.74

Monroe County Indiana Solid Waste Management District



## MEMORANDUM

**TO:** MCSWMD Board of Directors  
**DATE:** December 2, 2022  
**FROM:** Tom McGlasson Jr.  
**SUBJECT:** Scheduling Board of Directors meeting for January 2023

---

The December 8, 2022 Board of Directors meeting is the last of the meetings scheduled by the Board in January 2022. Therefore, the Board will need to schedule a meeting for the month of January 2023. If the Board wishes, it may choose to schedule additional meetings for 2023, however, in previous years the Board has elected to schedule only the January meeting. This allows the seated Board for the calendar year 2023 to establish its own meeting schedule should any changes to the membership occur.

The Board has historically meet on the second Tuesday of each month at 4:00pm, following this schedule would place the January 2023 Board meeting on January 12, 2023.

*Monroe County Indiana Solid Waste Management District*



## **MEMORANDUM**

**TO:** MCSWMD Board of Directors  
**DATE:** December 2, 2022  
**FROM:** Tom McGlasson Jr.  
**SUBJECT:** District Update

---

At the meeting, staff will be providing a presentation to the Board to update you on topics, issues, and dates that will be relevant and/or impactful to the District in 2023.

# CAC Monthly Activity Report

Monroe County Solid Waste Management District  
Citizen's Advisory Committee  
November – December 2022

## **11/17 Regular Meeting**

- Update of Biodigester feasibility study provided and brief discussion on regional bio-solid land application users
- Implementation Evaluation & Guidance subcommittee proposal of 5YMP reporting document
- Brief discussion on potential Landfill monetization
- Discussion and support around the Porter County CAC's interest in addressing the 'Ban on Ban' initiative and engaging with them in the near future





## MEMORANDUM

**TO:** MCSWMD Board of Directors  
**DATE:** December 2, 2022  
**FROM:** Tom McGlasson Jr.  
**SUBJECT:** December 2022 Administration Department Board Report

### General Updates

- Elisa Pokral attended the Environmental Education Association of Indiana (EEAI) annual conference 11/4 thru 11/6/22.
- Unfortunately, due to the weather, we had to cancel our planned America Recycles Day event at the recycling centers on 11/12/22. The musician scheduled to perform at the sites has committed to performing next year.
- The two (2) new positions approved for 2023, *Waste Reduction Specialist* and *Compliance, HHW & Landfill Support Staff* have been advertised.
- The District will be moving forward with changing its group health insurance renewal date to January 1<sup>st</sup>. This will actually result in a one percent (1%) decrease on premiums, however individual policy out-of-pocket maximums will increase, beginning on 1/1/2023.

### Media Summary for November

- Social Media Outreach
  - Social media posts included: America Recycles Day; Veterans Day; Thanksgiving Holiday; Food Waste Collection; Home Composting; District Education Programs.
- Effectv Summary
  - Television advertising: Recycling Right; Orange Bag Trash; Green Business; Leaf Burning; LEDs & CFLs; Home Composting.
  - Weather Crawl: Facility Schedules; Electronics; Orange Bag Trash; Food Waste Collection.
  - Premium Digital Advertising: Food Waste Collection; Electronics Recycling.
    - Premium Digital is a platform for our infomercials to be viewed through Comcast On-Demand services and internet streaming on any device.
- Radio Summary
  - WHCC: Environmental Challenges & Solutions; Adopt-A-Road; Recycling Right; Electronics Recycling; Reusable Bags; Rural Recycling Centers; Household Hazardous Waste.
- Sponsor of Mind Yo' Business podcast which features two (2) thirty (30) second PSAs per episode.
- Herald-Times article published on 11/25/22 featuring Elisa Pokral and highlighting District education programs and services.

**Education and Outreach Summary for October**

- Elisa Pokral provided classroom education sessions in the following schools:
  - Rogers Elementary (#2) – 2<sup>nd</sup> grade; 5 classrooms
  - Marlin Elementary (#2) – 1<sup>st</sup> grade; 2 classrooms
  - Templeton Elementary (#3) – 3<sup>rd</sup> & 4<sup>th</sup> grades; 2 classrooms
  - Highland Park Elementary (#3) – 4<sup>th</sup> grade; 2 classrooms

# **MEMORANDUM**

Monroe  
County Solid  
Waste  
Management  
District

**DATE:** 12/01/22  
**TO:** MCSWMD Board of Directors  
**FROM:** Joey Long  
**SUBJECT:** Recycling & Reuse, Hazardous Materials, Rural Recycling Centers Board Report for the month of December 2022.

---

## **Recycling & Reuse (04)**

- We have worked with Elisa Pokral on signage and dates for Holiday tree recycling.
- Holiday Tree Recycling will be December 26<sup>th</sup> through January 14<sup>th</sup>.

## **Hazardous Materials (05)**

- Staff have completed their annual HAZWOPER refresher training.

## **Rural Recycling Centers (06)**

- Rural Recycling sites are operating as normal.

# **MEMORANDUM**

Monroe  
County Solid  
Waste  
Management  
District

**DATE:** December 8, 2022  
**TO:** MCSWMD Board of Directors  
**FROM:** Lee Paulsen  
**SUBJECT:** Landfill and Environmental Compliance November 2022 Board Report

---

## **Landfill November 2022:**

- ◆ The NPDES Discharge Monitoring Report (DMR) and IDEM Monthly Monitoring Report (MMR) for November 2022 will be submitted prior to the November 28, 2022 deadline.
- ◆ The NPDES Discharge Monitoring Report (DMR) and IDEM Monthly Monitoring Report (MMR) for October 2022 was prepared and submitted by Lee Paulsen on 11-3-22. There were no exceedances or violations.
- ◆ Treatment plant was shut down for the month of November due to dry conditions.
- ◆ November 2022 Groundwater sampling was conducted on 11-1, 11-2, 11-3, 11-7, and 11-9, and 11-10. All the samples have been shipped via FedEx overnight to Pace lab for analysis. Waiting for all the data to submit to AECOM for the statistical analysis.
- ◆ Methane monitoring was conducted on November 16, 2022. The results were submitted to IDEM via electronic mail. All the samples were within acceptable limits.
- ◆ Demolition of the Blue building has begun at the landfill.
- ◆ Anderson Excavating repairs two low settling spots on the North side of the Old Hill. Repaired the gravel roadway from Anderson road to the collection pond. Repaired Methane vents and repaired riprap areas that had eroded.
- ◆ Leachate production is available on the next page.

## **Environmental Compliance November 2022:**

- ◆ Twenty-three (23) new Environmental Compliance Cases were reported for the month of November 2022.
  - Twenty-one (21) Case were Substantiated, Ten (10) roadside cases, Two (2) Illegal Burns, and Eleven (11) private property cases. Eleven (11) are closed and Twelve (12) are still open and pending.
  - November 2022: 280 lbs. trash removed from the roadsides, zero (0) needles, three (3) tire removed from the side of the roads.
- ◆ There are currently fifty-nine (59) open environmental compliance cases.
- ◆ **Total for 2022:**

- 260 total cases. 11 Illegal burn; 71 cases at private properties; and 178 roadside clean-ups.
  - 8260 lbs. trash removed from the sides of the road via compliance cases.
  - Tires: Eighty-five (85) tires removed from the sides of the road; 3 tires on rims.
  - Needles: Three (3) removed from March 1, 2022 to present.

**Adopt-A-Road November 2022:**

- ◆ For the month of November 2022, there were Two (2) Adopt-A-Road clean-ups completed.
  - IU Student Athletic Board; N. Kinser Street, Between 17th St. and W. Gourley Pike
  - Community Clean-up; Whisnand Road
- ◆ For the month of November 2022 there were approximately Two (2) miles of road that was cleaned.
  - Each clean-up is for an adopted section of road that is approximately one (1) mile in length
- ◆ For the month of November 2022 approximately 40 lbs. of trash and 20 lbs. of recyclables removed from the sides of roads.
  - Weights are estimated based on an average bag weight due to the City of Bloomington collecting a substantial number of the clean-ups for which we cannot get actual weight.

◆ **YTD 2022 for the Adopt-A-Road:**

- 45 clean-ups.
- 2635 lbs. of trash.
- 610 lbs. of recyclables.
  - Weights are estimated based on an average bag weight due to the City of Bloomington collecting a substantial number of the clean-ups for which we cannot get actual weights.

**Monroe County Landfill Leachate Generation and Treatment Data**

The below data is for the most recent six (6) months of operation

Month		June '22	July '22	August '22	Sept. '22	Oct. '22	Nov. '22	Total
Temp (° F)	High	93	97	94	95	80	80	
	Low	51	58	55	32	28	11	
	Avg	73	78	75	65	53	45	
Total Gallons Generated	Hauled Dillman	0	0	0	0	0	0	0
	Hauled Ellettsville	50,000	10,000	14,200	0	5,000	0	79,200
	Treated	142,507	0	0	206,813	0	0	349,320
	<b>Total</b>	<b>192,507</b>	<b>10,000</b>	<b>14,200</b>	<b>206,813</b>	<b>5,000</b>	<b>0</b>	<b>428,520</b>
<b>Precipitation (in)</b>		<b>2.48</b>	<b>2.64</b>	<b>1.42</b>	<b>3.31</b>	<b>1.94</b>	<b>0.37</b>	<b>12.16</b>
Hauling Cost Dillman		\$0	\$0	\$0	\$0	\$0	\$0	\$0
Hauling Cost Ellettsville		\$2,650	\$530	\$753	\$753	\$265	\$0	\$4,951
Disposal Cost Dillman		\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total Cost</b>		<b>\$2,650</b>	<b>\$530</b>	<b>\$753</b>	<b>\$753</b>	<b>\$265</b>	<b>\$0</b>	<b>\$4,951</b>
<b>Gallons Per Acre Per Day (GPAD):</b>				41.24				

\*\*AS of February 15 2019, Bynum Fanyo Utilities began hauling leachate per the quote accepted by the Board on 2-14-19 and disposal cost is included in the hauling amount.

For comparison, below is the data for the same six (6) month period from the previous year

Month		June '21	July '21	August '21	Sept. '21	Oct. '21	Oct. '21	Total
Temp (° F)	High	95	93	97	93	83	73	
	Low	47	49	50	37	35	14	
	Avg	72	73	74	67	61	41	
Total Gallons Generated	Hauled Dillman	0	0	0	0	0	0	0
	Hauled Ellettsville	713,400	35,000	0	76,800	84,200	153,600	1,063,000
	Treated	131,091	1,070,106	129,378	28,990	458,200	516,998	2,334,763
	<b>Total</b>	<b>844,491</b>	<b>1,105,106</b>	<b>129,378</b>	<b>105,790</b>	<b>542,400</b>	<b>670,598</b>	<b>3,397,763</b>
<b>Precipitation (in)</b>		<b>12.75</b>	<b>8.85</b>	<b>2.97</b>	<b>6.31</b>	<b>5.88</b>	<b>1.60</b>	<b>38.36</b>
Hauling Cost Dillman		\$0	\$0	\$0	\$0	\$0	\$0	\$0
Hauling Cost Ellettsville		\$30,366	\$1,498	\$0	\$3,500	\$3,604	\$6,756	\$45,724
Disposal Cost Dillman		\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total Cost</b>		<b>\$30,366</b>	<b>\$1,498</b>	<b>\$0</b>	<b>\$3,500</b>	<b>\$3,604</b>	<b>\$6,756</b>	<b>\$45,724</b>
<b>Gallons Per Acre Per Day (GPAD):</b>				327.00				

Below is the cost savings realized from on-site leachate treatment for the current six (6) month period

Month	Treated	Hauled Dillman	Hauled Ellettsville	Total	Monthly Cost for Hauled	Cost w/o Treatment	Operational Costs	Cost Savings
June '22	142,507	0	50,000	192,507	\$2,650	\$8,239	\$3,385	\$2,205
July '22	0	0	10,000	10,000	\$530	\$428	\$0	-\$102
August '22	0	0	14,200	14,200	\$753	\$608	\$0	-\$145
Sept. '22	206,813	0	0	206,813	\$753	\$8,852	\$4,912	\$3,187
Oct. '22	0	0	5,000	5,000	\$265	\$214	\$0	-\$51
Nov. '22	0	0	0	0	\$0	\$0	\$0	\$0
<b>Total</b>	<b>349,320</b>	<b>0</b>	<b>79,200</b>	<b>428,520</b>	<b>\$4,951</b>	<b>\$18,341</b>	<b>\$8,296</b>	<b>\$5,093</b>

\* Leachate hauling and disposal costs are based on the following rates: as of March 1, 2022

Hauling and Disposal = \$223.00 per 4,200 gallon load

Hauling and Disposal = \$265.00 per 5,000 gallon load

\*\* Temperature data is from the website National Weather Service (www.weather.gov) for zip code 47408