

NORTHWEST MISSOURI REGIONAL COUNCIL OF GOVERNMENTS

December 3, 2009

Mozingo Lake Golf Clubhouse

Maryville, MO 64468

EXECUTIVE COMMITTEE

Chairman, Bob Stiens, called the meeting to order at 7:30 p.m. at Mozingo Lake Golf Clubhouse in Maryville, Missouri. Present were 7 board members and 9 staff members. There were also 2 visitors.

Minutes of the September 24, 2009 meeting were approved with a motion by Craig McNeese, and a second by Kim Herrick. Motion approved (7 yeas, 0 nays). At this point Alice Schieffer stated that the minutes were correct, but there has been a change since that board meeting that doesn't affect the minutes. We were quoted a percentage rate of 2.03% from the Citizens Bank and Trust, which was approved at the meeting, but when she called them to tell them to invest \$30,000, she was told that percent was incorrect. They could not honor the 2.03%, they're correct percent was 1.24%. So she talked to Bob, Mark and Darren about the percentages and it was decided to go with Nodaway Valley Bank for 2.00%. This exchange will be added to the December 3, 2009 minutes. Kim Herrick made a motion to approve the Financial Report for September & October 2009 and Mark Sitherwood seconded the motion. Motion approved (7 yeas, 0 nays).

Tye Parsons gave a little background on the Insurance Sub-Committee Report. There were a number of bids for insurance. At the September meeting the board organized a sub-committee to study the bids. The sub-committee met on October 8 to review all the information that Alice Schieffer had worked on for weeks. Insurance options 1 and 2 were from MoPEB, and option 3 was from BlueCross/Blue Shield. The last option was to drop group health coverage all together. The Regional Council would contribute \$300 for individual coverage. The sub-committee chose MoPED (Missouri Public Entity Benefit) as our insurance provider. This a change from BlueCross/Blue Shield previously. Alice Schieffer also stated that she and Tye Parsons had studied all the bids and picked out the ones they felt best benefited the employees, for the sub-committee to review. Due to the recommended changes to health insurance benefits, revisions will need to be made to the personnel policy. The changes are the amount the Regional Council will contribute to group health insurance coverage and rescind paying for outside-group health insurance plans.

OLD BUSINESS

Approve FY 08-09 Audit. Alice Schieffer gave each board member a copy of the audit. On page 1 of the audit, auditors stated that in their opinion the financial statements of RCOG were presented fairly, in all material respects and the financial position for the year then ended, conforms with accounting principles. It was done a little differently this year. Usually at the back of the audit they state any findings, they didn't this year. She also reviewed the net assets (financial position of Regional County of Governments) on page 8. There is \$101,418 in receivables. Some agencies can be billed only quarterly, so we're waiting on quite a bit of money. There is also a large portion coming from Solid Waste, but they are waiting on the DNR. Right now our unrestricted balance is \$306,331. This would allow us to

operate for 9 months if all our funding should cease, based on our current budget. On page 11 the statement of revenues and expenditures and changes in fund balances. Our federal grants is \$338,061, which includes EDA, Transportation, Work Force, and the money we get from SEMA and FEMA for hazard mitigation planning. State revenue was \$59,792 which includes money we get on an annual basis from the Office of Administration, the state, and our solid waste collections. Local assessments came in at \$14,901 last year. Charges for services brought in \$180,393. Included in this amount is our grant administration, solid waste district operations and plan implementation, our water partnership, homeland security, the contract we have with MoKAN, web design, and employment solutions. Misc \$32,500 is actually not cash. It is in kind, but we have to report it on our financials. It is our EDA in kind match. Nodaway County offered it to us last year, they contributed that amount to NCED. We can use it and apply it to our EDA money. Excess of revenues over expenditures for last year was \$37,010. We started with a \$269,590 balance at the beginning of last year. This year our fund balance is \$306,600. On page 12, the \$29,250 is the amount held in trust by Regional Council of Governments and its money that would go to our employees for deferred compensation. On page 30 is the auditors statement stating they did not find any deficiencies. It talks about internal controls and it also states they performed tests of compliance with certain laws and regulations, contracts, and grant agreements. The results of this test showed no instances of non-compliance, which are required to be reported under governmental auditing standards.

Tye Parsons said in October there was a state wide retreat with all the regional planning commissions in the state. They had a session where they discussed different financial and judiciary aspects of our organizations. At a round table they discussed money in reserve and operational reserve and how long you could operate if something tragic were to happen and there's no revenue. There weren't very many regional councils that had a 9 month reserve. The average is 6 months. A 9 month reserve is in the top 20% or so. There are some that have a cash flow problem and have no reserve. Jack Baldwin made a motion to approve the FY 08-09 Audit and Mark Sitherwood seconded the motion. Motion approved (7 yeas, 0 nays).

NEW BUSINESS

Approve Tri-County Alternative Energy Education & Visitors Center Administrative Contract - \$7500.

This is a non-profit group out of Gentry County and they have asked the regional council to help them write an application for some neighborhood assistance application tax credits, which were approved this year. This program will allow this group to build a new visitors center in King City, in gentry county, that's associated with the first wind farm. Jack Baldwin made a motion to approve the Tri-County Alternative Energy Education & Visitors Center administrative contract and Craig McNeese seconded the motion. Motion approved (7 yeas, 0 nays).

Approve Fairfax Environmental Review Contract - \$3000. Fairfax is constructing a new hospital, and the city needs some significant work done to their water distribution system. They have been approved for quite a bit of money from the USDA Rural Development. The USDA Rural Development receives a tremendous share of the money of the federal stimulus money for rural projects. For USDA funding you have to have an environmental review approved prior to application. More towns are asking us to do

their environmental reviews. We have set a flat fee of \$3000 for the review. Craig McNeese made a motion to approve the Fairfax Environmental Review contract for \$3000 and Mark Sitherwood seconded the motion. Motion approved (7 yeas, 0 nays).

Approve Skidmore Environmental Review Contract - \$3000. The Skidmore project is a new water tower and an interconnect with PWSD#1. Jack Baldwin made a motion to approve the Skidmore Environmental Review contract for \$3000 and Carole Coutts seconded the motion. Motion approved (7 yeas, 0 nays).

Approve SEMA Legislative Pre-Disaster Mitigation Project. A year ago we applied through Congressman Graves office for federal appropriation for emergency sirens in towns across northwest Missouri. We finally received an approval by phone 2 weeks ago. It is approved by SEMA. Tye Parsons met with SEMA the morning of December 3 in Jefferson City to sign the papers. This is a federal appropriation for \$294,672, it is allocated directly to the Regional Council of Governments and not the individual towns. We will turn around and pay the money to the towns. This pushes our federal funds over the \$500,000 limit, which means we will have to have a single audit for 09-10. Another impact on us is that this is a 75-25% grant, meaning the regional council is responsible for 25% of the project, which is \$105,327. The individual towns are going to put up 25% cash for their project, meaning the regional council will only pay a small amount for administration for the project, which is around \$15,000. This project involves 13 towns getting new sirens. The towns are Tarkio, Albany, King City, Forest City, Mound City, Burlington Junction, Guilford, Hopkins, Maryville, Pickering, Ravenwood, Skidmore, Denver, and Sheridan. We are going to have a meeting with all the towns to explain NAP requirements and reporting requirements, etc. This should move pretty quickly. There will be one procurement contract per town, where they go out and bid for the number of sirens they're going to get with a contractor. As part of our administrative cost, we will help them with that procurement. Kim Herrick made a motion to approve the SEMA Legislative Pre-Disaster Mitigation Project and Jack Baldwin seconded the motion. Motion approved (7 yeas, 0 nays).

Personnel Sub-committee Report. Craig McNeese discussed the personnel changes in the personnel handbook. We are striking out some quantities comments, because they are always changing. The first one is the rate per mile in the handbook. We are striking out the ~~41.5 cents~~ and inserting ~~rate per mile approved by the Executive Board~~. The second point is the credit cards. ~~\$1000 credit limit~~ will be out and we will insert ~~credit limit approved by the Executive Board~~. The third point is the health, dental & life insurance. We will strike out of up to ~~\$250,000~~ and insert, ~~the rate covered by the Regional Council will be determined annually based on the yearly budget~~. We will also strike out the second ~~\$250,000~~ and insert, ~~the annual approved rate~~, and strike out ~~and family~~. The fourth point is the deferred compensation. In the first sentence we will strike out ~~have~~ and insert ~~has~~. We will strike out ~~each payroll period~~ and ~~sent~~ and insert ~~forward it~~. ~~At the end of and pay period month. An enrollment information packet is located in the binder pocket of this staff handbook.~~ Additionally, the Regional Council will match the employee's contribution up to a predetermind amount. See the attached pages of the handbook to fully see the changes. There are no changes in the policy, just the wording, so

we don't have to reprint the handbook each time an amount changes. Doug Sutton made a motion to approve the changes and Jack Baldwin seconded the motion. Motion approved (7 yeas, 0 nays).

Executive Director's Report Tye parsons ask the board members if there were any question for our representative Mike Thomson, while he was there. There were no questions. Tye Parsons presented each board member with a copy of the staff report. Tye reported on some significant changes, one being the Energy Efficiency and Conservation Block Grant (EECBG), offered through the Department of Natural Resources. This is a grant for communities with less than \$50,000 and counties with less than \$200,000. There are 4 categories: retrofit existing public buildings with new furnaces, windows, etc., anything that would improve energy efficiency. Cities can apply to replace water and waste water equipment, cities can apply for energy efficient street lights, and the fourth basically says and everything else. Tye Parsons would like for the Regional Council to apply for some of this money to hire and train an energy auditor. There is no commercial energy auditor in northwest Missouri, the closest one is in Platte City. This commercial energy auditor would go through city halls, courthouses, and other public buildings to access energy efficiency first, then possibly go into small commercials second. The Regional Council cannot apply for this themselves, so he would like to ask the five counties to sponsor an application for the Regional Council. These applications are due January 15th. He anticipates we will be writing quite a few of these for our towns. He thought there was about \$12,000,000 state wide available. There is a webinar on Monday with the guildelines. There is also going to be a workshop December 10th in the ballroom at NWMSU.

Tye Parsons also let the board know that Dana Ternus wrote an emergency CBDG application for the Gentryville bridge in Gentry county, which was just approved for \$116,000. This money will rebuild the approaches to the bridge which have washed away. The bridge is closed at this time.

The Association of Missouri Electric Coops approached our statewide organization to create a statewide hazard mitigation plan for all the Electric Co-operatives. MACOG asked for volunteers and Tye volunteered. We will be in charge of crafting a statewide hazard mitigation plan. There are 47 co-ops in the state. This is a pretty big project. The funding has been approved by SEMA and is on FEMA's desk. Tye anticipates being able to carry on by the first of the year. This will result in about \$35,000 for our organization. How this works is that each RPC in the state will be building small mitigation plans and our job will be to put them all together to make a statewide mitigation plan.

Another program is the DNR 604B program designed to safeguard water sheds. Our statewide association has applied for and been granted funding for a project where we will catalog and inventory all of the sewer systems in Missouri, in our case, it would be our five counties, that are less than 3500 people, which includes everyone but Maryville. The funding level is at about \$13,000 to do that survey. It's a very basic one page survey. We will get some funding through DNR for this program.

A press release came out on Monday from Governor Nixon and he was talking about a boardband initiative. Missouri has been awarded \$1.5 million dollars to find out where the gaps are in boardband in Missouri. The RPC's have been approached to form local committees of people, interested stake

holders, broadband providers, local government and all the people that would be interested in broadband. We will bring stakeholder groups together and develop regional broadband plans for our regions. 19 regions will have a broadband plan. This plan should start in February and is something else we will receive funding for.

These are all brand new programs and different from what we have done in the past. They will make a significant impact on our budget. Tye thinks we are looking at a million dollar year and he doesn't think that has ever happened in a RPC.

Tye Parsons and Alice Schieffer face the challenge of spreading these monies to cover a number of fiscal years.

CLOSED SESSION

A closed session was not necessary.

ADJOURN

Jack Baldwin made a motion to adjourn and Mark Sitherwood seconded the motion. Motion approved (7 yeas, 0 nays).

Members Present

Mark Sitherwood
Jack Baldwin
Carole Coutts
Darren Farnan
Bob Stiens
Doug Sutton
Craig McNeese

Staff Present

Tye Parsons
Alice Schieffer
Denise Workman
Dana Ternus
Kim Mildward
Tim Howard
Joyce Smith
Monica Bailey
Jerri Dearmont

Members Not Present

David Chapin
Alvin Stoner
Michael Goins
Duane Nauman
Bill McCully
Peggy Ann Edwards
Gary Carlson
Derek Brown
James Gillespie
Carl Birdsell
Jeremy Mason

Visitors

Mike Thomson
Nancy Thomson

Kevin Austin
David Thomas