

Minutes of Meeting
Mid-Missouri Solid Waste Management District Executive Board
Wednesday, June 10 2015, 1:00 p.m. "Open Meeting"
City of Columbia, 701 E. Broadway, Conference Room 3A, Columbia, MO 65201

Members Present:

Tim Grenke	Boone County	Lauren Henry	City of Jefferson
Tom Groves	Audrain County	Thad Yonke	Boone County Alt.
Debra Miller	Howard County	Kim McCulloch	City of Columbia Alt.
Jeff Hoelscher	Cole County	Chad Shoemaker	City of Mexico
Kim Roll	Moniteau County		

Members Absent:

J.C. Miller	Callaway County	Paul Davis	Cooper County
John Glascock	City of Columbia		

Others Present:

DeAnna Trass, District Manager	Jessica Sapp, Secretary
Chad Shoemaker, City of Mexico	

1. Call to order and introductions

The meeting was called to order at 1:04 p.m. by Chair, Lauren Henry

2. Determination of quorum

It was determined there was a quorum.

3. Approval of agenda

Commissioner Groves moved to approve the agenda; seconded by Mayor Grenke. Unanimous voice vote of approval.

4. Approval of the minutes from the Executive Board Meeting of May 14, 2015

Commissioner Groves moved to approve the minutes as presented; seconded by Commissioner Hoelscher. Unanimous voice vote of approval.

5. District Manager's Report

Ms. Trass stated there were two final reports.

Final Report: Grant# 2013012: "Rural Cole County Single Stream Recycling Program", Allied Waste (Republic Services). Region H shows subgrantee collecting 232.74 tons over the course of their project. Materials diverted were paper, aluminum, steel, and plastics. This project was a success.

Subgrantee has not submitted any reimbursement requests at this time. Ms. Trass stated she would leave it to the board to accept the final report now and payout later or wait until both can be voted on together.

Final Report: Grant# 2014006: "Recyclable Plastic Playground Equipment", City of Tipton. The goals to obtain recyclable, plastic playground equipment was met. It took a little longer to install due to weather conditions; however the installation was finished on April 3 and has been in use ever since. This piece of equipment is a great addition to the city park. One ton of plastic was the diversion goal of the project. This was met.

Mayor Grenke moved to approve the final report for Boonslick and City of Tipton; seconded by Commissioner Hoelscher. Unanimous voice vote of approval.

Ms. Trass said last month District Council was held. There were many board members in attendance. She shared Council did not approve the balance of accounts or the FY2016 budget. She explained there was a great discrepancy in the unobligated carryover line item. It showed \$507,000 where it should be \$130,000. This is a result of Ms. Trass and the CPA to correct entries that were wrong. Council did not want to approve the two agenda items until it the balance of accounts was correct. They asked to do it via mail ballot. It went out Monday.

Ms. Henry asked to talk about this some more as Commissioner Groves had questions. Both she and the Commissioner are also Council members. Ms. Sapp displayed the balance of accounts that was supplied to Council with their mail ballot. Ms. Trass stated that the cash and cash equivalents are what we have in the bank. The deferred grant revenues are funds that belong to current, open grants. The unearned revenue is monies that “sit there”. Mr. Shoemaker now sees that if the deferred grant revenues aren’t listed in this manner, how the balance of accounts could have been off like it was last month. Also, he asked about the unearned revenue being something that potentially has an invoice or payroll to take from that amount. Ms. Trass stated no. This line item identifies interest from bank accounts, program income, carryover from grants and the 28 – 33% reserve the district keeps on hand. The questions that Commissioner Groves had were clarified in the discussion.

In working with the CPA to streamline entry into Quick Books and correct any entry errors, it was found that MMSWMD does not have as much carryover and interest income as originally stated. Ms. Trass brought up Handi-Shop’s grant# 2015009 for a baler. The request was for \$54,162. When the Executive Board was presented with the large grants and their recommendations from the Advisory Committee, the board voted to use interest income to fund grant# 2015009. As such, staff presented the grant to MDNR in that regard. However, as mentioned, there is just enough interest income to cover them, but it would put a big dent in the reserves. Ms. Trass is asking that the board consider staff resubmitting to MDNR that grant# 2015009 come out of their allocated funds to use instead of the interest. There is approximately \$326,000 at MDNR to ask for. Ms. Trass explained the monies we had on hand and keeping no more than 33%. She doesn’t want the percentage to dip too low; additionally she doesn’t want to see the district lose the money at MDNR. Ms. Trass said she was open to other ideas the group had.

Ms. Henry moved to use MDNR allocated funds for Grant# 2015009 instead of interest income; seconded by Mayor Grenke. Unanimous voice vote of approval.

The May 30th tire, ewaste, and hhw collection was a success. Ms. Trass stated staff has not received tonnage from ewaste or hhw, but tires were about 27 tons. There were 500+ cars and a lot of volunteers that were instrumental in the success of the event.

Ms. Trass shared that she learned via MDNR that Kingdom Project has been sited with a violation. She does not know what the violation is, but she did her due diligence and contacted our MDNR rep about it. There was a concern their current grant with Region H may not be “allowed”. The rep stated the violation came after the FAA was executed with both parties. Their grant with MMSWMD can move forward. However, Region H cannot consider grants from them again until the violation has been removed from their record.

6. Treasurer’s report and approval of bills

Treasurer, Jeff Hoelscher presented the Treasurers Report for April 2015.

The Checking account reconciled balance is \$1,000.00

The Administrative account balance is \$182,744.17

The District Grant account balance is \$204,688.01

Reimbursements: (Fulton Sun, \$28.50; Columbia Tribune, \$525.00; Fayette Advertiser, \$390.00; Centralia Fireside Guard, \$315.00; Mexico Ledger, \$693.76; Central MO Newspapers, \$1,207.50; Boonville Daily News, \$640.00; Tipton Times, \$285.00; Vandalia Leader, \$288.00; Unterrified Democrat, \$60.00; Columbia Missourian, \$660.00; Boone County Journal, \$401.25; ABC Tire, \$6,952.00; MRC, \$8,720.00; City of Tipton, \$3,770.81; Boonslick Industries, \$8,466.75; Show Me Central Habitat for Humanity, \$40,545.00).

Commissioner Hoelscher moved to approve the Reimbursements and Transfer of Funds; seconded Mayor Grenke.

7. Elect Executive Board Chair, Vice-Chair, and Treasurer for FY2016.

Commissioner Hoelscher moved that Lauren Henry remain Executive Board Chair; seconded by Commissioner Groves. Unanimous voice vote of approval.

Ms. Henry moved that J.C. Miller remain Executive Board Vice-Chair; seconded by Commissioner Groves. Unanimous voice vote of approval.

Ms. Henry moved that Commissioner Hoelscher remain Executive Board Treasurer; seconded by Mayor Grenke. Unanimous voice vote of approval.

8. Approve a preliminary financial audit in July 2015.

Ms. Trass stated that she and the CPA are continuing to streamline Quick Books and the method of entry. With her leaving the district, Ms. Trass suggests Region H have a preliminary audit. This will help ensure her replacement will start with organized books and a clean report from CPA.

Ms. Henry moved to have a preliminary audit conducted; seconded by Mayor Grenke. Unanimous voice vote of approval.

9. Authorizing Chairperson to formally request to the City of Columbia that their Administrative Contract be extended until June 30, 2016.

Ms. Trass explained that in the past the Administrative Contract was written for a five year span. However, the new contract that was written last year, it was reworded to be renewed each year. She stated, in the past, the city was able to set a lump sum aside to cover the length of the contract. It's not conducive to their budget to do that, so we are going to ask for an extension annually. If the city approves our request, the District will have three more consecutive years they can ask for. Ms. Trass outlined the FY2016 to show the funds the City of Columbia matches. She also outlined the dollar amounts the city fronts to the district for salaries, benefits, and other expenditures until the district reimburses them. This happens on a quarterly basis.

Before voting to authorize the extension of the contract, Ms. Henry wanted to discuss the change in personnel and the contract itself. There was the exchange of thoughts and concern with the group before deciding that there was no time to amend the contract before it expires and DeAnna's departure. This is something that the group should consider for discussion in the future.

Mayor Grenke moved to authorize the Chairperson to formally request the extension of Administrative Contract with the City of Columbia; seconded by Commissioner Groves. Unanimous voice vote of approval.

10. Other Business

None

11. Adjourn

Mayor Grenke moved to adjourn the meeting; seconded by Ms. Henry. Unanimous voice vote of approval.

The meeting adjourned at 2:23 p.m.

APPROVED:

Respectfully submitted,

Jessica Sapp
Secretary, MMSWMD

Lauren Henry
Chairman, MMSWMD Executive Board

DeAnna Trass
MMSWMD Manager