

NORTHWEST MISSOURI REGIONAL COUNCIL OF GOVERNMENTS

January 28, 2010

Maryville Regional Council Conference Room

Maryville, MO 64468

EXECUTIVE COMMITTEE

Chairman Bob Stiens, called the meeting to order at 7:00 p.m. at the Regional Council office in Maryville, Missouri. There were 9 board members and 9 staff members present.

Minutes of the December 3, 2009 meeting were approved with a motion from Jim Gillespie and a second from Kim Herrick. Motion approved (9 ayes, 0 nays).

The November & December Treasurer's Report was approved with a motion from Doug Sutton and a second from Kevin Austin. Motion approved (9 ayes, 0 nays).

OLD BUSINESS

Review Revised Budget. Alice Schieffer discussed the Revised Budget, explaining why revisions were made to the original budget. Total revenues for the year are at 36.45% of the total budgeted and total expenses are at 39.4% of the total budgeted -lower than the 50% expected half way through the fiscal year. These lower percentages are mainly due to the Sirens project pass-through funds that have not been tapped into yet and grant administration revenues below the 50% mark due to the weather putting constraints on some projects moving forward. The Atchison County Wholesale Water revenues were removed due to the project moving slower than expected. The Pickering Streets & Drainage is a new grant, so \$8,000 was added to revenues for it. Under CDBG Disaster Supplemental-Bridges, revenues for Nodaway County were removed because we still haven't heard whether this grant has been approved or not. The Gentryville Bridge is a new grant and added \$1,075 to the budget. USDA Revolving Loan Fund for King City Water Line is also a new grant and added \$3,180 to the budget for the fiscal year. Currently 5 towns - Barnard, Burlington Jct., Fairfax, Grant City, and Skidmore are asking for USDA ARRA Funds, which require environmental reviews up front. The ER's are \$3,000 each, so this added \$15,000 to the budget. We were just awarded a new contract with NW Wholesale Water Commission for administrative services for the rest of the year, so this increased the budget by \$8,500. The Dislocated revenues revision is due to more carry over than was originally budgeted. The SEMA Community Alert Sirens was originally expected to be \$15,000 in revenue for the Regional Council, but was only \$8,922.13. Alice Schieffer budgeted half of that for this year. Another new grant is the Wastewater Needs Assessment – 604b. The total of this grant is \$13,300, Ms. Schieffer just budgeted a small portion for this fiscal year. The first SEMA-Community Alert Sirens meeting was held last night. There are both federal and local pass-through funds for the sirens project. The local pass-through for this project was not originally budgeted. Total federal dollars for the sirens project is approximately \$300,000 and the remaining \$100,000 will be local funding. 30% of that was budgeted to run through this fiscal year. The Auditors have asked Ms. Schieffer to add the EDA in-kind revenue and in-kind expenses in the amount of \$37,000 to the budget. This is the first time this has been requested. This is

not cash revenue, it is in-kind match. One of the communities contributes to NCED, and we use that match for EDA.

On the expense side there is an additional \$16,408 for salaries/wages and fringe due to hiring a new employee after the beginning of the fiscal year. Travel has increased because more travel is expected, due to 2 new programs. The WIA extra expenses are to appropriate the revised carryover revenues from the Dislocated program. The \$1,019 increase in Maintenance & Repairs was for repairs to our plotter. The SW Waste Hauler budget increased, because our tire collections already held have come in over the original budgeted expenses. The pass-through expenses for SEMA Community Alert Sirens, as well as the EDA in-kind match expenses equal the revenue amounts for the projects - it zeros out in the end. Looking at the revised budget we are expecting a \$19,631 surplus for the fiscal year.

Ms. Schieffer stated that the increase in Indirect Expenses are due mostly to a new employee hire after the beginning of the fiscal year and the increase in copies expenses for the year.

NEW BUSINESS

Approve Gentry County-Gentryville Administrative Contract - \$4,300. Tye Parsons explained that this is a new grant to replace the approaches to the Gentryville Bridge which have washed away, due to flooding and the change in the water flow. This is an emergency CDBG grant and is a little different from other grants. They waive a few of the environmental requirements and some of the paperwork issues because it is an emergency, and they expect those funds to be spent much quicker than a normal CDBG grant. They also reduce the amount of administration on an emergency grant - it's 5%. Kim Herrick made a motion to approve the contract with Gentry County and Kevin Austin seconded the motion. Motion approved (9 ayes, 0 nays).

Approve 604(b) Wastewater Inventory Contract - \$13,3000. Tye Parsons explained this is a new state-wide project. This project is to assess the wastewater systems in all the communities in Missouri. This means we will be looking at every town in our five county area and checking their sanitary sewers. There is a standard form to be filled out for each wastewater system. Only towns with sanitary sewer systems will be checked, septic tanks will not. The work will start February 1, 2010. Jim Gillespie made a motion to approve the contract and Mark Sitherwood seconded. Motion approved (9 ayes, 0 nays).

Approve Grant City Environmental Review Contract - \$3,000 and Burlington Junction Environmental Review Contract - \$3,000. Tye Parsons asked that these two be voted on together as they are both for Environmental Reviews. Grant City is working to replace an 11 mile water transmission line. Burlington Junction is in the process of designing a new water plant. David Chapin made a motion to approve the two Environmental Review contracts and Gary Carlson seconded the motion. Motion approved (9 ayes, 0 nays).

Approve GNWWWC Administrative Contract - \$9,000. Tye Parsons explained the \$9,000 is for a calendar year, that's why it's different from the revised budget amount. The terms of the contract allow for two one year extensions, so hopefully we will renew this contract each year. Gary Carlson made a

motion to approve the GNWWWC Administrative Contract and Kevin Austin seconded the motion. Motion approved (9 ayes, 0 nays).

Approve new bank account for Storm Siren Project. The Regional Council will be receiving approximately \$294,000 federal and \$100,000 local monies. SEMA requests that this sirens project account be a noninterest bearing account. Three separate items must be approved for opening of the new sirens project bank account. The first step is to approve a new bank account for the sirens project. Kevin Austin made a motion to approve the new bank account and Mark Sitherwood seconded the motion. Motion approved (9 ayes, 0 nays). The second part is to approve to keep the current signers: Bob Stiens, Tye Parsons, Mark Sitherwood, and Darren Farnan. Gary Carlson made a motion to approve to keep the current signers and Kevin Austin seconded the motion. Motion approved (9 ayes, 0 nays). The third step is to approve Alice Schieffer and Denise Workman with the authority to review the account and request information about the account. Kim Herrick made a motion to approve Alice and Denise the authority to review the account and Kevin Austin seconded the motion. Motion approved (9 ayes, 0 nays).

Approve Administrative Sub-Contract with Snyder & Associates – Fairfax Water \$7,500. Tye Parsons said we don't normally sub-contract with engineers, but this project is an exception. Fairfax has received USDA funds to make improvements to their water distribution system. USDA funds do not cover administrative expenses, but there are no upper limits to what they will pay an engineer; so we have sub-contracted with Snyder and Associates for two things: One is to file the administrative paperwork associated with a USDA and DNR grant; the second thing is to track prevailing wage. We do what we normally do in regard to grant administration, but instead of contracting with the city, we are contracting with the engineer. Kevin Austin made a motion to approve the Administrative Sub-Contract with Snyder & Associates and Peggy Ann Edwards seconded the motion. Motion approved. (9 ayes, 0 nays).

EDA Planning Grant Application - \$51,000/year, three-year term. This a yearly grant from the Economic Development Administration to perform economic planning in Missouri. A large part of this is the maintenance of the comprehensive economic development strategy or CEDS. This allows any of our communities to apply for EDA funds. One example of the use of EDA funds is the new road built for CMC (Carbolitic Materials Company). The motion approved tonight will be good for 3 years, unless the rules change, which they have done in the past. Jim Gillespie made a motion to approve the EDA Planning Grant Application and Kevin Austin seconded the motion. Motion approved (9 ayes, 0 nays).

STAFF REPORTS

Staff reports were distributed to the members. **(Reports are attached to original minutes in the RCOG minutes book).**

EXECUTIVE DIRECTOR'S REPORT

The Executive Director's Report was distributed to the members. **(Included in staff report attached to original minutes in the RCOG minutes books).**

CLOSED SESSION

A closed session was not necessary.

ADJOURN

Jim Gillespie made a motion to adjourn and Kevin Austin seconded the motion. Motion approved (9 ayes, 0 nays). Meeting adjourned at 8:23 p.m.

Members Present

David Chapin
Kim Herrick
Mark Sitherwood
Peggy Ann Edwards
Robert Stiens
Doug Sutton
Gary Carlson
James Gillespie
Kevin Austin

Staff Present

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

Members Not Present

Alva Stoner
Michael Goins
Duane Nauman
Bill McCully
Derek Brown
Carl Birdsell
Jack Baldwin
David Thomas
Carole Coutts
Craig McNeese
Darren Farnan
Dean Mackey

Robert Stiens, Chairman

Mark Sitherwood, Secretary