

**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 April 14, 2022

4:00 pm

**CALL TO ORDER**

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**ADJOURN**

## MINUTES

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

Monday February 28, 2022 5:00 p.m.

Meeting Connection VIA ZOOM

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

Meeting ID: 876 8380 0326

Password: 768154

Members Present: Cheryl Munson, Chairperson; Isabel Piedmont-Smith, Vice-Chairperson; Penny Githens, Secretary

Members Absent: None

Staff Present: Tom McGlasson Jr., Executive Director

CAC Present: Joe Wynia, Chairperson

Legal Counsel Present: None

Piedmont-Smith called the meeting order at 5:01 p.m.

#### **Approval of Executive Committee Meeting Minutes – January 31, 2022**

Piedmont-Smith stated she has reviewed the minutes and had a few minor revisions. McGlasson stated he has Piedmont-Smith's revisions. Munson motioned to approve the minutes as amended; Githens seconded. Roll call vote was unanimous; motion passed.

#### **Review of Board of Directors Meeting Minutes – February 10, 2022**

McGlasson stated the Word file for these minutes had become corrupted and Connie Hudson was out of the office last week so he couldn't get another copy. Ms. Hudson is back in the office and he did get a working file today, but does not have finished minutes for the committee to review. Consensus among committee members to delay the minutes until next month.

#### **Report From Controller**

McGlasson stated Martin has a conflict and could not attend but did provide him with an update for the committee. She is reviewing current vendors to see which have regular recurring payments and to identify those that might be appropriate to set up for electronic payments. She is also working with German American Bank to explore options for the District to accept credit and debit cards at the HHW facility.

Githens asked if this would be ready for the next Board meeting or wait until April. McGlasson stated he is thinking April, and that this will be discussed more in the next agenda item.

#### **Check Signature Authority**

McGlasson asked for clarification on the committee's position on authorizing staff to sign checks, and what parameters and/or limits would be appropriate. He continued that he thought April would be a good month to bring resolutions to the Board to address staff signing checks, pre-approval of specific claims, and Internal Controls revisions.

Munson stated that she has been going to the District office to sign checks and that she schedules this with staff, noting that the checks are available for signature when the claims docket is emailed to the Board for review. It takes some time to go to the office and sign the checks, but with going to bi-weekly

checks, and electronic payments, she is comfortable waiting to see how much this will reduce the number of checks.

Piedmont-Smith asked to clarify the sequence of checks being printed and signed, Board review of claims, and checks being mailed. McGlasson explained how the District processes claims for payments, print checks and produces the claims docket for Board review, that checks are not distributed until approved by the Board, and that any check for a claim not approved by the Board would be held.

Piedmont-Smith supported having an original signature on checks, but expressed concern that future Board Chairs may not have the same availability as Munson to go to the office to sign checks. McGlasson stated that this is something that can be implemented at any point in the future, or rescinded at any point in the future, as circumstances dictate.

Munson recalled, that in previous discussions, there was a proposed limit on the check amount that could be signed by staff, and asked if anyone recalls that amount. McGlasson stated that he has previously provided the committee with proposed revisions to the Internal Controls policy that had a limit of \$50,000. But that this amount is at the discretion of the Board, and he noted that some recurring monthly payments are \$25,000 to \$30,000. He stated that staff could prepare a spreadsheet for the committee showing payments made to vendors over the past six (6) to twelve (12) months to provide an idea of the range of payments regularly made by the District.

Githens suggested building a sunset date into the authorization so that it has to be reauthorized every year or two (2). Munson stated this was a good idea.

Piedmont-Smith suggested making a distinction between recurring and one (1) time payments and have two (2) different thresholds for staff signatures. Munson agreed this was a good idea. McGlasson stated he would want to work with legal counsel on drafting the language for the resolution.

McGlasson stated that he felt that the next Executive Committee meeting and the April Board is a good time frame to address these resolutions.

#### **Memorandum of Understanding with City of Bloomington Utilities**

McGlasson referenced the Memorandum of Understanding (MOU) from City of Bloomington Utilities (CBU) and the feasibility study proposal included in the packet. He stated the Vic Kelson from CBU has contacted him and asked if the District would be willing to fund fifty percent (50%) of the study, and that he advised that this would be the Board's decision, and he should make a proposal in writing and it would be presented to the Board.

Discussion ensued regarding total costs that could be incurred by the District under the MOU and the options available to the Board.

Piedmont-Smith asked when CBU wants a response. McGlasson stated that is not in the MOU and Kelson did not say.

Piedmont-Smith noted that Wynia is present at the meeting and asked to confirm the CAC's interest in discussing this matter before the Board makes a decision. Wynia stated his impression was that the CAC wanted to discuss this and be a part of the conversation before a decision is made.

Munson asked if the CAC had seen the proposal yet. Wynia stated that its inclusion in this meeting is the first opportunity for them to review the proposal. McGlasson stated that all CAC members were provided the meeting packet via email.

Munson noted that scheduling a joint meeting with the CAC is on today's agenda and that the best option for CAC participation would be to have a joint meeting in conjunction with the April Board meeting. McGlasson stated that since the proposal is now available, the CAC could discuss it at their March meeting and be prepared to discuss with the Board at a joint meeting in April. Wynia concurred.

Piedmont-Smith stated her desire to meet and discuss this with the CAC before the Board makes a decision.

McGlasson asked the committee if they wanted this on the agenda for the March Board meeting as a discussion item so that the proposal can be in the packet for review prior to discussing with the CAC. Committee members agreed this should be a discussion item on the March Board meeting agenda.

Munson stated this would allow Board members to formulate questions and determine if additional information should be requested. Githens concurred noting that she does have some questions.

Discussion ensued concerning potential competition with local businesses, CBU service rates, District funding, and the study timeline.

McGlasson stated he will invite CBU to be at the meeting to answer questions and provide additional information if necessary.

Piedmont-Smith stated this should be looked at in the context of the Five Year Plan and that opportunity costs for those funds also needs to be considered.

#### **Executive Director Performance Review**

Munson noted that the Board has not reviewed the Executive Director's performance since October of 2018 and stated she would like to discuss with the committee how the Board should proceed with conducting this.

Discussion ensued concerning review of the Executive Director's job description, additional information the committee would like in advance of the review, how previous performance reviews were conducted, and meeting notice requirements.

Consensus among committee members to recommend to the Board that a 3-person committee be appointed to conduct the performance review.

#### **Request for Appointment to the CAC**

McGlasson referred to the letter of interest in the packet and noted that he has previously advised the committee that the MCCSC Board of Trustees desired representation on the CAC and Mr. Lucas is the employee selected for that role.

Piedmont-Smith stated that the letter doesn't seem to show a good understanding of what the District does. McGlasson suggested that this could present an opportunity to help MCCSC learn more about what the District does and possibly identify opportunities for partnerships.

Wynia stated he shared Piedmont-Smith's concern, but also McGlasson's hope that it could be an opportunity and hopes we can make the best of this relationship.

Consensus among committee members to forward the request for appointment to the full Board.

#### **Scheduling Joint Meeting with the CAC (Wynia)**

Wynia stated that he polled the membership for availability for a joint meeting, and the limited responses he received showed that immediately after the April Board meeting was the best option. He offered to follow up with the membership again to try and get more responses if the committee desired that.

Githens stated she didn't think reaching out again would change the result, she is fine with meeting after the April Board meeting, and this gives CAC members enough lead time. Piedmont-Smith concurred.

Consensus among committee members to propose to the Board a joint meeting with the CAC on 4/14/22 to immediately follow the regularly scheduled Board meeting.

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

Piedmont-Smith asked when the host fee agreement with Republic expires and if staff has any idea if they will renew it. McGlasson stated the agreement expires in November 2024 and with the pending Rumpke



facility, and based on comments made to him, he is inclined to say that Republic is probably not going to renew the agreement, and may attempt to terminate it early.

Munson asked what percent of District revenue comes from the host fee. McGlasson stated the host fee is about \$250,000 annually, and this year the District budget is about \$2.7 million, so about ten percent (10%). He continued that this is something he has been looking at for a few years and what this might mean financially, and noted that based on appropriation reversions the District annually has, this might not hit as hard as it sounds.

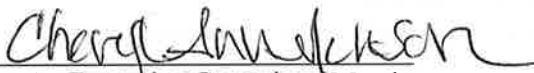
Discussion ensued regarding the host fee agreement, entering into a host fee agreement with Rumpke, and the financial impact on the District.

Githens exited at 6:01 p.m.

Munson stated that Republic Services has been speaking at Planning meetings concerning a proposed scrap metal facility by Bedford Recycling and asked McGlasson to update the committee on this.

McGlasson stated that Bedford Recycling is a scrap metal dealer, and has proposed a facility on Dillman Road. At a Plan Commission meeting where a rezoning request was being considered, the terms transfer station and waste were used to describe the facility, which is inaccurate, as the state defines this type of facility separately from a waste facility. But Republic jumped on those terms and said that, if approved, the facility would violate the District's Host Fee Agreement. Staff has been attending subsequent Planning and Commissioner meetings in an attempt to have the facility correctly described and classified, but at this time, that is the stance Republic has presented on the issue.

Meeting adjourned at 6:07 p.m.

  
Signed – Executive Committee Member  
Minutes of February 28, 2022

Minutes

Monroe County Solid Waste Management District  
**Board of Directors**

Thursday February 10, 2022

4:00 p.m.

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: Cheryl Munson, Chairperson; Isabel Piedmont-Smith, Vice Chairperson; Penny Githens, Secretary; John Hamilton, Director; Lee Jones, Director

Member Absent: Julie Thomas, Director, Dan Swafford, Director

Staff Present: Thomas McGlasson Jr, Executive Director; Cathy Martin, Controller  
Lee Paulsen, Landfill/Compliance Director, Joey Long, Acting Operations Director

Staff Absent: Scott Morgan, Operations Director

Legal Counsel Present: None

CAC Present: Joseph Wynia, Chairperson; Andrew Manley, member

Munson called the meeting to order at 4:04 p.m.

**Executive Committee Meeting Minutes – January 3<sup>rd</sup>, 2022**

Provided for Information

**Board of Directors Meeting Minutes – January 13<sup>th</sup>, 2022**

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

**Controller's Report**

**a. Cash Flow**

Martin presented updated cash balances as of January 31<sup>st</sup>, 2022. Hamilton stated when he came on board in 2016 we had a balance in January of 1.2 million and now we have a balance of 3.129 million, approximately a one hundred and sixty percent (160%) increase, which is good, and puts us in shape to do some important things. He knows we have operating budget issues we need to be careful about, but thinks this should prompt us to think about how to invest that to get results done in our Community.

Piedmont-Smith asked when revenue is received into the Debt Fund. McGlasson stated that in June and December with the regular tax disbursements.

**b. Payroll and Claims**

Martin presented pre-approved claims in the amount of \$73,882.29 and current claims for approval today in the amount of \$91,602.32, for a total of \$165,484.61.

Piedmont-Smith noted the payment for membership with the Chamber of Commerce, and asked about taxing units paying to be Chamber members. Githens stated that the County pays to be a member of the Chamber and the BEDC. Hamilton stated the City is a Chamber sponsor, but is not certain they are a formal member.

McGlasson stated that the District has been a member for three (3) or four (4) years, and has recruited new Green Business clients and connected with businesses interested in waste reduction through this relationship.

Munson asked if the District is a member or supports the Ellettsville Chamber of Commerce. McGlasson stated the District is not a formal member, but does have a relationship with them, and staff regularly attends their events.

Hamilton motioned to approve payroll and claims as submitted; Piedmont-Smith seconded. Roll call vote unanimous, motion passed.

**Waste Tire Program**

McGlasson stated we are moving forward with investigating what options are available for residents as a first step to determining whether or not the district needs to provide any services related to waste tire recycling and disposal. He referred to the Request For Information (RFI) included in the meeting packet, noting it is a first step to ensure compliance with the State statute governing waste management districts providing services. RFI responses are due by March 4, 2022, with the intent to provide information to the board at next month's meeting, and depending on the responses see what the next steps are for the District to move forward with any potential services regarding waste tires.

Hamilton asked to clarify that this is a service that we want to add, but in order to do it we have to go through this procedure to make sure that nobody objects to us doing it. McGlasson responded yes, stating that based on the number of illegally dumped tires collected and the number of calls we get from residents having trouble finding an outlet for their waste tires, we thought that demonstrated that there might be a need for additional services in the community. IC 13-21-3-14.5 establishes criteria that has to be followed in order for a waste management district to provide waste services to the community, to ensure that we're not using tax subsidized services to compete with the private sector.

Hamilton clarified that we're not proposing to do anything dramatically different from what we're doing now, but we are making sure we're not doing it in a way that contravenes the statute. McGlasson confirmed, stating that if the District determines that adequate services are available at a fair price then we can't provide the service.

Munson stated there are comparable restrictions on services provided by Indiana University, so they are not in competition with private business.

### **CAC Report**

Wynia stated the annual meeting was held on January 20<sup>th</sup>, the officers and meeting schedule remained unchanged, and the 2021 Activity and Expense report, included in the meeting packet, was developed. The CAC took the opportunity to discuss individual positions on the proposed bio digester feasibility study partnership: four (4) members expressed general support, and two (2) expressed interest, but with the qualification for requiring additional time and information for consideration. During discussion, it was expressed that with the information provided and time allowed for consideration, there wasn't a consensus to present to the board, but that will develop over time. He stated the CAC would like to propose a joint meeting with the Board to discuss this, as well as District rebranding, and apartment recycling. He has polled the membership for availability and will report that to the Executive Committee.

Piedmont-Smith asked about the prospective new member who attended the meeting mentioned in his written report. Wynia stated there is interest in joining and the meeting attendance was a chance to meet members and learn more about the committee.

### **Department Reports**

McGlasson stated that in addition to the prospective member mentioned by Wynia, he has communicated with the employee that MCCSC wishes to have on the CAC and hopes to have his letter of interest for the Board to consider next month. He continued that he and Vic Kelson have not been able to discuss a proposal related to the anaerobic digester study, but hope to have something for next month's meeting. He referenced the report included in the meeting packet and the information regarding apartment recycling and the Rumpke Resource Recovery Facility state permit approval.

Hamilton stated there is some possibility that more aggressive steps could be taken to encourage or require recycling at certain places, and referenced the City's Climate Action Plan. He wonders if there is any additional incentive the District could offer to further encourage recycling.

Discussion ensued concerning coordinating efforts with the City, legal ramifications of mandates, the City's Climate Action Plan, and potential recycling incentives.

Long stated that the recycling center and sites are running normally, the Green Business network added the Boys and Girls Club of Ellettsville, and annual Hazmat training for employees is scheduled for February 22<sup>nd</sup> thru the 25<sup>th</sup>.

Munson asked if more information could be provided for recycling so that current data can be compared to previous years. Long stated he can provide that.

Paulsen stated that the report in the meeting packet contains the normal monthly items, he is working to add more data and detail to the compliance and Adopt-A-Road sections, and noted that the number of compliance cases is trending upward. He referred to previous questions concerning leachate generation and noted the additional leachate report included in the meeting packet that shows the past three years of rainfall, leachate hauling and treating, and cost data.

Hamilton asked what the estimated costs for leachate treatment are. Paulsen stated he estimated the cost of treatment by factoring in the costs of supplies, utilities, and maintenance, which all fluctuate year to year, and calculated a per batch estimate, which works out to between forty-five percent (45%) and fifty-five percent (55%) of the hauling cost.

McGlasson stated that on the last page of the meeting packet there is a footnote that shows the estimated cost to treat approximately four thousand (4000) gallons is \$95.00.

Discussion ensued concerning realized savings, and hauling and disposal costs.

Munson stated this was very helpful information, and it's good for the public to know the value of work that goes on at the Solid Waste District.

Githens stated that as we talk about climate change, the fact that we're not having heavy trucks hauling things is also better for the environment.

Piedmont-Smith asked to confirm the 960 pounds of trash reported for compliance cases thus far in 2022, noting that is a lot. Paulsen confirmed, noting that is a high amount for the month of January, and stated that the thirty-eight (38) cases is also high.

Munson stated that when driving rural roads she sees bags of trash and believes they may have blown out of vehicles when being transported, and wondered if more education was needed about securing loads. Paulsen concurred, stating that unsecured loads, overloading, and driving too fast are primary causes of that.

Munson stated if anyone has any good ideas on how to help the commercial haulers be more responsible we should talk, and that haulers do have to renew their permits from time to time.

McGlasson confirmed, stating it is an annual permit.

Piedmont-Smith asked Paulsen if he and Mary Beth report things like this to the Health Department. Paulsen stated they do, there is an open line of communication.

Piedmont-Smith asked if the District could follow up with the Health Department and ask how they use the information, and if records are checked before permits are renewed. Paulsen stated when they can identify the hauler, they let them know and do try to follow up.

Munson stated it might be possible to identify more haulers that creates the problem by looking at the addresses in the trash being picked up on the roadside.

Piedmont-Smith stated that she is impressed that all the facilities have remained open despite the weather and thanked staff. McGlasson stated the District was closed the two (2) days the county was at the "Warning" travel advisory.

### **Public Comment**

Wynia stated he failed to highlight that the District's new website went online last week, and encourages everyone to check it out. He thanked Hamilton for his remarks about collaborating with the recycling expansion plan, and noted that the District's Five (5) Year Solid Waste Management Plan goals and objectives were drafted with full review and inclusion of the City of Bloomington's Climate Action Plan and Sustainability Action Plan. He concluded by reviewing the goal hierarchy in the Five Year Solid Waste Management Plan, where apartment recycling and the anaerobic digester study fit into the goals, and encouraged the Board to not forget about the education and source reduction goals and objectives.

Hamilton exited at 4:59 p.m.

Manley stated that the resource recovery program feasibility proposal document is currently confidential, but there are several CAC members interested in seeing that document. He

addressed Hamilton and offered that when he was at IDEM, he permitted land application programs, and he is interested in assisting the City on this project.

Piedmont-Smith asked Manley to clarify what he referred to as confidential. Manley stated that he was under the impression that the anaerobic digester feasibility study proposal received by CBU was confidential. McGlasson confirmed, stating that he will inquire with Vic Kelson to see what can be done to make it available to a larger audience.

**Comments from Directors**

None

The meeting adjourned at 5:03 p.m.

Signed – Board Member

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Minutes of February 10, 2022

Minutes

Monroe County Solid Waste Management District  
**Board of Directors**

Thursday March 10, 2022

4:00 p.m.

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

Meeting Connection VIA ZOOM

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

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*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; John Hamilton, Director; Dan Swafford, Director

Virtual: Penny Githens, Secretary

Member Absent: Julie Thomas, Director, Lee Jones, Director

Staff Present

In-Person: Thomas McGlasson Jr, Executive Director; Cathy Martin, Controller

Virtual: Lee Paulsen, Landfill/Compliance Director, Joey Long, Acting Operations Director

Staff Absent: Scott Morgan, Operations Director

Legal Counsel Present: None

CAC Present: Joseph Wynia, Chairperson; Andrew Manley, member

Munson called the meeting to order at 4:04 p.m.

**Executive Committee Meeting Minutes – January 3<sup>rd</sup>, 2022**

Provided for Information

**Controller's Report**

**a. Cash Flow**

Martin presented updated cash balances as of February 28, 2022.

**b. Payroll and Claims**

Martin presented pre-approved claims in the amount of \$74,394.94 and current claims for approval today in the amount of \$83,662.29, for a total of \$158,057.23.

Githens entered at 4:09 p.m.

Piedmont-Smith motioned to approve payroll and claims as presented; Swafford seconded. Roll call vote unanimous, motion passed.

### **Memorandum of Understanding with City of Bloomington Utilities**

McGlasson stated that the packet includes a Memorandum of Understanding (MOU) presented to the District by the City of Bloomington Utilities (CBU), and also included in the packet is the proposal CBU received for the feasibility study for an anaerobic digester. Munson stated that those documents are available to the public online inside the meeting packet.

Vic Kelson, Director of CBU, stated that he will speak about the project and Chris Wheeler from City Legal is present and can speak directly to the MOU itself. He referenced discussions from the previous Board meeting and stated that CBU is following up now with a proposal to divide the cost of the study between CBU and the District. Kelson provided background information on how CBU got to the point of considering this study and outlined the proposed study.

Wheeler stated that he worked on the MOU with the County Legal department, and depending on the Board's action, they are prepared to take the same MOU to the Utility Service Board (USB) at 5:00 p.m. today. The MOU identifies the purpose for the study, the cost of which will not exceed \$129,220, and proposes that CBU and the District each pay fifty percent (50%).

Piedmont-Smith asked Wheeler if due to the USB meeting this evening there is an urgency to move this forward. Kelson stated the meeting was rescheduled. Wheeler confirmed, stating that the USB ordinarily meets on Monday, but due to Spring Break this meeting was moved up. Kelson stated there was no urgency for approval of the MOU, and it would simply be removed from the USB agenda if the District did not act today.

Hamilton asked McGlasson if he has an opinion or recommendation on this, stating that he is pleased with the potential collaboration and waste diversion, and feels this is in line with better waste management practices. McGlasson stated he does not want to offer a recommendation at this time because the CAC and Executive Committee have expressed a desire to have additional discussions. But he is always interested in opportunities for collaboration with other entities, and feels there are a number of things involved with doing this study that line up well with some of the goals and objectives in the District's Five Year Plan. He acknowledged there are some questions concerning the benefits of this study to those residents who are not currently customers of CBU, but also that not everything is going to benefit one hundred percent (100%) of the population all the time, and he is leaning toward being in favor of this collaboration because the pros appear to outweigh the cons at this point.

Hamilton stated he was unaware there were additional questions and interest in more discussion, but he doesn't see any urgency, so it's fine however people want to proceed. He wanted to express that he is in favor of this MOU.

Piedmont-Smith stated that at the last Executive Committee meeting, CAC Chair Wynia expressed the CAC's desire to have input, and she felt the Board should consider that. She also thinks that, in a broader context, we should consider how to most effectively spend District funds. She noted that the District currently has ample cash reserves, but feels we should think about what other big projects could be undertaken with those funds, and that the CAC should be part of that conversation. She would prefer to wait to make a decision.

Githens concurred with Piedmont-Smith that more time be allowed before the Board makes a decision, noting that two (2) Board members are absent today and she would also like to hear their input.

Githens asked what benefit residents without CBU services would see from this study, noting that these residents pay taxes to fund the District. Kelson stated that every CBU customer pays those same taxes and this project will affect all District customers. This would benefit all the residents of the county by allowing for reuse and energy generation from solid waste regardless of who generated it or where it came from. He noted that the current proposal is just to look at the feasibility of such a project, but it will look at all the financial aspects, beneficial reuse options, land application of bio-solids to enrich soils, and the triple bottom line benefit to the whole community.



Githens clarified that she is asking if non-CBU customers' benefit would be proportional to what you're asking them to pay, stating that she's not against having an anaerobic digester, the issue is where the money comes from. She asked if the study shows the project is feasible, will CBU then come back to the District asking for additional funding. Kelson stated his presumption is that it would take community-wide input to decide if we want to move forward with the project. He doesn't see this as a CBU project; while CBU would be a participant, there are a number of financial and organizational options for moving forward that would require input from the larger community.

Munson asked if non-CBU customer residents would benefit from any of the outputs of such a facility, and wants to make sure the study reviews what the possibilities are for non-CBU customers. Kelson stated that the gas generated would probably first be used to heat the digester, any leftover gas would be used to generate electricity, which could be used to power the water treatment plant or sold to the grid. A digester would also produce an anaerobically digested solid waste that can be composted and used for land application at multiple locations. So the benefits are a reduction in the amount of waste going to disposal, decreased hauling distance, and bio-solids for local land application.

Piedmont-Smith reminded the Board that a majority of people who pay taxes to support the District live in the City of Bloomington, stating City residents are County residents, and encouraged her colleagues on the Board to keep that in mind when considering this project.

Hamilton stated he believes more discussion is desired and that he echoes Piedmont-Smith's comment. He appreciates CBU stepping into a wider solid waste management issue, and hopes we can move forward quickly whichever way we go,

Munson invited CBU representatives to return to the April meeting for further discussion.

#### **Award of Bid for Supply of Trash Bags for Pay-Per-Use Program**

McGlasson stated only one (1) bid was received, from our current vendor, Waste Zero. He referred to the bid information included in the meeting packet, noting it is a substantial price increase. He advised the Board that with the bidder being our current vendor asked for and was granted a waiver of the requirement to provide sample bags with the bid. The submitted bid was missing the required strength test results, but the company did subsequently provide them, and the results met the requirements of the bid. He concluded that with the bags we have in stock and the order currently being processed, we have about a six (6) to seven (7) month supply, and based on the time it takes to go through a bid process, and have a winning bidder manufacture and deliver an order, we will be cutting it very close if we have to re-advertise the bid.

Piedmont-Smith asked what the District currently pays for the bags. McGlasson stated twenty-three cents (\$0.23) per thirty-three (33) gallon bag, and fourteen cents (\$0.14) per fifteen gallon bag.

Munson asked what the proposed cost per bag is. McGlasson stated thirty-five cents (\$0.35) per thirty-three (33) gallon bag, and twenty-and-a-quarter cents (\$0.2025) per fifteen gallon bag.

Swafford asked to confirm that McGlasson said if we ask for more bids we would run close to running out of bags. McGlasson confirmed.

Swafford stated that he is aware of quality issues with bags received from this company, and has had to return bags himself. McGlasson acknowledged that a year or so ago we did receive a bad shipment, and that there were production issues, but they have been corrected and complaints are back down to what we have historically seen.

Swafford asked how long we have used this vendor. McGlasson stated about ten (10) years.

Githens asked if this was for a three (3) year contract. McGlasson stated that is what was asked for in the bid. He advised the Board that the submitted bid does have an escalator clause anticipating annual price increases based on the CPI.

Discussion ensued regarding the escalator clause.

Munson asked if the bid could be accepted for a one (1) year agreement. Baker stated that with only one (1) bid, he believes the District could do that.

Hamilton asked to confirm that residents pay \$1.50 per large bag. McGlasson stated the thirty-three (33) gallon bags are sold in rolls of ten (10) for \$15.00.

Hamilton asked for an estimate of how much it costs the District to dispose of that bag. McGlasson stated he does not have that currently available, but the District has that information.

Hamilton asked when bag prices were last increased. McGlasson stated within the past three (3) to four (4) years. Githens stated it has been within the past three (3) years because she was on the Board for the most recent increase.

Swafford asked if we could negotiate if we're only seeking a one (1) year agreement, and hopefully get a better price. Baker stated that a one (1) year term rather than three (3) is pretty straightforward, but if we add much more, it's probably time to start the process over.

Munson noted this is a time sensitive issue and asked McGlasson if he was comfortable going back to the bidder to check on a one (1) year agreement and reporting back to the Board in April. McGlasson stated he is comfortable approaching the vendor, but would not be comfortable with our timeline if the Board did not award a contract at the April meeting.

Piedmont-Smith motioned to approve the bid on the condition that it is for one (1) year at the same, or lessor, price; Githens seconded. Roll call vote was unanimous, motion passed.

Munson asked for unanimous consent to amend the agenda to move item seven (7) before item six (6), since it is a voting item and one (1) Board member needs to leave. Board members consented to amending the agenda.

#### **Request for Appointment to the CAC**

McGlasson referenced the letter of interest from Bradley Lucas included in the meeting packet, noting that he is the Director of Building Operations for MCCSC, and that the MCCSC Board of Trustees is interested in being represented on the CAC and Mr. Lucas was asked to seek appointment.

Hamilton motioned to appoint Lucas to the CAC; Swafford seconded. Roll call vote was unanimous, motion passed.

Hamilton exited at 4:57 p.m.

#### **Review Responses to Request for Information Concerning Waste Tire Management and Disposal Services in Monroe County, Indiana**

McGlasson stated that no responses were received to this public request for information. He has discussed this with Baker, and given the lack of any responses, the District should be able to move forward with pursuing a waste tire program. Staff will need to determine the site logistics of establishing a process for accepting tires and identifying a storage location, as well as identifying potential vendors and requesting pricing. The assumption is that this will be a fee based service and staff will identify the costs associated with operating this program to calculate the fees that will need to be charged, which will require the fee resolution to be amended.

Baker exited at 5:00 p.m.

#### **Executive Director Job Performance Review**

Munson stated the Executive Committee has discussed this and wanted input from the Board on how the performance review should be conducted, and by whom. She noted that the review would be conducted in executive session as it is a personnel matter.

Swafford stated that in the past, the Executive Committee has conducted these performance reviews and reported back to the full Board. He is comfortable continuing with this process.

### **Scheduling Joint Meeting with the CAC**

McGlasson stated that this has been discussed by the Executive Committee and CAC Chair Wynia, noting that the statute requires the Board and CAC to meet jointly twice per year. He continued that the Board and CAC need to determine the agenda and that he has provided some potential agenda items in the meeting packet based on previous discussions with Wynia and the Executive Committee.

Munson stated that we usually have one (1) of the joint meetings during budget preparation. The Executive Committee and Wynia have proposed meeting jointly immediately following the April Board meeting.

Discussion ensued concerning scheduling the meeting concurrently with, or consecutive to, the April Board meeting, receiving CAC input concerning the anaerobic digester study and related MOU with CBU, and the Board's ability to take action at a joint meeting.

Swafford requested that the April Board agenda be light if we will be having the joint meeting after that.

### **CAC Report**

Wynia stated the CAC held a new election for the position of Secretary due to an oversight in the term limits established in the Bylaws which made the member elected in January ineligible for the position. The CAC also reviewed and discussed Robert's Rules of Order at its last meeting.

### **Department Reports**

McGlasson stated that the new website has received a lot of positive feedback and people seem to appreciate the changes. He advised the Board that Bedford Recycling has proposed a scrap metal facility in Monroe County, and he wanted to make the Board aware that Republic Services has expressed the opinion that this would be a waste facility, that if approved, would potentially jeopardize the District's host fee. He stated that the District and its legal counsel disagree with this, noting that state law defines a scrap metal processor separately from a waste facility.

McGlasson advised the Board that a bill passed during the recently concluded legislative session will use Recycling Market Development Grant funds to establish a pilot program in Marion County specific to glass. The manufacturing sector was involved in drafting this legislation as they have a need for more glass and are hopeful that this program will develop the means to recapture more glass and make it available to manufacturers.

Piedmont-Smith asked if the District has done any messaging about consumers not buying as much as a way to reduce waste. McGlasson stated that the District does have such advertising spots and other outreach materials available, but he would have to go back and look to see when they are last in the advertising rotation.

Piedmont-Smith stated that a resident asked her about ordering the rain barrels and compost bins and she was unable to locate the order link on the District website, and asked if one could be added. McGlasson stated that he would contact the website developer and to see about adding a link to go green district orders dot com.

Long stated that the recycling centers are getting busier with the better weather, Cook Medical made a large donation of blue trays that are popular with non-profits and other reuse customers, and staff has completed their DOT and Hazardous Waste Operations Emergency Response (HAZWOPER) training.

Piedmont-Smith stated that the Board has previously asked for recycling data to compare 2021 to previous years, and asked if that has been provided. McGlasson apologized, stating that he neglected to include that in this month's packet, but will provide that next month.

Paulsen reported that they are getting a lot of roadside litter complaints, the cold weather has limited the amount of leachate that can be treated, and he expects to get the November groundwater statistical analysis from AECOM within the next week so that he can prepare the required submittal for IDEM.

**Public Comment**

Wynia quoted from the state statute concerning CAC functions and stated that he believes the Board and CAC can discuss the MOU with CBU, and have the Board take action at a joint meeting.

**Comments from Directors**

Githens thanked Paulsen for his and Mary Bath's prompt response to a situation she brought to their attention that she felt was pretty egregious.

Piedmont-Smith announced that the City of Bloomington has launched a program called "Compost Up" Downtown, and has dedicated \$75,000 from Build Back Better funds to help downtown businesses and restaurants compost. The City has partnered with EarthKeepers, and is offering a free three (3) month trial period, where EarthKeepers will offer consulting to help establish a compost program and collection schedule, and provide collection bins. Hopefully the program can be site specific based on the needs and space available at each restaurant, and they will continue after the trial period.

Munson stated that the Friends of Lake Monroe have finalized their Lake Monroe Watershed Management Plan, the plan and a shorter executive summary are available on the Friends of Lake Monroe website.

The meeting adjourned at 5:22 p.m.

Signed – Board Member

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Minutes of March 10th, 2022

MONROE COUNTY  
SOLID WASTE  
MANAGEMENT  
DISTRICT

DATE: 4/14/2022  
TO: MCSWMD Board of Directors  
FROM: Cathy Martin, Controller  
SUBJECT: Cash Flow Summary

	Beginning Balance January, 2022	Revenue YTD as of Mar 31st 2022	Expense YTD as of Mar 31st 2022	Balance YTD as of Mar 31st 2022
Operating	2,222,002.03	155,748.11	362,208.62	2,015,541.52
Saving	1,000,477.23	370.09		1,000,847.32
Closure Bond Debt	158,839.58	7.05	151,335.00	7,511.63
Capital	45,418.46	11.20		45,429.66
Landfill/Post Closure	754,830.24	2,036.69	14,686.68	742,180.25

MONROE  
COUNTY SOLID  
WASTE MANAGEMENT  
DISTRICT

4/14/2022  
To: MCSWMD Board of Directors  
From: Cathy Martin, Controller  
Subject: Operating

Begin Balance: 2222002.03

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	Percent Remaining
Property Tax	-	-	-	-	-	-	-	-	-	-	-	-	-	1,994,609.00		(1,994,609.00)	1.00
Excise Tax	-	-	-	-	-	-	-	-	-	-	-	-	-	125,000.00		(125,000.00)	1.00
CVET	-	-	-	-	-	-	-	-	-	-	-	-	-	7,500.00		(7,500.00)	1.00
Glass Recycling	1,037.32	623.68	1,579.91	-	-	-	-	-	-	-	-	-	3,240.91	15,000.00		(11,759.09)	0.78
Metal Recycling	5,865.10	5,273.41	3,450.11	-	-	-	-	-	-	-	-	-	14,588.62	40,000.00		(25,411.38)	0.64
Sale of Oil													-				
Battery Recycling	-	-	-	-	-	-	-	-	-	-	-	-	-	2,000.00		(2,000.00)	1.00
Freon	540.00	200.00	550.00	-	-	-	-	-	-	-	-	-	1,290.00	6,000.00		(4,710.00)	0.79
Green Business	5,050.00	7,840.00	528.56	-	-	-	-	-	-	-	-	-	13,418.56	20,000.00		(6,581.44)	0.33
Toter's	-	-	-	-	-	-	-	-	-	-	-	-	-				
Orange Bags	23,845.00	31,088.75	12,682.50	-	-	-	-	-	-	-	-	-	67,616.25	315,000.00		(247,383.75)	0.79
CESQG	186.00	1,832.40	1,093.39	-	-	-	-	-	-	-	-	-	3,111.79	8,000.00		(4,888.21)	0.61
Paint	80.00	160.00	704.00	-	-	-	-	-	-	-	-	-	944.00	2,000.00		(1,056.00)	0.53
Rental	-	1,950.00	393.08	-	-	-	-	-	-	-	-	-	2,343.08	8,000.00		(5,656.92)	0.71
Refund/Misc	678.83	269.31	758.27	-	-	-	-	-	-	-	-	-	1,706.41				
Host Fee	45,972.33	19,855.98	19,154.27	-	-	-	-	-	-	-	-	-	84,982.58	250,000.00		(165,017.42)	0.66
E-Waste	2,120.00	1,200.00	2,360.00	-	-	-	-	-	-	-	-	-	5,680.00	30,000.00		(24,320.00)	0.81
Donation	54.00	26.00	17.00	-	-	-	-	-	-	-	-	-	97.00				
Tire Recycling														5,000.00		(5,000.00)	1.00
Insurance Reimb						-											
TOTAL REVENUE	85,428.58	70,319.53	43,271.09	-	-	-	-	-	-	-	-	-	199,019.20	2,828,109.00		(2,629,089.80)	0.93

EXPENSE	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	YTD	2022 Budget	2021 Encumbered /Not Spent	YTD Actual Less Budget	Percent Remaining
Personnel Services																	
Salaries and Wages	55,104.97	55,410.59	54,288.68	-	-	-	-	-	-	-	-	-	164,804.24	827,703.00		(662,898.76)	0.80
Employee Benefits	3,914.35	3,923.01	3,795.58	-	-	-	-	-	-	-	-	-	11,632.94	71,964.00		(60,331.06)	0.84
District Insurance	21,582.83	21,182.34	21,182.34	-	-	-	-	-	-	-	-	-	63,947.51	375,000.00		(311,052.49)	0.83
Longevity	975.00	945.00	400.00	-	-	-	-	-	-	-	-	-	2,320.00	15,640.00		(13,320.00)	0.85
Wellness Clinic-Activate	-	-	3,949.71	-	-	-	-	-	-	-	-	-	3,949.71	16,000.00		(12,050.29)	0.75
Retirement	5,988.18	5,543.08	5,864.95	-	-	-	-	-	-	-	-	-	17,396.21	84,577.00		(67,180.79)	0.79
Sub-total	87,565.33	87,004.02	89,481.26	-	-	-	-	-	-	-	-	-	264,050.61	1,390,884.00		(1,126,833.39)	0.81
Supplies																	
Office Supplies	-	443.61	116.72	-	-	-	-	-	-	-	-	-	-				
Operating Supplies	-	-	-	-	-	-	-	-	-	-	-	-	-	6,000.00		(6,000.00)	1.00
Repair and Maintenance	1,497.20	1,107.86	1,309.43	-	-	-	-	-	-	-	-	-	3,914.49	65,600.00		(61,685.51)	0.94
Other Supplies	-	4.29	-	-	-	-	-	-	-	-	-	-	4.29	20,750.00		(20,745.71)	1.00
Sub-total	43,075.00	-	-	-	-	-	-	-	-	-	-	-	43,075.00	74,000.00		(30,925.00)	0.42
Sub-total	44,572.20	1,555.76	1,426.15	-	-	-	-	-	-	-	-	-	46,993.78	166,350.00		(119,356.22)	0.72
Professional Services	8,203.00	2,992.62	5,097.41	-	-	-	-	-	-	-	-	-	16,293.03	204,850.00	25,068.52	(188,556.97)	0.92
Comm & Transportation	2,213.56	838.67	1,701.82	-	-	-	-	-	-	-	-	-	4,754.05	18,400.00		(13,645.95)	0.74
Printing and Advertising	1,896.99	818.25	620.75	-	-	-	-	-	-	-	-	-	3,335.99	32,500.00		(29,164.01)	0.90
Insur/Worker's Comp	1,115.22	-	871.12	-	-	-	-	-	-	-	-	-	-			-	
Utility Services	4,439.87	4,843.85	4,423.28	-	-	-	-	-	-	-	-	-	13,707.00	41,640.00		(27,933.00)	0.67
Repair & Maintenance	4,345.26	4,232.08	5,376.25	-	-	-	-	-	-	-	-	-	13,953.59	85,700.00	1,887.97	(71,746.41)	0.84
Rentals	6,245.28	6,279.99	6,956.84	-	-	-	-	-	-	-	-	-	19,482.11	81,760.00		(62,277.89)	0.76
Other Services & Charges	31,767.44	55,816.22	41,869.71	-	-	-	-	-	-	-	-	-	129,453.37	634,775.00		(505,321.63)	0.80
Sub-total	60,226.62	75,821.68	66,917.18	-	-	-	-	-	-	-	-	-	202,965.48	1,238,125.00	26,956.49	(1,035,159.52)	0.84
Capital Outlay																	
Land																	
Imprvmt O.T. Buildings	-	-	-	-	-	-	-	-	-	-	-	-	-	10,000.00		(10,000.00)	1.00
Machinery and Equipment																	
Building Improvements																	
Computer Equipment														1,200.00			
Vehicle Purchases/Lease														20,000.00			
Other Capital Outlays																	
Cum Capital																	
Sub-total	-	-	-	-	-	-	-	-	-	-	-	-	-	31,200.00		(31,200.00)	1.00
Payroll Liability Clearing	2,471.86	2,991.15	2,021.20	-	-	-	-	-	-	-	-	-	7,484.21				
Total Expenses	194,836.01	167,372.61	159,845.79	-	-	-	-	-	-	-	-	-	522,054.41	2,726,840.00	26,956.49		

Ending Balance1,898,966.82

G/L Blance1,898,966.82

Difference-



Date: 4/14/2022  
To: MCSWMD Board of Directors  
From: Cathy Martin, Controller  
Subject: Savings

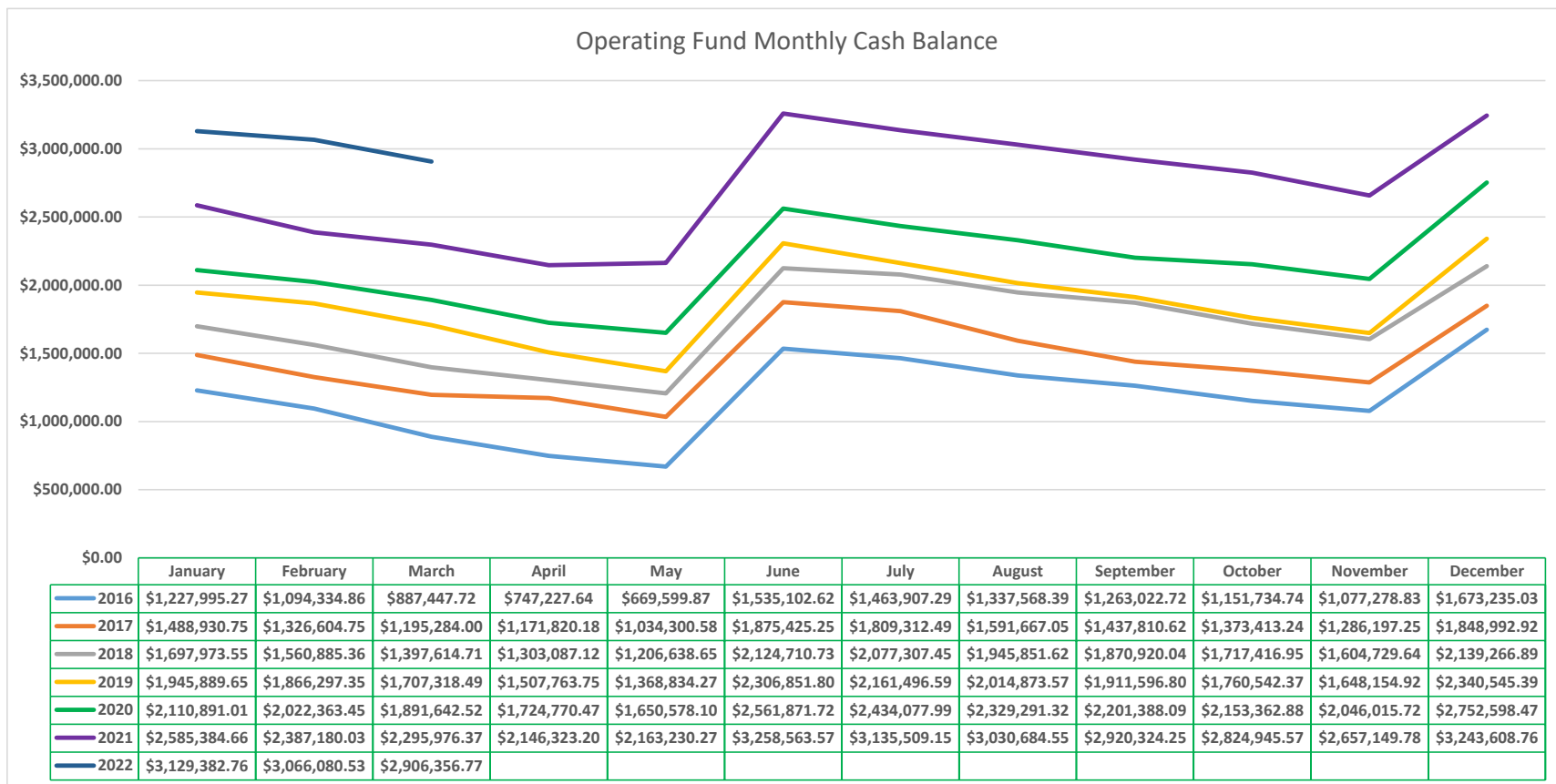
Begin Balance 1,000,477.23

	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										370.09
													-
													-
													-
Total Revenue	-	-	-	-	-	-	-	-	-	-	-	-	-
													370.09

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

End Balance 1,000,847.32





MONROE  
COUNTY SOLID  
WASTE  
MANAGEMENT  
DISTRICT

Date: 4/14/2022  
To: MCSWMD Board of Directors  
From: Cathy Martin, Controller  
Subject: Closure Bond Debt

Begin Balance 158,839.58

													2022 YTD ACTUAL			Percent
	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 Budget	Remaining
REVENUE																
Interest	6.44	0.29	0.32										7.05			
Debt Service Tax													0.00	275,000.00	-275,000.00	100.00%
Excise Tax													0.00	30,520.00	-30,520.00	100.00%
Cvet													0.00	400.00	-400.00	100.00%
Transfer IN													0.00		0.00	
Total Revenue	6.44	0.29	0.32	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	7.05	305,920.00	305,927.05	100.00%

EXPENSE																
Principal	135,000.00												135,000.00	275,000.00	-140,000.00	50.91%
Interest	15,935.00												15,935.00	30,520.00	-14,585.00	47.79%
Agency Fee	400.00												400.00	400.00	0.00	0.00%
Transfer Out															0.00	
															0.00	
															0.00	
Total Expenses	151,335.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		151,335.00	305,920.00	154,585.00	50.53%

End Balance 7,511.63



Date: 4/14/2022  
To: MCSWMD Board of Directors  
From: Cathy Martin, Controller  
Subject: Capital

Begin Balance 45,418.46

													Budget Less Percent	
													YTD	Remaining
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		
Interest	\$ 3.86	\$ 3.48	\$ 3.86											
Transfer IN														
Total Revenue	\$ 3.86	\$ 3.48	\$ 3.86	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 11.20	

EXPENSE														
Improvements														
Total Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		

End Balance 45,429.66

MONROE  
COUNTY SOLID  
WASTE  
MANAGEMENT  
DISTRICT

Date: 4/14/2022  
To: MCSWMD Board of Directors  
From: Cathy Martin, 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
REVENUE													
Interest	1,399.78	442.41	194.50										2,036.69
Dividend													
Gain on Investment													0.00
Transfer													
Total Revenue													2,036.69

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
Bank Fee's	314.51	313.47	311.93										939.91
Loss on Investment	2,951.65	3,821.05	6,327.87										13,100.57
Market Value Adjustment	646.20												646.20
Transfer													
Total Expenses													14,686.68

End Balance 742,180.25

**MONROE COUNTY SOLID  
WASTE MANAGEMENT  
DISTRICT**

Date: April 14, 2022  
To: MCSWMD Board of Directors  
From:  
RE: **Pre-Approved Payroll & Claims**

Pre-Approved Claims (03/11/2021 - 04/13/2022) 155,554.11

Payroll Dated

P/R Checks Printed

P/R Direct Deposit

Longevity

Payroll Claims

Payroll and Payroll Related Claims: 0.00

Debt Bond Agency Fee

Accounts Payable Claims:

Payroll and Accounts Payable Total: 0.00

**Total Payroll and Accounts Payable for Approval: 155,554.11**

We have examined the claims summarized above and, except for claims not allowed as shown on the register of claims, such claims are hereby allowed.

\_\_\_\_\_  
Cheryl Munson, Chairperson

\_\_\_\_\_  
Isabel Piedmont-Smith, Vice Chairperson


\_\_\_\_\_  
Penny Githens, Secretary

\_\_\_\_\_  
Dan Swafford, Director

\_\_\_\_\_  
Julie Thomas, Director

\_\_\_\_\_  
Lee Jones, Director

\_\_\_\_\_  
John Hamilton, Director

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

  
\_\_\_\_\_  
Cathy Martin, Controller

Date: 4/14/2022  
 To: MCSWMD Board of Directors  
 From: Cathy Martin, Controller  
 Subject: Summary of Payroll and Claims

Payroll & Accounts Payable Claims:	03/23/22	Payroll	18,498.89
		Payroll Claims	11,344.42
		Longevity	304.02
		Accounts Payable Claims	45,228.55
		Debt (Bond)	<u>75,375.88</u>
Approved by Board Chair or Designee	03/23/22		
Payroll & Accounts Payable Claims:	04/06/22	Payroll	18,966.80
		Payroll Claims	9,098.34
		Longevity	1,087.20
		Accounts Payable Claims	51,025.89
		Debt (Bond)	<u>80,178.23</u>
Approved by Board Chair or Designee	04/06/22		
Payroll & Accounts Payable Claims:		Payroll	
		Payroll Claims	
		Longevity	
		Accounts Payable Claims	
		Debt (Bond)	<u>0.00</u>
Approved by Board Chair or Designee			
		Payroll	
		Payroll Claims	
		Longevity	
		Accounts Payable Claims	
		Debt (Bond)	<u>0.00</u>
Approved by Board Chair or Designee			
		Total Pre-approved :	155,554.11

We have examined the claims summarized above and approved.

  
 Tom McGlasson Jr, Executive Director

  
 Cathy Martin, Controller

MONROE  
COUNTY SOLID  
WASTE  
MANAGEMENT  
DISTRICT

Date: March 23, 2022  
To: MCSWMD Board of Directors  
From: Cathy Martin, Controller  
  
RE: Approval of Payroll & Claims

Payroll & Accounts Payable Claims:

3/23/2022

Payroll:

Direct Deposit:	18,498.89
Check	
Payroll Claims:	11,344.42
Longevity	304.02
Accounts Payable Claims:	45,228.55
Capital Improvement	
Debt (Bond) Agency Fee	
	<hr/>
	75,375.88

We have examined the claims summarized above and approved.

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

  
\_\_\_\_\_  
Cathy Martin, Controller

March 21, 2022  
9:10AM

Monroe County Solid Waste Mtg Dist  
**Direct Deposit Summary Report**

Pay Period Ending Date: 3/19/2022  
Effective Date: 3/24/2022

Total Number of All Transactions :	29
Total Number of Pre-Notification Transactions :	
Total Credit Amount :	18,498.89
Total Debit Amount :	18,498.89
Total Number of Debit Transactions :	1
Total Number of Credit Transactions :	28



10:21 AM

Monroe County Solid Waste Management Dis  
 Batch 5935 thru Batch 5935

Page 1 of 1

BatchNo: 5935      Comment: 03/25/22 Payroll Claims  
 Status: Open      Date Opened: 03/21/2022  
 Source: AP

Fund	Account No/Description	Post Date	Per/Year	Operator Ven/Emp#	Ref Number Po/Rct	Description	Debits	Credits
1000	07-22.61000 Federal Withholdings	3/21/2022	3 / 2022	CATHY		Federal Withholding	2,061.65	
1000	07-22.65000 FICA Social Security	3/21/2022	3 / 2022	CATHY		FICA SS	3,063.68	
1000	07-22.64000 FICA/Medicare Withholdings	3/21/2022	3 / 2022	CATHY		FICA Medicare	716.44	
1000	07-22.62000 State Withholdings	3/21/2022	3 / 2022	CATHY		State Withholding	1,863.06	
1000	07-22.63000 County Withholdings	3/21/2022	3 / 2022	CATHY		County Withholding	705.73	
1000	07-22.41340 John Hancock Retirement	3/21/2022	3 / 2022	CATHY		Employee Retirement	2,933.86	
Batch Totals:							11,344.42	

Check or Advice #	Check Date	Employee Name	Manual Direct Deposit Amount	Direct Deposit Amount	Check Amount	Check Type
80226	03/25/2022	KING, MARY BETH		0.00	304.02	Regular
		Total		0.00	0.00	304.02

# Claims Docket Report

## Claims Docket Report

	Claim	Vendor	Name	Description	Net Amount
Batch: 687	1	132	AECOM	Landfill: groundwater stats Nov 2021	2,609.75
	2	115	AT & T	Monthly: Oard site phone	153.76
	3	116	AT & T—Courthouse	Monthly: HHW & Landfill alarm system	52.62
	4	391	B-Tech Fire & Security	Admin: Annual fire extinguisher maintenance	98.11
				RRC: Annual fire extinguisher maintenance	576.05
				HHW: Annual fire extinguisher maintenance	174.90
				Dillman: Annual fire extinguisher maintenance	4.00
				Oard: Annual fire extinguisher maintenance	4.00
				Bethel: Annual fire extinguisher maintenance	4.00
				Ellettsville: Annual fire extinguisher maintenance	4.00
				Landfill: Annual fire extinguisher maintenance	112.00
	5	24	C & S, Inc.	Monthly: Fuel for all departments	609.43
				Sales Tax Credit	-28.72
	6	429	Canon	Monthly: Copier/printer rental	380.76
	7	34	Carmichael Truck & Automotive Serv, Inc	2018 Ram 2500: Preventative maintenance; install new pump assembly and control module; install snow plow	1,855.08
	8	6	Carmin Parker	Legal fees regarding Host Fees	1,760.00
	9	489	CenterPoint Energy	Monthly: Admin building gas service	316.86
				Monthly: RRC/HHW gas service	738.24
	10	36	Chase Card Services	Dept Expenses: Landfill: Logmein subscription (2 years); Admin: Canva renewal	469.39
	11	117	Cintas #2	Weekly rugs and towels (RRC and HHW)	52.22
				Weekly rugs and towels (RRC and HHW)	52.22
				Weekly rugs and towels (RRC and HHW)	52.22
				Weekly rugs and towels (RRC and HHW)	52.22
				Monthly: Lease for AED	129.00
				Monthly: Lease for AED	129.00
				Monthly: Lease for AED	129.00
				Monthly: Lease for AED and first aid supplies	133.68
				Monthly: Lease for AED	129.00
				Monthly: Lease for AED	129.00
				Monthly: Lease for AED	129.00
				Gloves	380.00
	12	39	City of Bloomington Utilities	Monthly: Admin, RRC & HHW utilities	206.12
	13	19	Duke Energy Indiana Inc	Monthly: RRC and HHW electric	690.45
				Monthly: Admin building electric	346.71
				Monthly: Bethel site electric	325.97

## Claims Docket Report

Claim	Vendor	Name	Description	Net Amount
14	137	Hoosier Transfer Station	Compliance: Illegal dumping	18.60
15	465	IU Health Plans	Monthly: Employee health (4/1 - 4/30/22)	26,731.21
16	139	Indiana HHW Task Force	DOT Train the Trainer registration (J Long)	50.00
17	231	Indiana State Central Collection Unit	Remit #006812207 Case: 53C07-1108-JP000630	132.00
18	459	Invesco Investment Service	Bi-weekly payroll IRA for employees	29.00
19	254	John Hancock	Employee Loan	159.25
20	254	John Hancock	Employee loan	31.54
21	61	K & S Rolloff, Inc	Glass hauling at sites and S. Walnut	1,477.92
22	61	K & S Rolloff, Inc	Glass hauling at sites and S. Walnut	1,108.44
23	278	Lincoln National Life Insurance	Monthly: Employee disability (4/1 - 4/30/22)	721.96
24	250	MedAssure Heartland	Mixed disposal: syringes	248.00
25	252	Monroe County Clerk	Cause #53C06-0608-CC01568	232.61
26	469	TASC	Quarterly: Cobra admin fee (5/1 - 7/31/22)	77.10
27	289	Element Materials Tech Daleville, LLC	Bi-weekly monitoring at Landfill	214.88
28	93	South Central Indiana REMC	Monthly: Landfill electric	145.00
			Monthly: Landfill electric	99.00
			Monthly: Landfill electric	625.00
			Monthly: Landfill electric	167.00

Grand Total: 45,228.55

MONROE  
COUNTY SOLID  
WASTE  
MANAGEMENT  
DISTRICT

Date: April 6, 2022  
To: MCSWMD Board of Directors  
From: Cathy Martin, Controller  
RE: Approval of Payroll & Claims


Payroll & Accounts Payable Claims:

4/6/2022

Payroll:

Direct Deposit:	18,966.80
Check	
Payroll Claims:	9,098.34
Longevity	1,087.20
Accounts Payable Claims:	51,025.89
Capital Improvement	
Debt (Bond) Agency Fee	
	<hr/>
	80,178.23

We have examined the claims summarized above and approved.



Tom McGlasson Jr, Executive Director



Cathy Martin, Controller

April 4, 2022  
9:41AM

Monroe County Solid Waste Mtg Dist  
**Direct Deposit Summary Report**

Report: Prdsumr.rpt

1 of 1

Pay Period Ending Date: 4/2/2022

Effective Date: 4/7/2022

Total Number of All Transactions :	31
Total Number of Pre-Notification Transactions :	
Total Credit Amount :	18,966.80
Total Debit Amount :	18,966.80
Total Number of Debit Transactions :	1
Total Number of Credit Transactions :	30

Batch 5957 thru Batch 5957

BatchNo: 5957 Comment: 04/02/22 Payroll Claims

Status: Open Date Opened: 04/04/2022

Source: AP

Fund	Account No/Description	Post Date	Per/Year	Operator Ven/Emp#	Ref Number Po/Rct	Description	Debits	Credits
1000	07-22.61000 Federal Withholdings	4/4/2022	4 / 2022	CATHY		Federal Withholding	2,104.18	
1000	07-22.65000 FICA Social Security	4/4/2022	4 / 2022	CATHY		FICA SS	3,245.54	
1000	07-22.64000 FICA/Medicare Withholdings	4/4/2022	4 / 2022	CATHY		FICA Medicare	759.06	
1000	07-22.41340 John Hancock Retirement	4/4/2022	4 / 2022	CATHY		Employee Retirement	2,989.56	
Batch Totals:							9,098.34	

<u>SUMMARY</u>									
<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			0.00	1,087.20	
Manual				0.00			0.00		0.00
Void				0.00			0.00		0.00



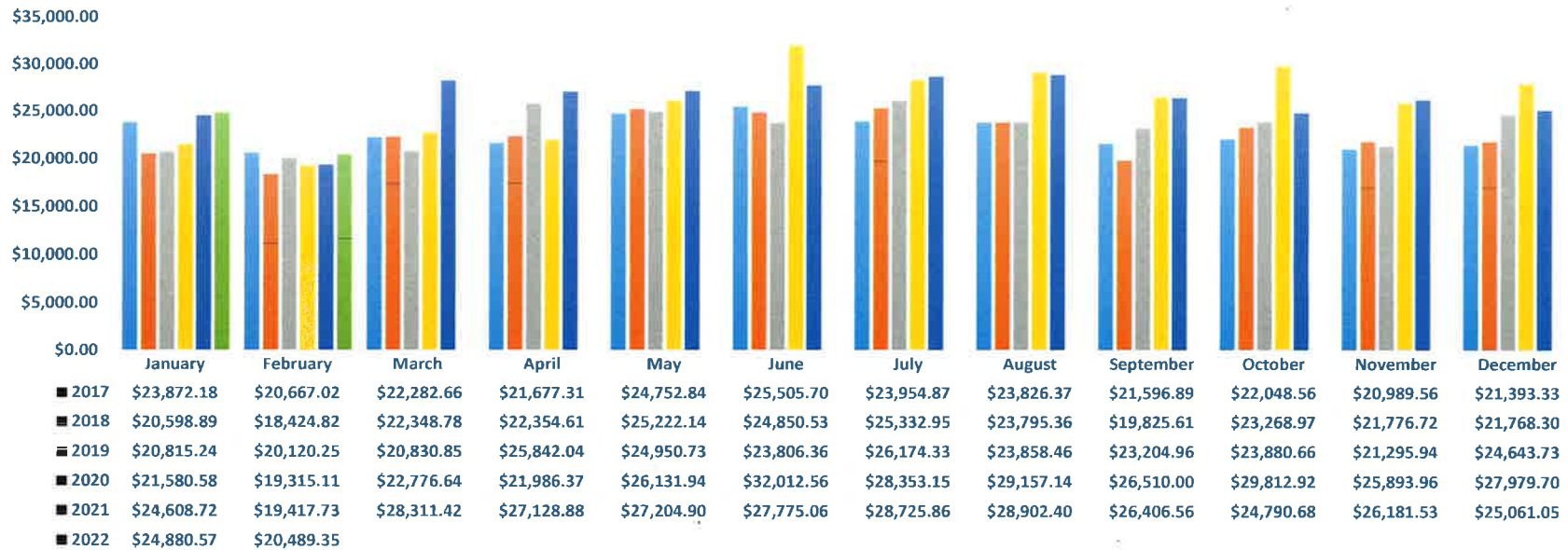
Claims Docket Report					Net Amount
Claim	Vendor	Name	Description		
Batch: 688	1	380 Aflac	Employee Aflac (March 2022)		46.44
	2	115 AT & T	Monthly: Bethel site phone		160.61
	3	116 AT & T---Courthouse	Monthly: HHW & Landfill alarm system		52.62
	4	14 Breeden Cleaning Service	Monthly: Cleaning Admin & RRC (03/01 - 03/31/22)		450.00
	5	286 Bynum Fanyo Utilities, Inc.	Service call at Landfill - blower unit		250.00
	6	286 Bynum Fanyo Utilities, Inc.	WWTP Hauling March 2022		22,132.00
	7	370 Comcast Business	Monthly: Telephone service for all departments		492.89
	8	135 Comcast Cable	Monthly: Internet and digital voice for all departments		236.40
	9	19 Duke Energy Indiana Inc	Monthly: Dillman site electric		172.13
			Monthly: Oard site electric		141.72
			Monthly: Ellettsville site electric		183.53
	10	289 Element Materials Tech Daleville, LLC	Bi-weekly monitoring at Landfill		378.00
	11	153 Ellettsville Utilities	Monthly: Ellettsville site utilities		19.70
	12	502 German American - VISA	2008 Ford F150 Ziebard undercoating Glitter for outreach programs Bobcat cab cover, light kits, taillight bulbs Repair hydraulic hose for Landfill Internet service for Landfill Case of water; Bluedef Toilet paper		914.45
	13	285 Heritage-Crystal Clean	Oil pick-up at Oard site		90.00
			Oil pick-up at Dillman site		90.00
			Oil pick-up at Ellettsville site		90.00
			Oil pick-up at Bethel site		90.00
			Oil pick-up at S. Walnut site		90.00
	14	231 Indiana State Central Collection Unit	Remit # 006812207 Case 53C07-1108-JP-000630 ASFE6812207		132.00
	15	459 Invesco Investment Service	Bi-weekly payroll IRA for employees		29.00
	16	254 John Hancock	Employee loan		31.54
	17	254 John Hancock	Employee loan		159.25
	18	62 Kleindorfer Hardware & Variety Store	Compliance: Contractor bags		55.96
			Landfill: Batteries		17.49
	19	61 K & S Rolloff, Inc	Hauling load from S. Walnut to Kitley Ave., Indpls		800.00
	20	64 Koorsen Fire & Security Inc	HHW: Fire alarm service call and repair		245.00
	21	417 Lambert Consulting	Mind Yo' Business Podcast Sponsorship		675.00
	22	361 LegalSheild	Monthly: ID theft protection for employees		70.75
	23	252 Monroe County Clerk	Cause #53C06-0608-CC01568		232.61
	24	71 Monroe County Treasurer	Landfill: Spring & Fall Stormwater tax 53-02-24-400-001.000-017		333.38

# Claims Docket Report

## Claims Docket Report

Claim	Vendor	Name	Description	Net Amount
24	71	Monroe County Treasurer	Landfill: Spring and Fall Stormwater tax 53-02-25-100-008.000-017	75.76
25	82	NuGenesis, Inc	Disposal: Recycling refrigerator, AC unit, dehumidifier	355.00
26	145	Republic Services of Indiana	Monthly: Feb 2022 Hauling and MSW Disposal	20,489.35
27	216	Scott's Termite & Pest Control	Monthly service (Admin & Recycling)	90.00
28	431	Staples Business Credit	Department expense: office supplies (tape, highlighter, bath towels, batteries)	115.61
29	93	South Central Indiana REMC	Monthly: Landfill electric	53.00
30	112	Washington Township Water Corp	Monthly: Landfill water usage	25.70
31	471	WCLS 97.7	Radio advertisement Spirit 95	420.00
			Radio advertisement WCLS	484.00
Grand Total:				51,025.89

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





## MEMORANDUM

**TO:** MCSWMD Board of Directors  
**DATE:** April 8, 2022  
**FROM:** Tom McGlasson Jr.  
**SUBJECT:** Orange Bag Request For Bid

As was presented at the last Board meeting, only one (1) bid was received in response to the *Request For Bid For Supply of Trash Bags for Pay-Per-Use Program*. At the Board meeting, the Board directed staff to seek out a one (1) year agreement with the bidder (WasteZero), at, or below, the per bag price quoted in the bid for a three (3) year agreement. WasteZero provided the following pricing structures for the agreement terms indicated:

		33 Gallon	15 Gallon	Total Annual Cost**
<b>1 YEAR AGREEMENT</b>	Price / Bag	\$0.375	\$0.22	\$109,625.00
	Annual Cost	\$65,625.00	\$44,000.00	
<b>2 YEAR AGREEMENT*</b>	Price / Bag	\$0.3625	\$0.21	\$105,687.50
	Annual Cost	63,437.50	42,250.00	
<b>3 YEAR AGREEMENT* (Bid)</b>	Price / Bag	\$0.35	\$0.2025	\$101,750.00
	Annual Cost	\$61,250.00	\$40,500.00	

\* A 2 or 3 year agreement would have the same adjustment clause as their bid: "Price per case will be adjusted at each anniversary of the Effective Date, according to the consumer price index, all urban consumers (CPI-U) plus three percent (3%)."

\*\* Total annual cost based on 175,000 33 gal bags and 200,000 15 gal bags – does not include price escalation.

Legal counsel has opined that we can move forward with some negotiation and deviation from the submitted bid since it was the only bid received. Another option to consider would be to reject the bid and request quotes from identified vendors, this would be allowable under IC 5-22-8-3 based on the annual value of the contract. If we seek quotes, it potentially provides a more limited vetting process, and we do want to make sure that we are getting a quality product to sell to our customers.

There are also other special purchasing methods available that would allow us to source this purchase if we find ourselves in an emergency situation where not purchasing the supplies could result in a threat to public health, welfare, or safety.

The following page provides cost, pricing, and disposal data for reference.

**CURRENT PRICING:**

33 Gallon bags (roll of 10): Retail Price: \$15.00      Vendor Price: \$14.25

15 Gallon bags (roll of 20): Retail Price: \$12.50      Vendor Price: \$11.88

**CURRENT COSTS:**

33 Gallon bags: \$23.50 per case (100 per case = \$0.235 per bag)

15 Gallon bags: \$28.25 per case (200 per case = \$0.14125 per bag)

**2021 DATA**

Orange Bag trash tonnage = 1,975.22 (63% = 1,244.39; 37% = 730.83)

Orange Bag disposal costs = \$84,341.89 (\$42.70 per ton)

Orange Bag Sales/Revenue:

Total cases sold = 2,313 (33 gallon = 63%; 15 gallon = 37%) = \$309,339

33 Gallon bags: 1,458 cases (10 rolls per case) = \$207,765

15 Gallon bags: 855 cases (10 rolls per case) = \$101,574

Average bag weight (calculated by applying the percent of total sales to total tonnage)

33 Gallon bag: 1,244.39 tons ÷ 145,800 bags = .0085 tons (17 lbs) per bag

15 Gallon bag: 730.83 tons ÷ 171,000 bags = .0043 tons (8.6 lbs) per bag

**ESTIMATED DISPOSAL COST PER BAG:**

The straight cost based on the information above is as follows:

33 Gallon Bag

(.0085 tons per bag X \$42.70 per ton) + \$0.235 bag cost = \$0.595 per bag

15 Gallon Bag

(.0043 tons per bag X \$42.70 per ton) + \$0.14125 bag cost = \$0.32486 per bag

However, in order to get a true cost per bag, we would also need to factor in the following associated costs:

- |                      |               |
|----------------------|---------------|
| • Personnel Expenses | • Land Lease  |
| • Transportation     | • Insurance   |
| • Equipment Rental   | • Maintenance |
| • Utilities          |               |



## **MEMORANDUM**

**TO:** MCSWMD Board of Directors  
**DATE:** April 8, 2022  
**FROM:** Tom McGlasson Jr.  
**SUBJECT:** Changes to Claims Processing Procedures

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Staff and the Executive Committee have been discussing potential changes to our claims processing procedures with the idea of making the process more efficient, and less burdensome to staff and the Board, while still maintaining adequate Internal Controls.

Resolutions 2022-02 and 2022-03, if adopted, will provide for the following changes to claims processing:

- Allow for payment of specific claims without prior Board approval.
- Allow staff to sign checks for claims payments up to \$50,000.
- Make the necessary changes to our Internal Control policy to allow these changes to be implemented while maintaining adequate controls and checks and balances to safeguard District funds.

Attached to this memo is a list of the current vendors whose claims for payment would be pre-authorized under Resolution 2022-02.

**Vendor Classification**

**Category 1: Utility Services**

Amerigas  
 AT&T  
 Centerpoint Energy  
 City of Blmtn Utilities  
 Comcast Business  
 Comcast Cable  
 Duke Energy  
 Ellettsville Utilities  
 Smithville  
 Communications  
 South Central IN  
 REMC  
 Washington Township  
 Water

**Category 2:  
Contractual Oblig  
and lease payments**

A&A Quick Pump  
 Artistic Media Partners  
 AT&T  
 Bank of New York  
 Ernie Barrow  
 Breeden Cleaning  
 Bynum Fanyo Utilities  
 Canon  
 Central Secur & Comm  
 Cintas  
 Cummins Crosspoint  
 Currie Environmental  
 Effectv  
 Financial Solutions Grp  
 Fleener Lawn &  
 Landscape  
 Harris Computers  
 Heritage-Crystal Clean  
 Heritage Environ. Serv  
 Hobbs Equipment  
 Hoosier Transf Station  
 JR Davis Vending  
 K & S Hauling  
 K & S Rolloff  
 Muller Welding  
 N Anderson Lawn  
 Care  
 Nugenesis Inc  
 Numedia Marketing  
 Omnisite  
 Quality Heating & Air  
 Republic Services  
 Waste Zero

**Category 3:  
Employee Wage  
Payments and Tax  
Obligations**

Indiana Dept of Rev  
 Indiana Dept of  
 Workforce  
 Development  
 IN State Central  
 Collection Unit  
 Internal Revenue  
 Service  
 United States Treasury  
 Monroe County Clerk

**Category 4:  
Employee Benefit  
Premiums**

Activate Healthcare  
 AFLAC  
 Blue Benefits  
 Consulting  
 Invesco Investments  
 IU Health  
 John Hancock  
 Legal Shield  
 Lincoln National Life  
 SIHO Insur Services

## Resolution 2022 – 02

### Monroe County Solid Waste Management District A Resolution Permitting Payment of Specific Claims

**WHEREAS**, the Monroe County Solid Waste Management District (District) is a political subdivision and a solid waste management district under IC 13-21-3; and

**WHEREAS**, the District has certain debts and obligations which it must pay on a monthly, or other regular recurring interval, based on lease agreements, contractual obligations, utility consumption, or other pre-arranged agreements; and

**WHEREAS**, the District Board of Directors has regular monthly meetings; and

**WHEREAS**, the District Board of Directors desires to ensure that obligations are paid on, or before, the due date.

**NOW, THEREFORE**, the District Board of Directors hereby resolves and adopts that:

1. The District Controller is authorized to make payments, including Automated Clearing House (ACH) payments, for the following debts and obligations without prior Board approval:
  - a. Claims for utility services at all District locations.
  - b. Contractual obligations for services and lease payments.
  - c. Employee wage payments and employment tax obligations.
  - d. Employee benefit premiums.
2. The Board of Directors shall review claims paid under this resolution at each regularly scheduled Board of Directors meeting.
3. The authorization provided by this resolution shall be in effect for one (1) calendar year from the date of adoption, and must be reauthorized by the Board annually.



## Resolution 2022 – 02

Monroe County Solid Waste Management District  
A Resolution Permitting Payment of Specific Claims

So voted on this 14<sup>th</sup> day of April, 2022, by the Board of Directors of the Monroe County Solid Waste Management District.

AYE

NAY

\_\_\_\_\_  
Cheryl Munson, Chairperson

\_\_\_\_\_  
Cheryl Munson, Chairperson

\_\_\_\_\_  
Isabel Piedmont-Smith, Vice-Chairperson

\_\_\_\_\_  
Isabel Piedmont-Smith, Vice-Chairperson

\_\_\_\_\_  
Penny Githens, Secretary

\_\_\_\_\_  
Penny Githens, Secretary

\_\_\_\_\_  
Julie Thomas, Director

\_\_\_\_\_  
Julie Thomas, Director

\_\_\_\_\_  
John Hamilton, Director

\_\_\_\_\_  
John Hamilton, Director

\_\_\_\_\_  
Lee Jones, Director

\_\_\_\_\_  
Lee Jones, Director

\_\_\_\_\_  
Dan Swafford, Director

\_\_\_\_\_  
Dan Swafford, Director

Attest: \_\_\_\_\_

Tom McGlasson Jr., Executive Director

## Resolution 2022 – 03

### Monroe County Solid Waste Management District Adoption of Revised Internal Control Standards

**WHEREAS**, the Monroe County Solid Waste Management District (District) is a political subdivision and a solid waste management district under IC 13-21-3; and

**WHEREAS**, IC 5-11-1-27 requires each political subdivision to maintain a system of internal controls in order to promote accountability and transparency; and

**WHEREAS**, the District Board of Directors is granted certain powers enumerated in IC 13-21-3-13; and

**WHEREAS**, the District Board of Directors established Internal Control Standards with the adoption of Resolution 2016 – 14 on November 10, 2016; and

**WHEREAS**, the District Board of Directors recognizes that from time to time changes to policies and procedures are beneficial to the effective and efficient operation of the District.

**NOW, THEREFORE**, the District Board of Directors hereby resolves and adopts the attached revised Internal Control Standards with a revision date of 4/14/2022.

## Resolution 2022 – 03

Monroe County Solid Waste Management District  
Adoption of Revised Internal Control Standards

So approved this 14th day of April, 2022, by the Board of Directors of the Monroe County Solid Waste Management District.

AYE

NAY

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Cheryl Munson, Chairperson

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Cheryl Munson, Chairperson

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Isabel Piedmont-Smith, Vice-Chairperson

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Isabel Piedmont-Smith, Vice-Chairperson

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Penny Githens, Secretary

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Penny Githens, Secretary

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Julie Thomas, Director

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Julie Thomas, Director

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John Hamilton, Director

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John Hamilton, Director

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Lee Jones, Director

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Lee Jones, Director

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Dan Swafford, Director

---

Dan Swafford, Director

Attest:

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Tom McGlasson Jr., Executive Director

# Monroe County Solid Waste Management District

## Internal Controls Policies and Procedures

The Monroe County Solid Waste Management District (District) has the responsibility to the taxpayers of Monroe County, Indiana to be good stewards of public monies and property. To protect against theft, misuse and misappropriation of public funds and assets, the District Board of Directors (Board) has adopted these Internal Control Policies and Procedures.

These Internal Controls Policies and Procedures take into account that the District Controller is granted certain powers and duties enumerated in IC 13-21-3-10.

The objectives of these policies and procedures are to:

- Ensure compliance with applicable laws and regulations
- Ensure proper internal controls
- Establish segregation of duties
- Establish procedures for cash receipting and disbursement
- Establish policies and procedures for credit card use
- Enhance reporting reliability, accountability and transparency

The State of Indiana State Board of Accounts (SBOA) *Uniform Internal Control Standards for Political Subdivisions* has been adopted by the Board via Resolution 2016-07, passed on August 4, 2016. This document defines the acceptable minimum level of internal control standards as established by IC 5-11-1-27.

Additionally, the Board has established a materiality threshold for reporting irregular variances, losses, shortages and thefts in the amount of \$500.00 via Resolution 2016-08, passed on August 4, 2016. However, there is no materiality threshold applicable to misappropriation of public funds or assets per IC 5-11-1-27(l), which states:

*“A public officer who has actual knowledge of or reasonable cause to believe that there has been a misappropriation of public funds or assets of the public office, including:*

*(1) Information obtained as a result of a police report;*

*(2) An internal audit finding; or*

*(3) Another source indicating that a misappropriation has occurred;*

*Shall immediately send written notice of the misappropriation to the state board of accounts and the prosecuting attorney serving in the area governed by the political subdivision.”*

Therefore, whenever there is knowledge of or reason to believe that a misappropriation of public funds or assets has occurred, regardless of the dollar amount, the District shall notify the Board and send written notice to the SBOA and the Monroe County Prosecutor’s office.

Misappropriation occurs whenever an employee or contractor of the District wrongly takes public funds or assets or embezzles public funds.

District employees who: receive or disburse money; are permitted to use District credit cards; process payroll; prepare customer invoices; reconcile bank statements; or otherwise have access of District funds or are involved in District accounting procedures, shall be subject to the following requirements before being authorized to perform these duties:

1. Verification of employment history stated on job application
2. Subject to a background check including criminal history
3. Be insurable under the employee theft endorsement of the District's crime insurance policy.
  - a. This requirement satisfies the State of Indiana public employee bonding requirements established in IC 5-4-1-18. The purchase of a crime insurance policy is permitted by IC 5-4-1-18(d) if authorized by resolution. The Board passed Resolution 2016-04 on April 14, 2016 authorizing the use of the crime insurance policy to satisfy this legal requirement.
4. Complete training on the internal control standards established by IC 5-11-1-27 and these policies and procedures (IC 5-11-1-27(g)(2))
  - a. Per IC 5-11-1-27(h), certification of this training shall be filed with the SBOA at the same time as the annual financial report required by IC 5-11-1-4(a) and done electronically in the manner prescribed under IC 5-14-3.8-7.

### **Segregation of Duties**

A key component of internal controls is the segregation of duties. This helps prevent fraud and error by ensuring that no one individual is solely responsible for completing any task associated with the accounting of District funds. The procedures set forth in the following sections establish a segregation of duties and provide documentation of this segregation which identifies the employees involved in each transaction.

### **Invoicing**

The District regularly generates invoices for services and goods provided to customers. All invoices are to be generated as follows:

1. The District employee(s) responsible for providing a specific good or service shall compile the necessary documentation needed to generate the invoice and determine the dollar amount to be invoiced, initial the documentation and provide said documentation to the Controller.
1. The Controller will verify the amount to be invoiced and generate invoice(s).
2. All invoices will have Net 30 payment terms.
3. The invoice will be provided to the customer via US Mail, electronic mail (e-mail), or hand delivered.

4. A copy of the invoice will be kept on file with outstanding invoices to be reconciled with payment when received.

### **Receipt of Cash and Checks**

The District regularly receives cash and checks as payment for fees charged, services rendered and goods provided (orange bags), or as a donation. All checks accepted as payment shall be made out to either "Monroe County Solid Waste Management District" or "MCSWMD". All cash and checks received by the District shall be under the direct control of a designated employee at all times, or secured under lock and key in the place designated in the following procedures. All monies received by the District are to be handled and accounted for as follows:

#### **Household Hazardous Waste (HHW) Department**

1. The HHW department shall maintain an operating balance of \$50.00 cash which shall be secured in the department safe, or cash register during operating hours.
2. During operating hours all monies collected shall be "rung up" on the cash register and all cash or checks received shall be secured in the cash register.
3. At the end of each business day all monies received for fees charged in the HHW department shall be reconciled against the cash register End of Day report.
4. The Daily Cash Register Check Out Sheet shall then be completed and initialed by the employee completing the sheet.
  - a. Cash revenues in excess of the operating balance shall be totaled and indicated on the sheet.
  - b. All checks received will be individually noted on the sheet including payor name, check number and amount.
  - c. The total dollar amount to be forwarded to the Administrative Office for deposit shall be indicated.
5. The Daily Cash Register Check Out Sheet, along with the End of Day cash register report and all cash and checks for deposit shall be secured in the department safe for the night and delivered to the Administrative Office by 9:00am the morning of the next business day.
6. All cash and checks delivered to the Administrative Office shall be reconciled by the Executive Director, Controller, or Office Manager in the presence of the employee delivering the revenue. The employee making the delivery and the employee performing the reconciliation shall both confirm the amounts listed and initial the Daily Cash Register Check Out Sheet and the End of Day cash register report.
7. The End of Day cash register report shall be kept on file in the HHW department.

Administrative Office

1. All monies received in the Administrative Office shall be noted in the Daily Receipts Log by the Executive Director, Controller, or Office Manager.
  - a. Log entries shall include date received, payor, check number (if applicable) and amount, and be initialed by the employee making the entry
    - i. All checks received shall be logged in separately.
2. Copies are to be made of all checks received, to be attached to the Deposit Entry Log.
3. Checks received are reconciled against outstanding invoices.
  - a. Invoices for which payment has been received shall be marked paid with the date payment was received and the check number noted on the invoice.
4. Deposit Entry Log is completed by the Controller, Office Manager or Executive Director.
  - a. This is not to be done by the employee who made the entry(ies) in the Daily Receipts Log.
  - b. If the employee responsible for completing this task is not immediately available, all monies and supporting documentation shall be secured under lock and key to be processed later that day, but as soon as possible.
5. All monies received by the District shall be deposited not later than the business day following their receipt (IC 5-13-6-1(a)). Deposits are to be made as follows:
  - a. Checks
    - i.
    - ii. All checks shall be endorsed "For Deposit Only" and deposited in the same manner as cash.
    - iii. Copies of all checks listed on the deposit summary shall be attached to the deposit summary.
    - iv. The deposit summary and attached check copies shall be kept on file.
  - b. Cash
    - i. The Controller, Office Manager or Executive Director shall calculate the amount to be deposited and generate a deposit ticket on the form issued by the District's banking institution.
    - ii. All cash for deposit and the corresponding deposit ticket shall be delivered to the District's banking institution by the Controller, Office Manager or Executive Director and deposited into the appropriate District account.
    - iii. The deposit receipt shall be attached to the Deposit Entry Log and filed.
6. Deposit Receipt entry is made by the Controller, Office Manager or Executive Director and the corresponding Receipt Distribution Report and Batch Listing Report are to be attached to the Deposit Entry Log and filed.

7. General Ledger entry is made by the Controller, Office Manager or Executive Director.
8. Daily Receipts Log is reconciled monthly by the Executive Director or Office Manager.
9. Daily Receipts Log monthly reconciliations are reconciled with the "Receipt Reconciliation Distribution Report" monthly by the Controller.

### **Accounts Payable Claims**

The District regularly has to disburse funds to make payment for goods and services received. The District Board adopted Resolution 2022-02 on April 14, 2022, authorizing the Controller to make payments for specific claims, outlined in the resolution, without prior Board approval.

#### **Automated Clearing House (ACH) Payments**

In recognition of the benefits of making payments electronically, the Controller is authorized to establish electronic means of payment with vendors when deemed necessary and/or appropriate.

At each regularly scheduled monthly Board of Directors meeting, the Controller will provide to the Board a report detailing all ACH payments made the previous month.

All accounts payable claims are only to be made in response to invoices or recurring monthly bills (i.e. utilities, fuel). All such claims will be processed as follows:

1. All invoices and recurring monthly bills received by the District shall be forwarded to the Office Manager or Controller for claim preparation.
2. Invoices and recurring monthly bills shall be checked for any fees, charges or taxes which the District is not subject to.
3. Appropriate documentation (if applicable) shall be attached that goods have been received or that services have been satisfactorily rendered.
4. Department Head(s) shall be consulted for any questions concerning the appropriateness or validity of the claim.
5. Accounts Payable Voucher shall be prepared for the appropriate vendor.
6. Completed Accounts Payable Voucher shall be forwarded to the appropriate Department Head(s).
7. Department Head(s) shall verify that the invoice(s) and/or recurring monthly billing statement(s) is/are appropriate for payment, and that the Accounts Payable Voucher is accurate and correct, and then sign and date the Accounts Payable Voucher
8. Accounts Payable Voucher shall be forwarded to the Executive Director, or designee, for approval.



9. Executive Director, or designee, shall verify that the Accounts Payable Voucher is complete and accurate, and that the claim is appropriate for payment, and sign and date the Accounts Payable Voucher.
10. Accounts Payable Voucher shall be forwarded to the Controller or Office Manager who shall verify that the invoice(s) and/or recurring monthly billing statement(s) is/are appropriate for payment, that the Accounts Payable Voucher is accurate and correct and sign and date the Accounts Payable Voucher and process for payment.
11. All approved Accounts Payable Vouchers shall be processed for payment: as follows
  - a. For claims pre-authorized via Resolution 2022-20, payment shall be processed upon receipt and submitted to the vendor.
  - b. Claims for vendors on the most recent Approved Vendor List shall be processed bi-weekly. A docket of the claims to be paid shall be forwarded to the Board of Directors, via email, for review. The Board Chair will approve the claims for payment by the end of the next business day, unless any Board member objects to one (1) or more claims presented for payment.
  - c. Claims for vendors not on the most recent Approved Vendor List shall be held and processed for payment prior to the next scheduled Board meeting for approval at that meeting.
12. All checks issued for payment of approved Accounts Payable Vouchers shall be signed as follows:
  - a. Checks for amounts up to and including \$50,000 shall be signed by the Controller or Executive Director.
  - b. Checks in excess of \$50,000 shall be signed by the Board Chair, or their designee.
13. Copies of checks, or electronic transactions, issued for payment shall be made and attached to the corresponding Accounts Payable Voucher.
14. The check number of the check issued, or electronic transaction number, for payment shall be noted on the Accounts Payable Voucher.
15. The Claims Docket Report for all bi-weekly processed Accounts Payable Vouchers shall be submitted to the Board President for approval before payment is made.
  - a. Except for weeks with a scheduled Board meeting in which claims will be presented to the Board for approval at that meeting.
16. All checks for payment shall be secured under lock and key pending approval.
17. All payments shall be mailed, or made electronically, within one (1) business day of approval.
18. Accounts Payable Voucher with all supporting documentation attached shall be filed in corresponding vendor file in Accounts Payable file drawer.

**Credit Card Use**

From time to time the District has need to make purchases via a credit card. All credit cards are kept under lock and key in the Controller's office. Only the Controller, Office Manager and Executive Director shall have access to the credit cards; these are the employees authorized to issue credit cards to employees. Credit cards are only to be used for approved District business, and must be signed out by the authorized employee prior to use. The following procedures apply to the use of a District credit card:

1. Employee must request the credit card from the Controller, and provide reason why purchase must be made via credit card.
  - a. If the Controller is not available the request may be made to another authorized issuer.
2. Credit card issuer will note in the Credit Card Log the following:
  - a. Credit card issued
  - b. Date issued
  - c. Name of employee requesting credit card (employee)
3. Credit card issuer and employee shall initial next to name of the employee requesting credit card in the Credit Card Log.
4. Employee shall be issued credit card to make approved purchase.
5. Employee shall return the credit card as soon as possible after purchase is complete to the issuing employee.
  - a. If issuing employee is not available the credit card may be returned to one of the other authorized issuers.
6. Credit card issuer accepting return of credit card shall note the date the credit card is returned in the Credit Card Log.
7. Credit card issuer accepting return of credit card and the employee shall initial next to the date the credit card was returned in the Credit Card Log.
8. Employee shall complete a Credit Card Expense Sheet and attach the receipt for purchase and any additional supporting documentation.
9. Credit Card Expense Sheet shall be forwarded to appropriate Department Head who shall verify that purchase was appropriate and for approved District business, and sign and date the Credit Card Expense Sheet.
10. Department Head shall place the Credit Card Expense Sheet in the Credit Card Receipt file.
11. All outstanding Credit Card Expense Sheets shall be reconciled monthly with the recurring monthly bill by the Office Manager, Executive Director or Controller.

**Petty Cash Control**

The District maintains a petty cash fund to pay for small or emergency operating expenses. The Office Manager is the custodian of the petty cash fund, although in her absence the Controller or Executive Director may disburse funds when necessary. The petty cash fund balance is set at \$100.00. The procedures for disbursing petty cash are as follows:

1. Office Manager shall make a receipt for cash disbursed.
2. Employee accepting cash shall sign the receipt.
3. Employee shall make purchase and return all unused monies and receipt for purchase to the Office Manager.
4. Office Manager shall reconcile the receipt and monies returned with the receipt for cash disbursed.
5. Office Manager and employee shall initial receipt for cash disbursed.
6. The Office Manager shall reconcile the petty cash fund at the end of each week.
  - a. The Executive Director or Controller may perform this weekly reconciliation in the Office Manager's absence.
7. As needed the Office Manager shall complete an Accounts Payable Voucher to replenish the petty cash fund attaching all receipts for petty cash expenditures.
8. Monthly, the Executive Director or Controller shall reconcile the petty cash fund.

**Payroll**

The District processes payroll on a bi-weekly basis. This is the responsibility of the Controller, however, in the Controller's absence, it may be processed by the Office Manager or Executive Director. All employees, regardless of status, are required to keep written records of their hours worked on a District approved Timesheet. Paid time off, comp time, Holidays, sick leave, unpaid leave, or other absence from work will be reflected on the timesheet. Approved benefit leave time must also be documented on a District Request for Leave form that must be signed by the employee's supervisor, and attached to the timesheet. The District's Personnel Policy Handbook establishes the policies and procedures concerning the accrual and use of leave time. The following procedures apply to the submission of documentation for hours worked, hours of leave and processing of payroll:

1. Employees shall maintain a written timesheet documenting their hours worked for the pay period.
2. Department Heads, Supervisors, or their designee in their absence, shall reconcile the time sheet and Request for Leave forms, calculate the hours to be paid, and sign the time sheet.
3. Timesheets shall be forwarded to the Controller for processing.
4. Controller shall reconcile the timesheets and Request for Leave forms, verify the hours to be paid and generate a Payroll Schedule and Voucher for each department.

5. Payroll Schedule and Vouchers shall be forwarded to the appropriate Department Heads.
6. Department Head shall verify the reconciliation of the timesheets and Request for Leave forms and that the Payroll Schedule and Voucher is complete and accurate, and sign and date the Payroll Schedule and Voucher and return to the Controller.
  - a. This may be done by the Executive Director in the Department Heads absence.
7. Controller shall enter the necessary information into the accounting software system, which has controls in place to help prevent errors, to process payroll.
8. Controller shall sign all Payroll Schedule and Vouchers
9. Controller shall submit the Direct Deposit Report to the District's banking institution with the designated date to disburse funds.
10. Controller shall complete Accounts Payable Voucher(s) for all Federal Tax, Social Security and Medicare withholdings, retirement contributions and other employee-elected contributions due and have these processed for payment each pay period.
11. State and County taxes are paid monthly. The Controller shall calculate the State and County taxes due each pay period and complete an Accounts Payable Voucher for the total taxes due for each payroll that occurred in the given month and have processed for payment.
12. Checks for those employees not utilizing direct deposit, and check stubs for those employees utilizing direct deposit, are printed and mailed the day before the designated payday or distributed on the payday to those employees working that day.
13. All payroll records for the given pay period shall be filed in the locked payroll file cabinet.

### **Investment of District Funds**

The District may from time to time elect to invest public funds as allowed under IC 5-13-9-5.7. All investments shall be made in accordance with IC 5-13-9-5.7 and the District's approved Investment Policy. All potential investments will be considered by the District's Investment Committee as established by the Investment Policy, and must be approved by the Board.

### **Bank Accounts**

All bank accounts are in the name of the Monroe County Solid Waste Management District and utilize the District's Employer Identification Number (EIN) obtained from the IRS. All account balances are reconciled monthly by the Controller utilizing the monthly bank account statement, monthly Daily Receipt Log reconciliation, Claims Docket Reports for the month being reconciled and General Ledger.

## Monroe County Solid Waste Management District

### Internal Controls Policies and Procedures

The Monroe County Solid Waste Management District (District) has the responsibility to the taxpayers of Monroe County, Indiana to be good stewards of public monies and property. To protect against theft, misuse and misappropriation of public funds and assets, the District Board of Directors (Board) has adopted these Internal Control Policies and Procedures.

[These Internal Controls Policies and Procedures take into account that the District Controller is granted certain powers and duties enumerated in IC 13-21-3-10.](#)

The objectives of these policies and procedures are to:

- Ensure compliance with applicable laws and regulations
- Ensure proper internal controls
- Establish segregation of duties
- Establish procedures for cash receipting and disbursement
- Establish policies and procedures for credit card use
- Enhance reporting reliability, accountability and transparency

The State of Indiana State Board of Accounts (SBOA) *Uniform Internal Control Standards for Political Subdivisions* has been adopted by the Board via Resolution 2016-07, passed on August 4, 2016. This document defines the acceptable minimum level of internal control standards as established by IC 5-11-1-27.

Additionally, the Board has established a materiality threshold for reporting irregular variances, losses, shortages and thefts in the amount of \$500.00 via Resolution 2016-08, passed on August 4, 2016. However, there is no materiality threshold applicable to misappropriation of public funds or assets per IC 5-11-1-27(l), which states:

*“A public officer who has actual knowledge of or reasonable cause to believe that there has been a misappropriation of public funds or assets of the public office, including:*

- (1) Information obtained as a result of a police report;*
- (2) An internal audit finding; or*
- (3) Another source indicating that a misappropriation has occurred;*

*Shall immediately send written notice of the misappropriation to the state board of accounts and the prosecuting attorney serving in the area governed by the political subdivision.”*

Therefore, whenever there is knowledge of or reason to believe that a misappropriation of public funds or assets has occurred, regardless of the dollar amount, the District shall notify the Board and send written notice to the SBOA and the Monroe County Prosecutor's office.

Misappropriation occurs whenever an employee or contractor of the District wrongly takes public funds or assets or embezzles public funds.

District employees who receive or disburse money are permitted to use District credit cards, process payroll, prepare customer invoices, reconcile bank statements, or otherwise have access of District funds or are involved in District accounting procedures, shall be subject to the following requirements before being authorized to perform these duties:

1. Verification of employment history stated on job application
2. Subject to a background check including criminal history
3. Be insurable under the employee theft endorsement of the District's crime insurance policy.
  - a. This requirement satisfies the State of Indiana public employee bonding requirements established in IC 5-4-1-18. The purchase of a crime insurance policy is permitted by IC 5-4-1-18(d) if authorized by resolution. The Board passed Resolution 2016-04 on April 14, 2016 authorizing the use of the crime insurance policy to satisfy this legal requirement.
4. Complete training on the internal control standards established by IC 5-11-1-27 and these policies and procedures (IC 5-11-1-27(g)(2))
  - a. Per IC 5-11-1-27(h), certification of this training shall be filed with the SBOA at the same time as the annual financial report required by IC 5-11-1-4(a) and done electronically in the manner prescribed under IC 5-14-3.8-7.

#### **Segregation of Duties**

A key component of internal controls is the segregation of duties. This helps prevent fraud and error by ~~insuring~~ ensuring that no one individual is solely responsible for completing any task associated with the accounting of District funds. The procedures set forth in the following sections establish a segregation of duties and provide documentation of this segregation which identifies the employees involved in each transaction.

#### **Invoicing**

The District regularly generates invoices for services and goods provided to customers. All invoices are to be generated as follows:

1. The District employee(s) responsible for providing a specific good or service shall compile the necessary documentation needed to generate the invoice and determine the dollar amount to be invoiced, initial the documentation and provide said documentation to the Controller.
1. The Controller will verify the amount to be invoiced and generate invoice(s).
2. All invoices will have Net 30 payment terms.
3. The invoice will be ~~provided~~mailed to the customer via US Mail, electronic mail (e-mail), or hand delivered.

4. A copy of the invoice will be kept on file with outstanding invoices to be reconciled with payment when received.

#### **Receipt of Cash and Checks**

The District regularly receives cash and checks as payment for fees charged, services rendered and goods provided (orange bags), or as a donation. All checks accepted as payment shall be made out to either "Monroe County Solid Waste Management District" or "MCSWMD". ~~At no time shall any cash or checks received by the District not be under the direct control of a designated employee or secured under lock and key in the place designated in the following procedures.~~ All cash and checks received by the District shall be under the direct control of a designated employee at all times, or secured under lock and key in the place designated in the following procedures. All monies received by the District are to be handled and accounted for as follows:

#### **Household Hazardous Waste (HHW) Department**

1. The HHW department shall maintain an operating balance of \$50.00 cash which shall be secured in the department safe, or cash register during operating hours.
2. During operating hours all monies collected shall be "rung up" on the cash register and all cash or checks received shall be secured in the cash register.
3. At the end of each business day all monies received for fees charged in the HHW department shall be reconciled against the cash register End of Day report.
4. The Daily Cash Register Check Out Sheet shall then be completed and initialed by the employee completing the sheet.
  - a. Cash revenues in excess of the operating balance shall be totaled and indicated on the sheet.
  - b. All checks received will be individually noted on the sheet including payor name, check number and amount.
  - c. The total dollar amount to be forwarded to the Administrative Office for deposit shall be indicated.
5. The Daily Cash Register Check Out Sheet, along with the End of Day cash register report and all cash and checks for deposit shall be secured in the department safe for the night and delivered to the Administrative Office by 9:00am the morning of the next business day.
6. All cash and checks delivered to the Administrative Office shall be reconciled by the Executive Director, Controller, or Office Manager in the presence of the employee delivering the revenue. The employee making the delivery and the employee performing the reconciliation shall both confirm the amounts listed and initial the Daily Cash Register Check Out Sheet and the End of Day cash register report.
7. The End of Day cash register report shall be kept on file in the HHW department.

#### **Administrative Office**

1. All monies received in the Administrative Office shall be noted in the Daily Receipts Log by the Executive Director, Controller, or Office Manager.
  - a. Log entries shall include date received, payor, check number (if applicable) and amount, and be initialed by the employee making the entry
    - i. All checks received shall be logged in separately.
2. Copies are to be made of all checks received, to be attached to the Deposit Entry Log.
3. Checks received are reconciled against outstanding invoices.
  - a. Invoices for which payment has been received shall be marked paid with the date payment was received and the check number noted on the invoice.
4. Deposit Entry Log is completed by the Controller, Office Manager or Executive Director.
  - a. This is not to be done by the employee who made the entry(ies) in the Daily Receipts Log.
  - b. If the employee responsible for completing this task is not immediately available, all monies and supporting documentation shall be secured under lock and key ~~locked in the drawer with the Petty Cash fund~~ to be processed later that day, but as soon as possible.
5. All monies received by the District shall be deposited not later than the business day following their receipt (IC 5-13-6-1(a)). Deposits are to be made as follows:
  - a. Checks
    - ~~i. Checks will be deposited via remote capture by the Controller, Office Manager or Executive Director~~
    - ~~ii.i. After all checks are scanned the deposit summary will be generated and printed.~~
    - ii. All checks shall be endorsed "For Deposit Only" and deposited in the same manner as cash.
    - iii. ~~All Copies of all~~ checks listed on the deposit summary shall be attached to the deposit summary.
    - iv. The deposit summary and attached check copies shall be kept on file ~~until confirmation from the Districts' banking institution that all transactions have been processed and cleared by the issuing banking institution.~~
    - ~~v. If checks are not able to be processed via remote capture for any reason, they shall be endorsed "For Deposit Only" and deposited in the same manner as cash.~~
  - b. Cash
    - i. The Controller, Office Manager or Executive Director shall calculate the amount to be deposited and generate a deposit ticket on the form issued by the District's<sup>2</sup> banking institution.



- ii. All cash for deposit and the corresponding deposit ticket shall be delivered to the District's banking institution by the Controller, Office Manager or Executive Director and deposited into the appropriate District account.
  - iii. The deposit receipt shall be attached to the Deposit Entry Log and filed.
6. Deposit Receipt entry is made by the Controller, Office Manager or Executive Director and the corresponding Receipt Distribution Report and Batch Listing Report are to be attached to the Deposit Entry Log and filed in the Accounts Receivable Deposits Receipts binder.
  7. General Ledger entry is made by the Controller, Office Manager or Executive Director.
  8. Daily Receipts Log is reconciled monthly by the Executive Director or Office Manager.
  - ~~9. Daily Receipts Log is reconciled monthly by the Controller.~~
  - ~~10. Controller and Office Manager shall verify that the individual monthly Daily Receipts Log reconciliations match.~~
  - ~~11-9.~~ Daily Receipts Log monthly reconciliations are reconciled with the "Receipt Reconciliation Distribution Report" monthly by the Controller.

#### **Accounts Payable Claims**

The District regularly has to disburse funds to make payment for goods and services received.

The District Board adopted Resolution 2022-02 on April 14, 2022, authorizing the Controller to make payments for specific claims, outlined in the resolution, without prior Board approval.

#### **Automated Clearing House (ACH) Payments**

In recognition of the benefits of making payments electronically, the Controller is authorized to establish electronic means of payment with vendors when deemed necessary and/or appropriate.

All accounts payable claims are only to be made in response to invoices or recurring monthly bills (i.e. utilities, fuel). All such claims will be processed as follows:

1. All invoices and recurring monthly bills received by the District shall be forwarded to the Office Manager or Controller for claim preparation.
2. Invoices and recurring monthly bills shall be checked for any fees, charges or taxes which the District is not subject to.
3. Appropriate documentation (if applicable) shall be attached that goods have been received or that services have been satisfactorily rendered.
4. Department Head(s) shall be consulted for any questions concerning the appropriateness or validity of the claim.
5. Accounts Payable Voucher shall be prepared for the appropriate vendor.

6. Completed Accounts Payable Voucher shall be forwarded to the appropriate Department Head(s).
7. Department Head(s) shall verify that the invoice(s) and/or recurring monthly billing statement(s) is/are appropriate for payment, and that the Accounts Payable Voucher is accurate and correct, and then sign and date the Accounts Payable Voucher
8. Accounts Payable Voucher shall be forwarded to the Executive Director, or designee, for approval.
9. Executive Director, or designee, shall verify that the Accounts Payable Voucher is complete and accurate, and that the claim is appropriate for payment, and sign and date the Accounts Payable Voucher.
10. Accounts Payable Voucher shall be forwarded to the Controller or Office Manager who shall verify that the invoice(s) and/or recurring monthly billing statement(s) is/are appropriate for payment, that the Accounts Payable Voucher is accurate and correct and sign and date the Accounts Payable Voucher and process for payment.
11. All approved Accounts Payable Vouchers ~~for vendors on the most recent Approved Vendor List~~ shall be processed for payment: as follows by the Controller or Office Manager weekly:
  - a. For claims pre-authorized via Resolution 2022-20, payment shall be processed upon receipt and submitted to the vendor.
  - b. Claims for vendors on the most recent Approved Vendor List shall be processed bi-weekly. A docket of the claims to be paid shall be forwarded to the Board of Directors, via email, for review. The Board Chair will approve the claims for payment by the end of the next business day, unless any Board member objects to one (1) or more claims presented for payment.
  - a-c. ~~Claims~~ Accounts Payable Vouchers for vendors not on the most recent Approved Vendor List shall be held and processed for payment prior to the next scheduled Board meeting for approval at that meeting.
12. All checks issued for payment of approved Accounts Payable Vouchers shall be signed as follows:
  - a. Checks for amounts up to and including \$50,000 shall be signed by the Controller or Executive Director.
  - b. Checks in excess of \$50,000 shall be signed by the Board Chair, or their designee.
- ~~12-13.~~ 13-14. Copies of checks, or electronic transactions, issued for payment shall be made and attached to the corresponding Account's Payable Voucher.
- ~~13-14.~~ 14-15. The check number of the check issued, or electronic transaction number, for payment shall be noted on the Accounts Payable Voucher.
- ~~14-15.~~ The Claims Docket Report for all bi-weekly processed Accounts Payable Vouchers shall be submitted to the Board President for approval before payment is made.

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- a. Except for weeks with a scheduled Board meeting in which claims will be presented to the Board for approval at that meeting.

~~15-16.~~ All checks for payment shall be secured under lock and key pending approval.

~~16-17.~~ All payments shall be mailed, or made electronically, ~~out~~ within one (1) business day of approval.

~~17-18.~~ Accounts Payable Voucher with all supporting documentation attached shall be filed in corresponding vendor file in Accounts Payable file drawer.

#### Automated Clearing House (ACH) Payments

In recognition of the benefits of making payments electronically, the District shall endeavor to establish with vendors the means for making payments electronically, when deemed necessary and/or appropriate.

At each regularly scheduled monthly Board of Directors meeting, the Controller will provide to the Board a report detailing all ACH payments made the previous month.

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#### **Credit Card Use**

From time to time the District has need to make purchases via a credit card. All credit cards are kept under lock and key in the Controller's office. Only the Controller, Office Manager and Executive Director shall have access to the credit cards; these are the employees authorized to issue credit cards to employees. Credit cards are only to be used for approved District business, and must be signed out by the authorized employee prior to use. The following procedures apply to the use of a District credit card:

1. Employee must request the credit card from the Controller, and provide reason why purchase must be made via credit card.
  - a. If the Controller is not available the request may be made to another authorized issuer.
2. Credit card issuer will note in the Credit Card Log the following:
  - a. Credit card issued
  - b. Date issued
  - c. Name of employee requesting credit card (employee)
3. Credit card issuer and employee shall initial next to name of the employee requesting credit card in the Credit Card Log.
4. Employee shall be issued credit card to make approved purchase.
5. Employee shall return the credit card as soon as possible after purchase is complete to the issuing employee.
  - a. If issuing employee is not available the credit card may be returned to one of the other authorized issuers.
6. Credit card issuer accepting return of credit card shall note the date the credit card is returned in the Credit Card Log.

7. Credit card issuer accepting return of credit card and the employee shall initial next to the date the credit card was returned in the Credit Card Log.
8. Employee shall complete a Credit Card Expense Sheet and attached the receipt for purchase and any additional supporting documentation.
9. Credit Card Expense Sheet shall be forwarded to appropriate Department Head who shall verify that purchase was appropriate and for approved District business, and sign and date the Credit Card Expense Sheet.
10. Department Head shall place the Credit Card Expense Sheet in the Credit Card Receipt fileAccounts Payable basket.
11. All outstanding Credit Card Expense Sheets shall be reconciled monthly with the recurring monthly bill by the Office Manager, Executive Director or Controller.

#### **Petty Cash Control**

The District maintains a petty cash fund to pay for small or emergency operating expenses. The Office Manager is the custodian of the petty cash fund, although in her absence the Controller or Executive Director may disburse funds when necessary. The petty cash fund balance is set at \$100.00. The procedures for disbursing petty cash are as follows:

1. Office Manager shall make a receipt for cash disbursed.
2. Employee accepting cash shall sign the receipt.
3. Employee shall make purchase and return all unused monies and receipt for purchase to the Office Manager.
4. Office Manager shall reconcile the receipt and monies returned with the receipt for cash disbursed.
5. Office Manager and employee shall initial receipt for cash disbursed.
6. The Office Manager shall reconcile the petty cash fund at the end of each week.
  - a. The Executive Director or Controller may perform this weekly reconciliation in the Office Manager's absence.
7. As needed the Office Manager shall complete an Accounts Payable Voucher to replenish the petty cash fund attaching all receipts for petty cash expenditures.
8. Monthly, the Executive Director or Controller shall reconcile the petty cash fund.

#### **Payroll**

The District processes payroll on a bi-weekly basis. This is the responsibility of the Controller, however, in the Controller's absence, it may be processed by the Office Manager or Executive Director. All employees, regardless of status, are required to keep written records of their hours worked on a either by time card or District approved Time-Sheet. Paid time off, comp time, Holidays, sick leave, unpaid leave, or other absence from work will be reflected on the time card or time sheet. Approved benefit leave time must also be documented and also on a District Request for Leave form for each pay period that must be signed by the employee's supervisor, and attached to the time sheet. The District's Personnel Policy Handbook

establishes the policies and procedures concerning the accrual and use of leave time. The following procedures apply to the submission of documentation for hours worked, hours of leave and processing of payroll:

1. Employees shall maintain a written ~~time card or~~ time-sheet documenting their hours worked for the pay period.
2. Department Heads, Supervisors, or their designee in their absence, shall reconcile the ~~time card/~~time sheet and Request for Leave forms, calculate the hours to be paid, and ~~initial the time card or~~ sign the time sheet.
3. Time ~~cards and time~~ sheets shall be forwarded to the Controller for processing.
4. Controller shall reconcile the ~~time cards/~~time-sheets and Request for Leave forms, verify the hours to be paid and generate a Payroll Schedule and Voucher for each department.
5. Payroll Schedule and Vouchers shall be forwarded to the appropriate Department Heads.
6. Department Head shall verify the reconciliation of the ~~time cards/~~time-sheets and Request for Leave forms and that the Payroll Schedule and Voucher is complete and accurate, and sign and date the Payroll Schedule and Voucher and return to the Controller.
  - a. This may be done by the Executive Director in the Department Heads absence.
7. Controller shall enter the necessary information into the accounting software system, which has controls in place to help prevent errors, to process payroll.
8. Controller shall sign all Payroll Schedule and Vouchers
9. Controller shall submit the Direct Deposit Report to the District's banking institution with the designated date to disburse funds.
10. Controller shall complete Accounts Payable Voucher(s) for all Federal Tax, Social Security and Medicare withholdings, retirement contributions and other employee-~~elect~~ed contributions due and have these processed for payment each pay period.
11. State and County taxes are paid monthly. ~~The~~ Controller shall calculate the State and County taxes due each pay period and complete an Accounts Payable Voucher for the total taxes due for each payroll that occurred in the given month and have processed for payment.
12. Checks for those employees not utilizing direct deposit, and check stubs for those employees utilizing direct deposit, are printed and mailed the day before the designated payday or distributed on the payday to those employees ~~s~~ working that day.
13. All payroll records for the given pay period shall be filed in the locked payroll file cabinet.

#### **Investment of District Funds**

The District may from time to time elect to invest public funds as allowed under IC 5-13-9-5.7. All investments shall be made in accordance with IC 5-13-9-5.7 and the District's approved

Investment Policy. All potential investments will be considered by the District's Investment Committee as established by the Investment Policy, and must be approved by the Board.

**Bank Accounts**

All bank accounts are in the name of the Monroe County Solid Waste Management District and utilize the District's Employer Identification Number (EIN) obtained from the IRS. All account balances are reconciled monthly by the Controller utilizing the monthly bank account statement, monthly Daily Receipt Log reconciliation, Claims Docket Reports for the month being reconciled and General Ledger.



## **MEMORANDUM**

**TO:** MCSWMD Board of Directors  
**DATE:** April 8, 2022  
**FROM:** Tom McGlasson Jr.  
**SUBJECT:** Leachate Hauling Professional Services Agreement

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Are current leachate hauling vendor, Bynum Fanyo Utilities, has advised that due to increased fuel and operational costs, they are requesting to raise the rates paid by the District for this service.

District legal counsel has reviewed the proposed agreement and price change and opined that the Board can consider, and if desired, approve this agreement under existing laws and ordinances governing the modification of contract.

For your reference, here are the proposed changes:

- 4,200 gallon truck: price increase from \$180.00 to \$223.00 per load
- 5,000 gallon truck: price increase from \$214.00 to \$265.00 per load

No other changes are proposed.

## **PROFESSIONAL SERVICES AGREEMENT**

THIS AGREEMENT is entered into this 1st day of March, 2022, by and between the Monroe County Solid Waste Management District ("MCSWMD" or the "District") and Bynum Fanyo Utilities, Inc. ("Bynum Fanyo" or "Contractor").

WHEREAS, the District desires to retain Contractor and Contractor desires to be retained to provide hauling and disposal of landfill leachate from the Monroe County Landfill located on Anderson Road in Monroe County, Indiana.

WHEREAS, the Parties enter this Agreement to set forth the terms and conditions of Contractor's services to the District, to address certain, specific matters related to such services.

Now, therefore, in exchange for mutual and beneficial consideration, which the parties agree is sufficient, the parties agree to the following terms of this Agreement:

1. Term and Termination. The term of this Agreement shall begin on the 1<sup>st</sup> day of March, 2022, and shall continue through March 31, 2023, which shall be renewable if the parties so agree. Either party may terminate this Agreement by a thirty (30) day written notice to the other party and may extend the Term upon mutual agreement, in writing.

2. Services to be performed: Contractor agrees to provide hauling and disposal services for the District (the "Services"), as set for in the written statement of the Duties, attached herein and incorporated as Exhibit A.

3. Payment for Services. As payment for the services rendered as an independent contractor, pursuant to this Agreement, District shall pay Contractor:

**\$223.00** per 4,200 gallon load (including disposal fee)

**\$265.00** per 5,000 gallon load (including disposal fee)

Payment shall be invoiced monthly by Contractor and paid by the District, as approved by its Board, within 45 days of invoice. A load is defined as one truckload of the specified volume and the disposal site shall be Ellettsville WWTP. The annual service agreement includes on-call response by Contractor 24 hours/day, 7 days/week, in case of emergency. The parties shall coordinate scheduling and intervals for hauling services as necessary to perform the Duties agreed upon.

4. Relationship of the Parties. Contractor is retained for the purposes and to the extent set forth in this Agreement, and Contractor's relationship to District shall be that of an independent contractor. District is in no way associated with or otherwise connected with the actual performance of the services by Contractor under this Agreement nor as to the employment of labor or the incurring of other expenses by Contractor in carrying out the Duties. Contractor is an independent contractor in the performance of each and every part of this Agreement. Contractor is solely and personally liable for all labor and expenses in connection with this Agreement and for any and all damages that may occur on account of the services required to be performed by Contractor under this Agreement, whether for negligence, personal injuries, or damages of any other kind. Nothing in this Agreement shall be construed in any way to constitute Contractor is not an employee of the District and shall not act as the agent or representative of District except as expressly stated by Exhibit "A," detailing Contractor's performance of duties for District.

5. Tax and Other Liability. Contractor shall exonerate, indemnify, and hold harmless the District from and against, and shall assume full responsibility for, payment of employment taxes, all federal,



state and local taxes, or contributions imposed or required under unemployment insurance, workmen's compensation, social security, and income tax laws with respect to Contractor's services under this Agreement. The District shall issue IRS Form 1099 to Contractor for sums paid by this Agreement.

6. Insurance. Contractor shall maintain insurance for its business operations during the term of this Agreement, with the District named as an additional insured, as follows:

- A. Workers' Compensation                      Statutory
- B. Commercial General Liability        \$1,000,000.00
- C. Commercial Auto Liability            \$1,000,000.00

Contractor shall furnish to the District current certificates of insurance demonstrating the coverage indicated above.

7. Remedies. A party shall be entitled to seek and obtain all relief, whether in law or in equity, for breach of the Agreement by the other party, including damages, expenses, and reasonable attorney fees.

8. Assignment. The Contractor's obligations under this Agreement are personal and may not be assigned or transferred without the prior written consent of District. In the event that Contractor uses its employees or subcontractors for any services provided under this Agreement, Contractor shall ensure that any and all persons working hereunder execute this Agreement and agree to be bound by all terms and conditions and are appropriately covered under the insurance requirements of this Agreement, whether directly by Contractor or otherwise.

9. Venue and Applicable Law. This Agreement shall be governed by and construed under the laws of the State of Indiana, and the Monroe Circuit Court, Bloomington, Indiana, 47404, shall have exclusive jurisdiction over disputes arising hereunder.

10. Entire Agreement. This Agreement constitutes the entire contract between the parties. There is no statement, promise, agreement or obligation in existence which may conflict with the terms of this Agreement, or may modify, enlarge, or invalidate this Agreement or any provisions of it. This Agreement may not be amended, supplemented, or modified except by a written document signed by the parties.

11. Non-Waiver. The failure of any party to insist upon performance of any of the provisions of this Agreement or to pursue its rights hereunder shall not be construed as a waiver of any such provisions or the relinquishment of any such rights.

The foregoing Agreement is hereby executed on the terms stated above.

**DISTRICT:**

**CONTRACTOR:**

\_\_\_\_\_  
 By: \_\_\_\_\_  
 Its: \_\_\_\_\_  
 Date: \_\_\_\_\_

\_\_\_\_\_  
 by: \_\_\_\_\_  
 Its: \_\_\_\_\_  
 Date: \_\_\_\_\_

Exhibit "A"

DUTIES

1. Contractor shall provide for the hauling and disposal of landfill leachate from the Monroe County Landfill as requested by the District in accordance with the terms of this agreement.
2. Contractor may at times be requested to haul septic waste and wastewater treatment plant sludge waste from the same location and will do so, as requested by the District, under the same terms as landfill leachate.
3. Contractor will provide monthly hauling and disposal volume reports to the District itemizing the volumes hauled and disposed of into the following categories:
  - a. Leachate
  - b. Septic
  - c. Sludge
4. Contractor shall furnish and haul to the Monroe County Landfill, at the District's request, a 4,000 gallon load of "mixed liquor" from the Ellettsville WWTP at a cost of \$170.00.
  - a. This cost shall itemized separately and is to be included on the corresponding monthly invoice described in section 3, "Payment for Services".
5. Contractor shall be responsible for procuring and maintaining current any and all vehicle licenses, registrations and permits necessary to perform the services outlined in this agreement.
6. Contractor shall be responsible for ensuring that all contractor employees operating vehicles used to perform the services outlined in this agreement possess a valid drivers' license with the necessary endorsement(s).
7. Contractor shall insure that all landfill leachate, septic waste and wastewater treatment plant sludge waste is disposed of at a wastewater treatment facility appropriately permitted by the State of Indiana.



## **MEMORANDUM**

**TO:** MCSWMD Board of Directors  
**DATE:** April 8, 2022  
**FROM:** Tom McGlasson Jr.  
**SUBJECT:** Request for Appointment to the CAC

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Included are two requests for appointment to the CAC:

- Mason Greenberg
- Ryan Edwards

Also, CAC member Adelaide Petrov-Yoo submitted her resignation from the CAC on 4/5/22, indicating that she will be traveling for an extended period of time.

**Tom McGlasson**

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**From:** Greenberg, Mason Harrell [REDACTED]  
**Sent:** Tuesday, March 22, 2022 12:26 PM  
**To:** Tom McGlasson  
**Cc:** Manley, Andrew; Joe W  
**Subject:** Request to join Bloomington's CAC  
**Attachments:** Current Grad Resume '22.pdf

Greetings CAC District Officers,

After attending February's CAC meeting, I'd like to formally request to join the District City Council Advisory Committee. My interests and experiences align well with the CAC's mission to advise the City of Bloomington in making well-rounded decisions regarding waste management. I'm currently enrolled at Indiana University as a Master's of Public and Environmental Affairs student. My concentration of study is focused on Ecological Conservation and Water Resource Management. Prior experiences include leadership development, agricultural stewardship, food-systems/farmer's market engagement, composting, water quality sampling, and Section 319(h) grant research. It would be an honor and pleasure to collaborate with the CAC to improve Bloomington's waste management practices.

I can be contacted via email, [REDACTED], or phone via text/call, at [REDACTED]. I look forward to hearing from one or all of you regarding this inquiry to serve Bloomington's District.

Respectfully,  
Mason Greenberg

**Mason Harrell Greenberg**

O'Neill School of Public and Environmental Affairs

Master's in Public and Environmental Affairs

Concentration: *Ecological Conservation and Water Resource Management*

Bloomington, IN | 47403 |

**Mason H. Greenberg** |**EDUCATION****Indiana University**, Bloomington, IN**Expected graduation date: Dec 2023**

O'Neill School of Public and Environmental Affairs

**Master of Public Affairs - Master of Science in Environmental Science (dual-degree)****Course Work:****Applications of Vector-based GIS**

- Group project; Partnered with City of Bloomington Utility office mapping display of city stormwater outfalls. Questions asked; What upstream effects are common to illicit outfalls? Does an unequal distribution of environmental risk exist near/downstream of contaminated points?
- Null Hypothesis; Illicit outfalls are prone to persist in low-income neighborhoods.

**Soil Science Management**

- Study of biogeochemical processes, plant-soil feedbacks, and agricultural management of soil ecologies.

**Independent Study (Green Infrastructure)**

- Application of scholarly literature on green infrastructure technologies, best management practices, and multidisciplinary implications for urban stormwater management.

**Environmental Management**

- Study of policy and environmental law in relation to managers in public and private sector.
- Applications included written issue reports and strategic plan on green infrastructure development.

**Appalachian State University**, Boone, NC**Graduation date: December 2016****Bachelors of Science in Sustainable Development: Agroecology****Arava Institute of Environmental Studies**, Kibbutz Ketura, Israel**February 2015 – May 2015**

- Environmental Research Institute, joins Palestinian, Jordanian, Israeli, and international students as diverse student body. Students immerse in hands-on work in field of study seeking solutions to unrest in Middle East.

**University of Tennessee**, Knoxville, TN (*transferred schools*)**August 2011 – December 2014****Bachelors of Science: Soil Conservation Sciences | ΣAE TN-Kappa****RESEARCH/RELEVANT EXPERIENCE****Indiana University** Bloomington, IN**January 2022 - Present****Graduate Research Assistant**

- Collection and organization of Clean Water Act Section 319(h) grants approved from 2010-2021. Data will be used to observe trends in government spending towards direct and indirect best management practices for non-point source pollution.
- Lab assistant in testing nutrient loads from agricultural canal water samples.

**Indiana University Campus Farm** Bloomington, IN**May 2021 – October 2021****IU Campus Farm Internship/Research Project**

- Maintained crop health, harvest, wash, pack, watering, facility maintenance, integrated pest mgmt.
- Creating six compost trials with Dr. Jon Eldon and the City of Bloomington.
- Project goal is to reduce city's economic and energy use for leaf pick-up and minimize leaf build-up in stormwater drains.

**Indiana University Hillel** Bloomington, IN**August 2018 – January 2021****Director of Engagement**

- Managed three to five student leadership groups at any given time.
- Engaged 200+ student relationships each year, increased engagement by 28% in first semester of 2020.
- Organized and facilitated leadership development events, cultural learning initiatives, and religious events.
- Co-produced annual fundraising show for IU Hillel Capital Campaign.

**VOLUNTEER EFFORTS****Sycamore Land Trust****March 2022**

- Volunteer weeding invasive species (garlic mustard) and litter collection

**Graduate Programs Student Government****September 2021 - Present****Sustainability Representative for Master's of Public Affairs and Master's of Science in Environmental Science**

- Active participant in monthly GPSG meetings' continued efforts improving sustainability of Indiana University.

**Eagle Scout Award**

- Chickasaw Council, of Troop 25

**October 2008**

**Tom McGlasson**

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**From:** Edwards, Ryan A. [REDACTED]  
**Sent:** Wednesday, April 6, 2022 3:00 PM  
**To:** Tom McGlasson  
**Subject:** CAC Letter of Interest

Hello,

I am a Monroe County resident and am in the process of finishing a dual master's in public affairs and environmental science with IU's O'Neill School in May. After being introduced to and speaking with Joe Wynia about CAC initiatives and membership opportunities, I decided I would like to participate as a CAC member in the MCSWD. My own interests are in reducing solid waste and organic waste inputs to improve environmental outcomes while participating in and building community, and I believe a membership with CAC would provide a meaningful way for me to begin contributing to a more sustainable Bloomington.

And, although I am submitting this letter after this month's Executive Committee Meeting, I am interested in being considered for an appointment during the upcoming Joint Board/CAC Meeting on May 14th. If this is a possibility and the board approves, I would be very happy to attend.

Thank you for your consideration.

Sincerely,

Ryan Edwards (she/her)

MPA-MSES Candidate, Environmental Management  
Indiana University, School of Public and Environmental Affairs

# **CAC Monthly Activity Report**

## **Monroe County Solid Waste Management District**

### **Citizens Advisory Committee**

March – April 2022

#### **03/08 Hybrid Meeting Preparation**

- Created and shared advanced attendance document for managing virtual attendance.
- Provided instructions and piloted use for the first hybrid March regular meeting.

#### **03/17 Regular Meeting**

- Did not meet quorum, but convened to distribute important planning information.
- Welcomed new member Brad Lucas to the committee.
- Member Adelaide Petrov-Yoo expressed the intent to resign on account of extended travel.

#### **03/22 Membership Request**

- Received request to join the CAC from January meeting attendee Mason Greenberg

#### **04/05 Member Resignation**

- Received letter of resignation from Member Adelaide Petrov-Yoo



## **MEMORANDUM**

**TO:** MCSWMD Board of Directors  
**DATE:** April 8, 2022  
**FROM:** Tom McGlasson Jr.  
**SUBJECT:** April 2022 Administration Department Board Report

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### **General Updates**

- The proposed Bedford Recycling facility discussed in last month's report has been withdrawn by the petitioner. The project was withdrawn when the requested zoning changes were denied.
- The Rumpke Monroe County Resource Recovery Facility is finalizing local permits and plans to begin construction in late April or early May.
- The District is collaborating with MC-IRIS and has scheduled an event at the South Walnut location on June 18, 2022 to remove Callery Pear and other invasive species.
- Waste Tire Program: Staff is obtaining pricing from potential vendors and working out the necessary logistics to accept waste tires at the South Walnut Recycling Center. Once a vendor is identified, and recycling/disposal costs are known, the fees the District will need to charge for waste tires will be calculated and a revised Fee Resolution, with tire fees, will be presented to the Board for consideration.

### **Media Summary for March**

- Social Media Outreach
  - Social media posts included: Earth Day promotion; Earth Hour; Adopt-A-Road; Environmental Stewardship; and Solar Energy.
- Effectv Summary
  - Television advertising: Food Waste Collection; Electronics Recycling; Orange Bags Trash; LEDs; Green Business; Adopt-A-Road; and Recycling Challenge.
  - Weather Crawl: District Services.
  - Premium Digital advertising: Recycle Right; and Community Food Waste Collection.
    - 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; Earth Day Promotion; Recycle Right; Orange Bag Trash; Food Waste Collection; and Adopt-A-Road.
  - WCLS / WVNI: Earth Day Promotion
- Herald Times Online
  - Rotating online and digital ads promoting the Earth Day compost bin and rain barrel sale.



**Education and Outreach Summary for March**

- The Earth Day Promotion ordering website closes on 4/11/22. Customers can pick up ordered products on April 22<sup>nd</sup> and 23<sup>rd</sup>. Thank you to this year's co-sponsors; Rural King and Monroe County Soil and Water Conservation District.
- Arlington Elementary 5<sup>th</sup> grade; 45 students, 2 teachers
- Rogers Elementary 2<sup>nd</sup> grade; 130 students, 6 teachers
- Area 10 Agency on Aging (Endwright Center) – presentation on compost bins and rain barrels.
- Elisa Pokral was interviewed by 2 IU students covering composting and plastic recycling alternatives.

# **MEMORANDUM**

Monroe  
County Solid  
Waste  
Management  
District

**DATE:** 04/07/22  
**TO:** MCSWMD Board of Directors  
**FROM:** Joey Long  
**SUBJECT:** Recycling & Reuse, Hazardous Materials, Rural Recycling Centers Board Report for the month of January 2022.

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

- Assistant Operations Director has signed up for a DOT Train the Trainer class.
- Recycle employees is gearing up for spring.

## **Hazardous Materials (05)**

- Staff has shipments ready to go out.
- We have a set date for the City of Bloomington HAND department annual training.
- Catalent Pharma solutions has made a large donation of supplies to us.

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

- Staff will be getting lawn mowers and weed eaters ready for spring.
- Clean brush back away from some of sites.

[illegible]

Joey Long

**2021 Trash and Recycling Tonnage and Pulls**

4/1/2022

<b>2022 Trash Pulls By Location</b>	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
Bethel Ln	9	6											15
Dillman Rd	8	8											16
Ellettsville	7	7											14
Main Recycling Center	1	1											2
Oard Rd.	8	9											17
<b>Total</b>	<b>33</b>	<b>31</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>64</b>
<b>2022 Trash Tonnage By Location</b>	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
Bethel Ln	35.41	22.34											57.75
Dillman Rd	41.17	35.40											76.57
Ellettsville	40.39	43.31											83.70
Main Recycling Center	1.85	2.15											4.00
Oard Rd.	32.12	29.40											61.52
<b>Total</b>	<b>150.94</b>	<b>132.60</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>283.54</b>
<b>2022 Bulky Pulls By Location</b>	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
Bethel Ln	4	1											5
Dillman Rd	2	3											5
Ellettsville	4	3											7
Oard Rd.	3	2											5
<b>Total</b>	<b>13</b>	<b>9</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>22</b>
<b>2022 Bulky Tonnage By Location</b>	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
Bethel Ln	4.99	5.75											10.74
Dillman Rd	3.28	5.88											9.16
Ellettsville	9.45	6.92											16.37
Oard Rd.	7.15	2.26											9.41
<b>Total</b>	<b>24.87</b>	<b>20.81</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>45.68</b>

# **MEMORANDUM**

Monroe  
County Solid  
Waste  
Management  
District

**DATE:** April 14, 2022  
**TO:** MCSWMD Board of Directors  
**FROM:** Lee Paulsen  
**SUBJECT:** Landfill and Environmental Compliance March 2022 Board Report

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## **Landfill March 2022:**

- ◆ The NPDES Discharge Monitoring Report (DMR) and IDEM Monthly Monitoring Report (MMR) for March 2022 will be submitted prior to the April 28, 2022 deadline.
- ◆ The NPDES Discharge Monitoring Report (DMR) and IDEM Monthly Monitoring Report (MMR) for February 2022 was prepared and submitted by Lee Paulsen on 3-3-22. There were no exceedances or violations.
- ◆ The November 2021 groundwater sample event report has been completed and forwarded on to IDEM for their review.
- ◆ Preparations for the May 2022 groundwater sample event have begun.
- ◆ Mary Beth King completed three trainings over the course of the past three (3) months for her requirements for her wastewater operator permit. She completed 50 Rules of Treatment, Industrial Wastewater Overview and Lab Analysis. Each training was 6 documented hours for her permit renewal.
- ◆ Leachate production is available on the next page.

## **Environmental Compliance March 2022:**

- ◆ Thirty (30) new Environmental Compliance Cases were reported for the month of March 2022.
  - Thirty (30) Case were Substantiated, twenty-four (24) are closed and four (4) are still open and pending.
  - March 2022: 1460 lbs. trash removed from the roadsides, three (3) needles, forty-eight (48) tires removed
- ◆ There are currently fifty-six (56) open environmental compliance cases.
- ◆ **Total for 2022:**
  - 77 total cases. 1 Illegal burn; 11 cases at private properties; and 65 roadside clean-ups.
    - 2940 lbs. trash removed from the sides of the road via compliance cases.
    - Tires: Fifty-four (54) tires removed from the sides of the road; 0 tires on rims.
    - Needles: Three (3) removed from March 1, 2022 to present.

**Adopt-A-Road March 2022:**

- ◆ For the month of March 2022, there were Seven (7) Adopt-A-Road clean-ups completed.
  - Alpha Phi Omega; High Street, Between 3rd St. and Hillside Dr.
  - Emmanuel Baptist Church; That Road, Between Rogers St. and SR 37
  - Sigma Lambda Upsilon/Senoritas Latinas Unidas Sorority, Inc.; Woodlawn Avenue, Between 7th and 12th Street
  - Alpha Chi Sigma - Professionals in Chemistry; Woodlawn Avenue, Between Hillside Dr. and Maxwell Ln
  - Lambda Upsilon Lamba; 10th Street, Between Union St. and Walnut St.
  - Community Clean-up along South Leonard Spring Road
  - Community Clean-up along East Whisnand Road.
- ◆ For the month of March 2022 there were approximately Seven (7) 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 March, 2022 approximately 760 lbs. of trash and 90 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:**
  - 9 clean-ups.
  - 800 lbs. of trash.
  - 105 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		Oct. '21	Nov. '21	Dec. '21	Jan. '22	Feb. '22	March '22	Total
Temp (° F)	High	83	73	68	62	65	78	
	Low	35	14	16	-6	5	14	
	Avg	61	41	41	26	32	45	
Total Gallons Generated	Hauled Dillman	0	0	0	0	0	0	0
	Hauled Ellettsville	84,200	153,600	200,000	333,000	301,400	503,000	1,575,200
	Treated	458,025	516,998	555,634	457,912	232,219	363,691	2,584,479
	Total	542,225	670,598	755,634	790,912	533,619	866,691	4,159,679
Precipitation (in)		5.88	1.60	4.97	2.49	5.22	5.79	25.95
Hauling Cost Dillman		\$0	\$0	\$0	\$0	\$0	\$0	\$0
Hauling Cost Ellettsville		\$3,604	\$6,756	\$8,560	\$14,256	\$12,904	\$21,532	\$67,612
Disposal Cost Dillman		\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Cost		\$3,604	\$6,756	\$8,560	\$14,256	\$12,904	\$21,532	\$67,612
Gallons Per Acre Per Day (GPAD):				400.33				

\*\*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		Oct. '20	Nov. '20	Dec. '20	Jan. '21	Feb. '21	March '21	Total
Temp (° F)	High	86	80	66	51	61	79	
	Low	24	24	10	10	-7	16	
	Avg	52	48	35	32	27	46	
Total Gallons Generated	Hauled Dillman	0	0	0	0	0	0	0
	Hauled Ellettsville	0	0	96,000	177,600	296,400	473,600	1,043,600
	Treated	60,408	157,609	466,653	547,948	512,101	542,637	2,287,356
	Total	60,408	157,609	562,653	725,548	808,501	1,016,237	3,330,956
Precipitation (in)		4.88	4.24	2.00	2.55	2.85	4.41	20.93
Hauling Cost Dillman		\$0	\$0	\$0	\$0	\$0	\$0	\$0
Hauling Cost Ellettsville		\$0	\$0	\$4,260	\$7,602	\$12,690	\$20,278	\$44,830
Disposal Cost Dillman		\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Cost		\$0	\$0	\$4,260	\$7,602	\$12,690	\$20,278	\$44,830
Gallons Per Acre Per Day (GPAD):				320.57				

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
Oct. '21	458,025	0	84,200	542,225	\$3,604	\$23,207	\$10,878	\$8,725
Nov. '21	516,998	0	153,600	670,598	\$6,756	\$28,702	\$12,279	\$9,667
Dec. '21	555,634	0	200,000	755,634	\$8,560	\$32,341	\$13,196	\$10,585
Jan. '22	457,912	0	333,000	790,912	\$14,256	\$33,851	\$10,875	\$8,720
Feb. '22	232,219	0	301,400	533,619	\$12,904	\$22,839	\$5,515	\$4,420
March '22	363,691	0	503,000	866,691	\$21,532	\$37,094	\$8,638	\$6,925
Total	2,584,479	0	1,575,200	4,159,679	\$67,612	\$178,034	\$61,381	\$49,041

\* Leachate hauling and disposal costs are based on the following rates:

Hauling and Disposal = \$180.00 per 4,200 gallon load

Hauling and Disposal = \$214.00 per 5,000 gallon load

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