

AGENDA  
**BOARD OF DIRECTOR’S MEETING**  
of the  
**WASTE REDUCTION DISTRICT OF MONROE COUNTY**

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

Meeting Connection via ZOOM

<https://monroecounty-in.zoom.us/j/83050005419?pwd=R0hXNHpCd0V5bTdLQXU3OEI0ZXdzUT09>

Meeting ID: 830 5000 5419

Password: 559818

Thursday January 11, 2024

4:00 pm

CALL TO ORDER

	Page
1. Board of Directors Attendance Roll Call** .....	N/A
2. Election of Officers** .....	N/A
3. Executive Committee Meeting Minutes – December 5, 2023.....	2
4. Approval of Board of Directors Meeting Minutes – December 14, 2023** .....	4
5. Controller’s Report	
a. Cash Flows.....	8
b. Payroll and Claims** .....	14
6. Resolution 2024-01 To Amend the District Approved Vendor List** .....	26
7. Approval of Technical Service Agreement with Low Associates** .....	31
8. Annual Re-Appointments to the CAC** .....	50
9. Establishing 2024 Meeting Schedule** .....	51
10. Department Reports .....	52
11. Public Comment.....	N/A
12. Comments from Directors.....	N/A

ADJOURN

MINUTES

**Executive Committee Meeting**

of the

Monroe County Solid Waste Management District

Tuesday December 5, 2023 5:30 p.m.

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

Meeting Connection VIA ZOOM

<https://monroecounty-in.zoom.us/j/87683800326?pwd=Zm1SeUNMT3pob2FENUJRa0FCQm5Pdzo9>

Meeting ID: 876 8380 0326 Password: 768154

Members Present:

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

Virtual: None

Members Absent: Geoff McKim, Chairperson

Staff Present:

In Person: Tom McGlasson Jr., Executive Director

Virtual: Cathy Martin, Controller; Joey Long, Operations Director

CAC Present:

In Person: Joseph Wynia, Chairperson

Virtual: Bill Goins, member

Legal Counsel Present: None

Piedmont-Smith called the meeting order at 5:34 p.m.

**Approval of Executive Committee Executive Session Minutes – October 30, 2023**

Githens motioned to approve the minutes with typographical corrections; Piedmont-Smith seconded. Roll call vote was unanimous; motion passed.

**Review of Board of Directors Meeting Minutes – October 12, 2023**

McGlasson stated Piedmont-Smith had submitted corrections via Dropbox. Githens summarized typographical errors she saw.

McGlasson stated he will have corrected minutes in the Board meeting packet.

**Bulky Item Schedule**

McGlasson referred to the discussion at the last meeting and referred to the materials provided in the meeting packet. Long explained the hauling figures and costs included in the packet.

Committee members and staff discussed the two (2) proposed bulky item schedules, potential cost savings, and the impact on customers.

Committee members requested that both proposed schedules be presented to the Board.

**Accounting Software**

Martin explained the need to consider different accounting software and summarized the systems considered, the quotes received, and her recommendation.

Discussion ensued regarding the two (2) systems presented by staff for consideration.

Consensus among committee members to present these options to the Board for consideration.

**Recyclables and Transportation Agreement**

McGlasson referred to the memo in the packet and noted that with a second waste facility open in the county, staff believed it was prudent to advise the Board of its options with regard to the management of the materials collected and the hauling of those materials.

Discussion ensued concerning the terms of the current agreement, the recently quoted glass hauling rate, current rates for waste disposal and recycling, the types of plastic being accepted, and the host fee agreements with Republic and Rumpke.

Piedmont-Smith and McGlasson discussed the need for legal counsel to review the agreement and opine on the need for a separate agreement for waste disposal fees.

Committee members requested this be on the agenda for the Board meeting as a discussion item.

**Joint Meeting With the CAC Immediately Following December Board Meeting**

Committee members and Wynia discussed potential agenda items for the joint meeting. Three (3) agenda items were agreed upon: Rebranding Launch; Development of Organic Waste Task Force; and Five (5) Year Plan Progress update.

**Scheduling Next Executive Committee Meeting**

Committee members requested that a meeting be scheduled via email since McKim is not present.

**Scheduling January Board Meeting**

Committee members agreed the Board will need to schedule a meeting for the month of January 2024.

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

Wynia advised that he has an update on the food waste composting pilot that he would like to present at the January Board meeting. Committee members agreed to add this to the agenda.

Meeting adjourned at 6:49 p.m.

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Signed – Executive Committee Member  
Meeting Minutes of December 5, 2023

Minutes

Monroe County Solid Waste Management District

**Board of Directors**

Thursday December 14, 2023 4:00 p.m.

Nat U. Hill Meeting Room, Monroe County Courthouse  
Meeting Connection via ZOOM

<https://monroecounty-in.zoom.us/j/83050005419?pwd=R0hXNHpCd0V5bTdLQXU3OEIOZXdZUT09>

Meeting ID: 830 5000 5419

Password: 559818

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

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

Members Present:

In Person: Geoff McKim, Chairperson; Isabel Piedmont-Smith, Vice-Chairperson; Penny Githens, Secretary; Julie Thomas, Director; John Hamilton, Director; Lee Jones, Director; Dan Swafford, Director

Virtually: None

Members Absent: None

Staff Present:

In-Person: Thomas McGlasson Jr, Executive Director;

Virtually: Cathy Martin, Controller; Joey Long, Operations Director; Lee Paulsen, Compliance and Landfill Director; Elisa Pokral, Community Outreach Coordinator; Kayla Strand, Waste Reduction Specialist

Legal Counsel Present: None

CAC Present:

In Person: Joseph Wynia, Chairperson; Bill Goins, Member; Matt Austin, member

Virtually: None

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

**Executive Committee Meeting Minutes – October 30, 2023**

No comments or questions.

### **Board of Directors Meeting Minutes – November 9, 2023**

Thomas motioned to approve; Piedmont-Smith seconded. Verbal vote was six (6) ayes (McKim, Piedmont-Smith, Githens, Thomas, Jones, Swafford) and one (1) abstention (Hamilton); motion passed.

#### **Controller's Report**

##### **a. Cash Flows**

Martin provided updated cash flow balances as presented in the meeting packet. Hamilton referred to the Operating Fund Balance Graph, noting a healthy cash balance, and urged that the District look at ways to invest those funds to further our mission.

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

Martin presented payroll and claims included in the meeting packet in the amount of \$138,164.02 and claims submitted for approval yesterday in the amount of \$175,988.90. The total amount of payroll and claims for approval is \$314,152.92.

Piedmont-Smith and Martin discussed the annual licensing fee for Harris Computing Systems and that the District is currently looking at other software options.

Piedmont-Smith and McGlasson discussed the payment to Bynum Fanyo to rebuild a lift station at the landfill.

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

#### **Accounting Software**

Martin explained the need to consider different accounting software and summarized the systems considered, the quotes received, and her recommendation.

Discussion ensued regarding costs associated with the current software, if the new software cost was included in the 2024 District budget, if the Board would need to approve an agreement, and the recommendation of the Executive Committee.

Githens motioned to authorize McGlasson to pursue a contract with Low for software for the District's financial needs; Piedmont-Smith seconded. Roll call vote was unanimous; motion passed.

McKim recessed the meeting at 4:31 p.m. for the purposes of convening the scheduled joint meeting of the Board of Directors and Citizens Advisory Committee.

McKim reconvened the meeting and called to order at 5:14 p.m.

#### **Bulky Item Schedule**

McGlasson referred to the information provided in the meeting packet and explained the rationale behind proposing alternative bulky item schedules.

Discussion ensued concerning the two (2) options for new bulky item schedules.

Piedmont-Smith motioned to change the bulky item schedule to a monthly rotation of the four (4) rural recycling centers; Githens seconded. Roll call was six (6) ayes (Swafford, Thomas, Githens, Piedmont-Smith, Jones, McKim) and one (1) abstention (Hamilton); motion passed.

Thomas exited at 5:22 p.m.

Unanimous consent to address agenda item #8, Scheduling January Board Meeting, at this time.

### **Scheduling January Board Meeting**

Board members discussed their availability to meet in January.

Piedmont-Smith motioned to schedule the January Board meeting for January 11, 2024 at 4:00 p.m.; Githens seconded. Verbal vote was unanimous; motion passed.

Swafford exited at 5:27 p.m.

### **Recyclables and Transportation Agreement**

McGlasson referred to the materials provided in the meeting packet, advised the Board of the status of the existing agreement, options for terminating the agreement, and noted that staff felt it was prudent to advise the Board of this due to there now being a second facility in the county.

Board members discussed if climate action initiatives should be considered when selecting a provider.

Piedmont-Smith noted the City recently went through an RFP process for its waste and recycling and suggested the District discuss this with appropriate City representatives.

### **Multi-Dwelling Complex Composting Pilot Program (Back2Earth) Update**

Wynia provided the Board with an update on current and pending composting initiatives by the Back2Earth pilot program.

### **CAC Report**

Wynia stated the November meeting was canceled.

### **Department Reports**

McGlasson referred to his report in the packet and advised the Board of recent changes involving one (1) current and one (1) former vendor, and how those might impact the District.

Long presented from his report included in the packet.

Hamilton exited at 5:43 p.m.

Board members and Long discussed Christmas tree recycling, the Thanksgiving partnership with Pantry 279, and accepting computers for donation to Binary Heart Indiana.

Paulsen presented from his report included in the packet, provided an update on the status of the groundwater sampling, advised that security cameras have been installed at the landfill, and reported that the new compliance truck was delivered today.

**Public Comment**

Wynia thanked the Board and staff for an active and eventful year, noting he is excited about the rebranding and the year to come.

**Comments from Directors**

Piedmont-Smith thanked the District staff and expressed good wishes for a happy holiday season.

McKim thanked the members of the CAC and wished everyone safe and happy holidays

McKim adjourned the meeting at 5:51 p.m.

Signed – Board Member

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BOD Meeting Minutes of November 9, 2023

DATE: 1/11/2024  
 TO: MCSWMD Board of Directors  
 FROM: Cathy Martin, Controller  
 SUBJECT: Cash Flow Summary



	Beginning Balance January 1, 2023	Revenue YTD as of December 31, 2023	Expense YTD as of December 31, 2023	Balance YTD as of December 31, 2023
Operating	3,014,098.25	4,065,994.91 Sav bal transf to op	2,909,465.98	4,170,627.18
Money Market Savings	1,007,203.78	12,356.20	1,019,559.98 Transf bal to oper	0.00
Closure Bond Debt	160,988.60	287,143.35	305,961.98	142,169.97
Capital	45,492.67	211.66	0.00	45,704.33
Landfill/Post Closure	730,431.34	33,008.73	7,962.61	755,477.46 **Nov Bal; Dec stmt not yet avail



Date: 1/11/24  
 To: MCSWMD Board of Directors  
 From: Cathy Martin, Controller  
 Subject: Operating Fund Cash Flow Statement

Begin Balance: 3,014,098.25

REVENUE	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	YTD	2023 Budget	2022 Encumbered	YTD Actual Less Budget	Percent Remaining
Property Tax	0.00	0.00	0.00	0.00	0.00	1,186,592.07	0.00	0.00	0.00	0.00	0.00	861,089.51	2,047,681.58	2,094,339.00		-46,657.42	2.23%
Excise Tax						55,738.30						56,926.25	112,664.55	109,458.00		3,206.55	-2.93%
CVET						4,248.83						4,248.83	8,497.66	8,097.00		400.66	-4.95%
Glass Recycling	434.31	0.00	1,218.73	0.00	0.00	0.00	542.80	2,231.98	687.29	296.00	321.83	2,268.36	8,001.30	12,500.00		-4,498.70	35.99%
Metal Recycling	151.80	7,145.42	5,462.67	6,263.24	6,713.87	6,250.13	6,738.80	5,995.14	6,664.52	5,097.78	6,052.10	4,889.75	67,425.22	60,000.00		7,425.22	-12.38%
Sale of Oil	266.25	81.00	20.00	102.75	340.50	20.00							830.50				
Battery Recycling	279.30	0.00	369.12	0.00	279.20	335.24	0.00	336.24	0.00	296.10	0.00	310.32	2,205.52	1,300.00		905.52	-69.66%
Freon	340.00	360.00	380.00	220.00	660.00	762.00	880.00	820.00	1,100.00	740.00	716.00	380.00	7,358.00	6,000.00		1,358.00	-22.63%
Green Business	11,793.09	1,000.00	1,601.52	119.34	93.60	1,486.60	0.00	358.40	800.00	250.00	200.00	6,000.00	23,702.55	20,000.00		3,702.55	-18.51%
Toter's													0.00				
Orange Bags	25,388.75	21,990.00	15,747.89	16,606.93	20,564.10	22,467.50	20,322.23	19,704.10	23,090.68	23,672.03	24,610.78	24,566.83	258,731.82	300,000.00		-41,268.18	13.76%
CESQG	710.48	215.00	3,650.09	1,102.96	229.00	805.00	208.90	940.00	522.45	377.80	632.29	1,484.94	10,878.91	8,000.00		2,878.91	-35.99%
Paint	196.00	360.00	1,129.00	519.00	1,000.77	481.00	607.00	830.00	287.00	895.00	988.35	1,440.00	8,733.12	4,000.00		4,733.12	-118.33%
Rental	1,950.00	0.00	393.08	0.00	0.00	3,901.00	0.00	103.60	0.00	0.00	0.00	3,900.00	10,247.68	8,000.00		2,247.68	-28.10%
Refund/Misc/Donation	79.75	4.00	0.00	2.00	43.71	106.00	27,525.00	1.00	259.66	28.70	3,250.50	325.00	31,625.32	0.00			
Host Fee	20,232.30	46,081.44	20,982.64	25,138.77	24,365.83	0.00	34,216.96	46,004.23	20,390.70	48,939.34	18,424.67	14,471.93	319,248.81	300,000.00		19,248.81	-6.42%
E-Waste	1,740.00	1,608.00	1,932.00	1,400.00	2,480.00	2,202.00	2,715.00	2,200.00	2,100.00	2,060.00	2,760.00	2,200.00	25,397.00	30,000.00		-4,603.00	15.34%
Waste Tires	20.00	94.00	216.00	100.00	121.00	95.00	406.00	137.00	181.00	162.00	104.00	251.00	1,887.00	5,000.00		-3,113.00	62.26%
Interest	6,882.45	6,019.11	6,581.22	6,078.77	7,064.45	7,444.13	8,484.74	9,011.09	8,236.55	8,837.87	8,030.82	8,066.47	90,737.67				
Insurance	1,058.08	1,058.08	1,058.08	1,058.00	1,058.08	1,058.08	1,058.08	1,058.08	1,058.08	1,058.08	1,058.08	1,058.08	10,580.72				
<b>TOTAL REVENUE</b>	<b>71,522.56</b>	<b>86,016.05</b>	<b>60,742.04</b>	<b>58,711.76</b>	<b>65,014.11</b>	<b>1,293,992.88</b>	<b>103,705.51</b>	<b>89,730.86</b>	<b>65,377.93</b>	<b>92,710.70</b>	<b>66,091.34</b>	<b>992,819.19</b>	<b>3,046,434.93</b>	<b>2,966,694.00</b>		<b>79,740.93</b>	<b>-2.69%</b>

Transfer of savings back to operating account

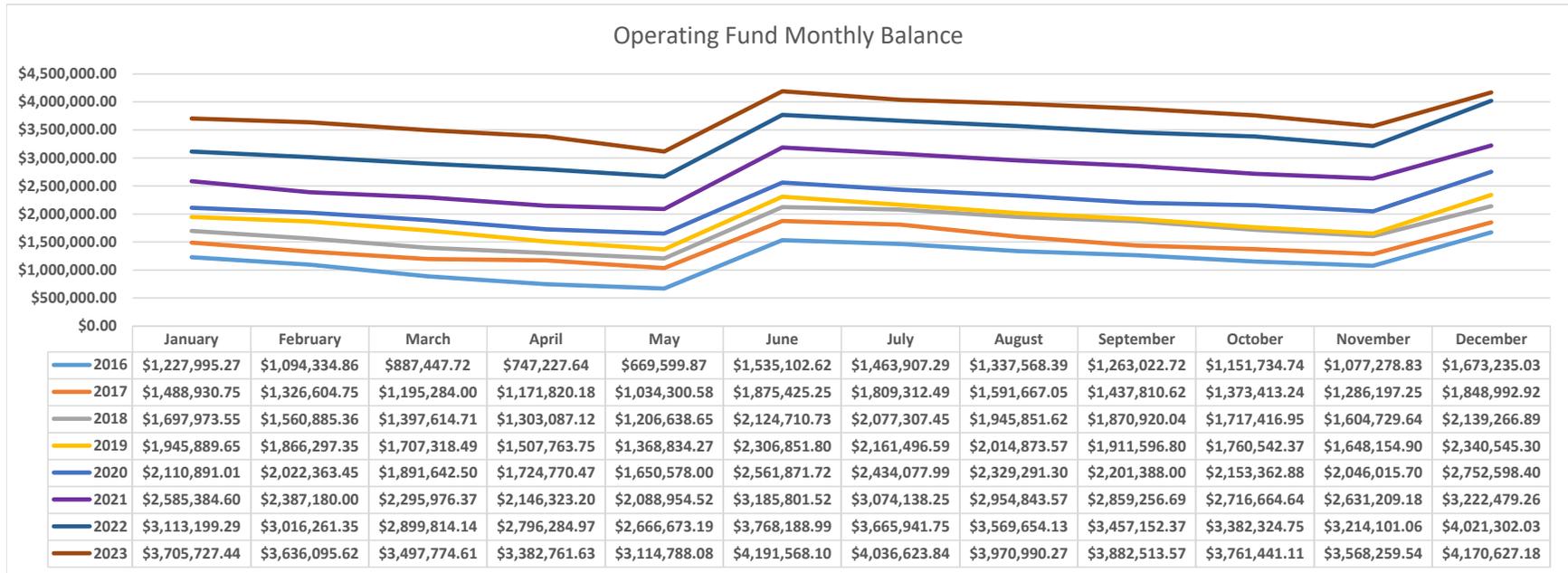
1,019,559.98

1,019,559.98

EXPENSE	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	YTD	2023 Budget	2022 Encumbered	YTD Actual Less Budget	Percent Remaining
<b>Personnel Services</b>																	
Salaries and Wages	61,715.25	63,325.09	64,296.21	69,164.33	67,177.71	104,990.51	69,961.64	64,193.78	65,760.64	65,867.93	65,221.23	98,912.89	860,587.21	897,859.00		-37,271.79	4.15%
Employee Benefits	4,506.44	4,524.07	5,410.17	5,013.27	4,775.58	7,850.85	4,988.13	4,745.62	4,724.13	4,635.10	4,706.74	6,690.70	62,570.80	72,369.00		-9,798.20	13.54%
District Insurance	19,621.62	19,263.06	19,644.60	19,253.92	20,043.04	29,367.30	18,250.63	17,977.82	17,977.82	17,977.82	17,977.82	26,966.73	244,322.18	410,000.00		-165,677.82	40.41%
Longevity	1,300.00	1,060.00	400.00	1,600.00	690.00	690.00	230.00	3,400.00	3,000.00	0.00	3,145.00	0.00	15,515.00	15,465.00		50.00	-0.32%
Wellness Clinic-Activate	0.00	0.00	0.00	0.00	4,218.30	0.00	0.00	4,218.30	0.00	0.00	4,399.68	0.00	12,836.28	16,500.00		-3,663.72	22.20%
Retirement	6,471.82	6,760.34	6,929.80	7,311.25	7,062.78	11,044.83	7,080.82	6,413.17	6,589.85	6,647.75	6,453.73	9,747.08	88,513.22	94,188.00		-5,674.78	6.02%
<b>Sub-total</b>	<b>93,615.13</b>	<b>94,932.56</b>	<b>96,680.78</b>	<b>102,342.77</b>	<b>103,967.41</b>	<b>153,943.49</b>	<b>100,511.22</b>	<b>100,948.69</b>	<b>98,052.44</b>	<b>95,128.60</b>	<b>101,904.20</b>	<b>142,317.40</b>	<b>1,284,344.69</b>	<b>1,506,381.00</b>		<b>-222,036.31</b>	<b>14.74%</b>
<b>Supplies</b>																	
Office Supplies	96.53	271.92	33.49	94.33	49.95	786.18	287.66	0.00	590.27	0.00	684.76	528.44	3,423.53	6,000.00		-2,576.47	42.94%
Operating Supplies	4,691.51	2,145.56	1,492.67	1,552.62	6,246.44	2,403.92	5,892.06	2,738.70	2,062.05	1,716.78	4,413.52	5,127.83	40,483.66	54,900.00	2,409.90	-14,416.34	26.26%
Repair and Maintenance	0.00	747.33	0.00	0.00	413.55	0.00	1,233.36	1,185.33	0.00	1,219.98	51.97	739.85	5,591.37	22,800.00		-17,208.63	75.48%
Other Supplies	23,858.64	32.86	422.76	615.42	66,226.87	78.28	222.26	42.48	49.46	1,619.22	4,995.92	3,981.00	102,145.17	110,650.00	23,609.89	-8,504.83	7.69%
<b>Sub-total</b>	<b>28,646.68</b>	<b>3,197.67</b>	<b>1,948.92</b>	<b>2,262.37</b>	<b>72,936.81</b>	<b>3,268.38</b>	<b>7,635.34</b>	<b>3,966.51</b>	<b>2,701.78</b>	<b>4,555.98</b>	<b>10,146.17</b>	<b>10,377.12</b>	<b>151,643.73</b>	<b>194,350.00</b>		<b>-42,706.27</b>	<b>21.97%</b>
<b>Other Services &amp; Charges</b>																	
Professional Services	36,230.75	10,685.60	1,964.40	5,612.80	52,167.90	2,688.00	8,108.50	15,734.25	9,023.79	8,097.00	9,127.82	51,747.76	211,188.57	198,500.00	46,000.00	12,688.57	-6.39%
Comm & Transportation	4,723.38	1,670.62	1,906.67	3,088.36	2,884.96	1,584.32	1,734.24	1,587.67	1,901.45	2,130.90	5,069.84	2,032.16	30,314.57	35,650.00		-5,335.43	14.97%
Printing and Advertising	649.69	1,791.78	276.40	85.70	0.00	1,937.42	1,334.25	2,478.00	1,676.70	670.01	1,345.60	1,731.39	13,976.94	23,500.00		-9,523.06	40.52%
Insur/Worker's Comp	64,737.00	0.00	64.36	0.00	0.00	0.00	0.00	0.00	0.00	0.00	400.00	68,014.00	133,215.36	101,000.00	63,523.00	32,215.36	-31.90%
Utility Services	6,370.44	5,313.69	3,177.66	3,580.80	3,342.06	2,262.57	2,369.70	2,504.81	2,600.87	1,049.55	3,540.21	2,744.87	38,857.23	49,500.00		-10,642.77	21.50%
Repair & Maintenance	14,138.58	2,544.54	2,282.58	6,238.20	7,792.04	7,980.74	3,104.57	13,113.47	8,742.24	6,071.85	5,673.61	6,909.53	84,591.95	95,250.00	4,485.00	-10,658.05	11.19%
Rentals	6,453.35	5,134.00	5,008.46	7,083.70	15,236.28	7,248.93	6,528.24	6,236.00	5,996.00	6,420.48	7,066.24	7,278.40	85,690.08	92,800.00	212.24	-7,109.92	7.66%
Other Services & Charges	88,198.67	53,366.63	56,933.58	67,821.36	46,579.38	47,639.33	84,791.81	5,640.64	18,324.01	71,703.60	34,045.69	117,997.54	693,042.24	658,200.00	48,401.14	34,842.24	-5.29%
<b>Sub-total</b>	<b>221,501.86</b>	<b>80,506.86</b>	<b>71,614.11</b>	<b>93,510.92</b>	<b>128,002.62</b>	<b>71,341.31</b>	<b>107,971.31</b>	<b>47,294.84</b>	<b>48,265.06</b>	<b>96,143.39</b>	<b>66,269.01</b>	<b>258,455.65</b>	<b>1,290,876.94</b>	<b>1,254,400.00</b>	<b>188,641.17</b>	<b>36,476.94</b>	<b>-2.91%</b>
<b>Capital Outlay</b>																	
Land													0.00				
Imprvmt O.T. Buildings													0.00				
Machinery / Equipment													0.00				
Building Improvements													0.00				
Computer Equipment			2,710.00										2,710.00	1,500.00			
Vehicle Purchases/Lease							38,935.00				25,457.00	52,149.02	116,541.02				
Other Capital Outlays	3,940.00												3,940.00	10,000.00			
Cum Capital													0.00				
<b>Sub-total</b>	<b>3,940.00</b>	<b>0.00</b>	<b>2,710.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>38,935.00</b>	<b>0.00</b>	<b>0.00</b>	<b>25,457.00</b>	<b>52,149.02</b>	<b>0.00</b>	<b>123,191.02</b>	<b>11,500.00</b>		<b>111,691.02</b>	<b>-971.23%</b>
Payroll Liability Clearing	41,159.54	-21,349.99	27,962.95	-22,604.95	30,248.26	-9,335.33	4,735.30	3,154.39	4,835.35	-7,501.81	28,804.51	-20,698.62	59,409.60				
<b>Total Expenses</b>	<b>388,863.21</b>	<b>157,287.10</b>	<b>200,916.76</b>	<b>175,511.11</b>	<b>335,155.10</b>	<b>219,217.85</b>	<b>259,788.17</b>	<b>155,364.43</b>	<b>153,854.63</b>	<b>213,783.16</b>	<b>259,272.91</b>	<b>390,451.55</b>	<b>2,909,465.98</b>	<b>2,966,631.00</b>	<b>188,641.17</b>	<b>-57,165.02</b>	<b>1.93%</b>

Ending Balance 4,170,627.18  
 GL Balance 4,170,627.18  
 Difference 0.00

## MONROE COUNTY SOLID WASTE MANAGEMENT DISTRICT



MONROE COUNTY  
SOLID WASTE  
MANAGEMENT  
DISTRICT

Date: 1/11/2024  
To: MCSWMD Board of Directors  
From: Cathy Martin, Controller  
Subject: Capital Cash Flow

Begin Balance 45,492.67

	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	YTD	Budget Less YTD	Percent Remaining
REVENUE															
Interest	15.95	15.34	17.40	15.72	18.53	16.86	17.43	19.37	18.13	20.01	18.77	18.15			
Transfer IN															
Total Revenue	15.95	15.34	17.40	15.72	18.53	16.86	17.43	19.37	18.13	20.01	18.77	18.15	211.66		
EXPENSE															
Improvements															
Total Expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		

End Balance 45,704.33



Date: 1/11/2024  
 To: MCSWMD Board of Directors  
 From: Cathy Martin, Controller  
 Subject: Bond Debt Cash Flow

Begin Balance 160,988.60

	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	YTD	2023 Budget	Add'l Approp	YTD Actual Less Budget	Percent Remaining
REVENUE																	
Interest	44.34	0.30	0.33	0.30	0.35	23.94	121.18	8.96	8.39	9.26	8.69	13.31	239.35				
Debt Service Tax						156,974.79							113,926.63	270,901.42		-18,548.58	6.41%
Excise Tax						7,361.66							7,518.58	14,880.24		-289.76	1.91%
Cvet						561.17							561.17	1,122.34	750.00	372.34	-49.65%
Transfer IN													0.00			0.00	
Total Revenue	44.34	0.30	0.33	0.30	0.35	164,921.56	121.18	8.96	8.39	9.26	8.69	122,019.69	287,143.35	305,370.00		-18,226.65	-5.97%

EXPENSE																		
Principal	140,000.00						140,000.00							280,000.00	280,000.00		0.00	0.00%
Interest	13,185.00						11,785.00							24,970.00	24,970.00		0.00	0.00%
Agency Fee													750.00	750.00	400.00	350.00	0.00	0.00%
Transfer Out													241.98				0.00	
Total Expenses	153,185.00	0.00	0.00	0.00	0.00	0.00	151,785.00	0.00	0.00	0.00	0.00	991.98	305,961.98	305,370.00		-591.98	-0.19%	

End Balance 142,169.97

**MONROE COUNTY SOLID  
WASTE MANAGEMENT  
DISTRICT**

Date: January 5, 2024  
 To: MCSWMD Board of Directors  
 From: Cathy Martin, Controller  
 RE: **Summary of Payroll and Claims**

Claims Processed Week of 12/25/2023

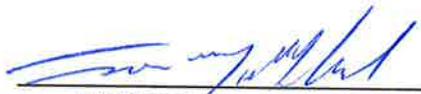
Pre-Approved Claims Approved Under Resolution 2022-02

Accounts Payable Claims	\$57,884.95
Payroll	\$23,285.17
Payroll Claims	\$14,806.20
Longevity	\$0.00
Sub-Total	<u>\$95,976.32</u>

Pre-Approved Claims Approved by Boad Chair or Designee 12/27/2023	<u>\$87,705.13</u>
TOTAL	<u>\$183,681.45</u>

**Total Pre-Approved Payroll and Accounts Payable Claims Submitted  
to the Board of Directors:** \$183,681.45

We have examined the claims summarized above and approved:

  
 Tom McGlasson Jr., Executive Director

  
 Catherine Martin, Controller

Claims Docket Report

Batch: 838	Claim	Vendor	Name	Description	Fund	Account	Amount
	1	78	N Anderson Excavating & Lawn Care LLC	Landfill: Excavating services; includes labor and equipment; Dates 12/15/23, 12/16/23, 12/18/23, 12/20/23, 12/21/23	1000	02-30.43190	7,950.00
	2	380	Aflac	Employee AFLAC (November 2023)	1000	07-22.43930	179.22
	3	429	Canon	Monthly: Copier/printer rental; usage 09/01/23 - 11/30/23	1000	01-30.43740	379.00
				Monthly: Copier/printer rental; usage 09/01/23 - 11/30/23	1000	01-30.43740	40.86
	4	19	Duke Energy Indiana Inc	Monthly: RRC and HHW	1000	04-30.43510	512.30
				Monthly: Admin building	1000	01-30.43510	244.18
				Monthly: Bethel site	1000	06-30.43510	286.75
	5	465	IU Health Plans	Monthly: Employee health insurance (01/01/24 - 01/31/24)	1000	07-22.41331	21,900.66
	6	14	Regina Breeden	Monthly: Cleaning Admin and RRC (12/1 - 12/31/23)	1000	01-30.43610	550.00
				Monthly: Cleaning Admin and RRC (12/1 - 12/31/23)	1000	04-30.43610	85.00
	7	145	Republic Services of Indiana	Monthly (Nov 23) Hauling and MSW disposal	1000	04-30.43939	110.18
				Monthly (Nov 23) Hauling and MSW disposal	1000	04-30.43942	1,948.32
				Monthly (Nov 23) Hauling and MSW disposal	1000	04-30.43960	842.63
				Monthly (Nov 23) Hauling and MSW disposal	1000	06-30.43740	212.24
				Monthly (Nov 23) Hauling and MSW disposal	1000	06-30.43939	7,514.56
				Monthly (Nov 23) Hauling and MSW disposal	1000	06-30.43942	12,094.50
				Monthly (Nov 23) Hauling and MSW disposal	1000	06-30.43960	2,052.65
	8	93	South Central Indiana REMC	Landfill: Monthly electric	1000	02-30.43510	82.00
				Landfill: Monthly electric	1000	02-30.43510	196.00
				Landfill: Monthly electric	1000	02-30.43510	112.00
				Landfill: Monthly electric, security light	1000	02-30.43510	56.00
	9	469	TASC	Quarterly: COBRA admin fees (02/01/24 - 04/30/2024)	1000	07-22.41331	85.20
<b>Grand Total:</b>							<b>57,434.25</b>

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



**Claims Docket Report**

Claims Docket Report

Claim	Vendor	Name	Description	Fund	Account	Amount
Batch: 839	1	459	Invesco Investment Service			
			Bi-weekly payroll for employees	1000	07-22.73500	29.00
	2	254	John Hancock			
			Employee Loan	1000	07-22.73000	62.49
	3	254	John Hancock			
			Employee Loan	1000	07-22.73000	96.21
	4	254	John Hancock			
			Employee Loan	1000	07-22.73000	62.78
			Employee Loan	1000	07-22.73000	78.22
	5	231	Indiana State Central Collection Unit			
			Remit #006812207 Case: 53C07-1108-JP000630	1000	07-22.73000	132.00
<b>Grand Total:</b>						<b>460.70</b>

Pay Period Ending Date: 12/23/2023  
Effective Date: 12/28/2023

Total Number of All Transactions :	35
Total Number of Pre-Notification Transactions :	
Total Credit Amount :	23,285.17
Total Debit Amount :	23,285.17
Total Number of Debit Transactions :	1
Total Number of Credit Transactions :	34

BatchNo: 7035                      Comment: Payroll claims 122323  
Status: Open                      Date Opened: 12/27/2023  
Source: AP

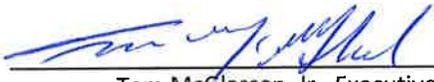
Fund	Account No/Description	Post Date	Per/Year	Operator Ven/Emp#	Ref Number Po/Rct	Description	Debits	Credits
1000	07-22.61000 Federal Withholdings	12/27/2023	12 / 2023	CATHY		Federal tax withheld	2,473.44	
1000	07-22.65000 FICA Social Security	12/27/2023	12 / 2023	CATHY		FICA SS	3,659.54	
1000	07-22.64000 FICA/Medicare Withholdings	12/27/2023	12 / 2023	CATHY		FICA Medicare	855.86	
1000	07-22.62000 State Withholdings	12/27/2023	12 / 2023	CATHY		State tax withheld	3,219.23	
1000	07-22.63000 County Withholdings	12/27/2023	12 / 2023	CATHY		County tax withheld	1,390.35	
1000	07-22.41340 John Hancock Retirement	12/27/2023	12 / 2023	CATHY		Employee Retirement	3,207.78	
<b>Batch Totals:</b>							<b>14,806.20</b>	

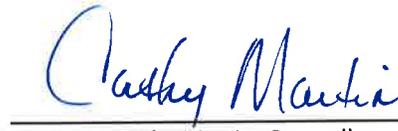
MONROE COUNTY SOLID  
WASTE MANAGEMENT  
DISTRICT

Date: December 27, 2023  
To: MCSWMD Board of Directors  
From: Cathy Martin, Controller  
RE: Claims for Approval

Accounts Payable Claims for Approval	\$87,705.13
<b>Total Accounts Payable Claims for Approval 12/27/2023</b>	<b><u>\$87,705.13</u></b>

We have examined the claims summarized above and approve; hereby submitting to the Board for reivew and approval.

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

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

WRD/MC Board of Directors Meeting  
**Claims Docket Report**

Claims Docket Report

Claim	Vendor	Name	Description	Fund	Account	Amount	
Batch: 836	1	60	John Naylor Trucking, LLC	Landfill: Stone for roadways	1000	02-20.42320	739.85
	2	476	Blue Fox Heating & Cooling	Annual HVAC service agreement (2024)	1000	04-30.43610	805.00
	3	286	Bynum Fanyo Utilities, Inc.	Landfill: Leachate hauling	1000	02-30.43931	3,975.00
	4	398	Cummins	Generator - planned maintenance	1000	02-30.43650	205.90
	5	49	Curie Environmental Services, LLC	Smoke alarm recycling (HHW)	1000	05-30.43933	7,744.80
	6	176	Engraving & Stamps Ctr	'For Deposit Only' stamp; Martin name plate	1000	15-20.42190	42.52
	7	31	Geotech Enviromental Equipment Inc	Landfill: Rental, Geosub Controller 300W	1000	02-30.43740	349.06
				Landfill: Geosub equipment; labor, repair, electric	1000	02-30.43650	215.67
				Landfill: Geosub equipment, labor, repair, electric	1000	02-30.43690	1,588.87
	8	54	Hylant Group	2024 Worker's Comp 12/20/23 - 12/20/24	1000	01-30.43410	2,842.54
				2024 Worker's Comp 12/20/23 - 12/20/24	1000	02-30.43410	1,380.22
			2024 Worker's Comp 12/20/23 - 12/20/24	1000	04-30.43410	5,616.64	
			2024 Worker's Comp 12/20/23 - 12/20/24	1000	05-30.43410	2,111.38	
			2024 Worker's Comp 12/20/23 - 12/20/24	1000	06-30.43410	11,321.78	
			2024 Worker's Comp 12/20/23 - 12/20/24	1000	08-30.43410	1,380.22	
			2024 Worker's Comp 12/20/23 - 12/20/24	1000	15-30.43410	1,380.22	
9	54	Hylant Group	2024 Umbrella policy 12/20/23 - 12/20/24	1000	01-30.43420	468.56	
			2024 Umbrella policy 12/20/23 - 12/20/24	1000	02-30.43420	162.25	
			2024 Umbrella policy 12/20/23 - 12/20/24	1000	04-30.43420	1,058.29	
			2024 Umbrella policy 12/20/23 - 12/20/24	1000	05-30.43420	315.56	
			2024 Umbrella policy 12/20/23 - 12/20/24	1000	06-30.43420	2,023.82	
			2024 Umbrella policy 12/20/23 - 12/20/24	1000	08-30.43420	162.26	
			2024 Umbrella policy 12/20/23 - 12/20/24	1000	15-30.43420	162.26	
10	54	Hylant Group	2024 Crime/Fiduciary 12/20/23 - 12/20/24	1000	01-30.43420	442.08	
			2024 Crime/Fiduciary 12/20/23 - 12/20/24	1000	02-30.43420	203.01	
			2024 Crime/Fiduciary 12/20/23 - 12/20/24	1000	04-30.43420	746.35	
			2024 Crime/Fiduciary 12/20/23 - 12/20/24	1000	05-30.43420	289.94	
			2024 Crime/Fiduciary 12/20/23 - 12/20/24	1000	06-30.43420	1,050.60	
			2024 Crime/Fiduciary 12/20/23 - 12/20/24	1000	08-30.43420	203.01	
			2024 Crime/Fiduciary 12/20/23 - 12/20/24	1000	15-30.43420	203.01	
11	54	Hylant Group	2024 Commercial liability 12/20/23 - 12/20/24	1000	01-30.43420	2,488.09	
			2024 Commercial liability 12/20/23 - 12/20/24	1000	02-30.43420	1,141.00	
			2024 Commercial liability 12/20/23 - 12/20/24	1000	04-30.43420	5,316.69	
			2024 Commercial liability 12/20/23 - 12/20/24	1000	05-30.43420	1,808.15	
			2024 Commercial liability 12/20/23 - 12/20/24	1000	06-30.43420	12,026.07	
			2024 Commercial liability 12/20/23 - 12/20/24	1000	08-30.43420	1,141.00	
			2024 Commercial liability 12/20/23 - 12/20/24	1000	15-30.43420	1,141.00	

**Claims Docket Report**

Claims Docket Report

Claim	Vendor	Name	Description	Fund	Account	Amount
12	54	Hylant Group	2024 Auto 12/20/23 - 12/20/24	1000	01-30.43420	589.25
			2024 Auto 12/20/23 - 12/20/24	1000	02-30.43420	589.25
			2024 Auto 12/20/23 - 12/20/24	1000	04-30.43420	7,071.00
			2024 Auto 12/20/23 - 12/20/24	1000	05-30.43420	589.25
			2024 Auto 12/20/23 - 12/20/24	1000	08-30.43420	589.25
13	60	John Naylor Trucking, LLC	Stone for sites	1000	06-20.42290	580.18
14	417	Lambert Consulting	Annual website hosting (2024)	1000	01-30.43200	1,250.00
15	356	Pomp's Tire Service	Landfill truck tire replacement	1000	02-20.42233	1,076.32
			Compliance truck tire replacement	1000	08-30.43640	1,117.96
<b>Grand Total:</b>						<b>87,705.13</b>

**Tom McGlasson**

---

**From:** Cathy Martin  
**Sent:** Wednesday, December 27, 2023 10:20 AM  
**To:** Geoff McKim  
**Cc:** Tom McGlasson  
**Subject:** RE: MCSWMD Claims for approval

Geoff,

It is not annually, but is a per shipment charge based on the number of units per shipment. Yes, the cost is related to the radioactive component of the detectors.

Thanks  
Cathy

**Catherine S. Martin, CPA**  
**Controller**  
[cmartin@mcswmd.org](mailto:cmartin@mcswmd.org)  
**(812) 349-2951**

---

**From:** Geoff McKim <[gmckim@co.monroe.in.us](mailto:gmckim@co.monroe.in.us)>  
**Sent:** Wednesday, December 27, 2023 10:07 AM  
**To:** Cathy Martin <[cmartin@mcswmd.org](mailto:cmartin@mcswmd.org)>  
**Subject:** Re: MCSWMD Claims for approval

Hi Cathy – is the smoke alarm recycling an annual charge? Is it so high because of radioactivity in the alarms?

Thanks!

---

**From:** Cathy Martin <[cmartin@mcswmd.org](mailto:cmartin@mcswmd.org)>  
**Date:** Wednesday, December 27, 2023 at 10:04 AM  
**To:** Geoff McKim <[gmckim@co.monroe.in.us](mailto:gmckim@co.monroe.in.us)>, Isabel Piedmont-Smith <[piedmoni@bloomington.in.gov](mailto:piedmoni@bloomington.in.gov)>, Penny Githens <[pgithens@co.monroe.in.us](mailto:pgithens@co.monroe.in.us)>, Julie Thomas <[jthomas@co.monroe.in.us](mailto:jthomas@co.monroe.in.us)>, [hamiltoj@bloomington.in.gov](mailto:hamiltoj@bloomington.in.gov) <[hamiltoj@bloomington.in.gov](mailto:hamiltoj@bloomington.in.gov)>, Lee Jones <[ljones@co.monroe.in.us](mailto:ljones@co.monroe.in.us)>, Dan Swafford <[danswafford@ellettsville.in.us](mailto:danswafford@ellettsville.in.us)>, Tom McGlasson <[tmcglass@mcswmd.org](mailto:tmcglass@mcswmd.org)>  
**Subject:** MCSWMD Claims for approval

Members of the Board,

Attached for your review and approval are accounts payable claims in the amount of \$87,705.13. Please let me know if you have any questions.

Thanks  
Cathy

**Catherine S. Martin, CPA**  
**Controller**

[cmartin@mcswmd.org](mailto:cmartin@mcswmd.org)  
**(812) 349-2951**

**Tom McGlasson**

---

**From:** Geoff McKim <gmckim@co.monroe.in.us>  
**Sent:** Wednesday, December 27, 2023 10:06 AM  
**To:** Cathy Martin; Isabel Piedmont-Smith; Penny Githens; Julie Thomas; hamiltoj@bloomington.in.gov; Lee Jones; Dan Swafford; Tom McGlasson  
**Subject:** Re: MCSWMD Claims for approval

Claims are approved at COB this evening. Thanks, -geoff

---

**From:** Cathy Martin <cmartin@mcswmd.org>  
**Date:** Wednesday, December 27, 2023 at 10:04 AM  
**To:** Geoff McKim <gmckim@co.monroe.in.us>, Isabel Piedmont-Smith <piedmoni@bloomington.in.gov>, Penny Githens <pgithens@co.monroe.in.us>, Julie Thomas <jthomas@co.monroe.in.us>, hamiltoj@bloomington.in.gov <hamiltoj@bloomington.in.gov>, Lee Jones <ljjones@co.monroe.in.us>, Dan Swafford <danswafford@ellettsville.in.us>, Tom McGlasson <tmcglass@mcswmd.org>  
**Subject:** MCSWMD Claims for approval

Members of the Board,

Attached for your review and approval are accounts payable claims in the amount of \$87,705.13. Please let me know if you have any questions.

Thanks  
Cathy

**Catherine S. Martin, CPA**  
**Controller**  
[cmartin@mcswmd.org](mailto:cmartin@mcswmd.org)  
**(812) 349-2951**



Our World, Our Responsibility

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[www.wastereductiondistrict.com](http://www.wastereductiondistrict.com)  

## **MEMORANDUM**

**TO:** WRDMC Board of Directors  
**DATE:** January 5, 2024  
**FROM:** Tom McGlasson Executive Director  
**SUBJECT:** Resolution 2024-01 To Amend the District Approved Vendor list

---

Some recent vendor changes have necessitated that the Approved Vendor List be updated in order to insure timely payment to vendors. The following vendor changes are proposed in Resolution 2024-01:

### **Vendors added:**

Blue Fox Heating & Cooling (name change from Quality Heating & Air Conditioning)  
Graybar (new internet service provider)  
Low Associates (new accounting software vendor)  
Regina Breeden (name change from Breeden Cleaning Service)  
Rumpke (new glass hauler)  
Solsberry Press (new vendor – uniforms)  
Spectrum VoIP (new phone provider)  
Waste Reduction District of Monroe County (name change)

### **Vendors Removed:**

AT & T  
Breeden Cleaning Service (name changed to Regina Breeden)  
Monroe County Solid Waste Management District (name changed)  
Quality Heating & Air Conditioning (name change to Blue Fox Heating & Cooling)

## Resolution 2024 - 01

### Waste Reduction District of Monroe County

#### To Amend the District Approved Vendor List

**WHEREAS**, the Waste Reduction District of Monroe County (District) Board of Directors schedules one (1) regular Board meeting per calendar month; and

**WHEREAS**, some claims, including payroll and claims submitted by suppliers of goods and services to the District must be paid at intervals that are less than thirty (30) days; and

**WHEREAS**, I.C. 13-21-3-10(c) provides a process for the approval of certain claims without a meeting of the Board of Directors.

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

1. Pursuant to IC 13-21-3-10(c) and as strictly set forth herein, the District Controller is authorized to pay, without prior approval of the Board of Directors, the following claims:
  - a. Payroll
  - b. The State solid waste management fees imposed by I.C. 13-20-22-1.
  - c. Claims of those vendors identified in the list of approved vendors, attached hereto and incorporated as if fully set forth and marked as Exhibit A. This list may be amended by the Board of Directors as necessary for the administration of the District.

Provided, however, except for those claims authorized and allowed by Resolution 2023-15, the Chairperson of the District Board of Directors or the Chairperson's designee from the membership of the Board of Directors must approve said claims in writing before the same are paid by the Controller.
2. Further, all such claims as approved by this Resolution shall be reviewed and ratified by the Board of Directors at its next regular or special meeting. The District Controller will immediately seek to recover any payments made pursuant to this Resolution if that claim is not subsequently approved by the District Board of Directors.
3. To amend the list of approved vendors with the addition of new vendors and the deletion of old vendors as described in Exhibit A attached hereto and by reference incorporated herein.

# Resolution 2024 - 01

## Waste Reduction District of Monroe County

### To Amend the District Approved Vendor List

So voted on this 11<sup>th</sup> day of January, 2024, by the Board of Directors of the Waste Reduction District of Monroe County.

AYE

NAY

\_\_\_\_\_  
Geoff McKim, Chairperson

\_\_\_\_\_  
Geoff McKim, Chairperson

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

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

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

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

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

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

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

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

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

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

\_\_\_\_\_  
Kerry Thomson, Director

\_\_\_\_\_  
Kerry Thomson, Director

Attest:

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

Resolution 2024-04 Exhibit A  
 Waste Reduction District of Monroe County  
 Approved Vendor List  
 Amended and Approved January 11, 2024

**ACTIVE VENDORS**

A & A QUICK PUMP	CINTAS	GRAYBAR
ABRACADABRA GRAPHICS	CIRCULAR INDIANA	GREATER BLOOMINGTON CHAMBER OF COMMERCE
AECOM	CITY OF BLOOMINGTON UTILITIES	HARRIS COMPUTERS
AFLAC	COLUMBUS INDUSTRIAL ELECTRIC	HERITAGE-CRYSTAL CLEAN
AISWMD	COMCAST BUSINESS	HERITAGE ENVIRONMENTAL SVCS.
AMERIGAS	COMCAST CABLE	HOBBS EQUIPMENT
ARTISTIC MEDIA PARTNERS (WHCC)	CORE & MAIN	HOOSIER RECREATION WORKSHOP
AT & T – COURTHOUSE	COUNTY READY MIX	HOOSIER TRANSFER STATION
B-TECH FIRE & SECURITY	CROWN LIFT TRUCKS	HYLANT GROUP
B&H ELECTRICAL AND SUPPLY, INC.	CUMMINS CROSSPOINT	IDEM -STATE OF IND DEPT OF ENVIORMENTAL MANAGEMENT
BANK OF NEW YORK	CURIE ENVIRONMENTAL SERVICES, LLC	INDIANA DEPT. OF REVENUE (SPECIAL TAX DIVISION)
BANK OF NEW YORK MELLON	CYNTOX BIOHAZARD SOLUTIONS	INDIANA DEPARTMENT OF WORKFORCE DEV
BARROW, ERNIE	DEQ ELECTRICAL & MECHANICAL	INDIANA HHW TASK FORCE, INC.
BARRY COMPANY	DELUXE	INDIANA STATE CENTRAL COLLECTION UNIT
BAUGH FINE PRINT	DEPARTMENT OF NATURAL RESOURCES	INDUSTRIAL ENVIORNENTAL MONITORING
BLAND HEAVY WRECKER	DUKE ENERGY	INSCCU-ASEF
BLOOMINGTON PAINT & WALLPAPER	EEAI (ENVIORNMENT EDUCATION OF IND)	INTERNAL REVENUE SERVICE
BLUE BENEFITS CONSULTING	EFFECTV	INTERSTATE BATTERIES
BLUE FOX HEATING & COOLING	ELECTRONIC RECYCLERS INT'L	INVESCO INVESTMENT
BREEDEN CLEANING SERVICE	ELLETTSVILLE UTILITES	I.U. HEALTH
BRUCE GARAGE DOORS / HOME IMPROVEMENT	ENGRAVING & STAMP CENTER	J & J CONCRETE CONSTRUCTION PRODUCTS
BYNUM FANYO UTILITIES, INC.	EVERSIDE HEALTH CARE	J. R. DAVIS VENDING
C & S, INC.	FINANCIAL SOLUTIONS GROUP	J & S LOCKSMITH
CALGON CARBON CORP.	FLEENER LAWN & LANDSCAPING	JOHN HANCOCK
CANON	GATEHOUSE MEDIA INDIANA HOLDINGS, INC.	JOHN NAYLOR TRUCKING
CARMIN PARKER	GEO TECH ENVIRONMENT	K & S HAULING
CASSADY ELECTRIC	GLASCO UV	
CENTERPOINT ENERGY	GLOBAL EQUIPMENT	
CENTRAL SECURITY & COMMUNICATIONS	GLOBAL LIFE	

Resolution 2024-04 Exhibit A  
 Waste Reduction District of Monroe County  
 Approved Vendor List  
 Amended and Approved January 11, 2024

K & S ROLLOFFS	NUMEDIA MARKETING	SPECTRUM VOIP
KLEINDORFER HARDWARE	OMNISITE	STAR MEDIA
KOORSEN FIRE PROTECTION	OTTO'S PARKING MARKINGS	STAPLES
LAMBERT CONSULTING	P C MAX	STATION 43 DESIGN
LIBERTY TIRE & RECYCLING	POMP'S TIRE	STERNBERG, INC.
LIGHTING RESOURCES	PPLSI	STEVE'S WELDING
LINCOLN NATIONAL LIFE	PRODUCTION HOUSE	SUBURBAN PRODUCTS
LOW ASSOCIATES	PROLIFT INDUSTRIAL	TREASURER OF STATE
LOWE'S	QUEST DIAGNOSTICS	U S POSTMASTER
MAC CORPORATION	REGIONAL SERVICES, INC.	UNITED STATES TREASURY
MANN PLUMBING	REPUBLIC SERVICES	USA BLUE BOOK
MONROE COUNTY CLERK	ROTO-ROOTER PLUMBERS	VALUE FENCE
MONROE COUNTY FAIR ASSOCIATION	ROUNDSTONE NATIVE SEED	VERIZON WIRELESS
MONROE COUNTY TREASURER	SAFEGUARD BUSINESS	W W GRAINGER
MULLER WELDING CO., INC.	SAMS CLUB	WASHINGTON TOWNSHIP WATER
N ANDERSON EXCAVATING & LAWN CARE	SCOTTS TERMITE & PEST CONTROL	WASTE REDUCTION DISTRICT OF MONROE COUNTY
NALCO COMPANY	SHOE CARNIVAL, INC.	WASTE ZERO
NAPA AUTO PARTS	SIHO INSURANCE SERVICES	
NUGENESIS, INC.	SOLSBERRY PRESS	
	SOUTH CENTRAL INDIANA REMC	



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## **MEMORANDUM**

**TO:** WRDMC Board of Directors  
**DATE:** January 5, 2024  
**FROM:** Tom McGlasson Executive Director  
**SUBJECT:** Low Associates Technical Service Agreement

---

Included is a copy of the agreement proposed by Low Associates for the new accounting software proposal approved by the Board at the 12/14/23 meeting. This agreement has been reviewed by legal counsel and all questions raised have been addressed.

# **TECHNICAL SERVICE AGREEMENT**

**This agreement is entered into by and between**

**Low Associates, Inc  
210 N. Ironwood Drive.  
South Bend, IN 46615  
(Hereafter referred to as “Company”)**

**And**

**Waste Reduction District of Monroe County  
3400 South Walnut  
Bloomington, IN 47401  
(Hereafter referred to as “Customer”)**

**December 28, 2023**

## Table of Contents

### General Terms and Conditions

I.	Definitions	3
II.	Compensation	3
III.	Payment	3
IV.	Term of Support Agreement	3
V.	Agreement	4
VI.	Severability/Governing Law	4
VII.	Default	4
VIII.	Life Expectancy	4
IX.	Amendment	4
X.	Independent Contractor	4
XI.	Liability	4
XII.	Waiver	5
XIII.	Representation of Customer	5
XIV.	Representation of Company	5
XV.	Non Solicitation Customer	5
XVI.	Non Solicitation Company	6
XVII.	Customer Responsibilities	6
XVIII.	Company Responsibilities	7
XIX.	Internet Access	7
XX.	General	7

### Application Software

I.	Deliverables	8
II.	Ownership/Confidentiality	9
III.	Database Management	9
IV.	Intellectual Property Indemnity	11
V.	Termination	11
VI.	Low Software License Agreement	11

Schedule A - Financial Accounting Suite	12
Schedule B - Technical Service/Support Agreement Financial Suite	12
Schedule C - Annual Maintenance/License Fee - Financial Accounting Suite	13
Signature Page	15
	16
	17
	18

## **GENERAL TERMS AND CONDITIONS**

### **I. DEFINITIONS**

”Documentation” shall mean the user manual and other similar information about the features and use of the program products. Such documentation shall be provided, at Company’s option, in either hard copy or in electronic form.

“Database Management Software” shall mean a third party software product that supports the program product in transaction processing application in a distributed environment.

“Database” shall mean a large collection of data organized especially for rapid search and retrieval by a computer.

“Designated Holiday” means each of the following days: New Year’s Eve, New Year’s Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and the immediately succeeding Friday, Christmas Eve and Christmas Day.

“Software Release” means the original of or a successor to a specified program product and which is generally offered and expressly designated by the Company in its sole discretion as a Version.

“Software Error/Defect” Software Error/Defects means any failure of the program product to perform correct calculations.

“Program Products” means Company authored proprietary application software used by the Customer.

### **II. COMPENSATION**

In consideration of the performance of such services as set forth in this Agreement, the Company will receive fees in the amounts set forth in the schedules attached.

### **III. PAYMENT**

Service shall be invoiced as specified on attached schedules. Customer agrees to pay the Company within thirty (30) days of an invoice.

**IV. TERM OF SUPPORT AGREEMENT**

The initial Agreement shall commence upon the acceptance and signature of Agreement by both the Company and Customer and shall expire on December 31<sup>st</sup> of the calendar year following the initial Agreement. This Agreement shall renew automatically for an additional term of twelve (12) months unless either party provides the other written notice of termination one hundred fifty (150) days prior to the expiration date of the initial term or any subsequent twelve-month term

**V. AGREEMENT**

This Agreement includes the schedules attached hereto and, by this reference, made an integral part hereof and constitute the complete and entire Agreement between the parties with respect to the subject matter hereof and supersedes all previous proposals, oral or written, express or implied, and all negotiations, conversations or discussions heretofore had between the parties related to the subject matter of this Agreement. The attached schedules are subject to change annually. Proposed schedule changes will be submitted by June 1<sup>st</sup> for the subsequent Agreement term. The proposed schedule will include a reminder for the Customer to provide a written notice of termination prior to the expiration date per item IV above if the Customer does not accept the proposed schedule changes.

**VI. SEVERABILITY/GOVERNING LAW**

If any provision of this Agreement is declared invalid or unenforceable, such invalidity or unenforceability will not affect the balance of this Agreement, but the balance of this Agreement will be construed as if not containing the provision, and the rights and obligation of the parties will be construed and enforced accordingly, provided that same is not of a material nature and does not substantially affect the work or the cost associated. This Agreement will be interpreted under the laws of the State of Indiana.

**VII. DEFAULT**

The Company may declare this Agreement in default (a) if the company has not received any payments due hereunder within thirty (30) days after their due date, or (b) the Customer fails to fulfill its obligation or violates any other term of this Agreement and fails to correct such violation within thirty (30) days after written notice from the Company, or (c) the Customer violates the terms of any license or agreement for the software provided under this Agreement. Company may pursue any alternative or additional and cumulative remedies provided by law, and may assess against customer all costs and attorney fees incurred in enforcing its right herein, to the extent permitted by law.

The Customer may declare this Agreement in default if (a) the Company fails to install the program in a timely manner, (b) the software program does not perform as represented, (c) the company does not attempt to correct program defects per Section XVIII “Company Responsibilities” within 30 days of being notified of any defects. Customer may pursue any and all remedies for damages resulting from Company’s uncured default, including payment of Customer’s attorney’s fees and other costs of litigation.

**VIII. LIFE EXPECTANCY**

Customer understands, acknowledges and agrees that the technology upon which computer equipment and software is built, changes very rapidly. Company makes no representations that the software products identified in the Agreement will be functional for the Customer indefinitely. Future resources may be necessary which include, but are not limited to, additional disk storage and memory, as well as workstations/servers and third party software upgrades. The product provided the Customer hereunder will continue to be functional throughout the term of the then current agreement.

**IX. AMENDMENT**

This Agreement shall not be deemed or construed to be modified, amended, rescinded, cancelled or waived, in whole or in part, except in writing signed by both parties.

**X. INDEPENDENT CONTRACTOR**

The relationship of the Company to the Customer will be that of an independent contractor, and no principal-agent or employee relationship is created by this Agreement.

**XI. LIABILITY**

During the term of this Agreement, Company shall maintain insurance coverage covering its operations as follows:

- A. Worker’s compensation
- B. Employer’s liability

Upon request by Customer, Company shall provide Customer with Certificate (s) of Insurance.

Company shall not be liable for:

Damages for any delay or failure by Company to perform its obligations under this Agreement due to any cause beyond its reasonable control.

Company shall not be liable for any loss, damage or claim resulting from any of the products or services provided, except for loss or damage caused by the negligence of Company.

Notwithstanding any other provision of this Agreement, Company's liabilities under this Agreement, whether under contract law, tort law or otherwise shall in no event exceed Company's insurance coverage.

To the extent that a claim is not within Company's insurance coverage, Company's liability shall in no event exceed the amount actually received by the Company.

The Contractor shall carry automobile, public liability and worker's compensation insurance in the amounts as follows:

Type	Coverage	Amount of Insurance
General Liability	Each	1,000,000
	Aggregate	2,000,000
Automobile Liability	Each Accident	1,000,000
Workers Compensation	Employers Liability	100,000/500,000/100,000

**XII. WAIVER**

No failure by either party hereto to take any action or assert any right hereunder shall be deemed to be a waiver of such right in the event of the continuation or repetition of the circumstance giving rise to such right.

**XIII. REPRESENTATIONS OF CUSTOMER**

The Customer is authorized to enter into and to carry out its obligations under this Agreement. This Agreement has been authorized, executed and delivered by the Customer in accordance with all applicable laws, rules, ordinances and regulations. This Agreement is valid, legal, binding and enforceable in accordance with its terms. The person signing this Agreement has the authority to do so, and is acting with the full authorization of the Customer's governing body.

**XIV. REPRESENTATIONS OF COMPANY**

The Company is authorized to enter into and to carry out its obligations under this Agreement. This Agreement has been authorized, executed and delivered by the Company in accordance with all applicable laws, rules, ordinances and regulations. This Agreement is valid, legal, binding and enforceable in accordance with its terms. The person signing this Agreement has the authority to do so, and is acting with the full authorization of the Company's governing body.

**XV. NON-SOLICITATION CUSTOMER**

For the duration of this Agreement and for the period of two (2) years following termination hereof, Customer shall not directly or indirectly recruit or attempt to recruit any employee or agent of Company or otherwise initiate any offer or promise of employment with any employee or agent of Company without the prior written consent of Company. If permission is granted by Company to Customer and an employee or agent of Company is employed by Customer any time prior to the termination of this Agreement or the two (2) year period thereafter, then Customer shall pay a fee to Company in the amount of two (2) times the annual salary of such employee or agent for the period in which such employee or agent is employed by Customer.

**XVI. NON-SOLICITATION COMPANY**

For the duration of this Agreement and for the period of two (2) years following termination hereof, Company shall not directly or indirectly recruit or attempt to recruit any employee or agent of Customer or otherwise initiate any offer or promise of employment with any employee or agent of Customer without the prior written consent of Customer. If permission is granted by Customer to Company and an employee or agent of Customer is employed by Company any time prior to the termination of this Agreement or the two (2) year period thereafter, then Company shall pay a fee to Customer in the amount of two (2) times the annual salary of such employee or agent for the period in which such employee or agent is employed by Company. Company has Employee Agreement prohibiting such activities without prior written consent.

**XVII. CUSTOMER RESPONSIBILITIES**

Customer shall provide the Company a conversion file and required layout from the current software vendor unless other conversion arrangements have been agreed upon by both Customer and Company.

Customer shall provide the Company with access to Customer's facilities and use of Customer's office space, office equipment, computers and other equipment or records that may be required to perform the tasks described herein, including access after normal working hours and on weekends if required. The Customer shall provide the necessary personnel to maintain security of the facility, as deemed appropriate by the Customer.

Customer shall create and maintain timely, accurate and readable electronic backups of all data, program and system files. Company shall not be responsible for data lost due to Customer's failure to maintain proper backups. Company shall not be responsible for data, which cannot be retrieved due to damage or faulty backup media or other circumstance beyond reasonable control.

Customer shall provide and maintain an outside connection to facilitate remote support services. This connection shall be installed prior to equipment/software installation.

#### **XVIII. COMPANY RESPONSIBILITIES**

Company shall provide support services for the licensed software identified on Schedule hereto. Such services shall include troubleshooting, technical analysis, problem diagnosis and procedural assistance. Company shall provide all such services via telephone or on-site contact with Customer and/or remote access into customer's computer system.

Company shall be responsible for using due diligence to attempt to promptly correct or cure any verifiable and reproducible defect in a software program by issuing corrected instructions, a restriction, a bypass or procedural work around or a new release. Company shall not be responsible for correcting any Defect in any version of the program product other than the most recent version/release of the program product.

Company shall issue a new release of the program products from time to time to its contracted support customers. Such releases may include functionality enhancements, error corrections and modifications required by legislation and/or administrative rule.

The Company shall maintain a trained staff capable of rendering the services set forth herein and will perform its services under this Agreement in a professional manner consistent with standard industry practices.

The Company will safeguard any materials, equipment and information provided by the Customer including 3<sup>rd</sup> party software products, during the

term of this Agreement in a manner prescribed by the Customer. In lieu of specific guidance from the Customer, the Company will comply with applicable state laws, rules, ordinances and regulations to prevent unauthorized disclosure of Customer information.

**XIX. INTERNET ACCESS**

Company shall not be liable except for loss or damage caused by the negligence or intentional acts of the Company its employee's agents and representatives. Customer hereby assumes the risk of and shall indemnify and hold harmless the Company from and against any claim, loss, damage or expense, incurred, made or suffered by Customer in connection with Customer's use of the Internet, including, but not limited to, any occurrences of (a) unauthorized access by any party (hacking) into any of Customer's equipment, software or databases and (b) computer viruses downloaded to or found to exist on Customer's equipment, software or databases, unless it can be proven that the aforementioned risk/harm was directly caused by non-compliance with Customer prescribed safeguards.

In the event Customer experiences problems associated with or caused by instances of hacking and/or computer viruses and requests Company's technical assistance, Company shall provide such assistance at its standard rates, plus travel expenses, except as covered by technical agreements already in place. No costs shall be incurred by the Customer in the event that the Company is responsible (Reference previous Section XVIII Paragraphs to determine responsibility definitions).

**XX. GENERAL**

Customer shall maintain a telephone support line to report problems to support staff associated with the covered products listed on Attached Schedules. Telephone support is not intended to serve as a training facility.

Service coverage is 7:30 a.m. to 4:30 p.m. South Bend time, Monday through Friday, excluding Designated Holidays (Outlined in the General Terms and Conditions section). Special Support if necessary can be scheduled. Emergency or unscheduled support (All support NOT Monday through Friday between 7:30am and 4:30pm South Bend Indiana time or NOT previously scheduled could be considered Emergency/Unscheduled support) will be billed at the then current Level 1 Technical Services/Support Agreement rate plus expenses with a four (4) hour minimum.

The Company shall activate an escalation plan to involve the necessary technical resources in the event of extraordinary circumstances. In certain situations a problem may require special effort to return the system, to normal operation, i.e., reloading of system and/or application software, restoration of data files, etc. In such cases it may be necessary to secure the onsite services of a Company technician. These services will be provided per the Technical Service/Support Agreement Schedule attached. Expenses incurred by the company to resolve software error/defects in the program product will be paid for by the Company.

Company shall have no responsibility or liability with respect to any problems associated in any way with Customer's installation and/or use of any equipment, system or application software purchased by Customer from another vendor. Customer acknowledges that its use of such products may adversely affect the operation of those products supplied by Company. In such event Company will provide it best efforts to identify and if practical to resolve the problem. These services will be provided per the Technical Service/Support Agreement attached.

**APPLICATION SOFTWARE****I. DELIVERABLES**

During the term of Agreement the Company does hereby grant and Customer accepts personal, nontransferable and nonexclusive perpetual right and license to use the application software identified on the attached Schedule.

**II. OWNERSHIP/CONFIDENTIALITY**

Customer acknowledges that the program products, including all underlying intellectual property rights, are and shall remain the exclusive property of Company and that Company holds the copyright interests therein, the program products being treated as unpublished works. Customer further acknowledges that the program products incorporate trade secrets and confidential information of Company, and Customer shall hold the trade secrets and confidential information in trust and shall not disclose, publish, release, transfer or otherwise make available any program products, in any form, to any person other than an employee of Customer or Company without the prior written consent of Company, except during the period any such person is on Customer's premises for purposes specifically related to Customer's use of the program products. Customer shall take all reasonable steps to insure that its employees comply with the terms of the provision. Customer shall not allow the Company's program products to enter the public domain.

The program products shall be used only for the processing of Customer's own transactions and maintaining its own records. Customer shall not: (a) permit any third party to use the program products or the related documentation without prior written consent of Company, or (b) permit access thereto except by its employees, individuals hired by customer, and/or associated government agencies as required to carry out duties the ordinary and normal course of business.

Customer shall have the right to copy the program products for backup and archival purposes only. Customer shall not remove any copyright, trademark, proprietary legends, or legal or warning notices included on or embedded in any program products. All copies made by Customer shall be the property of Company.

**III. DATABASE MANAGEMENT SOFTWARE**

Customer will purchase the third party's Database Management Software that the program product uses and will abide by agreement contract of the third party's Database Management Software.

**IV. INTELLECTUAL PROPERTY INDEMNITY**

Company agrees to indemnify and defend Customer from any and all suits, judgments, damages, claims, demands, actions, causes of action, proceedings, expenses or liabilities of any nature, which are threatened or brought against or are incurred by Customer arising from a claim that the licensed application program product constitutes an infringement of any United States patent or copyright, or is a trade secret of another, provided, however, that Company is notified thereof promptly in writing. Company shall have the sole control of the defense of any such suit, proceeding or action. Company, in its sole discretion, shall have the right to settle any suit, proceeding or action, except such settlement may not adversely impact the customer, unless the customer consents to the settlement.

If the use of any element of a program product is enjoined or prohibited or threatened to be enjoined or prohibited as a result of any such claim, suit, action, proceeding or settlement, Company shall have the right to (a) procure for Customer the right to continue to use said element; (b) replace said element with a comparable element which is non-infringing or is not such a trade secret; (c) modify said element so it becomes non-infringing or no longer is such a trade secret; or (d) terminate the license for said element and credit Customer the amounts Customer has paid to Company for said program product. If this element makes the Company in violation per the warranty the company could be in default.

**V. TERMINATION**

Within thirty (30) days after the termination or cancellation for any reason of the license(s) granted hereunder, Customer shall certify, in writing, to Company that it has destroyed all electronic and/or archival copies of the program products. With written authorization from the Company the Customer shall be permitted for a reasonable period thereafter to retain one copy of certain materials for record or conversion purposes.

If Company has ceased its ongoing business operations and is not providing the services per this contract regarding the sale or support of “Company authored proprietary application software”; Company will provide the source code to Customer specifically for the purpose of converting software/data.

The source code is being held in escrow by Sopko, Nusbaum, Inabnit, and Kaczmarek, 210 South Michigan Street, Plaza Building – 5<sup>th</sup> Floor, South Bend, Indiana 46624

This Agreement shall be binding upon the successors and assigns of the parties, provided, however, that no assignment shall be made by either party without the prior consent of the other. Any attempt by either party to assign this Agreement or any of the right or duties hereunder contrary to the foregoing provision shall be void.

Notice permitted or required under this Agreement shall be deemed acceptable when mailed by certified mail, postage prepaid, or when dispatched by facsimile, telex, or cablegram (and followed by a written confirmation mailed by certified mail, postage prepaid, within twenty-four hours after such dispatch).

## **VI. LOW SOFTWARE LICENSE AGREEMENT**

**IMPORTANT:** By loading and using this software, you agree to all of the terms of this Agreement. Do not load this software until you have carefully read and agreed to the following terms and conditions. If you do not agree to the terms of this Agreement, do not install or use this software.

**LICENSE:** Company grants Customer the following non-exclusive, non-transferable, royalty-free, copyright license subject to the terms of this Agreement. Company grants you the right to copy the software and materials (“Materials”) onto a computer for your use. You will not use copies in excess of your purchase agreement, and further, you will not copy, modify, see or transfer any part of the materials except as provided in this Agreement. You will not reverse engineer, recompile, or disassemble the software.

**OWNERSHIP AND COPYRIGHT OF MATERIAL:** Title to the Materials and all copies thereof remains with Company or its suppliers. The Materials are copyrighted and are protected by United States copyright laws and international treaty provisions. You will not remove the copyright notice from the Materials. Except as expressly provided herein, Company does not grant any express or implied right to you under Company patents, copyrights, trademarks, or trade secret information.

**LIMITATION OF LIABILITY:** EXCEPT AS SET FORTH ABOVE IN THIS AGREEMENT , THE MATERIALS ARE PROVIDED “AS IS” WITHOUT ANY EXPRESS OR IMPLIED WARRANTY OF ANY KIND, INCLUDING WARRANTIES OF MERCHANTABILITY, NONINFRINGEMENT OF THIRD-PARTY INTELLECTUAL PROPERTY, OR FITNESS FOR ANY PARTICULAR PURPOSE. IN NO EVENT SHALL COMPANY OR ITS SUPPLIERS BE LIABLE FOR DAMAGES, FOR LOSS OF PROFITS, BUSINESS INTERRUPTION,

LOSS OF INFORMATION ARISING OUT OF THE USE OF OR INABILITY TO USE THE MATERIALS. THE SOFTWARE IS BEING LICENSED BY COMPANY TO CUSTOMER SO THAT CUSTOMER MAY RUN ITS PAYROLL AND FINANCIAL REPORTING.

Company and Customer, by signature below, acknowledge that they have read this Agreement, including the schedules, understand it, and agree to all its terms and conditions. This Agreement constitutes the entire Agreement, between the parties and supersedes all prior communications, proposals, or agreements relative to the hardware, software or services outlined herein.

### Low Associates, Inc.

**Low Associates, Inc.  
210 N. Ironwood Drive.  
South Bend, IN 46614**

BY: Low Associates Inc.  
NAME: Andrew Low  
TITLE: V.P. Sales/Marketing; Partner Relations  
DATE: 12/18/2023

### Customer

**Waste Reduction District of Monroe County  
3400 South Walnut Street  
Bloomington, IN 47401**

NAME: Waste Reduction District of Monroe County  
DATE: 12/18/2023

## SCHEDULE A

### Base Software License: Financial Accounting Suite

Terms of Agreement: (Base Software license requires an annual Maintenance/License Fee)	<b>One time cost.</b>
---	-----------------------

Base Software License	\$43,000
Early Commitment Discount	<u>(\$4,000)</u>
<b>Software Total</b>	<b>\$39,000</b>

Payment will be due 45 days after the billing date on the following Schedule

Financial Accounting Suite

*For a listing of base and optional software included in this contract, see proposal page 2. Optional Software not included in the base contract can be added in the future with a signed quotation and will be added to base contract upon annual renewal.*

The Software proposed requires properly configured Network Hardware. For equipment requirements, see: [www.lllow.com](http://www.lllow.com).

FEES ABOVE INCLUDE ALL EMPLOYEE EXPENSES:  
LOCAL, STATE, AND FEDERAL TAXES, INSURANCE, VACATION, SICK  
LEAVE, TRAINING, HOLIDAYS, OVERTIME, RETIREMENT  
ALLOWANCE AND ANY OTHER EMPLOYEE COSTS, DIRECT OR  
INDIRECT.

## SCHEDULE B

### Technical Service/Support Agreement Financial Suite

Terms of Agreement: January 1, 2024 to December 31<sup>st</sup>, 2024.

<b>Technical Services (Due after billing)</b>	<b>\$17,325</b>
<b>Discount (Payment within 45 Days)</b>	<b><u>(\$2,330)</u></b>
<b>Technical Services (Due 45 day after billing)</b>	<b>\$14,995</b>

Technical Service/Support will be used for the following:

Technical Service/Support to be provided includes but is not limited to:

- Data Conversion (Payroll/Financial)
- Conversion of History as specified
- Training on Licensed Software and Related Software
- Staff Development and Retraining On Any Software As Requested
- Data Base Software
- Consulting and planning as required and requested by Authorized customer personnel.

Staff assigned as required.

**Annual Technical Services Fee \$1,500 after year 1.**

**FEES ABOVE INCLUDE ALL EMPLOYEE EXPENSES:  
LOCAL, STATE, AND FEDERAL TAXES, INSURANCE, VACATION, SICK  
LEAVE, TRAINING, HOLIDAYS, OVERTIME, RETIREMENT  
ALLOWANCE AND ANY OTHER EMPLOYEE COSTS, DIRECT OR  
INDIRECT.**

## SCHEDULE C

### Annual Maintenance/License Fee – Financial Accounting Suite

Terms of Agreement: January 1, 2024 through December 31, 2024

Services will be billed semi-annually.

**Software Maintenance / License** **\$13,673**

**Discount for Early Payment** **(\$1,783)**

**Software Maintenance For Application** **\$11,890**

The first year will be prorated and billing will begin the first month following installation. Annual discounted fee based on a bi-annual payments Made within 45 days of billing (approximately January 31 and July 31)<sup>1</sup>. If you do not plan on paying within the 45 days pay the full amount.

Software Designed, Authored And Licensed By Low  
All Low software products are subject to continued revisions  
Financial Accounting Suite

*For a listing of base and optional software included in this contract, see proposal page 2. Optional Software not included in the base contract can be added in the future with a signed quotation and will be added to base contract upon annual renewal.*

License of Software above allows for a single installation except as noted.

Annual Maintenance Fee includes support questions regarding the application software via our software support phone number, or application software trouble-shooting and resolution via a modem. If appropriate, application software support may also be provided via the internet, mail, or email. The annual Maintenance Fee also includes software updates necessary to correct software defects or periodic software updates for enhancements to the application software provided by Low. All Low software products are subject to continued revisions. Any services not covered by the Annual Maintenance/License Fee can be provided through the use of the Technical Service/Support Agreement.

FEES ABOVE INCLUDE ALL EMPLOYEE EXPENSES:  
LOCAL, STATE, AND FEDERAL TAXES, INSURANCE, VACATION, SICK  
LEAVE, TRAINING, HOLIDAYS, OVERTIME, RETIREMENT  
ALLOWANCE AND ANY OTHER EMPLOYEE COSTS, DIRECT OR  
INDIRECT.

SIGNATURE PAGE

Waste Reduction District of Monroe County “Customer”

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Geoff McKim, Board Chair

\_\_\_\_\_  
Date

\_\_\_\_\_  
Catherine Martin, Controller

\_\_\_\_\_  
Date

LOW ASSOCIATES INC. “Company”

\_\_\_\_\_  
Andrew Low, VP Sales and Marketing

\_\_\_\_\_  
Date



Our World, Our Responsibility

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

[www.wastereductiondistrict.com](http://www.wastereductiondistrict.com)  

## **MEMORANDUM**

**TO:** WRDMC Board of Directors  
**DATE:** January 5, 2024  
**FROM:** Tom McGlasson Executive Director  
**SUBJECT:** Annual Re-Appointments to the CAC

---

Per Resolution 2023-01 (A Resolution to Replace Resolution 901 To Establish a Citizens Advisory Committee for the Monroe County Solid Waste Management District), all CAC members terms expire on December 31<sup>st</sup> of each year. Therefore, the Board must re-appoint the membership each year.

The following CAC member stated they will not be seeking re-appointment for 2024:  
Ryan Edwards, Monroe County Resident

The following CAC members asked to be re-appointed for 2024;  
Joseph Wynia, Waste Industry Representative  
John Arnold, Monroe County Resident  
Paul White Sr., Monroe County Resident  
Brad Lucas, Monroe County Resident (MCCSC)  
Bill Goins, Waste Industry Representative  
Matt Austin, Monroe County Resident



Our World, Our Responsibility

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

[www.wastereductiondistrict.com](http://www.wastereductiondistrict.com)  

## **MEMORANDUM**

**TO:** WRDMC Board of Directors  
**DATE:** January 5, 2024  
**FROM:** Tom McGlasson Executive Director  
**SUBJECT:** Establishing 2024 Meeting Schedule

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The Board of Directors is requested to establish its meeting schedule for the remainder of 2024. The Board has historically met on monthly on the second Thursday at 4:00 p.m. in the Nat U, Hill Meeting Room. This room is currently reserved for this Board to meet on this schedule.



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## **MEMORANDUM**

**TO:** MCSWMD Board of Directors  
**DATE:** December 8, 2023  
**FROM:** Tom McGlasson Jr.  
**SUBJECT:** January 2024 Administration Department Board Report

### **General Updates**

- District rebranding is proceeding, information: notices have been provided to vendors and regulatory agencies; website has been updated; social media updating is in progress; and signage design, ordering and installation is in progress.

### **Media Summary for December 2023**

- Social Media Outreach
  - Social media posts included: Holiday closings; District Rebranding; Holiday Tree Recycling; Composting; Environmental Education Association of Indiana Conference.
- Effectv Summary
  - Television advertising: Food Waste Recovery; Electronics; Orange Bag Trash; Climate Challenge and Solutions; Recycling Right.
  - Premium Digital Advertising: Food Waste Recovery; Electronics Recycling.
    - Premium Digital is a platform for our infomercials to be viewed through Comcast On-Demand services and internet streaming on any device.
- Radio Summary
  - WHCC: Adopt-A-Road; Compost Bins and Rain Barrels; E-Waste; HHW; Recycle Right; Reusable and Recyclable Materials; Tire Disposal.
  - WFHB: 3 Spanish language PSAs on District services.
    - Information also available on Spanish language social media.
  - WFIU: Rebranding PSA recorded for Minute By Minute program.
- Additional Media
  - Sponsorship PSAs on Mind Yo' Business podcast
  - Continuing to work with Production House to edit/modify existing infomercials to incorporate rebranding. Infomercials currently airing have been updated.

### **Education and Outreach Summary for December 2023**

- Rogers Elementary 2<sup>nd</sup> Grade: 132 students, 6 teachers
- Marlin Elementary K-1<sup>st</sup> Grades: 40 students, 2 teachers
- Harmony School K-2<sup>nd</sup> Grades: 21 students, 1 teacher
- Edgewood Primary 1<sup>st</sup> Grade: 175 students, 8 teachers

# **MEMORANDUM**

Monroe  
County Solid  
Waste  
Management  
District

**DATE:** 01/05/24  
**TO:** MCSWMD Board of Directors  
**FROM:** Joey Long  
**SUBJECT:** Recycling & Reuse, Hazardous Materials, Rural Recycling Centers Board Report for the month of January 2024.

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

- We have ordered and received the new Bulky Item Schedule signs. We have placed orders on and in the process of finalizing the remainder signs.

## **Hazardous Materials (05)**

- Staff have completed their annual Hazwoper refresher training.

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

- We were informed that Good Earth Composting will be charging us for the Holiday Trees that will be recycled.

Joey L. Long

**2023 Trash and Recycling Tonnage and Pulls**

1/5/2024

<b>2023 Total Recycling Tons</b>	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Totals
Cardboard	70.16	58.71	66.05	63.47	66.40	74.15	64.16	74.21	68.33	63.36	65.89		734.89
Mixed Paper/Magazines	15.15	22.43	16.29	13.42	14.91	28.03	12.57	14.24	12.51	20.93	17.99		188.47
Newspaper	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00
Books	0.68	0.00	5.40	4.73	4.05	0.00	3.04	4.05	0.00	3.04	0.00		24.98
Mixed Paper	4.25	0.00	3.85	4.66	5.06	0.00	6.28	4.25	0.00	5.47	0.00		33.82
White Paper	0.00	0.00	0.20	0.20	0.20	0.00	0.00	0.00	0.00	0.00	0.00		0.61
Magazines	4.05	0.00	1.35	1.35	2.25	0.00	1.80	1.80	0.00	3.15	0.00		15.75
Scrap/Steel - BIM	22.29	16.34	17.80	23.16	21.00	27.01	25.47	25.68	21.61	23.45	22.14		245.95
Scrap/Steel - JB	5.85	4.08	4.00	5.56	9.51	7.54	2.64	5.77	5.23	4.07	1.20		55.43
Glass	47.27	28.77	43.54	31.48	34.99	30.87	28.08	52.17	21.73	27.40	37.41		383.71
Plastic 1 - 7	21.27	23.58	24.70	24.10	27.32	29.29	23.37	25.66	24.28	22.14	22.35		268.06
<b>Total</b>	<b>190.97</b>	<b>153.91</b>	<b>183.17</b>	<b>172.12</b>	<b>185.69</b>	<b>196.89</b>	<b>167.40</b>	<b>207.83</b>	<b>153.69</b>	<b>173.00</b>	<b>166.98</b>	<b>0.00</b>	<b>1951.65</b>
<b>2023 Recycling Pulls By Location - Republic</b>													
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
Bethel Ln	9	12	12	15	14	17	12	21	10	14	13		149
Dillman Rd	12	8	12	10	13	12	11	16	11	13	10		128
Ellettsville	16	15	18	17	16	21	11	15	16	16	18		179
Main Recycling Center	18	17	19	17	17	22	13	20	20	18	17		198
Oard Rd.	10	10	10	11	10	10	4	15	9	10	9		108
<b>Total</b>	<b>65</b>	<b>62</b>	<b>71</b>	<b>70</b>	<b>70</b>	<b>82</b>	<b>51</b>	<b>87</b>	<b>66</b>	<b>71</b>	<b>67</b>	<b>0</b>	<b>762</b>
<b>2023 Recycling Pulls By Location - Rumpke</b>													
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
Bethel Ln - Glass	2	1	2	2	2	1	1	2	1	2	1		17
Dillman Rd - Glass	1	1	1	0	1	1	1	1	1	0	1		9
Ellettsville - Glass	2	0	2	1	1	1	1	2	1	1	1		13
Main Recycling Center - Glass	2	3	2	2	2	2	2	2	1	1	2		21
Trailer Loads	1	0	1	1	1	0	1	1	0	1	0		7
Oard Rd. - Glass	1	1	1	1	1	0		2	0	1	1		9
<b>Total</b>	<b>9</b>	<b>6</b>	<b>9</b>	<b>7</b>	<b>8</b>	<b>5</b>	<b>6</b>	<b>10</b>	<b>4</b>	<b>6</b>	<b>6</b>	<b>0</b>	<b>76</b>
<b>2023 Recycling Tonnage By Location</b>													
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
Bethel Ln	26.33	24.23	25.75	29.22	34.76	25.38	32.69	30.47	25.12	24.98	24.22		303.14
Dillman Rd	34.82	21.53	31.00	20.88	29.84	33.24	31.34	33.20	27.40	26.39	27.40		317.03
Ellettsville	48.31	26.76	44.91	34.83	35.14	47.67	35.49	44.33	31.90	34.30	36.88		420.51
Main Recycling Center	55.20	58.51	52.83	55.50	52.78	75.44	44.59	62.90	55.50	58.94	56.27		628.45
Trailer Loads	8.98	0.00	10.85	10.94	11.57	0.00	11.12	10.10	0.00	11.66	0.00		75.20
Oard Rd.	17.34	22.88	17.83	20.75	21.61	15.16	12.18	26.83	13.77	16.77	22.21		207.32
<b>Total</b>	<b>190.97</b>	<b>153.91</b>	<b>183.17</b>	<b>172.12</b>	<b>185.69</b>	<b>196.89</b>	<b>167.40</b>	<b>207.83</b>	<b>153.69</b>	<b>173.01</b>	<b>166.96</b>	<b>0.00</b>	<b>1951.65</b>

Joey L. Long

**2023 Trash and Recycling Tonnage and Pulls**

1/5/2024

<b>2023 Trash Pulls By Location</b>	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
Bethel Ln	8	8	9	8	9	8	9	10	8	9	8		94
Dillman Rd	9	8	9	8	10	9	8	9	8	9	8		95
Ellettsville	9	9	10	8	9	9	8	10	7	8	10		97
Main Recycling Center	1	0	1	1	1	0	1	0	1	0	1		7
Oard Rd.	9	8	9	8	9	9	9	9	9	10	8		97
Total	36	33	38	33	38	35	35	38	33	36	35	0	<b>390</b>
<b>2023 Trash Tonnage By Location</b>	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
Bethel Ln	36.59	26.54	28.88	29.22	35.50	33.91	39.72	40.91	30.11	36.42	31.66		369.46
Dillman Rd	42.74	31.83	37.13	34.64	44.61	36.89	40.42	38.25	33.68	37.21	39.07		416.47
Ellettsville	47.55	37.41	41.16	40.21	47.97	48.06	46.65	51.55	33.28	40.00	55.86		489.70
Main Recycling Center	1.59	0.00	2.18	2.35	2.68	0.00	2.23	0.00	3.07	0.00	2.53		16.63
Oard Rd.	31.47	27.31	28.83	26.53	34.83	34.09	38.29	31.61	27.66	31.57	29.25		341.44
Total	159.94	123.09	138.18	132.95	165.59	152.95	167.31	162.32	127.80	145.20	158.37	0.00	<b>1633.70</b>
<b>2023 Bulky Pulls By Location</b>	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
Bethel Ln	6	1	6	6	3	10	9	1	7	7	2		58
Dillman Rd	4	6	6	7	7	6	8	6	6	5	6		67
Ellettsville	8	10	9	9	11	12	12	11	8	10	9		109
Oard Rd.	5	5	5	6	6	9	6	6	7	6	5		66
Total	23	22	26	28	27	37	37	24	28	28	22	0	<b>302</b>
<b>2023 Bulky Tonnage By Location</b>	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
Bethel Ln	5.84	1.22	6.17	5.66	3.51	9.89	10.81	1.30	7.84	7.93	2.30		62.47
Dillman Rd	3.74	5.33	4.65	6.28	5.21	6.70	11.45	5.29	5.18	4.52	4.82		63.17
Ellettsville	11.03	7.49	5.03	18.01	14.35	14.91	13.22	12.25	17.61	10.62	5.38		129.90
Oard Rd.	4.00	3.81	5.44	7.39	7.43	5.72	7.13	6.43	4.98	4.27	4.21		60.81
Total	24.61	17.85	21.29	37.34	30.50	37.22	42.61	25.27	35.61	27.34	16.71	0.00	<b>316.35</b>