

**REGION F SOLID WASTE MANAGEMENT DISTRICT
EXECUTIVE BOARD MEETING SUMMARY**

January 9, 2018

9:30 a.m.

802 S. Gordon

Concordia, MO 64020

I. Call to Order: Meeting was called to order by Chair Jim Marcum at approximately 9:30 am with a quorum.

II. Roll Call: In Attendance: SWMD Executive Board members:

Jim Marcum – Chair

Susan Crooks – Vice Chair

Jessica Goodman, Sec./Treas.

Gloria Brandenburg

Susan Jaster

Dewey Hendrix

Ann Black

Ryan Hoffa

Brenda Ardrey

Kristin Jo Pack (for Barbara Carroll)

Absent were: Tracy Dyer

Recognition of Staff: Ruth Anne Parrott: Region F Planner, Emily Westermier: Region F Planner, Denise Jaegers: Fiscal Officer , Norm Lucas, PTRPC Executive Director

III. Approval of Agenda: Approved M/M Susan Crooks/ Ryan Hoffa. Motion Passed.

IV. Approval of November 14, 2017 Minutes: Approved M/M Ryan Hoffa/Dewey Hendrix. Motion Passed.

V. Treasurer's Report

a. Approval of Financials/Bills: Approved M/M Ann Black / Ryan Hoffa. Motion Passed.

i. Fiscal Officer Denis Jaegers announced that the financials were presented in the board packet emailed out to all members and gave a brief overview.

VI. Planner's Report

Ms. Parrott began the Planner's Report by inviting the board to the annual MORA membership meeting in February.

a. HHW Update: Ms. Parrott reported that \$50,800.94 remains in the 2018 HHW grant. She briefed the board on the plan to move the under-utilized HHW container in Odessa (staffed by Region F) to Concordia, which would provide city staffing. In addition, Concordia would provide enough space to add an e-waste container. **A motion was made by Ann Black and seconded by Ryan Hoffa to change the scope of grant F2018-003 to move the Odessa HHW container to Concordia and to purchase an additional container. The motion passed.**

- b. **Grant Extensions:** Three grants required extensions.
- i. Jim Marcum and Brenda Ardrey discussed the STAG meeting they attended in December, and Mr. Marcum asked the board to extend grant F2015-007 to January 1, 2019. A scope change will follow once a new scope has been devised. **Approved M/M Ryan Hoffa/ Dewey Hendrix. Motion Passed. Brenda Ardrey and Jim Marcum abstained from voting.**
 - ii. Ms. Parrott asked for an extension of Region F grant F Five Year Plan, which she will have complete by the end of FY2018. **Susan Crooks made a motion to extend Grant F to July 1, 2018. Ryan Hoffa seconded, and the motion passed.**
 - iii. Ms. Parrott explain that the Plan Implementation grant F2017-002 expired December 31, 2017, but would not be used up until January 2018 billing. **Ann Black made a motion to extend F2017-002 until April 1, 2018. Susan Crooks seconded, and the motion passed.**
- c. 2019 Grant Call: Ms. Parrott announced that FY 2019 grant call timeline.
- Grant announcements sent January 19th
 - Grant training February 23 at 10 a.m. (alternative weather date February 27)
 - Grants due April 9
 - Grant evaluation May 9
- After discussion, the board then decided to no longer ask for 11 paper copies. Instead, applicants will only submit two hard copies and staff will scan copies. Following discussion regarding maximum grant amounts, **Susan Crooks made a motion to keep the maximum grant amount at \$50,000 with a maximum recreational equipment grant maximum at \$20,000, both with a 15% match minimum. However, the District will reserve the right to offer percentages or partial funding as they see fit. Ann Black seconded, and the motion passed.**
- d. **Illegal Dumping Update:** Only two schools participated in the contest, and posters for participating schools will be made and distributed instead of calendars. Ms. Parrott asked the education committee to meet after the Executive Board meeting to discuss the next steps.

VII. Administration Contract

- i. Ms. Ardrey reported that she updated the Administration Contract RFP and sent it to Jim Marcum and Susan Crooks for review. They confirmed that it met the board's standard. The board established points of contact (both Jim Marcum and Brenda Ardrey) as well as a timeline for the RFP process:
 1. Issue RFP to papers and other means by February 1, 2018
 2. Proposals due to Jim Marcum by March 8, 2018

VIII. Policies & Procedures Revision

- a. Ms. Parrott announced that she would like the 5 Year Plan/Policies & Procedures Committee to meet after the Executive Board meeting in order to schedule a planning meeting.
- b. Ms. Parrott also discussed committee assignments. Brenda Ardrey elected to take ex-member Ellen Cross' place on the sub-grantee committee, and Ryan Hoffa elected to join the 5 Year Plan/Policies & Procedures committee.

IX. Other new/unfinished business

- a. Ms. Westermier led a group SWOT analysis of the Region for use in the 5 year plan.
- b. Ms. Parrott announced the dates of the CY2018 Region F Executive Board meetings.
 - i. March 13, 2018 at 9:30 a.m.
 - ii. May 8, 2018 at 9:30 a.m.
 - iii. July 10, 2018 at 9:30 a.m.
 - iv. September 11, 2018 at 9:30 a.m.
 - v. November 13, 2018 at 9:30 a.m.

X. Adjourn

The meeting was adjourned at approximately 10:45 a.m. Approved **M/M Susan Crooks / Ann Black.**
Motion Passed.

Approved this the day 13th day of March, 2018

Jessica Goodman
Secretary Treasurer
JG: ew