

## Board of Directors • Meeting Minutes

**DATE:** December 15, 2017

**TIME:** 7:30 a.m.

### Attendance

**BOARD OF DIRECTORS:** Brubaker, Deerin, Dzurik, Gordon, Houck, Musser, Rettew, Ulrich, and Weibel.

**STAFF:** Adams, J. Capots, Henderson (Legal Counsel), Kohr, Lane, Marsh, McGuire, Morrison, Olson, Reider, Roberts, Sandoe, Saylor, Sultzbaugh, Warner, Wireback, and Zorbaugh.

**ALSO PRESENT:** Jim Klecko with Covanta, and citizens as listed on the attached sign-in sheet.

### Opening

Chairperson Dzurik requested a moment of silence followed by the pledge to the flag.

### Approval of Minutes

Chairperson Dzurik asked for any additions or corrections to the meeting minutes. Being none, a motion was requested to approve the Minutes of November 17, 2017 as distributed.

**Motion:** R.E. Gordon

**Seconded:** J. Musser

**Adopted:** Unanimously

### Public Comment

There was no public comment.

### Staff Highlight

Kaci Roberts, Executive Support Coordinator, discussed her role at LCSWMA.

### Chief Executive Officer

*Mr. Warner reported on the following:*

- LCSWMA is ending a record year, especially in tons, setting all-time records at the Transfer Station, Landfill, and SRMC. LCSWMA anticipates managing 980,000 tons.
- The Business Development team is working through some final issues with the Covanta Service Agreements, and anticipate bringing resolution to those within the next week.

### Chief Financial Officer

*Mr. Lane reported on the following:*

- LCSWMA generated \$7.2M of revenue in 21 operating days, with tipping fees totaling almost \$5.7M (\$612k over budget).
- LCSWMA experienced throttling expenses in November, but the team is working smartly by making adjustments when we can.
- Receivables are slightly high, but the finance team is following up on accounts to bring the total

down from 4% to 2%.

### **Action Items**

#### **1. BOARD ACTION NO. 2: SUMMARY OF DISBURSEMENTS**

Chairperson Dzurik asked for a motion to approve the disbursements for November 2017, totaling \$4,819,028.00.

**Motion:** K. Weibel

**Seconded:** M. Brubaker

**Adopted:** Unanimously

#### **2. BOARD ACTION NO. 3: ANNUAL INSURANCE RENEWAL**

Chairperson Dzurik asked for a motion to approve the Property, Public Officials and Employment Practices Liability insurances, Cyber Liability, and Umbrella be changed to AIG, and Crime and Fiduciary Liability coverage renewed with Travelers.

**Motion:** L. Houck

**Seconded:** R. E. Gordon

**Adopted:** Unanimously

#### **3. APPOINT AUDIT COMMITTEE**

Chairperson Dzurik asked for volunteers to serve on the Audit Committee. Mr. Deerin, Mr. Gordon, and Ms. Weibel all volunteered. All Board members agreed and nominated members were appointed.

### **Chief Operating Officer**

*Mr. Zorbaugh reported on the following:*

- Processing of the soil stockpile on top of the Frey Farm Landfill, for use in the MSE berm/subgrade, is at 75% complete. The new access road has 50% of the base course paving completed.
- Construction of the storm water retention basin for the Inashco Metals Recovery Facility was completed. Milling of the existing site blacktop pad was completed, with the material stockpile to be used for future use on the project, as well as for the Frey Farm Vertical Expansion project. The contractor will focus on general site grading and grading for the building pad throughout December.
- The Bainbridge Quarry pump test was completed as of December 14<sup>th</sup>, with 270 million gallons pumped (average of 5,000 gallons/minute). The recharge rate is being monitored, and thus far, the results show no impacts to any of the neighboring wells.

### **Action Items**

#### **1. BOARD ACTION NO. 4: PURCHASE OF A TRACK DOZER**

Chairperson Dzurik asked for a motion to approve the purchase of one track dozer in the amount of \$248,900.00

**Motion:** M. Brubaker

**Seconded:** G. Rettew

**Adopted:** Unanimously

#### **2. BOARD ACTION NO. 5: PURCHASE OF TWO (2) CNG TRUCK TRACTORS**

Chairperson Dzurik asked for a motion to approve the purchase of two CNG truck tractors in the amount of \$370,304.00

**Motion:** J. Musser**Seconded:** R.E. Gordon**Adopted:** Unanimously**3. BOARD ACTION NO. 6: PURCHASE OF A FORKLIFT**

Chairperson Dzurik asked for a motion to approve the purchase of a forklift in the amount of \$59,504.80

**Motion:** K. Weibel**Seconded:** G. Rettew**Adopted:** Unanimously**4. BOARD ACTION NO. 7: PURCHASE OF A HYDRAULIC EXCAVATOR**

Chairperson Dzurik asked for a motion to approve the purchase of one hydraulic excavator in the amount of \$171,446.00

**Motion:** J. S. Ulrich**Seconded:** J. Musser**Adopted:** Unanimously**Chief Business Development Officer**

*Mr. Adams reported on the following:*

- Along with Mr. Henderson, provided a detailed summary of changes to the Covanta Service Agreements.

**Action Items****1. BOARD ACTION NO. 8: RESOLUTION 2017-9**

A resolution authorizing and approving execution of professional services agreements and other related agreements concerning the authority's waste to energy facilities.

Chairperson Dzurik asked for a motion to approve Resolution 2017-9

**Motion:** R.E. Gordon**Seconded:** G. Rettew**Adopted:** Unanimously**Chief Business Solutions Officer**

*Ms. Marsh reported on the following:*

- Perdue came online fully with their processing operations in late November.
- Year-to-date through November, budget accuracy on a \$/MWh basis for MWhs sold into the wholesale electric market is within 0.6% of budget, which is outstanding (\$26.02 MWh actual vs. \$25.87 MWh budgeted).
- A visual was shared to highlight the 2017 wholesale electric market performance vs. budget.

**Action Items****1. BOARD ACTION NO. 9: RESOLUTION 2017-10**

A resolution adopting the 2018-2022 strategic plan.

Chairperson Dzurik asked for a motion to approve Resolution 2017-10

**Motion:** M. Brubaker**Seconded:** J. Deerin**Adopted:** Unanimously

### **Chief Human Resources Officer**

*Ms. Wireback reported on the following:*

- Update on LCSWMA's Gather to Give campaign, which centered around Lancaster County's ExtraOrdinary Give that occurred on November 17<sup>th</sup>. LCSWMA ended the day with a total of \$19,245 donated and 90 employees giving. The ExtraGive is a great example of our employees gathering together to support our local community.
- Provided highlights of LCSWMA's December organizational update meeting with management staff, including the 2018 theme: Bold Ideas, Big Opportunities, Bright Futures.

### **Chief Communications Officer**

*Dr. Sandoe reported on the following:*

- A brief summary of 2017 outreach and support:
  - Hosted 49 tours and 8 meetings, and participated in 38 events and activities, to reach over 6,000 people through outreach activities.
  - 95% increase in social media followers and 25% increase in website visits
  - Launched Waste is a Resource campaign in early fall, seeing 155,683 impressions.
  - Secured \$1.02M in grant money for LCSWMA and municipal recycling programs.
  - Partnered with 45 organizations to help improve the livability of our community.

### **Other Business**

The Nominating Committee made the following recommendations for officers in 2018:

<b>Steve Dzurik</b>	<b>Chairperson</b>
<b>Joe Deerin</b>	<b>Vice Chairperson</b>
<b>Ed Gordon</b>	<b>Treasurer</b>
<b>Karen Weibel</b>	<b>Secretary</b>

All nominees have agreed to accept their positions.

#### **1. THE BOARD APPROVES THE OFFICERS AS NOMINATED FOR THE 2018 TERM**

**Motion:** L. Houck

**Seconded:** S. Dzurik

**Adopted:** Unanimously

### **Adjournment**

The Board Meeting adjourned at 11:00 a.m. after the Executive Session to discuss litigation and a personnel matter. No Board action was taken.

**APPROVED BY THE BOARD OF DIRECTORS OF THE LANCASTER COUNTY SOLID WASTE MANAGEMENT AUTHORITY THIS 16<sup>th</sup> DAY OF FEBRUARY 2018.**



Karen M. Weibel, Secretary