



North Missouri Solid Waste
Management District Region B

May 24, 2018

Solid Waste Management Program
Missouri Department of Natural Resources
Attn: Debbie Ickes
P.O. Box 176
Jefferson City, Missouri 65102-0176

Re: Response to letter dated March 27, 2018, on the Performance Audit for
NMSWMD – Region B

Dear Ms. Ickes,

Enclosed are the responses to the performance audit that was conducted by Beard-Boehmer.

1. District does not have an advisory committee.

Enclosed are the minutes from the May 10, 2018, board meeting where the committee was established. There will be a meeting in June or July.

2. No evidence that the Executive Board review of the Bank Reconciliations.

In the minutes it states that the bank statements were available for board members to review. We have implemented that the treasurer of the board will review, sign and date each month. I have enclosed a copy.

3. Individual Collection Sheets not numbered.

Enclosed are the sample collection sheets that are prenumbered.

If you need additional information, please contact me at ann@ghrpc.org or my cell at 660-247-1356.

Sincerely,

Ann Hamilton
Region B Planner

**Minutes of an Open Board of Directors Meeting
North Missouri Solid Waste Management District
EXECUTIVE BOARD
Green Hills RPC Office
1104 Main Street
Trenton, Missouri 64683
Thursday, May 10, 2018
12:30 p.m.**

1. Call to Order: The open meeting was called to order at 12:30 p.m. by President Nelson Heil.

2. District Roll Call: A quorum was declared with 9 members present. The following were in attendance:

NMSWMD Directors - Present

C.R. "Bud" Motsinger	Caldwell County
Nelson Heil	Carroll County
Tony McCollum	Chariton County
David Cox	Daviess County
Rick Hull	Grundy County
Jack Hodge	Harrison County
Dick King	Linn County
Randy Sands	Putnam County
Chris May	Sullivan County

RPC Staff

Ann Hamilton
Randy Railsback

Guests

Rex Hibler

NMSWMD Directors – Absent

Ed Douglas	Livingston County
Jerry Allen	Mercer County

3. Approval of May 10, 2018, Agenda: Jack Hodge made a motion to approve the agenda with a second from Randy Sands. Motion carried 9-0.

4. Public Comment: None

5. Minutes of March 22, 2018, Executive Board of Directors Meeting: After review of the March 22, 2018, minutes, Tony McCollum moved to approve the minutes as presented, Rick Hull seconded the motion. The motion carried 9-0.

6. Financial Statements: Ann Hamilton reported on the financial statement and check register for the Solid Waste General Account, as well as the District Grant Account. Copies of the reports are attached to the minutes. Copies of the bank statements, deposits, and invoices were also made available for the board members to review.

Randy Sands moved to approve the financial reports and check register for the Solid Waste General Account as presented, with a second from Tony McCollum. Motion carried 9-0.

Thereafter, Dick King moved to approve the financial statement and check register for the Solid Waste District Grant Account as presented, with a second by Chris May. The motion carried 9-0.

7. Old Business:

- a. Collection Events for 2018 – Ann reported that it was time to start thinking of the dates that the counties would like to have their one day events. So far we have two dates set which include:
- Chariton County – June 2
 - Harrison County – October 20
- b. Final Reports – None.
- c. Extensions – None.
- d. Missouri Department of Natural Resources Performance Audit – The District received the letter on their performance audit that they had in December. The Missouri Department of Natural Resources Solid Waste Management Program staff was very pleased with the performance of the District. The District had only three items that need to be corrected which include:
- The board does not have an advisory committee. This is the next item on the agenda.
 - No evidence that the Executive Board Reviews the Bank Reconciliations. Even though it is stated in our minutes that the board reviews the statements, Rick needs to sign and date each statement. This has already been implemented.
 - The sheets that we use for the collection events are not numbered. This will be corrected at our first collection.

A copy of the letter is attached to the minutes.

- e. Advisory Committee – Ann reported that she has sent out over 125 letters asking for representatives for the North Missouri Solid Waste Management District Advisory Committee, plus sent numerous emails. The advisory committee is composed of representatives of commercial generators, representatives of the

solid waste management industry, and two citizens unaffiliated with a solid waste facility or operation. The committee will meet annually or as needed to offer solid waste management recommendations to the Region B Waste Management Executive Board with ideas in waste management and recycling. Currently, we have the following who agreed to set on the committee:

Caldwell County



Carroll County

- Jana Holcer, Tina Avalon School

Chariton County

- Scott Glenn – Chariton County Sheltered Workshop
- Martha Nanneman – Chariton County Sheltered Workshop

Daviess County

- David Roll

Grundy County

- Kerry Sampson – Citizen
- Anita – Coon Manufacturing
- Debbie Carman – Trenton Chamber

Harrison County

- Susan Legaard Trump – Unified Services
- Tim Hill – Harrison County MU Extension
- Kurt Kimble – Bank Northwest

Linn County

- Dan Wright – Brookfield Fabricating Corp
- Dennis VanDyke – Citizen

Livingston County

- Troy Figg – Chillicothe Municipal Utilities
- Darla Shipley – Comfort Inns & Suites
- Cathy Kannianen – DeLaval Manufacturing
- Cindy Barnes – Southwest Livingston School
- Carole Hobbs – Hope Haven Industries

Mercer County

- Greg Goodnight – City of Princeton
- April Meighen – MU Extension
- Scott Tatum -

Putnam County

- Dr. Heath Halley – Putnam County School

Sullivan County

- Mike Keith – Smithfield
- David Sharp – High Hope

Trash Haulers

- Dale Campbell – Advanced Disposal
- WCA
- Rapid Removal

This committee is required by law. Dick King made a motion to approve the people listed above to the North Missouri Solid Waste Management District Advisory Committee and Chris May seconded. Motion carried 9-0.

- f. Budget Amendment – Ann went over the amended budget. Tony McCollum made a motion to approve the amended budget. Jack Hodge seconded. Motion carried 9-0. A copy of the new amended budget is attached to the minutes.

8. New Business:

- a. District Operations Proposals – Nelson reported that the District received two proposals for district operations. This will be discussed at the end of the meeting.
- b. Plan Implementation Proposals – Nelson reported that the District received one proposal for plan implementation. This will be discussed at the end of the meeting.
- c. Report to the General Assembly – Ann reported that the planners have begun the process of compiling the information for the report that is to be submitted to the General Assembly for 2018. This is the report that is required by law.
- d. Planners Report –
 - Ann has been attending the monthly planners and SWAB meetings in Jefferson City.
 - Ann has been attending the Missouri Recycling Association meeting by phone or in person.
 - Legislative Information – There is a current listing of legislation that has been filed during this session pertaining to solid waste for everyone to review in your packet.
 - District Collection Events –
 - June 2 – Chariton County
 - October 20 – Harrison County

e. Executive Director Report –

- None.

Randy Railsback and Ann Hamilton left the board meeting. The board discussed the two proposals.

District Operations

Green Hills Regional Planning Commission (GHRPC) - \$21,000.00

Missouri Solid Waste District Services Management, LLC (DSM) - \$45,650.00

The board compared and discussed line items.

District Operations FY2019	GHRPC	DSM
Personnel & Fringe	\$ 14,836.61	\$ 28,000.00
Indirect (15% of salary & fringe)	\$ 2,225.49	\$ 5,600.00
Bond (Requirement by DNR)	\$ 510.00	
Audit	\$ -	\$ 1,500.00
Office Supplies	\$ 50.00	\$ 1,000.00
Postage	\$ 50.00	\$ 350.00
Telephone	\$ 100.00	\$ 2,400.00
Copying	\$ 353.82	\$ 2,500.00
Travel	\$ 1,474.08	\$ 2,000.00
Lodging	\$ 300.00	
Memberships		\$ 300.00
Conferences	\$ 400.00	\$ 500.00
Advertising (Requirement by DNR)	\$ 700.00	\$ 1,500.00
Total District Operations	\$ 21,000.00	\$ 45,650.00

Insurance and rent from DSM's proposal was put in the indirect cost line item.

Telephone on DSM's proposal includes internet, and internet is including in GHRPC indirect costs.

Plan Implementation

Green Hills Regional Planning Commission (GHRPC) - \$26,500.00

Plan Implementation FY2019		Grant Funds
Personnel & Fringe	\$	16,228.28
Indirect (15% of salary & fringe)	\$	2,434.24
Supplies	\$	193.48
Storage/Rent	\$	4,500.00
Insurance	\$	2,600.00
Truck Expense (Licenses)	\$	100.00
Travel (Mileage) (1200 x .37)	\$	444.00
Total Plan Implementation	\$	26,500.00

The past performance of the GHRPC has been very good and the board is very satisfied with them.

DSM has no established office at the current time.

GHRPC is very familiar with the area and issues.

Randy Sands stated that past history is key in the decision.

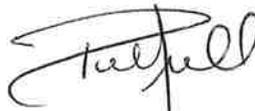
Dick King made a motion to accept the proposal from Green Hills Regional Planning Commission for District Operations and Plan Implementation. Tony McCollum seconded the motion. Motion carried 9-0.

9. Other Business –

- None

10. Adjournment: Jack Hodge moved to adjourn the meeting, with a second by Rick Hull. Motion carried 9-0. The meeting adjourned at 1:33 p.m.

Respectfully submitted,



Rick Hull, Secretary



Nelson Heil, President

NORTH MO SOLID WASTE MGMT DIST
GRANT ACCOUNT
1104 MAIN ST
TRENTON, MO 64683-1848

*Balanced
OK
4-10-18* *RA
4-10-18*

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 Member FDIC



PUBLIC FUNDS NOW

Account: XXXXXXXX1026

PUBLIC FUNDS NOW		Number of Enclosures	0
Account Number	XXXXXXXX1026	Statement Dates	3/01/18 thru 4/01/18
Previous Balance	191,486.03	Days in the statement period	32
Deposits/Credits	.00	Average Ledger	191,486.03
Checks/Debits	.00	Average Collected	191,486.03
Service Charge	.00	Interest Earned	25.18
Interest Paid	24.39	Annual Percentage Yield Earned	0.15%
Current Balance	191,510.42	2018 Interest Paid	61.60

Deposits and Other Credits

<u>Date</u>	<u>Description</u>	<u>Amount</u>
3/31	Interest Deposit	24.39

Daily Balance Summary

<u>Date</u>	<u>Balance</u>	<u>Date</u>	<u>Balance</u>	<u>Date</u>	<u>Balance</u>
3/01	191,486.03	3/31	191,510.42		

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4-10-18*

NORTH MO SOLID WASTE MGMT DIST
1104 MAIN ST
TRENTON, MO 64683-1848

*Balance OK
4-10-18
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4-10-18*

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Member FDIC

PUBLIC FUNDS NOW		Account: XXXXXXXX7335
PUBLIC FUNDS NOW		Number of Enclosures 0
Account Number	XXXXXXXX7335	Statement Dates 3/01/18 thru 4/01/18
Previous Balance	49,291.24	Days in the statement period 32
Deposits/Credits	.00	Average Ledger 49,291.24
Checks/Debits	.00	Average Collected 49,291.24
Service Charge	.00	Interest Earned 6.49
Interest Paid	6.28	Annual Percentage Yield Earned 0.15%
Current Balance	49,297.52	2018 Interest Paid 19.11

Deposits and Other Credits

<u>Date</u>	<u>Description</u>	<u>Amount</u>
3/31	Interest Deposit	6.28

Daily Balance Summary

<u>Date</u>	<u>Balance</u>	<u>Date</u>	<u>Balance</u>	<u>Date</u>	<u>Balance</u>
3/01	49,291.24	3/31	49,297.52		

*KM
Bal
4-10-18*

NORTH MO SOLID WASTE MGMT DIST
GRANT ACCOUNT
1104 MAIN ST
TRENTON, MO 64683-1848

*Balanced
5/9/18 QM
5/9/18 KM
5/10/18
[Signature]*

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 Member FDIC



PUBLIC FUNDS NOW

Account: XXXXXXXX1026

PUBLIC FUNDS NOW		Number of Enclosures	0
Account Number	XXXXXXXX1026	Statement Dates	4/02/18 thru 4/30/18
Previous Balance	191,510.42	Days in the statement period	29
Deposits/Credits	.00	Average Ledger	191,510.42
Checks/Debits	.00	Average Collected	191,510.42
Service Charge	.00	Interest Earned	22.82
Interest Paid	23.61	Annual Percentage Yield Earned	0.15%
Current Balance	191,534.03	2018 Interest Paid	85.21

Deposits and Other Credits

<u>Date</u>	<u>Description</u>	<u>Amount</u>
4/30	Interest Deposit	23.61

Daily Balance Summary

<u>Date</u>	<u>Balance</u>	<u>Date</u>	<u>Balance</u>	<u>Date</u>	<u>Balance</u>
4/02	191,510.42	4/30	191,534.03		

NORTH MO SOLID WASTE MGMT DIST
1104 MAIN ST
TRENTON, MO 64683-1848

*Balanced
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KM 5/9/18
[Signature]
5/10/18*

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Member FDIC

PUBLIC FUNDS NOW		Account: XXXXXXXX7335
PUBLIC FUNDS NOW		
Account Number	XXXXXXXX7335	Number of Enclosures
Previous Balance	49,297.52	Statement Dates
1 Deposits/Credits	87.80	4/02/18 thru 4/30/18
Checks/Debits	.00	Days in the statement period
Service Charge	.00	29
Interest Paid	6.08	Average Ledger
Current Balance	49,391.40	49,321.74
		Average Collected
		49,318.71
		Interest Earned
		5.87
		Annual Percentage Yield Earned
		0.15%
		2018 Interest Paid
		25.19

Deposits and Other Credits		
Date	Description	Amount
4/23	Deposit	87.80
4/30	Interest Deposit	6.08

Daily Balance Summary					
Date	Balance	Date	Balance	Date	Balance
4/02	49,297.52	4/23	49,385.32	4/30	49,391.40



North Missouri Solid Waste
Management District Region B

Date

**COLLECTION SITE – Caldwell – Chariton – Carroll – Daviess – Grundy –
Harrison –Linn – Livingston – Mercer – Putnam – Sullivan**

Name _____

Address _____

WHITE GOODS - \$5.00 Each

- ____ Refrigerator(s)
- ____ Freezer(s)
- ____ Range(s)
- ____ Washer(s) /Dryers (s)
- ____ Dehumidifier (s)
- ____ Water Heater(s)
- ____ AC unit(s)
- ____ Furnace
- ____ Other _____

Fees Collected: \$

- ____ Scrap Metal – Free
- ____ Car Batteries – Free
- ____ Household Batteries – Free
- ____ Light Bulbs – 50 Cents
- ____ Florescent Bulbs - \$1.00 Each
- ____ Ink Cartridges - Free

Fee Collected \$

ELECTRONIC WASTE

- ____ Computer(s) - \$5.00 Each
- ____ Copier/Fax (s) - \$5.00 Each
- ____ Microwave(s) - \$5.00 Each
- ____ TV set(s) - \$10.00 Under 26
- ____ TV set 27 and over /Console \$20
- ____ Other _____

Fees Collected: \$

HOUSHOLD HAZARDOUS WASTE

- ____ Latex &/or Oil Based Paint
- ____ Chemicals
- ____ Used Oil
- ____ Aerosol Cans
- ____ Pesticides/Herbicides
- ____ Household Cleaners
- ____ Stains, Varnishes, _____

Donations Collected \$

WASTE TIRES –

- ____ Passenger Tires - \$2.00 Each
- ____ Tires over 36" - \$6.00 Each
- ____ Tractor Tires - \$20.00 Each

Fees Collected \$



North Missouri Solid Waste Management District Region B

Date

COLLECTION SITE - Caldwell - Chariton - Carroll - Daviess - Grundy - Harrison - Linn - Livingston - Mercer - Putnam - Sullivan

Name _____

Address _____

WHITE GOODS - \$5.00 Each

- ___ Refrigerator(s)
- ___ Freezer(s)
- ___ Range(s)
- ___ Washer(s) /Dryers (s)
- ___ Dehumidifier (s)
- ___ Water Heater(s)
- ___ AC unit(s)
- ___ Furnace
- ___ Other _____

Fees Collected: \$

- ___ Scrap Metal - Free
- ___ Car Batteries - Free
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- ___ Light Bulbs - 50 Cents
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Fee Collected \$

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- ___ TV set(s) - \$10.00 Under 26
- ___ TV set 27 and over /Console \$20
- ___ Other _____

Fees Collected: \$

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- ___ Latex &/or Oil Based Paint
- ___ Chemicals
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- ___ Stains, Varnishes, _____

Donations Collected \$

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- ___ Passenger Tires - \$2.00 Each
- ___ Tires over 36" - \$6.00 Each
- ___ Tractor Tires - \$20.00 Each

Fees Collected \$