



**WABASH COUNTY SOLID WASTE MANAGEMENT DISTRICT
BOARD OF FINANCE & BOARD OF DIRECTORS MEETING
MONDAY, February 10th, 2025 1:30 P.M. at the DISTRICT OFFICE**

MINUTES

The Wabash County Solid Waste Management District held a Board of Finance & Board of Director's Meeting on Monday, February 10th, 2025, at 1:30 p.m. in the district office located at 1101 Manchester Avenue, Wabash, Indiana.

Attending:

Board Members: Mayor Scott Long – President, Tyler Niccum – Vice President, Cheryl Ross – Secretary, Jeff Dawes – Member, Mitzi Pilgrim – Member, Nick Kopkey – Member

Absent: Gary Montel – Member

Staff Attending: Leann Kooi – Executive Director, Marisa Shrock – Recording Secretary

Others: Ken Ahlfeld – Controller, Doug Lehman - Attorney

Call to Order: Mayor Long called the Board of Finance meeting to order.

Board of Finance:

Mr. Ahlfeld presented members with copies of the required financial report.

- Mr. Ahlfeld reported that WCSWMD had an end of year cash balance of \$778,011.00 from 2024; the interest earned was \$4,599.00. He stated the interest was unusually low due to the CD rolling over due to miscommunication. Ahlfeld assured that the next annual interest earning will be doubled.
- Mr. Ahlfeld noted \$11,804.00 was spent in Capital Outlays, which was higher than usual due to the requirement for fence install and repairs since.
- Mr. Ahlfeld noted that the average rate of returns was \$4,599.00.
- Mr. Ahlfeld continued on to the Profit & Loss portion of the report, and showed tipping fees were down by \$44,000.00. Furthermore, Materials Management was up by \$35,000.00 due to the 2024 recycling contract with Green for Life (GFL) being double (approx. \$30,000.00/month) what WCSWMD had allotted to spend. He noted that though unfortunate, the extra spending for the contract was unavoidable as no other entity bid to acquire WCSWMD's recycling contract at that time.
- Mr. Ahlfeld moved onto "Out-Reading Receipts" and stated WCSWMD initially lost \$47,707.00, however with the earned interest the loss was offset to \$43,108.00. He noted the loss was \$20.00 better than the previous year despite lower tipping fees and higher materials management.
- Mr. Ahlfeld reported that medical insurance was way down compared to the previous year, approx. \$77,000.00.
- Ms. Kooi noted the decrease was due to not having a senior or high risk covered employee in 2024.
- Mr. Ahlfeld addressed the Special Assessment User Fee by giving a brief history for new members.
- Mr. Lehman helped clarify to new members that the fee was established after a resolution passed in 2010.
- Mr. Ahlfeld continued noting WCSWMD took in \$274,772.00 from the user fee, and that without these funds WCSWMD would have been at a loss of \$322,479.00. He stated that, financially, the fee cannot be reduced at this time, though the hope was that the fee would not have to be increased. However, the future is uncertain as costs continue to increase.
- Mr. Ahlfeld announced that currently, WCSWMD has enough funding to operate for 18.8 years provided no loss of income, however, should tipping fees cease from the landfill WCSWMD would only have enough to fund 2.3 years of operation.





- Mr. Niccum inquired as if the user fee had ever been increased or if it had always been set at \$24.00.
- Mr. Lehman and Mr. Ahlfeld confirmed the user fee had never been increased in its 15-year existence.
- Mr. Ahlfeld noted that our neighbor Miami County has their user fee up to approx. \$43.00 as a comparison.
- Mr. Kopkey inquired as to which entities pay the \$24.00 WCSWMD user fee in Wabash County.
- Mr. Ahlfeld answered that agricultural parcels are exempt, and that he believed non-profit parcels may also be exempt.
- Mr. Lehman added that real property parcels qualified as homesteads and residential are charged, as well as all parcels qualified as commercial or industrial with the exemption of parcels categorized as garages or parking lots.
- Mr. Kopkey then inquired about the Miami County user fee being higher due to the lack of a local landfill providing tipping fees. This inquiry led to several members discussing that Miami County likely does not receive tipping fees like WCSWMD.
- Mayor Long noted a date correction was needed on the documentation provided, to which Mr. Ahlfeld acknowledged.

Mayor Long motioned to approve Board of Finance Report with date correction. Mr. Niccum seconded; motion approved. (5-0)

Adjournment: Mayor Long adjourned the Board of Finance meeting.

Called to Order: Mayor Long called the Board of Directors meeting to order.

Approval of January 13th, 2025 Board Meeting Minutes:

Board members reviewed the meeting minutes from the January 13th, 2025 meeting.

- Ms. Pilgrim noted a name correction needed. Ms. Shrock acknowledged the need for correction.

Mr. Niccum motioned to approve the January 13th meeting minutes with name correction; Ms. Pilgrim seconded. Motion approved. (5-0)

Financial Report & Claims:

- Mr. Ahlfeld noted the total claims of \$50,739.00 in January is partially due to the need for extra bin swaps for the residential drop site recycling that occurred to combat the Christmas overflow. He added that landfill tipping fees were low as well.
- Mr. Ahlfeld passed the floor to Ms. Kooi to address any large or unusual claims.
- Ms. Kooi reported one large claim from Environmental Enterprise Inc. (EEI), WCSWMD's chemical vendor.
- Ms. Kooi ended by assuring that EEI usually makes only three visits to WCSWMD and two are used for the Tox Away Days.

Mr. Dawes motioned to approve the financial report and claims; Ms. Ross seconded. Motion approved. (5-0)

Director's Report:

- Ms. Kooi reported that WCSWMD is in its slow season with 362 residents serviced in January. Ms. Kooi added that foot traffic is expected to increase towards March.
- Ms. Kooi announced that WCSWMD applied for IDEM's Waste Tire Grant of \$10,000.00 again and is honored to share it will be one of the 32 of 72 counties to receive the grant, let alone for the second year in a row.
- Ms. Kooi reported two outstanding invoices that WCSWMD has had trouble collecting payment on. The larger of the two belongs to a Mr. Aaron Dyson from 2022 for a chemical drop off his employees brought in that cost WCSWMD over \$800.00 to dispose of. To this day, no payment has been made, even after the previous Executive Director discounted the bill to \$400.00 as an attempt to recover some of the loss. All attempts of communication have been met with hostility or dismissal.
- Ms. Kooi inquired about available next steps to take in these outstanding invoice situations
- Mr. Lehman discussed suggestions for next course of action and advised on his service charges.





- Ms. Kooi assured that Mr. Dyson has been made aware he is not permitted to use any WCSWMD services until the invoice is paid, and the same will be true of Lakeview Mobile Home Park LLC, the owner of the second outstanding invoice discussed.
- Ms. Kooi informed that the WCSWMD mascot design competition was underway as she had sent out the competition information to the local county junior/senior high schools. She stated that the competition due date would be Friday, February 21st, 2025, and that the design selected would be used to create a district mascot. She added that the winner will receive \$100.00 as a prize.
- Ms. Kooi announced the creation of a new transportable interactive education program that focuses on the key processes of recycling's journey through Material Recovery Facilities (MRFs or "Murfs").
- Ms. Kooi expanded on the announcement by informing that while most everything could be handmade by staff, she had reached out to a local carpenter for a quote to produce an easily transportable hand-crank conveyor belt.
- Ms. Kooi informed that with the new education programs in development, she had talks with Teresa Galley about future program partnership with the Wabash County Museum. She added that WCSWMD may be a part of their educational and enrichment events or as a temporary installation for First Fridays.
- Ms. Kooi announced that a puppet show set is also under development; the characters and stories will cover different aspects of reduce, reuse, and recycle.
- Ms. Kooi informed of her intent to attend the State of the Communities event hosted by Grow Wabash Co. on February 20th.
- Ms. Kooi reported that outside of current educational developments, WCSWMD will also host the annual Rain Barrel Workshop, a community outreach event with partner Steve Johnson, on April 12th, 2025.
- Mr. Kopkey inquired as to if Ms. Kooi had received any news on coming legislation that would apply to Solid Waste Districts.
- Ms. Kooi responded by informing that the Association of Indiana Solid Waste Management Districts has a meeting scheduled for Thursday, February 15th to discuss the possibility of new legislation being passed in the State House.

New Business:

- Ms. Kooi informed that she had created a new Capital Assets Policy that outlined how the Capital Assets Ledger is to be maintained for audit purposes, as many other districts are facing audit complications due to not having one. The policy states that the ledger is to be stored in an electronic format and exists to log all land or building purchases, improvements, maintenance, equipment, vehicles, etc. that exceed \$5,000.00 in value.
- Mr. Ahlfeld informed that his office also has a ledger that may be updated for this purpose.

Mr. Dawes motioned to approve the Capital Assets Policy; seconded by Mr. Niccum. Motion approved (5-0).

Adjournment:

Mayor Long motioned to adjourn the Board of Directors meeting

Next Meetings:

- Board of Directors – Monday, March 10th, 2025 at 1:30 p.m.

Marisa Shrock, Recording Secretary

Mayor Scott Long, Board President

