**Putnam County Solid Waste Authority**

**Meeting**

**January 13thth, 2024**

**Minutes**

The Putnam County Solid Waste Authority meeting was called to order by Kim Parsons at 4:03 p.m.

Members present: Ed Conner (On Call) Kim Parsons, Jason Asbury, Amy Blevins, Connie Boggess

Members absent:

Staff present: Rob Vanater

**Minutes:** Minutes of the previous meeting were reviewed by the board; A motion was made by Connie Boggess to approve the minutes as presented, a second was made by Jason Asbury the motion carried unanimously.

**Financial Report:** Rob Discussed the financial report from December, Rob informed the board of Waste Management switching from check to ACH and will back pay for three months deposits once set up.

A motion was made by Connie Boggess to accept the report with a second from Amy Blevins, and the motion carried unanimously.

**Directors Reports:** Rob detailed the achievements of the office in 2024 and went over the plan for the first months of 2025. (Find Detailed below)

**Old Business**: Rob announced the first clean up of 1015 February 22nd from 9-1 at MSW location on McLane Pike Red House. He shared the new MSW contract for our ongoing paper recycling program. On the matter of board positions Kim raised the point that if we filled the vacant Vice Chair position the slate of officers could carry till July. After discussion Jason Asbury was nominated by Connie Boggess with no objections the nomination was made a motion and was seconded by Ed Conner and it carried unanimously.

**New Business:** No New Business to discuss.

**Public Comment:**

**Next Meeting**: The next meeting will be held on Monday January 13th at 4pm at the office of PCSWA

**Adjournment:** A motion was made by Jason Asbury to adjourn the meeting at 4:39 pm with a second by Ed Conner and the motion was carried unanimously.

Respectfully submitted,

Rob Vanater, Executive Director

**Directors Report Entry- Putnam County Solid Waste Authority: 2024 Year in Review**

This year has been one of incredible growth and accomplishments for the Putnam County Solid Waste Authority (PCSWA). Under strong leadership and with the support of our community, we’ve made meaningful progress toward creating a cleaner, more sustainable county.

Some of our key achievements from the past year include:

* Removing close to **30 tons of trash** from the county through our many cleanup initiatives spread throughout the county, contributing to a cleaner and healthier environment.
* **Doubling outreach efforts**, growing our social media following to over 1,300 and connecting more residents with waste management resources and programs through increased website traffic.
* Successfully **doubling the size of our homeschool science program**, providing students with valuable environmental education.
* Strengthening the impact of our **litter control department**, ensuring a visible and measurable reduction in litter across the county.
* Building **new partnerships** with residents and businesses, fostering responsible waste diversion practices.
* Restoring **financial stability** to the authority and implementing proper separation of financial duties in office operations.
* Writing for and preparing a **$1.6 million national level grant** to build a full-scale recycling drop-off facility on land acquired in partnership with the City of Hurricane, laying the groundwork for enhanced recycling infrastructure.
* **Launching a paper recycling program** with George Washington Elementary School, which is now a self-sustaining initiative and a model for future community-led programs.

These accomplishments reflect dedication and hard work, as well as the strong support we’ve received from our community and partners. Together, we’ve not only tackled immediate challenges but also built a solid foundation for continued success in promoting sustainability and waste reduction.

As we look ahead to 2025, I am more determined than ever to further our mission and create a lasting, positive impact on Putnam County. With that in mind, I am excited to present my first project plan for the coming year. With your approval, I am ready to take action as early as possible to implement the plan developed through the Recycling Partnership Grant. This will allow us to move forward with the establishment of a much-needed Drop-Off facility within Putnam County, setting the stage for meaningful progress in our community.

**Putnam County Recycling Drop-Off Site**

**Objective:** Establish a convenient and efficient recycling drop-off site in Putnam County to encourage responsible waste management, reduce landfill use, and promote environmental sustainability.

**Step 1: Initial Planning**

* Define the project’s purpose and scope.
* Identify key stakeholders, including Putnam County government, local waste management companies, environmental organizations, and residents.
* Set a project timeline (6-9 months) and initial budget estimate ($50,000 - $75,000).

**Step 2: Conduct Feasibility Study**

* Identify potential secondary locations for drop-off site.
* Conduct environmental impact assessments and evaluate zoning and permitting requirements.
* Engage stakeholders through meetings and surveys to gather input and build support.
* Develop a detailed feasibility report outlining site selection and preliminary budget estimates.
* Timeline: 2 months.

**Step 3: Secure Approvals and Partnerships**

* Obtain necessary permits and approvals from local authorities.
* Negotiate contracts with waste management companies for hauling and processing recyclables.
* Explore partnerships with environmental organizations and local businesses to secure funding and sponsorships.

**Step 4: Site Design and Preparation**

* Design the layout of the drop-off site, including collection bins, signage, traffic flow, and safety measures.
* Prepare the site by grading, paving, and installing utilities.
* Finalize construction plans and procure needed materials and equipment.
* Timeline: 3 months.

**Step 5: Infrastructure Installation**

* Install collection bins, signage, and necessary safety measures (e.g., lighting and fencing).
* Ensure all infrastructure is compliant with local regulations and accessible to the community.
* Timeline: 2 months.

**Step 6: Community Engagement and Launch Preparation**

* Develop educational materials detailing recycling guidelines and site usage.
* Plan and execute a public awareness campaign using social media, local news outlets, and community organizations.
* Organize an opening event to introduce the site to the community.
* Timeline: 1 month.

**Step 7: Site Launch and Operations**

* Officially open the site to the public.
* Monitor initial operations to ensure efficiency and address any logistical challenges.

**Step 8: Ongoing Maintenance and Evaluation**

* Regularly inspect and maintain site infrastructure, including collection bins and signage.
* Track key performance indicators (KPIs):
  + Volume of recyclables collected monthly.
  + Number of community participants utilizing the site.
  + Reduction in non-recyclable waste sent to landfills.
* Conduct annual evaluations to identify areas for improvement and update operational practices as needed.

**Risk Management:**

* Mitigate risks such as lack of community participation by ensuring robust outreach efforts.
* Monitor budget closely to avoid overruns.
* Train staff to minimize contamination of recycling streams and ensure operational efficiency.

**Funding Sources:**

* Seek grants from environmental organizations and government agencies.
* Partner with local businesses for financial support and sponsorships.
* Explore revenue generation opportunities from the sale of recyclable materials.

**Conclusion:** By following this step-by-step business development plan, Putnam County can establish a successful recycling drop-off site that benefits both the environment and the local community. Careful planning, community involvement, and efficient execution will ensure the program’s sustainability and long-term success.