

Meeting Minutes
Mid-Missouri Solid Waste Management District Executive Board
Wednesday, February 10, 2021 at 1:00 p.m.
OPEN MEETING

Join Zoom Meeting
<https://zoom.us/j/99193179841>
Meeting ID: 991 9317 9841
+1 312 626 6799 US (Chicago)

Members Present:

John Trenshaw	Osage County
Thad Yonke	Boone County
Barbara Buffaloe	City of Columbia
Karlie Reinkemeyer	City of Jefferson
Jeff Hoelscher	Cole County
Jeff Ditto	Cooper County
Kent Wood	Callaway County

Members Absent:

Tracy Graham	Audrain County
Jennifer Schmidt	Moniteau County
Debra Miller	Howard County
Rachel Senzee	City of Jefferson Alt

Others Present:

Elise Buchheit	District Administrator
Ramon Garza	District Administrative Technician

1. Call to order and introductions

The meeting was called to order at 1:01pm by Barbara Buffaloe, Chair.
Ms. Buffaloe introduced Karlie Reinkemeyer as the new Board Representative from the City of Jefferson.

2. Determination of quorum

It was determined there was a quorum.

3. Approval of agenda

Mr. Yonke moved to approve the agenda as presented; seconded by Mr. Wood. Motion approved by unanimous voice vote.

4. Approval of the minutes from the Executive Board Meeting of January 20, 2021.

Mr. Yonke moved to approve the minutes as presented; seconded by Mr. Wood. Motion approved by unanimous voice vote.

5. Reports

a. District Manager's Report

DISTRICT ACTIVITY UPDATE

Reporting:

MDNR granted District H an extension on the Quarterly Project Financial Summary to February 12. MDNR previously granted District H an extension on the FY19 & 20 financial audit until February 25. The draft audit has been shared with the Executive Board and a Management's Discussion and Analysis has been drafted. Staff is beginning to complete the Assessment Inventory Report which is due April 1 to MDNR.

Policies & Rules:

Through the transition to a new District Planner, staff is working to standardize the administrative processes and confirming compliance with the MMSWMD Policies and Administrative Rules Handbook and bylaws. If any changes are required or policies need to be drafted, staff will report to the Executive Board for consideration prior to the District Council meeting.

Meetings:

- ReFED Insights Engine (2/2) - Free tools available at insights.refed.com
- Planner's Meeting (2/3)
- SWAB (2/3)

Projects/Outreach: Streets departments in the District's cities and counties have been contacted to determine if there is demand for a tire round-up this spring.

News in the District: The City of Columbia transitioned to a pay as you throw program starting in February. Curbside recycling has also resumed with two pick-ups each month.

LEGISLATIVE UPDATE

HB227	Burnett	Read 2nd Time	Repeals the state prohibition of local gov'ts regulating paper & plastic bags
HB775	Hicks	Read 2nd Time	Significant changes to the Solid Waste Management Districts
HCR26	Wallingford	Read 2nd Time	Establishes the Joint Committee on Solid Waste Mgmt. District Operations.

Staff, the District Planners and the Solid Waste Advisory Board (SWAB) are supportive of HB227 and HCR26. The repeal of the prohibition on bag bans is unlikely to move.

Support for HB775 is split amongst the District Planners and SWAB. The legislation would:

- require 5% of the scrap tire fee to be used in a new Waste Reduction and Recycling Unit
- take \$200,000 from the Environmental Improvement and Energy Resources Authority (EIERA) to be used for distribution to the minimally funded districts
- require revenues to be immediately transferred to the Districts each quarter
- lessen many reporting requirements for the Districts

While there is broad support for increasing funding to the minimally funded districts, there is concern from some about opening up the funding formula section. If additional landfill closures are anticipated in the future, this approach for supporting minimally funded districts would not provide stable, long-term funding.

UPCOMING MEETINGS/EVENTS

- Missouri Product Stewardship Council (2/11/21)
- MARC Webinar - Creating Markets for Recycled Materials in MO (2/11/21)
- Executive Board Meeting (3/10/21)
- Missouri Recycling Association (MORA) Conference - moved to November 15-17

GRANT PROCESS

Small Grants: FAAs for the five approved small grants for FY2021 have been circulated for signature. Projects may start when fully executed.

Large Grants: Due to lack of applications with the initial large grant application call, the District will conduct a second application round for FY2021. FAAs for approved grants must be executed prior to June 30, 2021. Staff proposes the following general timeline:

- Preliminary Application Due: End of March
- Final Application Due: Middle of April
- Advisory Committee Review: Last week of April
- Executive Board Review: May 12, 2021

H2019-012 Columbia Public Schools: Due to school closures from COVID-19 and changes to school activities, CPS has not been able to start their "Cafeteria Recycling and Composting Stations" project. They will likely request an amendment to adjust their project period to be considered at the next Executive Board meeting.

H2020-006 City of Centralia: The City has failed to file any of the three quarterly reports which were due since their project began. Staff have reached out via email and phone to the project manager multiple times over the past several months with no response. Board input will be sought on whether to issue a 60 day notice of cancellation.

Board Comments:

Mr. Yonke has indicated that he wishes to communicate further with City of Centralia to ascertain whether or not the delay in reporting is not as a result of staffing shortage or some other factor. The Boone County office can provide the data for this project's Match Documentation since they are the body that coordinates the servicing of those drop-off containers.

Ms. Buffaloe has indicated that the timeline staff has provided for the second large grant application call is acceptable. But she has asked staff to check with DNR on whether a second call is necessary, especially considering the abbreviated timeline that it will be conducted under.

Staff will report back next meeting.

Mr. Yonke moved to approve the District Manager's Report; seconded by Mr. Wood. Motion approved by unanimous voice vote.

b. Treasurer's Report

For January 2021:

The Checking account reconciled balance is \$960.00

The Administrative account balance is \$121,809.75

The District Grant account balance is \$473,904.52

Mr. Yonke moved to approve the Treasurer's report; seconded by Mr. Wood. Motion approved by unanimous voice vote.

6. Items Requiring Action

FINAL REPORTS & STAFF RECOMMENDATIONS

Final Report H2020-004 - Missouri River Relief – Big Muddy Clean-Up in Mid-Missouri: River Relief conducted a cleanup of the Missouri River at Cooper's Landing in Boone County. The award was used to purchase new electronic equipment for volunteer sign-in, new chairs, litter grabber tools, and a table. Project goal was 3.5 tons. Project reported 5.5 tons.

From the grantee:

We had fewer volunteers (99 vs. 130) because of our own social distancing protocols which limited the number of volunteers that we could involve. Our results were equal or better than our standard one-day event with twice as many volunteers because each volunteer group could work longer and our boats stayed with volunteers and were able to move them to multiple sites rather than shuttling multiple groups of volunteers in one morning.

Staff Recommendation: Accept final report.

Mr. Yonke moved to approve the final report; seconded by Mr. Wood. Motion approved by unanimous voice vote.

Reimbursements and unaudited bills: \$57,181.36

City of Columbia - \$25,000.00

Boonslick Industries - \$7,888.00

MO Dept of Corrections - \$3,003.80

Show Me Central Habitat for Humanity - \$15,519.49

River Relief - \$5,730.07

UCC-1 Transactions - \$40.00

Transfers:

Administration to Checking - \$25,000.00

District Grants to Checking - \$32,181.36

Mr. Yonke moved to approve the reimbursements except the City of Columbia; seconded by Mr. Wood. Motion approved by unanimous voice vote.

Mr. Yonke moved to approve the reimbursement to the City of Columbia; seconded by Mr. Wood.

Roll Call Vote:

Mr. Yonke – Yes
Mr. Wood – Yes
Ms. Reinkemeyer – Yes
Mr. Hoelscher – Yes
Mr. Ditto – Yes
Ms. Buffaloe – Abstain
Mr. Trenshaw – Yes

Motion Approved.

Mr. Yonke moved to approve the Transfers; seconded by Mr. Wood. Motion approved by unanimous voice vote.

Draft Financial Audit (FY2019 and FY2020) and Management Discussion & Analysis:

Ms. Buchheit summarized the draft audit. No findings in the report from the Auditor.

Financial Highlights

- The total assets for the District were \$522,699. The liabilities of the District were \$377,297 which includes unearned revenue (Deferred Outflows of Resources) of \$75,308 from state of Missouri grants. The unearned revenue consists of funds allocated for specific projects and programs to be completed in future years. The District has no long-term debt.
- At the end of the fiscal year there was a cash balance of \$522,699. Cash assets in the bank represents grant money from the state of Missouri obligated for grants, refunds received not yet obligated to future grants, and interest income not yet allocated to future grant projects.
- The District receives essentially all of its revenues from grants from the state of Missouri. In fiscal year 2020, operating grant revenues decreased by \$100,463 due to the increase of unearned revenues from the state of Missouri.

Mr. Yonke moved to approve the Draft Audit and Management Discussion & Analysis; seconded by Mr. Wood. Motion approved by unanimous voice vote.

7. Other Business

Randolph County Sponsorship Opportunity:

Kylie Quinn, owner of Quality Trash Service in Randolph County, was in communication with Geoff Shackelford of Boonslick Industries concerning a partnership to collect recyclable materials in Randolph County. Mr. Quinn wanted to ask Region H if there was an opportunity through that partnership and a grant project or some other funding source to provide containers or other assistance for him to begin this process.

Discussion from the board centered on keeping Region H grant funds within the bounds of Region H operations at this time. Staff will recommend to Mr. Quinn that he pursue opportunities with Region G Solid Waste District.

Large Grant Round Timeline:

Ms. Buffaloe asked about Staff needing an approval for the schedule concerning the second Large Grant Call. Staff explained that feedback was requested because this is a process that will need to be completed before the end of the Fiscal Year, June 30th, 2021. Ms. Buffaloe asked Staff to communicate with DNR to confirm this deadline as well as any other information and report back at the meeting in March.

Tire Round-Up for Public Works Facilities:

Mr. Hoelscher asked if there was going to be an event this year. Staff explained that communications with the different departments had been established and that an event was planned for April 2nd, 2021. ABC Tire will have a trailer and crew on-site to pick up the tires that were dropped off during that week. Mr. Hoelscher wanted to confirm that Cole County operations staff had been notified because there was some recent employee turnover. He also asked about a general public tire collection event. Staff has not had that discussion as of yet. Mr. Hoelscher did mention Cole County would like to host an event for their area. He also mentioned an Eagle Scout, by the name of Logan Mathews, who has already conducted an e-waste collection event where he collected 125 TVs. Mr. Mathews was asking about advertising funding to support another event he has planned for April. Staff will communicate with Mr. Mathews on funding options.

Tradebe invoice with City of Mexico:

Mr. Yonke has additional questions concerning the issue with Tradebe's invoice to the City of Mexico. In December of 2020, the City of Mexico called on our HHW contracted vendor, Tradebe Environmental Services, to pick up material that had been collected as part of

the HHW Facility operations in Mexico. When the invoice was received later, there was a significant charge to the City of Mexico concerning flammable materials. Summer Williamson, the Clerk for City of Mexico, alerted District Staff that this charge was for Oil-based paints. Which was listed in our contract under the Latex/Oil paint disposal fee of \$.32/lb. Instead, the City of Mexico was charged \$1.15/lb. With a total weight of 3,214 lbs. for that line item, that amount caused a major disruption of the HHW operating budget. Staff communicated with our Tradebe representative, Nate Embrey, who explained that since the material is a flammable, it must be processed under that pricing, however, the contract pricing has Oil-based paints listed under the Latex rate, which is significantly lower.

The latest contract renewal, which was dated in August of 2020, does not indicate any change in pricing, so Mr. Yonke will communicate with Tradebe to get additional clarification on why the higher price was used when the material processed is under a different, lower price point. Staff and Mr. Yonke will follow up at a subsequent meeting.

8. Adjourn

Mr. Yonke moved to adjourn; seconded by Mr. Wood. Motion approved by unanimous voice vote.

The meeting adjourned at 2:10 p.m.

APPROVED:

Respectfully submitted,



Barbara Buffaloe
Chair, MMSWMD Executive Board



Elise Buchheit
MMSWMD District Administrator