

AGENDA
EXECUTIVE COMMITTEE MEETING
of the
WASTE REDUCTION DISTRICT of MONROE COUNTY

Conference Room 100B – 501 N. Morton St., Bloomington, Indiana

Meeting Connection via Microsoft Teams

https://teams.microsoft.com/l/meetup-join/19%3ameeting_ZTZIODhiZjgtZTUwYi00N2JiLTk4YWVtMTNiZjFkZjI0MTY5%40thread.v2/0?context=%7b%22Tid%22%3a%2249a60700-4c0c-4ece-b904-fb92c600e553%22%2c%22Oid%22%3a%22db83725f-c48f-476f-8894-d4bb087d29f8%22%7d

Meeting ID: 259 149 698 97; Passcode: 7XhBiX; Phone Call (audio only): +1 872-242-9432,,160387601#

Monday September 30, 2024

4:00 p.m.

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1. Executive Committee Attendance Roll Call**	N/A
2. Approval of Executive Committee Meeting Minutes – September 4, 2024**	2
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6. Back2Earth Program Update.....	10
7. All Other Items Deemed Appropriate For Executive Committee Discussion.....	N/A

MINUTES

Executive Committee Meeting

of the

Waste Reduction District of Monroe County

Wednesday September 4, 2024 2:30 p.m.

North Showers Building Room 100B, 501 N. Morton St, Bloomington, Indiana 47404

Meeting Connection via Microsoft Teams

[https://teams.microsoft.com/l/meetup-](https://teams.microsoft.com/l/meetup-join/19%3ameeting_ZTZIODhiZjgtZTUwYi00N2JiLTk4YWMTMTNiZjFkZjI0MTY5%40thread.v2/0?context=%7b%22Tid%22%3a%2249a60700-4c0c-4ece-b904-fb92c600e553%22%2c%22Oid%22%3a%22db83725f-c48f-476f-8894-d4bb087d29f8%22%7d)

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[fb92c600e553%22%2c%22Oid%22%3a%22db83725f-c48f-476f-8894-d4bb087d29f8%22%7d](https://teams.microsoft.com/l/meetup-join/19%3ameeting_ZTZIODhiZjgtZTUwYi00N2JiLTk4YWMTMTNiZjFkZjI0MTY5%40thread.v2/0?context=%7b%22Tid%22%3a%2249a60700-4c0c-4ece-b904-fb92c600e553%22%2c%22Oid%22%3a%22db83725f-c48f-476f-8894-d4bb087d29f8%22%7d)

Meeting ID: 259 149 698 97

Passcode: 7XhBiX

Members Present:

In Person: Geoff McKim, Chairperson; Isabel Piedmont-Smith, Vice-Chairperson; Penny Githens, Secretary

Virtual: None

Members Absent: None

Staff Present:

In Person: Tom McGlasson Jr., Executive Director

Virtual: Cathy Martin, Controller

CAC Present:

In Person: None

Virtual: Matt Austin, Chairperson

Legal Counsel Present: None

McKim called the meeting order at 2:33 p.m.

Approval of Executive Committee Executive Session Minutes – July 29, 2024

Piedmont-Smith motioned to approve the meeting minutes; Githens seconded. Verbal vote was unanimous; motion passed.

Approval of Executive Committee Executive Session Minutes – August 16, 2024

Approval of Executive Committee Executive Session Minutes – August 26, 2024 1:00pm

Approval of Executive Committee Executive Session Minutes – August 26, 2024 2:00pm

Approval of Executive Committee Executive Session Minutes – August 30, 2024

Piedmont-Smith motioned to approve the Executive Committee Executive Session minutes of August 16, 2024, August 26, 2024 at 1:00pm, August 26, 2024 at 2:00pm, and August 30, 2024; Githens seconded. Verbal vote was unanimous; motion passes.

Review of Board of Directors and Citizens Advisory Committee Joint Meeting Minutes – July 18, 2024

McGlasson stated these have previously been reviewed and were approved by the CAC at their meeting on August 15, 2024.

Review of Board of Directors Meeting Minutes – August 8, 2024

McGlasson stated that revisions provided via email will be incorporated into the minutes included in the Board meeting packet.

Controller Position

McGlasson provided information received from references for the selected candidate and advised that based on the action of the Board at the last meeting deferring the hiring decision to the Executive Committee, if the committee wishes to move forward with an offer, a motion and vote would be needed.

Piedmont-Smith motioned to offer the position to Amanda Hoffman; Githens seconded.

McKim stated that he feels we have three (3) excellent candidates.

Verbal vote was unanimous; motion passed.

Resolution 2024-09 For Additional Appropriation

McGlasson reviewed the information included in the meeting packet. Piedmont-Smith asked for additional “WHEREAS” clauses related to the Education and Training Room request.

Resolution 2024-10 Declaration of Surplus Property

McGlasson referred to the memo in the meeting packet and provided additional information related to the property being asked to be declared surplus.

Draft Request for Proposal for Recycling Processing, MSW Disposal, and Material Hauling Services

McGlasson stated that since the Board has concluded its budget approval process, this is being brought back to the Board as requested. Discussion ensued concerning changes to the document since it was initially presented to the Board, the time frame for issuing the request for proposals and the submission of proposals, and options for issuing the request for proposals.

GardenQuest Proposal for Bokashi Composting at Monroe County Festivals

Austin explained the mission of GardenQuest, described the Bokashi composting method, and summarized the proposal included in the meeting packet. Discussion ensued regarding the Bokashi composting method and process, educating residents about Bokashi, lack of State permitting requirements, co-funding request to Bloomington Commission on Sustainability (BCOS), recruiting volunteers for collection at festivals, and funding contributions from festivals.

Piedmont-Smith asked when Austin expects a decision from BCOS on a funding commitment. Austin stated he is presenting to BCOS next Tuesday and, if approved, would expect to receive the funds in about sixty (60) days. Discussion ensued concerning the when the Board should consider this request, other approvals needed from the City of Bloomington, how a co-funding agreement between the City and District would work, and event options for offering collection services.

McGlasson suggested bringing this to the Board at the October meeting, committee members and Austin concurred.

All Other Items Deemed Appropriate For Executive Committee Discussion

McGlasson advised of an accounts payable claim that will be presented at the Board meeting for approval.

Meeting adjourned at 3:56 p.m.

Signed – Executive Committee Member
Meeting Minutes of September 4, 2024

Minutes

Waste Reduction District of Monroe County

Board of Directors

Thursday September 12, 2024

3:00 p.m.

Nat U. Hill Meeting Room, Monroe County Courthouse

Meeting Connection via Microsoft Teams

https://teams.microsoft.com/l/meetup-join/19%3ameeting_NDVmZmZmNmEtZGQxZi00Njg4LThiZGYtNTc4NDk5MmlzOTE5%40thread.v2/0?context=%7b%22Tid%22%3a%2249a60700-4c0c-4ece-b904-fb92c600e553%22%2c%22Oid%22%3a%22db83725f-c48f-476f-8894-d4bb087d29f8%22%7d

Meeting ID: 241 991 848 721

Passcode: TnMCjx

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

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

Members Present:

In Person: Geoff McKim, Chairperson; Isabel Piedmont-Smith, Vice-Chairperson; Penny Githens, Secretary; Kerry Thomson, Director

Virtually: Julie Thomas, Director; Lee Jones, Director

Members Absent: Dan Swafford, Director

Staff Present:

In-Person: Tom McGlasson Jr, Executive Director

Virtually: Cathy Martin, Controller

Legal Counsel Present: None

CAC Present:

In Person: None

Virtually: Joseph Wynia, Vice-Chairperson

McKim called the meeting to order at 3:03 p.m., and announced that agenda item number ten (#10), Controller Position, is being pulled from the agenda.

Executive Committee Meeting Minutes – July 1, 2024

Executive Committee Executive Session Minutes – August 16, 2024

Executive Committee Executive Session Minutes – August 26, 2024 1:00 p.m.

Executive Committee Executive Session Minutes – August 26, 2024 2:00 p.m.

Executive Committee Executive Session Minutes – August 30, 2024

For information only. No comments or questions.

Board of Directors and Citizens Advisory Committee Joint Meeting Minutes – July 18, 2024

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

Board of Directors Meeting Minutes – August 8, 2024

Githens motioned to approve; Thomson seconded. Verbal vote was unanimous; motion passed.

Controller’s Report

a. Cash Flows

Martin provided updated cash flow balances as presented in the meeting packet.

Piedmont-Smith asked about the wellness clinic budget line showing only four percent (4%) remaining and if funds were available to cover the rest of the year. She also asked if additional funds were budgeted next year for this. McGlasson stated that the clinic invoices quarterly at the beginning of each quarter and is paid for the remainder of the year. Next year’s budget includes a five percent (5%) fee increase.

Thomas entered virtually at 3:10 p.m.

b. Payroll and Claims

Martin presented payroll and claims for approval included in the meeting packet in the amount of \$203,654.78, and one (1) claim this week emailed to the Board on Wednesday in the amount of \$1,257.95. The total amount of payroll and claims submitted for approval is \$204,912.73.

Piedmont-Smith asked for information regarding consulting claims paid to Ashley Cranor for a record retention project. McGlasson explained the records retention project and the rationale for choosing Cranor to complete the project.

Githens motioned to approve payroll and claims as presented; Thomson seconded. No public comment. Roll call vote was unanimous; motion passed.

Resolution 2024-09 For Additional Appropriation

McGlasson summarized the additional appropriation requests presented in the meeting packet.

Thomson motioned to approve Resolution 2024-09; Piedmont-Smith seconded. No public comment. Roll call vote was unanimous; motion passed.

Resolution 2024-10 Declaration of Surplus Property

McGlasson referred to the memo included in the meeting packet and explained how the property identify has become obsolete to the District.

Githens motioned to approve Resolution 2024-08; Piedmont-Smith seconded. No public comment. Roll call vote was unanimous, motion passed.

Draft Request for Proposal for Recycling Processing, MSW Disposal, and Material Hauling Services

McGlasson advised that this was previously presented to the Board and requested to be brought back at the September meeting after the budget approval was completed. The RFP

document is the same as what was presented previously except for some typographical corrections, and the memo in the packet contains the same information that was previously presented. It is being presented again as requested for the Board's discussion and consideration.

McKim noted that this was discussed in some detail at the Executive Committee meeting and asked if any Board members wished to share their thoughts.

Jones entered virtually at 3:26 p.m.

Discussion ensued regarding the Executive Committee's interest in moving this forward, the impact of issuing the RFP on the District current agreement for these services, the notice period to terminate the existing agreement and how that impacts the period to evaluate and award for this RFP, the Board's discussion when this item was previously presented, and how transportation costs will be impacted by the material's destination.

Piedmont-Smith motioned to issue the RFP and not issue notice to terminate the current contract; Thomson seconded.

Thomas stated she wanted to make sure that we have the ability to issue future RFPs for materials we currently can't accept. McGlasson stated this RFP identifies the specific materials proposals are being requested for.

No public comment.

Roll call vote was unanimous, motioned passed.

CAC Report

Wynia presented from the written report included in the packet.

Department Reports

McGlasson highlighted items from his written report included in the packet. He announced that Elisa Pokral is currently scheduling in class and virtual sessions for local schools, interested teachers should contact Pokral at the District office.

Piedmont-Smith asked if the new Terracycle program has been posted to the website.

McGlasson stated it has not, he noted that there are a number of website updates needed and staff is compiling a list so that everything can be submitted to the webmaster at once.

McGlasson highlighted items from the Operations Director report. He stated that lithium ion batteries are presenting some challenges, particularly E-Bike batteries. Our current vendor is not able to take large lithium ion batteries and we are looking for an outlet for those. They do present hazards when being processed. He asked the public for patience if staff tells them they cannot accept a specific battery at this time.

McGlasson highlighted items from the Environmental Compliance and Landfill Director report.

Public Comment

None.

Comments from Directors

Githens applauded Long for partnering with Pantry 279 on the food and toy drive, and noted that there is a collection barrel for Hunger Action Month through the Hoosier Hills food bank in the Courthouse. She encouraged people to donate if possible, noting it makes a difference

Piedmont-Smith adjourned the meeting at 3:44 p.m.

Signed – Board Member

BOD Meeting Minutes of September 12, 2024



Our World, Our Responsibility

(812) 349 - 2020 • 3400 S. Walnut St., Bloomington, IN 47401

www.wastereductiondistrict.com  

MEMORANDUM

TO: WRDMC Executive Committee
DATE: 9/27/24
FROM: Tom McGlasson Jr.
SUBJECT: SBOA Audit Update

Staff will provide an update on the progress of the SBOA Audit, expected timeline for completion and scheduling an exit conference, and any findings anticipated to be included in the report.



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MEMORANDUM

TO: WRDMC Executive Committee
DATE: 9/27/24
FROM: Tom McGlasson Jr.
SUBJECT: Staffing

Staff will provide updates on the Controller position, potential staffing/organizational changes that may be proposed by staff for 2025, and a salary increase requested by an employee.



1 Sustainable Joe

Friday, September 27, 2024

Monroe County Solid Waste Management District
3400 S. Walnut Street
Bloomington, IN 47401

Dear members of the Executive Committee, and Executive Director McGlasson,

Thank you again for the continuation of funding for the Back2Earth Composting Program. With the program entering its second year, there will be a combination of sites that are exiting the 1-year partner-period from the pilot, and new sites that will be just getting started. As such, I would like to discuss with the committee the desired application of the funding for these two cases.

To inform the discussion, estimates for the existing pilot sites that will be transitioning from the first-year partner period to the post-partner stage will be provided separately, as well as estimates for the startup of new sites just as they were provided for the proposal of continued funding.

Thank you.

Joseph Wynia
Founder, CEO