**OZARK RIVERS SOLID WASTE MANAGEMENT DISTRICT**

**EXECUTIVE BOARD MEETING**

**Tuesday, May 9, 2023 at 10:00 a.m.**

**MRPC Building - 4 Industrial Drive**

 **St. James, MO 65559**

**Call to Order**

Troy Porter called the May 9, 2023 meeting of the Ozark Rivers Solid Waste Management District Executive Board Meeting to order at 10:07 a.m. The meeting was held with in-person participation along with those attending via video and conference calling.

**Members Present:** Arthur Cook, Vic Stratman, Gary Larson, Gary Gilliam and Troy Porter. Anita Ivey participated via Zoom.

**Members Absent:** Cody Leathers, Arthur Cook, Greg Parker, Jim Holland, Jesse Geltz, Steve Vogt, James Fleming, Glen Smith and David Sansegraw.

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

**Approval of Agenda**

Gary Gilliam made a motion to approve the agenda. Vic Stratman seconded the motion. All present voted “aye.”

**Approval of Minutes**

Vic Stratman made a motion to approve the minutes. Gary Larson seconded the motion. All present voted “aye.”

**Financials**

Tammy Snodgrass presented financials for month ended March, 2023. She reported that with 75% of the year expired, expenses are just under 55%. Revenues over expenditures is $969.44, which is from interest earned.

On the operating side, Tammy reported that with 75% of the year expired, the percentage of revenues received/expended was just over 69%. It was noted that the organization had overages for the annual dinner and insurance, but those overages aren’t expected to affect the overall budget.

Gary Gilliam made a motion to approve the financials ending March 31, 2023. Vic Stratman seconded. All present voted “aye.”

**Approval of Grant Requests/Determinations**

A request for grant closure and release of funds held in retention for the following projects when all grant obligations are met:

* 1. K2023-001- District Operations – request to release retention funds in the amount of $16,204.50 with grant closure.
	2. K2023-002 – Plan Implementation – request to release retention funds in the amount of $5,512.50 with grant closure.
	3. K2022-003 – Household Hazardous Waste – release $4,909.29 in retention for payment of expenses and services.
	4. K2022-004 – Special Waste Collections – release $4,949.31 in retention for payment of expenses and services.
	5. K2022-006 – Illegal Dump Clean Up – release $3,226.86 in retention for payment of expenses and services.

Gary Larson made a motion to approve the above grant closures and release of retention after all obligations of the grants are met. Gary Gilliam seconded the motion. All present voted “aye.”

Staff presented the District Operations and Implementation Grants for review and approval by the council. Tammy explained that these two grants are not part of the competitive grant cycle. She also explained that the Operations Grant covers costs for items such as general administration, annual dinner, audit fees and errors and omissions insurance. The Plan Implementation Grant covers costs for items such as earth day, the surveillance camera and website maintenance and upkeep. Tammy also informed the board that these grants are required to go out for bid every five years.

Gary Gilliam made a motion to approve the District Operations and Implementation Grants as presented. Gary Larson seconded the motion. All present voted “aye.”

Tammy presented the Plan Implementation and Organizational Administration contracts for council review and approval. She said the administration contract increased from $108,000 to $110,000 and the implementation contract increased from $36,000 to $42,000. Tammy also said that the hourly rates listed were the current rates. Once the new hourly rates have been determined, she said she would bring that information back to the council for a vote.

Gary Gilliam made a motion to approve the Plan Implementation and Organizational Administration contracts as presented. Vic Stratman seconded the motion. All present voted “aye.”

**Approval of the 2024 District Grant Application Packet**

Jill Hollowell explained how the grant review process worked and mentioned that Vic Stratman had agreed to be a reviewer.

Changes in the 2024 packet were:

* + - 1. A new category asking about plans for educating the public about the project was added (#12).
			2. The possible points on criteria concerning the demonstration of cooperative efforts was reduced from 10 to five (#4).
			3. The possible points on criteria about compliance with federal, state or local requirements was reduced from 20 to 15.
			4. Information was added on ranges for each criteria to assist in scoring.

A brief discussion was held on the possibility of adding a category addressing the financial needs of the requesting organization. Gary Gilliam suggested adding a category with language that would assist in determining the level of financial need.

Gary Gilliam made a motion to approve the 2024 Grant Packet with the noted changes and the addition of an additional criteria that would address financial need of the requesting organization. Gary Larson seconded. All present voted “aye.”

**Bylaw Revisions for Disbanding the Full Council**

Tammy explained the on-going issue that the Full Council, the larger body of the ORSWMD which meets twice per year, has not had a quorum at its meetings in over 20 years. It is a large board, with two representatives from every county (14), one representative from Fort Leonard Wood, and a representative for every city with a population of 500 or more (18) for a total of 33. The quorum requirement for the Full Council is 17. MDNR has stated that the full councils were intended to be just for the formation of the districts and that they can be eliminated once the districts are up and running if the district so chooses. Those full council members who wish to remain active with the district could be recruited for the executive board, grant review committee or advisory committee. The executive board is made up of one county and one city representative from each county plus the representative from Fort Leonard Wood for a total of 15. This is a quorum requirement of eight.

She presented a draft of the bylaws saying that text in red is marked for removal. Other revisions included renumbering and removing all references to council.

A discussion was held on the possibility of having at-large members to expand the expertise, such as having someone from the recycling industry as part of the group. Staff indicated they would work on this and could possibly push out the at-large prior to the next meeting in October. Approval would be done via email.

Vic Stratman made a motion to approve the bylaws as presented. Arthur Cook seconded the motion. All present voted “aye.”

**Acceptance of Nominations for Board Officers and Voting**

The following slate of officers was presented:

 Chair – Troy Porter Secretary – Gary Gilliam

 Vice Chair – Gary Larson Treasurer – Steve Vogt

With no nominations from the floor, Vic Stratman made a motion to approve the slate of officers as presented. Arthur Cook seconded the motion. All present voted “aye.”

Jill said she would work with Troy on getting a second officer to serve on the executive committee.

Tammy reported on the caucusing of cities for executive board representation. Each city of 500 or more is entitled to one representative on the board. There are two counties, Crawford and Dent, that currently have no city representation on the board. She said Jill is working with both counties to get representation. Gary Larson said he would speak with Greg Parker, Salem’s mayor.

**Annual Disclosure Form**

Members took a moment to sign annual disclosure forms.

**Staff Activities**

Legislative Review – Tammy Snodgrass

Tammy mentioned she attended the SWAB meeting last week but there weren’t many issues brought up that affected the Ozark Rivers district. She said that it appears the Paint Stewardship bill wouldn’t pass this year and added that the district did provide a resolution in support of the bill to the region’s legislators.

Strategic Planning – Kathryn Hawes/Jill Hollowell

Kathryn reported there has been a lot of activity designed to get the district’s name out. She said posting is heavy on social media, with the percentage of activity on Facebook up by 50%. Events are also being posted on the website. Other activities she mentioned included:

* Trashasaurus videos are being uploaded to YouTube.
* Participation in S&T and Fort Leonard Wood earth day events.
* Participation in Rolla’s St. Pat’s parade.

Kathryn said the summer reading program at area libraries is ramping up and added she was a guest judge at S&T’s recent “Trashion Show” where contestants modeled clothes made from trash.

Jill reported on the following activities:

* The possible collaboration with S&T on a program covering how to create a waste audit.
* Catalytic Innovations is interested in creating a program about batteries to take to schools.
* The development of a study on the economic feasibility of a food waste study. She suggested updating the feasibility study that was conducted 10 years ago.

 Jill also mentioned the idea of setting up a scholarship fund or summer intern opportunity that would be funded through the Community Outreach Fund.

Special Waste Collection and HHW Activities – Kathryn Hawes/Jill Hollowell

Kathryn provided the dates for the upcoming special collections:

 June 10 in Rolla Sept. 9 in Salem Oct. 7 in St. Robert

The recent collection in Dixon netted a total of 6 tons of waste she said.

Vic Stratman asked about the disposal of fluorescent bulbs. Jill said the HHW sites accept these bulbs and there is no cost if the bulbs are household generated. Tammy said she would provide a list of companies that will send boxes out for individuals to place their bulbs in and then send in. She did add that there is a cost.

Illegal Dump Program Activities – Kathryn Hawes

Kathryn provided the following statistics on illegal dump activity:

* There were four clean up events (Gasconade, Phelps, Washington and Pulaski counties)
* 78 Volunteers assisted in the clean ups.
* 45 lbs. of e-scrap was collected.
* .15 tons of scrap metal was collected.
* 7.16 tons went to landfills.
* 231 tires were collected.

She said illegal dump clean ups are on pause until October, however, the surveillance camera can still be placed at sites during the summer months.

Community Assistance and Outreach Fund

Jill provided more information on a proposal from the Rolla Public Library that was presented at the last meeting.

The library is wanting to purchase a book covering machine that allows the plastic covering material to be recycled with plastic film or reused for covering smaller books and needed supplies. They were strictly requesting equipment and supplies. Jill reminded the group there were concerns about the volume of waste that would be diverted from landfills. She said that over the last 12 months, the library reported they covered 2,903 items which was about 242 books per month and the machine would save a lot of staff time. Jill said the original request was $1,100 for the equipment and $3,400 for supplies for a total cost of $4,500. She suggested covering the cost of the machine and 50% of the supplies for a total cost of $2,842.62.

There was a question as to how much was available in the outreach fund. Jill said for 2022 the fund balance was $15,242.61 minus $2,000 that has been earmarked for St. Robert. The 2023 balance hasn’t been accessed as of yet.

Vic Stratman asked if there was any way to follow up with the amount that gets diverted. Jill said the library would be filing quarterly reports and will put up signage and provide education on the project.

Vic Stratman made a motion to fund the project at a total cost of $2,842.62. Gary Larson seconded the motion. All present voted “aye.”

**Chairman’s Report**No report at this time.

**City and County Updates**

Troy Porter reported that the Dixon Area Caring Center has improved its recycling by building a shelter for the cardboard that is being baled at the site. He said they are also building fencing around the dumpster to prevent dumpster diving.

Tammy reported a large trash hauler, GFL, has stopped providing services to area residents. She said she has put together a list of existing, mostly smaller, companies that provide trash service and has provided that information to residents who have called the MRPC office looking for trash haulers. Tammy said she included information on the location of transfer stations where they could take their trash.

**Announcement of Upcoming Meetings and Events**

**2023 Meeting Dates at 10:00 a.m. unless noted:**

Oct. 10 – Executive Board

Dec. 5 - Executive Board at 5:30 p.m. and annual awards banquet at 6:30 p.m.

**2023 Special Collections**

June 10 - Brewer Science in Rolla

Sept. 9 – Salem

Oct. 7- St. Robert

**2024 Grant Round**

July 26 - Grant workshop Sept. 12 - Grant review committee

**Missouri Recycling Association’s (MORA) Annual Conference**

*“Charging Ahead”* in Chesterfield Sept. 25-28, 2023

**MORA’s 2023 Stewardship Showcase** featuring many solid waste management grant projects that may be viewed and shared out from <https://youtu.be/TIHlkYpXVzw>.

Chairman Porter asked who normally attends the MORA Conference. Tammy said usually one or two staff members and a committee member if there is any interest. The chairman said he may be interested in attending.

**Adjournment**

There being no further business, Vic Stratman made a motion to adjourn. Arthur Cook seconded the motion. All present voted “aye.” The meeting adjourned at 12:05 p.m.

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 Chairman, Troy Porter Date

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 Attest Date