

**MINUTES OF BOARD WORKSHOP
HORRY COUNTY SOLID WASTE AUTHORITY, INC.
September 27, 2016**

The Horry County Solid Waste Authority, Inc. held a Board Workshop on Tuesday, September 27, 2016, at 4:00 P.M., at the Authority's Administrative Office, 1886 Highway 90, Conway, South Carolina. In accordance with the Freedom of Information Act, notices setting forth the date, time, and place of the meeting were mailed to the news media.

Present were the following Board Members: Pam J. Creech, Chairman; W. Norfleet Jones, Vice Chairman; Sanford C. Graves, Secretary; J. Michael Campbell; Treasurer and Board Members, Dan P. Gray, Michael H. Hughes and M. Lance Thompson.

There were no members of the public or media in attendance.

The following individuals were also in attendance: Danny Knight, Executive Director; Esther Murphy, Director; Bill Hilling, Director; Jan Bitting, Director; Mike Bessant, Director; and other staff members to include Rodney Cannon, Nannette Powell, Richie Stetter and Cecil Terry.

CALL TO ORDER

Chairman Creech called the workshop to order and to render the invocation.

PLEDGE OF ALLEGIANCE

Mr. Jones led the group in the Pledge of Allegiance.

SWA Board Team Handbook Review

Mr. Knight offered a general review of the following documents contained in the Handbook:

1. HC Ordinance 60-90 Establishment of the SWA
2. Mission Statement
3. Organizational Chart & Divisional Information
4. By-Laws
5. Rules of Conduct
6. Conflict of Interest
7. Executive Session
8. HC Ordinance 2-90 & 78-13 Flow Control
9. HC Ordinance 09-04 Community Waste Fee (\$2.50)
10. HC Ordinance 67-98 Regional Concept
11. FY 2017 Budget Request Certificate of Resolution
12. 2016 Waste Characterization Study
13. 2016 Fee Study - To be distributed to the Board once completed.

Regarding the Mission Statement, Chairman Creech indicated the Board should use the Mission Statement and the goals and objectives as a guide when making decisions regarding the SWA operations, policies, procedures.

Regarding the Mission Statement and Ordinance 60-90, Mr. Gray commented that even though these documents indicate the SWA could act solely regarding some matters, i.e., bonds, regional concepts, etc., he stated the SWA was always subject to approval from County Council. Mr. Knight replied that the relationship between the SWA and County Council was similar to his relationship with the Board of Directors. He commented that he always apprises the Board of issues and routinely asks for their input on matters. Mr. Knight stated the SWA currently has a good open door relationship with County Council.

Mr. Knight commented that both the Bylaws and a Rules of Conduct state that Board Members are required to utilize the Executive Director as their primary point of contact for SWA matters and assistance. Chairman Creech discussed the affects the upcoming changes to the Fair Labor Standards presented with regard to Board Members contacting staff members. Mr. Jones commented that as long as he could remember, the Board was directed to contact the Executive Director as opposed to staff.

Regarding Conflict of Interest, Chairman Creech advised the group if they were unsure as to whether they should recuse themselves due to a potential conflict, they should discuss the matter with and/or seek guidance from Mr. Knight or Mrs. Brittain.

Mr. Knight informed the Board the 2016 Waste Characterization Study was presented to the Infrastructure & Regulation (I&R) Committee today. He discussed with the I&R Committee the study recommendations, which included disposal bans, incentives, etc. to increase recycling. Mr. Knight indicated he advised the I&R Committee that increasing recycling would also reduce the amount of tipping fees received. However, Mr. Knight stated, it is the right thing to do to save landfill space.

Mr. Knight offered a general review of the 2016 Fee Study to date and indicated the proposals will be back on September 29, 2016. General discussion ensued regarding the selection process and the proposed timeline of events once a consultant had been selected. Mr. Gray remarked on the importance of this study in establishing the sustainability of the organization. Mr. Knight agreed and stated the study will determine the value of the materials. Chairman Creech commented it was a good idea to involve stakeholders from the municipalities and the county involved in the selection process. Mr. Gray asked if the Board could be informed of who submitted proposals. Mr. Knight indicated staff would forward the Board information on those submitting proposals once the info is available Mr. Gray asked if County Council would have input on the selection of the consultant. Mr. Knight indicated staff will keep the Board, County Council and the municipalities informed of the processed; however, the selection of the consultant would be handled by the selection committee. Mr. Knight stated the Board would vote on the final fee study plan and stated it would become a part of the proposed FY2018 Budget.

Mr. Hughes thanked Mr. Knight for the information and indicated it was very useful. Mr. Knight encouraged the Board to utilize the Handbook as a reference guide.

MOTION TO ADJOURN

There being no further business to come before the Board, **Mr. Thompson moved, seconded by Mr. Jones to adjourn the meeting. The Motion was carried** and the Regular Meeting was adjourned at 4:55 P.M.

Minutes approved on October 26, 2016.

HORRY COUNTY SOLID WASTE AUTHORITY, INC.

BY: _____(L. S.)
Pam J. Creech, Chairman

ATTEST:

_____(L. S.)
Sanford C. Graves, Secretary

_____(L. S.)
J. Michael Campbell

_____(L. S.)
Dan P. Gray

_____(L. S.)
Michael H. Hughes

_____(L. S.)
W. Norfleet Jones

_____(L. S.)
M. Lance Thompson