

# South Central Solid Waste Management District

5436 Hwy 17 Eunice, MO 65468  
417-932-5345 t.lroehl@train.missouri.org



## MINUTES

Executive Board Meeting April 5, 2007

City of West Plains Recycling Center, West Plains, MO 65775

Vice Chairman Dennis Sloan called the meeting to order at 7:p.m. Chairman Gary Collins presided at the meeting. Executive Board members present were : Butch Linder, Douglas County Representative, Mark Collins- Howell County Representative, Gary Collins - Ozark County Representative, Linda Garrett - Texas County Representative, Leon Pendergrass- Wright County Representative, Dennis Sloan - at-large member, and Lynda Roehl - non voting member.

Executive Board members Absent: John Wrenfrow - Oregon County Representative, Tony Orchard- Shannon County Representative, and Allen Deckard - At-Large member. A quorum was established at the meeting.

Linda Garrett moved and Mark Collins seconded that the minutes of the February 15, 2007 Full Council and Executive Board meeting be approved. Motion carried unanimously. A policy for signing minutes was discussed later in the meeting.

Copies of the treasurer's report and budget to date were handed out. Administration expenses are paid from District grant 2007-1. The balance in District grant 2007-1 after bills are paid tonight is \$49, 951.68. The new account at Progressive Ozark Bank pays a much better interest rate. The District received over \$1,300 in interest for March. The District's allotment for grants for the 2<sup>nd</sup> quarter 2007 grants is \$82,210.50. This includes a reduction of \$3,187.50 that was withheld from the district to pay DNR for our portion of the financial audit. The audit was included in the 2007 budget. The audit amount will be deducted from district grant 2007-1 and added into the 4<sup>th</sup> quarter total available for grants. Dennis Sloan moved and Butch Linder seconded that the treasurer's report be approved. Motion carried unanimously.

Gary Collins and Lynda Roehl reported on state meetings they had attended. A public hearing on the new rules DNR is proposing as changes in the Solid Waste Law and District grants program was held on Tuesday April 3, 2007 in Jefferson City. Lynda Roehl gave a copy of the letter that the executive board sent to Doyle Childers in January to be recorded as testimony at that meeting. The letter outlined our concerns about the new rules and their effect on our district. Gary reported that at the SWAB meeting Jim Hull said that some changes will be made to the new rule but he was not able to report on the changes at this point.

Copies of the District's Compliance Audit report from DNR on the audit that was conducted by Casey and Company were handed out. The audit started in August 2006 and the report is dated February 2007. There were 13 findings in the report, many have already been resolved as we knew about them from the meeting that took place with DNR and the auditor on October 5, 2006. Each finding was discussed and responses were decided The Responses are as follows:

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#1 - Too many Executive Board members- The district will take the necessary steps to keep the number of members on the executive board as it is.

#2. Minutes not signed and attested to. The District's policy on signing minutes is: The board secretary will sign the minutes when they are sent out to the members. The Chairman will co-sign the minutes after they have been approved by the executive board .

#3. Minutes of meetings indicating votes. The District's policy on indicating the votes on motions in the minutes is: when all of the members are in favor of the vote the minutes will reflect that the "motion carried unanimously". In cases where the members are not all in favor, a roll call will take place and the vote of each member will be recorded.

#4. Agendas regarding closed sessions: The District's policy on the agenda item is "Closed Session" will follow the sunshine law recommendation and record the section of the law that pertains to the reason for holding the closed session. The vote of each member on the question of closure will be documented in the minutes.

#5. Conflict of Interest on approving grants: The District's policy is that members of the board will abstain from evaluating their own grant applications and abstain from voting to approve their own grants.

#6. Dual signatures on checks: The District's policy is that all checks will require two signatures.

#7. Signature Card at bank needs to be updated. The District's policy is that the card has been updated and the signatures will stay updated.

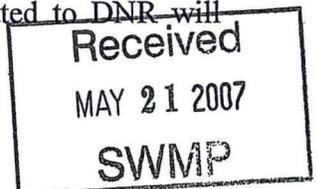
#8. Surety Bond to cover board members. The District has an insurance policy through MOPERM that protects the district and the board.

#9. Original budgets not amended for spending interest income. The District's policy is that all interest income will be spent on projects. Any change in the original budget will be reflected in an amendment to the FAA for the projects.

#10. Detailed "List" of capital assets needs to be maintained. The District's policy is that a "list" of the districts assets will be kept.

#11. UCC-1 security forms: The District policy is that a UCC-1 form will be used and filed when appropriate on equipment purchases, building construction or site improvements costing more than \$5,000.

#12. Quarterly reports: The District's policy is that quarterly reports submitted to DNR will



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accurately reflect activities that have taken place and the balances remaining of all grant projects.

#13. Coordinator's contract for mileage not updated when mileage was increased. The District's policy is that the coordinator's contract will be updated to reflect any increases the board makes in the mileage that is paid. The contract will be reviewed periodically to see that any necessary updates are made.

Lynda Roehl will write the district's response to the findings. Gary Collins will sign off on the audit for the district. Linda Garrett moved and Dennis Sloan seconded that the audit responses be written up as discussed and submitted to DNR. Motion carried unanimously.

Grants update:

## **2006 Grants:**

**2006 -2 Technical Assistance:** This project was supposed to end in December but was extended by a quarter. An amendment was made to extend the grant end date to March 31, 2007. Funds were used to purchase educational materials such as shovels and coloring books, a computer, a trailer and hitch for the illegal dumping program, and food and door prizes made from recycled materials for the full council meeting. This project closed out by using \$91.18 from interest. An amendment was made to the original FAA to reflect that interest was used to fund \$91.18 of the grant.

**2006-6 - School Clean outs** - computers were collected for recycling from Bakersfield, Ava, Thayer, Gainesville, Hartville and Mansfield. Backwoods was reimbursed for expenses and Computer Recycling Center was paid for their services.

## **2006-7 Shannon County Recycling Project**

Backwoods was reimbursed for wages paid to the collection worker. The County has been paying \$100 toward the cost of fuel. Bag sales totaled \$320.00

## **2006-10- Do Co Inc, wages**

Do co requested \$3,640 in wages for the quarter

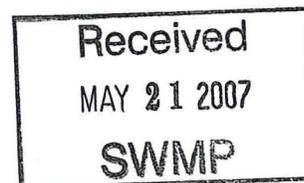
**2006-11 - West Plains Recycling - Tribble for Equipment.** The Equipment that was purchased cost \$20,000 rather than the \$30,000 estimate. The grant reimbursed a total of 66.7% of the cost to West Plains Recycling based on that amount. \$11,333.00 had been reimbursed last year the remaining \$2,000.00 was reimbursed. There will be a remainder of \$6,667.00 that will carryover to 2007 grants. An amendment was done on this project to show that the original budget was different than the actual budget.

## **2006-12 - OCRA equipment repairs and repainting**

The Oregon County Recycling Association requested the final reimbursement for their project. Butch Linder moved and Mark Collins seconded that the reports and amendments for 2006 grants be accepted. Motion carried unanimously.

## **2007 Grants**

**2007-1 for Administration** \$20,048.32 has been paid from this grant for Administration so far this year.



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The quarterly allocation for District grants for October 1, 2006 to December 31, 2006 funds is \$82,210.50 plus the \$3187.50 carryover from 2007-\*1 to pay for the audit. We will get a report from DNR soon on the amount for the 3<sup>rd</sup> quarter January 1- March 31, 2007 The known balance available for District grants after the ones that were approved tonight is \$133,797.13. These funds will be available for grants project submitted in the 4<sup>th</sup> Quarter ending June 30, 2007.

Lynda Roehl submitted a proposal for a 5 year contract for services to the executive board. The proposal outlined her job description and included provisions for increases in wages and benefits over the 5 year period which would start on July 1, 2007. Linda Garret asked that a clause be included that allowed for termination of the contract by either party with a 60 day written notice. Linda Garrett moved and Leon Pendergrass seconded that the revised 5 year contract with a yearly review be signed between the district and Lynda Roehl. Motion carried unanimously.

Butch Linder moved and Linda Garrett seconded that due to the increase in the cost of fuel the mileage rate the district pays be increased from 37 ½ cents per mile to 40 cents per mile effective immediately.

A roll call on the vote was taken:

James ( Butch) Linder - yes

Mark Collins - yes

Gary Collins -yes

Linda Garrett - yes

Leon Pendergrass - No

Dennis Sloan - yes

The vote was 5 yes 1 no - the mileage rate will increase to \$0.40 per mile.

**The next Executive Board meeting will be Thursday July 5<sup>th</sup> at the City of West Plains Recycling Center starting at 7:00 p.m. The meeting will be to make decisions on the 4<sup>th</sup> quarter grant applications .**

**The Full Council will meet on Thursday July 19, 2007. Lynda will try to reserve the Warm Fork Restaurant in West Plains for that meeting.**

There was no other business brought before the Board. Meeting Adjourned 9:30 pm

Submitted by: Lynda Roehl  
Lynda Roehl, Board Secretary

Date: 4/20/07

Signed By : \_\_\_\_\_  
Gary Collins, Board Chairman

Date:

