

Mid-Missouri Solid Waste Management District
Executive Board Meeting
September 10, 2008, 1:30 p.m. "Open Meeting"
701 East Broadway, 4th Floor Conference Room, Columbia, MO

Item #2

Members Present:

Jerry Wolfe	Osage County	Kim Roll	Moniteau County
Thaddeus Yonke	Boone County Planning	Mike Forck	Cole County
J.C. Miller	Callaway County	Charles Lansford	City of Jefferson
M.L. Cauthon III	Cooper County	Mary Ellen Lea	City of Columbia

Members Absent:

Skip Elkin	Boone County	Tom Groves	Audrain County
Joe Bex	Howard County		

Others Present:

Cynthia Jolly, District Coordinator of the Mid-Missouri Solid Waste Management District
Tasha Reynolds, Acting Secretary to MMSWMD

Item 1 **Call to order and introductions**

Item 2 **Determination of Quorum**

It was determined that there was a quorum.

Item 3 **Approval of agenda**

Mr. Yonke moved to approve the agenda; seconded by Mr. Forck. Unanimous voice vote of approval.

Ms. Jolly stated that she had an FAA Amendment for Grant #2008010 and asked for the item to be added under Item 8, under "Other Business".

Item 4 **Approval of August 13, 2008 minutes**

Mr. Roll moved to approve the minutes; seconded by Mr. Yonke. Unanimous voice vote of approval.

Item 5 **Report from the Planner's Meeting and SWAB Meeting of September 3, 2008**

Ms. Jolly reviewed the Planners meeting minutes. Ms. Gehlert stated that the MORA Planner's page was ready for documents to be uploaded. The 2009 MORA Conference will be held June 7-10, 2009.

Katy D'Agostino with MDNR spoke about the assessment inventory that will soon be distributed to each District to complete. Those are scheduled for October 1st and will be due back to MDNR by April 1, 2009. Ms. D'Agostino proceeded with reviewing handouts and examples of how to fill out the

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Assessment Inventory correctly and efficiently. She also stated that an extension could be available to those Districts that needed additional time to complete the inventory.

Bruce Tylke with MDNR discussed worksheets and forms for the new fiscal year. MDNR forms are now available on MDNR's website. The forms have not really changed for the new fiscal year, rather this is a refresher course on the forms and how to complete them. Anita Stansfield, Raechell Henley and Cathy Henley provided additional MDNR form training.

Mr. Hull mentioned a software program that hasn't been written yet, but with the help of support letters from the Districts this could expedite the process. The software program would help MDNR go paperless and all forms could be submitted online and/or through e-mail services.

Ms. Jolly then spoke of the District updates. Lisa Danberry spoke of a solid waste management program survey that was being conducted in her district. Brenda Kennedy mentioned a gentleman from the Department of Agriculture had visited their HHW collections questioning items in their local reuse areas. Ruth Anne Parrot stated that MO-AG had a take-back program for pesticide containers. Tammy Snodgrass stated that they would try and get a representative from the Missouri Department of Agriculture to come and speak at the next Planners meeting.

Mr. Cauthon asked what the Department of Agriculture was doing to advertise their take-back program and that he will be interested to hear the report from the next Planners meeting in October.

Ms. Jolly proceeded to review the SWAB meeting. Jim Hull announced that Ken Reiss, Computer Recycling Center in Springfield had resigned. Mike Duvall was elected as Chair and Tim Smith was elected Vice-Chair. Mr. Jim Hull discussed SB720. An electronic waste advisory committee meeting is scheduled for October 2, 9am - 12noon, and Planners were encouraged to attend. Video-conferencing was discussed for future meetings since some members travel far to attend the SWAB meetings. Mr. Hull was speaking with the MO Master Naturalist Group and they were not familiar with SWAB - better communication is needed.

Mr. Richard Wieman, Solid Waste Utility Manager for the city of Columbia, presented on Bioreactor Landfills and the Gas to Energy Program.

Mr. Steve Fishman, USEPA Region VII, discussed the Show Me Recycling reports and workshops.

Item 6 District Coordinator's Report and Final Reports on District Grants

Ms. Jolly stated that there were two district grant workshops held in August with a total of 10 attendees. The Solid Waste Management Plan Pre-Proposal Conference was August 25, 2008. Attending the meeting were Mark Russell with Aquaterra Environmental, Matt Nieswender with Barker Lemar, Keith Connor with Burns & McDonnell, Frank Dolan with Gredell Engineering, Mary Ellen Lea, Jim Gill, and Cindy Jolly. Discussion included Region H committees, processes, projects, the need to identify service gaps, potential partnerships, and future direction, etc. Deadline for proposals is 12noon on September 29. Ms. Jolly said that Cynthia Mitchell has requested a budget from the MMSWMD office and a sunshine law form has been sent to her to fulfill her request.

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Ms. Jolly proceeded to speak about the Audrain County tire and e-waste collection that was held on September 6th diverting approximately 12 tons of scrap tires with 60 participants. Mickey Parkhurst had 3 trailers onsite and brought one trailer for wheels with rims, which was more than requested and needed. A press release was issued September 8th for this Saturday's HHW Collection in Boonville, and calls to pre-register have been steady, about 50 so far. The next tire/e-waste collection is September 27th at University of Missouri's Reactor Field in Columbia.

Ms. Jolly stated that a certified letter had been sent to Mr. Brett Dufur, Project Manager for the ShowMe BioFuels, LLC grant application. Ms. Jolly said she spoke with him on September 8, and he followed up with an e-mail. He was advised that his application had received approval contingent on conformance with State Law. He is still working to secure a location for his operation that is in compliance with local zoning ordinances.

Mr. Cauthon asked the Board if they thought it was reasonable to ask Mr. Dufur for a more reasonable, thought-out plan?

Mr. Lansford recommended giving Mr. Dufur 30 days to get his plan together and get in compliance or we will have to deny his grant application.

Mr. Lansford made a motion to write Mr. Dufur a letter requesting a plan and to be in compliance with local zoning ordinances by the next Board meeting (October 8, 2008). Seconded by Mr. Forck. Unanimous voice vote of approval.

Ms. Jolly went on to discuss the financials. She stated that she spoke with Brenda Ardrey, MDNR SWMP section chief, and they discussed the District's Quickbooks accounting system, program income, interest income and other tracking methods currently in place. She recommended contacting Casey and Company to inquire if they had Quickbooks expertise and help with this. During the visit with Ms. Ardrey, she also mentioned that she had been sharing Region H's FY2009 DG Application & Guidance Document with other SWMDs.

On September 5th, Jack Beard with Casey and Company provided Quickbooks assistance and the Chart of Accounts was updated to reflect current SWMP categories, including obligation of program and interest income. Ms. Jolly stated that he was very knowledgeable and helpful. Our audit is scheduled for September 29, 2008. Ms. Jolly asked for Executive Board approval to request Mr. Beard back for another session as needed.

Mr. Yonke made a motion to approve up to 3 hours of additional time with Mr. Beard of Casey and Co. if needed. Seconded by Mr. Forck. Unanimous voice vote of approval.

Ms. Jolly stated that FY2008 annual report will be ready for Executive Board approval at the October 8, 2008 meeting. The FY2009 goals are listed as shown below and will any changes or additions need to be made to the list?

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- Hold 6 one day scrap tire and electronic waste collections in addition to an on-site cleanup program.
- Continue with District-wide HHW planning and hold 3 one-day HHW collections.
- Perform illegal dump cleanups and white goods recycling as needed.
- Revise comprehensive solid waste management guidance plan.
- Continue to identify and address service gaps in solid waste management.
- Complete the FY2007-2008 Assessment Inventory.
- Administer three grant application processes.
- Have a successful annual financial audit.
- Promote recycling education and programs, especially to underserved areas; e.g., MMSWMD website, newsletter, recycling guide, district grant workshops, district grant application and guidance document, and special event recycling.

Mr. Cauthon suggested that maybe we should broaden the last statement regarding promoting recycling education.

The suggestion was to change the last statement to "promoting recycling education and programs *and public awareness of solid waste issues.....*"

Ms. Jolly said that she met with Dana Keller with the Audrain County Historical Society, and Kim Bise with Handi-Shop, Inc. on September 2nd to discuss special event recycling. Ms. Keller indicated she would be interested in special event recycling for the 2009 Walk Back in Time Festival. A list will be provided to her so that she can send to vendors for recommended biodegradable containers. Kim Bise said she can provide containers and workers to collect recyclables. Ms. Keller suggested to contact the organizer for the Miss Missouri Pageant (June) due to the number of recyclable bottles that can be collected at this event.

News and Notes

Upcoming events

- September 12- Recycling for Tour of Missouri Bike Race
- September 21-24 - National Recycling Coalition Conference in Pittsburgh
- September 26 at 4:00 pm - Final applications due for Round 1 Grant Process
- September 29 at 12:00 pm - proposals due for Solid Waste Management Plan
- October 2 - Planners Meeting & MDNR E-waste Advisory Committee Meeting
- October 8 - 1:30-3:30pm - Executive Board Meeting
- October 14-17 - NAHMMA Conference in Burlington
- October 21 from 2-4pm - Plan Review Committee Reviews Proposals
- October 22 at 1:00pm - Advisory Committee scores 1st round of grant applications
- October 28 from 10am - 5pm - Plan Review Committee Interviews Respondents
- November 12 - 1:30-3:30pm - Executive Board Meeting
- November 15 - America/Missouri Recycles Day
- December 10 - 1:30-3:30pm - Executive Board Meeting
- January 14 - 1:30-3:30pm - Executive Board Meeting
- January 21 at 1:00pm - Advisory Committee scores 2nd round of grant applications

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Item 7 Treasurer's Report and Approval of Bills

The report was given by Mr. Miller.

A. Bank Statement

Checking balance: \$1,200.00 (Note: Check to MORA for \$200 has not cleared yet. Once this clears, the checking balance is \$1,000.

Administration balance: \$171,767.69

District Grants: \$379,658.33

B. Requests for Reimbursements and Transfers

Reimbursements to:

Melahn Insurance, \$255.00, Blanket Crime - Renew Policy

Fayette Advertiser - \$62.48, Fulton Sun - \$44.40, News Tribune - \$51.80, Columbia Missourian - \$21.45, The Mexico Ledger \$285.00, Unterrified Democrat - \$67.50, Centralia Fireside Guard - \$71.76, Boonville Daily News - \$64.87, California Democrat - \$45.00, Tipton Times - \$32.00, Vandalia Leader - \$147.19. All advertisements were for the Solid Waste Management Plan RFP, FY09 District Grant Call, and/or the Audrain Co. Tire & E-Waste collection.

Reimbursements to subgrantees: University of Missouri for \$5,000 on Grant #2007003 - Final for equipment: recycling bins & banner. Handi-Shop, Inc for \$1,575.00 on Grant #2008013-1 for equipment: alley cat tubs.

Transfer of funds from Administration to Checking in the amount of \$1,148.45. Transfer of funds from District Grants to Checking in the amount of \$6,575.00.

Mr. Forck moved to approve the requests for all reimbursements and the transfer of funds; seconded by Mr. Yonke. Unanimous voice vote of approval.

Item 8 Other business

A. FAA Amendment for Grant #2008010

Ms. Jolly stated that this grant needs an amended FAA completed due to a correction on the budget document. The budget document does not reflect the correct budget amount that was approved by MDNR. The subgrantee has already been contacted and is aware of the amended FAA that they will need to sign.

Mr. Yonke moved to approve the FAA amendment for Grant#2008010. Seconded by Mr. Lansford. Unanimous voice vote of approval.

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Item 9

Adjournment – Mr. Yonke moved to adjourn. Seconded by Mr. Forck. Unanimous voice vote of approval.

Meeting adjourned at 2:15 p.m.

Respectfully submitted,

Tasha Reynolds
Acting Secretary to MMSWMD

Cynthia Jolly
Cynthia Jolly
District Coordinator

APPROVED:



M.L. Cauthon III
Chair, MMSWMD Executive Board

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