



SWANN

Board of Directors Meeting

January 16, 2025

Chairman J.W. Geiser called the January 16, 2025 Board of Director's meeting to order at 7:00 p.m. at the City Hall Chambers, 234 Main Street, Chadron, NE. All representative members were present for roll call: Chadron, proxy George Klein; Clinton, Roy Retzlaff; Crawford, Chris Dean; Dawes Co., Vic Rivera; Gordon, John Reed; Harrison, Dashiell Rohan; Hay Springs, Brant Buettner; Hemingford, Richard Wacker, Rushville, Barbara Stava; Sheridan Co. Dan Kling and Sioux County, J.W. Geiser; Whitney, Fred Raben Quorum was reached. Chairman Geiser pointed out the Open Meetings Act posted in the rear of the room.

Approval of Agenda

Chairman Geiser presented the January 16, 2025 revised agenda. Exec. Dir. Stewart identified Agenda had been modified to add item C. to identify the materials that were presented in the packet of information, and the agenda was ready; Member Kling from Sheridan Co. moved to approve the agenda as presented. Member Buettner from Hay Springs seconded the motion. All members present voting aye. Motion carried.

Approval of November 21, 2024 Minutes

Mr. Geiser presented the November 21, 2024 minutes. With no additions or corrections to the minutes as presented, Member Rohan moved to approve the minutes. Member Wacker seconded the motion. Members Klein and Dean abstained from approving; with remainder of Board Members present voting aye. With demonstration of board established quorum prior to vote, motion carried.

Approval of Claims/Budgets EOM November & December 2024 Results

Executive Director, Jake Stewart reviewed the claims/budget for the Board. At the end of November 2024, the Agency was 50% through the 24-25 fiscal year. Revenues and Expenses were reviewed. On the revenue side, the Agency was right on with projections at 55%, expenses were 54%, also in line with projected costs. Stewart pointed out areas of review on the budget sheets e.g. expenses — gas/diesel, community sites, wages, legal, engineering, etc. At the end of December 2024, the Agency was 58% through the 24-25 fiscal year. Revenues, at 64%, slightly ahead of anticipated. Expenses finished December at 61%, again line items discussed were gas/diesel, disposal fees and Engineering costs. Topics were discussed by Exec. Director and Board members as questions arose. Stewart reviewed the money markets/reserve accounts showing the deposits in the bonding, disposal and collection equipment accounts. Money Markets and CDs were reviewed. Stewart reviewed the paid bills and tonnage report for ea. respective month. Chadron proxy member Klein asked that the respective months be approved separately as he would need to abstain from voting on December results. Member Kling moved to approve the Nov. '24. claims/budget. Member Dean seconded the motion. All members present voting aye. Motion carried. Member Rohan moved to approve the Dec. '24. claims/budget. Member Retzlaff seconded the motion. With Klein abstaining, remaining members voting aye. Motion carried.

Re-Organization of SWANN Board of Directors

Board Chairman JW Geiser discussed Item #6 on the agenda, Reorganization of SWANN Board of Directors; Board members briefly discussed the benefits/challenges of naming or changing executive board representatives. Chadron Proxy representative Klein, stated he had been directed by member Shepherd, that Shepherd would be willing to serve in the role of Vice-Chairperson. The Board found the retention of current executive representatives of: Chairman, and Secretary/Treasurer to be the best course of action for the current Board of Directors, with Shepherd serving in the role of Vice-Chairperson. After active and informed conversation, member Retzlaff moved to approve the addition/retention of the board representatives. Member Dean seconded the motion. All members present voting aye. Motion carried.

Authorized Signatories Bank Account/Endorsers Resolution 2025-01

Following the topic of reorganization from agenda item #6, Resolution 2025-01 was officially read for the benefit and record of all present. Discussion ensued regarding the processes involved with check signing authorizations. Consensus of the Board Members was that there was a value for all involved to retain executive board as signatories for the Agency. Hay Springs representative Buettner moved that the Authorized Check Endorsers Resolution 2025-01 be approved, and was seconded by Sheridan Co. representative Kling. All members present voted aye with the motion carrying.



Authorized Check Signing Policy Check Endorsers Resolution 2025-02

Authorized check endorsers will be that of the Executive Director and Executive Board Members. Authorized check endorsers will be identified as J.W. Geiser, Shane Shepherd or Fred Raben with Jake Stewart. Stewart discussed state of purchasing and the base amount of 500.00 and how most items were more expensive than the established base amount. Members discussed, and suggested this base amount be increased to 1000 to 1500 due to current expenses. Further discussion ensued; Member Buettner moved that the base about for double signatures on checks be set at \$1500.00; Harrison representative Rohan seconded, all members present voted aye with the motion carrying.

Resolution 2025-03 Executive Director Authorized Signatory – Money Market & Certificate of Deposit Money Manager

Following the topics of reorganization of executive board and the base amount for double endorsement on payables; Stewart discussed with the Board the need for clarity be provided to financial institutions regarding the movement of certificate of deposits (CDs) funds to achieve the best/highest funding rates. It was determined that it be authorized through resolution that Stewart be recognized as the authorized signatory on Money Market CD Transfers and all movements associated with fund transfers regarding CDs. Board members discussed the topic, with member Dean of Crawford moving that Stewart be recognized as such Money Manager, with second by member Wacker of Hemingford. All members present voted aye with the motion carrying.

Director's Report

Exec. Dir. Stewart began the report with conversation regarding the following topics.

Opt-Out Affidavit: Exec. Dir., Jake Stewart presented historical data of Agency's Opt-Out program; Stewart noted that since the inception of the Agency, in 1992, there were a number of small sections of the different counties that individuals were closer to other out-of-service-area waste locations, and therefore did not utilize SWANN waste collection/disposal services. These residents were put on opt-out list and not charged. Stewart noted the Agency is now in the process of reassessing these opt-out locations/individuals and the need for waste services. The Opt-Out Affidavit was updated with current Revised State Statutes along with necessary Agency procedures and policy. During discussion of the topic, it was determined by general consensus that these individuals wishing to continue opt-out from SWANN services would need to have a notarized affidavit on file as well as provide/submit quarterly receipts of solid waste disposal from a permitted landfill business to continue with the opt-out program. If these steps were not met, then SWANN would subsequently bill for disposal services of these rural customers/locations. With general consensus made by Board, the discussion was agreed upon and put into action.

Dwelling Reminder C/D Charges (with Snowbird discussion): Exec. Dir. Stewart discussed the description of dwelling and what was chargeable on properties when bringing debris to SWANN. Further discussion of Customer Maintenance Waiver Charge, which pertained to those customers/accounts that have either decreased or waived-in-full charges during times of residences being dormant at certain time of the year. Stewart identified expenses incurred by SWANN to maintain dumpsters, equipment, services even during time of dormancy of customers. No action was taken, beyond discussion of program details and procedures, supported by general consensus of the board that these procedures continue.

Wage Scale Increase [Performance Evaluation] Policy-Procedure: Exec. Dir. Stewart that discussed Item C on the Agenda, noting this Wage Scale topic was on the revised Agenda to discuss the Wage Scale increase process. Discussion how the current wage scale structure was confining in nature, that long-term employees routinely forced the scale to be updated. It was mentioned how moving to a wage increase percentage method would allow for increased wages without continually approving a new wage scale; as well as make for a competitive Agency hiring feature; while keeping in alignment with Federal/State mandated wage increases. Member Buettner moved that presented wage increase percentage scale be approved and used for future employee wage increases as presented. Clinton representative, Retzlaff seconded the motion, all members present voted aye, with the motion carrying.

Executive Session

With there being no need, the Board of Directors did not find it necessary to enter into executive session for the present meeting.

Board of Directors Comments

With no other Agency business; BOD Comments were asked for; Board Representatives did not have many topic comments to discuss, some questions were presented with Mr. Stewart providing additional information or details regarding topics that were brought up.

Adjourn

There being no further business before the Board at 8:14 p.m., Chairman Geiser declared the meeting adjourned.

Secretary/Treasurer

Chairman