

**Mid-Missouri Solid Waste Management
District Council Meeting
May 14, 2014 7:00 p.m. – Open Meeting
Boone County Government Center, Commission Chambers
801 E. Walnut, Columbia, MO**

Members Present	Representing
Tom Groves	Audrain County
Kent Wood	Callaway County
Thad Yonke	Boone County
Cheri Reisch	City of Hallsville
JC Miller	City of Fulton
Kim Roll	Moniteau County
David Booker	Cooper County
ML Cauthon	City of Boonville
John Glavin	Osage County
Paul Rodeman	Village of Wardsville
Lowell Eaton	Howard County

Members Present	Representing
Bill Fountain	Audrain County
Karen Shaw	City of Vandalia
Lauren Henry	City of Jefferson
Doug Reece	City of St. Martins
Mark Luebbering	Cole County
Howard McMillan	Howard County
Dan Atwill	Boone County
Tim Grenke	City of Centralia
Gwen Edmonson	City of Holts Summit
Walter Banks	City of New Franklin

Members Absent	Representing
Tony Taggart	City of Ashland
Gene Kelly	City of Sturgeon
Stephanie Leverett	City of Auxvasse
Larry Crocker	City of Russellville
Paul Davis	Cooper County
Robin Triplett	City of Fayette
Tony Barry	Moniteau County
Larry Kliethermes	Osage County
Jeff Koechner	City of Tipton

Members Absent	Representing
Summer Hildebrand	City of Mexico
John Glascock	City of Columbia
Jeff Hoelscher	Cole County
Tony Forck	City of Taos
Darell Eckerle	Pilot Grove
Justin McMillan	City of Glasgow
Brian Schrivner	City of California
Mark Voss	City of Linn
Gary Jungermann	Callaway County

Others Present

DeAnna Trass, Manager of the Mid-Missouri Solid Waste Management District
 Jessica Sapp, Secretary to the Mid-Missouri Solid Waste Management District
 Mike Heimos, City of Columbia

1. Call to Order / Opening Remarks (Thomas Groves, District Council Chairperson – Audrain County Commissioner)

The meeting was called to order at 7:00pm by Executive Board Chairman, Thomas Groves.

2. Introductions & Determination of Quorum by Role Call of Counties & Cities

Introductions were made and it was determined there was a quorum.

3. Approval of Agenda

Commissioner Roll moved to approve the agenda as presented; seconded by Mr. Grenke. Unanimous voice vote of approval.

4. Approval of Minutes from May 9, 2013 (recommendation from Executive Board)

Mr. Rodeman moved to approve the minutes as presented; seconded by Mr. Yonke. Unanimous voice vote of approval.

5. Guest Speaker: Mike Heimos, Stormwater Educator, City of Columbia

Mr. Heimos gave a power point presentation giving a snapshot of the stormwater education program and projects that are done within the City of Columbia, in Boone County, and at the University of MO. In his presentation, Mr. Heimos explained watersheds, the public's perception of a storm drain and where the water goes and into giving the real definition. He also explained stormwater run-off and the effects "people pollution" can have on a local creek; people pollution being trash, cigarette butts, grass fertilizer, pet waste matter, and small oil leak from your car. Mr. Heimos identified several ways to deal with stormwater run-off and people pollution.

6. Executive Board Report (Lauren Henry, Executive Board Chair, City of Jefferson)

Before introducing Ms. Henry, District Council Chair Thomas Groves invited Mr. Yonke to the front to give a brief overview of the MMSWMD to those that are new to the Council. Mr. Yonke is the chair of the Advisory Committee.

Mr. Yonke began in saying there are many things that are done by the district that many may not be aware of. Two things that reach our eight county district are tire collections and grants. Mr. Yonke explained tipping fees and how those are tallied and filtered through MDNR to each of the 26 districts in the state of MO. With Region H having landfills in the district, we get a higher percentage of the fees collected. MMSWMD then uses the funds allotted to them to give out recycling grants and hold tire collections to help keep waste from landfills.

The Advisory Committee is a group that was set up by the Executive Board to review and score grant submissions so funds can be filtered into the community fairly with a clear plan. The guidance used for this doesn't get rewritten every year. Only tweaks are made if hurdles are found during the annual process. The committee, using the score as a base, recommends funding of grants to the Executive Board, who then make the final vote whether or not fund a project.

Ms. Sapp followed Mr. Yonke's comments about tire collections to share the results of the recent event co-sponsored by the University of MO, City of Columbia, and Boone County. She explained there were no numbers to report yet, but showed photos from the collection and gave an overview of the waste our vendors left with that day. Three, 53 foot semi's left full and at least two semi loads were left on-site for the vendor to return and collect. Two box trucks and one semi load of electronic waste were collected, along with two box trucks full of household hazardous waste. District staff felt the event was a huge success and benefit to our communities. The event was free of charge to residents to drop off their unwanted items.

Ms. Henry stated the money received from the landfill tipping fees allow MMSWMD to provide the free service for the residents. Mr. Rodeman commented these free collections were quite a deal for Region H residents and appreciates the district for making them available.

District Council Chair introduced Ms. Henry to present the Executive Board report.

a. Annual Report

Ms. Henry shared that the district met their annual goals. One goal was to host one day tire and electronic waste collections. There were four held this past year. Audrain, Cole, Cooper, and Osage counties benefited from this service and tonnage goals were exceeded for both tires and electronics. Ms. Henry stated staff has done a great job in having them spread throughout the region and offering them free of charge when possible. Ms. Henry stated this has increased resident participation a great deal. Other factors for a rise in participation are tire businesses have increased their disposal fees, additional advertising efforts, and increased awareness of mosquito borne diseases and ground water contamination and residents do not want to keep old tires on their property. Ms. Henry shared she's working with district staff to have a collection event in Cole County late this year or early 2015. She also reminded the council when collections are not held in their respective county, residents throughout the region were welcome to participate and drop off their waste.

Ms. Henry outlined the FY2014 grant process by saying there were two funding request levels. One being for small grant requests of \$5,000.00 or less and the other for larger requests up to \$100,000.00. The Advisory Committee meets three times a year to review and score grants, October, January, and April. During their discussion of each grant, the committee will vote on whether or not the project qualifies for bonus points for certain criteria that was met. Based on the scoring by the Advisory Committee, Ms. Henry said they then make a recommendation for funding for the Executive Board to review. The Executive Board has the final vote as to which projects are sent to MDNR for potential funding. A list of the grants pending approval from MDNR for FY2014 was displayed on the screen. Ms. Henry said Ms. Trass would be able to answer any questions the Council may have regarding any of these projects.

Ms. Trass shared there were a total of 17 grant projects, small and large collectively, that have been submitted to MDNR for funding. She said there were several new and innovative project requests that came to us this year, one being from Loganbill Enterprises, located in Moniteau County. Their grant request was for funds to purchase a pyrolysis machine for

making biochar from sawdust. The end product is then used to reduce methane gas emissions in horse and poultry barns and can also be used as a soil amendment. There were many great grant submissions. The Executive Board was able to stretch funding to maximize the districts' benefit. Ms. Trass stated they were pleased with being able to offer more applicants funding for their respective projects.

b. FY2015 Goals

Ms. Henry stated the goals for the upcoming fiscal year were identified and approved by the Executive Board as:

- Continue development and implementation of a District-wide HHW Program, with strong consideration of grant projects establishing permanent HHW facilities in counties of Cooper and Osage.
- * Hold one-day collection events as scheduled.
- * Support recycling opportunities for underserved counties.
- * Continue to develop education and public outreach programs.
- * Continue introduction and implementation of the revised MMSWMD Comprehensive Solid Waste Management Plan.

7. Executive Board Appointments (Caucus by County)

Audrain County's representative Tom Groves
Boone County's representative Tim Grenke
City of Columbia's representative John Glascock
Callaway County's representative J.C. Miller
Cole County's representative Jeff Hoelscher
City of Jefferson's representative Lauren Henry
Cooper County's representative Paul Davis
Howard County's representative Debra Miller
Osage County's representative John Glavin
Moniteau County's representative Kim Roll

8. Election of District Council Officers (Chairperson, Vice-Chairperson)

Mr. Yonke moved to have Thomas Groves remain as District Council Chairman; seconded by Ms. Henry. Unanimous voice vote of approval.

Mr. Luebbering moved to have Jeff Hoelscher remain as District Council Vice-Chairman; seconded by Ms. Henry. Unanimous voice vote of approval.

9. Treasurer's Report (J.C. Miller, Executive Board Vice-chair, City of Fulton Solid Waste Manager)

a. Balance of Accounts

Mr. Miller gave the balance of accounts.
Reconciled checking acct balance: \$1000.00. Mr. Miller stated that MMSWMD keeps a \$1,000 balance.
Administrative account balance: \$272,905.57
District Grant account balance: \$331,908.00

Mr. Grenke moved to approve the balance of accounts; seconded by Mr. Wood. Unanimous voice vote of approval.

b. Budget Report

Income: This year, the Executive Board awarded \$42,000 for small projects and had \$304,609.90 available for large projects. The Executive Board was able to fund 17 grants total for FY14.

For FY 2014, landfill tonnage fees remained stable resulting in the average amount of funds available to the District. In the FY 2015 budget, the district is reserving a 30% fund balance from interest and program income in accordance with district policies.

Income anticipated in the FY 2015 budget is \$483,309. This includes interest and program income. There is \$175,176 budgeted for district operations and plan implementation. For district grants, there will approximately be \$308,133. Any unused funds available when current grants close will be carryover for the Round 2 large grant process in FY 2016. Additional income for grant funding may result from collection events and interest earned on bank accounts. Interest rates have remained steady.

Expenses: The Professional Administrative Services Contract that will be awarded to the City of Columbia on 7/1/14 is a five year contract. In FY 2015, there are three adjustments to the contract. They are as follows:

- 8% decrease in District Coordinator salary paid to the City from the District
- 7% increase in Admin Tech salary paid to the City from the District
- 12.5% increase in trailer transport charges paid to the City from the District

Personnel: The District reimburses the City 100% for Salary/Fringe benefits for District Manager. The District reimburses the City for 50% salary and 35% fringe benefits for the Administrative Assistant.

Contractual Services: Monies budgeted for professional services will pay for the District's annual financial audit, and collection events for HHW, tires, electronic waste and appliances.

Other Expenditures:

Education and public outreach is a continued priority for 2015. The District's quarterly newsletter and Recycling Guide will be printed in addition to email subscriptions through the District's website. Budgets for postage and printing have decreased due to the District staff implementing the use of electronic delivery for documents that don't require original signatures. Insurance budget amounts include coverage for a surety bond, errors and omissions insurance for our Board, and trailer insurance coverage. All other expenditures are comparable to previous years.

Financial Audit – The FY 2013 financial audit was completed by Casey and Company and there were a few findings. FY 2014 audit will take place around October 2014. The Executive Board agreed to hire another CPA firm to go through the Districts financial records in order to start FY15 with a clean slate.

10. Adoption of FY2015 District Budget (recommendation from Executive Board)

For the FY2015 budget, Ms. Trass stated she tweaked the numbers to show what the district was actually spending. She shared when the district had their annual financial audit for FY2013, there were overages in a few places that weren't identified. Ms. Trass wanted to bring money the district was receiving and spending in a little tighter.

Ms. Trass displayed the budget and went through and explained several items. The first was the income. She stated the district is asking for \$341,695.00, including carryover. This amount is what runs the district and allows MMSWMD to have one day collections. Ms. Trass explained carryover being when a grant closes and there are funds left over. These left over funds are then carried over and used to cover costs for events and advertising. She stated advertising can quickly diminish our budget. Having carryover available to help with additional costs is nice. Ms. Trass commented the total advertising expenditure for the University tire collection was approximately \$6,500.

Also in the income section of the budget is the in-kind match from the City of Columbia for \$45,633.54. MMSWMD staff is housed in their offices and IT services, janitorial, and maintenance a few of the items that fall within their match. The district will also make about \$1,800 in interest income for the year.

The line item for District Operations is what pays for staff salaries and office expenditures. Ms. Trass said this amount is \$80,655.00. The \$94,521.00 identified as Plan Implementation is what allows the district to hold collections and pay for things like advertising and educational material.

Ms. Trass moved on to the changes she made to the expense portion of the budget. Under contractual services, she identified that tire collection, ewaste and HHW collections increased by \$15,000.00. These collections have become increasingly popular since we are offering the events as a service and not requiring fees to be paid by the community. Drawing into the success of these events are institutions like the University of MO and Boone County helping to sponsor them.

Moving to the other category and the miscellaneous (including interest income) line item, Ms. Trass stated she gave this a cushion to help pay for advertising if the district finds themselves running short in that line item or another. She noticed a trend the past couple of years that there were a couple of line items were stretched or came down to pennies left.

In addressing the district grant expenditures, Ms. Trass shared with the Council what the Advisory Committee was seeing from grant applications was an increase in requests for equipment. With this being the trend the past couple of years, she increased that estimate for the upcoming fiscal year.

Ms. Trass stated the Advisory Committee and Executive Board tend to shy away from certain things. They want to be sure the project will be able to sustain themselves long term. The groups do not like to see grant applications where salaries are requested to be paid with funding. They also don't fund too many educational grants as there is rarely a measureable impact on the community. Ms. Trass says the district knows there is insurance with equipment. If the project fails or if the company goes out of business, the district can recover the item and put it to good use in another area.

For the district in FY2015, Ms. Trass shows a net income of just over \$83,000. This is down a little bit from last fiscal year. The district also reserves approximately 30% as a cushion for any surprise expenses. Ms. Trass said she'd take questions if there were any.

With no questions regarding the budget, Chairman Groves asked for a motion.

Mr. Banks moved to adopt the MMSWMD FY2015 Budget; seconded by Mr. Grenke. Unanimous voice vote of approval.

11. District Manager's Report

a. FY 2014 Accomplishments

Tire & Ewaste collections

- Tire and electronic waste collections: In FY2014 there were 3 tire collection and electronic waste events prior to the FY14 Council meeting. So far, the district collected 45.64 tons of tires (16.02 in Callaway, 29.62 in Columbia) and 39.93 tons of EWaste (6.24 in Callaway, 33.69 in Columbia). There was a tire, electronic waste, HHW event on Sat, May 10. There is another tire and electronic waste event planned for Saturday, May 17th in the City of Centralia from 9a-1pm at the Old Forrest Chevrolet location.
- Education and public outreach will continue in 2014. Presentations can be requested through the MMSWMD website.

b. FY2015 Important Dates

- Grant Call
 - Early to mid-July
- Grant Workshops
 - Wednesday, July 23, 2014, 1:00 – 3:00 pm
 - Thursday, July 31, 2014, 10:00 am – 12:00 pm
- Grant Submission Due Dates
 - Round 1 (small): 9/19/14
 - Round 2 (large): required prelim due 11/7/14; final app due 1/9/15
 - Round 3 (small): 3/25/15 (if monies are left from Round 1)
- Executive Board Meetings
 - Second Wednesday of each month
- Advisory Committee Meetings
 - Third Wednesday of October, January, and April
- FY2014 District Council Meeting
 - Wednesday, May 13, 2015
- Tire, Appliance, & E-waste Collections
 - Saturday, September 13, 2014 - Howard County

12. Other Business

a. Update on SB13 and HB6

Ms. Trass shared with the Council that both these bills were tabled.

b. Discussion of HB2252

This is new and current legislation that has been proposed for the solid waste districts. Ms. Trass said this bill would combine the twenty districts down to ten. It also would put a cap on funding of the districts. It's outlined that 15% and no more than \$200,000 of district operation funds can be used on administrative costs. The remaining funding would go toward plan implementation, such as, grants.



Ms. Trass shared she read the bill and compared it to how Region H handles their business, she feels it's run in an efficient manner. Our Council, Advisory Committee, and Executive Board members are thorough and direct staff in a way that funds are used wisely. They know what their communities need and the importance of having the solid waste program fund these projects. Outside of the bill outlining Region H acquiring three more counties, Ms. Trass doesn't feel it will affect our funding.

At this time, HB2252 doesn't have any movement. Ms. Trass said it was introduced late in the session and there is a plan to bring it back in July. In the interim, between the time SB13 was tabled and HB2252 was introduced, there was a Joint Committee that was formed to evaluate the law. The Committee isn't looking to change anything, however, verbiage needs clarification when it comes to administrative costs. Solid waste districts are run differently and terminology used within one region may not be the same in another, however, mean the same thing. This leads to different interpretations of the current law. Having the Joint Committee go through and make things less murky is a good thing for everyone.

c. Group photo taken of Executive Board representatives

13. Adjourn

Commissioner Roll moved to adjourn; seconded by Ms. Henry. Unanimous voice vote of approval.

The meeting was adjourned at 8:23 P.M.

Respectfully submitted,

APPROVED:

**Jessica Sapp
Secretary to the MMSWMD**

**Thomas Groves
MMSWMD Council Chairman**

**DeAnna Trass
MMSWMD Manager**