

Region D Recycling & Waste Management District

114 Main PO Box 139

District Chairman

Greg Wall

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Clarksdale MO 64430

(816) 393-5250 Fax 393-5269

Web Site

District Coordinator

Brenda Kennedy

March 17, 2008

Mr. Jim Hull

Missouri Department of Natural Resources

Division of Environmental

Solid Waste Management Program

P O Box 176

Jefferson City, MO 65102



Dear Mr. Hull;

The Region D Recycling & Waste Management District Council met on March 13, 2008 to address the performance audit findings. The recently adopted policy and procedure manual provides written directions to offer resolutions to the performance audit findings. A copy of the Region D Recycling & Waste Management District Policy and Procedure manual is included with this letter. The listing below provides location in the manual to locate written policies addressing findings. Additional documentation will be included as needed.

Finding #1 - Untimely Filing of UCC Financing Statement

Resolution - Region D Recycling & Waste Management District Policy and Procedures - page 5
- Equipment

Documentation - March 13, 2008 minutes - page 1 - Chairman's Report

Finding #2 - 15% Withheld (Retainage)

Resolution - Region D Recycling & Waste Management District Policy and Procedures - page 4 - Quarterly Reports - #6

Documentation - March 13, 2008 minutes - page 1 - Chairman's Report

Finding #3 - Public Notification of Bids

Resolution - Region D Recycling & Waste Management District Policy and Procedures - page 6 - Bids

Documentation - March 13, 2008 minutes - page 1 - Chairman's Report

Finding #4 - Proof of Clear Title

Resolution - Region D Recycling & Waste Management District Policy and Procedures - page 5 - Equipment

Documentation - March 13, 2008 minutes - page 1 - Chairman's Report

Finding #5 - Annual Equipment Use Statements from Sub-grantees

Resolution - Region D Recycling & Waste Management District Policy and Procedures - page 6 - Equipment Inventory

Documentation - March 13, 2008 minutes - page 1 Chairman's Report and Equipment Use Verification Form

Finding #6 – Reporting to DNR

Resolution – Region D Recycling & Waste Management District Policy and Procedures – page 3 – Quarterly Reports – 1-7

Documentation – March 13, 2008 minutes – page 1 Chairman’s Report

Finding #7 – Diversion Reporting

Resolution – Region D Recycling & Waste Management District Policy and Procedures – page 4 – Quarterly Reports – 8

Documentation – March 13, 2008 minutes – page 1 Chairman’s Report

Finding #8 – Stale Dated Checks

Resolution – Region D Recycling & Waste Management District Policy and Procedures – page 2 – Financial Tracking and Reporting

Documentation – March 13, 2008 minutes – page 1 Chairman’s Report

Finding #9 – Failure to Report Program Income

Resolution – Region D Recycling & Waste Management District Policy and Procedures – page 4 – Program Income

Documentation – March 13, 2008 minutes – page 1 Chairman’s Report, and Quarterly Project Financial Summary Year 2007 round 1

Finding #10 – Office Storage and Lease

Resolution – Region D Recycling & Waste Management District Policy and Procedures – page 6 Rent and Storage Agreement

Documentation – March 13, 2008 minutes – page 1 Chairman’s Report and Lease Agreement between the District and the City of Clarksdale.

Finding #11 – Printed Materials

Resolution – Region D Recycling & Waste Management District Policy and Procedures – page 6 Printed Materials

Documentation – March 13, 2008 minutes – page 1 Chairman’s Report

Finding #12 – Property Lacking MDNR Tag

Resolution – Region D Recycling & Waste Management District Policy and Procedures – page 5 Equipment Inventory

Documentation – March 13, 2008 minutes – page 1 Chairman’s Report and sample tag.

Finding #13 – Sunshine Law Compliance

Resolution – Region D Recycling & Waste Management District Policy and Procedures – page 1 Meetings

Documentation – March 13, 2008 minutes – page 1 Chairman’s Report and copy of agenda referencing Sunshine Law Policies.

Finding #14 - Executive Board Meetings

Resolution – Region D Recycling & Waste Management District Policy and Procedures – page 1 – Executive Board

Documentation – March 13, 2008 minutes – page 1 Chairman’s Report and copy of Executive Board meeting sign in record.

Finding #15 – Proposal Review and Evaluation

Resolution – Region D Recycling & Waste Management District Policy and Procedures – page 2 – Grant Review Committee Policies paragraph 3

Documentation – March 13, 2008 minutes – page 1 Chairman’s Report and copy of District Grant Evaluation Review Form 2008

Finding #16 – Internal Control

Resolution – Region D Recycling & Waste Management District Policy and Procedures – page 2 Financial Tracking and Reporting

Documentation – March 13, 2008 minutes – page 1 Chairman’s Report and copy of bank signature record.

Finding #17 – Payroll

Resolution – Region D Recycling & Waste Management District Policy and Procedures – page 6 – Payroll

Documentation – March 13, 2008 minutes – page 1 Chairman’s Report

If you have any questions or require further clarification, please do not hesitate to contact District Coordinator, Brenda Kennedy at 816-393-5250.

Sincerely,



Greg Wall, Chairman
Region D Recycling & Waste Management District

Encs.

- c: Senator Brad Lager, Missouri Senate
- Senator Charles W. Shields, Missouri Senate
- Representative John Quinn, Missouri House of Representatives
- Representative Jim Guest, Missouri House of Representatives
- Representative Robert Schaaf, Missouri House of Representatives
- Mr. Jim McNichols, Legislative Liaison, Department of Natural Resources
- Ms. Leanne Tippet Mosby, Deputy Director, Division of Environmental Quality
- Ms. Linda Jaegers, Fiscal & Administrative Manager, Division of Environmental Quality
- Ms. Brenda Ardrey, Resource Planning Section Chief, Dept of Natural Resources, SWMP
- Ms. Anita Stansfield, Planner II, Department of Natural Resources, SWMP
- Kansas City Regional Office