

Mid-Missouri Solid Waste Management District
Advisory Committee Meeting Minutes
Wednesday, October 21, 2015, 1:00 p.m.
Daniel Boone Building, 701 East Broadway, Columbia, MO
Mezzanine Conference Room – OPEN MEETING

Members Present:

Thaddeus Yonke	Boone County Planning	John Glavin	Osage County
Marna Williams	Moniteau County	Tom Groves	Audrain County
Lauren Henry	Cole County	Bill Fountain	At Large
M.L. Cauthon	Cooper County	Gayla Neumeyer	At Large
J.C. Miller	Callaway County	Angie Gehlert	At Large
Patrick Steele	At large		

Members Absent:

Howard McMillan	Howard County	Rick Graham	City of Jefferson
Vacant	Cole County	Kim McCulloch	City of Columbia

Others Present:

Lelande Rehard, Interim MMSWMD Manager	Jessica Sapp, MMSWMD Secretary
Layli Terrill, City of Columbia	Terry Hunt, IMS
Kristen Schulte, River Relief	

1. Call to Order and Introductions

Mr. Yonke called the meeting to order at 1:00 p.m. and began introductions.

2. Determination of Quorum

It was determined there was a quorum.

3. Approval of Agenda

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

4. Approval of the April 15, 2015 meeting minutes.

Commissioner Groves moved to approve the meeting minutes; seconded by Ms. Henry. Unanimous voice vote of approval.

5. Review of Scoring Process for FY 2016 Applications and Funding Levels

The total amount requested in this small grant round is \$25,825.25. Mr. Yonke stated that there is \$50,000.00 to award this round. He then reminded the Committee that the total score on a grant needs to be 200 or higher to qualify for recommendation of funding to the Executive Board. After discussing each grant request, scoring will be done individually. Following this and a group discussion, it will be determined collectively as to whether or not to award bonus points and/or deductions from the total and what those numbers should be. During Staff review of the grant, recommendations are given and the Advisory Committee will take these into consideration when making their decision.

Mr. Yonke gave an overview the function of the Advisory Committee and its relationship with the Executive Board. The Committee was appointed by the Executive Board to review and score any grant requests that were submitted and make a recommendation of funding. Mr. Yonke went on to explain that

in the category of Project Efficiency (cost/benefit), the weighted average has to be below a certain amount in order to score it with more than four points. Once District Staff receives a grant submission, it is reviewed and identified as to whether or not it can have a score higher than four.

Mr. Yonke reminded the committee that by scoring a grant, it is an affirmation that the member has read the grant and believes, in their opinion, that by giving a score to a grant and potentially funding it, they are affirming that it will not significantly adversely impact any operation within the District. Mr. Yonke explained that this is a concern of MDNR, and the District has chosen to address their concern in this manner. Committee members would need to abstain from scoring a grant if there is a conflict of interest.

Ms. Neumeier entered the meeting at 1:11 p.m.

6. Discussion and scoring of FY 2016 District Grant Applications Round 1 (seven small grant applications were received.)

1) H-16-03 IMS, LLC. Ewaste Portable Cages

If funded, IMS will expand their e-waste recycling efforts and purchase portable cages for transporting items from a business and storing them on-site while awaiting proper disposal. There will be cases where a cage will be left at a business so it can be filled as needed. Contents will only accessible by authorized personnel.

IMS offers many safe and secure disposal options for their clients. Adding e-waste will assist recycling efforts and more waste being diverted from the landfill.

Mr. Yonke asked Mr. Hunt how many cages IMS was asking for. Mr. Hunt recalled nine. Mr. Yonke asked if IMS already had customers lined up for the cages to be placed. Mr. Hunt replied yes. Commissioner Groves also asked what the cages looked like. MMSWMD staff displayed the page of the application showing the cages on the screen.

Mr. Hunt explained in some cases in regard to the medical field, they will rotate the cages. After rotating computers, monitor, laptops out of service, they would be placed in the cage and locked. When the cage is full, IMS would be called for a pick up and they'd collect the full cage and leave an empty one to begin the process again. IMS holds the ewaste until they have a certain quantity before sending off for processing; hard drives are shredded, computers are "wiped", and they are kept out of landfills. Mr. Hunt shared that IMS has a contract with a company out of St. Louis. Mr. Yonke confirmed that is they waste goes to be recycled. Mr. Hunt stated yes.

Commissioner Groves asks if there is a charge for this service. Mr. Hunt stated yes. There is a charge to the client for IMS to come and swap cages and taking ownership of the ewaste inside. Ms. Henry asked if there was a rental fee for the cages. Mr. Hunt stated no.

Ms. Gehlert asked if the company they are contracted with is certified. Mr. Hunt shared they use EPC out of St. Louis and they are Level 4 certified with MDNR.

Bonus Points *Grant did not qualify for any bonus points or deductions*

Ms. Henry moved to award 0 bonus points and no deductions; seconded by Commissioner Groves. Unanimous voice vote of approval.

2) H-16-04 IMS, LLC Collection Consoles

IMS is a safe and secure way for state and local governments, schools, and private companies to manage their document disposal. IMS provides services to collect, shred, and recycle paper.

If funded, IMS will purchase locking consoles and provide them to new and existing businesses. They keep sensitive documents secure while at the business, during transport to IMS, and while awaiting the shred process. Contents are only accessible by authorized personnel.

Mr. Yonke commented that the consoles appeared to lockable units. They don't seem to be mobile. He's wondering if they are mounted in any way.

Mr. Hunt stated the consoles are standalone units that look like a piece of office furniture. Each unit has a door that is locked and two people have keys. IMS has one and the client has the other. There are cases that sensitive information is discarded inside a lock box in error that need to be retrieved. These consoles are set up to receive sensitive information from hospitals, doctor and dental offices, car dealerships, insurance companies, and so on. Companies like these want to dispose sensitive information from their patients/clients in a responsible manner.

Mr. Steele asked to confirm the consoles were used for paper documents. Mr. Hunt stated yes.

Mr. Yonke asked how the material locked inside was collected. Mr. Hunt explained there was a bag inside that collects the documents. Once full, the client calls IMS who respond with removing the full bag and replacing it with an empty one. At that point, IMS collects a signature for certificate of destruction. This certificate will be provided during audits in the future. From there, the full bag is taken back to IMS to be commingled, shredded, and baled into 1000 pound bales and they then deal directly with the paper mill.

Ms. Neumeyer asked that IMS becomes responsible for the contents as soon as it's deposited in the console? Mr. Hunt stated no. Only at the time of collection and the certificate of destruction is signed. She then asked how much each unit costs. Staff referred to the application and they are \$69 each.

Mr. Yonke asked how often contents are removed from the consoles. Mr. Hunt stated it depended on the need of the client. At this time, routes are set up for either every seven, fourteen or twenty-eight days. He shared each bag is capable of holding up to eighty (80) pounds. Mr. Yonke stated in his calculation that to reach IMS's diversion goal at eighty (80) pounds a pick up, they would have to make five pick-ups a month for each of the thirty (30) consoles being purchased with this grant. He felt the projected goal may be a bit high based on all thirty (30) being in service the entire time period of the grant. Mr. Yonke feels there will be a great deal of paper collected and recycled, but if grant is funded, he didn't want IMS to be surprised if the project fell short of its projected goal.

Ms. Gehlert asked Mr. Hunt if IMS has locations planned for the thirty (30) carts. He stated yes. At this time Columbia and Jefferson City is IMS's largest service area. They have recently had to increase their service pick-ups from two days a week to four.

Bonus Points *Grant did not qualify for any bonus points or deductions*

Ms. Neumeyer moved to award 0 bonus points with no deductions; seconded by Ms. Henry. Unanimous voice vote of approval.

3) H-16-05 IMS, LLC Collection Carts

IMS is a safe and secure way for state and local governments, schools, and private companies to manage their document disposal. IMS provides services to collect, shred, and recycle paper.

If funded, IMS will purchase locking roll carts and provide them to new and existing businesses. They keep sensitive documents secure while at the business, during transport to IMS, and while awaiting the shred process. Contents are only accessible by authorized personnel.

Mr. Yonke commented this request was very similar to the last. Mr. Hunt stated it was only the roll carts will service "back room" customers. The carts are not as nice as the consoles, but they do have a locking lid to service the same security purposes.

Commissioner Groves asked how the carts have their contents disposed of. Mr. Hunt says there is a lift on their service vehicle. Once back at IMS, there is another lift that will dump the material into the

shredder. The carts will hold approximately 200 pounds of paper, however, they have clients that pack it in and can weigh as much as 280 pounds.

Mr. Yonke confirmed that the roll cart system is a swappable one. When a full one is picked up, an empty one is left. Mr. Hunt stated that was correct.

Bonus Points *Grant did not qualify for any bonus points or deductions*

Ms. Neumeyer moved to award 0 bonus points with no deductions; seconded by Mr. Steele. Unanimous voice vote of approval.

4) H-16-06 River Relief Jefferson City MO River Clean-up

River Relief is coordinating a one day river clean up that will span five miles of the Missouri River with locations in Boone, Callaway, and Cole County. They have come to MMSWMD asking for financial assistance for this project.

If funded, the grant will pay for coordination, fuel, food, boat usage with crew, and t-shirts. Volunteers will remove trash, plastic, aluminum, glass, tires, appliances, etc. from the river and dispose/recycle collected items responsibly.

Ms. Henry stated the only thing she does not like about the request is that food and t-shirts are being asked for. Mr. Yonke mentioned labor was in the funding category as well. Ms. Henry stated she was alright with that, however, she'd like to see the food and t-shirts swapped on the budget with gloves, trash bags, supplies, etc. She's rather fun things that are more material in removing waste during the event.

Mr. Yonke commented that the group doesn't typically fund these items. He recalled the last time they did being a long time ago. Ms. Sapp stated that River Relief brought a grant to MMSWMD a couple of years ago that is practically identical to this one and was approved. Mr. Rehard confirmed this stating River Relief used their past application to assist them in calculating their diversion for this project.

On the personnel side, Mr. Yonke stated the group doesn't normally fund this line item, but they tend to make an exception when it comes to one day clean-ups. It falls under the guise of hiring a vendor to come in and to a clean-up and it's a small grant.

Ms. Neumeyer asked Ms. Schulte how MMSWMD would be advertised as being a sponsor/cosponsor of this event. Ms. Schulte stated that the event doesn't necessarily get a lot of media attention. They may get attention if there is a specific group volunteering or if media responds to press releases sent out. Ms. Neumeyer clarified that sponsors/cosponsors would be acknowledged in press releases. Ms. Schulte stated yes. She then explained the hierarchy of sponsorships.

Commissioner Groves asked if there is signage for the event where sponsors are listed. Ms. Schulte stated banners will reflect sponsors and the information they want known to the public. Also, sponsors are encouraged to have a booth at the event to help promote their business.

Mr. Yonke stated the application noted that one of the advantages with this event is all recycleables would be taken to Civic Recycling. He understands that Civic is no longer in business and asked Ms. Schulte what River Reliefs' plan was for recycling their waste. Ms. Schulte was unaware of this happening. Mr. Rehard commented that their closing happened after the application was submitted.

Ms. Gehlert stated this was something out of the applicant's control. Mr. Yonke agreed, but the event coordinator will still need to find another outlet for the waste fished from the river. Ms. Gehlert asked what their options were. This is what Mr. Yonke is concerned with. Civic took items that were harder to process. The question is whether River Relief is able to locate another processor.

Ms. Schulte stated that typically what they do at an event where they want to recycle is lay out large tarps after the event. Since river waste is so dirty and gross, they will dump all the bags collected onto the

tarps and sort through it. One thing she's proposing if a new processor cannot be located is that River Relief ask volunteers to stay behind and empty out and sort the "clean" waste out to be processed. She said it would be a tedious task, but they'd be willing to do it.

Ms. Gehlert feels there are options for River Relief to explore. Maybe the City of Jefferson or Federal Recycling would be willing to help with processing the waste collected. The City of Columbia may be an outlet as well. Mr. Rehard stated that if the project is approved, the FAA can reflect the change of processors.

Ms. Schulte outlined River Relief will have dumpsters to assist sorting scrap metal, aluminum, glass, etc on site. Ms. Neumeyer asked if the cost of renting the dumpsters is included in their event coordination. Ms. Schulte stated they would be considered part of the match. Ms. Neumeyer returned to Ms. Henry's concern about funding food and t-shirts, she suggested that these two items be moved as match and the cost of dumpster rental be put in their place.

To put a perspective on asking for food and t-shirts to be funded, Ms. Schulte stated it's a reward for the volunteers. It's sort of a draw to bring in volunteers, hopefully more than in previous years.

<u>Bonus Points</u>	+40	<i>District-wide benefit; serving 3 jurisdictions – Priority #1</i>
	+20	<i>Identify Community Needs – Priority #3</i>
	-5	<i>Deductions</i>
	55 pts	

Ms. Neumeyer moved to award 60 bonus points and 5 point deduction; seconded by Ms. Gehlert. Unanimous voice vote of approval with Ms. Henry abstaining.

5) H-16-07 City of Columbia Food Waste Roll Carts

The City of Columbia is currently collecting food waste from large superstores, grocers, and restaurants with a food waste collection truck purchased with previous MMSWMD funding. It transports waste to the city's compost site where it is mixed with other organic material.

If funded, roll carts will be purchased and placed at local restaurants, grocers, and schools so they can easily manage and capture their food waste. It will also simplify the process and create efficiency for the city's collection staff.

Mr. Rehard shared that food waste is a big push by the EPA right now. Though MMSWMD has funded the City of Columbia in the past for a food waste collection vehicle, this grant is geared toward smaller businesses that do not generate large amount such as grocery stores that necessitate a roll-off container.

Mr. Steele asked how many carts would be purchased. Staff displayed the grant to show 100, 65 gallon carts. Ms. Terrill explained that in addition to the food waste vehicle funded by MMSWMD, it also funded cart adapters that go onto the forks of the truck. These roll carts have the capability to be lifted three at a time and dumped into the truck.

Commissioner Groves asked who rinses the carts out. Ms. Terrill stated that was the responsibility of the company/facility. Mr. Yonke asked if the City of Columbia anticipated any cross contamination with other recycleables/trash being put into these carts dedicated for food waste? Ms. Terrill stated they've had luck in the past to have little to no contamination in their food waste. Since a majority or all of the carts will be placed in Columbia Public Schools, there should be no problem educating the students and staff on what waste can be deposited in them. CPS's Culinary Arts program currently has food waste containers and there have been no problems.

<u>Bonus Points</u>	+20	<i>Identify Community Needs – Priority #3</i>
	-0	<i>Deductions</i>
	20 pts	

Mr. Steele moved to award 20 bonus points and no deductions; seconded by Ms. Gehlert. Unanimous voice vote of approval.

6) H-16-08 City of Columbia Commercial Recycling Roll Carts

The City of Columbia is looking to expand its commercial recycling base. There are businesses who do not currently participate in their program and recycling will be offered to new businesses that come into the city.

If funded, the City of Columbia will purchase 125, 95 gallon roll carts to be placed at business who would like to recycle mixed fibers and containers. City staff will empty the carts and take the material to the MRF for processing.

Bonus Points +20 *Identify Community Needs – Priority #3*
-0 *Deductions*
20 pts

Commissioner Groves moved to award 20 bonus points and no deductions; seconded by Ms. Henry. Unanimous voice vote of approval.

7) H-16-09 City of Holts Summit Recycling Center Capacity Improvement Project

The City of Holts Summit is looking to expand their recycling center at Greenway Park. Several years ago, MMSWMD funded site preparation, surveillance, and roll-off containers to provide a drop site for fiber, plastic, aluminum and steel can recycling. Holts Summit residents have taken advantage of the drop site. So much so, the city needs to expand their services. Holts Summit City Council has committed to transportation costs for this project during and after.

If funded, this grant will purchase an additional 22 foot roll off container to join the collection rotation by Kingdom Projects (KPI). Two containers will always be available for residents of Holts Summit and Callaway County. The third will be dropped off when one container gets full and is taken to KPI for processing.

Mr. Cauthon confirmed these roll-offs will belong to Holts Summit, not KPI. Mr. Yonke stated yes. Similar relationship Boone County had with Civic at one time. The County had owned all their roll-offs and they paid Civic a fee to pick up the contents when full. They now have the same agreement with the City of Columbia.

Bonus Points +20 *Identify Community Needs – Priority #3*
-0 *Deductions*
20 pts

Ms. Henry moved to award 20 bonus points and no deductions; seconded by Ms. Williams. Unanimous voice vote of approval.

7. Recommendations for funding FY2016

Mr. Yonke reviewed the results of the scoring. The grants scored in the following ranking:

1. City of Holts Summit (Recycling Center Capacity Improvement Project): 324 points
2. City of Columbia (Food Waste Roll Carts): 321 points
3. River Relief (Jefferson City MO River Clean-up): 318 points
4. City of Columbia (Commercial Recycling Roll Carts): 315 points
5. IMS, LLC (Ewaste Portable Cages): 259 points
6. IMS, LLC (Collection Carts): 259 points
7. IMS, LLC (Collection Consoles): 245 points

Mr. Yonke reminded the Committee that normal procedures dictate that the Advisory Committee only recommends funding grants that score 200 or above to the Executive Board. He also stated that it was the job of the Committee to recommend funding, not to make any funding decisions.

In looking at the grants and the order they ranked, Mr. Yonke stated if the Advisory Committee followed what they've always done, they could recommend fully funding the grants in order of their score. However, with having enough money to fund all, order will not matter.

Commissioner Groves moved to fund all grants as they all scored over 200 points; seconded by Commissioner Glavin. Roll call in favor of the motion with Ms. Henry abstaining.

8. Other Business

None

9. Schedule next meeting

Meeting to discuss large grant applications is February 17, 2016

10. Adjourn

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

The meeting adjourned at 2:22 p.m.

Respectfully submitted,

APPROVED:

Jessica Sapp
Secretary, MMSWMD

Thaddeus Yonke
Chairman, MMSWMD Advisory Committee

Lelande Rehard
Interim MMSWMD Manager