

AMENDED 3/16/2010

AMENDED 9/20/2011

**WEST CENTRAL MISSOURI SOLID WASTE MANAGEMENT DISTRICT
EXECUTIVE BOARD
MEETING SUMMARY
January 26, 2010
CONCORDIA COMMUNITY CENTER
802 S. Gordon Street
Concordia, MO 64020**

- I **Call to Order:** Meeting was called to order by Chair Scott Sader in the Concordia Community Center Room 203, Concordia, MO at approximately 9:35 am.
- II. **Roll Call:** In Attendance: SWMD Executive Board members:
Scott Sader, Chair
Becky Plattner, Vice Chair
Tracy Dyer, Sec, Treasurer
Sonny Earnest
Ann Black (Alt) for Mayor Terry Silvey
Pat Martinez
Harland Mieser
Barbara Carroll
Absent from the meeting were, Ron Duvall, Bill Beck and Mayor Terry Silvey.

Recognition of Guest: Randy White, Pioneer Trails Regional Planning Commission Executive Director, Ms. Ruth Ann Parrott, Region F Planner, Ms. Debra Brackman Education Assistant.
- III. **Approval of Meeting Summary:** The minutes of the October 13 , 2010 meeting and closed meeting minutes were approved **M/S Plattner/Lindemann Motion Carried**
- IV. **Check Log/Approve Bills:** A motion was made to approve the treasurer's report, & check log / approve bills **M/S Plattner/Dyer Motion Carried**
- V. Randy spoke briefly about how the Region F staff has sent out letters to try to get more members on the District Council Committee. Harland Mieser suggested to the board that maybe County Commissioners go to City Council Meetings to try to encourage members to join.
- VI. Randy discussed with the board the current Executive Board and changes in officers, Ann Black, alternate for Mayor Terry Silvey, told the board she would have to talk to Mayor Silvey about making her a board member and Mayor Silvey an alternate for the Cities of Morgan County. Randy shared with the board there will also be an Advisory Board Meeting February 10th, 2010 @ 9:30 am.
- VII. Performance Follow-Up Audit: Presently, both the Pioneer Trail Staff and MDNR are assisting in reconciling the two audits. At the completion of this reconciliation, Every & Company will present the final audit report to the SWMD Board.
- VIII. Personnel Issues: Randy told the board that Kim Watson's last day was January 15th. Discussion followed whether a full-time, part position would be better than an intern position. A motion was made to hire a new Education Specialist the staff will post a job opening in the papers, website and local colleges. **M/S Mieser/Carroll Motion Carried**
- IX. Conflict Of Interest Policies were handed our out and signed. Debbie will send those not attending today's meeting theirs to sign and send back.
- X. There will be 2 Solid Waste grant **trainings**, the first one March 8th, and the 2nd March 19th. It was stated that at least one of these will be mandatory for the sub-grantees who are applying for a grant. The grant cycle will close April 5th @ 4:00pm. Randy brought up that an AD-HOC Grant Committee will need to be formed.
3.3 Evaluation of Sub-Grantee Project Proposals
a. The Executive Board shall form an as-hoc Grant Committee of two (2) Executive Board Members and the District Planner to review each proposal for eligibility and completeness. The Grant Committee shall complete and eligible proposals to the Executive Board for evaluation.

Becky Plattner and Ann Black and the Region F Planner will be on this committee. Ann Black is pending approval from the Versailles board to be on the Region F Executive Board.
This board will meet on April 19th 9:30am, with Executive Board Evaluations on April 27th during the Region F Board Meeting.

- XI. 2009-2010 Grant Allocation Goals: It was decided that 5% would be taken from and added to the District administration, Education, and Creation of citizen groups making it 45%. And leaving Support of Recycling, Reuse and Recovery with 25% down from 30%. **M/S Martinez/Plattner Motion Carried**
- XII. Policies and Procedures Committee Update: The following changes are offered as an amendment to the Policies and Procedures Manual: Section 3: Sub-Grantee Awards and Management: **Change 1:** *Para 3.2 a. Proposal Content and Submission add the following: A 15% cash matching fund is required. Exceptions can be granted on a case by case basis by Ex. Board for projects that clearly demonstrate district-wide applicability.*
Change 2: *Para 3.5 Sub-Grantee Responsibilities, ii submittal of a final report within twenty-one (21) days of grant completion. Failure to comply could result in 15% retainage being permanently held.* **M/S Carroll/Plattner Motion Carried**
- XIII. Policies and Procedures Committee Update: The following changes are offered as an amendment to the Policies and Procedures Manual: Section 3 Sub-Grantee Awards and Management: **Change 3:** *Para 3.5 Sub-Grantee Responsibilities, iv A signed affidavit certifying the matching funds availability is preferred.* **M/S Martinez/Carroll Motion Carried- Withdrawn**
Change 4 *Para 3.5 Sub-Grantee responsibilities, ix Sub-grantee shall attend pre-grant submission training as well as post grant award training. Grant submittal evaluation and post grant retainage may be adversely effected if absences are reported* **M/S Carroll/Sader Motion Carried**
- XIV. Grant Update/Close-Outs/Grant Call Schedule Subcommittee Reports: It was decided that there will be a cap on the grant request/funding of \$50,000.00 for the 2010 grant cycle. **M/S Carroll/Plattner Motion Carried**
- XV. Ruth Anne ask for the following grants to be closed out: 2008-04 & 2008-05 **M/S Carroll/Mieser Motion Carried** She then ask for grants 2009-04,05,06,07,08,09, 13 and 21 to be closed out. **Also FY2009-18 & 20, amended September 20, 2011 M/S Black/Dyer Motion Carried.**
Then a scope change was made for the 2009-23 Versailles-Recycling grant to add camera surveillance for the remaining money. **M/S Mieser/Martinez Motion Carried** Ann Black and Sonny Earnest sustained from voting.
- XVI. MORA Conference: Randy ask if any board members would be interested in attending the 2010 MORA Conference being held in Kansas City May 24-26. Becky Plattner, Scott Sader, Barb Carroll and Rod Lindemann said they would like to attend for one day. Debbie will send out a daily agenda of MORA breakout sessions when they are made.
- XVII. The next meeting will be March 16th, 2010 @ 9:30 am. A motion was made to adjourn, **M/S Martinez/Carroll Motion Carried** at 11:30 am

Approved this _____ day of _____, 2011

Tracy Dyer
Secretary Treasurer

TD: rw/db