



# Mid-Missouri Solid Waste Management District

## MMSWMD Policies and Administrative Rules Handbook

Adopted April 14, 2004

Amended April 9, 2008

Adopted May 21, 2008

Effective July 1, 2008

Amended November 12, 2008

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# MMSWMD Policies and Administrative Rules Handbook

## 1. PURPOSE

The Mid-Missouri Solid Waste Management District, hereinafter MMSWMD, has been established and exists under the authority of section 260.305 RSMo. et seq.

Pursuant to the authority granted MMSWMD by Article IX sec. I of its By-Laws and sections 260.310 and 260.320 the MMSWMD Executive Board hereby promulgates and adopts the Policies and Administrative Rules set out hereinafter, repealing any and all rules before established.

These policies are intended to serve as the approved standard operating procedure for the Mid-Missouri Solid Waste Management District (MMSWMD). Except in emergency situations, deviation from these policies shall be approved by a majority vote of the Board at a regularly scheduled meeting. When possible any permanent change in administrative procedures should be discussed on month prior to the adoption of new policy.

## 2. DISTRICT BUDGET

### a. Schedule for Adoption

The MMSWMD budget shall be adopted as according to By-Laws Article X. Preparation of the budget for the upcoming fiscal year shall commence after the acceptance of the annual audit from the previous year. The Treasurer or his designee shall prepare a proposed budget and note any significant changes, increases, decreases, addition or removal of line items. In addition the Treasurer or his designee shall be responsible for estimates of revenues and expenses upon which the budget is based. When a District Coordinator is employed by MMSWMD, that person shall be the designee.

The proposed budget shall be prepared by the Budget Committee in sufficient time to allow the Executive Board to act on it at least 60 days prior to the start of the next fiscal year. The budget shall be adopted according to the schedule in the By-Laws Article X.B.—at the Annual Meeting. If a quorum is not attained at an Annual Meeting prior to the start of the Fiscal Year, the budget proposed by the Executive Board shall be the operating budget until adopted at an official District Council meeting.

### b. Role of Budget Committee

A Budget Committee is hereby established, to be appointed by the Executive Board to review the Coordinator's proposed budget. The Budget Committee will adopt a proposed budget to be presented to the full Executive Board at a regular meeting before the Annual Meeting. Changes in fiscal, accounting or budgetary policy should be recommended by the Budget Committee during the budget process.

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### c. Approval Process

The budget is to be approved according to By-Laws Article X.

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### d. Implementation and budget transfers

The Treasurer or his designee shall be responsible for maintaining a record of expenditures versus budget allocations and shall make a presentation to the Executive Board at least quarterly. No expenditure may cause the entire amount spent under any one line item to exceed the budget by more than 10% of that line item without prior Board approval. Any expenditure over the budgeted amount less than 10% must be approved at the next Board meeting.

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## 3. FISCAL POLICY AND ACCOUNTING

### a. Accounting System

The Executive Board shall adopt an official accounting system **and ensure the district's accounting system is in compliance with 10 CSR 80-9.050(7)(B) which states, "An executive board receiving funds from the Solid Waste Management Fund for district grants shall themselves maintain, and require recipients of financial assistance to maintain, an accounting system according to generally accepted accounting principles that accurately reflect all fiscal transactions, incorporates appropriate controls and safeguards, and provides clear references to the project as**



**agreed to in the Financial Assistance Agreement. Accounting records must be supported by source documentation such as cancelled checks, paid bills, payrolls, time and attendance records, contract and agreement award documents.** The system shall follow generally accepted accounting practices using a double-entry accounting system. The accounting system will include a policy for tracking grant funds expended and unexpended grant fund liabilities

**b. Checking Accounts and Check Signing Authority**

The Treasurer shall maintain the official check book for MMSWMD with the assistance of the District Coordinator. All checks must be signed by two officers of the Executive Board of MMSWMD. The Chair, Vice Chair and Treasurer shall be the only officers granted authority to sign checks for MMSWMD. The District Coordinator may have access to bank records and may be granted permission to transfer funds between accounts of MMSWMD, but the District Coordinator shall not sign checks for MMSWMD.

**c. Audit Policy**

MMSWMD shall have a financial audit conducted for any fiscal year MMSWMD expends more than \$100,000.00 including the expenditure of District Grant funds by all grant recipients. MMSWMD shall have a financial audit conducted at least every two years, including the intervening years. **MMSWMD shall arrange to have the independent financial audit performed by a certified public accountant or firm of certified public accountants and submit to the Solid Waste Management Program a complete audit report within one hundred and eighty days of the period covered by the audit.**

**d. Fund Balance**

MMSWMD shall maintain an unreserved fund balance that is equal to at least 25% of the average operating budget for the prior three fiscal years but no more than 33% of the average operating budget for the prior three fiscal years. The operating budget shall include all expenses not allocated for sub-grantees unless a stricter policy is adopted by the State of Missouri.

**e. Interest and Program Income**

**The Executive Board will ensure that unobligated program income and interest income are timely obligated while maintaining a reasonable fund balance.**

**4. ADMINISTRATION AND PERSONNEL**

**a. District Coordinator**

The chief executive officer, administrator and financial officer shall be the District Coordinator unless and until the District Coordinator names additional personnel to fill these roles. The District Coordinator may also be called the District Planner or Executive Director on official documents. The District Coordinator will be the official designee as it relates to any tasks assigned to the Secretary or Treasurer, unless otherwise specified by a policy resolution approved by the Executive Board and recorded as an attachment to this document.

**b. Personnel**

Nothing in this section shall be construed to regulate District Grant expenditures or personnel policies for District Grant Recipients, other than MMSWMD.

**i. Personnel policies, procedures, rules and regulations**

MMSWMD shall follow the personnel policy and rules of the government unit with whom MMSWMD has contracted to provide personnel services. If MMSWMD hires personnel directly, instead of by contract, the rules codified in Chapter 19 of the Code of Ordinances of the City of Columbia and the ancillary procedures shall govern until new policies are developed.

**ii. travel and training policy**

Generally MMSWMD shall use the travel policies of the City of Columbia Missouri, for the travel expenses of the District Coordinator or other employee of MMSWMD. The Board may only reimburse expenses for MMSWMD business for members of the Executive Board or the Advisory Committee and only if the trip or training (including conferences, workshops, classes, or publications) is approved prior to the obligation of funds. All reimbursements must be submitted to the Executive Board within three months of the start of the trip or training.

**iii. reimbursement procedure**

No expense shall be reimbursed to an individual person without copies of all pertinent receipts being presented at a meeting of the Board. Reimbursements to other organizations may be summarized for the Executive Board by the District Coordinator.

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**c. District Operations and Plan Implementation Funds**

**i. application for funds**

MMSWMD shall apply for district operations and plan implementation funds by request of grants from the Department of Natural Resources or other available local, State, Federal or private agencies. These funds shall be for the operation of the administrative functions, education and planning, purchase of office supplies and other equipment to further the mission of the organization. Any application shall be approved by the MMSWMD Executive Board. Funds may also be used for recycling or proper disposal of items such as tires, household hazardous waste, major appliances, materials illegally disposed in roadside dumps or other solid waste activities either through contracted services or directly by MMSWMD with the approval of the Executive Board. District Grant projects that are competitively scored by the MMSWMD Advisory Committee shall be administered as District Grants.

The District Coordinator will ensure the district operations and plan implementation grant applications are completed in conjunction with budget preparations for the upcoming fiscal year. Both district operations and plan implementation grant applications will be presented for Executive Board review and approval no later than the Executive Board meeting in April of each year to allow sufficient time for review and approval by MDNR SWMP. This is also the meeting where the budget for the upcoming fiscal year will be presented for board approval. Upon the Executive Board's approval which shall be recorded in the official meeting minutes, the district operations and plan implementation grant applications will be sent to MDNR SWMP for their review and approval to ensure funding is available by July 1 to allow district operations and plan implementation expenditures to begin on that date.

**ii. reporting requirements**

The District Coordinator or Treasurer shall keep adequate records to justify any expenditure of administrative funds. MMSWMD shall meet all State and Federal requirements for the expenditure and documentation of funds and expenditures. Administrative funds shall be kept in a separate bank account from District Grant funds and shall be tracked separately in the accounting system provided for in section 3.a. of this document.

**iii. in-kind contribution**

Any in-kind contribution to MMSWMD that is used as matching funds for Operations and Plan Implementation Funds Grant funds received from the State of Missouri shall be itemized and the records kept for a minimum of three years from the end of any such grant.

**5. DISTRICT SUBGRANT PROGRAM**

**a. Application and guidance document for subgrantees**

The Executive Board shall approve the official Application and Guidance Document (AGD), which shall serve as the official rules and policies of MMSWMD for the District Grant Application process. If any conflicts arise between the Policies and Administrative Rules and the AGD, the AGD shall take precedent. The Advisory Committee shall make an annual review of the District Grant application process and make recommendations on changes to the AGD.

**i. application Requirements**

No grant may be accepted for review or awarded funds except by the rules established in the AGD and the laws and regulations of the State of Missouri. MMSWMD may reject any application from an organization that has not met the obligations or failed to maintain proper equipment inventory or failed to follow policies for equipment purchased through a grant from MMSWMD including honoring all liens held on equipment by MMSWMD, maintaining MMSWMD inventory tags as required by the terms of the agreement(s) signed with MMSWMD. MMSWMD shall notify any organization if they are ineligible to receive any grant funds, and the reason they are ineligible. The organization shall have a period of thirty (30) days from the receipt of such notice of termination to request a hearing before the Executive Board of the MMSWMD. Receipt will be determined by return of a receipt from Certified Mail. In the event that such a request is made, the hearing shall be promptly held at or before the next regularly scheduled meeting of the MMSWMD Executive Board of the MMSWMD, and the decision of such Executive Board shall constitute the final decision with respect to eligibility to receive grant funds. MMSWMD shall reinstate that organization if proof is secured that the reason for their ineligibility no longer exists.

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**ii. Financial Assistance Agreement**

All District Subgrant recipients must sign a Financial Assistance Agreement (FAA) with MMSWMD that sets out the exact requirements, expectations and obligations of the grantor (MMSWMD) and the recipient. All FAAs and amendments to FAAs shall be approved by a majority of the MMSWMD Executive Board at an official meeting or by official mail ballot.

**b. Application to the Missouri Department of Natural Resources**

The Chair of the MMSWMD Board shall make application to the Missouri Department of Natural Resources in a timely fashion to assure the full distribution of District Subgrant funds. The Chair may assign any duties required to make this application to the District Coordinator, except that any forms requiring the Chair's signature.

**c. Grant accounting policies**

**i. generally accepted accounting practices**

MMSWMD shall follow all State, Federal and local laws or ordinances required to assure the accurate and complete accounting of all District Subgrant expenses. MMSWMD shall follow generally accepted accounting practices. MMSWMD shall include the District Subgrant in the annual financial audit. MMSWMD shall require all grant recipients to follow generally accepted accounting practices in the execution of grants.

**ii. reimbursements**

MMSWMD shall reimburse subgrant recipients according to the signed agreement between MMSWMD and the subgrant recipient, provided adequate documentation is provided. At no time will MMSWMD reimburse any subgrant recipient for more than 75% of all grant expenditures, this includes documented grant-funded expenditures and documented matching fund expenditures, unless MMSWMD approved a match of less than 25% of the total project costs in the original FAA. For grants with match of less than 25% MMSWMD will not reimburse the subgrant recipient for more than grant funded percentage of the total documented project expenditures. In cases when more than 25% match is required in the FAA, the Board may approve full reimbursement when a lower percentage of match funds have been expended than approved in the FAA, however, the Board shall not reimburse the grant recipient for the full amount of the grant award if the total documented matching funds expended are less than 75% of the total dollar value of the match funds approved in the original FAA unless the MMSWMD Executive Board approves an FAA amendment approving the reduced match requirement. Until the Final Report is submitted by a subgrant recipient and accepted by the MMSWMD Executive Board, MMSWMD shall withhold 15% of the grant funded expenditures, except if MMSWMD is the grant recipient. All reimbursement requests shall be made on the invoice form included in the FAA and shall include definitive proof by canceled check, sworn affidavit, receipts, mileage records, payroll records, or other documentation, that actual expenses were incurred for the grant funded project within the grant project period in accordance with the approved subgrant budget and the FAA. The District Coordinator shall review all reimbursement requests and forward all approved requests for funds to the Executive Board for payment, and report any deficiencies in documentation. No reimbursement shall be made to any recipient who has not submitted quarterly reports as required in section 5.f. of this document or as required in the FAA.

**d. Subgrant budgeting and budget transfers**

Subgrant recipients may request transfer of up to 10% of the total grant award from any budget category to another budget category, and the District Coordinator may approve such transfer without an FAA amendment. The request for transfer must precede or accompany an invoice for payment that necessitates such a transfer. Budget transfers within budget categories may be made at the discretion of the District Coordinator, except that no increase or decrease for any line item of equipment of 50% or more of the approved budget amount for that line item may be approved without an amendment to the FAA. Any budget transfer from one category to another that exceeds 10% of the entire budget shall require execution of an amendment to the FAA. No budget transfers may be approved that substantially changes the goals or proposed outcomes of the grant as originally proposed and approved.

**e. Recordkeeping and reporting requirements**

Subgrant recipients are required to maintain all records until three years after the close of the grant project, except that any records required under Section 7.b. of these rules or in the FAA that require a lien or secured

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interest must be maintained until the lien is forgiven. Status reports must be filed each quarter for every grant still active.

**f. Conflict of Interest**

Applicants are ineligible if they are directly involved in the selection and award of financial assistance under the administrative rule 10 CSR 80-9.050, or have a conflict of interest in the selection and receipt of such assistance. For the purpose of this application, a conflict of interest occurs when an applicant's employee, spouse or partner participates in the selection, award or administration of financial assistance under 10 CSR 80-9.050, and receives an award, contract, gratuity or favor from such participation. It shall be the practice of the MMSWMD Executive Board and Advisory Committee members to abstain from scoring or voting on a grant when a conflict of interest or the potential for a conflict of interest exists.

**g. Proof of Insurance on Capital Assets**

**No reimbursement will be made prior to receipt of insurance documentation. All sub-grantees shall submit proof of insurance on equipment, buildings or site improvements purchased with grant funds of \$5,000 or more to cover loss or damage on or before the date of the first reimbursement being made. The cover sheet of their insurance policy must be included. This requirement will be included in the District's Application and Guidance Documents, District Grant Workshops, and Financial Assistance Agreements/discussions with sub-grantees.**

**h. Bid Requirements**

**District sub-grantees receiving SWMF assistance are required to obtain bids as follows and must submit bid documentation to MMSWMD. Purchases of \$0-\$2,999.00 do not require bids. Purchases of \$3,000.00-\$24,999.99 require a minimum of three (3) competitive bids, but do not have to be advertised. Purchases of \$25,000.00 or higher require a minimum of three (3) competitive bids, advertised in at least two daily newspapers at least five (5) days before bid opening.**

**6. RECORD KEEPING**

**a. Custodian of Records**

The District Coordinator shall be the official custodian of records for MMSWMD unless there is none employed in which case the duties shall fall to the Secretary of the Board.

**b. Record Storage and Preservation**

The custodian of records shall develop and implement a policy to maintain copies of all minutes, financial records and all other records as required by law and the Executive Board. Offsite record storage may be used as practical, and as needed.

**c. Storage of Electronic Records**

All electronic records of MMSWMD shall be backed up periodically, not less than one time per year, and a copy of records maintained at a secure location offsite.

**7. EQUIPMENT AND PHYSICAL ASSETS**

**a. Inventory Kept**

MMSWMD shall keep a record of all physical assets of more than \$5,000 at the time of purchase, including all items for which MMSWMD holds a lien or title such as District Grant funded equipment. A physical inventory of all assets requiring a lien will be made every two years.

**b. Equipment Purchased with MMSWMD Grant Funds**

MMSWMD, its successors and assigns shall hold a lien or security interest in all equipment purchased for \$5,000.00 or more, in whole or in part, with SWMF monies. Said security interest shall be equivalent to the amount of funding provided by MMSWMD for the purchase of equipment. The security interest of MMSWMD shall decrease at a rate of twenty-five percent (25%) per year, beginning on the start date of the project period as set forth in the Agreement between MMSWMD and the Grant Recipient. Recipient hereby covenants that it will not transfer, sell or pledge the district's security interest in the equipment as collateral for any indebtedness without first obtaining the prior written consent of the district unless specifically authorized pursuant to this Agreement. When the security interest is fully depreciated, the secured party will, on written demand by the debtor, send the debtor a termination statement that he/she no longer claims a security interest in the financing statement (identified by file number).

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If the equipment purchased with grant funds from MMSWMD is required to be titled through the Missouri Department of Revenue, the MMSWMD must be listed as a lien holder on the title. MMSWMD will file the lien paperwork and will not reimburse the subgrantee for the purchase of equipment until the lien has been properly filed.

## 8. EXECUTIVE BOARD

### a. Appointments to the Executive Board

Appointments to the Executive Board shall be made by written ballot at the Annual District Meeting, or by mail ballot, or by a letter from the mayor or a copy of a resolution passed by the governing body of a city that is directly represented on the Executive Board. Members representing counties must be elected by a majority of the District Council Representatives (DCRs) from that county. Cities that directly appoint members to the Board shall not vote for the Board member from their county. Appointments typically run for one year, but shall continue until a new Board member is appointed or until a vacancy is created by resignation, death or other disqualification of a Board member. A member of the MMSWMD Executive Board must be an employee or official of a member government of MMSWMD. Members of the Board may be removed from the Board by a simple majority vote by the DCRs of the County represented by that member.

### b. Meetings of the Executive Board

The Executive Board shall meet once per month or conduct business by mail ballot. Mail ballots shall be sent by the MMSWMD office to Board members by regular post, by fax or by electronic mail so long as each member of the Board receives a ballot with at least 48 hours to reply. All mail ballots must be certified by the Secretary of MMSWMD. Official notice of meetings, meeting agendas, minutes and memos may be sent by electronic mail if specifically requested by a Board member.

## 9. DISTRICT COUNCIL

Each District Council Representative (DCR) shall be appointed by a letter or form signed the mayor or Presiding commissioner of a MMSWMD member government and submitted by that city or county to the District Coordinator. Each county shall have two DCRs, and each member city shall have one DCR. The District Coordinator shall develop a standard form that shall include language prohibiting conflicts of interest for DCRs. A DCR must be an official, employee or resident of the member city or county.

## 10. ADVISORY COMMITTEES

The By-Laws (IX. D. (7.)) permit the Executive Board to appoint advisory committees as deemed necessary. There shall be one permanent standing Advisory Committee (referred to in this title 10 as the Committee), which shall have the duties assigned in section a. All other advisory committees, except the Budget Committee, or as defined in another title of the MMSWMD Rules shall be ad-hoc and serve until the committee's specific task is discharged.

### a. Standing Advisory Committee

#### i. quorum and rules of conducting business

The Committee shall meet at the call of the Chair of the Committee, or when the Chair is unable to perform the duties of the office, at the call of the Vice-Chair of the Committee or at the call of the Chair of the Executive Board. A quorum shall consist of either eight members of the Committee or representatives from five of the eight counties in the Region.

Decisions of the Committee shall require a majority vote of the members present at an official meeting of the Committee.

#### ii. powers and duties

The Committee shall be responsible for developing policy on District Grant evaluation of District Grant Applications, and the evaluation of District Grant Applications, although the Executive Board is responsible for adopting policy and final decisions on allocating District Grant funds. The Committee shall report to the Executive Board except when specifically required by the Executive Board to report to the District Council. The Committee does not have the power to adopt official policy for MMSWMD.

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The Committee shall make recommendations on any official solid waste management planning document produced by MMSWMD for Region "H", and implementation of any such plan. The Committee may also make other policy recommendations resources to promote intergovernmental cooperation in solving solid waste management problems and to promote, waste reduction, resource recovery and recycling, either at the request of the Executive Board or upon the Committee's own initiative.

The Committee shall have the power to choose its own officers, designate a custodian of records of the Committee, and keep minutes of its meetings. The Committee is required to follow any and all "Open Meetings" laws of the State of Missouri.

The Committee may appoint subcommittees of its members and set rules for the business of any such subcommittee.

### **iii. membership**

Members are appointed to the Committee by the Executive Board by a majority vote. There shall be at least one member from each county in the Region, and each city of more than 35,000 population at last decennial census, even if that County Government is not a member of MMSWMD. A member of the Committee must be a resident of the Region, although they may be chosen to represent any county in the Region in which they live, work or own real property. The number of Committee members shall be fifteen.

All members currently serving on the Advisory Committee shall serve until the Committee is reformed in FY2005. After July 1, 2004 the term for a member of the Committee shall be four years. The Committee shall be reformed after the 2004 Annual District Meeting by the Executive Board. The Executive Board shall appoint at least four, but no more than eight members to serve two years, and the remainder of the Committee named by the Executive Board after the 2004 Annual District Meeting shall serve four year terms. The terms of Committee members will start and end with MMSWMD Fiscal years. Vacancies and new appointments are made by the Executive Board. The term of office for members appointed more than six months after the start of a Fiscal Year will last until four additional years are served after the partial year.

A member of the Committee may resign by notifying the MMSWMD office or the Chair of the Committee. If a member misses four consecutive meetings they shall be considered removed from the Committee.

A member of the Committee may appoint an Alternate to the Committee with full voting privileges by submitting a signed letter listing the name of the Alternate.

The Executive Board should appoint a mix of members from the public and private sector. Members of the Committee may be employed by applicants for District Grant funds but must adhere to the conflict of interest guidelines adopted by the Executive Board.

### **iv. election and duties of officers**

The Committee shall elect a Chair, Vice Chair, Secretary and other officers as created by the Committee. The Chair and Vice Chair shall be a member of the Committee, but the Secretary is not required to be. Officers are to be elected annually at the first meeting of the Committee in each fiscal year. The term for an officer shall extend until the next election for that office. If an officer is removed from the Committee the Committee shall elect a new officer by majority vote to serve until the next regular election for that office.

The Chair shall preside over Committee meetings, keep order, manage the proceeding and govern the administrative details of the District's business. The Chair is entitled to vote. The Vice Chair shall act in the place of the Chair in the event that the Chair is unable to attend. The Secretary

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shall be responsible for keeping the minutes at meetings of the Committee. The District Coordinator shall serve as the custodian of records whenever one is employed by MMSWMD, otherwise it shall fall to the Secretary of the Committee.

**b. Ad-hoc Advisory Committees**

The Executive Board may appoint ad-hoc advisory committees from time to time as necessary. The Executive Board Chair shall appoint a chair for any such ad-hoc committee, but may allow the committee to elect their own chair at the first meeting. The District Coordinator shall fulfill the duties of secretary to any such ad-hoc committee unless otherwise specified by the Executive Board Chair. The Executive Board shall set the terms of the members of the committee, the purpose of the committee, and the task(s) of the committee.

**11. REGIONAL PARTNERSHIPS AND COOPERATIVE AGREEMENTS**

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**12. DISTRICT PLAN**

**a. Adoption and Review of Comprehensive Solid Waste Management Plan**

The official Comprehensive Solid Waste Management Plan for Region "H" (hereafter the MMSWMD Plan) adopted by MMSWMD in 1994, shall be officially reviewed at least once between each decennial census. An official review of the MMSWMD Plan may be initiated by either the Executive Board or the District Council. A committee shall be appointed by the Chair of the body initiating the review (hereafter the Plan Review Committee), and shall include at least one representative of each county and city with direct representation on the Executive Board. A standing committee that meets this description may serve as the Plan Review Committee. The Plan Review Committee shall hold at least two meetings, each in a different county in the District and open for public comment. The Plan Review Committee shall then publish a report including any recommended amendments to the MMSWMD Plan. After publishing the report the Plan Review Committee shall hold at least four public hearings, each in a different county in the District and make a final report to the Executive Board that includes a summary of the public comment and any pertinent data that the Plan Review Committee wishes to include. The Executive Board shall review the recommendations of the Plan Review Committee and develop specific recommendations to the District Council including a draft of the proposed revisions to the MMSWMD Plan.

**b. Plan Implementation**

After the District Council adopts a revision to the MMSWMD Plan the Executive Board shall submit the plan to the Missouri Department of Natural Resources (MDNR). The Executive Board shall respond to any suggested changes by MDNR and resubmit the MMSWMD Plan first to the District Council and then to MDNR. The Executive Board shall implement the MMSWMD and direct the use of District Grant funds to address needs identified in the MMSWMD Plan.

**13. DISTRICT SUNSHINE LAW POLICY**

**a. Requirements for Meetings (Missouri Sunshine Law Section 610.020)**

The MMSWMD shall give notice of the time, date and place of each meeting and its tentative agenda at least 24 hours before the meeting, unless such notice is impossible. If a meeting must be held on less than 24 hours' notice, minutes of the meeting should state the reasons why it was not possible to give such notice. The agenda, public notice, and minutes shall include "Open" or "Closed" meeting, date, time and place of meeting. If the meeting is held via teleconferencing or Internet, information on how to access the meeting must be posted. The notice of meeting and information to access the meeting must be posted prominently in the principle office of the body holding the meeting. Notice may also be posted on the MMSWMD website.

**b. Plan Implementation**

After the District Council adopts a revision to the MMSWMD Plan the Executive Board shall submit the plan to the Missouri Department of Natural Resources (MDNR). The Executive Board shall respond to any suggested changes by MDNR and resubmit the MMSWMD Plan first to the District Council and then to

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