

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

March 13, 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 9:35 am with a quorum.

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

Jim Marcum – Chair

Susan Crooks – Vice Chair

Jessica Goodman, Sec./Treas.

John Marr

Susan Jaster

Dewey Hendrix

Ann Black

Ryan Hoffa

Brenda Ardrey

Absent were: Tracy Dyer, Barbara Carroll

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 Ryan Hoffa/Dewey Hendrix**. Motion Passed.

IV. Approval of January 9, 2018 Minutes: Approved **M/M Ryan Hoffa/Ann Black**. Motion Passed.

V. Treasurer's Report

a. Approval of Financials/Bills: Approved **M/M Ann Black / Susan Crooks**. Motion Passed.

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

b. Amend District Operations (F2018-001) Budget

i. Ms. Parrott presented the board with the original DO budget, a revised DO budget, and the most current monthly expenses spreadsheet. Discussion was held on the need to notate the split between hourly/salary/fringe expenses, the reasoning behind high advertising costs, whether costs incurred prior to approval were emergency expenses, and the need for the board to be informed of future un-budgeted emergency expenses and how costs are allocated between units at PTRPC.

ii. **Susan Crooks moved** to table the budget amendment until more clarification could be noted, and **Ryan Hoffa seconded**. Following discussion on time constraints, **Ms. Crooks then amended her motion** for Pioneer Trails and Region F Staff to revise the budget amendment line items, then submit it for approval to the Region F Executive Committee prior to submitting it to the state. **Susan Jaster seconded, and the motion passed.**

VI. Planner's Report

a. HHW Update: Ms. Parrott reported that \$20,670.15 remains in the 2018 HHW grant. The City of Concordia is finishing site prep, and DNR has not yet approved the scope change. Once both are complete, the Odessa container will be moved and an e-waste container will be purchased.

- b. **Grant Closeouts/Scope Change:** Three grants required board attention:
 - i. Slater School District Playground (F2018-009): Beginning balance: \$24,900; Paid to date: \$21,165; 15% Retainage: \$3,735; Carry over: \$0. **Ryan Hoffa moved to close Slater School District Grant F2018-009. Susan Crooks seconded. Motion Passed.**
 - ii. Plan Implementation (F2017-002): Beginning Balance: \$37,000; Paid to date: \$37,000. Carry Over: \$0. **Ryan Hoffa moved to close Plan Implementation Grant F2018-009. Susan Crooks seconded. Motion Passed.**
 - iii. LaMonte R-IV School District (F2018-008) Scope Change: LaMonte School District asked for the remaining grant funds (\$3244) to be used instead for professional installation of the playground instead of volunteer labor. Following discussion and analysis of available funds, Susan **Crooks made a motion to approve the LaMonte School district scope change. Ryan Hoffa seconded, and the motion passed.**
- c. **2019 Grant Call:** There were 14 people in attendance at the February 23rd grant training. Grants are due April 9th, and Ms. Black reported that the subgrantee committee plans to meet April 11th to review submissions. Ms. Crooks reported that the scoring matrix was complete and will be sent this week.
- d. **Legislative Update:** Ms. Parrott updated the board on House Bill 2097 (see attachment).
- e. **Illegal Dumping Contest Update:** Due to time constraints, the board elected to select a winner after the meeting. Following the meeting, a poster by Kadence from Lexington Middle School was selected as the winner.
- f. **2018 Missouri State Fair:** PTRPC staff asked the board to approve a Region F Booth at the 2018 MO State Fair. It was discussed that inclusion of a booth had already been approved at the July 2017 meeting and through the Plan Implementation grant, and that no vote was needed.
- g. **5 Year Plan:** Ms. Parrott shared the SWOT Analysis compiled by the 5 year plan committee, as well as the Targeted Materials List as presented by the 5 Year Plan Committee (attached). **Susan Crooks moved to approve the Target Materials List presented, and Ryan Hoffa seconded. Motion passed.**

VII. Administration Contract

- a. **Ryan Hoffa made, and Susan Crooks seconded, a motion to go into closed session pursuant to RSMo. Section 610.021(12) sealed bids. Roll Call Vote: Jim Marcum-yes, Susan Crooks-yes, Jessica Goodman-yes, Ann Black-yes, Susan Jaster-yes, John Marr-yes, Ryan Hoffa –yes, Brenda Audrey-yes, Dewey Hendrix-yes. Motion Carried (9-0).**
- b. The meeting adjourned to closed session at 10:12 AM.
- c. Following consideration of the 3 proposals submitted by Pioneer Trails Regional Planning Commission, DSM, LLC, and DSS Grounds, LLC. **Ms. Black made a motion to accept the DSS Grounds, LLC contract under the condition that he is in good standing with the state and that provides documentation to verify such standing. Roll Call Vote: Jim Marcum-yes, Susan Crooks-yes, Jessica Goodman-yes, Ann Black-yes, Susan Jaster-yes, John Marr-yes, Ryan Hoffa –yes, Brenda Audrey-yes, Dewey Hendrix-yes. Motion Carried (9-0).**

- d. **Dewey Hendrix made, and Ryan Hoffa seconded, a motion to return to open session. Roll Call Vote: Jim Marcum-yes, Susan Crooks-yes, Jessica Goodman-yes, Ann Black-yes, Susan Jaster-yes, John Marr-yes, Ryan Hoffa –yes, Brenda Audrey-yes, Dewey Hendrix-yes. Motion Carried (9-0).**
- e. The open meeting reconvened at 10:57 AM.

VIII. Other New/Unfinished Business

- a. **None**

IX. Adjourn

The meeting was adjourned at approximately 11:00 a.m. Approved **M/M Ryan Hoffa / Susan Jaster**
Motion Passed.

Approved this the day 9th day of May, 2018

Jessica Goodman
Secretary Treasurer
JG: EW