

# Region D Recycling & Waste Management District Policy and Procedures Adopted March 13, 2008



## **District Office**

The Region D Recycling & Waste Management District Office is located at City Hall – 114 Main Street – Clarksdale, MO. The office hours are 8 am – 5 pm (closed Noon-1 pm for lunch) Monday through Friday. The District Office may be closed periodically to attend meetings or programs outside the office. The District will follow Missouri issued state holidays.

## **Meetings Finding #13**

All meetings are held in accordance with Missouri Sunshine Law. Meeting notices will include, but not limited to whether meeting is opened or closed to the public, location and time of scheduled meetings. The District Staff will provide meeting minutes and notices to the members. Meeting notices will be posted at the district office 24 hours prior to meeting. If exceptional circumstances prevent the posting of meeting notices 24 hours in advance or prevent the meeting from being held at a convenient time or in a place reasonable accessible to the public, the reasons should be stated in the meeting's minutes, as allowed under the Sunshine Law. Records will be retained and made available according to Missouri Sunshine Law.

## **Executive Board Finding #14**

In accordance with state regulations and as outlined in the District By-Laws the Executive Board will consist of a Chairman, Vice-Chairman, Secretary/Treasurer and 4 Elected at Large Members from the Council. The District Coordinator will be a non-voting member of the Executive Board. In accordance with the District By-Laws the Executive Board will meet quarterly. The Executive Board will have the powers and duties as listed in the District By-Laws and in accordance with state regulations.

## **Grant Funding**

The District will secure grant funding available through the Missouri Solid Waste Management Fund. District Staff will submit the application and appropriate documentation to the Missouri Department of Natural Resources (MDNR). Unused funds will be carried into the next grant period.

## **Interest Income**

District Staff will report the balance of interest income during council meetings. The interest income with Council approval may be utilized to complete projects. The spending of interest income must be accordance with state regulations.

## **District Grant Income** Finding #9

All program income will be reported through the Quarterly Project Financial Summaries to be submitted to MDNR.

## **Financial Tracking and Reporting** Findings #8, #16

District Staff will conduct regular reconciliation of monthly accounting reports. The Treasurer or Chairman shall sign/initial and date bank statements compared with QuickBooks reports to insure internal control. Checks will require two signatures. The Secretary/Treasurer, Chairman and one additional council member will be listed as authorized signatures at the bank. District Staff shall have the power to make bank transfers from savings and money market accounts to checking as needed. District Staff does not have the power to sign checks. The District Staff shall have the power to make deposits. The District will secure an annual financial audit in accordance with state regulations. Stale checks will be handled in the following manner; one hundred days after the check date, the bank will be notified to mark a check for non-payment.

## **Grant Review Committee Policies** Finding #15

The Grant Review Committee shall be made up of members from the Region D Recycling & Waste Management District Council and other interested individuals. Three of who shall be members of the District Council, one of whom shall serve as Chairman.

The committee shall be responsible for the development of review criteria, assuring state regulation criteria are included, evaluation of grant applications, funding recommendations and other duties as directed by the District Chair. The funds are separated as allowable under state regulations; 50% city/county funds and up to 50% district operations/plan implementation.

District grant applications shall be reviewed and ranked based on the criteria pursuant to applicable state regulations. Recommendations for funding include the amount of total funds available; districts grant priorities; projects which may become self-sustaining; cost efficiency and past performance. At the discretion of the committee, partial funding may be recommended.

No committee member shall participate in the evaluation of an application submitted by his or her jurisdiction, agency, or organization. To avoid conflicts of interest in the district grant evaluation process, any parties in the Grant Review Committee who have a conflict of interest regarding a specific proposal may be asked to leave the meeting room when the relevant proposal is discussed. When committee recommendations are presented to the full Council, individuals with a conflict of interest will be asked to abstain from the discussion and approval process.

Following the ranking, the committee may invite the applicant to make a brief presentation before the committee to clarify any questions they may have about the proposed project. Applicants should be prepared to justify their project and answer questions pertinent to its award.

Projects are funded to encourage the creation or start-up of programs. The goal is to have projects become self-sustaining. Partial funding may be provided in future years where funds are available and the need is documented.

The Grant Review Committee may provide recommendations for on-going projects to be selected for special funding consideration. A percentage of grant funds may be set aside to cover these projects each year. The Grant Review Committee could recommend graduated funding based on grant application score.

Grant projects are for one year. Sub-grantees may request extensions up to one year to complete the project. Any project exceeding two years requires approval from MDNR (Missouri Department of Natural Resources) SWMP (Solid Waste Management Program).

Proposed projects are recommended by the Grant Review Committee and are submitted to the Region D Council for final approval.

All applicants will be notified by mail, the Council's decision and reason.

District Staff will prepare and submit the grant application package to MDNR for approval and release of funds.

### **Advisory Committee**

Advisory Committee will be comprised of members as set by state regulations. Every attempt will be made to meet the requirements of the state regulations. Others may be substituted with Region D Council approval. Invited potential members will be documented as verification of District Staff's attempt to meet state regulations.

### **Grant Administration**

District Staff is authorized by the Region D Council to perform all necessary and appropriate grant program oversight. As further defined in the policies that follow, District Staff has the authority to make decisions on quarterly report content including; process invoices and approves financial records pursuant to applicable state regulations. District Staff will report quarterly to the Region D Council on the status of district grant projects.

### **Quarterly Reports **Finding #6****

District Staff will submit Quarterly Status Reports (QSR) to MDNR SWMP in accordance to the Financial Assistance Agreement (FAA) between the District and MDNR.

The sub-grantees are required to submit quarterly reports to the District.

Staff Procedures to attain timely submission of Quarterly Status Reports (QSR)

1. District Staff will notify in writing all sub-grantees of the approaching due date for quarterly reports. If the report is not received by five days after the due date, staff will notify the sub-grantee by telephone that the report is overdue.

2. If QSR is not received within 30 days of the due date, formal notification in the form of a certified letter may be sent to the authorized official listed on the financial assistance agreement to promote submission of delinquent reports.

3. All payments will be withheld from sub-grantee until delinquent reports are submitted.

4. District Staff will inform the Grant Review Committee of any delinquencies of reports for future grant evaluations.

5. District Staff will release reimbursement grant funds after reports have been found satisfactory. District Staff releases reimbursements on the quarter. Arrangements for more frequent reimbursements will have to be approved by the Region D Council.

**Finding #2**

6. 15% of the grant funds for reimbursements or direct payments may be released prior to the completion of the grant project period with Council approval. 15% award retention will be implemented on all approved grant awards, unless Council sees necessary to allow full award to be made prior to the project end.

7. Quarterly reports will be provided through the length of the project as stated on the FAA. Amended FAA's will be required to approve a final report before the reporting period.

**Finding #7**

8. Waste diversion amounts specific to the grant will be reported to MDNR. The sub-grantee or their material recover facility will provide the information to the District on the quarterly reports. Waste diversion will be provided through the reporting period of 12 months.

Region D Council will approve final reports.

**Program Income**

If a project generates program income, the subgrantee is required to roll program income back into the project receiving grant funds. The income must be reported to the district demonstrating how the income is being used to benefit the project.

**Time Extensions**

Requests for time extensions on grant projects are required in writing. Extensions require Region D Council approval. Extensions beyond two years require MDNR SWMP approval.

**Budget Revisions**

A sub-grantee must request and receive prior approval in the form of a budget amendment from Region D Council to transfer funds to create a related direct cost budget category. District Staff may approve transferring funds from one direct cost budget category to another. The accumulative amount of such transfers or amendments may not

exceed ten percent of the current total approved budget in requested funds. The budget may be revised up to two times during the project period.

### **Revisions to the Scope of Work**

A sub-grantee must request and receive prior Council approval in the form of an amendment to revise the scope of work. The Council shall review all scope of work revisions before execution of an amendment.

Council approved amendments for time extensions, budget revisions and revisions to scope of work are prepared by District Staff and signed by the authorized official for the project and the District Chair.

### **Project Income**

If a project generates program income, the subgrantee is required to roll program income back into the project receiving grant funds. The income must be reported to the district demonstrating how the income is being used to benefit the project.

### **Security Agreements for Purchases with Grant Funds.**

#### **Equipment Finding #1, #4, #12**

For purchases of equipment \$5,000 or more a security agreement is filed listing the interest between the sub-grantee and the District. An UCC-1 form is filed with the Secretary of State on equipment without a title. The sub-grantee will pay the appropriate filing fee. Titled equipment purchases \$5,000 or more will list Region D as the lien holder. Reimbursements will not be made without a confirmation file number from the Secretary of State's Office or a copy of the title listing Region D as the lien holder. The sub-grantee must provide at their expense insurance on funded equipment. Proof of insurance will also be required to receive reimbursements. Equipment purchased with grant funds will in accordance with MDNR's General Terms and Conditions have placement of appropriate signage or stickers to disclose use of MDNR funding. The District will provide the stickers and guidance on placement of stickers. Stickers or signage will be numbered and recorded with the District to further verify compliance.

#### **Site Improvements and Buildings**

For buildings and site improvements valued \$5,000 or more a deed of trust shall be filed as a security agreement. Reimbursements will not be made without a deed of trust from the sub-grantee. The sub-grantee must provide at their expense insurance on buildings. Proof of insurance will also be required to receive reimbursements.

Region D will have a declining interest on all purchases \$5,000 or more for 4 years after the date of purchase. Purchases \$5,000 or more are subject to these policies regardless of the amount of grant funding applied to the purchase. Records for purchases \$5,000 or more are to be held for 3 years after the security interest has lapsed. Record retention would be required for 7 years. Relinquishing of Region D security interest after the expiration is required in writing.

### **Equipment Inventory Finding #5**

District Staff will conduct an on site equipment inventory every two years to track all equipment purchased with district grant funds. Sub-grantees will be required annually to provide the District with a Certificate of Use Statement. District Staff will send the Certificate of Use Statement to each applicable sub-grantee. During on-site visits the District Staff will require sub-grantees to provide procurement files for goods and services purchased with grant funds to verify their compliance with their procurement policy.

### **Printed Materials Finding #11**

All printed materials distributed by the District and sub-grantees must properly credit MDNR for funding and identify the Department and its logo. District Staff will review sub-grantees projects relating to printed materials prior to distribution. Reimbursements cannot be made without correct labeling.

### **Bids Finding #3**

Notification of request for bids will be in accordance with state regulations. Sub-grantees must comply with bid specifications in accordance with state regulations. Documenting bids including sole source justification and retention of procurement records will be requirement for grant applications. A form will be provided as part of the grant application to record bids. Applicant's bidding procurement policies are required information for grant applications. A form provided in the grant application packet will verify applicant's bidding procurement policy is included with the application.

Return bids for district services will be presented to the full council for selection of award. Bidders shall be invited to attend the scheduled Council meeting for award selection. The bidder should be prepared to answer questions, regarding their bid. Bid selection will be chosen in accordance with state regulations. Low bid does not necessarily mean winning bid. The Council shall have the right to reject any or all bids and advertise for new bids.

### **Rent and Storage Agreements Finding #10**

The District in compliance with state bidding regulations will have set forth an agreement for a 3-year lease for office space and a storage area. The Council will review and approve the agreement.

### **Payroll Finding #17**

Paychecks are issued on the last working day of the month. The Council might approve an exception for early payment in the case of out of town business related activities. The Council shall approve the payment of longevity bonuses as listed in the District's Personnel Manual. Longevity bonuses will not be paid without Council approval and listing of warrant of award. Longevity bonuses will be budgeted through the District Operations Grant and reported to the IRS.

# Region D Recycling & Waste Management District

## Council Meeting Minutes

March 13, 2008

Received

MAR 27 2008

RWMP

**Members Present:** Greg Wall, Jim Andrews, Dick Lippold, Marion Lloyd, Wayne Colhour, Larry King, Carroll Fisher, and Mary Lou Holley.

**Members Absent:** Vonnie Vanderau, Janice Hatcher, Julia Loe, Larry Atkins, Drew Bontrager Gaylon Whitmer and DJ Gehrt.

**Others:** Denise Bridgeman, Clinco Industries and Brenda Kennedy, District Coordinator.

Chairman Wall called the meeting to order at 6:30 pm at District Office at 114 Main Street – Clarksdale, MO

**Approval of Minutes:** Chairman Wall called for corrections or additions to the February 14, 2008 meeting minutes. With no further discussion a motion to approve the February 14, 2008 minutes was entertained. Jim moved to accept the February 14, 2008 council minutes as submitted. Larry K provided the second. Chairman Wall called for additional discussion. None followed. All approved. Motion carries.

**Financial Report:** Brenda provided the Financial Report as submitted to the council members. Balances in 2006 and 2007 grants were noted.

	Beginning Bal	Deposits	Expenditures	Ending Bal
Checking Account	\$379.79	\$6,600.00	\$6,535.48	\$444.31
Money Market	\$103,380.49	\$91.27	\$6,600.00	\$96,871.76
CD	\$65,809.07			\$65,890.07
Savings Account	\$50,763.64	\$305.75		\$51,069.39

Chairman Wall called for any additional questions to the financial report. None followed. Jim moved to accept the financial report as submitted. Mary Lou provided the second. All approved. Motion carries.

### Finding Resolution #1-17

**Chairman's Report:** Chairman Wall asked if everyone had a chance to examine the draft copy of the policy and procedure manual. Were there any questions on the submitted draft copy of the policy and procedure manual? Brenda provided an addition to the draft policy to include program income. The submitted addition is as follows: *If a project generates program income, the subgrantee is required to roll program income back into the project receiving funds. The income must be reported to the district, demonstrating how the income is being used to benefit the project.* Jim moved to accept the draft policy and procedure manual with the addition of program income implemented into the draft copy. Carroll provided the second. Chairman Wall called for additional discussion. Wayne noted the document could be amended as needed. No further discussion followed. All approved. Motion carries. The adopted policy and procedure manual will be sent to DNR as written policies to address compliance audit findings. The policy and procedure manual will serve as resolutions to our compliance audit findings.

Local Ford dealer's truck bids were discussed versus the state contract bid. The state contract bid is available from a dealership in St. Louis. The local dealers bids were listed as follows? Walton Motors in Savannah \$22,446.00, Dennis Sneed, Plattsburg \$20,955.00 and North Country \$21,051.87. The state bid was \$20,755.00 to include power windows & doors, speed control and tilt wheel. Jim motioned to accept Dennis Sneed's bid of \$20,955.00 to purchase a new truck. Mary Lou provided the second. All approved. Motion carries.

Using the state contract bid, doesn't not allow for trade-ins. Discussion followed taking bids. Chairman Wall said Andrew County hasn't had luck in taking sealed bids and have went to sending their county vehicles to the auction. Dick & Wayne said DeKalb County has had good luck selling their county vehicles at the Clarksdale Lions Club auction. Concern how soon a new truck would be available. Brenda will call Dennis Sneed. The truck will be sold as is. The truck will be sold at the Clarksdale Lions Club auction if time allows for a new truck to be delivered. Dick and Wayne will represent the truck at the auction. Brenda will be attending a tire collection in Lathrop. Details will be discussed at next month's meeting.

**SWAB Report:** New state recycling guides from MORA were distributed.

MORA Director is meeting with MODOT to discuss using recyclables. There is a possibility of MODOT helping with the statewide glass-recycling dilemma.

There is a group promoting the disposal of yard waste and certain recyclables into the landfill. The discussion is on the environmental impact of separation and collection vs direct disposal. Copies of the proposal are available to those who want them.

DNR presented a list of known tire dumps less than 500 tires. The state program for assistance on cleaning up tire piles has to be dumps of 500 tires or more. The department is looking for a staging area to gather these small tire dumps together for a one-stop clean-up, still meeting the required 500. There were no known small tire dumps listed for the district. So maybe our collections have eliminated those piles.

Also concerns for the amount of tvs to be land filled or the impact on collections with the new digital signal coming next year.

**Coordinator's Report:** The information collection brochure was distributed. Brenda noted she will be contacting cities and counties for volunteers, community service workers for assistance with upcoming collections.

The District Operations Grant Application was reviewed. The application will fund district operations for 3 months to allow the district to alter their fiscal year to be the same as the state's fiscal year (July 1-June 30). Jim motioned to approve the District Operations Grant Application. Dick provided the second. Chairman Wall called for additional discussion. None followed. All approved. Motion carries.

**Other:** Chairman Wall called for other business. Brenda noted the current ink jet recycler is out of business. A new company was located in Kansas City. New collection boxes will be delivered to members soon.

Brenda noted Evelyn had called concerning recycling glass. Last year shipments they lost \$101 on shipping glass. The boxes holding the glass cost more than she is getting out of each load of glass. Maybe MODOT will be the answer. Wayne stated we don't want to stop taking glass. Evelyn had inquired about the board purchasing boxes. I suggested she apply for funding to purchase the boxes.

The District received a letter from DNR concerning the board minutes provided with the quarterly report giving approval to spend additional funds to complete a project. The Solid Waste Management Program (SWMP) must give approval for budget revisions that would result in the need for additional SWMP monies. Talking to Anita Stansfield, DNR Planner II stating we have a letter from the SWMP Director, Jim Hull, allowing districts to spend accrued interest to complete a project with board approval, when no new activities are involved. I stressed that there were no new activities these were all prior approved activities we just had more people and more materials were collected for recycling and proper disposal. She suggested that when I think I am reaching budget that I close or stop the collection. I noted the concern for illegal dumping of participants that would be turned away. I visited with Greg and he suggested I call Judy Bowman, DNR Ombudsmen. Judy suggested I send a letter to Anita recapping the phone conversation for our records. Judy and Greg received copies of the letter also. Dick noted the District does not want to practice stopping or canceling scheduled collections.

Denise provided delivery schedules. Now the weather is getting better Clinco would like to get everyone back on his or her scheduled delivery. This will keep unloading times to a minimal

Wayne reported D-Tone feed in Maysville needs used oil for their furnace. Could D-Tone collect oil during our collection? The City of Stewartsville approached the District about the same thing. Brenda visited with DNR the possibility of others collecting motor oil during the District's HHW collections. Only one 55-gallon barrel can be hauled at a time. Brenda has visited with D-Tone and will forward information to residents attending the collections where to take their used oil.

**Adjourn:** Jim motioned to adjourn. Wayne provided the second. All approved. Motion carries. Adjourn 7:45 pm.

**Next meeting:** April 10, 2008 – Executive Board will meet at 6 pm with the full council meeting at 6:30 pm at the District Office in Clarksdale.

Submitted by:

