**OZARK RIVERS SOLID WASTE MANAGEMENT DISTRICT**

**EXECUTIVE BOARD MEETING**

**Tuesday, Oct. 6, 2020 at 10:00 a.m.**

**MRPC Building - 4 Industrial Drive**

 **St. James, MO 65559**

**Call to Order**

Brady Wilson called the Oct. 6, 2020 meeting of the Ozark Rivers Solid Waste Management District Executive Board Meeting to order at 10:09 a.m. The meeting was held with in-person participation along with those attending via video and conference calling.

**Welcome and Introductions**

 Chairman Wilson welcomed everyone.

**Members Present:** Darrell Skiles, Mark Wallace, Steve Vogt, Vic Stratman, Brady Wilson and Gary Gilliam.

**Members Absent:** Cody Leathers, Arthur Cook, Jim Holland and David Sansegraw, Brad Nash, and Anita Ivey.

**Members Participating via Zoom:** Shane Anselm, Craig French and Troy Porter.

**Staff and Guests Present:** Tammy Snodgrass, Jill Hollowell, Linda Carroll, and Kathryn Hawes, MRPC.

**Approval of Agenda**

Chairman Wilson noted the addition of a request from the Kaleidoscope Discovery Center for changing the scope of its grant workplan and requesting an extension to June 30, 2021, if it meets with MDNR’s approval.

Steve Vogt made a motion to approve the agenda with the noted addition. Gary Gilliam seconded the motion. All participating members voted “aye”.

**Review and Approval of Meeting Minutes**

Darrell Skiles made a motion to approve the minutes of the May 12, 2020 meeting. Gary Gilliam seconded the motion. All participating members voted “aye”.

**Finance Report**

Tammy Snodgrass presented financials for both ORSWMD operations and grants for the month ending Sept. 30, 2020. She noted that even though two-line items are coming in higher than budgeted, website hosting/maintenance and insurance, the overall expenses are under budget.

Vic Stratman made a motion to approve the Sept. 30, 2020 financial reports as presented. Shane Anselm seconded the motion. All participating members voted “aye”.

**Approval of Grant Project Requests**

Jill Hollowell requested that the board affirm the actions of the executive committee for approving grant activities which included closure requests with distribution of funds upon fulfillment of obligations and a budget revision.

* 1. K2019-016 City of Waynesville request a budget revision of up to $860 for a bulk mailing to customers promoting curbside recycling.
	2. K2018-003 MRPC Household Hazardous Waste requested the release of $3,093.59 in retention funds and grant closure.
	3. K2019-011 Dixon Area Caring Center Recycling Center requested the release of $2,837 in retention funds and grant closure
	4. K2020-009 Community Partnership Resale Shop requested grant closure with $5,373.19 returned to the district.
	5. K2019-010 MRPC – Kaleidoscope Discovery Center has requested changing the scope of its grant with an extension through June 30, 2021.

The committee made the decision to vote on each item separately.

Steve Vogt made a motion to approve the affirmation and closure requests on projects (a) through (d). Darrell Skiles seconded. All participating members voted “aye.”

Ms. Hollowell stated that the details of the change of scope for the Kaleidoscope Discovery Center project have not yet been finalized. Once that happens, she indicated she would email the executive committee and allow them to review the changes.

Gary Gilliam made a motion to tentatively approve the change of scope and deadline extension of the Kaleidoscope Discovery Center’s project based on the executive committee’s approval. Shane Anselm seconded. All participating members voted “aye.”

Ms. Hollowell presented a request to close out district grants and distribute funds after all obligations of the grant are met prior to the next meeting for the following projects:

1. K2019-004 MRPC Special Collections – release $2,700 in retention with grant closure.
2. K2019-007 MRPC Education, Awareness & Business Outreach – release $2,246.82 in retention with grant closure.

Vic Stratman made a motion to approve closing out and distributing funds after all obligations of the above listed grants have been met. Darrell Skiles seconded. All participating members voted “aye.”

The board was also presented with requests for an extension through Dec. 31, 2021 for the following grants:

1. 2019-005 – MRPC Community Outreach & Assistance Fund
2. 2020-003 – MRPC Household Hazardous Waste
3. 2020-005 – MRPC Community Outreach & Assistance Fund
4. 2020-006 – MRPC Illegal Dump Clean Up
5. 2020-007 – MRPC Education, Awareness & Business Outreach

Mark Wallace made a motion to approve the extension requests on the above listed grants. Gary Gilliam seconded. All participating members voted “aye.”

**Review of District Grant Applications**

The 2021 grant round received requests for funding totaling $230,518.25 with $202,329.73 available for grants.

Ms. Snodgrass summarized the scoring and noted that none of the applications scored under 90%. With requests being greater than funds available, the board discussed trimming in the area of education. The COVID-19 pandemic has greatly reduced the number of school-wide assemblies. It was noted that the education contractors are working on ways to deliver their programs virtually.

The board was presented with a summary table of grant applications with rankings as determined by a review committee on September 15th. Three of the nine funded applications were reduced to meet available funding. Three projects were reduced to the following amounts: MRPC’s Illegal Dump Clean Up to $33.911.90, MRPC’s Community Assistance and Outreach Fund to $3,221.22 and MO S&T’s Anerobic Digestion of Food Waste project to $47,349.00.

 The chairman conducted a roll call vote for each project.

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|  ID |  Recommended project applications | A vote of approval | Abstained |
| A | Household Hazardous Waste Collection | Craig French, Darrell Skiles, Gary Gilliam, Mark Wallace, Shane Anselm, Steve Vogt, Troy Porter, Vic Stratman | Brady Wilson |
| B | Special Waste Collection | Craig French, Darrell Skiles, Gary Gilliam, Mark Wallace, Shane Anselm, Steve Vogt, Troy Porter, Vic Stratman, Brady Wilson |   |
| I | Curbside Participation Enhancement | Craig French, Darrell Skiles, Gary Gilliam, Mark Wallace, Steve Vogt, Troy Porter, Vic Stratman, Brady Wilson | Shane Anselm |
| D | Illegal Dump Clean Up | Craig French, Darrell Skiles, Gary Gilliam, Mark Wallace, Shane Anselm, Steve Vogt, Troy Porter, Vic Stratman, Brady Wilson |   |
| F | Recycling and Composting Activities | Craig French, Darrell Skiles, Gary Gilliam, Mark Wallace, Shane Anselm, Steve Vogt, Vic Stratman, Brady Wilson | Troy Porter |
| E | Environmental Education and Public Awareness | Craig French, Darrell Skiles, Gary Gilliam, Mark Wallace, Shane Anselm, Steve Vogt, Troy Porter, Vic Stratman, Brady Wilson |  |
| C | Community Assistance and Outreach Fund | Craig French, Darrell Skiles, Gary Gilliam, Mark Wallace, Shane Anselm, Steve Vogt, Troy Porter, Vic Stratman, Brady Wilson |  |
| G | Anerobic Digestion of Food Waste | Craig French, Darrell Skiles, Gary Gilliam, Mark Wallace, Shane Anselm, Steve Vogt, Troy Porter, Vic Stratman, Brady Wilson |  |
| H | DACC Recycling Center | Craig French, Darrell Skiles, Gary Gilliam, Mark Wallace, Shane Anselm, Steve Vogt, Vic Stratman, Brady Wilson | Troy Porter |

Grant Review Committee Rankings and Executive Board Recommendations for Funding:

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **District K** | **Ozark Rivers 2021 Grant Call** |   |   |   |   |   |   |
| **Project** | **Score** | **Project Name** | **Grant Applicant Name** | **Project Description** | **County** | **Requested Amount** | **REDUCTION** | **APPROVED****FUNDING** |
| A | 102.5% | Household Hazardous Waste Collection | MRPC | HHW collection sites  | District Wide | $16,770.75  |  | $16,770.75 |
| **B** | 98.3% | Special Waste Collections | MRPC | Collection Events  | District Wide | $26,959.40  |  | $26,959.40  |
| I | 97.1% | Curbside Participation Enhancement | City of St. James | Increase curbside and business recycling | Phelps | $11,765.45 |  | $11,765.45 |
| D | 97.0% | Illegal Dump Clean Up | MRPC | Volunteer cleanups/survey  | District Wide | $36,911.90 | $3,000 | $33,911.90 |
| F | 97.0 | Recycling and Composting Activities | Dixon High School | School based recycling program and composting education | Pulaski | $4,375.00 |  | $4,375.00 |
| E | 96.4% | Environmental Education and Public Awareness | MRPC | Student education & programming  | District Wide | $36,493.20 |  | $36,493.20 |
| C | 93.2% | Community Assistance and Outreach Fund | MRPC | Funding for requests outside of grant round | District Wide | $26,409.85 | $23,188.52 | $3,221.33 |
| G | 93.1% | Anerobic Digestion of Food Waste | MO S&T, Professor Wang | Pilot project for cafeteria food waste reduction | Phelps | $49,349.00 | $2,000 | $47,349.00 |
| H | 92.6% | DACC Recycling Center | Dixon Area Caring Center | 24/7 Drop-off center and textile recycling | Pulaski | $21,483.70 |  | $21,483.70 |
|   |   |   |   | TOTALS | $230,518.25 | $28,188.52 | $202,329.73 |

 **Staff Activities**

Legislative Review

Mrs. Snodgrass stated that the legislative session would not start up again until January. She indicated that she believed that there was at least one piece of solid waste legislation being developed by one of the other districts, but other than that, she was not aware of any proposed legislation. Several key legislators that worked on solid waste issues have termed out, and there is uncertainty as to how the new legislators will respond to issues.

SWAB Annual Report

Ms. Snodgrass noted that there were no major changes for the report which will be approved at the next SWAB meeting in November. She added that a draft of the report will be available for review at the SWAB meeting on Oct. 7th.

Approval of Bylaw Revisions and Policy

A provision addressing videoconferencing as a meeting venue will be discussed at the December meeting. A draft of the videoconferencing statement for the bylaws will be sent out to the full council.

At the full council meeting on June 16th, members determined a need for revising the grant reporting delinquency policy to be consistent with the language as stated in the financial assistance agreement. The following revision was submitted for review and approval.

SUBGRANTEE PENALTIES**:**  If a grantee is late in submitting quarterly or final reports, grant funds will be suspended until reports are up-to-date; no extensions will be granted to the project; the grant amount will be reduced by 5% per incident; and this non-compliance action will be considered in the review of any future grant applications. The board will review and consider repeal requests on a case by case basis.

In the case of a grantee not submitting a grant report on time, district staff will notify MDNR that the grant has been suspended and the grant award is being reduced for failure to comply with grant requirements or delinquent reporting.

Shane Anselm made a motion to approve the revised policy. Gary Gilliam seconded. All participating members voted “aye.”

Special Collections

Ms. Hollowell provided the following statistics for three 2019/2020 event with a total diversion of 40.36 tons of electronics, appliances and tires: St. Robert - 4.4 tons; Salem - 6.06 tons; and Rolla - 29.9 tons.

Illegal Dump Program

Kathryn Hawes reported volunteers held a clean-up last August in the Mark Twain National Forest (MTNF). She noted volunteers located this dump and made the decision to clean it up and Ozark Rivers provided clean up supplies. Four tons of trash were removed from MTNF. Ms. Hawes stated a surveillance camera was placed at the site prior to the clean-up to record a time lapse video of the clean-up and the video was shown to members. Hawes reported the illegal dump program has removed a total of 14 tons during the last year throughout the district. Members with an area of concern for illegal dumping are encouraged to contact Ms. Hawes to arrange for placement of a surveillance camera.

Community Outreach and Support Fund Requests

Ms. Hollowell presented the following two requests for funding:

* 1. Visitation Interfaith Parish, Vienna – up to $500 for funding a water bottle filling station
* They have to replace the entire fountain as it’s unable to be retrofitted. The parish is looking to replace three fountains, but historically Ozark Rivers has only assisted with one.

 Action: Investigate CARES Act funding to assist with the fountain purchases.

* 1. Rolla Recycling Center – Funding to cover an unbudgeted city expense, a new contract fee of $250 per pick up, with an estimated expense increase of $3,000 per year. Funding would assure the continuation of electronics recycling for the district.
* Chairman Wilson stated that options for dealing with this unbudgeted expense could be in the form of increased fees for drop off, eliminate acceptance of certain items or having individuals hold items until the next special collection.

Gary Gilliam made a motion to fund up to $3,000 for the unbudgeted increase in pick up fees. Darrel Skiles seconded. All participating members voted “aye,” with the exception of Brady Wilson who abstained.

**Annual Awards Dinner**

The board discussed holding the annual dinner or postponing it due to COVID-19 protocols. Ms. Snodgrass reported that MRPC’s conference room would hold 20 at the maximum in order to maintain social distancing guidelines. Mark Wallace indicated he would be in favor of postponing the event.

Member discussion included renting a larger facility, but it was noted that rental fees were not part of the district’s budget. Sites considered should accommodate 50 for social distancing. Gary Gilliam suggested the Community Outreach Fund could cover the rental fee. Two possible sites suggested were the Nelson Hart Community Hall and the Senior Center, both in St. James. Darrell Skiles indicated he would be willing to split the rental costs using COVID-19 CARES funds and he felt that Randy Verkamp would also be willing to split the rental costs. Ms. Snodgrass stated staff would pursue possible venues.

Darrell Skiles suggested a survey be sent to all members regarding holding the annual dinner to determine if attendance would be hampered by COVID-19. If the survey results show nonparticipation, it will assist with the final decision by the executive committee and all participating members agreed.

The board reviewed the award nominees with brief overviews given by nominating parties.

Vic Stratman made a motion to accept all nominees. Darryl Skiles seconded. All participating members voted “aye.”

**Chairman’s Report**

Chairman Wilson reported recycling markets are status quo at this time. He noted the Rolla Recycling Center is taking all precautions and using PPE. At this time, he said the center is still able to market its commodities.

Craig French added that at Fort Leonard Wood, they have not had to shut down any services yet. He said he is thankful there is still a market, even if prices are down.

 **City and county Updates**

 No reports were given.

**Upcoming Meetings**

Advisory Council - TBD

 Full Council meeting: Dec. 1st at 5:30 p.m. followed by the annual awards banquet at 6:30 p.m.

**Adjournment**

Being no further business, Steve Vogt made a motion to adjourn. Gary Gilliam seconded the motion. All participating members voted “aye.” The meeting adjourned at 11:56 a.m.

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 Chairman, Brady Wilson Date

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 Attest Date