

STATE OF MISSOURI
MISSOURI DEPARTMENT OF NATURAL RESOURCES
SOLID WASTE MANAGEMENT PROGRAM
FISCAL YEAR DISTRICT OPERATION GRANT PROFILE AND BUDGET FORM

SOLID WASTE MANAGEMENT DISTRICT Region P		PROJECT NUMBER P2013-01 REVISED 10-18-2012	PROJECT NAME District Administration
FEDERAL ID 43-1601486		DISTRICT CHAIRPERSON Gary L. Collins	
DISTRICT ADDRESS (STREET, CITY, STATE, ZIP) 5436 Hwy 17 Eunice, MO 65468		COUNTY Texas	
PHONE 417-932-5345		FAX 417-932-5345	
E-MAIL SouthCentralSWMD@hughes.net			
BRIEFLY DESCRIBE SERVICES/DUTIES IMPLEMENTED WITH THIS PROJECT AND ATTACH EXECUTIVE SUMMARY AND TASKS FROM APPLICATION			
<p>This grant will cover the costs associated with having a full time District Coordinator/Planner. It will also cover the expenses incurred by the Executive Board of the District in the performance of their duties. A Complete Grant application is included</p>			
Amount requested by district. \$67,500.00		Amount of district local match. \$0	

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FISCAL YEAR DISTRICT OPERATION GRANT BUDGET

Project budget	Requested funds	Match funds	Match in-kind	Total funds
1. PERSONNEL - List each employee paid with state grant funds.				
Example: John Doe, 2,080 hours \$15/hr.	\$ 31, 200	\$	\$	\$31, 200
Lynda Roehl - District Coordinator- FTE Salary to 2/28/2013	\$8,400.00	\$0	\$0	\$8,400.00
Lynda Roehl, District Coordinator - retirement account- considered salary	\$3,300.00	\$0	\$0	\$3,300.00
	\$	\$0	\$0	\$
2. FRINGE BENEFITS				
Lynda Roehl - health insurance- MSA	\$1,800.00	\$0	\$0	\$1,800.00
Employer's share of Payroll Taxes	\$800.00	\$0	\$0	\$800.00
	\$	\$	\$	\$
3. CONTRACTUAL SERVICES - List each professional service being paid with by state grant funds.				
Board Insurance-Surety Bond	\$4,000.00	\$0	\$0	\$4,000.00
Audit Services	\$4,400.00	\$0	\$0	\$4,400.00
Administrative Services RFP to go out in January 2013	\$30,000.00			\$30,000.00
4. EQUIPMENT - List equipment to be purchased with state grant funds.				
	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$
5. SUPPLIES				
Office Supplies	\$	\$0	\$0	\$
Postage	\$600.00	\$	\$	\$600.00
	\$	\$	\$	\$
6. TRAVEL				
Executive Board	\$3,500.00	\$0	\$0	\$3,500.00
District Coordinator	\$950.00	\$0	\$0	\$950.00
for administration	\$2997.00	\$	\$	\$2997.00
7. OTHER - List all other items to be paid with state grant funds.				
phone/utilities	\$1,200.00	\$	\$	\$1,200.00

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newspaper subscriptions,copies, misc	\$753.00			\$753.00
Office Rental for 12 months	\$2,400.00	\$	\$	\$2,400.00
Equipment Storage - 12 months	\$2,400.00			\$2,400.00
8. TOTAL DIRECT CHARGES - Sum of 1 through 7.				
Total P2013-01	\$67,500.00	\$0	\$0	\$67,500.00
9. INDIRECT CHARGES				
	\$	\$	\$	\$
TOTAL BUDGET - Sum of 8 plus 9.	\$67,500.00 ✓	\$0	\$0	\$67,500.00 ✓

Return this form to:
Missouri Department of Natural Resources
Solid Waste Management Program
P.O. Box 176
Jefferson City, MO 65102-0176

MO 780-1992 (06-08)

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**SOUTH CENTRAL SOLID WASTE MANAGEMENT DISTRICT FY2013 DISTRICT GRANT
APPLICANT INFORMATION FORM**

**District Plan Implementation and Operations Grant
Part I - District Administration 2013 REVISED 10-18-2012**

1. Executive Summary

Having a full time District Coordinator has allowed the South Central Solid Waste Management District to accomplish many tasks since our Comprehensive Solid Waste Plan was adopted in 1993. There are trash collection and recycling services available to everyone in our district - it's not all curbside, and none of it is free but, everyone who wants these services can get access to the services. The District Coordinator spends many hours each week answering questions and providing information on services that are available to residents and businesses in the Seven County District. In addition, the District Coordinator spends time and resources on outreach and educational efforts for the 38 school districts and several home school programs of the district. Many of the schools in the district have recycling programs. The District Coordinator works with some schools to maintain their recycling programs and with others to increase recycling activities at the schools. Lynda Roehl has been a presenter at national and international conferences including SWANA, MORA, NAHMMA and APWA. She does many presentations each year to schools and civic organizations. As District Coordinator is responsible for writing the grants, then scheduling and managing the work on the projects. She spends many hours seeing to it that all of the necessary tasks for these projects are completed

District administration has been and continues to be an integral part of the implementation of the district plan. It is time for a change. The current district coordinator will leave her position on February 28, 2013 after 20 years on the job. She will continue to work the job until that day. An RFP will go out for District Administration in Late December 2012. The Current coordinator will help the district board find suitable administration and help train in the new personnel. New administration will work on implementing the district plan and other district activities that are important to the district's function. The administration will be responsible for the day-to-day activities of the district. The many tasks that the executive board and council members perform help guide the district organization. There are still many tasks left to do and good district administration is needed in order to get them done.

This grant application is a request for \$67,500.00 to provide funds to pay the expenses necessary for administration for the district.

2. LOCATION AND MANAGEMENT OF THE PROJECT

The coordinator has a home office from which she coordinates the activities of the District. The office is located at 5436 Hwy 17 in Eunice, Texas County, Missouri. This office will close on or before June 30, 2013. The new administration will be required to provide office space.

3. WORKPLAN - SCOPE OF WORK

The District coordinator, Lynda Roehl, will serve as project manager for this grant until February 28, 2013. The District Coordinator is responsible for most of the functions performed on the district level. She is secretary to the Executive board, attends and votes for the District at the State Advisory Board meetings when the district chairman can't make the meeting, does the bookkeeping, writes grants for and coordinates district projects such as the Scrap tire amnesty project, helps the Cities and Counties with their

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**SOUTH CENTRAL SOLID WASTE MANAGEMENT DISTRICT FY2013 DISTRICT GRANT
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solid waste management programs, gives education workshops on recycling to schools and civic groups and other activities as needed. The new administration will be required to provide suitable management and other personnel as needed.

TASK 1

Funds will be directly deposited into the grant account. The project manager, Lynda Roehl, will be responsible for submitting all reports needed for this project. Lynda Roehl has a contract with the district to provide administrative services. The contract will remain in force until February 28, 2013. At that time, a contract up to 5 years in length will be signed between the district and the new administration.

4. TIMETABLE

This project will start on July 1, 2012 and run until June 30, 2013. Funds for this project will be needed on approximately November 1, 2012 and run for 1 year until October 31, 2013. New Administration will start in February 2013.

**5. BUDGET NOTES TOTAL Budget for District Operations is estimated at \$67,500.00
See District Operations Profile and Budget**

Personnel: The District employs Lynda Roehl to handle the management of district activities. Lynda Roehl contracts with the district to provide administrative services. The District and Ms. Roehl signed a 5-year agreement for services on May 17, 2012. The contract will run for 5 years or until circumstances warrant changes. The contract is reviewed on an annual basis. The wages for performing administrative services for FY2013 will be included in the yearly salary of **\$33,600**. As part of the employment agreement, the coordinator also receives a monthly retirement benefit of **\$1,100.00**, which counts toward her salary for FY2013. A current copy of her contract is provided in the supporting documents.

Fringe benefits include the monthly payment of payroll taxes \$43.50 Medicare and \$186.00 Social Security for a total of approximately **\$2,800.00** per year. The District will contribute **\$600.00 monthly** (**\$7,200** annually) toward health insurance and a health savings account in FY 2013.

THE budget has been amended to include cost for Personnel for up to 3 months - December 2012, January 2013, and February 2013.

Travel and Expenses: Total for the District Coordinator's expenses is estimated at \$6,400.00 per year. The New budget divides these between old and new administration

The South Central SWMD covers an area of approximately 6500 miles. This is roughly the size of the states of Connecticut and Rhode Island combined. The coordinator visits with member cities, counties, and sub-grantees on a regular basis. She travels an average of about 900 miles per month to attend meetings and to visit projects around the district. For FY 2013 mileage will be reimbursed at \$0.37 per mile. $900 \times .37 \times 12 = \$3,996.00$

Phone/Utilities: Landline, cell phone, and internet for district business purposes approximately \$100/month $\$100 \times 12 = \$1,200.00$

Newspapers subscriptions: ~~The district has a subscription to 1 paper in each county - \$234.00 - copies and miscellaneous expenses estimated at \$700.00 annually.~~

Per Diem - \$45 is paid to the coordinator for overnight or over eight hrs travel for meetings and training.

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**SOUTH CENTRAL SOLID WASTE MANAGEMENT DISTRICT FY2013 DISTRICT GRANT
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~~per day to cover food and other expenses. This happens about 6 times per year. $6 * \$45 = \270.00~~

Other Expenses estimated at \$1,800.00

Office Supplies: Office Supplies: printer ink, office paper, paperclips, pencils, pens and miscellaneous expenses are estimated at \$100 per month for a total of **\$1,200/year**.

Postage estimated at \$50/month for a total of **\$600 per year**.

Executive Board Expenses: Estimated at \$12,300.00 per year

The Board has insurance that covers errors and omissions and general liability from MOPERM - Missouri Public Entity Risk Management and surety bond and fraud coverage with Naught/Naught Insurance. Based on previous year's expenses and an expected increase, the insurance and bond costs for FY2013 are estimated at **\$4,000.00**.

Mileage is paid to board members for traveling to and from meeting. The District Chairman is a board member for the Missouri Recycling Board (MORA). The District will pay the expenses for Gary Collins to meet his MORA Board responsibilities by attending monthly board meetings. The FY2013 travel expenses for the Executive Board are estimated at **\$3,500**.

The District Executive Board pays rent of \$200 per month for office space. $\$200 * 12 = \$2,400.00$ and another \$200 per month for equipment storage space. $\$200 * 12 = \$2,400.00$.

The coordinator has a home office and provides space for district equipment such as trucks and trailers.

Audit

The district is required to have an audit each year. The audit cost is estimated at **\$4,200.00** ~~\$4,400.00~~ for FY2013. This is based on previous audits.

6. EVALUATION

This project will be measured both quantitatively and qualitatively. An evaluation form is given to educational program attendees to help provide input on program improvements and speaker performance.

SUPPORTING DOCUMENTS

1. Copy of the District approved FY 2013 Budget
2. Copy of the Contract between Lynda Roehl and the District
3. Evaluation form

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South Central Solid Waste Management District

FY2013 Proposed Budget - July 1, 2012-December 31, 2013
 District Grant 2013-01

REVISED for OCTOBER 2013
 PROPOSED
 FY2013

BEGINNING BALANCE \$0.00

REVENUES

INTEREST \$0.00
 DISTRICT GRANTS \$67,500.00
 MISCELLANEOUS \$0.00
 REIMBURSEMENTS \$0.00
 TOTAL REVENUES \$67,500.00

EXPENSES

DIRECTOR'S SALARY	\$11,700.00	to 3/1/2013	Administration
	FTE wages	\$8,400.00	\$30,000.00
	retirement	\$3,300.00	
DIRECTORS FRINGE	\$2,600.00		
	msa/health savings account	\$1,800.00	
	employer share of taxes	\$800.00	
DIRECTOR'S EXPENSES	\$1,250.00		
	mileage (900 per month @\$.37*12	\$950.00	\$2,997.00
	phone (land, cell, internet ~\$100/month	\$300.00	\$900.00
	newspaper subscriptions, copies, misc		
	per diem~ 6 times per yr@45/night		
EXECUTIVE BD. EXP	\$11,500.00		
	MOPERM insurance		\$3,000.00
	Office rent	\$400.00	\$2,000.00
	Equipment storage	\$400.00	\$2,000.00
	surety bond		\$1,000.00
PUBLICATIONS	Board mileage to meetings, SWAB		\$3,500.00
AUDIT EXPENSE	\$4,400.00		
	financial audit		\$4,400.00
MISC.	\$600.00		
	Office supplies, paper, ink carts etc.		
	postage	\$150.00	\$450.00
	Misc. -		\$753.00
TOTAL EXPENSES		\$16,500.00	\$51,000.00
NET INCOME/EXPENSES	\$0.00		
ENDING BALANCE	\$0.00		

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**EMPLOYMENT AGREEMENT FOR MANAGEMENT SERVICES BETWEEN
THE SOUTH CENTRAL SOLID WASTE MANAGEMENT DISTRICT AND
LYNDA ROEHL**

From July 1, 2012 until February 28, 2013, it is agreed by all parties, that the South Central Solid Waste Management District will employ Lynda Roehl to serve as the district coordinator and provide the following Administrative services including but not limited to, Coordinate meetings, keep and write up minutes and agendas, keep records and provide a database of district activities, attend state meetings, provide information to members and the public, give periodic updates to the counties and cities in the district, and other administrative duties as set by the Executive Board. She will work with the District and the Counties and Cities in the district to implement the solid waste plan. She will write district grant proposals on behalf of the district for district operations and plan implementation programs. She will assist Counties and Cities with information for grants and handle complaints on the District level. She will keep the financial records of the district in an approved manner; provide a list of monthly bills and accounts to the treasurer and the board. And, perform other duties as required by the Executive Board.

For these services, she will be paid an annual fee of \$33,600.00 paid at a rate of \$2,800 per month-

She will be reimbursed for monthly expenses as follows:

MILEAGE: reimbursed at \$0.370/mile or the district's recognized rate/mile

COPIES: reimbursed at \$0.10/page

TELEPHONE: ½ cell phone, ¼ landline, ½ internet or approximately \$100/month

POSTAGE: as needed

PER DIEM: for travel days over 8 hours - \$45/day

TOTAL ESTIMATED EXPENSES: \$7,500/year

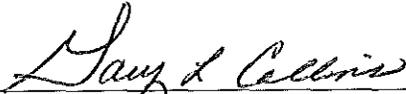
Other Costs including office supplies, Newspaper Advertising and Public Notices will be billed directly to the district operations.

It is also agreed that as part of Lynda Roehl's contract benefits the district will: pay matching Social Security and Medi-Care; and pay \$600.00 per month into the health insurance/medical savings account of her choice and \$1,100.00 per month into a retirement fund.

Lynda Roehl may receive additional compensation for labor spent working on grant projects for which she is named as Project Manager. The additional cost will be billed to the Grant Project and be figured as part of the project cost.

Funding for the District Coordinator position will come from the Solid Waste Fund currently managed by the Missouri Department of Natural Resources. This contract will be terminated due to lack of funding. Each party can require a change in the status of this contract by giving the other party a 60-day written notice. This contract will be review on a yearly basis.

Approved by the Executive Board on October 18, 2012


Solid Waste District - Chairman
10/18/12


Lynda Roehl
10/18/12

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**SOUTH CENTRAL SOLID WASTE MANAGEMENT DISTRICT FY2013 DISTRICT GRANT
APPLICANT INFORMATION FORM**

South Central Solid Waste Management District Educational Program

EVALUATION FORM

Please complete and return

In order to fulfill your meeting and educational needs, Lynda Roehl with the South Central Solid Waste Management District would like to get your input about this and future meetings. Please help us by completing the following information.

1. Presentation Speaking Quality: Excellent Good Fair Poor

Comments:

2. Presentation Program Content: Excellent Good Fair Poor

Comments:

3. Was the program presentation beneficial to you? Yes No

Comments:

4. Did you receive the information you expected? Yes No

Comments:

5. Was sufficient time provided for the presentation? Yes No

Comments:

6. Meeting Site: Excellent Good Fair Poor

Comments:

7. SUGGESTIONS FOR FUTURE PRESENTATION TOPICS

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8. SUGGESTIONS FOR FUTURE MEETING LOCATIONS

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