



Lake Region Solid Waste Authority

lrswa@lakeregionsolidwaste.org

913-952-2841

MINUTES

Annual Meeting

Friday April 23rd, 2021

Virtual meetings via Zoom

The following persons were in attendance:

Anderson County: Scott Garrett
Coffey County: Wayne Blackburn, Todd Bemis
Franklin County: Don Stottlemire, David Lee
Linn County:
Miami County: JR McMahon, Darryl White
Osage County: Russell Swanson, Glen Tyson
Lake Region: Shay Hanysak
Guests: Salley Beyer –Development & Grants Officer, Lakemary Center
Roy Dunn – Franklin County Commissioner

Management Committee Meeting

I. Call to Order

Committee Chair, Don Stottlemire called the meeting to order at 9:10AM. A quorum was achieved.

II. Approval of Agenda

Don Stottlemire made a motion to approve the agenda as presented. Seconded by Todd Bemis. The agenda was approved without objection.

III. Election of 2021/2022 Officers

Current officers are as follows: Don Stottlemire (Chair), Darryl White (Vice-Chair), Shay Hanysak (Secretary).

David Lee made a motion to maintain the same people and positions. Seconded by Todd Bemis. The motion was carried.

IV. Revised Committee Bylaws

Proposed revisions the Management Committee Bylaws included;

- Changing the month for the annual meeting from May to April under Article V - Elections, Terms of Office, Officers and Duties, Section 1 – Terms, and
- Changing the month for the annual meeting from May to April Article VI - Meetings, Quorum and Voting, Section 1 - Meetings, Subsection A. Annual.

David Lee made a motion to amend the Bylaws as proposed. Seconded by JR McMahon. The motion was carried.



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V. Old Business

a) 2021 Solid Waste Management Plan Annual Review

The required annual revision was complete on December 24, 2020 and final approval was received by all six counties on January 13, 2021. The documents were submitted to KDHE, who provided their final approved on February 11, 2021.

b) Recycling Data

It was previously agreed that the Regional Coordinator might act in the capacity of an assistant to those who are not able to devote the time or resources to researching or negotiating recycling sources or vendors. A spreadsheet was created and sent out to the recycling coordinators in order to start to collect the necessary recycling information. Comparison and information sharing will start once the spreadsheets are submitted and compiled.

Since there has been a delay in responses, the group agreed to have the Regional Coordinator follow up and contact each county individually to arrange for a time or date to go over the information in order to collect the necessary information.

c) KDHE Waste Tire Grant

This year there were 68 applications requesting over \$818,000 in funding and KDHE awarded only 47 organizations with a total of \$499,251.11. Lake Region was one of the awardees. Additional awardees within the Lake Region are the City of Spring Hill, the City of Louisburg, and USD 416 in Louisburg (all in Miami County). The contracts go into effect on May 1, 2021.

i. Community of Osawatomie

The Lake Region's project was approved for \$3,251 in grant funding and will work in partnership with city administration and local civic groups to install 11 recycled benches around the community of Osawatomie. The educational component was rolled this week with a bifold outlining the project details and partners, plus a creative recycling contest for local students.

ii. City of Louisburg

The City of Louisburg's project was approved to install picnic table in Louis Young Park. The City's Communications Coordinator, Jean Carder, was invited to present the project detail, but was unable to attend. The Lake Region will be providing social media advertising/support.

VI. New Business

a) KDHE Solid Waste Grant

i. Adopt-A-Bike Program

The Lake Region SWA will be submitting an application under the small grant (<\$7,500) for the purpose of promoting and increasing program participation in the Adopt-A-Bike program, including the purchase of a cargo container for improved bike storage.



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Don Stottlemire reviewed the logistics for the program – bike drop off, eligibility & application processing, bike distribution, program support/partners, etc.

JR McMahon made a motion to approve the project application and authorize the Committee Chair to sign the required Solid Waste Management Planning Committee Support Form. Seconded by Scott Garrett. Don Stottlemire abstained. The motion was carried.

ii. *Linn County Schools*

Linn County will be submitting an application under the large grant (>\$7,500) in order to expand their existing recycling program into the three school districts within the county. The project will include purchasing three new trailer and refurbishing one used trailer.

It is hoped that this project will help to create a template that can be implemented within the other Lake Region counties. The Lake Region SWA will be providing a letter of support to include with the grant application, plus social media advertising/support for the project.

JR McMahon made a motion to approve the project application and authorize the Committee Chair to sign the required Solid Waste Management Planning Committee Support Form. Seconded by Glen Tyson. The motion was carried.

iii. *Lakemary Center*

Development & Grants Officer, Salley Beyers, presented the details of two Lakemary projects that they will be submitting under the large grant (>\$7,500).

1. Purchasing two additional paper shredders to expand their Business Solutions recycling services. <https://lakemary.org/business-solutions/>
2. Purchasing new composting equipment and maybe a small tractor for their Ranch operations. <https://lakemary.org/lakemary-ranch/>

The Lake Region SWA will be providing a letter of support to include with their grant applications and partnering to provided social media advertising/support for the projects.

JR McMahon made a motion to approve both Lakemary grant applications and authorize the Committee Chair to sign the required Solid Waste Management Planning Committee Support Forms. Seconded by Glen Tyson. The motion was carried.

b) Other Grant Resources

The Regional Coordinator reviewed the following grant opportunities that may be of interest to the Lake Region solid waste or recycling programs.

- **Walmart** now using CyberGrants for its Community Grant Program, which requires a copy of the IRS Letter of Determination (tax-exempt status) be submitted. Regional Coordinator was not able to locate the Lake Region’s original letter and on January 6th submitted Form 4506-A requesting a copy. Processing time was listed as 60 days, but IRS is not providing customer service at this time. A follow up status request was submitted April 19th



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- **Can'd Aid - Crush It Crusade** promotes the importance of recycling the aluminum can and the need to eliminate single-use plastic. The grant provides funding for recycling bins, training on how to launch and manage a recycling program and seed funding. A typical grant generally falls within the \$5,000-\$7,000 range. It is a rolling grant, so applicants are welcome to apply at any time.
https://candaid.org/wp-content/uploads/2020/04/CIC_FAQ.pdf
- **Foam Recycling Coalition** helps fund infrastructure for the collection, processing and marketing of products made from foam polystyrene. The FRC distributes up to \$50,000 for each grant. Although, no cash match is required, additional costs may be incurred by the grantee for related items, such as site preparation, provision of conveying system, electrical infrastructure, freight and other installation costs. Applications must be submitted by Friday, May 28, 2021 for priority consideration.
<https://www.recyclefoam.org/grants>
- **The Recycling Partnership** is offering a Residential Curbside Recycling Cart Grant with funding to convert bin or bag based curbside recycling programs to carts or to implement new cart-based curbside recycling programs. Maximum funding ranges from \$300,000 to \$825,000 depending on the implantation strategy selected. Applications are accepted on an ongoing and continuous basis.
<https://recyclingpartnership.org/recycling-cart-grant/>
- **MFA Oil Foundation** provides funding to help develop and strengthen organizations dedicated to education, youth, human services or civic endeavors. Grants amounts typically not to exceed \$2,000. However, operating expenses (disposable items, overhead cost, daily expenses, etc.) are typically not eligible.
<https://www.mfaoil.com/foundation/>

VII. Adjournment

Committee Chair, Don Stottlemire adjourned the meeting at 10:16 AM

Board of Directors Meeting

I. Call to Order

Board Chair, JR McMahon, called the meeting to order at 10:26 AM. A quorum was achieved.

II. Approval of Agenda

Don Stottlemire made a motion to approve the agenda as presented. Glen Tyson seconded. The agenda was approved without objection.

III. Approval of Minutes

Scott Garrett made a motion to approve the minutes from December 10, 2020 as presented. Seconded by Russel Swanson. The minutes were approved without objection.



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VIII. Election of 2021/2022 Officers

Current officers are JR McMahon (Chair), Todd Bemis (Vice-Chair), Scott Garrett (Treasurer), Shay Hanysak (Secretary).

Don Stottlemire made a motion to maintain the existing people and positions. Seconded by Glen Tyson. The motion was carried.

IX. Revised Interlocal Agreement & Authority Bylaws

Proposed revisions the Interlocal Agreement included;

- Changing the month for the annual meeting from May to April under Section 3 - Meetings, Quorums, Voting, Officers and Bylaws.
- Changing the annual budget meeting from April to October in Section 4 - Financing, Budget, Accounts and Audit.

Proposed revisions the Authority Bylaws included;

- Changing the month for the annual meeting from May to April under Article VI - Meetings, Quorum, Voting, Section 1 – Meetings
- Adding the words “office supplies, technology support, insurance premiums, Adopt-A-Bike program reimbursements” to the expenditures that may be paid without prior approval of the Authority under Article VII - Operating Funds, Section 2 - Expenditure of Funds

Don Stottlemire made a motion to amend the Interlocal Agreement and Authority bylaws as proposed, with the necessary submission to county commissioners for final approval. Seconded by Scott Garrett. The motion was carried.

IV. Financial Review

a) 2020 Internal Financial Audit Report.

The required internal financial audit was completed by Scott Garrett (Anderson), Todd Bemis (Coffey), and Glen Tyson (Osage). No financial discrepancies were found.

Don Stottlemire made a motion to approve the 2020 Financial Audit Report. Seconded by Darryl White. The motion was carried without objection.

b) 2020 Annual Dues Invoicing

With the recent changes to the interlocal agreement and authority bylaws, the group discussed the best month to send out invoices to the Lake region counties for their annual dues.

Scott Garret made a motion to authorize the Regional Coordinator to send out the invoices each year after holding the Annual Meeting. Seconded by Don Stottlemire. The motion was carried.

c) YTD Expenses & Projections

LRSWA expenses were presented for January through March, 2021 and compared to the



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Budget line items. A special note was made that shopping through the *AmazonSmile* program earned an additional \$5.75 in donations last quarter.

Don Stottlemire made a motion to accept the 2021 year-to-date financial reporting as submitted. Seconded by Scott Garrett. The motion was carried without objection.

V. Coordinator Report

a) Site Visits

Visits to Anderson County, Osage County and the Coffey County Landfill were complete last quarter. Having updated photos for all the Lake Region locations will be beneficial for future promotion and educational materials.

b) Education & Outreach

i. *Newsletters*

The Q1 Newsletter highlighted the history of Earth Day. In addition to posting and sharing through our social media accounts, copies were also distributed to county commissioners, conservation districts, extension offices, economic development directors, chambers of commerce, and schools.

The upcoming Q2 Newsletter will continue to highlight the Adopt-A- Bike program and will include the Lake Region projects awarded through the KDHE Waste Tire Grant Program

ii. *Earth Day*

Earth Day packages were sent out to 36 elementary schools in the Lake Region. Each school was provided a book for their library ("*I Can Save The Earth!*" by Alison Inches), a copy of the Q1 Newsletter, and an introductory letter to offer our individual services for educational materials and program presentations.

iii. *MARC Climate Action Plan*

The Mid-America Regional Council (MARC) Solid Waste Management Division District serves local government in Cass, Clay, Jackson, Platte and Ray Counties and works cooperatively with Johnson, Leavenworth, Miami and Wyandotte Counties. JR McMahan is the Management Council Representative for Miami County.

The Kansas City Regional Climate Action Plan has been adopted by the MARC Board of Directors. The plan includes a section and goals that are related to increasing waste diversion which line up with overall Lake Region goals. JR and Shay have been participating the bi-monthly Management Council Meetings. Shay has also signed up to act as a Climate Action Plan Ambassador.

JR Proposed that the Director of Environmental Programs at MARC, Tom Jacobs, should be invited as the guest speaker at the next quarterly meeting.



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iv. County Fairs

It was previously agreed that the Lake Region would offer to sponsor a special category or recognize entries (at county fairs or other popular events) that promote or actually use recycled materials. Custom rosette ribbons with LRSWA name and logo, plus certificate and/or cash prizes, could be awarded to help increase public awareness.

Covid restrictions appear to be dropping, so Shay will start reaching out to county contacts. If Board members know a particular person to contact or venue that we might want to attend, they were requested to pass that information along.

c) WORKS! Conference

Cancelled last year due to Covid-19, the conference was rescheduled to April 14-15, 2021. The registration fee was also rolled over and a partial discount provided because it was held virtually. Shay participated in the 2-day virtual event.

There were quite a few presentations about composting program and facilities. Recycling Partnership presented their program initiative to tackle curbside contamination

d) Membership

Shay requested approval to have the Lake Region pay her membership fee to join the Kansas Woman's Environmental Network.

Glen Tyson make a motion to approve the payment of \$60 for the membership. Seconded by Scott Garrett. The motion carried.

VI. Old Business

a) Secretary of State

LRSWA is not currently registered with the Secretary of State. JR McMahan and the Regional Coordinator provided information to the Miami County Counselor to request her advice regarding the requirement for registration and reporting. Feedback is still pending.

VII. Schedule Next Meetings

Thursday, July 15th @ 9AM in Franklin County

Thursday, October 21st @ 9AM in Coffey County

VIII. Adjournment

Board Chair, JR McMahan, adjourned the meeting at 11:09 AM.

Minutes recorded by: Regional Coordinator, Shay Hanyasak