

Mid-Missouri Solid Waste Management District Executive Board
Executive Board Minutes
Thursday, November 12, 2009, 1:30 p.m.
City Building, 701 East Broadway, Columbia, MO
Fourth Floor Conference Room – OPEN MEETING

Members Present:

Tom Groves	Audrain County	Thaddeus Yonke	Boone County Planning
J.C. Miller	Callaway County	Mary Ellen Lea	City of Columbia
Jeff Hoelscher	Cole County	M.L. Cauthon III	Cooper County
Charles Lansford	City of Jefferson	Pat Cunningham	Howard County
Kim Roll	Moniteau County	Vince Samson	Osage County

Members Absent:

Skip Elkin Boone County

Others Present:

Cynthia Jolly, District Manager of the Mid-Missouri Solid Waste Management District
Theresa Krebs, Secretary to the MMSWMD

1. Call to order and introductions

2. Determination of quorum

It was determined there was a quorum.

3. Approval of agenda

Ms. Lea moved to approve the agenda; seconded by Mr. Yonke. Roll call vote: Ms. Lea: yes; Mr. Yonke: yes; Mr. Groves: yes; Mr. Miller: yes; Mr. Lansford: yes; Mr. Hoelscher: yes; Mr. Cauthon: yes; Ms. Cunningham: yes; Mr. Roll: yes; Mr. Samson: yes.

4. Approval of the minutes from the Executive Board Meeting of October 14, 2009

Mr. Groves moved to approve the minutes as presented; seconded by Mr. Samson. Roll call vote: Mr. Groves: yes; Mr. Samson: yes; Mr. Yonke: yes; Mr. Miller: yes; Mr. Lansford: yes; Mr. Hoelscher: yes; Mr. Cauthon: yes; Ms. Cunningham: yes; Ms. Lea: yes; Mr. Roll: yes.

5. Planners and Solid Waste Advisory Board Meetings of November 4, 2009 were rescheduled to December 2, 2009.

6. District Manager's Report and Final Reports on district grants

Ms. Jolly presented three final reports on district grants:

Final report for Grant # 2008009– “Efficiently process increased diversion tonnage.” Boonslick Industries, Inc.: BII reports that all tasks proposed for this project were completed and project goals were met. The FAA for the project was amended to allow the switch to dock equipment in place of a baler. Sub-grantee confirms the two bins for conveyor are ordered, paid for, and are being shipped. Timetable was slightly behind as BII waited for a quality conveyor at an approximately \$9,000 difference (savings) from quotes by comparable companies. BII met their goals for expanding their area and collection. They exceeded their goal of collecting 750 tons of material, diverting 796.87 tons. The conveyor has greatly improved their unloading process and allows BII to expand their collections. MMSWMD ID tags are on the equipment. Ms. Jolly made a site visit on 11/11/09. Following the Executive Board approval of the Final Report and the reimbursements, a final payment of \$11,431.14 will be made to BII.



Mr. Groves moved to approve the final report from Boonslick Industries, Inc. as presented; seconded by Mr. Yonke. Roll call vote: Mr. Groves: yes; Mr. Yonke: yes; Mr. Miller: yes; Mr. Lansford: yes; Mr. Hoelscher: yes; Mr. Cauthon: yes; Ms. Cunningham: yes; Ms. Lea: yes; Mr. Roll: yes; Mr. Samson: yes.

Final report for Grant #20008012 – “Seasonal Beverage Container Recycling,” City of Columbia Parks & Recreation.: Sub-grantee appreciates this recycling opportunity for its parks. Project tasks were completed on schedule with 4 quarters of diversion reported. The last quarter had the largest amount of tons diverted, accounting for over 60% of the 5.34 total tons reported for this project. Project diversion goal of 9 tons was not met; however, park staff has moved low-used bins to other park locations to maximize recycling efforts. The recycling program is promoted on the City of Columbia Parks & Recreation website and in the August-December 2009 Leisure Times activity guide. Following the Executive Board approval of the Final Report and reimbursements, a final payment of \$4,671.00 will be made to the City of Columbia Parks & Recreation.

Mr. Yonke moved to approve the final report from the City of Columbia Parks & Recreation as presented; seconded by Mr. Miller. Roll call vote: Mr. Yonke: yes; Mr. Miller: yes; Mr. Groves: yes; Mr. Lansford: yes; Mr. Hoelscher: yes; Mr. Cauthon: yes; Ms. Cunningham: yes; Ms. Lea: abstain; Mr. Roll: yes; Mr. Samson: yes.

Final report for Grant #2009001 – “District Operations,” MMSWMD: This project was completed on schedule – grant call for three grant rounds and quarterly reporting, assessment inventory for 2007-2008, RFP for professional grant and administrative support services, MMSWMD budget preparation, annual report, and providing assistance to organizations, cities and counties interested in waste minimization and recycling projects. This project included half of the salaries for District Manager and Assistant Support Assistant III including fringe benefits. No payment is associated with the acceptance of this final report. No payment is associated with acceptance of this final report.

Mr. Yonke moved to approve the final report for the MMSWMD’s District Operations as presented; seconded by Mr. Lansford. Roll call vote: Mr. Yonke: yes; Mr. Lansford: yes; Mr. Groves: yes; Mr. Miller: yes; Mr. Hoelscher: yes; Mr. Cauthon: yes; Ms. Cunningham: yes; Ms. Lea: yes; Mr. Roll: yes; Mr. Samson: yes.

Ms. Jolly advised the board of a correction on financials. On August 12, 2009, the Executive Board approved expenditures totaling \$923.76 on Grant # 2010001-1. These invoices should have been charged as Grant #2009002-14. Additionally, on September 9, 2009, the Executive Board approved expenditures totaling \$127.73 on Grant #2010001-2; these also should have been charged as Grant #2009002-15. Although Grant # 2010001 was approved by MDNR SWMP on 6/26/09, the invoice for this grant had not been submitted to MDNR and the funds had not been deposited in the District Grant account for this project. There were unused funds in the active grant 2009002 “MMSWMD Plan Implementation” and these two invoices have been corrected to charge these expenditures to the 2009002 PI Grant. Ms. Jolly advised Mr. Miller on 10/29/09 & Mr. Cauthon on 11/2/09. Jack Beard with Casey & Co. advised Ms. Jolly to change the grant number in Quickbooks and this would not be considered a finding since the correction was made and the Executive Board has been advised of this correction.

Ms. Jolly reviewed the MMSWMD’s collection event results:

Saturday, October 17, Tipton MO: HHW -- 47 participants, 4,168 pounds HHW; E-waste – 15 participants, 1,767 pounds electronics.

Saturday, October 24, Holts Summit, MO: HHW – 186+ participants, 8.71 tons HHW; E-waste – 167 participants, 6.38 tons electronics. Participants came from Fulton, Holts Summit, Jeff City, Cole County and a few from Moniteau and Osage counties.

Saturday, November 7, Columbia MO (Boone County Fairground): E-waste – 192 cars, 12.86 tons of electronics (19 hard drives destroyed at the collection site)

Ms. Jolly noted that Sen. Vogel came to the Holts Summit collection and walked through; observing the paint recycling process and other aspects of the collection. Mr. Lansford asked why this event was so well attended, if it was perhaps due to the location or the time of year. Ms. Jolly thought a variety of



reasons played into the success of the collection, partly because it had been a long time since an event had been held in that area and also perhaps due to the good media coverage.

Ms. Jolly reminded the board that the District's current contract with Pollution Control Industries will expire December 30, 2009. She said the board has the option to extend the contract or to let it expire and go with a new RFP process.

Mr. Cauthon said he was inclined to do a one year extension in order to retain the ability for HHW collection while the MMSWMD sorts through the submitted grant applications for satellite HHW facilities in the District. Mr. Lansford said extending the contract would not hurt the District because not using the contract doesn't hurt the District. Mr. Cauthon agreed, saying extending the contract should not be a conflict with the establishment of satellite facilities as the contract does not guarantee a certain tonnage of material or exclusive access to the District's market; the contract is simply an agreement to be hired for HHW collection events. Ms. Jolly said this wording would be important if the District sends a letter to extend the contract. Mr. Cauthon said pursuing two HHW tracts does not jeopardize either option because they are not the same. Ms. Jolly agreed to draft an extension letter and email it to the board for review/approval.

Mr. Lansford moved to authorize District staff to pursue a one year contract extension with PCI as long as it doesn't jeopardize or invalidate other HHW efforts; seconded by Mr. Groves. Roll call vote: Mr. Lansford: yes; Mr. Groves: yes; Mr. Yonke: yes; Mr. Miller: yes; Mr. Hoelscher: yes; Mr. Cauthon: yes; Ms. Cunningham: yes; Ms. Lea: yes; Mr. Roll: yes; Mr. Samson: yes.

Ms. Jolly reminded the Board of the Spring 2010 collection schedule. All events will be advertised and open to all counties in the District.

Saturday, May 15 – Tire & E-waste in Centralia, MO
Saturday, June 5 – Tire & E-waste in Jefferson City, MO
Saturday, June 19 – Tire & E-waste in Fulton, MO

Ms. Jolly also provided a report on the Solid Waste Tonnage Fee Meeting held Oct. 16, 2009 in Jefferson City. MDNR is considering an 8-cent increase in the landfill fee and a 5-cent increase for the demolition landfill fee; this in an effort to offset losses due to shrinking disposal fees. A number of issues and concerns were raised during the meeting. MDNR is going to review the input and agreed to keep the attendees advised of any options being considered as well as decisions being made.

On Oct. 19, 2009, Ms. Jolly, Mr. Lansford and Rick Graham attended the ribbon cutting ceremony for the renewable energy project, Landfill Gas & Waste Heat Utilization Project.

On Oct. 29, 2009, Ms. Jolly was part of a recycling meeting at Lincoln University that included Rob Didriksen, State OA, and Hwei-Yiing Johnson, Mark Friedman and Dick Dalton of Lincoln University. The group discussed recycling and composting issues. MRS currently collects LU's paper and needs to pick up more regularly. Allied Waste provides a 2-yd dumpster at no charge for their OCC, but LU needs a bigger container. Dr. Johnson composts LU's food waste at LU's Busby Farm and employs two students. Total campus population is 4,000 with 1,000 residential students and 400-500 faculty. A waste characterization assessment was recommended. Other possible opportunities included a partnership with City of Jefferson and Allied Waste for Recycling, e-waste collection (Mid-Mo Recycling?), New World, MRS, and Kingdom Projects. Rob Didriksen mentioned the District / LU may be able to piggyback off existing State contracts, e.g., office paper, OCC, fluorescent bulbs, etc.

Ms. Jolly also reported on an Oct. 29, 2009 conversation with Joni Loganbill of Loganbill Enterprises. She needs wood waste to grow her composting operation. She will accept wood waste at a reduced tipping fee; however, people will not pay the fee and burn the waste material instead. She added that Wal-Mart and Sam's now have a policy to recycle food waste, and she will not be able to handle this volume unless she receives more wood waste. She says laws are needed against burning and asked if the District can assist in any way.

Ms. Jolly reported she met with Darren Alexander on Nov. 5, 2009 regarding a possible glass recycling project which would be an extension of his decorative concrete staining business. At the meeting, Mr. Alexander presented his idea to Layli Terrill, Kristin Allan Tipton of EI ERA, Darrell St. Claire of UMC Extension and Thad Yonke. Mr. Yonke advised location and zoning requirements. Mr. St. Claire offered



assistance with a business plan. Ms. Tipton and Ms. Jolly discussed grant funding opportunities as well as other sources of glass in addition to the City of Columbia MRF.

Ms. Jolly attended the Nov. 9, 2009 meeting of the New Franklin Board of Aldermen, giving an HHW presentation.

7. Treasurer's report and approval of bills

A. Bank Statements and Financial Statements

Mr. Miller presented the Treasurer's Reports for October 2009:

October 1, 2009 – October 30, 2009 balances:

Checking account balance: \$9,746.88 (Note: outstanding check: #2180 for \$8,746.88)

Administrative account balance: \$193,772.31

District Grant account balance: \$314,929.36

B. Requests for Reimbursement and Transfers

Reimbursements to:

Boone County Journal: \$31.80; Boonville Daily News: \$221.40; Central MO Newspapers, Inc.: \$844.65; City of Columbia: \$198.60; Columbia Daily Tribune: \$55.28; Columbia Missourian: \$126.40; Day-Timer: \$34.99; MORA: \$125.00; Pollution Control Industries: \$8,805.03; Boonslick Industries: \$11,431.14; City of Columbia: \$4,671.00; Endless Options: \$125.64

Mr. Lansford moved to accept the reimbursements; seconded by Mr. Yonke. Roll call vote: Mr. Lansford: yes; Mr. Yonke: yes; Mr. Groves: yes; Mr. Miller: yes; Mr. Hoelscher: yes; Mr. Cauthon: yes; Ms. Cunningham: yes; Ms. Lea: abstain; Mr. Roll: yes; Mr. Samson: yes.

Transfer of funds from Administration to Checking in the amount of \$10,443.15.

Transfer of funds from District Grants to Checking in the amount of \$16,227.78.

Mr. Miller also reported that \$84,345.00 in FY2010 District Operations funds were received from DNR. These funds were deposited into the District Grant account and need to be transferred to the Administration account.

Mr. Yonke moved to accept the transfers; seconded by Mr. Groves. Roll call vote: Mr. Yonke: yes; Mr. Groves: yes; Mr. Miller: yes; Mr. Lansford: yes; Mr. Hoelscher: yes; Mr. Cauthon: yes; Ms. Cunningham: yes; Ms. Lea: yes; Mr. Roll: yes; Mr. Samson: yes.

8. Approving FY2010 District Grant Round 1 award amounts and authorizing the Executive Board Chair to enter into agreements with each of the grant recipients named (copy of unapproved Advisory Committee minutes, summary of grant applications, and aggregate ranking sheet enclosed.)

Ms. Jolly reviewed information from the six applications for Grant Round 1 funding including the aggregate ranking sheet; the grant fund amounts requested and the rankings based on scores from the advisory committee.

She reviewed the missing elements from River City Habitat for Humanity's grant application & the Advisory Committee's action to not score it in order to allow them to resubmit the application.

Ms. Jolly advised the Board that the total monies requested totaled \$22,000; the District has \$30,000 budgeted for small grants.

Mr. Cauthon asked if the City of Vandalia would be eligible to apply to a neighboring Solid Waste Management District for grant funds. Ms. Jolly said it would depend on the policies of that district.

To summarize, Mr. Cauthon said the District received five successful grant applications that the District can fully fund.



Mr. Samson moved to approve the FY2010 District Grant Round 1 award amounts and authorize the Executive Board Chair to enter into agreements with each of the grant recipients named; seconded by Mr. Yonke. Roll call vote: Mr. Samson: yes; Mr. Yonke: yes; Mr. Groves: yes; Mr. Miller: yes; Mr. Lansford: yes; Mr. Hoelscher: yes; Mr. Cauthon: yes; Ms. Cunningham: yes; Ms. Lea: yes; Mr. Roll: yes.

9. Approving the Management Discussion and Analysis Report to be submitted to Casey & Company as part of the FY2009 annual fiscal audit.

- Ms. Jolly reviewed highlights of the District's Management Discussion and Analysis Report.

Mr. Cauthon commented on the 44 percent of the funds that were spent on administration, clarifying that this amount includes District-funded events, a direct service to the constituents. Ms. Jolly verified this, saying it includes District operations and plan implementation. For FY 2009, this fund included monies budgeted for the new Guidance Plan, the website revision, 15 collections including tire and HHW collections.

Mr. Cauthon asked about the timeline for audit. Ms. Jolly said the audit is due to DNR in December. The final report will be presented to the board in December and once approved, will be forwarded to DNR.

Mr. Groves moved to accept the Management Discussion and Analysis Report as presented; seconded by Mr. Miller. Roll call vote: Mr. Groves: yes; Mr. Miller: yes; Mr. Yonke: yes; Mr. Lansford: yes; Mr. Hoelscher: yes; Mr. Cauthon: yes; Ms. Cunningham: yes; Ms. Lea: yes; Mr. Roll: yes; Mr. Samson: yes.

10. Approving the form and content of Request for Proposals for Waste Tire Hauling and Processing Services and authorizing the Chair to issue the Request for Proposals.

Ms. Jolly explained this RFP is for one day collections (not for on-site clean-ups – for on-site clean-ups, Ms. Jolly plans to meet with Dan Fester; hopefully in December.) This new RFP raises the fee for damages to \$1,000/day; addresses the number of required workers to unload cars & load into the trailers; details district responsibilities and contractor responsibilities; and required the hauler to have a market for the tires & two processors (one primary and an alternate).

Ms. Lea moved to accept the Request for Proposals for Waste Tire Hauling and Processing Services and authorizing the Chair to issue the Request for Proposals as presented; seconded by Mr. Miller. Roll call vote: Ms. Lea: yes; Mr. Miller: yes; Mr. Groves: yes; Mr. Yonke: yes; Mr. Hoelscher: yes; Mr. Cauthon: yes; Ms. Cunningham: yes; Mr. Roll: yes; Mr. Samson: yes. (Mr. Lansford was out of the room during the vote.)

11. Selecting the FY2010 Budget Committee and meeting dates

After some discussion, it was agreed that Mr. Cauthon, Ms. Lea, Mr. Hoelscher and Mr. Miller would serve on the FY2010 Budget Committee. Ms. Jolly will advise proposed meeting dates for the committee.

12. Other business

A. Other Business the Board May Wish to Discuss

Mr. Groves proposed cancelling the December meeting or perhaps doing business by email? Ms. Jolly suggested holding a short conference call to discuss the final draft of the audit and doing a mail ballot for any items requiring a vote. She said she will send email with instructions.

Mr. Groves to moved cancel the December meeting, conducting business by conference call and mail ballot; seconded by Mr. Hoelscher. Roll call vote: Mr. Groves: yes; Mr. Hoelscher: yes; Mr. Miller: yes; Mr. Yonke: yes; Mr. Lansford: yes; Mr. Cauthon: yes; Ms. Cunningham: yes; Ms. Lea: yes; Mr. Roll: yes; Mr. Samson: yes.



13. Adjourn

Mr. Groves moved to adjourn the meeting; seconded by Mr. Samson. Roll call vote: Mr. Groves: yes; Mr. Samson: yes; Mr. Hoelscher: yes; Mr. Miller: yes; Mr. Yonke: yes; Mr. Lansford: yes; Mr. Cauthon: yes; Ms. Cunningham: yes; Ms. Lea: yes; Mr. Roll: yes.

The meeting adjourned at 3:00 p.m.

Respectfully submitted,

Theresa Krebs
Secretary to the MMSWMD

Cynthia Jolly
District Manager

APPROVED:

M.L. Cauthon III
Chair, MMSWMD Executive Board

