



Lake Region Solid Waste Authority

lrswa@lakeregionsolidwaste.org

913-952-2841

MINUTES

Annual Meeting

Thursday May 5th, 2022

Dutch County Café, 309 N Maple St, Garnett KS 66032

The following persons were in attendance:

Anderson County: Scott Garrett
Coffey County: Todd Bemis, Jeff Beyer
Franklin County: Don Stottlemire, David Lee
Linn County: Al Doan
Miami County: JR McMahon, Gary Price
Osage County: Jeff Spencer, Glen Tyson
Staff: Shay Hanyak

Management Committee Meeting

I. Call to Order

Committee Chair, Don Stottlemire, called the meeting to order at 9.07 AM. A quorum was achieved.

II. Approval of Agenda

JR McMahon made a motion to approve the agenda, with the Regional Coordinator's request to move the Approval of Minute from the Board of Directors to the Management Committee. Seconded by David Lee. The revised agenda was approved without objection.

I. Approval of Minutes

JR McMahon made a motion to approve the minutes from January 27, 2022 as presented. Glen Tyson seconded. The minutes were approved without objection.

III. Election of 2022/2023 Officers

Existing officers were as follows:

Don Stottlemire (Chair), Darryl White (Vice-Chair), Shay Hanyak (Secretary).

JR McMahon made a motion to maintain the same people and positions. Seconded by Todd Bemis. The motion was approved without objection.

IV. Coordinator Report

a) Non-Profit Board Training

Shay provided highlights from the training and reported that our Committee and Board are following almost all of the recommendations or requirements that were emphasized. The group approved having the Regional Coordinator start working on creating a secured access page on our website where important / relevant document can be shared and will be readily accessible to members.



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b) 2022 KOR WORKS! Conference

The group discussed highlights from the conference. Shay recommended that each county complete the Kansas Recycling Survey that is being executed by Wichita State University on behalf of KDHE. There is value in representing rural recycling programs and provide relevant data.

Action item: Shay will send out the survey link www.wichita.edu/ksrecycling

c) Education & Outreach

i. *Earth Day Celebration*

A special Earth Day book, “This Class Can Save the Planet” by Stacy Tornio, was sent to the library of each elementary school within the region.

ii. *KACEE Green School Leader*

Shay has enrolled in this program with the intension of obtaining certification and teaching lessons / tools to use in order to help start recycling or even composting programs in schools. The course should be completed by the end of June

iii. *County Fair Sponsorships*

We have received approval to sponsor Sustainability Recognition Awards from the Fair Boards or 4-H representative from the Miami, Linn, Osage, and Franklin counties, plus the Lane Agricultural Fair. Shay will continue to contact other Fair Board to see if they are interested.

iv. *County Website & Social Media*

We are trying to work with each county IT person to improve public access to county solid waste and recycling information (trash, recycling, HHW, composting). The Group also discussed expanding our influence to providing information or posts to be shared on county social media feeds. Shay has met with contacts in Miami County and Franklin County and sent an email to the Linn County contact. Still waiting to received contact information for the other counties.

Action item: Board members to determine who owns/updates their county website and provide Shay with an introduction (or at least their contact information).

V. **Old Business**

a) Recycling Summary Package

Information is still needed from Anderson and Miami counties. The creation of a secured access page on our website will help to share this data and other information in the future.



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b) 2021 KDHE Solid Waste Grant

David Lee provided an update on the status of the Adopt-A-Bike cargo container. The container was purchased, placed on a new gravel pad and signs were installed both sides. There is once more sign to install, which will provide recognition of the grant funding as well as the contributions made by Franklin County and the Lake Region.

May 27th @ 8AM was determined to be the date and time to hold the final ribbon cutting as it can be done in conjunction with a Chamber Coffee event which is usually well advertised and attended. Shay will coordinator with the Ottawa Chamber of Commerce.

Don Stottlemire provided on update on the overall program status. There was discussion about how each county is going to handle the excess number of bikes that have accumulated due to Covid restricted access to Ellsworth Prison. It was agreed that each county may determine what is a manageable inventory and that should this number be exceeded bikes may be recycled as scrap metal. This option is still considered landfill diversion and within the spirit of the program.

With the restricted access to Ellsworth, Don has initiated discussion with other prison to see if we might be able to increase the facilities that will do the refurbishing work. Don also provided an update on contact with the Dorsetts in Osawatomie who have launched Freedom's FrontTire, for bike repairs and sales. The group agree to investigate if/how we might be able to partner with them in the future.

c) 2022 KDHE Waste Tire Grant

KDHE received a total of fifty-five (55) grant applications. Eight (8) of those were from organizations within the Lake Region, where five (5) grants were awarded funding.

- City of Garnett (Anderson County) \$2,516.50 tables and benches
- City of Williamsburg (Franklin County) - \$3430 benches for two City parks
- USD 289 Wellsville (Franklin County) - \$17333.62 loose fill rubber mulch
- Holy Trinity School (Miami County) - \$9,680 rubber playground mulch
- USD 367 Ozone Sports and Fitness Center (Miami County) - \$3,349 benches for indoor and outdoor pool areas

The Regional Coordinator helped with three (3) of those grant application. Ozark/Colony Cemetery District (Anderson County) did not meet the eligibility requirements. The City of Louisburg and the City of Osage City were not recipients because they have been awarded funding in the past.

VI. **New Business**

a) Walmart Grant Application

We finally received a copy of the non-profit status letter from the IRS and were able to submit three separate grant applications for the Adopt-A-Bike Program - two from retail stores (Ottawa and Paola) and one from a distribution center (Ottawa). The two retail stores



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applications were not awarded, but we still have not heard back from the Warehouse

b) Evergy Grant Application

We submitted a grant application for the Adopt-A-Bike Program but it was not awarded.

c) Can'd Aid: Crush it Crusade

Todd Bemis made a motion to allow the Regional Coordinator to submit a grant application for the purchase of recycling containers and storage carts to be used at county fairs and other large public event within the county. Seconded by Don Stottlemire. The motion was approved without objection.

d) 2022 KDHE Solid Waste Grant

Last year, Lakemary submitted one grant application for equipment to expand their adult recycling program and another application for equipment to improve their youth composting program. Neither application was awarded, so they have revised their application details and are intending to reapply during this grant period.

JR McMahan made a motion to allow the Chair of the Solid Waste Management Committee to sign the required Support Form for each grant application to indicate that the projects are consistent with our Solid Waste Management Plan. The motion was seconded by Glen Tyson and approved without objection. Don Stottlemire signed both forms at that time.

The group discussed ideas for future projects or applications either by the Lake Region or individual counties.

e) 2022 KDHE HHW Grant

Unlike the other KDHE grant programs, HHW does not currently have a designated application period. Should any county have specific equipment and improving ideas they will contact Shay for assistance in preparing a grant application.

VII. Schedule Next Meeting(s)

July 21st @ 9:00 AM in Coffey County

October 20th @ 9:00 AM in Linn County

Suggestions for guest speakers included;

Jeff Dorsett from Freedom's FrontTire (Bike repairs)

Craig Wood from Johnson County Department of Health & Environment (Mortality Composting)

VIII. Adjournment

Board Chair, Don Stottlemire adjourned the meeting at 10:59 AM



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Board of Directors Meeting

II. Call to Order

Board Chair, JR McMahon, called the meeting to order at 11:09 AM. A quorum was achieved.

Note: the approval of the agenda and minutes were moved and performed during the Committee Meeting

IX. Election of 2022/2023 Officers

Existing officers were as follows:

JR McMahon (Chair), Todd Bemis (Vice-Chair), Scott Garret (Treasurer).

A motion was made to elect David Lee as the new Chair, and for Todd Bemis and Scott Garret to remain as Vice-Chair and Treasure respectively. The motion was approved without objection.

III. Financial Review

a) 2021 Internal Financial Audit Report

JR McMahon made a motion to accept the audit report as presented. Seconded by Don Stottlemire. The motion was approved without objection

b) 2022 Annual Dues / Invoicing

With approval from the group, the Regional Coordinator signed all of the invoices at that time. An invoice was given to a representative from each county in order to deliver it to their individual county clerk for payment.

c) 2022 YTD Expense & Budget

Profit & losses were presented and compared to the 2022 Budget line items. JR McMahon made a motion to accept the YTD financial reports as presented. Seconded by Glen Tyson. The motion was approved without objection

IV. New Business

a) SWANA Membership

The group discussed the value in joining SWANA as some of the Board or Committee members are already members. The group approved having the Regional Coordinator look into the cost of membership and also investigate options for company/group membership.

b) Board Duties

i. Orientation

Currently there is no orientation or introductory package provided to new Board or Committee members, so they don't have access to important/relevant information such as copies of our governing agreements or bylaws. The group approved having the Regional Coordinator start working on compiling an Orientation Package. The creation of a secured access page on our website will also help to ensure existing member can always remain up to date.



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ii. Appointments and Term Limits

The Regional Coordinator reported difficulties in finding records of when existing members were originally appointed to the Board (or Committee) or if/when their terms were officially renewed.

The Solid Waste Management Plan contains the name of all the Board and Committee members. Since it is reviewed and approved every year by County Commissioners the group agreed that this met the requirement of term appointments being renewed or approved.

The group agrees that going forward the Regional Coordinator will collect records of member appointments from the County Commissioners and keep track of the applicable appointment date/terms. We may consider modifying the Bylaws to indicate that once appointed by the Commission, that someone stays as a member until they choose to resign or are replaced.

iii. Mission, Vision and Values

The Regional Coordinator presented a document containing the information currently presented on our website about our organization and suggestions for a Mission Statement, a Vision Statement and a list of organizational Values. The group agrees to take the opportunity to review the information presented and come to the next meeting prepared with any feedback/modifications and to make decisions.

iv. 2025 Strategic Plan

Todd suggested that we change the topic to be called Strategic Planning going forward. The group agreed to discuss specifics at our next meeting.

V. Executive Session

At 12:00 Todd Bemis made a motion to go into executive session for 10 minutes to discuss employee related matters. Seconded by Glen Tyson. The motion was carried.

The Board returned to regular session at 12:10pm, where Jeff Beyer made a motion to allow the Regional Coordinator to work up to 29 hours per week, with a \$1 per hour pay increase, which was to become effective immediately. The motion was seconded by Don Stottlemire and approved without objection.

Jeff also suggested that it would be beneficial to implement a policy (or include it in the Bylaws) for the Board to review the Regional Coordinator's performance and pay at the annual meeting.

VI. Adjournment

JR McMahan made a motion to adjourn the meeting. Seconded by Todd Bemis. The motion was approved unanimously and Board Chair, David Lee, adjourned the meeting at 12:12 PM.

Minutes recorded by: Regional Coordinator, Shay Hanysak
