

Minutes of Meeting  
Mid-Missouri Solid Waste Management District Executive Board  
Wednesday, July 13, 2016, 3:00 p.m. "Open Meeting"  
City of Columbia, 701 E. Broadway, Conference Room 3A, Columbia, MO 65201

**Members Present:**

J.C. Miller	Callaway County	Kim McCulloch	City of Columbia
M.L. Cauthon, III	Cooper County	Jeff Hoelscher	Cole County
Lauren Henry	City of Jefferson	John Glavin	Osage County
Tom Groves	Audrain County		

**Members Absent:**

Tim Grenke	Boone County	Kim Roll	Moniteau County
Debra Miller	Howard County		

**Others Present:**

Lelande Rehard, District Manager	Jessica Sapp, Secretary
Chad Shoemaker, City of Mexico	

**1. Call to order and introductions**

The meeting was called to order at 1:00 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 Mr. Cauthon. Unanimous voice vote of approval.**

**4. Approval of the minutes from the Executive Board Meeting of June 8, 2016**

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

**5. District Managers Report**

Mr. Rehard stated there were three final reports.

Grant# 2014004: "Equipping a New Facility", Boonslick Industries. This grant funded the purchase of an inbound conveyor and relative modifications. It also funded a forklift and attachments. The project outlined a total of 708 tons of material. The completed project brought 1871.56 tons of diverted material. This consisted of glass, #1 & 2 plastics, HDPE, metal/aluminum, OCC and other paper. As the sub grantee commented, the material predominantly collected was fiber. Both OCC and other paper greatly exceeded their projections; the other four commodities didn't even come close. Overall, the project was a success.

Grant# 2015011: "Paper Sorting Volume Increase", Boonslick Industries. This grant funded collection carts, nesting totes, and pallet jack to increase the paper sorting volume at BII. Being able to obtain these items allowed them to add customers and create a streamlined process for BII workers to sort, move, and store material. This grant project predicted 120 tons of newspaper, office paper and other paper to be diverted from the landfill. Each of these items exceeded their projections giving an overall 359.25 tons collected. In all respects, this project was a success.

Grant# 2014016: "Westphalia Drop-off Recycling Program", Westphalia. This grant funded a community recycling drop-off for the City of Westphalia. Allied Waste provides a single-stream drop-off and hauls the material to Federal Recycling for sorting. Conversations with City of Westphalia staff indicate that the city will continue to fund the drop-off because of its popularity with the community. Westphalia collected 58.98 tons of single stream recycling (mixed paper, OCC, metal, plastic). There is unfortunately no way to break down weights by material as it is collected as a single stream source. Westphalia set a goal of 12.15 tons of mixed paper, 12.15 tons of metal, and 2.7 tons of plastic for a total of 27 tons. Over the life of the project the drop-off collected 58.98 tons of single stream material, almost double their goal. The project is a resounding success and a testament to the need for recycling in smaller rural communities.

**Mr. Cauthon moved to approve the three final reports; seconded by Commissioner Hoelscher. Unanimous voice vote of approval.**

**Other Business:**

Mr. Rehard shared MDNR still has not approved FY16 Round 3 Small Grant from Boonslick Industries (BII). This grant was approved by the Executive Board for BII to renovate the floor of their glass bunker to reduce contamination. There are two issues MDNR has asked staff to resolve with BII. First being the question of prevailing wage being part of the contractor bid. They reference the Davis Beacon Act. Mr. Rehard felt in reading the Act, it didn't apply to BII. With their knowledge of it, the board didn't think so either. Mr. Rehard stated he contact the Department of Labor for clarification. His contact stated at first glance prevailing wage would not apply to BII; however, they will look into it further to confirm and get back to him.

Another question from MDNR is proper permitting. BII will need to obtain a stormwater permit as their new building is complete. Mr. Rehard said he's been in contact with Mr. Shackelford and he's working toward getting this done. MDNR is being more diligent in following and insuring subgrantees have necessary permits before funding is approved.

**University Collection Event Analysis**

Mr. Rehard gave an overview and analysis of the University Collection based on the resident survey taken along with the costs and tonnage relative to the event:

Participation

242 survey responses were collected, but not all participants were surveyed. MMSWMD staff estimates that approximately 400-450 vehicles came through the event. Of those survey 215 were from Boone, 8 from Cole, 7 from Cooper, 5 from Howard, 3 from Callaway, 3 from Audrain, 1 from Moniteau, and 0 from Osage. Also, 174 survey participants were from the City of Columbia.

Considering the difference between the region's population distribution by county and participation by county it is safe to say the event did not serve the entire region. The most likely barriers to participation to residents outside of Boone are travel time and communication about the event reaching residents.

Costs were drastically reduced due in part to the \$10 fee for CRT monitors and a reduction in the amount of HHW collected. Tonnage for tires was up from last year and tonnage for E-waste remained relatively the same. It seems that fees for tires and CRT monitors did not deter participation. It is unclear what affected the cost for HHW. Paint and pesticides weights were almost half of what was collected in FY 15. Columbia's HHW facility was open during the event too which may have reduced the amount collected. Approximately 175 cans or 1,750 lbs. of paint were diverted and donated to Habitat for Humanity for an approximate saving of \$787.50. MMSWMD staff also cut back on advertising by choosing to only use the Columbia Tribune for the Columbia area. Cuts in ads may have effected participation but without clear data from previous years for participation it is difficult to understand what impact this may have had.

Moving Forward

MMSWMD staff is scheduling a follow up meeting with our partners. The sponsorships from partners more than covered the cost for HHW. If fees remain the same for tires next year we would be able to use only two trucks instead of three, reducing the cost of tires to \$5,000. The flat \$10 free for CRT monitors greatly reduced e-waste cost while not drastically affecting the amount collected. If we are able to keep HHW costs around \$15,000 and continue to collect \$17,500 from our partners the event will continue to be a good deal for MMSWMD and will leave funding for collections in different counties and/or the collection of additional materials. Staff would like to consider moving the date of the event to the beginning of the fiscal year to make planning collections for the rest of the year easier.

There is most likely a clear need for collecting CRT monitors and tires in the rest of Region H. One strategy to consider is deploying collection containers at Region H HHW facilities for e-waste and CRT monitors. This would hopefully avoid any mobilization fee, provide a more convenient location for residents to bring e-waste, and the container could be pulled if costs become too high. Cooper County may merit the cost of holding an HHW event if communication of the event reaches residents, it would also help reduce the ongoing costs for a future permanent facility in the county. Osage is certainly in need of HHW services but it is unclear if a single collection event will be the most effective tool. MMSWMD may want to consider working with the Cole County and Jefferson City to open their facility up to Osage County and compensate them for the cost of materials coming from Osage.

## Ideas for 2017 Collections

- Offer to administer tire collections with the understanding that MMSWMD funds cannot pay for the handling or disposal of tires.
- Electronic Waste Collection Event in Jefferson City to serve the southern population center of Region H.
- Consider an RFP for E-waste vendor to place collection containers at Region H HHW facilities for 2017.
- HHW Collection of Cooper County.
- Open Cole County HHW facility up to Osage County residents and have MMSWMD work out compensation to Cole County. Analyze any increased cost for Cole County and see if Osage County would pay to use of Cole County's facility moving forward from FY 17.
- Consider collection events or other collection strategies for other common items that are difficult to recycle or properly dispose of (bulky plastics, Styrofoam, large ag tires, smoke detectors, etc.).

Commissioner Hoelscher brought up having a tire collection in Cole County. He regularly gets phone calls as to when there will be another one in his area. As the group has discussed in previous meetings, Mr. Rehard stated the district could not cover pay tire fees. The hosting county/municipality would need to fund the cost of the tire vendor. This can be done by budgeting for the event or looking for sponsorships. The county/municipality could set their own tire fee structure as well. Mr. Rehard said district staff would arrange and work any tire collections that would be scheduled.

Addressing the idea of Cole County's HHW Facility being open to Osage County residents, Mr. Rehard asked Ms. Henry if the City of Jefferson would be willing to open the facility one or two Saturday's during their HHW season. This would allow for working Osage residents to participate in the drop-off. Ms. Henry felt this would not turn into an acceptable option. However, the City of Jefferson already accepts items from Osage residents. It's just not advertised they do. Mr. Rehard asked Ms. Henry if she'd be willing to have one or two Osage County employees assist her on collection days if they had them to offer. She stated that would be fine. Mr. Rehard said district staff would work on some type of arrangement between the two counties. The arrangement would include the district offsetting the cost to the City of Jefferson for any increased costs associated to Osage County participating in drop-off days.

### **6. Treasurer's report and approval of bills**

Treasurer, Jeff Hoelscher presented the Treasurers Report for June 2016.

The Checking account reconciled balance is \$980.00

The Administrative account balance is \$231,760.86

The District Grant account balance is \$355,957.75

Reimbursements: (Columbia Tribune, \$429.30; Central MO Newspapers, \$251.25; Mexico Ledger, \$115.00; Fayette Advertiser, \$71.50; Boone County Journal, \$86.25; Apollo Porta Potties, \$55.08; ABC Tire, \$7,500.00; Mehlan Ins, \$382.00; City of Columbia, \$23,606.08; Unterrified Democrat, \$180.00; Boonville Daily News, \$225.00; City of Westphalia, \$2,800.00; Boonslick Industries, \$13,336.95)

**Mr. Miller moved to approve the Treasurer's Report, Reimbursements, and Transfer; seconded by Mr. Cauthon. Unanimous voice vote of approval with Ms. McCulloch abstaining.**

### **7. Authorizing Chairman's signature on the FY2017 E-verify document required by MDNR for MMSWMD's Plan Implementation and District Operation grant funding.**

**Mr. Cauthon moved authorize the Chairman to sign the E-verify document; seconded by Commissioner Hoelscher. Unanimous voice vote of approval.**

### **8. Approving the removal of J.C. Miller from the Callaway Bank accounts designated to the MMSWMD and adding the newly elected Vice-Chair to perform transactions authorized by the Executive Board.**

**Commissioner Groves moved remove Mr. Miller from the MMSWMD bank accounts and add Mr. Cauthon; seconded by Commissioner Hoelscher. Unanimous voice vote of approval.**

### **9. Approve contract extension with Clean Harbors for FY 2017 as the MMSWMD HHW vendor.**

Mr. Rehard asked those who work with an HHW facility if they've been happy with Clean Harbors this past year. He has seen improvements on the administration side

**Commissioner Groves moved extend the HHW contract with Clean Harbors for one more year; seconded by Ms. McCulloch. Unanimous voice vote of approval.**

**10. Approve contract extension with Lisa Wright for FY 2017 for Auditing Services.**

Mr. Rehard stated there was no vote needed on this topic today. Ms. Wright had sent an engagement letter for services that included multiple years. MMSWMD extends contracts one year at a time. Mr. Rehard said he reached out to Ms. Wright but hasn't received a revised engagement letter.

**11. Approving Cliff Jarvis as authorized agent for Columbia College - 2016-012, Sustainable CC.**

MDNR asks that the board consider making Mr. Jarvis the authorized agent for Columbia College's grant. Mr. Rehard shared Mr. Jarvis is the Facilities Director of the facility and has budgeting authority for the department and signed the FAA. Ms. Sapp added the question came to light as Mr. Jarvis was not listed in the grant application as the authorized agent.

**Mr. Cauthon moved to recognize Cliff Jarvis as the authorized agent for Columbia College's grant; seconded by Ms. McCulloch. Unanimous voice vote of approval.**

**12. Other Business**

**12. Adjourn**

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

**The meeting adjourned at 1:50 p.m.**

**APPROVED:**

Respectfully submitted,

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Jessica Sapp  
Secretary, MMSWMD

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Lauren Henry  
Chairman, MMSWMD Executive Board

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Lelande Rehard  
MMSWMD Manager