

Minutes of Meeting
Mid-Missouri Solid Waste Management District Executive Board
Wednesday, July 8 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	J.C. Miller	Callaway County
Tom Groves	Audrain County	Paul Davis	Cooper County
Kim McCulloch	City of Columbia Alt.	John Glascock	City of Columbia
Jeff Hoelscher	Cole County	Kim Roll	Moniteau County

Members Absent:

Debra Miller	Howard County	Lauren Henry	City of Jefferson
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Others Present:

DeAnna Trass, District Manager	Jessica Sapp, Secretary
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1. Call to order and introductions

The meeting was called to order at 1:02 p.m. by Vice-Chair, J.C. Miller

2. Determination of quorum

It was determined there was a quorum.

3. Approval of agenda

Commissioner Hoelscher moved to approve the agenda; seconded by Mr. Glascock. Unanimous voice vote of approval.

4. Approval of the minutes from the Executive Board Meeting of June 10, 2015

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

5. District Manager's Report

Ms. Trass stated there were two FAA amendment requests and one final report.

FAA Budget Amendment: Grant# 2015006: "Support Local Glass Recycling Program", City of Jefferson. The City of Jefferson would like to amend their budget and change all of their in-kind expenses to cash. They feel this will allow them to get a better variety of bids with more cash to work with and makes tracking grant expenses cleaner. Ms. Trass stated the grant funds that were outlined for solid tires for their glass loader were zeroed out and added to match in the loader line item.

Commissioner Groves asked if the City of Jefferson was going to have a tire pick-up. Ms. Trass explained that they are not having a collection. Special tires are being purchased for the wheel loader to be used in the glass bunker to move material. The tires will not get torn up as easily as traditional tires would be.

FAA Budget Amendment: Grant# 2014019: "Rock Bridge Memorial and Katy Trail Recycling Initiative", MO Division of State Parks. This is a request to modify the budget to increase Personal Service by \$471.76 and decrease Supplies by the same amount.

Final Report: Grant# 2014017: "Park Playground Surface Project", City of California. The City of California upgraded its entire park with new structures, sidewalks, and playground equipment and

surface. Project was a success as ADA approved tile mats were purchased and installed at Proctor City Park. Diversion was met.

Mr. Glascock moved to approve the two amendments and final report; seconded by Commissioner Groves. Unanimous voice vote of approval.

Ms. Trass met with the CPA again recently to finish cleaning up QuickBooks. She says it's about complete to be ready for the FY15 audit. Although, Ms. Trass stated staff is awaiting bills from Clean Harbors to be able to post to the FY15 books and close them out. We did receive one of the bills, but there were discrepancies and staff is awaiting a corrected invoice.

As her other business, Ms. Trass wanted to discuss the City of Holts Summit and their playground grant; Grant# 2015004, "Hibernia Station Park and Greenway Park Fall Zone Safety Project". Recently, the subgrantee requested a budget amendment that outlined matching funds be moved to being reimbursable by grant funds. Also, line items have been added to the equipment category to reflect both grant and matching funds. Included in this budget amendment request are personnel being part of a reimbursable, not only as match. Which, Ms. Trass knows the Advisory Committee and Executive Board don't tend to award grant funds for personnel. She wanted to bring this to the board as a concern as she didn't feel this was an acceptable request to approve. She's already spoken with MDNR and they agree with staff that this request is not in line with the policy and procedure of the grant. This is a small grant for \$5,000.

In the past, there has not been an issue of moving money around in a budget, but it's a situation that the money has already been asked for and the subgrantee just wants to move things around; example funds left over in one line item being moved to another to supplement an unexpected higher cost. In this case, when a subgrantee is asking for funds for something that wasn't in the original request, she feels it's a change in the scope of work. Additionally, they are asking for the change at the end of the grant. The project has been completed.

Commissioner Groves agrees that this request doesn't fall into the grant request that was originally submitted. Ms. Trass shared the reimbursement request that was received will be the first and final as the project ended July 1. The final report will be submitted within the next twenty days. Commissioner Groves asked to confirm that all the work has been done for this project. Ms. Trass stated yes, project complete. Commissioner Groves feels that if the request came to staff during the project, the group would be having a different discussion regarding the request.

Mayor Grenke asked again for the numbers in the amendment request. In doing so, Commissioner Davis confirmed that approximately \$1,400 was asked to be moved from tire mulch into the other line items as reimbursable. Ms. Trass stated yes. Most of which were originally outlined as match by the City of Holts Summit.

Commissioner Hoelscher asked how putting funds toward the use of a bobcat relates to recycling. Ms. Trass stated they were using the bobcat as match to move the tire mulch. Commissioner Hoelscher did not feel this item was one the group should approve. Commissioner Groves was having heartburn using grant funds for personnel. The group agreed.

Mayor Grenke asked if the group does not approve the amendment then does the \$1,400 go back into the pot for future grants. Ms. Trass answered yes and staff would only reimburse what the City originally asked for in their grant.

Commissioner Davis asked how this request was different from the requests from the City of Jefferson and MO State Parks. Ms. Trass explained those two were moving funds from existing line items; whereas Holts Summit was not.

Commissioner Groves moved to not approve the budget amendment from the City of Holts Summit and leave the budget as is for reimbursement; seconded by Mayor Grenke. Unanimous voice vote of approval.

6. Treasurer's report and approval of bills

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

The Checking account reconciled balance is \$990.00

The Administrative account balance is \$163,023.42

The District Grant account balance is \$263,509.54

Ms. Trass explained there was a \$10 discrepancy due to a UCC filing that she failed to transfer. She will have this corrected for the next meeting.

Reimbursements: (Unterrified Democrat, \$240.00; Mehlan Insurance, \$364.00; City of Columbia, \$20,453.43; Apollo Porta Potties, \$55.06; Glasgow Missourian, \$337.50; MO Dept. of Revenue, \$5.00; Republic Services, \$22,395.95).

Mayor Grenke moved to approve all the Reimbursements with the exception of the City of Columbia; seconded by Commissioner Roll. Unanimous voice vote of approval.

Mayor Grenke moved to approve all the Reimbursements to the City of Columbia; seconded by Commissioner Groves. Unanimous voice vote of approval with Mr. Glascock abstaining.

Mr. Glascock moved to approve the Transfer of Funds; seconded by Mayor Grenke. Unanimous voice vote of approval with Mr. Glascock abstaining.

7. Approve contract extension with HHW vendor.

Mr. Miller stated Clean Harbors has been the HHW vendor for Region H this past year. According to the agreement with them, there would be no charge for containers and anything else that was delivered. Mr. Miller stated when he got the bill, there was over \$900 charged for containers, etc. This prompted him to go through the bill and attempt to match things to the contract. He did visit with Ms. Trass in an attempt to figure things out. A few other minor discrepancies were found.

Mr. Miller would like to suggest to those who have a satellite HHW facility that they do not pay a Clean Harbors invoice without sending it to District staff for comparison and review against the contract. He feels this may be a good process to have in place as MMSWMD is the one that holds the contract with the vendor. Mr. Miller has been pleased with the service and staff that Clean Harbors has given him, but their billing is something to be watched.

Commissioner Hoelscher asked if Clean Harbors has defended the incorrect billing. Mr. Miller shared they have admitted there was a mistake and they'd make it right on the next billing. Mr. Miller also stated that just because MMSWMD has a contract with a vendor that municipalities can piggy back off of, it doesn't mean they have to use them. They can certainly have the choice of finding another vendor on their own. Ms. Trass shared Mr. Millers' statement and added that it has been simple and easy to have our municipalities fall under our contract umbrella.

Mr. Miller would like to suggest if the group decides to renew this contract that MMSWMD staff ask the vendor visit all Region H facilities for an inspection. Ms. Trass stated they should already be doing that. Mr. Miller shared that the City of Fulton had an unofficial inspection by the HHW trainer while at their facility. He found some deficiencies that were disturbing to him. Ms. Trass stated she'd speak with the vendor about on-site visits.

Mr. Miller asked the group if they would like to go out for bid again. Ms. Trass advised the group that the contract with Clean Harbors will expire August 11, 2015. They would not have time to advertise and send

out RFP's and get responses. Commissioner Hoelscher suggested they renew the contract as there were no big issues other than billing. Mr. Grenke suggested staff talk to Clean Harbors about not getting the FY17 business if billing doesn't come more in line with the contract.

Mayor Grenke moved to renew the HHW contract with Clean Harbors; seconded by Commissioner Hoelscher. Unanimous voice vote of approval.

8. Discuss District Manager's job description and the advertisement of the position.

Commissioner Hoelscher stated the position has to be advertised at some point. The question was whether the group wanted to do it right away or wait a couple of months. Mr. Glascock explained the reason he wanted to put it off is that he will be vacating his position in Public Works the beginning of October. At that time, Ms. McCulloch will become the supervisor of the district manager. He doesn't feel comfortable making a decision for Kim on who she will supervise in the future. If the board is comfortable putting off posting for the position, the board can assist her in selecting an applicant for the position. Commissioner Hoelscher knows that the position has to be posted at some point. He is indifferent on whether to do it now or wait. It was agreed to this will be a discussion item on October's agenda.

Commissioner Hoelscher asked if the position has to be posted for thirty days. Mr. Glascock responded that the group can have it posted for as long as they decide. City policy states it has to be posted for a minimum of two weeks. The group has six months to advertise and hire for the position.

9. Other Business

Ms. Trass shared that the Tire, Auditor, and the annual renewal of the Administrative Contract will come due next year. She suggested that the board look at and discuss all contracts MMSWMD has toward the beginning of each year. This will allow for more discussion time to determine whether they want to go out for bid or continue with services before the contract extension comes due. The group agreed. This discussion item will be placed on the March meeting agenda every year.

10. Adjourn

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

The meeting adjourned at 1:32 p.m.

APPROVED:

Respectfully submitted,

Jessica Sapp
Secretary, MMSWMD

J.C. Miller
Vice-Chairman, MMSWMD Executive Board

DeAnna Trass
MMSWMD Manager