

AGENDA

**BOARD OF DIRECTOR’S MEETING**

of the

**MONROE COUNTY SOLID WASTE MANAGEMENT DISTRICT**

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

Meeting Connection via ZOOM

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

Meeting ID: 832 4890 9782

Password: 910416

Thursday March 10, 2022

4:00 pm

CALL TO ORDER

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ADJOURN

MINUTES

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

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

Meeting Connection VIA ZOOM

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

Meeting ID: 876 8380 0326

Password: 768154

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

Members Absent: None

Staff Present: Tom McGlasson Jr., Executive Director; Cathy Martin, Controller

CAC Present: Joe Wynia, Chairperson

Legal Counsel Present: Lee Baker

Munson called the meeting order at 5:02 p.m.

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

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

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

Piedmont-Smith motioned to forward the minutes as amended to the full Board for approval; Githens seconded. Roll call vote was unanimous, motion passed.

**Report From Controller**

Martin shared her screen and presented the Operating Fund cash flow statement and addressed questions raised at the last Board meeting concerning 2021 actual expenditures.

Martin referred to previous questions concerning the Refund/Miscellaneous revenue line and described the revenues that fall into the category. She reported that the bulk of the 2021 revenues in this line are from refunds from the State of Indiana and U.S. Treasury due to overpayment of payroll taxes. Martin stated that she feels the District is in a good place moving forward and making changes to avoid these issues in the future.

Munson asked if it would be possible to ask the State Auditor to provide more information to help determine when and how the overpayment occurred. Martin stated she will, but didn't know how long it will take them to provide any clarification, and suggested that she could do an internal audit on the specific tax periods when time permits.

McGlasson suggested that this type of report from the Controller be a regular agenda item for the Executive Committee. Committee members concurred.

Githens asked if all the accounts at Chase bank have been closed. Martin stated that the Operating account fund has one (1) outstanding check and so remains open, along with the account for the employee flexible spending accounts. McGlasson stated that he spoke with the vendor this afternoon and they located the check, it had been misplaced. The vendor will be returning the check to the District so we can move forward with closing the accounts. The balance due to that particular vendor will be added to a

future invoice. He noted that the amount in question is about \$52.00, so using 2022 funds to make payment will not upset the budget.

### **Check Signature Authority**

McGlasson stated this is a follow up on the discussion at the last meeting, noting that Baker was unable to attend the last meeting but is present today to help answer questions. He continued that since the potential revisions to the Internal Controls Policy reviewed at the last meeting were drafted, it was brought to his attention that if staff has check signing authority then a staff member involved in the review and approval process is also signing the checks. He referenced additional questions provided in the memo in the packet and noted that if staff is granted the authority to sign checks it will require additional changes to the Internal Controls Policy.

Baker stated he and McGlasson have discussed this issue on multiple occasions and that the overriding concern from a legal perspective is that there is a formal written policy outlining the authority being delegated, and to whom. He is comfortable with what staff has provided him so far concerning layers of review and controls, as long as the person making payment is not the decider about the purchase of the good or service.

McGlasson stated that if the committee wishes for the Board to consider this, it is not something we are prepared to present to the Board next week. He noted that the original idea that led down this path was to have an original signature on checks and asked the committee if they wished to move forward with that. McGlasson stated that Munson is currently the only Board signatory on the account, so having at least one (1) other Board officer added to the account would be preferred if we switch to original signatures.

Munson asked if this would require the Board Chair to come to the District once per week to sign checks. McGlasson stated either that or staff would bring the checks to the Board Chair.

McGlasson noted that he did not know when or why the District started issuing payments weekly, but that this is not necessary and claims could be paid bi-weekly in conjunction with payroll weeks. Munson concurred and stated she felt it would be a good idea to have the Vice-Chair and Secretary added to the account as well.

Discussion ensued regarding adding signatories to the accounts, the number of checks issued in a given week, and the District's internal claim approval process.

Piedmont-Smith asked if any payments can be set up to be paid electronically. McGlasson stated this is something he has looked at and it can be done with additional changes to the Internal Controls Policy and a simple resolution from the Board authorizing payment for routine, recurring claims. Baker concurred, stating that the statute seems to offer a statutory procedure to adopt such a policy.

Munson asked about instances where the amount varies month to month, or sometimes no payment is due in a given month. Baker stated that if there is a measure of certainty or reliability in a vendor submitting a claim each month then they would be appropriate for such a policy.

Piedmont-Smith expressed hesitation for claims where the rate charged changes, like with fuel.

McGlasson acknowledged that for some things rates change periodically and referenced the Internal Controls Policy stating that we have to have trust and faith in the policy, and that staff is doing their due diligence when reconciling claims.

Githens asked if staff could provide a list of vendors or claims that they would recommend be processed electronically. McGlasson stated staff could do this and provide a claims history for review.

Munson noted that this would reduce the number of checks needing to be written and signed on a regular basis, and stated she would like to explore further the idea of writing checks every other week.

Piedmont-Smith asked if we implement measures to reduce the number of checks are we leaning toward leaving the signature authority with the Board Chair. Munson and Githens concurred with leaving signature authority with the Board Chair or their designee.

McGlasson asked the Committee if the waste tire management update could be moved up to next on the agenda in deference to Baker's time. Committee members consented.

### **Waste Tire Program Update**

McGlasson stated that to make sure we pursued a waste tire program in compliance with State Statute, a Request For Information (RFI) packet was developed after consulting with Baker, as a logical first step. He referenced the RFI in the meeting packet, noting that it was issued and advertised today, with responses due by March 4<sup>th</sup>, and that he planned to present the responses to the Board at the meeting on March 10<sup>th</sup>.

Baker stated that if the District wishes to provide this service then we have to survey the private sector to see if they are willing to provide the service at a reasonable cost. If we determine that it makes sense for the District to provide the service, the Board will have to adopt a resolution at a public meeting.

McGlasson concurred, stating that determination will be based on the responses we get.

McGlasson stated that the RFI notice was published in the Herald-Times today, and it will be posted on the District's website and Facebook page. He looked at direct-mailing the RFI, but due to the number of auto service businesses in Monroe County, that would be time-consuming and costly.

Discussion ensued concerning statutory requirements, the types of waste tires the District could potentially accept, and the information sought in the RFI.

Munson asked if the District has any information on how Monroe County businesses that accept waste tires recycle or dispose of them. McGlasson responded that they will generally contract with one of the waste tire recycling vendors that service this area. He noted that landfills are prohibited from accepting whole tires.

Committee members and McGlasson discussed options for publishing and sharing the notice for the RFI.

Baker exited at 6:05 p.m.

### **Annual Review of Investment Policy**

McGlasson stated that the Investment Policy calls for an annual review by the Finance Committee and that is the purpose of this agenda item. He acknowledged a general frustration and concern with the performance of the Landfill Trust Fund (LTF) and noted that the investment options are limited by State Statute.

Martin referred to the LTF annual statement included in the packet showing the entire year's performance. She recalled questions asked by the Board at a previous meeting and stated that she reached out to German American to discuss the LTF. Martin described her follow up phone conversation with German American, which covered the statutory restrictions on investment options, limitations of a fixed income portfolio compared to other indices seeing more positive returns, and the effect of rising inflation on portfolio performance.

Piedmont-Smith asked for clarification on the effect of rising inflation. Martin stated that as interest rates rise our bonds appear to lose value, but that loss is only realized if we have to sell the bond at the reduced value. Bonds will return to par value if held to maturity, at which point those funds would be reinvested at a higher rate.

Martin referred to previous discussions regarding the investment of cash reserves and shared her screen in the Zoom meeting displaying the current savings account cash flow statement. She stated that this account was moved to German American Bank in mid-November, and interest earned in that half month

increased to \$61.43, and for the full month of December increased to \$127.44. She feels we're in a much better place with our banking and would prefer to let that money earn interest in a money market account, rather than invest it in the current market.

Martin stated that all the District's accounts at German American are earning interest, that the rate is based on our balance, ranging from 0.05% on the Debt account to 0.15% on the Savings and Operating accounts. The cash flow statements will show interest earned each month, and if interest rates rise we should re-evaluate the market for investment.

Discussion ensued concerning the LTF losses in 2021, potential rates of return on current investments at maturity, investment options with IN Trust, and restrictions imposed on the LTF investments.

Munson stated that with the infusion of federal funds it is hard to predict what will happen with federal bonds and asked if the District knew if the LTF held any state or local bonds. Martin stated she would have to research that to be sure she was providing correct information.

Piedmont-Smith referenced the investment policy and asked what it means to "pre-qualify" financial institutions as indicated in the policy. McGlasson stated it isn't specifically defined in the policy, nor has the District defined it anywhere else that he is aware of, but this is something that can be added by amending the policy.

#### **Apartment Recycling Update**

McGlasson stated he is working with the City of Bloomington to get population density data, and has been preliminarily advised by City Planning that a District recycling drop off would be considered a government use. He has asked if the use would be considered the same whether the District owned or leased the property and is awaiting a response.

McGlasson continued that, when trying to identify a parcel for a drop-off site, the District will need a long-term commitment due to the cost of establishing the facility, we will need about fifteen thousand (15,000) square feet, and we have to consider accessibility for the trucks needed to service the facility.

Githens asked how a purchase would happen, and if it would require a bond. McGlasson stated that would depend on the parcel and the cost. The District has cash reserves and could consider purchasing outright for \$1,000,000 or less.

Discussion ensued regarding annual operating costs and potential locations.

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

McGlasson informed the committee that in addition to the waste tire RFI, the District also issued a Request For Bids for orange bags, and bids are due on March 4<sup>th</sup> at 11:00am. They will be opened at a public meeting at noon (12:00 p.m.) the same day, and hopefully presented to the Board with a recommendation for award at the March meeting.

Wynia referred to previous questions regarding the CAC membership term duration outlined in the recently adopted Bylaws and reported that there is general satisfaction with the current one (1) year term. He proposed that the Board and CAC schedule a joint meeting to discuss the proposed partnership with Utilities on the anaerobic digester feasibility study, the website and the District's 5-year plan goals and objectives, and apartment recycling. He added that it would also be prudent to review the Five year Plan and look at how current topics fall within the specific objectives.

Piedmont-Smith asked why the website would be a topic for a joint meeting. Wynia stated it's part of the goals and objectives of the Five Year Plan. McGlasson shared his screen in the Zoom meeting displaying the test site for the new District website. McGlasson described the new website, highlighting specific pages and features, stating that it is easier to navigate and more user-friendly.

Piedmont-Smith apologized that she needed to leave and stated that she is in favor of a joint meeting with the CAC.

Piedmont-Smith exited at 6:58 p.m.

McGlasson stated that he will provide access to the website test site to the Executive Committee.

Munson asked if the CAC would be able to meet for a joint meeting at the Board's regular time. Wynia stated that there is one (1) member who would not be able to attend at 4:00 p.m. on a weekday, and availability is on a case by case basis for others.

Discussion ensued concerning the topics of discussion for a joint meeting.

Munson stated that she would hate to schedule a meeting knowing a CAC member can't attend, but that it's hard for Board members to find other times when they are all available. McGlasson suggested Wynia poll the CAC membership about the March and April meeting dates, and we can look at the joint meeting being after the Board meeting in the 4:30 p.m. time frame. Munson concurred. Wynia stated he will poll the members.

Meeting adjourned at 7:11 p.m.

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Signed – Executive Committee Member  
Minutes of January 31, 2022

MONROE COUNTY  
SOLID WASTE  
MANAGEMENT  
DISTRICT

DATE: 3/10/22  
TO: MCSWMD Board of Directors  
FROM: Cathy Martin, Controller  
SUBJECT: Cash Flow Summary

	Beginning Balance January, 2022	Revenue YTD as of Feb 28th 2022	Expense YTD as of Feb 28th 2022	Balance YTD as of Feb 28th 2022
Operating	2,222,002.03	155,748.11	362,208.62	2,015,541.52
Saving	1,000,477.23	242.60		1,000,719.83
Closure Bond Debt	158,839.58	6.73	151,335.00	7,511.31
Capital	45,418.46	7.34		45,425.80
Landfill/Post Closure	754,830.24	1,842.19	8,046.88	748,625.55

MONROE COUNTY SOLID WASTE  
MANAGEMENT DISTRICT

Date: 3/10/2022  
 To: MCSWMD Board of Directors  
 From: Cathy Martin, Controller  
 Subject: Operating

Begin Balance: 2222002.03

REVENUE	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22	YTD	2022 Budget	2021 Encumbered /Not Spent	YTD Actual Less Budget	Percent Remaining
Property Tax	-	-	-	-	-	-	-	-	-	-	-	-	-	1,994,609.00		(1,994,609.00)	100.00%
Excise Tax	-	-	-	-	-	-	-	-	-	-	-	-	-	125,000.00		(125,000.00)	100.00%
CVET	-	-	-	-	-	-	-	-	-	-	-	-	-	7,500.00		(7,500.00)	100.00%
Glass Recycling	1,037.32	623.68	-	-	-	-	-	-	-	-	-	-	1,661.00	15,000.00		(13,339.00)	88.93%
Metal Recycling	5,865.10	5,273.41	-	-	-	-	-	-	-	-	-	-	11,138.51	40,000.00		(28,861.49)	72.15%
Sale of Oil	-	-	-	-	-	-	-	-	-	-	-	-	-	-		-	
Battery Recycling	-	-	-	-	-	-	-	-	-	-	-	-	-	2,000.00		(2,000.00)	100.00%
Freon	540.00	200.00	-	-	-	-	-	-	-	-	-	-	740.00	6,000.00		(5,260.00)	87.67%
Green Business	5,050.00	7,840.00	-	-	-	-	-	-	-	-	-	-	12,890.00	20,000.00		(7,110.00)	35.55%
Toter's	-	-	-	-	-	-	-	-	-	-	-	-	-	-		-	
Orange Bags	23,845.00	31,088.75	-	-	-	-	-	-	-	-	-	-	54,933.75	315,000.00		(260,066.25)	82.56%
CESQG	186.00	1,832.40	-	-	-	-	-	-	-	-	-	-	2,018.40	8,000.00		(5,981.60)	74.77%
Paint	80.00	160.00	-	-	-	-	-	-	-	-	-	-	240.00	2,000.00		(1,760.00)	88.00%
Rental	-	1,950.00	-	-	-	-	-	-	-	-	-	-	1,950.00	8,000.00		(6,050.00)	75.63%
Refund/Misc	678.83	269.31	-	-	-	-	-	-	-	-	-	-	948.14				
Host Fee	45,972.33	19,855.98	-	-	-	-	-	-	-	-	-	-	65,828.31	250,000.00		(184,171.69)	73.67%
E-Waste	2,120.00	1,200.00	-	-	-	-	-	-	-	-	-	-	3,320.00	30,000.00		(26,680.00)	88.93%
Donation	54.00	26.00	-	-	-	-	-	-	-	-	-	-	80.00				
Tire Recycling														5,000.00		(5,000.00)	100.00%
Insurance Reimb																	
<b>TOTAL REVENUE</b>	<b>85,428.58</b>	<b>70,319.53</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>155,748.11</b>	<b>2,828,109.00</b>		<b>(2,672,360.89)</b>	<b>94.49%</b>



EXPENSE	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22	YTD	2022 Budget	2021 Encumbered /Not Spent	YTD Actual Less Budget	Percent Remaining
<b>Personnel Services</b>																	
Salaries and Wages	55,104.97	55,410.59	-	-	-	-	-	-	-	-	-	-	110,515.56	827,703.00		(717,187.44)	86.65%
Employee Benefits	3,914.35	3,923.01	-	-	-	-	-	-	-	-	-	-	7,837.36	71,964.00		(64,126.64)	89.11%
District Insurance	21,582.83	21,182.34	-	-	-	-	-	-	-	-	-	-	42,765.17	375,000.00		(332,234.83)	88.60%
Longevity	975.00	945.00	-	-	-	-	-	-	-	-	-	-	1,920.00	15,640.00		(13,720.00)	87.72%
Wellness Clinic-Activate	-	-	-	-	-	-	-	-	-	-	-	-	-	16,000.00		(16,000.00)	100.00%
Retirement	5,988.18	5,543.08	-	-	-	-	-	-	-	-	-	-	11,531.26	84,577.00		(73,045.74)	86.37%
Sub-total	87,565.33	87,004.02	-	-	-	-	-	-	-	-	-	-	174,569.35	1,390,884.00		(1,216,314.65)	87.45%
<b>Supplies</b>																	
Office Supplies	-	443.61	-	-	-	-	-	-	-	-	-	-	-	6,000.00		(6,000.00)	100.00%
Operating Supplies	1,497.20	1,107.86	-	-	-	-	-	-	-	-	-	-	2,605.06	65,600.00		(62,994.94)	96.03%
Repair and Maintenance	-	4.29	-	-	-	-	-	-	-	-	-	-	4.29	20,750.00		(20,745.71)	99.98%
Other Supplies	43,075.00	-	-	-	-	-	-	-	-	-	-	-	43,075.00	74,000.00		(30,925.00)	41.79%
Sub-total	44,572.20	1,555.76	-	-	-	-	-	-	-	-	-	-	45,684.35	166,350.00		(120,665.65)	72.54%
<b>Other Services &amp; Charges</b>																	
Professional Services	8,203.00	2,992.62	-	-	-	-	-	-	-	-	-	-	11,195.62	204,850.00	25,068.52	(193,654.38)	94.53%
Comm & Transportation	2,213.56	838.67	-	-	-	-	-	-	-	-	-	-	3,052.23	18,400.00		(15,347.77)	83.41%
Printing and Advertising	1,896.99	818.25	-	-	-	-	-	-	-	-	-	-	2,715.24	32,500.00		(29,784.76)	91.65%
Insur/Worker's Comp	1,115.22	-	-	-	-	-	-	-	-	-	-	-	1,115.22	138,500.00		(137,384.78)	99.19%
Utility Services	4,439.87	4,843.85	-	-	-	-	-	-	-	-	-	-	9,283.72	41,640.00		(32,356.28)	77.70%
Repair & Maintenance	4,345.26	4,232.08	-	-	-	-	-	-	-	-	-	-	8,577.34	85,700.00	1,887.97	(77,122.66)	89.99%
Rentals	6,245.28	6,279.99	-	-	-	-	-	-	-	-	-	-	12,525.27	81,760.00		(69,234.73)	84.68%
Other Services & Charges	31,767.44	55,816.22	-	-	-	-	-	-	-	-	-	-	87,583.66	634,775.00		(547,191.34)	86.20%
Sub-total	60,226.62	75,821.68	-	-	-	-	-	-	-	-	-	-	136,048.30	1,238,125.00	26,956.49	(1,102,076.70)	89.01%
<b>Capital Outlay</b>																	
Land																	
Imprvmt O.T. Buildings	-	-	-	-	-	-	-	-	-	-	-	-	-	10,000.00		(10,000.00)	100.00%
Machinery and Equipment																	
Building Improvements																	
Computer Equipment														1,200.00			
Vehicle Purchases/Lease														20,000.00			
Other Capital Outlays																	
Cum Capital																	
Sub-total	-	-	-	-	-	-	-	-	-	-	-	-	-	31,200.00		(31,200.00)	100.00%
Payroll Liability Clearing	2,471.86	2,991.15	-	-	-	-	-	-	-	-	-	-	5,463.01				
<b>Total Expenses</b>	194,836.01	167,372.61	-	-	-	-	-	-	-	-	-	-	362,208.62	2,726,840.00	26,956.49		

Ending Balance 2,015,541.52  
 G/L Blance 2,015,541.52  
 Difference -



Date: 3/10/2022  
 To: MCSWMD Board of Directors  
 From: Cathy Martin, Controller  
 Subject: Savings

Begin Balance 1,000,477.23

	22-Jan	22-Feb	22-Mar	22-Apr	22-May	22-Jun	22-Jul	22-Aug	22-Sep	22-Oct	22-Nov	22-Dec	YTD
REVENUE													-
Interest	127.46	115.14											242.60
													-
													-
Total Revenue	-	-	-	-	-	-	-	-	-	-	-	-	242.60

	22-Jan	22-Feb	22-Mar	22-Apr	22-May	22-Jun	22-Jul	22-Aug	22-Sep	22-Oct	22-Nov	22-Dec	YTD
EXPENSE													-
													-
													-
													-
													-
													-
Total Expenses	-	-	-	-	-	-	-	-	-	-	-	-	-

End Balance 1,000,719.83





Date: 3/10/2022  
 To: MCSWMD Board of Directors  
 From: Cathy Martin, Controller  
 Subject: Closure Bond Debt

Begin Balance 158,839.58

	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22	YTD	2022 Budget	YTD Actual Less Budget	Percent Remaining
REVENUE																
Interest	6.44	0.29											6.73			
Debt Service Tax													0.00	275,000.00	-275,000.00	100.00%
Excise Tax													0.00	30,520.00	-30,520.00	100.00%
Cvet													0.00	400.00	-400.00	100.00%
Transfer IN													0.00		0.00	
Total Revenue	6.44	0.29	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6.73	305,920.00	305,926.73	100.00%

	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22	YTD	2022 Budget	YTD Actual Less Budget	Percent Remaining
EXPENSE																
Principal	135,000.00												135,000.00	275,000.00	-140,000.00	50.91%
Interest	15,935.00												15,935.00	30,520.00	-14,585.00	47.79%
Agency Fee	400.00												400.00	400.00	0.00	0.00%
Transfer Out															0.00	
															0.00	
															0.00	
Total Expenses	151,335.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	151,335.00	305,920.00	154,585.00	50.53%

End Balance 7,511.31



Date: 3/10/2022  
 To: MCSWMD Board of Directors  
 From: Cathy Martin, Controller  
 Subject: Capital

Begin Balance 45,418.46

	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22	YTD	Budget Less YTD	Percent Remaining
REVENUE															
Interest	\$ 3.86	\$ 3.48													
Transfer IN															
Total Revenue	\$ 3.86	\$ 3.48	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 7.34		

	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22	YTD	Budget Less YTD	Percent Remaining
EXPENSE															
Improvements															
Total Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		

End Balance 45,425.80

MONROE COUNTY  
SOLID WASTE  
MANAGEMENT  
DISTRICT

Date: 3/10/2022  
 To: MCSWMD Board of Directors  
 From: Cathy Martin, Controller  
 Subject: Landfill/Post Closure

Begin Balance: 754,830.24

	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22	YTD
REVENUE													
Interest	1,399.78	442.41											1,842.19
Dividend													
Gain on Investment													0.00
Transfer													
Total Revenue													1,842.19

	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22	YTD
EXPENSE													
Bank Fee's	314.51	313.47											627.98
Loss on Investment	2,951.65	3,821.05											6,772.70
Market Value Adjustment	646.20												646.20
Transfer													
Total Expenses													8,046.88


End Balance 748,625.55



Date: 3/10/2022  
 To: MCSWMD Board of Directors  
 From: Cathy Martin, Controller  
 Subject: Summary of Payroll and Claims

Payroll & Accounts Payable Claims:	02/16/22	Payroll	
		Payroll Claims	
		Longevity	
		Accounts Payable Claims	1,480.58
		Debt (Bond)	<u>1,480.58</u>
Approved by Board Chair or Designee	02/16/22		
Payroll & Accounts Payable Claims:	02/23/22	Payroll	19,366.74
		Payroll Claims	11,607.46
		Longevity	646.97
		Accounts Payable Claims	41,293.19
		Debt (Bond)	<u>72,914.36</u>
Approved by Board Chair or Designee	02/23/22		
Payroll & Accounts Payable Claims:		Payroll	
		Payroll Claims	
		Longevity	
		Accounts Payable Claims	
		Debt (Bond)	<u>0.00</u>
Approved by Board Chair or Designee			
Payroll & Accounts Payable Claims:		Payroll	
		Payroll Claims	
		Longevity	
		Accounts Payable Claims	
		Debt (Bond)	<u>0.00</u>
Approved by Board Chair or Designee			
		Total Pre-approved :	74,394.94

**We have examined the claims summarized above and approved.**

  
 Tom McGlasson Jr, Executive Director

  
 Cathy Martin, Controller



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

Payroll & Accounts Payable Claims:

2/23/2022

<b>Payroll:</b>	
Direct Deposit:	19,366.74
Check	
Payroll Claims:	11,607.46
Longevity	646.97
Accounts Payable Claims:	41,293.19
Capital Improvement	
Debt (Bond) Agency Fee	
	72,914.36

**We have examined the claims summarized above and approved.**

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

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



## Claims Docket Report

Claim	Vendor	Name	Description	Net Amount
Batch: 685	1	132 AECOM	Landfill: groundwater stats Nov 2021	2,194.76
	2	5 AmeriGas Propane	Propane for recycling: Hazmat fee; Fuel recovery fee	186.89
	3	204 Baugh Fine Print	Envelopes	126.92
	4	24 C & S, Inc.	Monthly fuel for departments	624.43
	5	429 Canon	Monthly: Copier/printer rental	-12.80
	6	39 City of Bloomington Utilities	Monthly: Admin, RRC and HHW utilities	379.00
	7	19 Duke Energy Indiana Inc	Monthly: RRC and HHW electric	252.24
			Monthly: Admin building electric	775.50
			Monthly: Bethel site electric	352.57
	8	267 Enviromental Education/EEAI	2022 Membership renewal	344.95
	9	289 Element Materials Tech Daleville, LLC	Bi-weekly monitoring at Landfill	30.00
	10	41 Herald Times	Meeting advertisements (01/13/22, 01/20/22); Advertisement bids for trash bags; Notice to Respondents (waste tire program)	214.88
	11	137 Hoosier Transfer Station	Compliance: Illegal dumping	192.50
	12	426 Indiana HHW Task Force	Annual membership dues (2022)	9.30
	13	231 Indiana State Central Collection Unit	Remit# 006812207 Case #53C07-1108-JP000630	125.00
	14	465 IU Health Plans	Monthly: Employee health insurance (3/1-3/31/22)	132.00
	15	459 Invesco Investment Service	Bi-weekly payroll IRA for employees	26,731.21
	16	254 John Hancock	Employee loan	29.00
	17	254 John Hancock	Employee loan	159.25
	18	36 Chase Card Services	Account analysis charge for closed account	31.54
	19	61 K & S Rolloff, Inc	Glass hauling at sites	89.78
			Glass hauling at sites and S. Walnut	1,108.44
	20	278 Lincoln National Life Insurance	Monthly: Employee disability (3/1-3/31/22)	1,108.44
	21	250 MedAssure Heartland	Mixed disposal: syringes	721.96
	22	252 Monroe County Clerk	Cause # 53C06-0608-CC01568	341.00
	23	82 NuGenesis, Inc	Disposal: Recycling refrigerator, freezer, dehumidifier, A/C unit, ice machine	232.61
	24	88 ProLift Industrial Equipment Co., Inc.	Skid Steer - replace new battery; check operation	1,295.00
			Pallet truck - remove and install new load/caster wheels and bearings	669.25
	25	216 Scott's Termite & Pest Control	Monthly service (Adming & RRC)	1,435.57
	26	93 South Central Indiana REMC	Monthly: Landfill electric	90.00
			Monthly: Landfill electric	158.00
			Monthly: Landfill electric	104.00
			Monthly: Landfill electric	779.00

**Claims Docket Report**

Claims Docket Report

<u>Claim</u>	<u>Vendor</u>	<u>Name</u>	<u>Description</u>	<u>Net Amount</u>
26	93	South Central Indiana REMC	Monthly: Landfill electric	205.00
27	469	TASC	Quarterly: Participant Fee (4/1/22-6/30/22)	76.00
<b>Grand Total:</b>				<b>41,293.19</b>

**BatchNo:** 5903      **Comment:** 02/25/22 Payroll Claims  
**Status:** Open      **Date Opened:** 02/22/2022  
**Source:** AP

Fund	Account No/Description	Post Date	Per/Year	Operator Ven/Emp#	Ref Number Po/Rct	Description	Debits	Credits
1000	07-22.61000 Federal Withholdings	2/22/2022	2 / 2022	CATHY		Federal withholding	2,070.09	
1000	07-22.65000 FICA Social Security	2/22/2022	2 / 2022	CATHY		FICA SS	3,229.46	
1000	07-22.64000 FICA/Medicare Withholdings	2/22/2022	2 / 2022	CATHY		FICA Medicare	755.24	
1000	07-22.62000 State Withholdings	2/22/2022	2 / 2022	CATHY		State withholding	1,291.95	
1000	07-22.63000 County Withholdings	2/22/2022	2 / 2022	CATHY		County withholding	1,309.45	
1000	07-22.41340 John Hancock Retirement	2/22/2022	2 / 2022	CATHY		Employee retirement	2,951.27	
<b>Batch Totals:</b>							<b>11,607.46</b>	

SUMMARY

<u>Check Type</u>	<u>Manual</u>	<u>Direct</u>	<u>Deposit</u>	<u>Amount</u>	<u>Direct</u>	<u>Deposit</u>	<u>Amount</u>	<u>Check</u>	<u>Amount</u>
Regular				0.00			0.00	646.97	
Manual				0.00			0.00	0.00	
Void				0.00			0.00	0.00	

SUMMARY

<u>Check Type</u>	<u>Manual</u>	<u>Direct</u>	<u>Deposit</u>	<u>Amount</u>	<u>Direct</u>	<u>Deposit</u>	<u>Amount</u>	<u>Check</u>	<u>Amount</u>
Regular				0.00			19,366.74		0.00
Manual				0.00			0.00		0.00
Void				0.00			0.00		0.00



Date: February 16, 2022  
To: MCSWMD Board of Directors  
From: Cathy Martin, Controller  
RE: Approval of Payroll & Claims

Payroll & Accounts Payable Claims:

2/16/2022

Payroll:

Direct Deposit:	
Check	
Payroll Claims:	
Longevity	
Accounts Payable Claims:	1,480.58
Capital Improvement	
Debt (Bond) Agency Fee	<hr/>
	1,480.58

We have examined the claims summarized above and approved.

  
Tom McGlasson Jr, Executive Director

  
Cathy Martin, Controller

**Claims Docket Report**

Claims Docket Report

Claim	Vendor	Name	Description	Net Amount	
Batch: 684	1	489	CenterPoint Energy	Monthly: Admin building	351.78
				Monthly: RRC/HHW	786.91
	2	115	AT & T	Monthly: Oard site phone	188.84
	3	36	Chase Card Services	Department Expense: Landfill-internet service	60.68
	4	92	Smithville Communications Inc	Monthly: Ellettsville site phone	47.27
				Monthly: Dillman site phone	45.10
<b>Grand Total:</b>				<b>1,480.58</b>	



## MEMORANDUM

**TO:** MCSWMD Board of Directors  
**DATE:** March 4, 2022  
**FROM:** Tom McGlasson Jr.  
**SUBJECT:** Memorandum of Understanding with City of Bloomington Utilities

---

The attached Memorandum of Understanding was received from the City of Bloomington Utilities concerning the proposed collaboration on the feasibility study proposal for an anaerobic digester at the Blucher Poole WWTP.

As you can see in the MOU, they are proposing that the District pay one half of the costs, with total costs not to exceed \$129,220.00.

Also included with the MOU is a copy of the proposal the CBU is considering for this project.

Looking at the proposed feasibility study in the context of the District's *Five Year Solid Waste Management Plan* (Plan), the following should be considered:

- An aerobic digester would be another alternative to final disposal for select organic materials; reducing the amount of material going to final disposal is a prominent component of the Plan.
- Another prominent component of the plan is increasing composting and end-user markets for composted material. Although an anaerobic digester is a different process from composting, it does still produce a byproduct that has beneficial uses in land application.
  - However, this byproduct (bio-solids) does require state approval for land application purposes.
- The District mission statement recognizes the role that waste reduction plays in mitigating climate change. There are components of the scope of the study that may provide information and/or data that might demonstrate the environmental benefits of an anaerobic digester:
  - Feedstock Market – this will look at potential feedstock sources within a 50 mile radius, this information might be useful in determining current versus proposed transportation distances.
  - Biogas Utilization – an anaerobic digester will produce “biogas” that would be a potential fuel source for a variety of end uses; from an environmental perspective, the “biogas” is a greenhouse gas, and if this material would go to a landfill would potentially be released into the environment if the landfill does not have a gas capturing system.



- Triple Bottom Line Analysis – the Triple Bottom Line is a philosophy the District has been incorporating into our education and outreach materials and programs, and encompasses a cost benefit analysis that considers resident, environment and economic (People, Planet, Profit) factors.

While it is important to consider the feasibility study in the context of the Plan, additional considerations should include, but are not limited to:

- Perceived benefits to the District directly, and/or to all residents of Monroe County.
- Weighing the perceived benefits of financially supporting the study with perceived benefits of other projects or investments the District funds could be used toward.
- Potential impacts on local private entities trying to acquire the same feedstock materials and/or selling the same or similar commodities to the same end-user market(s).

**MEMORANDUM OF UNDERSTANDING  
BETWEEN CITY OF BLOOMINGTON UTILITIES**

**And**

**MONROE COUNTY SOLID WASTE MANAGEMENT DISTRICT TO SPLIT COSTS  
OF RESOURCE RECOVERY PROGRAM FEASIBILITY STUDY**

**THIS MEMORANDUM OF UNDERSTANDING** is entered into by and between the City of Bloomington by its Utilities Department (“CBU”) acting through its Utilities Service Board (“USB”), and the County of Monroe, Indiana by its Monroe County Solid Waste Management District (“MCSWMD”), acting through its Executive Commission (“Commission”).

**WHEREAS**, CBU and MCSWMD wish to conduct a feasibility study on resource recovery including anaerobic digestion, the feedstock market, residual biosolid beneficial reuse, residual liquid sidestream effects, biogas utilization, funding mechanisms, resource recovery scope refinement, preliminary design and cost estimating, financial modeling, triple bottom line analysis and deliverables for the purpose of determining whether such solid waste treatment methods would best serve the citizens of the City of Bloomington and Monroe County; and

**WHEREAS**, CBU sought proposals for a feasibility study and intends to employ the professional financing services of Energy Power Partners (“EPP”), a private market fund management company specializing in long-term equity investments in the renewable energy market with a focus on decentralized generation and carbon neutral fuels; and

**WHEREAS**, CBU and MCSWMD wish to share the costs of the feasibility study in a fifty/fifty equal sharing of all costs associated with the employment of EPP and wish to formalize the sharing of said costs by a Memorandum of Understanding.

**NOW, THEREFORE**, in consideration of the mutual covenants contained herein, the parties hereto agree as follows:

1. CBU shall contract with and employ the professional services of EPP to conduct a feasibility study to determine the feasibility of switching CBU’s solid waste treatment process from aerobic to anaerobic digestion and to determine the costs and benefits of such a switch including the feedstock market, residual biosolid beneficial reuse, residual liquid sidestream effects, biogas utilization, funding mechanisms, resource recovery scope refinement, preliminary design and cost estimating, financial modeling, triple bottom line analysis and deliverables for the purpose of determining whether such solid waste treatment methods would best serve the citizens of the City of Bloomington and Monroe County.
2. The not to exceed amount of this feasibility study shall be \$129,220.00 as evidenced by the Feasibility Proposal submitted to CBU by EPP which was dated November 3, 2021, is attached hereto, marked as Exhibit “A” and by this reference is incorporated herein.
3. CBU and MCSWMD shall each be responsible for paying one half of the cost of the not to exceed amount of \$129,220.00. Any additional costs that may be incurred by CBU through

any change orders approved by CBU and the USB shall be borne solely by CBU unless any change order and the additional costs associated therewith have been approved by MCSWMD and the Commission.

4. CBU will pay all invoiced amounts to EPP, and MCSWMD shall, upon written notice of invoice amounts, promptly reimburse CBU for one half of the amount invoiced amount of the cost of the work performed by EPP as specified in the scope of work in Exhibit "A".

**IN WITNESS WHEREOF**, the parties hereto have executed this Memorandum of Understanding which shall become effective as of the date last entered below.

**MONROE COUNTY:**

**CITY OF BLOOMINGTON:**

\_\_\_\_\_  
Cheryl Munson, President                      DATED  
Executive Commission of the Monroe  
County Solid Waste Management District

\_\_\_\_\_  
Jeff Ehman, President                      DATED  
Utilities Service Board

\_\_\_\_\_  
Tom McGlasson, Director                      DATED  
Monroe County Solid Waste Management  
District

\_\_\_\_\_  
Vic Kelson, Director                      DATED  
City of Bloomington Utilities

\_\_\_\_\_  
John Hamilton, Mayor                      DATED  
City of Bloomington

# City of Bloomington Utilities Resource Recovery Program Feasibility Proposal

November 3<sup>rd</sup>, 2021

*CONFIDENTIAL PROPOSAL*



Prepared  
by:

Energy  
Power Partners

Renewable Investments With Sustainable Results

In partnership  
with:

**kokosing**   
INDUSTRIAL

 **DONOHUE**

 **MATERIAL  
MATTERS, Inc.**



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## 1. Executive Summary

Energy Power Partners (EPP) has been requested by the City of Bloomington Utilities (CBU) to prepare the following feasibility study proposal to assist CBU in assessing the technical, economic, and environmental merits of establishing a resource recovery program to include anaerobic digestion, biosolids reuse and biogas utilization facilities. EPP has established a team of well-qualified firms with local experience to assist in completing the scope.

Energy Power Partners: Industry leading investor in renewable energy projects that owns and operates a portfolio of 48 projects, with 30 of those projects involving biogas and 18 being delivered via public private partnership by EPP staff. EPP will be responsible for managing the overall project and leading the Biogas Utilization, Funding Mechanisms, Financial Modeling and Triple Bottom Line portions of the scope.

Kokosing Industrial: As one of the largest wastewater contractors in the country with deep experience executing projects within Indiana, Kokosing Industrial will assist EPP in managing the project and will be responsible for performing constructability reviews as well as providing cost estimates for various improvements associated with the resource recovery program. Kokosing is known to Bloomington Utilities, having delivered upgrades to the Dillman Road WWTP.

Donahue: A leading wastewater engineering design firm in the Midwest, Donahue has an intimate understanding of CBU's existing wastewater treatment plants and operations. Donahue will be responsible for leading the CBU Anaerobic Digestion, Residual Liquid Sidestream Effects, and Preliminary design scope items.

Material Matters: A consulting and advisory firm with substantial experience throughout the Midwest, including Indiana, in evaluating biosolids beneficial use markets as well as feedstock availability. Material Matters has recently completed a similar study for Indianapolis for beneficial use markets and is well positioned to do the same for Bloomington Utilities. Material Matters will be responsible for leading the Feedstock Market and Residual Biosolids Beneficial Reuse tasks.

## 2. Proposed Scope

### I. Previous Study Review

The EPP team will review existing studies created within the last 10 years related to the topic of resource recovery and anaerobic digester with the purpose of building upon the investment Bloomington has made in those ideas.

- Peer review of previous studies related to Resource Recovery including
  - i. 2019 City Utilities Anaerobic Digestion Task Force Report
  - ii. 2016 ESG Basis of Design

## II. **Bloomington Utilities Anaerobic Digestion**

The EPP team will perform a comprehensive but high-level review of the current waste activated sludge processes, building upon work previously done. The goal will be to generate alternative scenarios that create a broad range of options, enabling Bloomington Utilities to weight the pros and cons of the different approaches.

- Review of Blucher Poole primary and waste activated sludge production
- Review of Dillman Road waste activated sludge production
  - i. Establishing cost savings associated with abandoning Dillman Road aerobic digesters
  - ii. Establishing capital costs and potential savings of process changes to capture high value solids
- Review of Dillman Road and Blucher Poole dewatered sludge production
- Investigation of transporting Dillman Road sludge production to Blucher Poole including:
  - i. Calculating dewatered waste activated sludge volumes
  - ii. Establishing transportation costs associated with transporting sludge
  - iii. Estimating biogas potential associated with un-digested, dewatered sludge

## III. **Feedstock Market**

In collaboration with Bloomington Utilities, the EPP team will perform a review of potential feed sources both within Bloomington Utilities service territory and extended to a 50-mile radius from Blucher Poole facility. Use best efforts to identify associated volumes, potential tip fee value, potential biogas production, and likelihood of securing material. Materials will include:

- Fats, oils and grease (FOG)
- Commercial source separated organic waste streams
- Industrial/food and beverage organic residual waste streams
- Other municipal wastewater treatment biosolids
- Residential organics within City of Bloomington

## IV. **Residual Biosolids Beneficial Reuse**

The EPP team will conduct an assessment of the feasibility of biosolids reuse both from a cost reduction standpoint and from a Triple Bottom Line standpoint.

- Review of existing biosolids and FOG disposal practices and costs
- Review of available markets for beneficial reuse of residual biosolids. Use best efforts to identify anticipated costs and potential revenue, permitting requirements, technology requirements and risk profile associated with each option.
  - i. Class B land application
  - ii. Class A land application
  - iii. Composting
  - iv. Soil Blending
  - v. Retail sale

**V. Residual Liquid Sidestream Effects**

The EPP team will study the liquid sidestream to assess the ability of Blucher Poole to accept additional raw materials.

- High level review of Blucher Pool liquid process and capacity to accept additional nutrients from liquid sidestream associated with anaerobic digester digestate dewatering (Dillman Road biosolids + co-digestion material)
- Identification of sidestream treatment technologies or potential liquids process upgrades should there be limitations with existing plant configuration

**VI. Biogas Utilization**

In collaboration with Bloomington Utilities, the EPP team will analyze the various biogas utilization options for the resource recovery facility. This effort will identify technology requirements, logistical requirements (interconnection, fuel transport, fleet size etc.), potential cost savings and revenue streams (including environmental attributes). Options for analysis include:

- Boiler fuel
- Combined heat and power (CHP)
- Renewable natural gas (RNG) – pipeline injection
- Renewable natural gas (RNG) – CNG production and fleet fueling

**VII. Funding Mechanisms**

The EPP team will identify various potential funding mechanisms, facilitated by City of Bloomington staff for public financing options. Analysis will include amount of funding available, cost of capital, qualification requirements across various options:

- i. Public private partnership (P3) with various revenue sharing and payment arrangements
- ii. Traditional public funding for capital costs and maintenance
- iii. Regionalized government stakeholders group (i.e. with County Solid Waste)

**VIII. Resource Recovery Scope Refinement**

The EPP team will conduct one (1) collaborative workshop with Bloomington Utilities to review findings of Tasks I-VII to establish the following:

- Design basis for Bloomington Utilities sludge loading to anaerobic digesters
- Design basis for any necessary improvements at Blucher Poole and/or Dillman Road required to facilitate sludge delivery and residuals management
- Low – Base – High case for co-digestion feedstock
- Design basis for anaerobic digesters including Bloomington Utilities sludge and expected volumes of feedstock for co-digestion
- Design basis for co-digestion feedstock receiving facilities and equipment needed
- Selection of two (2) alternatives for biogas utilization; design basis for equipment based on expected biogas production associated with Bloomington Utilities sludge and co-digestion material



- Establish division of responsibilities between Bloomington Utilities and private parties for program administration and operations and maintenance of new equipment and facilities
- Selection of three (3) funding mechanisms for resource recovery program

#### **IX. Preliminary Design and Cost Estimating**

The EPP team will prepare preliminary design concepts with order of magnitude costs for use in comparing the resulting options between each other and against the goals established by Bloomington Utilities.

- High level preliminary design to include basis of design description, general arrangement drawing, process flow diagram
- Preliminary cost estimates (+/- 30%) associated with preliminary design and various options including:
  - i. Capital cost estimates
  - ii. Operations and maintenance cost estimates
  - iii. Public private partnership financing, fee estimates

#### **X. Financial Modeling**

The EPP team will prepare the financial models needed to assess the short- and long-term viability of the program under the various revenue assumptions with the goal of differentiating between the true cost-benefit of the alternatives.

- 20-year financial model comparing various options identified in Step VI; integrating outputs from Steps I-V, VII
- Financial model will include
  - i. Capital costs and financing costs
  - ii. Operations and maintenance costs
  - iii. Private party fees
  - iv. Financing costs
  - v. Cost Savings
  - vi. Revenues, Revenue Share
  - vii. Return on investment
  - viii. Simple payback
  - ix. Internal rate of return

#### **XI. Triple Bottom Line Analysis**

In collaboration with Bloomington Utilities, the EPP team will prepare a Triple Bottom Line analysis using a publicly available TBL tool to weigh the financial costs and benefits of the alternatives by the people and environmental benefits. The purpose of the analysis is to create a tangible method of showing the comparative strengths and weakness of the studied approaches.

#### **XII. Deliverables**

Work performed under each task will be documented in technical memoranda. This includes all assumptions and documentation upon which assumptions were made.

**3. Estimated Schedule**

The overall schedule is driven by timing for the Feedstock Market study. Experience has shown that making inquiries to potential feedstock source has a weaker outcome when performed between Thanksgiving and New Year’s Day. Consequently, we are showing the work beginning in January 2022 with the subsequent engineering analysis following.

	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Task I: Previous Study Review								
Task II: CBU Anaerobic Digestion								
Task III: Feedstock Market								
Task IV: Residual Biosolids Beneficial Reuse								
Task V: Residual Liquid Sidestream Effects								
Task VI: Biogas Utilization								
Task VII: Funding Mechanisms								
Task VIII: Resource Recovery Scope Refinement								
Task IX: Preliminary Design and Cost Estimating								
Task X: Financial Modeling								
Task XI: Triple Bottom Line Analysis								

**4. Pricing**

The above scope will be completed for a fixed fee of \$129,220, invoiced monthly based on progress towards completion of the scope. Proposals from subconsultants Material Matters and Donahue are included as attachments. The balance of the pricing is divided equally between EPP and Kokosing.

**5. Confidentiality/Business Sensitive Redactions**

Within the technical memorandum deliverables, business sensitive information around EPP’s financing approach may be included. In the event that The City of Bloomington desires or is required by public records request to distribute technical memorandums to third parties, EPP reserves the right to work with the City of Bloomington to redact trade secret information, as stated within IC 5-14-3-4(a)(4).

**6. Appendix**

- Donahue Proposal
- Material Matters Proposal



ENGINEERING SERVICES AGREEMENT

Bloomington, IN Resource Recovery Study (Project)

This Agreement is by and between:

Energy Power Partners (EPP or CONSULTANT)
1605 N. Cedar Crest Blvd., Suite 509
Allentown, PA 18104

and

Donohue & Associates, Inc. (Donohue)
101 West Ohio Street, Suite 1650
Indianapolis, IN 46204

Who agree as follows:

EPP hereby engages Donohue to perform the Services set forth in Part I for the compensation set forth in Part III. Donohue will be authorized to commence the Services upon execution and receipt of this Agreement from EPP. EPP and Donohue agree that this signature page, together with Parts I through IV attached, constitute the entire agreement for this Project.

APPROVED FOR ENERGY POWER PARTNERS

APPROVED FOR DONOHUE

By: \_\_\_\_\_

By: Steven P. Gress

Printed Name: \_\_\_\_\_

Printed Name: Steven P. Gress, PE

Title: \_\_\_\_\_

Title: Vice President

Date: \_\_\_\_\_

Date: 10-13-21

PART I  
PROJECT DESCRIPTION/SCOPE OF SERVICES/TIMING

A. PROJECT DESCRIPTION

Energy Power Partners (EPP) and Kokosing will perform a comprehensive, but high level review of the current Bloomington, IN Wastewater Treatment Plants (WWTPs), Dillman Road and Blucher Poole WWTPs, to evaluate the benefits of anaerobic digestion and resource recovery. The goal of the project is to generate alternate scenarios that create a broad range of options, enabling the City of Bloomington Utilities to weigh the pros and cons of the different approaches. Scenarios will include low, medium, and high estimates of feed stock provided by EPP and sludge from both WWTPs.

Donohue will provide professional engineering services to support the evaluation.

B. SCOPE OF SERVICES

Services to be provided by Donohue for this Project under this Agreement are as follows:

1. Project Management

- a. Assign Richard Claus as the Project Manager who will coordinate Project activities and will be the principal liaison between EPP and Donohue.
- b. Prepare a Project work plan containing the project background, project goals and objectives, task based project scope, project schedule, listing and schedule of deliverables.
- c. Provide monthly progress reports to EPP to document services performed and schedule status. This is typically performed as part of the monthly project invoicing routine.

2. Design Basis Development

- a. Review and analyze existing available data. Work with EPP to obtain from the City of Bloomington Utilities (CBU) existing drawings, monthly reports of operation for the CBU WWTPs, and NPDES Permits. Analyze up to five years of existing operational data for both CBU WWTPs.
- b. Develop a mass balance spreadsheet of the Blucher Poole WWTP process.
- c. Evaluate changes to the Dillman Road sludge stabilization and handling processes and truck transport to the Blucher Poole WWTP.
- d. Analyze impact of sludge handling sidestreams on the Blucher Poole WWTP process.

- e. Develop conceptual sidestream treatment processes if needed.
- f. Develop resource recovery spreadsheet for sizing of needed structures and equipment and evaluating process efficiency. Resource recovery will be based on low medium, and high feed waste scenarios and sludge from both WWTPs.
- g. Perform internal quality review of calculations and basis of design.
- h. Prepare Design Basis Technical Memorandum summarizing study results and presenting needed facilities for the low, medium, and high feed waste scenarios. Technical Memorandum to include descriptive site plans identifying structures and facilities and process flow diagrams.
- i. Perform internal quality review of the Design Basis Technical Memorandum.
- j. Assist Kokosing with estimating concept level construction costs of proposed facilities.
- k. Attend a review workshop with EPP and CBU to review the Draft Design Basis Technical Memorandum.
- l. Finalize Design Basis Technical Memorandum based on review comments received from EPP and CBU.

C. PROJECT TIMING

- 1. Donohue shall be authorized to commence the Services set forth herein upon execution of this Agreement. It is anticipated that the above services would be complete in six months.
- 2. Donohue's services under this Agreement will be considered complete when Donohue has delivered to Owner the Design Basis Technical Memorandum deliverable defined under Scope of Services.

PART II  
EPP RESPONSIBILITIES

- A. In addition to other responsibilities of EPP set forth in this Agreement, EPP shall at its expense, do the following in a timely manner:
  - 1. Identify a person authorized to act as EPP's representative in responsible charge of this Project to respond to questions and make decisions on behalf of EPP, accept completed documents, approve payments to Donohue, and serve as liaison with Donohue as necessary for Donohue to complete its Services.

2. Furnish to Donohue copies of existing documents and data pertinent to Donohue's Scope of Services, including but not limited to and where applicable: design and record drawings for existing facilities; property descriptions, land use restrictions, surveys, geotechnical and environmental studies, or assessments.
3. EPP shall be responsible for all requirements and instructions that it furnishes to Donohue pursuant to this Agreement, and for the accuracy and completeness of all reports, data, programs, and other information furnished by EPP to Donohue pursuant to this Agreement. Donohue may use and rely upon such requirements, instructions, reports, data, programs, and information in performing or furnishing services under this Agreement, subject to any express limitations or reservations provided by Owner to EPP applicable to the furnished items.
4. Provide to Donohue existing information regarding the existence and locations of utilities and underground facilities.
5. Provide Donohue safe access to premises necessary for Donohue to provide the Services.
6. Inform Donohue whenever EPP observes or becomes aware of a Hazardous Environmental Conditions, as defined in Part IV.3. of this Agreement, that may affect Donohue's Scope of Services or time for performance.

PART III  
COMPENSATION, BILLING AND PAYMENT

- A. Compensation for the work as defined in the Scope of Services (Part I) of this Agreement shall be in accordance with Donohue's standard chargeout rates in effect at the time the Services are performed. Routine expenses will be billed at cost and subconsultant costs, if any, will include a 10% markup. The total cost for these Services and expenses will not exceed \$48,400.00.
- B. Donohue will bill EPP monthly, with net payment due in 30 days.
- C. Donohue will notify EPP if Project scope changes require modifications to the above-stated contract value. Services relative to scope changes will not be initiated without written authorization from EPP.
- D. EPP will pay Donohue within 10 days after receiving payment of invoice from Owner, or no later than 60 days from date of invoice, whichever is sooner.

**PART IV  
STANDARD TERMS AND CONDITIONS  
BETWEEN DONOHUE AS SUBCONSULTANT AND CONSULTANT (EPP)**

1. **STANDARD OF CARE.** Services shall be performed in accordance with the standard of professional practice ordinarily exercised by the applicable profession under similar circumstances at the time and in the locality where the Services are performed. Professional services are not subject to, and Donohue does not provide, any warranty or guarantee, express or implied. Any warranties or guarantees contained in any purchase orders, requisitions or notices to proceed issued by Client or Consultant are void and not binding upon Donohue. Donohue shall act as an independent engineer at all times during the performance of its services, and no terms of this Agreement, either express or implied, shall create an agency or fiduciary relationship.

2. **CHANGE OF SCOPE.** The Scope of Services set forth in this Agreement is based on facts known at the time of execution of this Agreement, including, if applicable, information supplied by Client, Consultant and Donohue. Donohue will promptly notify Consultant of any perceived changes of scope in writing and the parties shall negotiate any necessary modifications to this Agreement. No payment for services beyond those described in the original scope will be authorized without a written amendment to this Agreement.

3. **HAZARDOUS ENVIRONMENTAL CONDITIONS.** Unless expressly stated otherwise in the Scope of Services (Part I) of this Agreement, Donohue's scope of services does not include any services relating to a Hazardous Environmental Condition, including but not limited to the presence at the Project site of asbestos, PCBs, Petroleum, Hazardous Substances or any other pollutant or contaminant, as those terms are defined in pertinent federal, state and local laws. In the event Donohue encounters a Hazardous Environmental Condition, it shall immediately notify Consultant. Donohue shall suspend performance only as directed by Consultant; except that Donohue may suspend performance of services to the extent necessary to protect against potential bodily injury or property damage and comply with any applicable environmental or health and safety laws.

4. **SAFETY.** Donohue shall establish and maintain programs and procedures for the safety of its employees. Donohue shall also comply with safety programs and procedures governing the Project site. Donohue specifically disclaims any authority or responsibility for general job site safety and safety of persons other than Donohue employees.

5. **DELAYS.** If the time for performing Donohue's Services set forth in a schedule in the Agreement is delayed due to events beyond the reasonable control of Donohue, including but not limited to fire, flood, explosion, riot, strike, war or act of God, such schedule shall be extended for a period equal to the delay; provided that Consultant has obtained a corresponding extension of the time to perform its Services for Client. Donohue shall not be entitled to additional compensation for any delay. Consultant may agree to provide additional compensation to the extent that Consultant receives additional compensation from Client for the delay in Donohue's performance; but Consultant shall not be required to seek additional compensation from Client for any delay in Donohue's performance.

6. **TERMINATION/SUSPENSION.** Either party may terminate this Agreement upon 30 days written notice to the other party for convenience. Consultant shall pay Donohue for all Services rendered prior to termination.

Consultant may terminate this Agreement upon seven days written notice in the event of substantial failure by Donohue to perform its Services in accordance with its obligations under this Agreement. Upon receipt of such notice, Donohue shall cease all work except as necessary to comply with applicable laws and its professional licensing responsibilities and to protect public safety, unless otherwise directed by Consultant. Consultant shall pay Donohue for all Services rendered prior to the notice of termination and all Services directed or necessarily performed from such notice of termination to the effective date of termination.

Donohue will, upon written notice from Consultant, suspend performance under this Agreement. In such event, Donohue will resume performance upon written notice from Consultant and an appropriate extension will be mutually agreed upon and added to Donohue's time of performance.

7. **OWNERSHIP AND REUSE OF PROJECT DOCUMENTS.** All documents and other deliverables, in all media, prepared by or on behalf of Donohue in connection with this Agreement are instruments of service. Consultant shall not reuse any such documents or other deliverables pertaining to the Project for any purpose except as directed by Donohue for the Project. Consultant shall not cause or allow the alteration of such documents or deliverables without written verification and approval by Donohue for the specific purpose intended, and any such authorized alteration by Consultant shall be at the Consultant's sole risk. Consultant agrees to defend, indemnify and hold harmless Donohue from all claims, damages and expenses (including reasonable attorney's fees), arising out of such reuse or alteration by Consultant or others acting through Consultant.

9. **ELECTRONIC MEDIA.** Except as set forth below, copies of the documents that may be relied upon by Consultant and Donohue are limited to printed (hard) copies. Files or information in electronic media are furnished for the convenience of the parties. If there is a discrepancy between electronic files and printed copies, the printed copies govern.

If Consultant and Donohue agree to use electronic files in lieu of printed documents for any part of Donohue's services, such agreement shall be expressly identified in the Scope of Services (Part I) of this Agreement, including but not limited to a description of the agreed-upon format and procedures for electronic media transfers.

10. **ACCESS.** Consultant shall provide Donohue access to any premises necessary for Donohue to provide the Services provided that Client has provided such access to Consultant.

11. **LIMITATIONS OF LIABILITY.** No employee or agent of Donohue shall have individual liability to Consultant; and Consultant covenants and agrees not to sue any employee or agent of Donohue in connection with the Services under this Agreement.

Consultant agrees that, to the fullest extent permitted by law, Donohue's total liability to Consultant for any and all injuries, claims, losses, expenses or damages whatsoever arising out of or in any way related to the Project or this Agreement from any causes including, but not limited to, Donohue's negligence, errors, omissions, strict liability, or breach of contract, shall not exceed the total compensation received by Donohue under this Agreement. If Consultant desires a limit of liability greater than that provided above, Consultant and Donohue shall include in Part III of this Agreement the amount of such limit and the additional compensation to be paid to Donohue for assumption of such additional risk.

**IN NO EVENT AND UNDER NO CIRCUMSTANCES SHALL DONOHUE BE LIABLE TO CONSULTANT FOR CONSEQUENTIAL, INCIDENTAL, INDIRECT, SPECIAL OR PUNITIVE DAMAGES.**

12. **INDEMNIFICATION.** To the fullest extent permitted by law, Donohue shall indemnify and hold Consultant harmless from and against all loss, liability and damages to the extent caused by the negligent errors, omissions or misconduct of Donohue, its agents, employees or representatives.

13. **SUCCESSORS, BENEFICIARIES AND ASSIGNEES.** This Agreement shall be binding upon and inure to the benefit of the owners, administrators, executors, successors, and legal representatives of the Consultant and Donohue.

The rights and obligations of this Agreement cannot be assigned by either party without written permission of the other party. This Agreement shall be binding upon and inure to the benefit of any permitted assignees.

14. **NO THIRD-PARTY BENEFICIARY.** Nothing contained in this agreement, nor the performance of the parties hereunder, is intended to benefit, nor shall inure to the benefit of, any third party.

15. **INDEPENDENT CONTRACTOR.** Donohue is an Independent Contractor and will maintain complete control of and responsibility for its employees, agents, methods and operations. Nothing contained in this Agreement will create any contractual relationship between Donohue and Client or Client's other contractors.

16. **STATUTE OF LIMITATION.** To the fullest extent permitted by law, parties agree that, except for claims for indemnification, the time period for bringing claims regarding Donohue's performance under this Agreement shall expire one year after Project completion.

17. **DISPUTE RESOLUTION.** Consultant and Donohue shall provide written notice of a dispute within a reasonable time after the event giving rise to the dispute. Consultant and Donohue agree to negotiate any dispute between them in good faith for a period of 30 days following such notice. Consultant and Donohue may agree to submit any dispute to mediation or binding arbitration, but such mediation or arbitration shall not be required or a prerequisite to initiating a lawsuit to enforce this Agreement.

18. **CONTROLLING LAW.** This Agreement is governed by the law of the state in which the Project is located.

19. **NO WAIVER.** No waiver by either party of any default by the other party in the performance of any particular section of this Agreement shall invalidate another section of this Agreement or operate as a waiver of any future default, whether like or different in character.

20. **AMENDMENT.** This Agreement, upon execution by both parties hereto, can be amended only by a written instrument signed by both parties.

21. **SEVERABILITY.** The various terms, provisions and covenants herein contained shall be deemed to be separate and severable, and the invalidity or unenforceability of any of them shall not affect or impair the validity or enforceability of the remainder.

22. **SURVIVAL.** All express representations, indemnifications and limitations of liability included in this Agreement will survive its completion or termination for any reason.

23. **AUTHORITY.** The person(s) signing this Agreement warrant that they have the authority to sign as, or on behalf of, the party for whom they are signing.

**Energy Power Partners  
High Strength Waste and Biosolids Market Assessment  
SCOPE OF WORK**

## Task 1 – Collect Background Information

1. Establish Material Matters (MM) internal project team and project set up.
2. Prepare for and participate in Kickoff Conference Call with Energy Power Partners (EPP) and Bloomington to confirm goals for the project, confirm the types of food waste sought, and discuss scope of work priorities, schedule, lines of communication, and contact information.
3. Prepare and provide data request, with information about Bloomington's current solids management program, including tipping/transport fees, location of end use/disposal sites, current contractor, challenges faced, contract requirements, and costs.

## Task 2 – Feedstock Market Analysis

Material Matters will perform a high strength waste (HSW) survey to understand the availability of high strength waste surrounding the City of Bloomington to co-digest with the City's solids. The assessment will be accomplished per the following tasks.

### Task 1.1 – Gather Information about Competition

1. Identify potential competitors within 100 aerial-miles of the facility. Competition includes:
  - a. Landfills
  - b. Compost facilities
  - c. Anaerobic digesters (municipal or private)
  - d. Incinerators
2. Develop key survey questions for HSW competitors to define:
  - a. Hours of operation and other logistical considerations
  - b. Tipping fees
  - c. Volumes
  - d. Types of HSW accepted
  - e. List of haulers
3. Survey competition via phone calls, and/or other survey tools to collect program information.

### Task 1.2 – Conduct Organic Waste Market Survey

1. Identify HSW generators by reviewing NPDES permits, NAICS, and SIC codes; surveying trade groups and organic haulers, accessing previous papers, and the Harris Industrial Survey.
2. Develop key questions for HSW generators to be included in the survey to define:
  - a. The quantity of HSW generated as liquid or solids.



**Energy Power Partners  
High Strength Waste and Biosolids Market Assessment  
SCOPE OF WORK**

- b. The type of material and industry in which it originated (i.e., dairy, meat processing, FOG, etc.)
  - c. Current handling practices (i.e., disposal or beneficial use, distance hauled, how it is transported, program challenges, etc.) and total cost for those practices (e.g., transportation and tipping).
  - d. The generator's willingness to participate in an alternative program.
3. Contact HSW generators by telephone or email.
  4. Establish the number and characteristics of HSW generators within 50 aerial-mile area (radius) of the wastewater treatment plant.
  5. Establish current practices and costs of HSW generators, including:
    - a. Transportation and hauling considerations.
    - b. Receiving station(s) considerations.

### Task 3 – Regulatory Analysis and Market Assessment

The MM team will conduct an assessment of biosolids beneficial use, as it relates to regulatory requirements and market availability. The biosolids market assessment will be accomplished per the following tasks.

1. Conduct regulatory review in Indiana to understand the permitting requirements associated with Class A/EQ and Class B beneficial use.
  - a. Review current Indiana regulations and identify regulatory drivers and future potential regulatory benefits and barriers for methods of beneficial use, distribution, and/or landfill disposal.
  - b. Identify the permitting pathway to use Class A/EQ or Class B biosolids on City-owned land.
  - c. Survey regulators to obtain clarification on regulatory requirements and confirm permitting pathways.
2. Complete product characterization for potential products and technologies evaluated. Biosolids products considered will include: Class B mesophilic anaerobically digested liquid, Class B mesophilic anaerobically digested cake, Class A liquid, Class A/EQ cake, and Class A/EQ compost
  - a. Review information and analytical data (3-year period) from Bloomington collected in Task 1.
  - b. Develop product characterization information about each potential product evaluated including bulk density, potential for nuisance odor, TS and TVS, nutrient and metal content, meeting technical regulatory standards (PR and Process VAR), and other.
3. Conduct Preliminary Biosolids Market Analysis

**Energy Power Partners  
High Strength Waste and Biosolids Market Assessment  
SCOPE OF WORK**

- a. Conduct evaluation of other similar-sized biosolids programs in the region, focusing on:
  - i. Type and classification of biosolids produced,
  - ii. Beneficial use or disposal options currently employed,
  - iii. Current outside-the-gate costs, and
  - iv. Plans for process changes within the next five years.
- b. Prepare initial list of potential markets/outlets for all biosolids products considering bulk agriculture, soil blending, fertilizer blending, specialty markets, landfill, and other potential markets.
- c. Develop survey questions for market phone calls, focusing on:
  - i. Current products used
  - ii. Volume
  - iii. Current pricing
  - iv. Seasonal use
  - v. Storage
  - vi. Preferred/required characteristics
  - vii. Interest in considering a new product.
- d. Conduct phone surveys with potential customers from each market identified.
- e. List advantages, disadvantages, and risks associated with each outlet.
- f. Provide preliminary estimated outside-the-gate expenses and revenues for each potential market/outlet to compare with current practices.
- g. Identify and survey alternative third party contractors as a comparison to current processing and outlets to determine capacity to manage products and production, willingness to provide service for beneficial use, and current location of sites.

#### **Task 4 – Deliverables**

1. Prepare a HSW Market Analysis TM
2. Prepare a Biosolids Market Analysis TM
3. Conduct a Market Analysis Workshop (attended in person)

**Estimated Billings: \$49,200**

**Estimated Hours: 452**

**Estimated Expenses: \$1,620**



October 2021

### **Material Matters Company Profile Bloomington, Indiana**

Material Matters is a nationally recognized woman-owned consulting firm founded in 1997 focusing on biosolids and residuals, co-digestion, odors, marketing, and beneficial use across the US. Our firm is comprised of highly respected engineers, scientists (soil and environmental), and certified wastewater operators.

Material Matters brings their innovative approaches to both large and small projects. We serve municipal and private clients nationally, from municipal resource recovery facilities of less than 1 mgd to those over 300 mgd, water treatment facilities, and industrial and food production facilities. Because of our plant operational capabilities, we are able identify processing limitations and address them through process optimization.

Expert technical services relevant to the Bloomington Energy Project include:

- Conducted nearly 30 in-depth market / regulatory assessments and developed options for various Class B and Class A/EQ products, technologies, and outlets as part of Biosolids Master Studies in over 20 states across the United States.
- Completed high strength waste co-digestion assessments in four states across the Country. Conducted surveys of regional haulers and food processors, estimated tipping fees needed to secure HSW and competitive transportation distances, assessed value of HSW for digester gas production and impact on digester operation, evaluated service area sources, and assessed local ordinances relative to FOG.
- Assisted Citizens Energy Group in characterizing potential biosolids products and identifying promising outlets as part of a master planning study. Identified beneficial use of a Class B biosolids product to be favorable due to low tipping fees and favorable beneficial use regulations.
- Served as Principal Investigator for a Water Research Foundation (formally WERF) project to define high quality biosolids, assess stability / odors, develop products that customers demand, and understand the basis for successful marketing programs. Findings relative to successful marketing programs indicate that common factors are nutrient content, low odor, and low dust. Marketing tools identified as important were branding and work of mouth.
- Developed biosolids land application programs from the ground up for over 10 clients nationally for Class A and Class B biosolids, including Camden County Municipal Utilities Authority, Camden NJ; Gettysburg Municipal Authority, Gettysburg, PA; City of Memphis, TN; City of Wilmington, DE; and Capital Region Water, Harrisburg, PA.

Monroe County Indiana Solid Waste Management District



## MEMORANDUM

**TO:** MCSWMD Board of Directors  
**DATE:** March 4, 2022  
**FROM:** Tom McGlasson Jr.  
**SUBJECT:** Award of Bid for Supply of Trash Bags for Pay-Per-Use Program

One bid was received in response to the above referenced Request For Bid. The response is from our current vendor, WasteZero, and contained the following:

ITEM	33 Gallon Trash Bag	15 Gallon Trash Bag
QUANTITY	175,000 Annually	200,000 Annually
PRICE/BAG	\$0.35	\$0.2025
ANNUAL TOTAL	\$61,250.00	\$40,500.00
3 YEAR TOTAL	Price will be adjusted at each anniversary of the Effective Date, according to the consumer price index, all urban consumers (CPI-U) plus 3 percent (3%)	

Staff will review the received bid for accuracy and completeness, and report to the Board at the meeting.

*Monroe County Indiana Solid Waste Management District*



## **MEMORANDUM**

**TO:** MCSWMD Board of Directors  
**DATE:** March 4, 2022  
**FROM:** Tom McGlasson Jr.  
**SUBJECT:** Review Responses to Request For Information Concerning Waste Tire Management and Disposal Services in Monroe County, Indiana

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No responses were received to the above referenced Request for Information.

*Monroe County Indiana Solid Waste Management District*



## **MEMORANDUM**

**TO:** MCSWMD Board of Directors  
**DATE:** March 4, 2022  
**FROM:** Tom McGlasson Jr.  
**SUBJECT:** Request for Appointment to the CAC

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Attached is the letter of interest from Bradley Lucas. Mr. Lucas is the Director of Building Operations with Monroe County Community School Corporation and was asked to seek appointment to the CAC by the MCCSC Board of Trustees.

Hello,

My name is Bradley Lucas, I am the Director of Building Operations at Monroe County Community School Corporation. I have been with MCCSC for nearly 22 years, and I am a lifelong resident of Monroe County.

I have interest in joining the Monroe County Solid Waste Citizen's Advisory Committee for a couple of reasons. I believe we all play a major role in keeping our County clean and should take pride in all that Monroe County has to offer visitors and Citizens alike.

Monroe County Community School Corporation has a long-standing partnership with the Solid Waste District, and I look forward to extending that partnership to help continue to educate the Community and our Youth on the importance of recycling and keeping our Community looking great for future generations.

In closing I hope that you will consider me to join the Citizens Advisory Committee and I look forward to meeting you soon.

Sincerely,

Bradley Lucas



## **MEMORANDUM**

**TO:** MCSWMD Board of Directors  
**DATE:** March 4, 2022  
**FROM:** Tom McGlasson Jr.  
**SUBJECT:** Executive Director Job Performance Review

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The Executive Committee has expressed interest in conducting a job performance review for the Executive Director, and wishes to discuss with the full Board their interest in having this done and, if so, how the Board would like to proceed with this.

I was asked to review the requirements and/or expectations of the Board and/or Executive Committee with regard to conducting performance reviews of the Executive Director. After reviewing the Executive Director job description, the offer letter extended to the current Executive Director, and the District Bylaws, the only reference to job performance review I was able to locate is in Article VI of the Bylaws, where it states: "The Board shall approve a job description for the Executive Director and shall have the authority to review the Executive Director's performance, salary, and other related matters, as the Board deems necessary, from time to time".

Thus there does not appear to be a set schedule or time frame in which performance reviews of the Executive Director are to be conducted, but rather they can be performed whenever the Board determines it is necessary and desirable.

The most recent performance review of the Executive Director we have a record of is from October 2018



# Monroe County Solid Waste Management District Job Description

March 2018

**Job Title:** Executive Director

**Department:** Administration (01)

**Work Location:** Administration

**Reports To:** Board of Directors

Full-Time  
 Part-Time

Exempt  
 Non-Exempt

**To Perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Monroe County Solid Waste Management District provides reasonable accommodation to complete the application process or perform essential functions of the job, unless the accommodation would cause undue hardship.**

**PURPOSE OF THE POSITION**

The Executive Director directs, supervises and coordinates the programs and activities of the District, and ensures precise and efficient operation of the administration and overall smooth operation of all District facilities. The Executive Director coordinates with the Board of Directors, the Controller, the Citizens Advisory Committee, and other pertinent local, county and state boards and commissions. This also includes working with private businesses that provide (either presently or in the future) solid waste handling and recycling services within Monroe County.

**RESPONSIBILITIES**

**1. General Tasks**

- Implementing and overseeing the District’s entire solid waste management program, in compliance with applicable Indiana and federal laws and regulations, and with the goals of the District.
- Develops, implements and oversees District programs, ensuring compliance with the laws and regulations of Indiana and the Federal Government and the short and long terms goals of the District established by the Board of Directors.
- Ensure District activities occur within the financial constraints of the budget approved by the Board of Directors and the Monroe County Council. Work with the Controller to monitor revenues and expenditures and provide monthly reports to the Board of Directors. Provide budget forecasts, both revenues and expenditures, in coordination with the Controller, and manages the budget approval process in a timely manner with the Board of Directors, based on State and County schedules. Completes annual expenditure report and provides prioritized expenditure requests for annual budget preparation; administers annual District budget upon approval.
- Maintains and updates the District’s Solid Waste Management Plan with the guidance of the Board of Directors.
- Completes Federal and State reports correctly and in a timely manner for all projects and all aspects of District operations. Compiles, comprehends, and communicates to the Board (as necessary) all Solid Waste issues, laws, bills, regulations, policies, and new methods and procedures.

- Serves as a legislative advocate for the District as appropriate and/or when so directed by the Board of Directors. Monitors legislation at the state level vital to the District's mission and provides reports to the Board accordingly.
  - In cooperation with the Board of Directors and appointed Counsel (as necessary), negotiates contracts with related entities. Maintains and manages contractual relationships with related entities.
  - Implements and Maintains any future facilities and programs, as approved by the Board of Directors. Ensures the operations are both efficient and cost effective. Negotiates and maintains contracts necessary for the operation and maintenance of such facilities and programs.
  - Provides clear and accurate information on District operations to media sources as required. Provides public access to or maintains confidentiality of District information and records according to state and federal requirements.
  - Establishes and maintains a cooperative relationship with the board of Directors and outside regulatory agencies.
  - Attends all Board of Directors and Executive Committee meetings. Ensure meetings are scheduled and meeting packets provided in advance to the Board of Directors. Communicates with the Board of Directors as required, relaying urgent information as needed. Provide information for members of the Board of Directors as requested (reports, data, etc.). Ensure recommendations for action are clearly communicated. Provides updates as requested to the Board of Directors, any of its members, or City and County officials.
  - Attends monthly meetings of the Citizens Advisory Committee (CAC). Schedules and attends annual budget review meeting of the CAC and the Board of Directors. Ensures materials are provided for this meeting in advance.
  - Ensures talks and educational programs about the District and its programs are presented to diverse audiences.
  - Develops and maintains working knowledge of the functions of various departments of County, City and Town governments, and applicable regulatory requirements and standards as they apply to Solid Waste Districts and the budgeting process.
  - Complies with all District and department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.
  - Attends on an annual basis, or at other times set by the Board of Directors, a Directors performance review with members of the Board.
  - Develops and administers personnel policies.
  - Maintains personnel files.
  - Ensures District staff receive all required and necessary training, including, but not limited to, safety, group benefits, harassment and Health Insurance Portability and Accountability Act (HIPAA).
  - Maintains the District training records.
- 2. Supervisory Responsibilities**
- Assigns, supervises and directs department heads, including organizing the District Personnel structure, interviewing applicants, making hiring/firing decisions, providing training and corrective instruction, maintaining discipline, supervising investigations of employee misconduct and relation problems, making work assignments, and evaluating the job performance of employees on an annual or more frequent basis.
  - Supervises management of the Green Business Network recycling service for county-based business subscribers, ensuring efficient and cost effective operations.

**JOB QUALIFICATIONS**

- A Master's degree in Business Management, Public Administration, Environmental Planning / Science / Engineering or a related field AND three years of related experience or a Bachelor's Degree in Business Management, Public Administration, Environmental Planning / Science / Engineering or a related field AND five years of related experience.
- Ability to review, analyze and present technical data.
- Ability to effectively communicate orally and in writing with a variety of Monroe County officials, community leaders, state and federal agency representatives, news media, vendors, contractors, and members of the general public. Ability to prepare and proofread correspondence and court/legal documents. Ability to plan and present public speaking engagements. Ability to prepare detailed written reports, including being sensitive to professional ethics, gender, cultural diversities and disabilities.
- Demonstrated proficiency with Microsoft Office including Excel, Word, and PowerPoint.
- Ability to work alone with minimum supervision and with others in a team environment. Ability to work on several tasks at the same time and work rapidly for long periods, occasionally under time pressure. Ability to understand, memorize, retain, and carry out written or oral instructions and present findings in oral or written form.
- Ability to respond swiftly and rationally to emergencies on a 24-hour basis. Ability to occasionally work extended, weekend, and evening hours as needed, and travel out of town, sometimes overnight. Possession of a valid driver's license and demonstrated safe driving record. Limited criminal history report.
- Must be a resident of Monroe County, Indiana, or must relocate to Monroe County, Indiana within twelve months of hire date.
- Possession of a valid driver's license and demonstrated safe driving record. Limited criminal history report. Ability to comply with all District policies and procedures.

**PROFESSIONAL WORK RELATIONSHIPS**

- The Executive Director maintains frequent contact with co-workers, Monroe County departments, elected officials, state agencies, vendors, contractors, and the public for a variety of purposes including problem solving, exchanging information, and interpreting and explaining policies.
- The Executive Director reports to the Board of Directors.
- The Executive Director is trustworthy, independent, flexible and has a sound work ethic.
- The Executive Director interacts with the public and all others in a positive, courteous, respectful manner with cultural awareness.

**DIFFICULTY OF WORK**

The Executive Director performs duties which are broad in scope, making authoritative decisions relating to the management of the MCSWMD, its operations and staff. Independent judgment is required in analyzing challenges, defining opportunities and recommending, planning, implementing, and maintaining information on Solid Waste operations. The Executive Director is governed by precedent or specific policies, requiring judgment to adapt to diverse and highly variable situational requirements.

**PHYSICAL REQUIREMENTS**

The Executive Director performs majority of duties in a standard office environment, involving sitting/walking at will, sitting for long periods, lifting/carrying objects weighing up to 50 pounds.

**ACKNOWLEDGMENT**

The District has developed the job description to provide general guidelines to assist you in becoming familiar with obligations of your employment. It is not a complete list of responsibilities and is subject to change at any time. In the event this job description is modified, employee shall be provided a written copy of the revised job description, which will require employee's signature. This is not to give rise to contractual rights or obligations, express or implied or to be construed as a guarantee of employment. This is not a contract of employment. Additionally with the exception of the voluntary at-will employment policy, these guidelines are subject to modification, amendment or revocation by the District at any time, without advance notice. By your signature below, you acknowledge that you have read and understand this job description and agree to perform the duties, responsibilities and tasks set forth. Failure or refusal to sign and return a copy of this job description with an original signature to the Executive Director, or their designee, prior to the designated start date and time may be considered a declination of the position.

The District is an Equal Opportunity Employer

**Print Employee Name:**

**Employee Signature:**

**Date:**

Monroe County Indiana Solid Waste Management District



## **MEMORANDUM**

**TO:** MCSWMD Board of Directors  
**DATE:** March 4, 2022  
**FROM:** Tom McGlasson Jr.  
**SUBJECT:** Scheduling Joint Meeting with the CAC

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There has been previous interest expressed in the Board of Directors and CAC meeting jointly to review/discuss a variety of topics, including:

- The District providing financial support/assistance to City of Bloomington Utilities for the proposed anaerobic digester feasibility study
- Apartment Recycling
- 5-year plan goals and objectives related to rebranding

The CAC has proposed the joint meeting be held on Thursday April 14, 2022 immediately following the scheduled Board of Directors meeting.

# CAC Monthly Activity Report

Monroe County Solid Waste Management District  
Citizen's Advisory Committee  
February – March 2022

## **02/17 CAC Regular Meeting**

- Re-election of secretary to resolve term limit oversight in election of Arnold at January annual meeting. Kleinlein accepted nomination and was elected.
- Robert's Rules of Order training presentation by Wynia

## **02/25 Secretary Hand-off Meeting**

- Kleinlein and Wynia met to establish minutes and attendance recording practices



## MEMORANDUM

**TO:** MCSWMD Board of Directors  
**DATE:** February 4, 2022  
**FROM:** Tom McGlasson Jr.  
**SUBJECT:** February 2022 Administration Department Board Report

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### General Updates

- The new District website has received a lot of positive feedback. We continue to make minor refinements and edits as needed.
- Bedford Recycling has petitioned to rezone a parcel located at 405 W. Dillman Road for the purposes of establishing a scrap metal processing facility. During Plan Commission and Board of Commissioners hearings on this matter, Republic Services has expressed the opinion that such a facility would constitute a waste management facility that would create a violation of the *Solid Waste Disposal Agreement* between the District and Republic. This is the agreement that contains the Host Fee provision. The District and its legal counsel disagree with this opinion and are following this process, and will be prepared to defend the District's position with regards to the *Solid Waste Disposal Agreement* if needed.
- Apartment Recycling Update: Staff continues to work to identify possible areas for an additional drop-off recycling location that would provide recycling access for apartment residents. Inquiries have been made with some property owners and/or managers to gauge interest and willingness in allowing the District to establish such a facility on their property, however, no responses have been received yet.
- Elisa Pokral is working with the City of Bloomington Sanitation department to develop a joint public relations campaign on "Recycle Right".

### Legislative Updates

- **HB 1226 – Solid Waste Matters (Speedy)**  
Establishes the Central Indiana Waste Diversion Pilot Project to determine the most practical and effective means of diverting recyclable materials from the municipal waste stream. Also, provides for the "expeditious" adoption of "all exemptions or exclusions from regulation as waste" adopted by the US EPA, and provides for such exemptions and exclusions to apply until adopted by the State. Adds an exclusion to the definition of "solid waste" for materials that are exempted or excluded from the federal definition of hazardous waste, or federally determined to be nonhazardous, which are also used as an ingredient in, or a component of, a product; or as a commodity in a process that results in a product.
  - This bill was unanimously recommended for passage by the House Environmental

Affairs Committee, and unanimously passed by the House (90-0) on 1/31/22. It has been referred to the Senate with Senator Messmer being the Senate Sponsor.

- This bill was amended fairly significantly in the Senate, which has caused IDEM to come out as opposed to the bill in its amended form. However, the House has concurred with Senate amendments.

### **Media Summary for February 2021**

- Social Media Outreach
  - Social media posts included: Earth Day promotion; Valentine's Day & reuse/repurposing; President's Day holiday; and Household Hazardous Waste.
- Effectv Summary
  - Television advertising: Recycling Right; Electronics; LEDs; Community Food Waste Collection; Driving Safety at Recycling Centers; and Climate Change.
  - Weather Crawl: District Schedules; Electronics; Bulky Items; and Community Food Waste Collection.
  - Premium Digital advertising: Recycle Right; and Community Food Waste Collection.
    - Premium Digital is a platform for our infomercials to be viewed through Comcast On-Demand services and internet streaming on any device.
- Radio Summary
  - PSAs promoting the Earth Day compost bin and rain barrel sale have been provided to WHCC, WCLS, and WVNI
- Herald Times Online
  - Rotating online and digital ads promoting the Earth Day compost bin and rain barrel sale.

### **Education and Outreach Summary for September**

- The website to order compost bins and rain barrels for the Earth Day Promotion, [gogreendistrictoders.com](http://gogreendistrictoders.com), is now active. Orders will be accepted through April 8<sup>th</sup>, and ordered products are scheduled to be available for pick on April 22<sup>nd</sup> and 23<sup>rd</sup>. Co-sponsors for this year's Earth Day celebration sales event are Rural King and Monroe County Soil and Water Conservation District.
- Arlington Elementary 5<sup>th</sup> grade; 45 students, 2 teachers
- Rogers Elementary 2<sup>nd</sup> grade; 130 students, 6 teachers
- IU SPEA Class; 60 students, 1 professor



# **MEMORANDUM**

Monroe  
County Solid  
Waste  
Management  
District

**DATE:** 03/01/22  
**TO:** MCSWMD Board of Directors  
**FROM:** Joey Long  
**SUBJECT:** Recycling & Reuse, Hazardous Materials, Rural Recycling Centers Board Report for the month of January 2022.

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

- Cook Medical has made a large donation to our Materials for the Arts Program.

## **Hazardous Materials (05)**

- We are currently looking at a different provider for our sharps disposal program.
- Staff has finished DOT and Hazwoper Training.

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

- Sites are operating as normal.



Joey Long

**2021 Trash and Recycling Tonnage and Pulls**

3/4/2022

<b>2022 Trash Pulls By Location</b>	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
Bethel Ln	9												9
Dillman Rd	8												8
Ellettsville	7												7
Main Recycling Center	1												1
Oard Rd.	8												8
<b>Total</b>	<b>33</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>33</b>
<b>2022 Trash Tonnage By Location</b>	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
Bethel Ln	35.41												35.41
Dillman Rd	41.17												41.17
Ellettsville	40.39												40.39
Main Recycling Center	1.85												1.85
Oard Rd.	32.12												32.12
<b>Total</b>	<b>150.94</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>150.94</b>
<b>2022 Bulky Pulls By Location</b>	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
Bethel Ln	4												4
Dillman Rd	2												2
Ellettsville	4												4
Oard Rd.	3												3
<b>Total</b>	<b>13</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>13</b>
<b>2022 Bulky Tonnage By Location</b>	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
Bethel Ln	4.99												4.99
Dillman Rd	3.28												3.28
Ellettsville	9.45												9.45
Oard Rd.	7.15												7.15
<b>Total</b>	<b>24.87</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>24.87</b>

**2021 Republic Transportation**

<b>2022 Recycling Pulls By Location - Republic</b>	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total Pulls	Per Pull Cost	Recycling Cost
Bethel Ln	10	0	0	0	0	0	0	0	0	0	0	0	10	\$ 102.00	\$ 1,020.00
Dillman Rd	6	0	0	0	0	0	0	0	0	0	0	0	6	\$ 102.00	\$ 612.00
Ellettsville	11	0	0	0	0	0	0	0	0	0	0	0	11	\$ 102.00	\$ 1,122.00
Main Recycling Center	11	0	0	0	0	0	0	0	0	0	0	0	11	\$ 102.00	\$ 1,122.00
Oard Rd.	6	0	0	0	0	0	0	0	0	0	0	0	6	\$ 102.00	\$ 612.00
<b>Total</b>	<b>44</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>44</b>		<b>\$ 4,488.00</b>
<b>2022 Recycling Pulls By Location - K &amp; S</b>	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total Pulls	Per Pull Cost	Recycling Cost
Bethel Ln - Glass	1	0	0	0	0	0	0	0	0	0	0	0	1	\$ 348.27	\$ 348.27
Dillman Rd - Glass	0	0	0	0	0	0	0	0	0	0	0	0	0	\$ 348.27	\$ -
Ellettsville - Glass	1	0	0	0	0	0	0	0	0	0	0	0	1	\$ 348.27	\$ 348.27
Main Recycling Center - Glass	1	0	0	0	0	0	0	0	0	0	0	0	1	\$ 348.27	\$ 348.27
Trailer Loads	1	0	0	0	0	0	0	0	0	0	0	0	1	\$ 800.00	\$ 800.00
Oard Rd. - Glass	1	0	0	0	0	0	0	0	0	0	0	0	1	\$ 348.27	\$ 348.27
<b>Total</b>	<b>5</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>5</b>		<b>\$ 2,193.08</b>
<b>2022 Trash Pulls By Location</b>	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total Pulls	Per Pull Cost	Trash Cost
Bethel Ln	9	0	0	0	0	0	0	0	0	0	0	0	9	\$ 102.00	\$ 918.00
Dillman Rd	8	0	0	0	0	0	0	0	0	0	0	0	8	\$ 102.00	\$ 816.00
Ellettsville	7	0	0	0	0	0	0	0	0	0	0	0	7	\$ 102.00	\$ 714.00
Oard Rd.	8	0	0	0	0	0	0	0	0	0	0	0	8	\$ 102.00	\$ 816.00
<b>Total</b>	<b>32</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>32</b>		<b>\$ 3,264.00</b>
<b>2022 Bulky Pulls By Location</b>	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total Pulls	Per Pull Cost	Bulky Cost
Bethel Ln	4	0	0	0	0	0	0	0	0	0	0	0	4	\$ 102.00	\$ 408.00
Dillman Rd	2	0	0	0	0	0	0	0	0	0	0	0	2	\$ 102.00	\$ 204.00
Ellettsville	4	0	0	0	0	0	0	0	0	0	0	0	4	\$ 102.00	\$ 408.00

# MEMORANDUM

Monroe  
County Solid  
Waste  
Management  
District

**DATE:** March 10, 2022  
**TO:** MCSWMD Board of Directors  
**FROM:** Lee Paulsen  
**SUBJECT:** Landfill and Environmental Compliance February 2022 Board Report

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## Landfill February 2022:

- ◆ The NPDES Discharge Monitoring Report (DMR) and IDEM Monthly Monitoring Report (MMR) for February 2022 will be submitted prior to the March 28, 2022 deadline.
- ◆ The NPDES Discharge Monitoring Report (DMR) and IDEM Monthly Monitoring Report (MMR) for January 2022 was prepared and submitted by Lee Paulsen on 2-8-22. There were no exceedances or violations.
- ◆ The November 2021 groundwater sample event data has been received and forwarded to AECOM for statistical analysis. At this time, I have not received their report to prepare the submittal to IDEM.
- ◆ Mary Beth King participated in a 24 hour HAZWOPR training for safety in dealing with hazardous spills, materials and transportation of hazardous materials in February 2022.
- ◆ Lee Paulsen participated in an 8 HAZWOPR refresher course in February 2022.
- ◆ Leachate production is available on the next page.

## Environmental Compliance February 2022:

- ◆ Eighteen (18) new Environmental Compliance Cases were reported for the month of February 2022.
  - Seventeen (17) Case were Substantiated, One (1) were Unsubstantiated, Thirteen (13) are closed and Five (5) are still open and pending.
- ◆ There are currently a total Sixty (60) open Environmental Compliance Cases.
- ◆ **Total for 2022:**
  - 49 total cases. 0 Illegal burns; 6 cases at private properties; and 43 roadside clean-ups.
    - 1480 lbs. trash removed from the sides of the road via compliance cases.
  - Tires: 6 tires removed from the sides of the road; 0 tires on rims.

**Adopt-A-Road February 2022:**

- ◆ For the month of February 2022, there was One (1) Adopt-A-Road clean-ups that were completed.
- ◆ Pi Kappa Alpha Fraternity; East 11th Street, Between North Washington St. and Fee Lane
- ◆ For the month of February, 2022 there were approximately One (1) miles of road that was cleaned.
  - Each clean-up is for an adopted section of road that is approximately one (1) mile in length
- ◆ For the month of February, 2022 approximately 20 lbs. of trash and 15 lbs. of recyclables removed from the sides of roads.
  - Weights are estimated based on an average bag weight due to the City of Bloomington collecting a substantial number of the clean-ups for which we cannot get actual weight.
  
- ◆ **YTD 2022 for the Adopt-A-Road:**
  - 2 clean-ups.
  - 40 lbs. of trash.
  - 15 lbs. of recyclables.
    - Weights are estimated based on an average bag weight due to the City of Bloomington collecting a substantial number of the clean-ups for which we cannot get actual weights.

### Monroe County Landfill Leachate Generation and Treatment Data

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

Month		Sept. '21	Oct. '21	Nov. '21	Dec. '21	Jan. '22	Feb. '22	Total
Temp (° F)	High	93	83	73	68	62	65	
	Low	37	35	14	16	-6	5	
	Avg	67	61	41	41	26	32	
Total Gallons Generated	Hauled Dillman	0	0	0	0	0	0	0
	Hauled Ellettsville	76,800	84,200	153,600	200,000	333,000	301,400	1,149,000
	Treated	28,990	458,025	516,998	555,634	457,912	232,219	2,249,778
	<b>Total</b>	<b>105,790</b>	<b>542,225</b>	<b>670,598</b>	<b>755,634</b>	<b>790,912</b>	<b>533,619</b>	<b>3,398,778</b>
Precipitation (in)		6.31	5.88	1.60	4.97	2.49	5.22	26.47
Hauling Cost Dillman		\$0	\$0	\$0	\$0	\$0	\$0	\$0
Hauling Cost Ellettsville		\$3,287	\$3,604	\$6,756	\$8,560	\$14,256	\$12,904	\$49,367
Disposal Cost Dillman		\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total Cost</b>		<b>\$3,287</b>	<b>\$3,604</b>	<b>\$6,756</b>	<b>\$8,560</b>	<b>\$14,256</b>	<b>\$12,904</b>	<b>\$49,367</b>
<b>Gallons Per Acre Per Day (GPAD):</b>				327.10				

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

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

Month		Sept. '20	Oct. '20	Nov. '20	Dec. '20	Jan. '21	Feb. '21	Total
Temp (° F)	High	93	86	80	66	51	61	
	Low	31	24	24	10	10	-7	
	Avg	64	52	48	35	32	27	
Total Gallons Generated	Hauled Dillman	0	0	0	0	0	0	0
	Hauled Ellettsville	0	0	0	96,000	177,600	296,400	570,000
	Treated	0	60,408	157,609	466,653	547,948	512,101	1,744,719
	<b>Total</b>	<b>0</b>	<b>60,408</b>	<b>157,609</b>	<b>562,653</b>	<b>725,548</b>	<b>808,501</b>	<b>2,314,719</b>
Precipitation (in)		0.11	4.88	4.24	2.00	2.55	2.85	16.63
Hauling Cost Dillman		\$0	\$0	\$0	\$0	\$0	\$0	\$0
Hauling Cost Ellettsville		\$0	\$0	\$0	\$4,260	\$7,602	\$12,690	\$3,287
Disposal Cost Dillman		\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total Cost</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$4,260</b>	<b>\$7,602</b>	<b>\$12,690</b>	<b>\$3,287</b>
<b>Gallons Per Acre Per Day (GPAD):</b>				222.77				

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

Month	Treated	Hauled Dillman	Hauled Ellettsville	Total	Monthly Cost for Hauled	Cost w/o Treatment	Operational Costs	Cost Savings
Sept. '21	28,990	0	76,800	105,790	\$3,287	\$4,528	\$689	\$552
Oct. '21	458,025	0	84,200	542,225	\$3,604	\$23,207	\$10,878	\$8,725
Nov. '21	516,998	0	153,600	670,598	\$6,756	\$28,702	\$12,279	\$9,667
Dec. '21	555,634	0	200,000	755,634	\$8,560	\$32,341	\$13,196	\$10,585
Jan. '22	457,912	0	333,000	790,912	\$14,256	\$33,851	\$10,875	\$8,720
Feb. '22	232,219	0	301,400	533,619	\$12,904	\$22,839	\$5,515	\$4,420
<b>Total</b>	<b>2,249,778</b>	<b>0</b>	<b>1,149,000</b>	<b>3,398,778</b>	<b>\$49,367</b>	<b>\$145,468</b>	<b>\$53,432</b>	<b>\$42,669</b>

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

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

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

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