

**Mid-Missouri Solid Waste Management
District Council Meeting
May 14, 2015 7:00 p.m. – Open Meeting
Daniel Boone Building, Columbia City Hall, Conference Room 1A
701 E. Broadway, Columbia, MO**

Members Present Representing

Tom Groves	Audrain County
Kent Wood	Callaway County
Thad Yonke	Boone County
Tom Pauley	City of Hallsville
JC Miller	City of Fulton
Howard McMillan	Howard County
ML Cauthon	City of Boonville
Gwen Edmonson	City of Holts Summit
Sam Stroupe	Howard County
John Glascock	City of Columbia
Justin McMillan	City of Glasgow

Members Present Representing

Bill Fountain	Audrain County
Karen Shaw	City of Vandalia
Lauren Henry	City of Jefferson
Chad Shoemaker	City of Mexico
Jesse Bronson	City of Ashland
Jeff Hoelscher	Cole County
John Glavin	Osage County
Walter Banks	City of New Franklin
Paul Davis	Cooper County
Larry Kliethermes	Osage County

Members Absent Representing

Gene Kelly	City of Sturgeon
Stephanie Leverett	City of Auxvasse
Larry Crocker	City of Russellville
Paul Rodeman	Wardsville
Robin Triplett	City of Fayette
Tony Barry	Moniteau County
Mark Voss	City of Linn
Jeff Koechner	City of Tipton
Doug Reece	St. Martins

Members Absent Representing

Tim Grenke	City of Centralia
Dan Atwill	Boone County
Tony Forck	City of Taos
Darell Eckerle	Pilot Grove
Kim Roll	Moniteau County
Brian Schrivner	City of California
Mark Luebbering	Cole County
Gary Jungermann	Callaway County
David Booker	Cooper 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
Donna Utter, MORA

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

Mr. Yonke moved to approve the agenda as presented; seconded by Ms. Henry. Unanimous voice vote of approval.

4. Approval of Minutes from May 14, 2014 (recommendation from Executive Board)

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

5. Guest Speaker: Donna Utter; MORA 75% Recycling Campaign

Commissioner Groves introduced Ms. Utter.

Ms. Utter began by sharing she represents the Missouri Recycling Association; of which MMSWMD is a member. She also reminded the group that MMSWMD awarded MORA with a grant to fund their 75% Recycling Campaign. The grant was geared to educate the counties and municipalities in Missouri along with its residents. The state's diversion rate has held steady at 40% since 1990. MORA's program encourages those to stimulate innovation, research, new manufacturing and markets for recovered resources. There are initiatives to promote advances in the Missouri Electronics Reuse and Recovery Act, to increase the recycling and beneficial use of food waste and other organics through education and technical assistance, and build new markets for recycling waste from construction, renovation, and demolition of buildings including natural disasters.

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

Ms. Trass gave the Executive Board report.

Income: This year, the Executive Board awarded \$33,359 for small projects and \$299,364 to large projects. The Executive Board was able to fund 12 grants total for FY15.

In FY 2015, landfill tonnage fees remained stable resulting in the average amount of funds available to the District.

In the FY 2016 budget, the district is reserving a 30% fund balance from interest and program income in accordance with district policies.

Income anticipated in the FY 2016 budget is \$348,678. This includes interest and program income. There is \$160,794 budgeted for district operations and plan implementation. For district grants, there will approximately be \$187,884. 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 was awarded to the City of Columbia on 7/1/14 as a five year contract. There were no adjustments made to this contract for FY15, and expenses remained constant.

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. Ms. Trass shared there would only be one collection event this year. It will take place on May 30th.

Other Expenditures:

Education and public outreach is a continued priority for 2016. The District's quarterly newsletter and Recycling Guide will be printed in addition to email subscriptions through the District's website. 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 Executive Board awarded Lisa Wright, CPA the contract to perform the FY14 Audit in January 2015. In addition to the audit, the executive board sought the services of Williams-Keepers, CPA to help with financial book cleanup. These actions produced a more efficient way for District staff to maintain financial records and to consistently have clean audits.

a. Annual Report

This was presented in item #6.

b. FY2016 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 (Kim McCulloch beginning 10/2015)
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)

Commissioner Hoelscher moved to have Thomas Groves remain as District Council Chairman; seconded by Commissioner Glavin. Unanimous voice vote of approval.

Commissioner Hoelscher moved that J.C. Miller elected as District Council Vice-Chairman; seconded by Commissioner Glavin. 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: \$1,000.00. Mr. Miller stated that MMSWMD keeps a \$1,000 balance.
 Administrative account balance: \$211,288.67
 District Grant account balance: \$314,551.71

Mr. Miller turned over discussion of the remainder of the balance sheet to Ms. Trass.

While the balance of accounts was displayed on the screen, Ms. Trass explained the asset section includes a trailer the district owns. The balance sheet also identifies the depreciation. Eventually that line will disappear.

Under liabilities, there is a large dollar amount in the Unobligated Carryover, \$507,548. This number is throwing the districts' liabilities off. It should be around \$130,000. Ms. Trass explained she is in process with a CPA to clean-up the books. The previous CPA had her entering carryover into Quickbooks (QB) incorrectly. After several years of doing this, it's all caught up to us. She wanted to share this with the group since the Total Equity shows to be a high negative amount. What Ms. Trass and the CPA are working to have the Total Current Assets and Current Liability lines to equal the same dollar amount.

Mr. Shoemaker asks what is in the \$507,548 of Unobligated Carryover that shouldn't be there. Ms. Trass responded that carryover was being entered as a liability. Which it is not; it should be an asset. Mr. Shoemaker confirmed the monies were not funds for grants that have been awarded and not paid. Ms. Trass stated this was not the case.

Mr. Yonke asked Ms. Trass if she was still working with the CPA to get things assigned properly. She said yes. MMSWMD staff is striving to steam-line entry into QB and learn how to "code" things properly into the proper accounts. Mr. Shoemaker said the incorrect entry of the number comes down to a calculation error in a spreadsheet. Ms. Trass stated yes. When she plugged the spreadsheet number into QB, she instantly knew it was wrong as she knew the district does not have a \$1 million worth of liability.

Mr. Yonke asked Ms. Trass when she anticipated the error to be fixed. Ms. Trass meets with the CPA next week.

Mr. Shoemaker worked through the numbers. Ms. Trass looks to the group for suggestions and guidance in situations such as these. If anyone has any ideas on stream-lining or anything else, she is open for them. Mr. Shoemaker doesn't feel its fiduciary duty of the Council to approve a set of books that look the way they do. He suggests it's resubmitted to Council once it's correct. Ms. Trass stated staff could send the corrected balance sheet in an email to council for a vote.

Mr. Shoemaker moved to not approve the balance of accounts and use a mail ballot for approval once the corrected balance sheet can be shown; seconded by Mr. Wood. Unanimous voice vote of approval.

b. Budget Report

Not discussed. See item #10

10. Adoption of FY2016 District Budget (recommendation from Executive Board)

Ms. Trass stated she was not comfortable discussing the budget due to the motion in line item 9a. She would prefer to look over it again once she and the CPA have a corrected balance of accounts.

Mr. Yonke moved to hold the vote on the FY16 budget and handle through the same mail ballot as the balance of accounts; seconded by Mr. Pauley. Unanimous voice vote of approval.

11. MMSWMD Bylaws: Discuss amendment recommendations from the Executive Board

Ms. Trass shared with Council that the Executive Board discussed the MMSWMD Bylaws in their recent meeting. It had come to their attention that they had not been updated since 2006 and was signed by former council members. In the meeting, it was asked if there were any recommendations from staff. Ms. Trass went through the document and didn't feel anything needed to be updated. The Bylaws work well for the district and business hasn't changed for any updates to be made. Also, there have been no changes to the laws outlined in the document.

Mr. Yonke stated the Bylaws can state "Bylaws Reaffirmed by the Council" on this date, etc and change the names. The group agreed this was the way to go. Ms. Trass asked council how they'd like to proceed; the Bylaws were included in the council packet that was sent to members the week before.

Ms. Henry moved to reaffirm the Bylaws as recommended by the Executive Board; seconded by Mr. Banks. Unanimous voice vote of approval.

12. District Manager's Report

a. FY 2015 Accomplishments

HHW, Tire and EWaste collections: Late FY14, after last year's council meeting, we had 2 collections, 5/10 and 5/17. These two events collected 181.56 tons of tires, 36.59 tons of Ewaste and 8.5 tons of HHW (incl 3.13 tons of paint). In FY2015 we had 2 tire/EWaste events prior to the FY15 Council meeting. These 2 events collected 189.78t of tires and 24.99t of Ewaste. There will be a collection on May 30 at the Reactor Field on the University of MO campus. These numbers will be provided in our newsletter and during next year's meeting.

MMSWMD is working with the City of Columbia's "City Channel" to put together a public service announcement to educate district residents on how to dispose of tires. Some people like to hold onto tires or inherit them when they acquire property. Tires are one of the most challenging items for residents to dispose of or recycle properly.

Presentations can be requested through the MMSWMD website.

b. FY2016 Important Dates

- Grant Call in mid-July
- Grant Workshops Wed, July 22, 1-3pm and Thu, July 30 10a-12p
- Grant Submission due dates
 - Round 1 – 9/11/15
 - Round 2 – prelim 11/6/15, final app 1/8/16
 - Round 3 – 3/18/16 (if monies left)
- Executive Board Meetings
 - 2nd Wed each month

- Advisory Committee
 - 3rd Wed of Oct, Jan and Apr
- FY16 District Council
 - Wed May 11, 2016

13. Other Business

- a. Group photo taken of Executive Board representatives**

14. Adjourn

Mr. Yonke moved to adjourn; seconded by Mr. Glascock. Unanimous voice vote of approval.

The meeting was adjourned at 7:58 P.M.

Respectfully submitted,

APPROVED:

**Jessica Sapp
Secretary to the MMSWMD**

**Thomas Groves
MMSWMD Council Chairman**

**DeAnna Trass
MMSWMD Manager**