

Missouri Department of dnr.mo.gov

NATURAL RESOURCES

Michael L. Parson, Governor

Carol S. Comer, Director

FEB 08 2019

Mr. Jack Hodge, Chairperson
Region B, North Missouri Solid Waste Management District
1104 Main
Trenton, MO 64683

Dear Mr. Hodge:

The Missouri Department of Natural Resources' Solid Waste Management Program (SWMP) has completed its monitoring report of Region B – North Missouri Solid Waste Management District (District) pursuant to section 260.325.9 RSMo for the periods ending June 30, 2017 and June 30, 2018. SWMP conducted the monitoring visit on December 11 and 12, 2018. Monitoring reviews are part of the SWMP's oversight of solid waste management district activities to ensure public moneys are fully accounted for, appropriately reported upon, and to promote fiscal accountability at the district level. We are committed to working cooperatively with the District to ensure compliance with the solid waste management laws, the district grant rule and the Department of Natural Resources' Solid Waste Management General Terms and Conditions.

The District is comprised of the following counties: Caldwell, Carroll, Chariton, Daviess, Grundy, Harrison, Linn, Livingston, Mercer, Putnam, and Sullivan. The 2010 census has the counties' population at 97,635. The Administrative Contractor for the District is the Green Hills Regional Planning Commission.

Financial Review

The subgrants reviewed were the following:

B2016-007 City of Marceline Cardboard Trailer – Year

Findings: Three (3) competitive bids not received

Note: The District states another bid was received from a third vendor, but that documentation could not be found.

SWMP Recommendation: A “no bid” response from a vendor may be counted toward the requirement for three (3) competitive bids if they could have provided the products/service. The SWMP requires the District to follow RSMo, Chapter 34. A minimum of three (3) competitive bids are required for all solicitations; the bid awards shall be let to the lowest and best bidder and all bids shall be filed in records. All Districts and district subgrantees must retain all bid documentation in files as set forth in the General Terms and Conditions, I.E. Retention and Custodial Requirements for Records.

B2017-001 District Operations – January - March 2017

Findings: None



Recycled paper

B2017-002 District Plan and Implementation – April – June 2017

Findings: None

B2018-004 High Hope Recycling and Paper Shredding – Year

Findings: None

B2018-005 Hope Haven Industries – Year

Findings: None

Note: A minimum of three (3) bids are required for all solicitations for \$3,000.00 and over. Items should be looked at for a 12-month period.

The Quarterly Project Financial Summary Reports balance to the bank statements.

Program Review

The site visit on December 11, 2018 and December 12, 2018 to District B included visits to three (3) subgrantee sites and the district office. The sites visited include Harrison County Sheltered Workshop in Bethany, High Hope in Milan, and Hope Haven in Chillicothe. The SWMP monitored the equipment, equipment tags, department source of funding, signage, and asset control system and security interests.

B2016-004 Harrison County Sheltered Workshop

The site visit to Harrison County Sheltered Workshop showed the baler was located on premises, being maintained, had a property tag, a maintenance log, and department source of funding signage located near the front door. There are also security cameras setup at the neighboring building that they own for confidential paper shredding and they are aimed at the entrance where they would be able to identify trespassing if needed.

B2016-006, B2018-003, B2018-005 Hope Haven

The site visit to Hope Haven showed the box truck, semi-trailers (2) and caged trailers (2) were located on premises when not in use, being maintained, had a property tag, a maintenance log if needed, and a department source of funding signage located near the door as people drop off recycling. There are also security cameras setup that face each entrance to prevent illegal dumping and to be able to identify trespassing if needed. The keys to the box truck are locked up in the office nightly and not left unattended in the vehicle. The smaller trailers are locked inside a fence with a locked gate when not in use.

B2018-004 High Hope

The site visit to High Hope showed the box truck was located on premises when not in use, being maintained, had a property tag, a maintenance log, and department source of funding signage located near the door as people drop off recycling. The keys to the box truck are locked up inside the locked building nightly and they are not left unattended in the vehicle.

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The 2017 Programmatic Report, dated March 31, 2017, was sent to the district detailing findings or changes that should be implemented after the program monitoring visit done October 26, 2016. Please refer to page 2 of this letter; regarding the need to tag the equipment with more than the grant number and the district initials to prevent theft. We request the district make these updates to the tags, affix these new tags on the next visit and inform the SWMP when these changes have been made to the equipment tags.

The Quarterly Project Financial Summary (QPFS) received before monitoring from September 2018, dated November 8, 2018 has many prior year grants listed. If a project is listed on the QPFS then there should be a Quarterly Status Report (QSR) for the project in Re-Trac. The SWMP recommends that the district work on removing the projects listed below from the QPFS by June 30, 2019, if not before. If the district is unable to fulfill this request it may result in a notice of noncompliance letter per 10 CSR 80-9.050(9).

Projects that need to be removed from the QPFS:

B2012-004
B2012-007
B2012-008
B2012-010
B2013-005
B2014-006

The financial review and the program review do not indicate the need for a financial statement audit.

We appreciate your assistance with these auditing efforts. If you have any questions, please contact Ms. Debbie Ickes or Ms. Becca Vernon at Missouri Department of Natural Resources, Solid Waste Management Program, P.O. Box 176, Jefferson City, MO 65102, by email at debbie.ickes@dnr.mo.gov or by phone at (573) 526-3937 and becca.vernon@dnr.mo.gov, or by phone at (573) 526-3928.

Sincerely,

SOLID WASTE MANAGEMENT PROGRAM

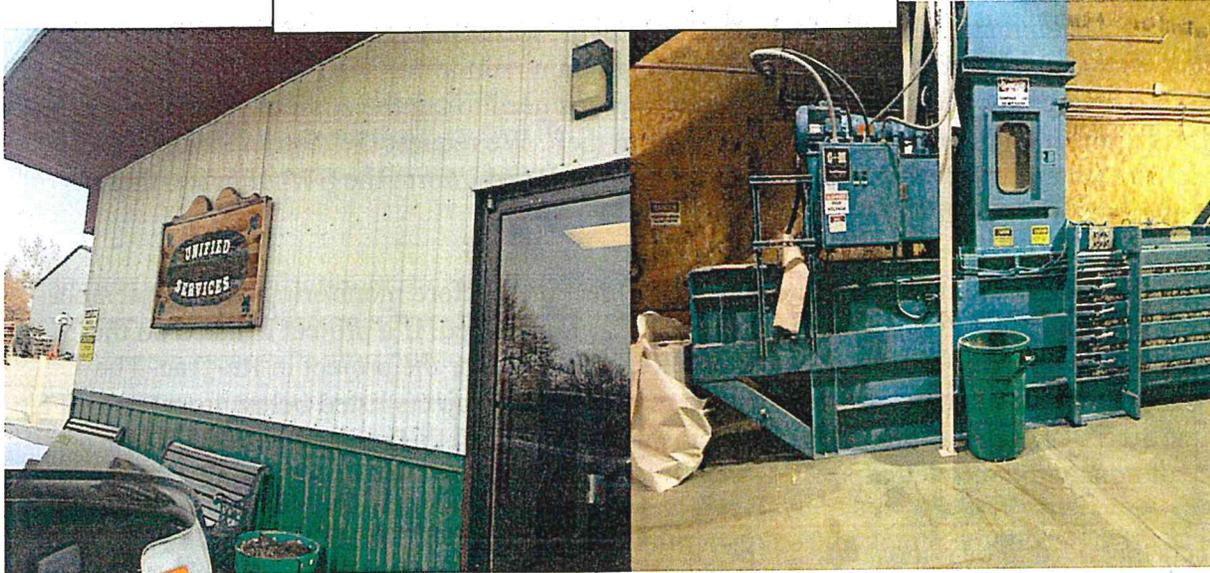


Richard A. Kempker, Chief
Operations Section

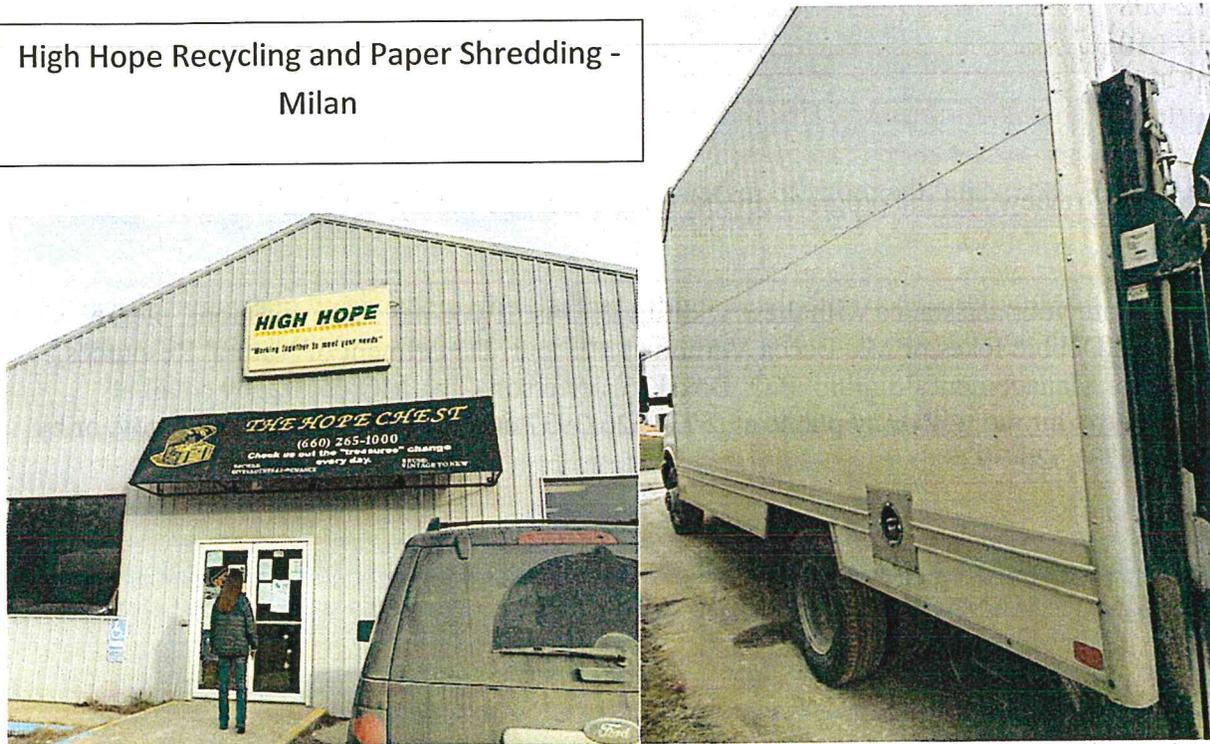
RAK/dbl

c: Ms. Ann Hamilton, Planner, Region B, North Missouri Solid Waste Management District

Harrison County Sheltered Workshop



High Hope Recycling and Paper Shredding -
Milan



Hope Haven – Chillicothe

