



**PORTAGE COUNTY SOLID WASTE
MANAGEMENT DISTRICT**

District Recycling Center
3588 Mogadore Road
Kent, Ohio 44240
(330) 678-8808

Solid Waste Management District Commissioners
Vicki A. Kline, Sabrina Christian-Bennett, Kathleen Clyde

William G. Steiner II, Director

The Solid Waste District Board of Commissioners' meeting minutes are summarized. The entire proceeding has been audio recorded and is available at the Commissioners' Office at cost.

The Solid Waste Management District Board of Commissioners met in regular session on July 11, 2019 at 9:00 AM with the following members present:

Attendee Name	Title	Status
Vicki A. Kline	President	Present
Sabrina Christian-Bennett	Vice President	Present
Kathleen Clyde	Board Member	Present

**PORTAGE COUNTY SOLID WASTE MANAGEMENT DISTRICT
PROPOSED FY 2020 TAX BUDGET PUBLIC HEARING
JULY 11, 2019**

Present: Solid Waste Management District Director Bill Steiner, Budget & Financial Management Director Todd Bragg, Brian Ames, Bruce Smith, Jon Harris and Kristin Fabian, Portage County District Library and Acting Clerk Julie Gonzales

Commissioner Kline opened the Public Hearing at 9:00 AM.

I. Reading of the Public Notice – Commissioner Kline

This public hearing is being held today to hear public comment regarding Portage County Solid Waste Management District's Proposed Fiscal Year 2020 Tax Budget.

The Tax Budget has been on display in the Portage County Commissioners' Offices and the Portage County Auditor's Office, and available for public viewing, since June 14, 2019.

Notice of this public hearing was published on June 15, 2019 in the Record-Courier Newspaper.

II. Public Comment and Questions

Commissioner Kline closed the Public Hearing at 9:02 AM.

REGULAR SESSION:

July 11, 2019

1. Resolution: Adopt the Tax Budget for FY 2020.

Motion To: Adopt the Portage County Solid Waste Management District Tax Budget for FY

2020./19-095

RESULT:	ADOPTED
MOVED:	Sabrina Christian-Bennett
SECONDED:	Kathleen Clyde
AYES:	Kathleen Clyde, Sabrina Christian-Bennett, Vicki A. Kline

CONSENT AGENDA:

July 11, 2019

1. Approval of Minutes July 2, 2019

2. Resolutions

- A. Approve the July 16, 2019 bills as presented by the County Auditor and reviewed by the Department of Budget and Finance. /19-096
- B. Approve the July 16, 2019 Journal Vouchers. /19-097
- C. Approve the July 16, 2019 Then & Now certification as presented by the County Auditor. /19-098
- D. Adoption of Revised Section 13-Travel and Expense Reimbursement in the Portage County Solid Waste Management District Board of Commissioners Personnel Policy Manual./19-099
- E. Amendment to the 2019 annual appropriation Resolution No. 18-185, adopted December 13, 2018./19-100

Motion To: Approve the Consent Agenda for July 11, 2019

RESULT:	ADOPTED
MOVED:	Kathleen Clyde
SECONDED:	Sabrina Christian-Bennett
AYES:	Sabrina Christian-Bennett, Kathleen Clyde, Vicki A. Kline

3. Discussion

- A. 4117 Newcomer-house torn down.

RESOLUTION NO. 19-095 - RE: ADOPT THE 2020 TAX BUDGET FOR THE PORTAGE COUNTY SOLID WASTE MANAGEMENT DISTRICT.

It was moved by Kathleen Clyde, seconded by Sabrina Christian-Bennett that the following resolution be adopted.

WHEREAS, the Portage County Solid Waste Management District 2020 Tax Budget public hearing scheduled on July 11, 2019 was advertised in the Record Courier on June 15, 2019 and has been on display at the Portage County Commissioners' Office and in the Office of the Portage County Auditor since June 14, 2019, in compliance with ORC Section 5705; and

WHEREAS, the 2020 Tax Budget represents the best professional judgment as to the available resources and financial needs for the District's funds; now therefore be it

RESOLVED, that the Board of District Commissioners does hereby adopt the 2020 Tax Budget for the Portage County Solid Waste Management District; and be it further

RESOLVED, that two (2) copies of the resolution and tax budget shall be sent to the Portage County Auditor for processing; and be it further

RESOLVED, that the Board of District Commissioners finds and determines that all formal actions of this Board concerning and relating to the adoption of this resolution were taken in an open meeting of this Board and that all deliberations of this Board that resulted in those formal actions were in meetings open to the public in compliance with the law including Section 121.22 of the Ohio Revised Code.

Roll call vote as follows:

Vicki Kline, Yea;

Kathleen Clyde, Yea;

Sabrina Christian-Bennett, Yea;

TO: Portage County Auditor

FROM: Office of Portage County Solid Waste District Commission, Department 901

RE: The Solid Waste District Commissioners of Portage County Submits its Annual Tax Budget for public view for the fiscal year commencing January 1, 2019.

(Comparative and Estimated Receipts, Expenditures, and Balances)

Fund	FY 2017 Actual	FY 2018 Actual	FY 2019 1st 6 Mos. Actual, 2nd 6 Mos. Est.	FY 2020 Estimated
<u>8300, Solid Waste General Administration</u>				
Balance, January 1	1,434,411	702,661	764,996	464,996
Receipts	2,293,621	2,954,681	2,650,000	2,900,000
Total Receipts and Balance	3,728,032	3,657,342	3,414,996	3,364,996
Personal Services	1,349,345	1,275,405	1,325,000	1,300,000
Other Expenses	1,676,026	1,616,941	1,625,000	1,650,000
Total Expenditures	3,025,371	2,892,346	2,950,000	2,950,000
Balance, December 31	702,661	764,996	464,996	414,996
Less Encumbrances	0	0	0	0
Unencumbered Balance, December 31	702,661	764,996	464,996	414,996
<u>8355, OWDA</u>				
Balance, January 1	0	0	0	0
Receipts	0	193,060	193,060	193,060
Total Receipts and Balance	0	193,060	193,060	193,060
Personal Services	0	0	0	0
Other Expenses	0	193,060	193,060	193,060
Total Expenditures	0	193,060	193,060	193,060
Balance, December 31	0	0	0	0
Less Encumbrances	0	0	0	0
Unencumbered Balance, December 31	0	0	0	0
<u>8372, ODNR Truck and Cart upgrades</u>				
Balance, January 1	0	0	0	0
Receipts	0	1,600,000	0	0
Total Receipts and Balance	0	0	0	0
Personal Services	0	0	0	0

Other Expenses	0	1,600,000	0	0
Total Expenditures	0	1,600,000	0	0
Balance, December 31	0	0	0	0
Less Encumbrances	0	0	0	0
Unencumbered Balance, December 31	0	0	0	0

RESOLUTION NO. 19-096 - RE: BILLS APPROVED AND CERTIFIED TO THE PORTAGE COUNTY AUDITOR FOR PAYMENT.

It was moved by Kathleen Clyde, seconded by Sabrina Christian-Bennett that the following resolution be adopted:

RESOLVED, that the bills were approved and certified to the County Auditor for payment, contingent upon the review of the Portage County Department of Budget and Financial Management, Department of Internal Services or other designee on July 16, 2019 in the total payment amount of **\$14,333.49 for Funds 8300-8399** as set forth in the Accounts Payable Warrant Report on file in the office of the Portage County Auditor; and be it further

RESOLVED, that the District Board of Commissioners finds and determines that all formal actions of this Board concerning and relating to the adoption of this resolution were taken in an open meeting of this Board and that all deliberations of this Board that resulted in those formal actions were in meeting open to the public in compliance with the law including Section 121.22 of the Ohio Revised Code.

Roll call vote as follows:

Vicki A. Kline, Yea; Sabrina Christian-Bennett, Yea; Kathleen Clyde, Yea;

RESOLUTION NO. 19-097 - RE: APPROVAL OF JOURNAL VOUCHERS/ENTRIES.

It was moved by Kathleen Clyde, seconded by Sabrina Christian-Bennett that the following Resolution be adopted:

WHEREAS, the Ohio Revised Code requires that warrants be approved by the District Board of Commissioners for the Portage County Solid Waste Management District prior to their issuance, and

WHEREAS, there are other similar financial transactions defined as journal vouchers/entries that are dissimilar in that they are used to pay for charges for services from one county department and/or fund to another department and/or fund and thus are processed in lieu of issuing a warrant, and

WHEREAS, the Journal Vouchers/Entries are submitted by the Solid Waste Management District Director for review by the District Board of Commissioners; now therefore be it

07/16/19	554	\$ 12.96
07/16/19	557	437.97
07/16/19	558	26,185.55
07/16/19	576	40.33
Total		\$ 26,676.81

RESOLVED, that the District Board of Commissioners approves the attached Journal Vouchers/Entries, and be it further

RESOLVED, that the District Board of Commissioners finds and determines that all formal actions of this Board concerning and relating to the adoption of this resolution were taken in an open meeting of this Board and that all deliberations of this Board that resulted in those formal actions were in meeting open to the public in compliance with the law including Section 121.22 of the Ohio Revised Code.

Roll call vote as follows:

Vicki A. Kline, Yea; Sabrina Christian-Bennett, Yea; Kathleen Clyde, Yea;

RESOLUTION NO. 19-098

This resolution was inadvertently omitted. This is for numbering purposes only.

RESOLUTION NO. 19-099 - RE: ADOPTION OF REVISED SECTION 13 – TRAVEL AND EXPENSE REIMBURSEMENT IN THE PORTAGE COUNTY SOLID WASTE MANAGEMENT DISTRICT BOARD OF COMMISSIONERS PERSONNEL POLICY MANUAL.

It was moved by Kathleen Clyde, seconded by Sabrina Christian-Bennett that the following Resolution be adopted:

WHEREAS, on July 19, 2018, the Portage County Board of Commissioners adopted Resolution 18-0106, amending the Board of Commissioner's Personnel Policy Manual in its entirety; and

WHEREAS, section 13 – Travel and Expense Reimbursement has been revised to clarify when meals are reimbursed while on travel and clarify the rates at which the meals will be reimbursed; and

WHEREAS, the previous Travel and Expense Reimbursement policy established the meal reimbursement rates as a percentage of the applicable daily reimbursement rate according to the General Services Administration website; and

WHEREAS, the revised Travel and Expense Reimbursement policy establishes set maximum dollar amounts for meal reimbursements and clarifies the maximum dollar amounts includes tax and gratuity (not to exceed 20% of the total cost of the meal) as below:

- Breakfast: \$14.00
- Lunch: \$16.00
- Dinner: \$25.00; and

WHEREAS, the revised Travel and Expense Reimbursement policy also reduces the distance requirement for reimbursable lodging accommodations from one hundred fifty (150) miles to one hundred (100) miles from the county wherein the employee’s headquarters is located and the employee’s county of residence for meetings or conferences scheduled to start prior to 10:00 a.m.; now therefore be it

RESOLVED, that the District Board of Commissioners does hereby adopt revised Section 13 – Travel and Expense Reimbursement of the Personnel Policy Manual; and be it further

RESOLVED, that this said Section 13 – Travel and Expense Reimbursement will supersede all prior versions of Section 13; and be it further

RESOLVED, that the District Board of Commissioners finds and determines that all formal actions of this Board concerning and relating to the adoption of this resolution were taken in an open meeting of this Board and that all deliberations of this Board that resulted in those formal actions were in meeting open to the public in compliance with the law including Section 121.22 of the Ohio Revised Code.

Roll call vote as follows:

Vicki Kline, Yea; Kathleen Clyde, Yea; Sabrina Christian-Bennett, Yea;

**PORTAGE SOLID WASTE MANAGEMENT DISTRICT BOARD OF COMMISSIONERS
PERSONNEL POLICY MANUAL**

TRAVEL AND EXPENSE REIMBURSEMENT	SECTION 13 EFFECTIVE: 7/11/19 RESOLUTION: 19-099
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A. GENERAL

- 1) District employees may be entitled to reasonable reimbursement for expenses incurred while traveling on official District business. In order to seek reimbursement, all expenses must be approved in advance by the employee’s department director or designee and/or the District Board of Commissioners by completing the Request for Authorization Expense form. For meetings and conferences, request forms must be completed and submitted to the District Board of Commissioners in advance of the meeting/conference date with a copy of the meeting/conference details attached and the names of all District personnel attending. This provision applies equally to elected officials, department directors, employees, and board members.

- 2) The Request for Authorization Expense form can be found in the employee's department or by contacting Portage County Internal Services Department.

B. TRAVEL

1) Mileage, Parking and Tolls:

- a. A District car or an employee's personal car may be used for approved District travel. If an employee's personal car is used, actual total mileage should be reported and will be reimbursed at the prevailing Internal Revenue Service's Standard Mileage Rate (AAA mileage will be used to verify questionable mileage reimbursement requests). This rate will be reviewed each year during the month of November and adjusted at that time to match the Internal Revenue Service's Standard Mileage Rate established for the year ahead.
- b. Any change in rate will take effect January 1 of each year. Such payment is considered to be a total reimbursement for all vehicle related expenses (e.g. gas, oil depreciation, etc.).
- c. Mileage reimbursement is payable only to one (1) employee if two (2) or more employees are traveling on the same trip and in the same automobile.
- d. Charges incurred for parking at the destination, and any highway tolls are reimbursable at the actual amount. Receipts for parking costs and highway tolls are required.
- e. No expense reimbursements are paid for travel between home and office.

2) Common Carrier:

- a. Reimbursement for travel by air, rail, bus, or other common carrier shall not exceed the cost of coach fare or the economy rate in the chosen method of travel.
- b. The employee shall be personally liable for any charges assessed due to his/her failure to cancel reservations within the time limit specified by carriers, unless the failure is due to circumstances beyond his/her control.
- c. Expenses claimed under this section must be supported by an original receipt.
- d. Frequent flyer credits earned by District employees for travel on District business cannot be used for personal travel. These credits must be applied towards future District travel or must be forfeited.

C. MEALS

- 1) Each expense voucher submitted will be reviewed for accuracy and completeness of documentation before payment is made. Expense vouchers are to be submitted within one month of the last date of travel for each trip out of the District.
- 2) If an employee attends a conference, workshop, or seminar where a meal is being served as a part of the cost of attending the event, and he or she chooses to forgo the pre-paid meal and eat elsewhere, the employee will be responsible personally for all costs incurred, including the cost of the substituted meal, related travel expense, and gratuities.
- 3) Before traveling, the employee may wish to review the maximum per diem rates schedule located in this policy to determine the maximum reimbursements allowed.
- 4) Meals on partial days, meals during full days of overnight stays, meals on the day of departure and on day of return after an overnight stay, the cost of meals, including tax and gratuity, will be reimbursed as follows:
 - a. Breakfast: \$14.00;

- b. Lunch: \$16.00; and
- c. Dinner: \$25.00.

- 5) If the employee does not remain away overnight, he or she will be reimbursed for meals according to the per diem rates list directly above; however, the employee must be away at least 4 hours for any meal costs to be reimbursed.
- 6) A full day of travel is defined as a day both preceded and followed by an overnight stay.
- 7) Reimbursement for meals is only for meals not included in the registration and/or lodging accommodations.
- 1) The total reimbursement for the meal plus gratuity (not to exceed 20% of the total cost of the meal) and tax will not exceed individual meal maximums detailed in this policy.

D. OVERNIGHT EXPENSES

- 1) Hotel/motel bills for approved travel will be paid as submitted on an original invoice or receipt. Travel requests should be approved by the Appointing Authority prior to the date of travel. The District Board of Commissioners reserves the right to authorize additional employee reimbursement due to inclement weather or other emergency.
- 2) When at all possible, employees should use a warrant for paying the hotel directly and include a tax exemption form, so as to save the District the cost of state sales tax.
- 3) No reimbursement will be made for lodging:
 - a. Within the District wherein the employee's headquarters is located;
 - b. Within the employee's District of residence;
 - c. For the night prior to the meeting or conference unless the meeting or conference is greater than one hundred (100) miles from the locations listed in (a) and (b) and the meeting or conference is scheduled to start prior to 10:00 am.

E. RECEIPTS

- 1) Original, itemized receipts, including method of payment, are required for all reimbursable authorized expenses.

F. NON-REIMBURSEABLE EXPENSES

- 1) Non-reimbursable expenses include:
 - a. Alcoholic beverages
 - b. Laundry
 - c. Entertainment/Movies
 - d. Tips, other than for meal service, or tips greater than 20% of the total cost of the meal
 - e. Personal telephone calls, except for calls that:
 - i. Announce to the employee's family his or her safe arrival at the destination;
 - ii. Pertain to family emergencies;
 - iii. Report to the employee's family any uncontrollable changes in travel plans, or delays to the traveler caused by weather or other unforeseen circumstances.

G. EXCEPTIONS

1) The District Board of Commissioners recognizes that there may be times when an employee will not be able to adhere to the dollar limits set down in this policy. In such cases, the District Board of Commissioners will review the circumstances surrounding the excess requested for approval and make a decision as to whether some or all of the excess will be approved.

RESOLUTION NO. 19-100

**RE: AMENDMENT TO THE 2019 ANNUAL APPROPRIATION RESOLUTION NO 18-185
ADOPTED DECEMBER 13, 2018**

It was moved by Kathleen Clyde, seconded by Sabrina Christian-Bennett that the following resolution be adopted:

RESOLVED, that it has become necessary to amend the 2018 Annual Appropriation in the amounts and for the purposes set forth in the enumeration shown below as reviewed and recommended by the Director of the Dept. of Budget & Financial Management:

	Increase	Decrease	
			Solid Waste General Admin
Fund: 8300			
			901 Solid Waste Management District
83004		\$140,000	
83003		\$100,000	
	MEMO TOTAL	\$ 240,000	\$0

; and be it further

RESOLVED, that the notes of explanation in this resolution are for informational purposes only and are not intended to restrict the expenditure of those appropriated funds to any single purpose. Such funds are for the use of all expenditures that are lawful under the approved appropriation; and be it further

RESOLVED, that a certified copy of this resolution be filed with the County Auditor; and be it further

RESOLVED, that the Board of District Commissioners finds and determines that all formal actions of this Board concerning and relating to the adoption of this resolution were taken in an open meeting of this Board and that all deliberations of this Board that resulted in those formal actions were in meeting open to the public in compliance with the law including Section 121.22 of the Ohio Revised Code.

Roll call vote as follows:

Vicki A. Kline, Yea; Kathleen Clyde, Yea; Sabrina Christian-Bennett, Yea;

JOURNAL ENTRY
July 11, 2019

1. The Board of District Commissioners authorized the exemption of recycling fees for property located at 4117 Newcomer, Kent, OH, as recommended by Solid Waste Management Director Bill Steiner.

Motion To: Approve the Journal Entry for July 11, 2019

RESULT:	ADOPTED
MOVED:	Sabrina Christian-Bennett
SECONDED:	Kathleen Clyde
AYES:	Sabrina Christian-Bennett, Kathleen Clyde, Vicki A. Kline

Motion To: Adjourn the Official Meeting of July 11, 2019 at 9:04 AM.

RESULT:	ADOPTED
MOVED:	Kathleen Clyde
SECONDED:	Sabrina Christian-Bennett
AYES:	Sabrina Christian-Bennett, Kathleen Clyde, Vicki A. Kline

We do hereby certify that the foregoing is a true and correct record of the Portage County Board of Solid Waste Management District Commissioners' meeting.

Vicki A. Kline, President

Sabrina Christian-Bennett, Vice President

Kathleen Clyde, Board Member

Julie Gonzales, Acting Clerk