ROLL CALL
APPROVE JULY 14, 2017
BOARD OF DIRECTORS
MEETING AGENDA
BOARD OF DIRECTORS AGENDA
Friday, July 14, 2017 @ 9:30am

1. Roll Call
2. Approve July 14, 2017 Board of Directors Meeting Agenda
3. Approve May 5, 2017 Board of Directors Meeting Minutes
4. Public Speaks
5. Policy Committee Report
6. Finance Director’s Report
   a) Appropriation Amendment to Supplies & Administrative Expenses
7. Executive Director’s Report
8. Budget Update
   a) F-150 Purchase
   b) Recycling Truck Purchase
   c) 2017 Recycling Guide Proposals
9. Personnel Update
   a) Administrative Coordinator Position Vacancy
   b) Update Job Descriptions and Organizational Chart
10. Other Business
11. Adjournment
APPROVE MAY 05, 2017
BOARD OF DIRECTORS
MEETING MINUTES
PUBLIC SPEAKS
FINANCE DIRECTOR’S REPORT
## Estimated Revenue versus Actual Revenue
(As of June 27, 2017)

<table>
<thead>
<tr>
<th>REVENUES</th>
<th>Estimated Revenue</th>
<th>Year-to-Date Actual Revenue</th>
<th>Last Year Year-to-Date Revenue</th>
<th>Collected Percent</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>101 GENERAL FUND</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Interest Earned</td>
<td>$25,000.00</td>
<td>$18,535.08</td>
<td>$20,561.83</td>
<td>74.14%</td>
</tr>
<tr>
<td>American Landfill Settlement</td>
<td>12,500.00</td>
<td>12,500.00</td>
<td>13,961.00</td>
<td>100.00%</td>
</tr>
<tr>
<td>Recycling Revenue</td>
<td>200,000.00</td>
<td>129,858.11</td>
<td>94,185.01</td>
<td>64.93%</td>
</tr>
<tr>
<td><strong>GENERAL FUND TOTAL</strong></td>
<td>237,500.00</td>
<td>160,893.19</td>
<td>128,707.84</td>
<td>67.74%</td>
</tr>
<tr>
<td><strong>501 TIPPING FEE FUND</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tipping Fees-Inside District</td>
<td>$750,000.00</td>
<td>$401,100.34</td>
<td>$411,332.69</td>
<td>53.48%</td>
</tr>
<tr>
<td>Tipping Fees-Outside District</td>
<td>2,700,000.00</td>
<td>1,276,085.70</td>
<td>1,364,668.92</td>
<td>47.26%</td>
</tr>
<tr>
<td>Tipping Fees-Outside State</td>
<td>25,000.00</td>
<td>17,367.59</td>
<td>13,996.12</td>
<td>69.47%</td>
</tr>
<tr>
<td>Tipping Fees</td>
<td>3,475,000.00</td>
<td>1,694,553.63</td>
<td>1,789,997.73</td>
<td>48.76%</td>
</tr>
<tr>
<td>Miscellaneous Revenue</td>
<td>-</td>
<td>202.11</td>
<td>16,610.74</td>
<td>0.00%</td>
</tr>
<tr>
<td><strong>TIPPING FEE FUND TOTAL</strong></td>
<td>3,475,000.00</td>
<td>1,694,755.74</td>
<td>1,806,608.47</td>
<td>48.77%</td>
</tr>
<tr>
<td><strong>TOTAL REVENUE ALL FUNDS</strong></td>
<td>$3,712,500.00</td>
<td>$1,855,648.93</td>
<td>$1,935,316.31</td>
<td>49.98%</td>
</tr>
</tbody>
</table>
## Budgeted versus Actual Expenses (As of June 27, 2017)

### EXPENSES

<table>
<thead>
<tr>
<th>101 GENERAL FUND</th>
<th>Combined Appropriations</th>
<th>Combined Year-to-Date Expenses</th>
<th>Last Year Year-to-Date Expenses</th>
<th>Combined Expended Percent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supplies &amp; Materials</td>
<td>$34,900.00</td>
<td>$5,358.63</td>
<td>-</td>
<td>15.35%</td>
</tr>
<tr>
<td>HHW Program</td>
<td>47,786.95</td>
<td>19,324.85</td>
<td>793.85</td>
<td>40.44%</td>
</tr>
<tr>
<td>American Landfill Settlement</td>
<td>12,500.00</td>
<td>8,705.25</td>
<td>9,078.06</td>
<td>69.64%</td>
</tr>
<tr>
<td>Road Repairs</td>
<td>7,940.00</td>
<td>-</td>
<td>120,870.00</td>
<td>0.00%</td>
</tr>
<tr>
<td><strong>GENERAL FUND TOTAL</strong></td>
<td><strong>103,126.95</strong></td>
<td><strong>33,388.73</strong></td>
<td><strong>130,741.91</strong></td>
<td><strong>32.38%</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>501 TIPPING FEE FUND</th>
<th>Combined Appropriations</th>
<th>Combined Year-to-Date Expenses</th>
<th>Last Year Year-to-Date Expenses</th>
<th>Combined Expended Percent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Admin-1 Payroll &amp; Benefits</td>
<td>$400,000.00</td>
<td>$204,792.49</td>
<td>$193,878.13</td>
<td>51.20%</td>
</tr>
<tr>
<td>Admin-2 Supplies &amp; Admin Expenses</td>
<td>142,953.15</td>
<td>90,447.54</td>
<td>87,987.02</td>
<td>63.27%</td>
</tr>
<tr>
<td>Admin-3 Capital Assets</td>
<td>50,850.00</td>
<td>31,524.96</td>
<td>-</td>
<td>62.00%</td>
</tr>
<tr>
<td>Admin-4 Consulting Engineer Service</td>
<td>40,000.00</td>
<td>8,363.39</td>
<td>7,526.61</td>
<td>20.91%</td>
</tr>
<tr>
<td>Admin-5 Legal Services</td>
<td>10,000.00</td>
<td>900.00</td>
<td>1,050.00</td>
<td>9.00%</td>
</tr>
<tr>
<td>Admin-6 Solid Waste Plan</td>
<td>54,305.23</td>
<td>13,402.50</td>
<td>-</td>
<td>24.68%</td>
</tr>
<tr>
<td>Admin-8 Financial Consulting Services</td>
<td>13,000.00</td>
<td>8,348.00</td>
<td>7,648.00</td>
<td>64.22%</td>
</tr>
<tr>
<td><strong>District Administration Total</strong></td>
<td><strong>711,108.38</strong></td>
<td><strong>357,778.88</strong></td>
<td><strong>298,089.76</strong></td>
<td><strong>50.31%</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>RECYCLING/COUNTY PROGRAMS</th>
<th>Combined Appropriations</th>
<th>Combined Year-to-Date Expenses</th>
<th>Last Year Year-to-Date Expenses</th>
<th>Combined Expended Percent</th>
</tr>
</thead>
<tbody>
<tr>
<td>STW-02 Drop-Off Recycling</td>
<td>1,682,059.20</td>
<td>671,773.20</td>
<td>580,212.75</td>
<td>39.94%</td>
</tr>
<tr>
<td>STW-03 Yard Waste Management</td>
<td>487,499.96</td>
<td>142,720.44</td>
<td>113,943.04</td>
<td>29.28%</td>
</tr>
<tr>
<td>STW-05 HHW Program</td>
<td>543,926.43</td>
<td>87,309.87</td>
<td>72,708.91</td>
<td>16.05%</td>
</tr>
<tr>
<td>STW-06 Scrap Tire Collection</td>
<td>81,726.73</td>
<td>32,216.04</td>
<td>33,252.31</td>
<td>39.42%</td>
</tr>
<tr>
<td>STW-19 Recycling Makes Sense</td>
<td>713,695.45</td>
<td>220,071.95</td>
<td>279,463.70</td>
<td>30.84%</td>
</tr>
<tr>
<td>STW-21 Infrastructure Enhancement Grants</td>
<td>150,000.00</td>
<td>-</td>
<td>34,247.40</td>
<td>0.00%</td>
</tr>
<tr>
<td>STW-22 Program Start-Up Grant</td>
<td>169,087.79</td>
<td>32,525.00</td>
<td>120,270.33</td>
<td>19.24%</td>
</tr>
<tr>
<td>STW-24 Host Community Cleanup Grants</td>
<td>118,617.62</td>
<td>42,457.31</td>
<td>48,043.62</td>
<td>35.79%</td>
</tr>
<tr>
<td>STW-25 Sheriff Department Grants</td>
<td>288,000.00</td>
<td>279,000.00</td>
<td>279,000.00</td>
<td>96.88%</td>
</tr>
<tr>
<td>STW-26 Health Department Grants</td>
<td>325,000.00</td>
<td>162,500.00</td>
<td>162,500.00</td>
<td>50.00%</td>
</tr>
<tr>
<td>STW-29 Education &amp; Awareness</td>
<td>374,954.14</td>
<td>70,059.52</td>
<td>90,530.70</td>
<td>18.68%</td>
</tr>
<tr>
<td><strong>Recycling/County Program Total</strong></td>
<td><strong>4,964,567.32</strong></td>
<td><strong>1,740,633.33</strong></td>
<td><strong>1,815,122.76</strong></td>
<td><strong>35.06%</strong></td>
</tr>
</tbody>
</table>

| TIPPING FEE FUND TOTAL | **5,675,675.70** | **2,098,412.21** | **2,113,212.52** | **36.97%** |

| TOTAL EXPENSES ALL FUNDS | **$5,778,802.65** | **$2,131,800.94** | **$2,243,954.43** | **36.89%** |
## Current Cash Position
(as of June 27, 2017)

<table>
<thead>
<tr>
<th></th>
<th>Beginning Year Balance</th>
<th>Year-to-Date Actual Receipts</th>
<th>Year-to-Date Expenditures/Expenses</th>
<th>Year-to-Date Unexpended Balance</th>
<th>Outstanding Encumbrances</th>
<th>Unencumbered Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>GENERAL FUND</td>
<td>$974,795.87</td>
<td>$160,893.19</td>
<td>$33,388.73</td>
<td>$1,102,300.33</td>
<td>$34,710.52</td>
<td>$1,067,589.81</td>
</tr>
<tr>
<td>TIPPING FEES</td>
<td>4,441,614.71</td>
<td>1,694,755.74</td>
<td>2,098,412.21</td>
<td>4,037,958.24</td>
<td>2,128,084.45</td>
<td>1,909,873.79</td>
</tr>
<tr>
<td>TOTAL ALL FUNDS</td>
<td>$5,416,410.58</td>
<td>$1,855,648.93</td>
<td>$2,131,800.94</td>
<td>$5,140,258.57</td>
<td>$2,162,794.97</td>
<td>$2,977,463.60</td>
</tr>
</tbody>
</table>

**GENERAL (INTEREST) FUND**

Year-to-date Net Gain/(Loss) $127,504.46

**TIPPING FUND**

Year-to-date Net Gain/(Loss) $(403,656.47)

**GRAND TOTAL ALL FUNDS**

Year-to-date Net Gain/(Loss) $(276,152.01)
# Tipping Fee Revenue Update

<table>
<thead>
<tr>
<th>District Landfills</th>
<th>2016</th>
<th>2017</th>
<th>% Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>American Landfill</td>
<td>459,905.07</td>
<td>538,251.48</td>
<td>17.04%</td>
</tr>
<tr>
<td>Countywide RDF</td>
<td>278,380.97</td>
<td>302,802.87</td>
<td>8.77%</td>
</tr>
<tr>
<td>Kimble Landfill &amp; Disposal</td>
<td>601,043.77</td>
<td>675,027.16</td>
<td>12.31%</td>
</tr>
<tr>
<td><strong>Totals</strong></td>
<td><strong>$1,339,329.81</strong></td>
<td><strong>$1,516,081.51</strong></td>
<td><strong>13.20%</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Annual Revenue</th>
<th>(Actual)</th>
<th>(Budgeted)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$3,558,775.40</td>
<td>$3,475,000.00</td>
<td>-2.35%</td>
</tr>
</tbody>
</table>

- Tipping fee revenue is up 13.20% in 2017 from 2016 through the first five months of the year.
- Using the first three months of revenue, we can project an annual tipping fee revenue total of approximately $3,801,608 based on 39.88% of actual annual revenue was collected during this time period over the last two years.
EXECUTIVE DIRECTOR’S REPORT
5-20-17 WOOSTER BUEHLER’S HOUSEHOLD HAZARDOUS WASTE (HHW) COLLECTION EVENT

Gallons of Chemicals Collected
2017 Wooster Event: 10,500
2017 Dover Event: 12,700
2016 New Philadelphia Event: 10,455
5-20-17 WOOSTER BUEHLER’S HOUSEHOLD HAZARDOUS WASTE (HHW) COLLECTION EVENT

Wayne County Collection Event Partnership
- Buehler’s Fresh Foods: host site, provides staff
- Goodwill of Wayne and Holmes Counties: accepts e-waste
- Wayne County Habitat for Humanity ReStore: accepts appliances
- American Paint Recyclers: accepts latex paint
5-20-17 WOOSTER BUEHLER’S HOUSEHOLD HAZARDOUS WASTE (HHW) COLLECTION EVENT

Wooster Car Count
2017: 1,020
2016: 675
2015: 606
STW DISTRICT RECYCLING GARAGE PARKING LOT PAVING

**Project Manager:**
John Patrick Picard Architect

**Paving Contractor:**
Central Allied Enterprises, Inc.

**Project Appropriation:** $176,000

**Project Cost:** $145,171.66

**Project Completed:** May 17, 2017
RECYCLING DROP-OFF SITE CHALLENGES

Bolivar (Giant Eagle)
Container Fire

Diamond Park (Plain Township)
Dumped clothing/
household items
The District will consider funding for communities under the following criteria:

- Funding will only be provided for transportation, processing, disposal and contracted labor related to disaster debris;
- Each county is provided up to $20,000 annually.

June 30, 2017 Storm (75 mph winds due to microburst)

- Southern Lake Township and Northern Plain Township
- 9 loads taken directly to Earth N Wood @ $65/load = $585
RECYCLING SURVEY: HARD COPY VS ONLINE

(3,150 RESPONSES RECEIVED TOTAL)

86% Hard Copy Responses  
14% Electronic

Thank you for choosing to participate in our survey. Your input helps us better serve your community's recycling needs. By completing this survey you will automatically be entered for a chance to WIN a $50 GIFT CARD to a local participating company.

Please see mailing instructions on back.

1. Which public recycling drop-off site do you most frequently use?
2. Please rate your most frequently used public recycling drop-off site: availability, convenience of site location, ease of use, acceptability, and overall:
3. How clear is it which recyclables are accepted at the drop-off site?
4. Would you recommend the drop-off site to friends/family members?
5. If you would not recommend the drop-off site, please briefly explain why:
6. If you do not use a public recycling drop-off site, which reason best describes why not?
7. Do you participate in a curbside recycling program?
8. If you do participate in a curbside recycling program, please rate the following items about the program:
9. Is your recycling container large enough?
10. Can you easily transport your recycling container to the curb?
11. Does the program adequately communicate collection requirements (what items are acceptable, where and when containers should be placed at the curb, etc.)?
12. If you do not participate in a curbside program, which reason best describes why not?
13. How often do you use a local yard waste drop-off site?
14. If you do not use a local yard waste drop-off site, which reason best describes why not?
15. Have you ever used a local tire drop-off site?
16. Please check all of the below items that you need a recycling/disposal outlet for:

Thank you for your time and effort in completing this survey.
RECYCLING SURVEY: DEMOGRAPHIC INFORMATION OF RESPONDENTS (3,150 RESPONSES RECEIVED TOTAL)

**Gender**
- Male: 40%
- Female: 60%

**Age Group**
- Under 25 years old: 5%
- 25-34 years: 20%
- 35-44 years: 5%
- 45-54 years: 25%
- 55-64 years: 75%
- 65-74 years: 20%
- 75 years or older: 5%

**Household Size**
- 1 to 2: 75%
- 3 to 4: 20%
- 5 or more: 5%
74% of respondents have used a public recycling drop-off site

Recycling drop-off site rating:

- **Appearance of bins/labels**: 97% good to excellent!
- **Ease of using bins**: 97% good to excellent!
- **Site cleanliness/layout**: 95% good to excellent!
- **Convenience of site location**: 96% good to excellent!
RECYCLING SURVEY: RECYCLING DROP-OFF SITE QUESTIONS (3,150 RESPONSES RECEIVED TOTAL)

Would you recommend the drop-off site to friends/family members?

- Yes: 98%
- No: 2%

Which reason best describes why you have not used a recycling drop-off site?

- I use a curbside collection program: 85%
- I would like to but haven't yet: 8%
- It is inconvenient: 6%
- I don't see value in recycling: 1%
RECYCLING SURVEY: CURBSIDE RECYCLING QUESTIONS (3,150 RESPONSES RECEIVED TOTAL)

Do you participate in a curbside recycling program?

- Yes: 38%
- No, but I would if it were available: 6%
- I would like to but haven’t yet: 6%
- No because it is inconvenient: 0%
- No because I don’t see the value in recycling: 2%
- No. No reason given why not: 0%
How often do you participate in the following programs:

- **Tire Drop-off**: 21% have participated, 34% might in the future
- **Drug Takeback**: 25% have participated, 56% might in the future
- **Yard Waste Drop-off**: 50% have participated, 28% might in the future

Colors:
- Blue: Once or twice a year or more
- Yellow: Never have and probably never will
- Green: Never have but might in the future
Rate at which each medium is used to find information about community events or program updates:

- **newletters/direct mailers**: Never use (315), Rarely use (790), Sometimes use (1560), Frequently use (1500), Always use (150)
- **newspaper**: Never use (75), Rarely use (150), Sometimes use (1500), Frequently use (1500), Always use (150)
- **radio**: Never use (80), Rarely use (200), Sometimes use (1500), Frequently use (1500), Always use (150)
- **social media/internet**: Never use (50), Rarely use (300), Sometimes use (1500), Frequently use (1500), Always use (150)
- **billboards**: Never use (20), Rarely use (50), Sometimes use (1500), Frequently use (1500), Always use (150)
- **local television**: Never use (35), Rarely use (70), Sometimes use (1500), Frequently use (1500), Always use (150)

Frequently or always use:
- newletters/direct mailers: 67%
- newspaper: 56%
- radio: 38%
- social media/internet: 31%
- billboards: 24%
- local television: 17%
RECYCLING SURVEY: 
TIME TRAVELED & AMOUNT SPENT TO RECYCLE 
(3,150 RESPONSES RECEIVED TOTAL)

Maximum amount of time you would travel to recycle?
- 0 miles (I would not travel): 11%
- 1-10 minutes: 44%
- 11-20 minutes: 4%
- 21+ minutes: 4%

Maximum amount you would spend to recycle?
- May participate in no-cost program: 38%
- $1-10: 7%
- $11-20: 1%
- $21+: 54%
RECYCLING SURVEY: DIFFICULT TO RECYCLE ITEMS
(3,150 RESPONSES RECEIVED TOTAL)

Percentage of respondents indicated they need an outlet for the following items:

- Household batteries: 65% (★ District outlets available)
- Light bulbs: 60% (★ District outlets available)
- Paint: 55% (★ District outlets available)
- Styrofoam: 50% (☒ No District outlets presently available)
- Computers and electronic waste: 50% (☒ No District outlets presently available)
- Household chemicals: 45% (☒ No District outlets presently available)
- Televisions: 40% (☒ No District outlets presently available)
- Automotive fluids: 35% (☒ No District outlets presently available)
- Mercury-containing items: 20% (☒ No District outlets presently available)
- Medical waste: 10% (☒ No District outlets presently available)
RECYCLING SURVEY: OVERALL SATISFACTION
(3,150 RESPONSES RECEIVED TOTAL)

81% Satisfied or Very Satisfied!

Top four reasons dissatisfied:
1. Desire curbside/expansion
2. Outlets for hazardous items
3. Container lids/sizes
4. More promotion/education
RECYCLING SURVEY:
THREE PRIZE WINNERS FROM EACH COUNTY

$50 gift card from one of four District partners:

- Buehler’s Fresh Foods
- Goodwill
- Habitat for Humanity ReStore
- County’s Compost Company
F-150 PURCHASE

Purchase 2017 Ford F-150

- Replaces F-250 transferred to the Stark County Recycling Garage
- Not to exceed $35,000

MOTION #2
DISTRICT RECYCLING TRUCKS PURCHASE

Purchase 2017 Mack Frontload Recycling Trucks

- Replace 2009 Mack Frontload Recycling Truck (182,659 miles)
- Replace 2013 Mack Frontload Recycling Trucks (140,480 miles)
- Not to exceed $295,000

MOTIONS
#3 & 4
### 2017 RECYCLING GUIDE PROPOSAL

**RFPs sent out May 9, 2017**

<table>
<thead>
<tr>
<th>Company</th>
<th>City</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hess Print Solutions</td>
<td>Brimfield</td>
<td>$69,867.60</td>
</tr>
<tr>
<td>Truax Printing Inc</td>
<td>Loudonville</td>
<td>$75,752.00</td>
</tr>
<tr>
<td>Freeport Press</td>
<td>Freeport</td>
<td>$76,770.92</td>
</tr>
<tr>
<td>Angstrom Graphics</td>
<td>Cleveland</td>
<td>$80,424.50</td>
</tr>
<tr>
<td>NEO Marketing</td>
<td>Canton</td>
<td>Did Not Submit</td>
</tr>
<tr>
<td>Haines Direct (FKA Americalist)</td>
<td>North Canton</td>
<td>Did Not Submit</td>
</tr>
<tr>
<td>Progress Printing Plus</td>
<td>Bolivar</td>
<td>Did Not Submit</td>
</tr>
<tr>
<td>Graphic Publications Inc</td>
<td>Millersburg</td>
<td>Did Not Submit</td>
</tr>
<tr>
<td>PPI Graphics</td>
<td>Canton</td>
<td>Did Not Submit</td>
</tr>
<tr>
<td>East Central Ohio Educational Services Center</td>
<td>New Philadelphia</td>
<td>Did Not Submit</td>
</tr>
</tbody>
</table>

**MOTION #5**
OTHER BUSINESS
"Do the RIGHT thing.
It will GRATIFY
some people and
ASTONISH
the REST."
- Mark Twain

ADJOURNMENT

Next Board of Directors Meeting:
September 01, 2017 @ 9:30am