

Meeting Minutes

Received

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East Central Solid Waste Management District – Region I
Full Council Annual Meeting Minutes
Boonslick Regional Planning Commission
111 Steinhagen, Warrenton, MO
Thursday, December 6, 2007
11:30 a.m.

Following lunch, the meeting was called to order by Chairman Marvin Himmel.

District Roll Call

Those attending included the following:

Bob Dopp, Franklin County	Charles Korman, Montgomery County
Marvin Himmel, Lincoln County	Sean O'Brien, Lincoln County
Jim Mayes, Lincoln County	Rachel Burkemper, Solid Waste Advisory Board Chair
Russell Rost, City of Union	Ron Blum, City of St. Clair
James Arndt, City of St. Clair	Cliff Metcalf, Hansen's Tree Service
Charles Kemper, City of Troy	Brian Boehmer, City of Washington
Fred Vahle	Sherry Meyer, City of Jonesburg
Randy Lewis, Warren County	Steve Etcher, BRPC Executive Director
Chuck Eichmeyer, BRPC Program Admin.	Jane Cale, BRPC Office Manager

Approval of Agenda

Charles Kemper made a motion to approve the meeting agenda. Bob Dopp seconded and the agenda was approved.

Membership Report

Steve Etcher discussed the Region I District membership and encouraged those attending to make sure the District had correct information as to who they wanted to serve as their delegates and alter delegates.

Approval of Financial Reports

Bob Dopp made the motion to approve the financial statements. Brian Boehmer seconded and the financial statements were approved.

Speakers

Rachel Burkemper, Chairperson of the Solid Waste Advisory Board, was introduced and addressed the group briefly. Ms Burkemper spoke of the need for partnership between the Department of Natural Resources (DNR) and the Solid Waste Management Districts. She stressed the importance of education and the need to inform people in order to get at the source of curbing the amount of solid waste that is generated.

Cliff Metcalf of Hansen's Tree Service made a presentation to the full council about storm damage response. He showed a Power Point presentation and spoke of the recent experience this area had and some things that make a big difference in dealing with storm debris more efficiently.

New Business

Steve Etcher discussed the dues assessment for the Region I District. The by-laws called for a dues assessment of \$7,500 allocated to each of the four counties based on population and \$7,500 charged to the member municipalities based on population. The dues system was put in place to generate local matching funds needed by the District to obtain additional state funds. This level of matching funds is no longer necessary and, as such, no dues were assessed from 2003-2006. The 2007 dues assessments were mailed to the members in October. The Region I District Executive Board recommended to the full council that the dues for FY2003-2006 be waived. In keeping with that recommendation, Russell Rost made the motion that the dues for FY 2003-2006 be waived. James Arndt seconded and the motion passed with all in favor.

The Region I District Executive Board proposed the following amendment to the by-laws:

Article III-FINANCES

Each county and each city with a population in excess of 500 people shall pay an annual membership fee each January 31st. The membership fee total will be determined annually by the full council of the East Central Missouri Solid Waste Management District and allocated to each county based upon a percentage of the District's *unincorporated* population. Likewise, the membership fee total allocated to cities with a population greater than 500 shall be determined annually by the full council and allocated based upon a percentage of the District's incorporated population.

Sean O'Brien made the motion to accept the proposed change to the existing by-laws. Charles Kemper seconded the motion and it was approved by all in attendance.

Fred Vahle made the motion that the Region I Executive Board make a recommendation setting dues each fiscal year and present it to the full council to either accept or reject at its annual meeting in December which would be in time for invoices to be sent out to membership in January. Charles Kemper seconded this motion. The motion passed.

Report on District Activities

Steve Etcher discussed recent actions of the Region I District Executive Board. He listed projects that have been closed out. Seven projects have been selected for funding during the current grant cycle (See attached Power Point handout). Other actions included publishing a Request for Proposals for an independent financial audit for period January 1, 2006 to December 31, 2007 and publishing a Request for Qualification for administrative services to support District operations. Marvin Himmel was appointed as the delegate to the State Solid Waste Advisory Board and Bob Dopp was appointed as the alternate.

East Central Missouri Solid Waste Management District grant applications will be available beginning January 7, 2008. A grant application workshop is scheduled for February 4th and applications are due March 14, 2008. BRPC will send notices to the paper of widest circulation in Franklin, Lincoln, Montgomery and Warren counties, as well as the cities, counties and school districts. There will be five funding categories this year including education, demonstration projects, core services, innovation & market development and banned items collection. (Copy describing each category, project examples, matching funds requirements and maximum grant request for each category attached.)

Steve informed those present of DNR's scrap tire material grants that are available and due on February 4, 2008. A handout with the information was provided to those in attendance. (Copy attached.)

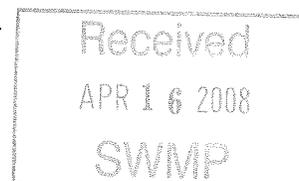
With the conclusion of business, Charlie Korman made the motion to adjourn the meeting. Fred Vahle seconded the motion and the meeting was adjourned.

**East Central Solid Waste Management District
Executive Board Meeting Minutes
Boonslick Regional Planning Commission
111 Steinhagen, Warrenton, MO
January 7, 2008
11:30 a.m.**

Following lunch, the meeting was called to order at 11:50 by Chairman Marvin Himmel.

District Roll Call

Executive Board members present: Marvin Himmel, Fred Vahle, Bob Dopp, Lon Little
BRPC staff present: Steve Etcher, Jane Cale, Chuck Eichmeyer
Executive Board members absent: none



Approval of Minutes and Agenda

Bob Dopp made a motion to approve the meeting agenda. Lon Little seconded and the agenda was approved.

Fred Vahle made a motion to approve the minutes from the 11/13/07 and 12/10/07 Executive Board meetings. Bob Dopp seconded and the minutes for both meetings were approved.

Approval of Financial Reports

Several sheets of financial information were included in the meeting packet for the Executive Board to review including a profit & loss statement, balance sheet, statement of cash flows and a check register. Lon Little made the motion to approve the financial statements. Bob Dopp seconded and the financial statements were approved.

Old Business

Steve Etcher discussed a letter that was written to Casey and Company, LLC (contract auditors for DNR) which would finish the District's reporting process for 2006. Chairman Marvin Himmel signed the letter. (Copy attached)

No bids were received in response to the Request for Proposals for an independent financial audit. At its December 10, 2007 meeting, the executive board had directed BRPC staff to solicit auditors by phone and fax. Only one bid was received. It was from Charles Montgomery for the amount of \$1,800.00. Fred Vahle made the motion to accept the bid. Lon Little seconded and the motion passed.

The financial assistance agreements have been received for five of the seven 07 grants. Earthwise Industries is the recipient for the remaining two grants. Boonslick Regional Planning Commission will contact them to see if they intend to return the agreements.

New Business

A draft of the Memorandum of Understanding between Boonslick Regional Planning Commission and the East Central Missouri Solid Waste Management District-Region I (District) for administration and planning services was included in the meeting packet for the executive board to review and discuss. Steve Etcher explained that BRPC would bill the District for actual expenses. The services are to be provided from January 1, 2008 to December 31, 2008. Bob Dopp made the motion that the District sign the Memorandum of Understanding (MOU) with Boonslick Regional Planning Commission and review it in November 2008 prior to the end of the contract. Lon Little made a second to the motion and all those present were in favor. Chairman Marvin Himmel signed the MOU. A copy is attached.

BRPC sent out notices to newspapers in Franklin, Lincoln, Montgomery and Warren counties to inform people that 2008 grant applications are available. Notices were also sent to each city and county office, the school districts in each county and the individuals who requested the information. A grant workshop will be held on February 4, 2008 at 10:00 at BRPC.

Steve Etcher informed the Executive Board of where the District stands financially and suggested that a budget be set up when the Board approves subgrantees. The grant applications will be due on March 14th. BRPC will send a copy of the applications to Executive Board members. The next meeting was scheduled for 11:30 on Tuesday, March 25, 2008 which will give board members time to review the grant applications.

With the conclusion of business, Bob Dopp made the motion to adjourn the meeting. Fred Vahle seconded the motion and the meeting was adjourned.

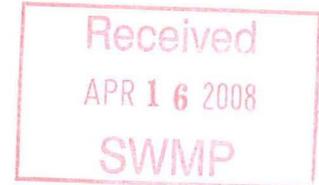
Marvin Himmel

**East Central Solid Waste Management District
Executive Board Meeting Minutes
Boonslick Regional Planning Commission
111 Steinhagen, Warrenton, MO
March 25, 2008
11:30 a.m.**

Following lunch, the meeting was called to order by Chairman Marvin Himmel.

District Roll Call

Executive Board members present: Marvin Himmel, Fred Vahle, Lon Little
BRPC staff present: Steve Etcher, Jane Cale, Chuck Eichmeyer
Executive Board member absent: Bob Dopp



Approval of Minutes

Lon Little made a motion to approve the minutes from the 1/7/08 Executive Board meeting. Fred Vahle seconded and the minutes were approved.

Approval of Financial Reports

Several sheets of financial information were included in the meeting packet for the Executive Board to review including profit & loss statements, a balance sheet, and a check register (Copies attached). The following actions were taken:

Lon Little made the motion to approve the 2007 financial statement. Fred Vahle seconded. Approved 3-0.

Fred Vahle made the motion to approve the current financial statement. Lon Little seconded. Approved 3-0.

Lon Little made the motion to approve the 4 checks that were prepared for disbursement. Fred Vahle seconded the motion. Approved 3-0.

The bank reconciliation statement from 1/1/08 – 3/24/08 was signed by Treasurer Fred Vahle. (Attached)

Old Business

BRPC Executive Director Steve Etcher discussed the audit response to the Department of Natural Resources (DNR). In addition to responding to each concern in a letter, Steve created a board manual which included the procedures that would be put in place to address each issue. Manuals were given to every board member present and Steve reviewed each section with them. Fred Vahle made a motion to approve the board manual as submitted with the exception that a custodian of records be included in Section 11 of the operating procedures. Lon Little seconded the motion and the board manual was approved with this stipulation. Steve Etcher will e-mail a copy of the audit response to each executive board member when it is completed.

Steve gave a report on the status of current grant projects (Copy of information attached). Earthwise Industries had been awarded two grants. Before being given the financial assistance agreement, Earthwise had already finished both projects. As this was not in accordance with grant guidelines, Earthwise had to withdraw the applications.

New Business

The executive board reviewed the following 2008 grant applications which had been submitted:

***Lon Little left the meeting so that board members could discuss the application from Kingdom Projects with which he is associated.

Marvin Himmel made the motion to approve the grant submitted by Kingdom Projects to purchase dumpsters and rolloffs with the stipulation that a public awareness component (such as decals on the purchased items and a newspaper ad/article) be included. Fred Vahle seconded the motion. The grant was approved.

***Lon Little returned and Marvin Himmel left the meeting so that board members could discuss the 4 applications made by Lincoln County with which he is associated.

Fred Vahle made the motion to approve the grant submitted by Lincoln County for a tire and battery collection, the grant for the Minnemeyer Road glassphalt project, and one of the two shingle asphalt road projects (to be picked by Lincoln County). There should be appropriate signage on the roads to inform the public about the projects. Lon Little seconded the motion and the three grants were approved.

Marvin Himmel returned to the meeting.