

**Mid-Missouri Solid Waste Management District
Advisory Committee Minutes
Wednesday, October 21, 2009, 1:30 p.m.
City Building, 701 East Broadway, Columbia, MO
Mezzanine Conference Room – OPEN MEETING**

Members Present:

Tom Groves	Audrain County	Thad Yonke	Boone County
J.C. Miller	Callaway County	Dave Overfelt	Cole County
Mary Ellen Lea	City of Columbia	M.L. Cauthon III	Cooper County
Bill Fountain	At Large	Jim Gill	At Large
Charlie Lansford	At Large	Gayla Neumeyer	At Large
Dave Sellhorst	At Large		

Members Absent:

Howard Black	Howard County	Rick Graham	Jefferson City
Eli McDonald	Moniteau County	Vince Samson	Osage County

Others Present:

Dan Fester, Scrap Tire Unit Chief, MDNR
Debra Miller, Endless Options
Jamie Wilhoit, Endless Options
Cindy Jolly, District Manager, Mid-Missouri Solid Waste Management District
Theresa Krebs, Secretary, Mid-Missouri Solid Waste Management District

1. Call to order and introductions

The meeting was called to order and introductions were made.

2. Determination of quorum

It was determined there was a quorum. Five of the eight counties in the District were represented.

3. Approval of agenda

Mr. Groves moved to approve the agenda; seconded by Mr. Overfelt. Unanimous voice vote of approval.

4. Approval of the April 15, 2009 minutes

Mr. Yonke made two corrections to the minutes of the April 15, 2009 Advisory Committee meeting. Mr. Groves moved to approve the minutes as amended; seconded by Ms. Lea. Unanimous voice vote of approval.



5. Presentation: Dan Fester, Scrap Tire Unit Chief, MNDR

Mr. Fester presented on "Missouri's Scrap Tire Program: Facilitating Scrap Tire Cleanups." See attached handout.

6. Review of scoring process for FY2010 Applications and funding levels

Mr. Yonke and Ms. Jolly reviewed the scoring process for the FY2010 grant applications and the funding levels available. Six small grant applications were submitted for the FY2010 District Grant Round 1. The total amount requested for was \$23,923.00. The amount budgeted/available for small grant applications was \$30,000. See attached documents, "Grant Scoring Criteria" and "Summary of FY2010 Round 1 MMSWMD Grant Proposals October 21, 2009."

Mr. Yonke explained that the packets were sent out ahead of time in order to give the Committee members ample time to review the applications prior to the meeting. Prior to sending the packets to the Committee members, Ms. Jolly reviewed the applications for technical issues including on-time submission, possible errors, deductions and suggested bonus points. At the meeting, each grant is reviewed and discussed. Each member individually scores the grants and collectively, the Committee decides bonus points for each grant.

Mr. Yonke reminded the Committee that if a project is above the weighted average standard for project diversion, the application may only receive up to 4 points under Criteria #2, Project Efficiency on the District's Grant Scoring Guidelines. If it is below the weighted average, the project is eligible for the full 8 points. He also noted that members may give what score they like, but said that 0, 2, 4 or 8 are the standard scores which will spread the points out enough to rank the grants.

Mr. Yonke reminded the Committee members that by scoring the grants, they were affirming that they have considered the impact of the project on private potential future recycling business operations and do not believe the project will have an adverse impact on those operations.

7. Discussion and scoring of FY 2010 District Grant Applications Round 1 (Six small grant applications were submitted)

1) H-10-03 New World Recycling Recycling for Our Schools

This project will fund the purchase of an 8' x 20' cargo trailer and twenty-five 90 gallon carts that would be placed in various schools to collect recyclable materials, including cardboard, white paper, aluminum cans and plastic bottles. Target schools for this start-up program include Russellville, St. Stanislaus, Blair Oaks, Linn Elementary & Linn High School, and the Westphalia schools of Fatima and St. Josephs. The goal is to collect from the schools, thereby providing them with a recycling program at no cost to them. The total project is \$7,850.00. The grant request is \$5,000.00 with the match being \$2,850.00.

Ms. Jolly noted that she visited with school officials at Russellville, Linn and Westphalia. She received feedback from these officials that their schools were interested in recycling but had no opportunities to do so.

Required documentation for this application was submitted in a timely fashion. There was a discrepancy regarding the amount of applicant match on the District Grant Applicant Profile (\$2,850), Budget (\$2,790), and Certification of Matching Funds (\$8,000). Ms. Jolly emailed Mr. Toeppen at New World and he replied the \$2,790.00 amount on the Budget document and worksheet was correct as he received lower bids for the trailer and bins. Quotes for the trailer/bins were included in the application.



Mr. Overfelt moved to award 55 bonus points for a total of 55 bonus points; seconded by Ms. Neumeyer. Unanimous voice vote of approval.

Bonus Points +20 *Identified Community Needs – Priority 3*
+20 *Providing Service to an Underserved Area – Priority 4*
+15 *School Recycling Enhancement – Priority 5*
55 pts

2) H-10-04 Lincoln University 2010 MO College/ University Recycling Summit

Lincoln University will host a recycling summit for Missouri universities and colleges in April 2010. Invitees will include recycling leaders in Missouri higher learning institutions and the Region H MMSWMD Executive Board. The Summit will encourage more involvement to strengthen the impact of participating universities and colleges on waste reduction and management efficiency, student education in the areas of recycling, waste reduction, waste conversion to useful products and environmental quality improvement. Lincoln University (LU) is a central location in the District, making it a convenient location to hold the Summit. There is adequate meeting space and parking available. The total project is \$2,739.55. The grant request is \$2,000.00 with the match being \$739.55.

Required documentation for this application was submitted in a timely fashion. The completion of tasks for this project will be managed by Dr. Hwei-Yiing Johnson, LU. In addition to the educational component, .05 tons of food waste and compostable food service items will be diverted at this one-day event. No letters of support were included with this application; however, this application is an outcome of the District's September 9, 2009 Recycling Summit for Colleges and Universities.

There were discrepancies in the project title, applicant profile and budget documentation that required correction. Upon notification, the applicant responded immediately with corrected documentation.

Mr. Sellhorst moved to award 40 bonus points and to deduct 10 points for a total of 30 bonus points; seconded by Mr. Overfelt. Unanimous voice vote of approval.

Bonus Points +25 *District Wide Projects - Priority 2*
+15 *School Recycling Enhancement - Priority 5*
-10 *Deduction for discrepancies in documentation*
30 pts

**3) H-10-05 Central Mo. Assn. for the Education of Young Children
"Every Day is Earth Day" Tool Kits**

This grant will fund the development and distribution of free Parent/ Teacher Recycling Tool Kits, expanding the scope of the CM-AEYC's Reusables program. The kits focus on Earth Day, recycling and reuse information, recycling toys, games and DVDs to early childhood teachers and the families they serve. CM-AEYC will focus on distributing the Recycling Tool Kit to 50 percent of the 205 family childcare programs and the families they serve in the MMSWMD's eight county area. Kits would also be made available to MMSWMD for its resource library. The total project is \$7,869.50. The grant request is \$5,000.00 with the match being \$2,869.50.

Required documentation for this application was submitted in a timely fashion. As this is an educational grant, no diversion will be reported; instead, reported results would be increased recycling participation based on anecdotal and survey responses. Several letters of support were included in the application.



Following a brief discussion, the committee decided that the applicant's mark of "N/A" on the application form in answer to the verification of permits, approvals, licenses, waivers and zoning was the correct response and therefore, there would be no point deductions.

Mr. Groves moved to award 50 bonus points; seconded by Mr. Overfelt. Unanimous voice vote of approval.

Bonus Points +15 *District Wide Projects - Priority 2*
+20 *Identified Community Need - Priority 3*
+15 *Providing Service to an Underserved Area - Priority 4*
50 pts

4) H-10-06 Endless Options, Inc. EO Recycles Vehicle

This grant will fund the purchase of a pick-up truck for Endless Option's recycling program. Plans call for the vehicle to be used to establish routes to pick up recyclables, thereby allowing EO to expand its program. EO is in discussions with Central Methodist University to form a partnership to collect aluminum at the campus in Fayette. Future possible partnerships include the three school districts in Howard County, as well as with the City of New Franklin, the City of Fayette and the City of Glasgow. EO is considering other service areas as well. Additionally, the truck would be used to move textiles to storage areas as needed until textiles are sold. The total project is \$6,800.00. The grant request is \$5,000.00 with the match being \$1,800.00.

Documentation for this application was submitted in a timely fashion. The budget document and worksheets were submitted, but did not include one pre-bid quote/estimate as required. An email was sent to applicant on 10/6/09 requesting the quote. All other required elements were submitted complete.

Debra Miller and Jamie Wilhoit of Endless Options were present to answer the Committee's questions regarding their grant application. The Committee discussed the generic nature of Endless Options' truck bid, but came to a consensus that the vehicle was integral to the nature of the organization's recycling operation and the lack of specificity as a generic use vehicle should not be a problem, especially sent EO is a small organization with an integral mission of recycling. Ms. Miller assured the committee that EO would obtain a reliable vehicle with the grant.

Mr. Overfelt moved to award 55 bonus points and to deduct 10 points for a total of 45 bonus points; seconded by Mr. Groves. Unanimous voice vote of approval.

Bonus Points +20 *Identified Community Needs - Priority 3*
+20 *Providing a Service to an Underserved Area - Priority 4*
+15 *School Recycling Enhancement - Priority 5*
-10 *Deduction for omissions in documentation*
45 pts

Ms. Neumeyer left the meeting at 3:30 p.m.

5) H-10-07 City of Vandalia Tri County Park Equipment

This grant will fund the installation of ADA compliant playground equipment that is appropriate for children ages 2-5. The equipment will be made of recycled structural plastic that is nontoxic with no splintering and that is flame, rot and fungus resistant. The project is consistent with the District's targeted materials list: the main type of material recycled is milk jugs. The project will also be compliant with the



Missouri Policy on Resource Recovery. Additionally, plans call for some old wooden park benches to be replaced with new recycled benches. The recycling aspects of this project will be explained in educational signage that will be installed at the park. This signage will explain the importance of choosing recyclable materials for projects such as this and aspects of the recycling process. Local elected officials and civic groups will assist with the installation of the equipment and the benches. The total project is \$10,000.00. The grant request is \$5,000.00 with the match being \$5,000.00.

Required documentation for this application was timely submitted. Ms. Jolly emailed the applicant on 10/6/09 regarding an error on the Work Plan/Timeline due to reference to Mark Twain SWMD instead of Mid-Missouri SWMD. The email also included a request for verification of compliance with local zoning ordinances. All other required elements were correctly submitted.

Mr. Sellhorst moved to award 20 bonus points and to deduct 10 points for a total of 10 bonus points; seconded by Mr. Groves. Unanimous voice vote of approval.

<u>Bonus Points</u>	+20	<i>Identified Community Needs - Priority 3</i>
	-10	<i>Deduction for errors in documentation</i>
	10 pts	

6) H-10-08 River City Habitat for Humanity Cans for Habitat

If approved, this project would have funded the construction of four can cottages for the collection of aluminum cans and vinyl banners to affix to the exterior of the cottages. These cottages would be an addition to RCHFH's current eight can cottages located around Jefferson City. The four new cottages would be placed in Jefferson City or the surrounding communities. Cans collected through the program are taken to New World Recycling; monies received from the program are used to fund Habitat new build and rehab projects.

The application was submitted on September 24th, one day before the deadline. Ms. Jolly reviewed the application upon receipt and emailed the applicant that some of the required elements were missing. In the email, Ms. Jolly advised the applicant that they could make revisions and re-submit their application by the September 25th deadline to avoid point deductions. The applicant responded to Ms. Jolly's inquiry; however, no additional or revised documentation were received by MMSWMD.

No letters of support were included with application.

Mr. Yonke commented that he did not see this as being a complete grant application due to a lack of design specifications for the can cottages, although a supply list was enclosed. He said he was inclined to ask the Committee if they should decline to score the application and ask RCHFH to resubmit the application in the next grant round. He said the emails sent from RCHFH to Ms. Jolly indicate that they may be willing to resubmit their application. Mr. Yonke said he was afraid if the Committee scored the grant, the score would come out low and RCHFH would not be eligible for funding.

Mr. Yonke asked Mr. Lansford for his perspective. Mr. Lansford respectfully asked the Committee to mark the application as non-complete and to not score it.

Mr. Overfelt made a motion to not score the grant application and to mark it as incomplete; seconded by Mr. Groves. Unanimous voice vote of approval.



Scoring Results for Small Grant Round 1 Applications

1. New World Recycling	H-10-03	320 pts.
2. Lincoln University	H-10-04	291 pts.
3. Central Mo. Assn. for the Education of Young Children	H-10-05	280 pts.
4. Endless Options, Inc.	H-10-06	292 pts.
5. City of Vandalia	H-10-07	225 pts.
6. River City Habitat for Humanity	H-10-08	Marked Incomplete

8. Recommendations for funding FY2010

All applications (except that from River City Habitat for Humanity which was marked as incomplete and not scored) scored above 200 points. There are funds available to fund the five projects and they are eligible for recommendation to the Executive Board for approving.

Mr. Sellhorst moved to recommend funding for the five grant projects; seconded by Mr. Overfelt. Unanimous voice vote of approval.

9. Other business

a. Household Hazardous Waste

6. Ms. Jolly reported a successful Household Hazardous Waste and E-waste collection event in Tipton, Mo. on October 17, 2009. A total of 47 participants brought HHW and E-waste from Tipton, California, Otterville, and surrounding areas within Moniteau County. A total of 4,168 pounds of HHW were collected including more than 1.5 tons of paint, approximately 400 pounds of oil and antifreeze and approximately 150 pounds of lead-acid batteries. Electronics were also collected. A total of 1,767 pounds of electronics, including televisions, computers, microwaves, were collected for recycling by Mid-Missouri Recycling.

A HHW and E-waste collection is scheduled for October 24, 2009 in Holts Summit, Mo. This will be the last District-sponsored HHW collection for FY2010.

For both of these events, participants were able to register by phone, by email or by filling out a form on the www.mmswmd.org website. Approximately half of the registrations received were by electronic means.

Ms. Jolly also reported that the District's HHW contract with Pollution Control Industries expires December 30, 2009. She said there is a possibility that the District will receive at least two large grant applications for HHW facilities by the November 13, 2009 preliminary grant application deadline. She asked the Committee for input regarding the District's new RFP for HHW processing services with consideration for satellite HHW facilities. As an option, she said, the District could possibly opt to fund a single one-day HHW collection event and allocate the remainder of this budget item to supporting satellite HHW facilities in the District during their specific grant periods. She will work to have a draft of an RFP for HHW services by January 2010 for Executive Board discussion/approval.

b. MMSWMD Tire Policy

Ms. Jolly announced that three one-day tire collections in the District are scheduled for: May 15, 2010 in Centralia (Boone County); June 5, 2010 in Jefferson City (Cole County); and June 19, 2010 in Fulton (Callaway County).

She reviewed with the Committee that Dan Fester had been invited to give the presentation at this meeting in order to give information that may impact the District's tire policy. The Committee asked



Ms. Jolly to investigate the possibility of securing grant funding through Mr. Fester's office to help offset the costs of the District's tire collection events.

c. **Request for Proposal for Scrap Tire Hauling & Processing from On-site Clean-ups**

Ms. Jolly explained that by the time of the scheduled Spring tire collections, the District will need to have a tire contract in place. She explained there are two separate tire agreements: one for the District's one-day tire collection events (which is in the RFP draft process) and a second contract for onsite clean-ups.

10. **Schedule next meeting**

The next Advisory Committee meeting will be held January 20, 2010 at 1:00 p.m. with lunch to be served at 12 noon. Ms. Jolly advised that meeting packets will be mailed in advance for the Committee members' review; they should bring these packets with them to the meeting as packets will not be reprinted.

11. **Adjourn**

Ms. Lea moved to adjourn; seconded by Mr. Cauthon. Unanimous voice vote of approval.

Respectfully submitted,

Theresa Krebs
Secretary to the MMSWMD

Cindy Jolly
District Manager

APPROVED:

Thad Yonke
Chair, MMSWMD Advisory Board

