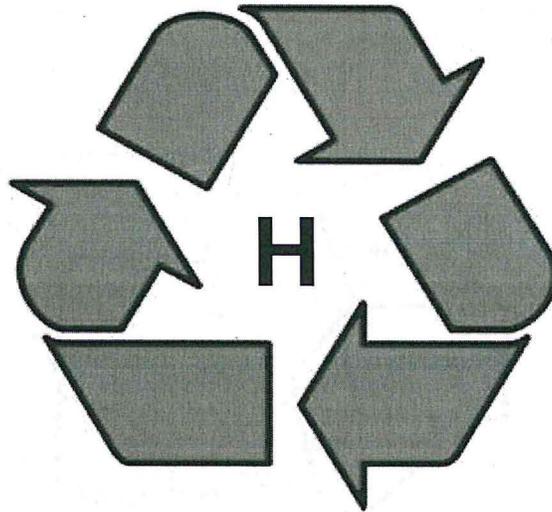




# MID-MISSOURI SOLID WASTE MANAGEMENT DISTRICT "H"



Fiscal Year 2011  
Annual Report  
July 1, 2010 – June 30, 2011

To satisfy the requirements of "Attachment 5" to the Financial  
Assistance Agreement with the  
Missouri Department of Natural Resources  
October 31, 2011

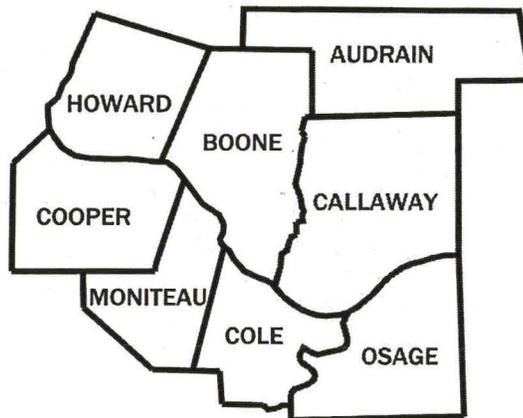


## Introduction

The following report is submitted in order to fulfill the requirements of "Attachment 5" to the agreement between the Mid-Missouri Solid Waste Management District (MMSWMD) and the Missouri Department of Natural Resources (MDNR).

The District's name is the Mid-Missouri Solid Waste Management District (MMSWMD) and was recognized by MDNR as the official solid waste management district in Region "H" by MDNR on December 4, 1991 in a letter signed by Director G. Tracy Mehan III. This is the Annual Report for Fiscal Year 2011 which runs from July 1, 2010 to June 30, 2011.

The District consists of the eight mid-Missouri counties of Audrain, Boone, Callaway, Cole, Cooper, Howard, Moniteau and Osage.



A District Council, an Executive Board, and an Advisory Committee govern the District. A list of members of the Executive Board, the Advisory Committee, and the District Council who served in Fiscal Year 2011 is included in Appendix A. Current District staff includes one full-time District Manager, one Administrative Support Assistant, and one MMSWMD Intern.

## FY 2011 GOALS AND ACCOMPLISHMENTS

Fiscal year 2011 goals for MMSWMD included one-day collection events for household hazardous waste, electronic waste, and scrap tires. Additional projects for FY 2011 were having a successful financial audit, continued compliance with the solid waste management rules, enhancing the MMSWMD website and educational materials, preparing a new budget, providing assistance to local organizations, developing a district wide HHW program, and continuing to identify and address service gaps in solid waste management.

Although each grant awarded by MMSWMD has projected levels of diversion, grant periods do not necessarily coincide with annual fiscal years, or even quarters. Moreover, many



projects that have been aided by district grant funds are ongoing and produce results long after the reporting requirements have ended.

**Implement the updated Comprehensive Solid Waste Management Plan**

The MMSWMD retained Gredell Engineering Resources, Inc. to provide a solid waste management guidance document to assist in the reduction of solid waste generated within all areas of the Region H. The "MMSWMD Guidance Plan" was developed through a process that involved: an assessment of District services, programs, and past grant projects; input on goals and critical issues from the District's staff and Board members, and input from District stakeholders through mailed/e-mailed questionnaires and public meetings held in each of the District's eight counties. In its development, the MMSWMD emphasized the guidance plan should be workable, concise, as well as enable the District to implement measurable solid waste management improvements. Preparation of the Guidance Plan was completed and received Executive Board approval in October 2009. The District is continuing to use this plan as the guide for implementation.

**Hold three scrap tire collections and additional on-site tire clean-ups as needed**



Three waste tire collections were held in Spring 2011: a Moniteau county event held in California on May 14; a Cooper County event held in Boonville on May 21; and an Osage County event held in Linn on June 25. A tire fee was charged at each event.

Moniteau residents recycled 8.3 tons, Cooper County residents recycled 22.28 tons and Osage County residents recycled 11.42 tons of tires

Tonnage of tires including scrap metal from rims decreased from 84.85 total tons in FY 2010 to 42 total tons in FY 2011 a 49.5% reduction in collections. In FY 2010, the total cost to MMSWMD was \$14,061.64 and cost per ton, \$165.72. In FY 2011, the total cost to MMSWMD was \$16,405.26 and cost per ton, \$126.42. Total households served in FY 2010 were 251; and in FY 2011 the number was 89, a 35.45% reduction compared to those served in the most recent year.

	<b>FY 2011</b>	<b>FY 2010</b>
Total tons of tires plus scrap metal from rims	42	84.85
Total cost to MMSWMD	\$16,405.26	\$14,061.64
Cost per ton	\$126.42	\$165.72
Households served	89	251



Contributing factors to the decline in the amount of tires being collected:

1. There are a number of people that refuse to pay any fee.
2. Enough tires have been removed from the District that there are actually fewer tires to collect;
3. We have discouraged businesses like tire dealers from bringing their tires to our collections by charging a fee. We have not seen or had reports of any noticeable increase in illegally dumped tires.

A copy of our most recent contract with ABC Tires, LLC is included in Appendix B. A request for proposals for FY 2011 waste tire hauling services was issued January 5, 2011; the contract was awarded to the lowest bidder, ABC Tire, LLC. The agreement is for a twelve-month period beginning on April 1, 2011.

### Hold ten electronic waste collections and support electronic waste best management practices

The MMSWMD encourages and supports best management practices for handling of electronic waste. Three one-day collection events were held in conjunction with MMSWMD scrap tire and HHW one-day collections. Additionally, the MMSWMD assisted in the coordination and promotion of additional e-waste collection events in the counties of Boone, Cole, and Howard with Mid-MO Recycling.

Mid-MO Recycling was on site for the collections and charged a \$5.00 fee for monitors, copy machines, televisions, and microwaves. Other electronics were collected at no charge to participants. MMSWMD expenditures included cost for advertising and food for workers. In March, the agreement between MMSWMD and Mid-Missouri Recycling was extended until June 30, 2011.

	<b>FY 2011</b>	<b>FY 2010</b>
Total tons of electronic waste collected	36.37	92.21
Total cost to MMSWMD	\$1,405.26	\$1,063.98
Cost per ton	\$38.64	\$11.54
Households served	1,650	1,169

### Develop a District-wide HHW program and hold two one-day HHW collection events

In FY 2011, the MMSWMD funded two household hazardous waste collections in Cole County (Jefferson City) and Howard County (Fayette). See data below. A copy of our contract with PCI Pollution Control Industries LLC, Inc. is included in Appendix B.

09/25/2010	Jefferson City, MO	24 households	9.91 tons collected	\$25,874.92
10/16/2010	Howard, MO	86 households	4.88 tons collected	\$13587.13





HHW collection event hosted by the city of Fayette (left) and Jefferson City (right) attracted residents of Boone, Cole, Cooper and Howard Counties. Materials collected included 6.7 tons of paint-related materials, 70 lead-acid batteries, 80 fluorescent bulbs, mercury, aerosols, and more.

The District governance has targeted the establishment of additional household hazardous waste facilities throughout the eight counties of Region H as its #1 target for service improvement. Two grant applications for the establishment of a permanent HHW collection facility in the counties of Howard and Moniteau received Executive Board approval on February 9, 2011. The project start date for the City of Fayette and City of Tipton was April 1, 2011.

### Proceed with an illegal dump program of some variety

The MMSWMD addresses illegal dump problems through grants, e.g., funding grants with River Relief, Inc., and work with MDNR staff and county commissioners to coordinate enforcement efforts on illegal dump sites.

### Continue to enhance education/outreach programs

Enhancements to the MMSWMD web site at [www.mmswmd.org](http://www.mmswmd.org) continue. The site provides information about the MMSWMD operations, policies, grant application instructions and processes, collection events, and recycling service providers. The MMSWMD quarterly newsletter "*Window to Waste*" features call for grant applications and highlights successful grant projects, collection events and other recycling news. The MMSWMD continues to expand its outreach efforts through recycling presentations for students and other groups throughout the year.

One roundtable discussion event was hosted by the MMSWMD Executive Board in FY 2011. On October 12, 2011, representatives from sheltered workshops, recycling businesses, colleges and universities within Region H met with the Executive Board to discuss challenges and share ideas. The meeting was well attended.





October 12, 2011 Summit hosted by  
Region H Executive Board

Mike Heimos, Stormwater Educator for the City of Columbia, presenting to October 12<sup>th</sup> summit about how to become more visible in the social media world by using Facebook

### Have a successful financial audit

The MMSWMD received a clean report on the FY 2011 audit performed by Casey-Beard-Boehmer PC in Columbia, MO and approved by the MMSWMD Executive Board on December 14, 2011. Casey and Company is also contracted for the FY 2012 financial audit process scheduled to begin on October 1, 2011.

### Continue to identify and address service gaps in solid waste management

We encourage new recycling opportunities to underserved areas such as Howard, Moniteau or Osage Counties. During the grant application evaluation process, bonus points are assigned to projects that address these gaps in underserved areas. The Howard county Recycle committee is currently meeting every 4<sup>th</sup> Monday of the month. The committee is well attended by county/city leadership, educators, recyclers and citizens interested in expanding waste reduction, recycling and education opportunities in their communities. In March 2011, the Executive Board approved grants for Fayette, Mo and Tipton, Mo to provide proper disposal opportunities for their area residents by providing them with monies for HHW facilities.

## GRANT PROPOSAL EVALUATION PROCESS

### Evaluation process

In FY 2011, three grant application processes were available to applicants. The MMSWMD separates applications into small grant applications (requests of \$5,000.00 or less with a total project cost of \$15,000.00 or less) and large applications (\$5,000.01 to \$100,000.00). A preliminary application is required for large grant projects and strongly recommended for small grants.



Preliminary applications are reviewed by the District Manager who provides applicants a list of items necessary for the final applications, including some recommendations on grant projects.

Final applications are reviewed and scored by the MMSWMD Advisory Committee and awards are made by the MMSWMD Executive Board, subject to final approval by MDNR Solid Waste Management Program. In cases where a potential conflict of interest may exist, the board/committee member abstains from the process for that application.

A copy of the “FY 2011 District Grant Application and Guidance Document” is included in Appendix C which details the application and scoring process. The Advisory Committee meets in October, January, and April to review grants and submits their scores at the end of the discussion period. The scores are entered and tallied during the meeting, and a recommendation for funding is made at the end of the meeting.

### Funding applicants who have received prior funding

The MMSWMD does not discriminate against applicants simply due to the fact that they have received funding in the past. However, the MMSWMD does try to fund needs in the District and awards bonus points for underserved areas. Applicants are required to list all prior grants funded, and this list is presented to the Advisory Committee. The Executive Board sees the recommendations of the Advisory Committee as well as a summary of the previous year’s funding.

### Funding on-going operations

On page 6 of the “FY 2011 District Grant Application and Guidance Document”, the MMSWMD states “**MMSWMD will not fund on-going operations of recycling businesses or programs.**” Grants for recycling equipment have received strong preference. Over 82 percent of district grant funds paid to sub-grantees have been for equipment purchases. Funding for labor costs, job creation and training is considered when it is directly related to the grant project.

The MMSWMD puts an emphasis on start-up of new programs and operations, e.g., household hazardous waste collection facilities, electronic waste collection, special event recycling, college recycling programs (*Recyclemania*), educational outreach, especially in underserved areas.



# PROJECTS AND RESULTS

Sub-grantee site visits and equipment certification statements were completed in FY 2011.

Grant Number	Grant Award	Total Grant Expenditures to date (includes retainage withheld)	Tons of banned material recycled	Tons of other material recycled	Projected diversion	Average cost/ton total project	Sub-grantee	Date Grant Closed
2008007	\$56,250.00	\$53,172.03	0	162.82	30.4	\$86.37	City of Columbia	7/30/2010
2009003	\$4,486.00	\$4,486.00	3.435	0	56.45	\$19.87	Endless Options	7/30/2010
2009004	\$4,775.00	\$4,269.30	0	8.27	3.06	\$1,560.46	Boonslick Industries	8/11/2010
2009005	\$3,999.75	\$3,999.75	0	0.85	1	N/A	City of Columbia	11/15/2010
2009006	\$100,000.00	\$100,000.00	1113.2	62.19	1135	\$88.11	City of Fulton	5/11/2011
2009008	\$55,200.00	\$54,850.50	0	1,308.10	1,000	\$55.20	Boonslick Industries	8/11/2010
2009009	\$21,133.50	\$20,607.50	0	26.24	15	\$1,408.90	City of Columbia	11/9/2011
2009010	\$22,800.00	\$22,790.00	0	183.29	200	\$228.00	City of Columbia	Open
2009011	\$16,500.00	\$16,426.50	0	96.5	63	\$261.90	City of Columbia	4/13/2011
2009012	\$5,000.00	\$3,300.00	0	134.81	53.4	\$93.63	Kingdom Projects	8/11/2010
2009013	\$5,000.00	\$4,978.04	0	5.6	4.5	\$1,111.11	River Relief, Inc.	8/11/2010
2009014	\$3,780.00	\$3,780.00	0	105	144	\$26.25	University of MO	2/9/2011
2010001	\$84,345.00	\$78,817.69	0	0	0	N/A	MMSWMD DO	Open
2010002	\$71,201.00	\$64,487.70	0	0	70	\$1,017.16	MMSWMD PI	6/30/2011
2010003	\$5,000.00	\$4,990.00	0	12.7	60	\$83.33	New World Recycling	8/10/2011
2010004	\$5,000.00	\$3,825.00	0	4.025	4.67	\$1,070.66	Endless Options	8/10/2011
2010005	\$2,000.00	\$1,873.73	0	0	0	N/A	Lincoln University	2/9/2011
2010006	\$5,000.00	\$4,250.00	0	0	0	N/A	Central MO-AYEC	Open
2010007	\$5,000.00	\$5,000.00	0	0	2.5	\$2,000.00	City of Vandalia	8/10/2011
2010008	\$36,825.00	\$7,572.82	0	7.06	227.64	\$161.77	Cole/City of Jefferson	Open
2010009	\$38,207.00	\$0.00	0	8.11	37.44	\$680.32	City of Fulton	Open
2010010	\$12,738.99	\$12,728.99	0	96.94	85.96	\$148.20	Handi-Shop Inc.	8/10/2011
2010011	\$9,000.00	\$7,965.15	0	0.378	15	\$600.00	Endless Options	Open
2010012	\$51,800.00	\$51,710.00	0	1134.63	1,150	\$45.04	Boonslick Industries	8/10/2011
2010013	\$78,000.00	\$0.00	0	0	16	\$5,200.00	Linn State Tech College	Open
2010014	\$20,000.00	\$0.00	0	1	52	\$384.62	MO Computer Exchange	Cancelled
2010015	\$5,000.00	\$4,504.00	0	0.206	0.05		Lincoln University	8/10/2011
2010016	\$50,000.00	\$0.00	0	0	526	\$23.76	City of Columbia	Open
2010017	\$633.75	\$633.75	N/A	N/A	N/A	N/A	Endless Options	8/10/2011
2010018	\$2,366.25	\$784.77	0	3.25	2.4	\$246.48	River City Habitat	Open
2010019	\$10,109.00	\$7,992.65	0	5	6	\$505.00	River Relief, Inc.	Open
2010020	\$10,109.00	\$10,109.00	0	84	22.56	\$112.02	IMS	Open
2011001	\$83,774.74	\$28,575.28	0	0	0		MMSWMD DO	Open
2011002	\$93,222.00	\$52,578.86	0	42	45	\$466.11	MMSWMD PI	Open
2011003	\$5,000.00	\$4,250.00	0	0	11.6875	\$106.95	City Holts Summit	Open
2011004	\$1,183.95	\$981.95	0	0	0	\$0.00	Endless Options	Open
2011005	\$4,800.00	\$1,592.13	0	74.8	108	\$11.11	Boonslick Industries	Open
2011006	\$34,623.00	\$0.00	0	0	18.64	\$464.36	City of Tipton	Open
2011007	\$12,967.00	\$0.00	13.1	0	624	\$5.20	City of Jefferson	Open
2011008	\$34,310.00	\$0.00	0	0	10	\$857.75	City of Fayette	Open
2011009	\$36,664.11	\$0.00	0	0	17	\$339.48	City Holts Summit	Open
2011010	\$20,000.00	\$0.00	0	0	100		City of Columbia	Open



2011011	\$14,414.00	\$0.00	0	0	7.416	\$485.91	City of Jefferson	Open
2011012	\$35,000.00	\$0.00	0	0	270	\$32.41	University of MO	Open
<b>TOTALS</b>	<b>\$1,177,218.04</b>	<b>\$647,883.09</b>	<b>1129.735</b>	<b>3,567.77</b>	<b>6,195.77</b>	<b>\$19,987.44</b>		

## GOALS FOR FISCAL YEAR 2012

- Continue development and implementation of a District-wide HHW Program, with strong consideration of grant projects establishing permanent HHW facilities in counties of Cooper, Moniteau, or Osage.
- Hold one day collection events as scheduled.
- Increase recycling opportunities for underserved counties.
- Continue to develop education and public outreach programs.
- Continue introduction and implementation of the updated MMSWMD Comprehensive Solid Waste Management Plan.
- Complete Region H 2011 Assessment Inventory (AI).



# APPENDIX A

## MMSWMD Council

The District Council is defined in Missouri State Law under RSMo 260.315. This body meets at least once a year and has a representative from each member city with a population over 500 and two members from each member county. The MMSWMD Council approves and amends the By-laws, adopts the annual budget, appoints the Executive Board (using a caucus format), and responds to issues as presented by the Executive Board. The FY 2011 meeting of the MMSWMD Council was held in the Boone County Government Center in Columbia MO on May 11, 2011.

<b>MMSWMD District Council Representatives 2011</b>			
	<b>JURISDICTION</b>	<b>NAME</b>	<b>TITLE</b>
	AUDRAIN COUNTY	Tom Groves	Western District Commissioner
	AUDRAIN COUNTY	Rodney Shivers	District Council Representative
	LADDONIA	<b>Vacant</b>	Alderman
	MEXICO	Barb Pickering	Assistant to the City Manager
	VANDALIA	Karen Shaw	City Clerk
	BOONE COUNTY	Skip Elkin	County Commissioner District II
	BOONE COUNTY	Thad Yonke	Solid Waste Coordinator
	ASHLAND	John Fraga	Public Works Director
	CENTRALIA	Tim Grenke	Mayor
	COLUMBIA	Mary Ellen Lea	Operations Manager
	HALLSVILLE	Cheri Reisch	City Clerk
	STURGEON	Gene Kelly	Mayor
	CALLAWAY COUNTY	Gary Jungermann	Presiding Commissioner
	CALLAWAY COUNTY	Kent Wood	County Environmentalist
	AUXVASSE	Stephanie Leverett	Alderman
	FULTON	J.C. Miller	Solid Waste Manager
	HOLTS SUMMIT	Pamela Murray	Alderman
	NEW BLOOMFIELD	<b>Vacant</b>	NO RESOLUTION
	COLE COUNTY	Jeff Hoelscher	Eastern District Commissioner
	COLE COUNTY	Mark Luebbering	Dept. of Public Works
	JEFFERSON CITY	Lauren Hershey	Project Manager of Community Development
	RUSSELLVILLE	Larry Crocker	Alderman
	ST. MARTINS	Sam Bayne	District Council Representative
	TAOS	Bob Urban	Alderman
	WARDSVILLE	Paul Rodeman	Wardsville Village Board
	COOPER COUNTY	Eddie Brickner	Presiding Commissioner



	COOPER COUNTY	Ernie Walther	Western District Commissioner
	BOONVILLE	M.L. Cauthon	Director of Public Works
	OTTERVILLE	<b>Vacant</b>	Alderman
	PILOT GROVE	Cathy Lammers	City Clerk
	HOWARD COUNTY	Howard McMillan	Western District Commissioner
	HOWARD COUNTY	Lowell Eaton	Presiding Commissioner
	FAYETTE	Robin Triplett	City Clerk
	GLASGOW	Alan Thompson	Utilities Superintendent
	NEW FRANKLIN	Pat Cunningham	City Admin/City Clerk
	MONITEAU COUNTY	Tony Barry	Commissioner, District I
	MONITEAU COUNTY	Kim Roll	Commissioner, District II
	CALIFORNIA	Rick Graham	Utilities Superintendent
	TIPTON	Eli McDonald	Public Works Superintendent
	OSAGE COUNTY	Elmer Senevey	Commissioner District II
	OSAGE COUNTY	Vince Samson	Commissioner District I
	LINN	Mark Voss	Alderman

## MMSWMD Executive Board

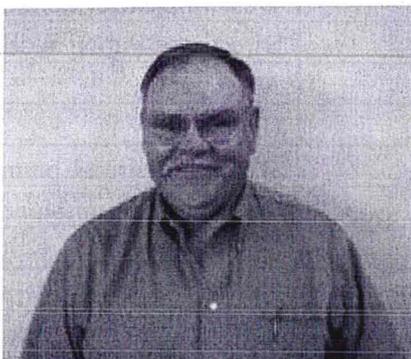
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The MMSWMD Executive Board is made up of one representative for each county and each city with a population over 35,000, for a total of ten positions at present. The Executive Board meets monthly (usually the second Wednesday), and conducts most of the District's business including: approving payment of bills, entering into contracts, appointing the Advisory Committee(s), electing its own officers, and approving District Grants.



**Jurisdiction**

**Representative**



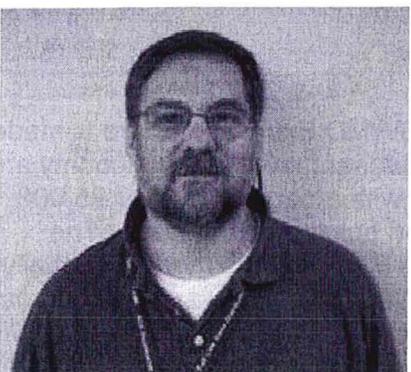
**Audrain County**

**Thomas A. Groves**, Chair  
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Commissioner, Western District,  
101 N. Jefferson, Room 102,  
Mexico MO 65265  
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[tgroves@audraincounty.org](mailto:tgroves@audraincounty.org)



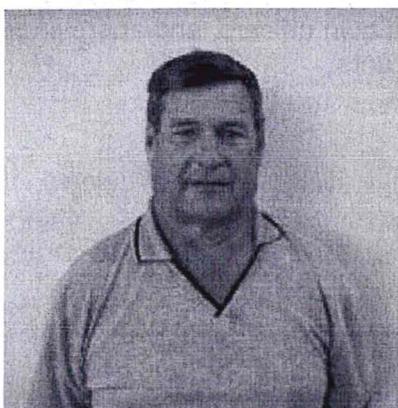
**Boone County**

**Frank "Skip" Elkin**  
Vice-Chair, Executive Board  
Commissioner, District II  
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**Boone County  
Alternate**

**Thaddeus Yonke**  
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**Callaway County**

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Solid Waste Manager  
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**City of Columbia**

**Mary Ellen Lea**  
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**City of Jefferson**

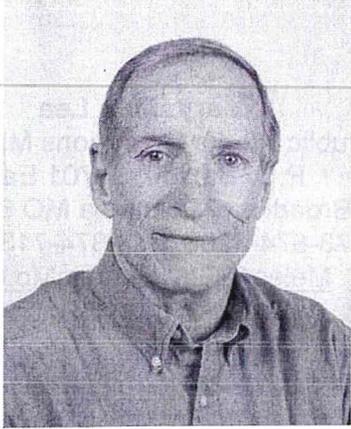
**Lauren Hershey, Vice Chair,**  
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**Cole County**

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**Howard County**

**Pat Cunningham**  
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**Moniteau County**

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## MMSWMD Advisory Committee

The Advisory Committee is appointed by the Executive Board. Its primary responsibility is to review the district grant proposals and recommend levels of funding with the budget allocated. The Advisory Committee also periodically reviews the grant process.

- Audrain**      **Thomas A. Groves, Audrain County Western District Commissioner**  
101 North Jefferson – Room 102, Mexico, Missouri 65265  
Phone: 573-473-5823; Fax: 573-886-4340; E-Mail: [tgroves@audraincounty.org](mailto:tgroves@audraincounty.org)
- Boone**      **Thad Yonke (Chair), Boone County Planning & Building Department**  
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- Callaway**      **J.C. Miller, Solid Waste Superintendent, City of Fulton**  
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- Cole**      **David Overfelt, Executive Director - Recycle Missouri**  
PO Box 1336 – 618 East Capitol Avenue, Jefferson City, Missouri 65102  
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- Columbia**      **Mary Ellen Lea, Public Works Dept., City of Columbia**  
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Phone: 573-874-7250; Fax: 573-874-7132; E-Mail: [melea@gocolumbiamo.com](mailto:melea@gocolumbiamo.com)
- Cooper**      **M.L. Cauthon, III, (Vice Chair), Director of Public Works, City of Boonville**  
1200 Locust Street, Boonville, Missouri 65233  
Phone: 660-882-5257; Fax: 660-882-8218; E-Mail: [mcauthon@boonville-mo.org](mailto:mcauthon@boonville-mo.org)
- Howard**      **Howard McMillan, Howard County Western District Commissioner**  
Howard County Courthouse, Fayette, Missouri 65248  
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- Moniteau**      **Marna Williams, Court Clerk, City of Tipton**  
101 Moniteau Street; PO Box 517, Tipton, Missouri 65081  
Phone: (660) 433-2323; Fax: (660) 433-2810; E-Mail: [Marna@tiptonmo.us](mailto:Marna@tiptonmo.us)
- Jefferson City**      **Rick Graham, General Manager – Allied Waste**  
5645 Moreau River Access Road, Jefferson City, Missouri 65101  
Phone: 573-635-8805 ext 109; Fax: 573-634-8860; E-Mail: [rick.Graham@awin.com](mailto:rick.Graham@awin.com)
- Osage:**      **Vince Samson, Osage County District II Commissioner**  
Osage County Courthouse. PO Box 826, 106 Main Street, Linn, Missouri 65051  
Phone: 573-897-2139; Fax: 573-897-4741; E-Mail: [vsamson@osageconnect.net](mailto:vsamson@osageconnect.net)

### **At Large Representatives**

- 1. Bill Fountain; Owner, Fountain Disposal (retired)**  
10251 Audrain Rd 9374; Mexico, MO 65265  
Phone: 573-581-1063; Fax: 573-581-7046



2. **Angie Gehlert; MORA**  
322 Elmwood Circle, New Bloomfield, MO 65063  
Phone: 573-491-425; Cell: 573-808-4555; E-Mail: [angie@mora.org](mailto:angie@mora.org)
3. **Lauren Hershey; Project Manager; Project Manager; City of Jefferson**  
City Municipal Building, 320 E. McCarty; Jefferson City, MO 65101  
Phone: 573-289-1009; Fax: 573-634-6457; E-Mail: [lhershey@jeffcitymo.org](mailto:lhershey@jeffcitymo.org)
4. **Patrick Steele, Clerk; Osage County**  
PO Box 826; Linn, MO 65051  
Phone: 573-897-2139; Fax: 573-897-4741; E-mail: [hausdoc2@sbcglobal.net](mailto:hausdoc2@sbcglobal.net)
5. **Gayla Neumeyer; Energy Systems & Resources Program/ MURR**  
263 Research Reactor Center, 1513 Research Park Dr. - UMC, Columbia MO 65211  
Phone: 573-882-8366; Fax: 573-882-6360; E-Mail: [NeumeyerG@missouri.edu](mailto:NeumeyerG@missouri.edu)

### MMSWMD Staff

DeAnna Trass, Region H Planner / District Manager

Jessica Sapp, Administrative Support Assistant / Secretary (9/2010 to Present)

William Froeschner – Temp Office Assistant (6/2010 to 9/2010)

William Froeschner – Intern (5/2010 to 6/2010; 9/2010 to 5/2011)



# Attachment 5

## Project Evaluation Criteria

The criteria and decision matrix on the following pages will be used by the Advisory Committee to determine which projects warrant funding.

## Grant Scoring Criteria

The following are the criteria that will be used to determine funding. Small Projects and Large Projects will be considered by the same criteria, but for separate sets of funds. In cases where certain parts of a criterion are not applicable to a specific grant proposal, the remaining items in each category will be given additional weight. Grant scores will be averaged to allow for abstentions on certain grants, and the average scores will be compared to decide funding levels. The Advisory Committee will make recommendations to the Executive Board who will vote on the funding levels that MMSWMD will include in their annual application to the Missouri Department of Natural Resources. No funding is guaranteed until MDNR has approved the application by MMSWMD, *and* the applicant and MMSWMD have executed a Financial Assistance Agreement.

***Required Elements – These items must be in the grant to be considered complete:***

- Checklist with all items completed and included in the application. See Attachment 1.
- Budget: Are all costs accounted for and are cost estimates supported with documentation/explanation? Items over \$3,000.00 must be documented with a quote or catalog price. Line items over \$25,000.00 must include a formal quote. Matching funds must also be documented, and the total of match funds offered must equal 25% of the total project cost, i.e. at least one-third of the requested amount. See Attachment 3.
- Letters of support are required to document any cooperative relationships. Any formal agreements must be described in the Executive Summary, and any examples of written agreements may be attached.
- Compliance with federal, state or local requirements (includes zoning and permit requirements): Are all permits in hand or in the application process so that they can be obtained by the start of the grant period?

**Deductions:** Failure to include accurately completed required elements will result in a ten (10) point deduction and an additional five (5) point deduction for every day the mistake is not corrected once notice has been served.

***1. Project Effectiveness and Technical Feasibility (Weight factor = 8)***

This score will be based on the following criteria, as they apply to the particular project:

- Project viability: Is the project, as described, capable of meeting the project's stated goals assuming all the tasks are carried out? Are goals, such as proposed tonnage to be diverted, achievable and are the results measurable?
- Are project goals consistent with the waste management hierarchy as described in the Missouri Policy on Resource Recovery? Is the project in conformance with the District's targeted materials list?
- Financial viability during project period: Is the revenue necessary to carry out the project available? Is the project time line reasonable and feasible?
- Equipment utilized is appropriate for task: When applicable, is equipment described, appropriate for tasks?
- Availability of feedstock: Are the sources and estimated volumes of material documented, and are the estimates reasonable?

***2. Project Efficiency (Cost/Benefit) (Weight factor = 10)***

This score will be based on the following criteria, as they apply to the particular project:

- Cost/Benefit Ratio: Is the amount of funding requested reasonable for the amount and type of material to be diverted or other benefits from this project? See the chart attached to the diversion worksheet.
- Is the applicant's contribution vital to achieving the project's intended goals, or will this activity be done by some entity, even if the applicant doesn't do it?
- District funds are essential: Does the applicant need the grant funds to accomplish the project, or should the project pay its own way without grant funds?
- Selected financial ratios: Does the match ratio, and type of match demonstrate a high level of commitment by the applicant? This will vary depending on the size of the project and the resources of the applicant. Please see page 7.
- Commitment for financing: An affidavit or resolution stating the match money is available is preferred. Please see Attachment 4. A letter of credit is also acceptable.

**3. Community Benefit (Weight factor = 10)**

This score will be based on the following criteria, as they apply to the particular project:

- Cooperative partnerships: Does the applicant have letters of support from the communities served indicating public/private partnerships, or cooperation between jurisdictions?
- Applicant has demonstrated the need for the service or information: Is there a need or a market for the product or service offered in the project? Will the project, if successful, serve a population or market need commensurate with the funds requested?
- Environmental benefit: Will this project, if successful, have a measurable benefit to the environmental health or safety of the community served?
- Community education: Does this project provide education to the community in better or safer waste management practices?
- Degree to which the project contributes to local economic development: Will jobs be created or retained because of the project? Does funding of this project directly compete with or adversely affect existing businesses?

**4. Organizational Capability (Weight factor = 8)**

This score will be based on the following criteria, as they apply to the particular project:

- Managerial capability of the applicant and staff: Track record of past accomplishments.
- Technical capability of the applicant and staff: Based primarily on resumes and job descriptions in relation to this project, and past experience with MMSWMD.
- Demonstrates ability to implement project in a timely manner.
- Demonstrates ability to comply with appropriate accounting and record keeping procedures. If the applicant has previously defrauded or misused MMSWMD funds, this section will be scored as 0 points.
- Marketing strategy/ Event publicity: Will the project generate necessary participation rates based on the

**5. Long-term Effect (Weight factor = 5)**

This score will be based on the following criteria, as they apply to the particular project:

- Transferability of results: Will the results from this grant lead to solutions in other communities, or for other problems?
- Long-term financial viability: Does the applicant have the resources to continue the project after the grant period ends (when applicable)?
- Innovation: Is this a novel and creative way of dealing with a waste reduction strategy? Will this have a long-term effect on waste reduction strategies?

**6. District Bonus Points (Added on to score after criterion scores are multiplied and summed)**

- **Priority 1 - up to 40 pts. Special Program Target Area:** For FY2011 this bonus is available to projects that improve waste management processing or production of a marketable final product from products banned from landfills in Missouri by law or household hazardous waste. Applicants will be required to agree to serve at least three jurisdictions that are members of MMSWMD during the project period to receive all funds awarded.
- **Priority 2 – up to 25 pts. District Wide Projects:** A project that has been developed to serve the district, with input from the MMSWMD Executive Board.
- **Priority 3 – up to 20 pts. Identified Community Needs:** A project that has received the written endorsement of the community/ies it serves. The project should address a need formally identified by the community/ies served.
- **Priority 4 – up to 20 pts. Providing service to an underserved area.** A project that if successful would provide basic recycling service to an area that currently does not have that service, especially in Cooper, Moniteau, Howard or Osage counties.
- **Priority 5 - up to 15 pts. School Recycling Enhancement:** A project that has been developed to increase diversion from an educational institution.

Please refer to the FY2011 District Grant Application and Guidance Document for further information.

# MMSWD Grant Evaluation Decision Matrix

		Project Effectiveness and Technical Feasibility	Project Efficiency or Cost/Benefit (1 year)	Community Benefit	Organizational Capability	Long-Term Benefit	Targeted Waste Stream/Bonus Points	Total Score	
<b>Criteria</b>	→								
	<b>Criterion Score</b>	<b>8</b>	Proven technology, good plan, very high probability of success	Very efficient. Low cost per ton for the item diverted. Funds are necessary to the project.	Great benefit to the community. Jobs created. Not redundant.	Proven capability that has been demonstrated to district	Very likely to result in long term benefits, sustainable program	Special Targets (District-wide) Yard Waste/ White Goods (40pts)	
		<b>4</b>						District-wide Projects (25 pts)	
		<b>2</b>						Identified Need by Community (20 pts)	
		<b>0</b>	Low probability of success, high risk	Inefficient. High cost per ton. OR Likely to proceed w/o grant funds.	Little overall benefit to the community	Not capable of conducting project. OR Prior misuse of funds.	No potential for long-term benefits	Benefits Educational Institution (15 pts)	
	<b>Criterion Weight Factor</b>	<b>8 x Criterion Score</b>	<b>10 x Criterion Score</b>	<b>10 x Criterion Score</b>	<b>8 x Criterion Score</b>	<b>5 x Criterion Score</b>	<b>added to matrix score</b>		
Project Number	Project Title	0	0	0	0	0	0		
		0	0	0	0	0	0		
2		0	0	0	0	0	0		
3		0	0	0	0	0	0		
4		0	0	0	0	0	0		
5		0	0	0	0	0	0		
6		0	0	0	0	0	0		
7		0	0	0	0	0	0		

**Small grant applications will be evaluated at the next Advisory Committee Meeting, but the application must receive at least 200 points to receive funding**