



# Lake Region Solid Waste Authority

lrswa@lakeregionsolidwaste.org

913-952-2841

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## MINUTES

### Quarterly Meeting

Thursday January 19<sup>th</sup>, 2023 @ 9:00 AM  
128 15th Street, Lyndon, KS (Osage County)

The following persons were in attendance:

Anderson County:  
Coffey County: Todd Bemis, Ryan Durst  
Franklin County: Don Stottlemire, David Lee, Pat Campbell  
Linn County: Al Doan  
Miami County: Darryl White, Eric Sandberg, Gary Price  
Osage County: Fred Diver, Ryan Fine  
Staff: Shay Hanysak

#### I. Call to Order

Committee Chair, David Lee, called the meeting to order at 8:55 AM. A quorum was achieved.

It was announced that Jeff Beyer will be leaving, so Coffey County will be investigating having Ryan Durst join the Board and/or Committee.

#### II. Approval of Agenda

Todd Bemis made a motion to approve the agenda. Seconded by Eric Sandberg. The agenda was approved without objection.

#### III. Approval of Minutes

Pat Campbell made a motion to approve the minutes from October 20, 2022, with a correction to the meeting location and one correction to Section VII Adjournment; changing the person who seconded the motion to adjourn from Fred Diver to Eric Sandberg. The motion was seconded by Don Stottlemire. The amended minutes were approved without objection.

#### IV. Financial Review

##### a) 2022 Year End Review

A detailed report of yearend profit and losses were presented and compared to the 2022 Budget line items. Fred Diver made a motion to accept the financial reports as presented. Seconded by Don Stottlemire. The motion was approved without objection.

##### b) 2022 Internal Audit

The Internal Audit Team was determined to be Scott Garrett for Anderson County, Todd Bemis for Coffey County, and Ryan Fine for Osage County. The Regional Coordinator will coordinate a lunch meeting where the team can review the financial records and complete the audit.



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c) QuickBooks Subscription

As of May 31, 2023, support for our current version of QuickBooks Desktop will be discontinued. It was recommended that we move to the online version. Benefits include the ability to ensure document and financials backups (see section II c), plus shared access with a common login.

Eric Sandberg made the motion to approve the purchase of an online QuickBooks subscription. Fred Diver seconded. The motion was approved without objection.

V. **Coordinator Report**

a) 2023 Memberships

The Regional Coordinator listed the current memberships 1) Kansas Organization of Recyclers (KOR), where Shay is a Board Member. 2) Solid Waste Association of North America (SWANA) 3) GrantStation.

The Board Chair, David Lee approved the purchase of a year membership to GrantStation in the fourth quarter of 2022, when it was being offered for a reduced price. Benefits include searching capability and access to multiple grant opportunities in one location, plus shared access with a common login. Counties were encouraged to let Shay know about any potential project interests or ideas that they might like to implement so that she could look for potential funding.

b) Education & Outreach

i. *Earth Day Celebration (April 22<sup>nd</sup>)*

We have no special events planned due to the KOR Conference being scheduled that same week. A few counties indicated an interest in hosting tours of their recycling facilities. Shay will reach out to schools to promote the idea and help coordinate as necessary.

Don Stottlemire also suggested reaching out 4-H groups to promote project-based partnerships. This could help with our Sustainability Awards at the county fairs and maybe even with volunteers for the new Crush it Crusade recycling collection containers.

c) Laptop Issues

Last year there were multiple hours spent on problem solving software issues and recovering lost files. We were required to purchase Microsoft 365 when the existing software was no longer recognized. An overhaul is probably required for the laptop. David Lee suggested that the IT services from one of our member counties could probably be used rather than spend money from our budget.



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## VI. Old Business

### a) 2022 SWMP Annual Review

The Plan was updated and approved by our Solid Waste Committee. Don Stottlemire signed the required page as the Committee Chair. Shay will submit a copy of the Plan and all of the county approvals to KDHE once she has the final resolution from Coffey County.

### b) Expansion Initiative

David Lee made initial contacts to various counties who might be interested in joining the Lake Region. An overview of our operations and responsibilities, including the grant funding brought in within the last few years was created and shared. Copies of the outline were sent out to the subcommittee previously. Shay will send a copy to the group.

David proposed promoting the idea of the expansion to his contacts within the Kansas County Highway Association and for the other members to do the same within their professional groups or contacts. The upcoming 5-year review of the Solid Waste Management Plan will provide the perfect opportunities to incorporate membership changes.

### c) 2023 KOR Conference Presentation

We have confirmed with KOR that the Lake Region will give a presentation on Rural Recycling at their Annual Conference in April. The presentation material will cover the development and initial startup of the Lake Region, as well as highlight the unique features, circumstances, and/or obstacles within each county. We will host a round table at the end to discuss rural vs urban differences in collection and process, plus brainstorm ideas with the group.

Shay will compile the outline for the visual presentation and will follow up with J.R. McMahon to see if he would be interested in assisting with the presentation. Todd Bemis agreed to lead or assist with the roundtable.

### d) Grants

#### *i. Can'd Aid: Crush it Crusade*

The recycling collection containers were delivered to Franklin County in December. The grant funding check should be arriving any day.

The group reviewed the proposed list of events to launch the program. The initial goal is to roll out recycling at each county fair and include at least one additional public event per county.

#### *ii. EPA Grants*

Federal grant opportunities are reviewed but the minimum funding requests and application expectation were too expensive for any of our current needs.



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### iii. *KDHE Household Hazardous Waste*

We had previously discussed hosting a special collection day in Osage county, since they are the only county not currently permitted for HHW collection. Shay reached out the Jeff Walker at KDHE about the permitting requirement, who indicated that Osage County would have to have an agreement with another permitted HHW site within the Lake Region. The permitted site would have to change their FOP to indicate that they are in a partnership with another county.

It is possible that the HHW grant could be used to help promote a special collection day (or events in all of the counties), plus provide educational materials and improved ongoing collection.

## VII. **New Business**

### a) SWMP 5-year Review

The 5-year review is schedule for 2023. Shay followed up with Jeff Walker at KDHE and he provided a checklist for the 5-year review. Shay will send the group a copy of the checklist (again).

### b) KDHE Solid Waste Grant

The group discussed possible ideas for funding / application.

1) Gary Price proposed initiating e-recycling pick up days within the Lake Region. Lakemary is already processing e-recycling and Gary Price suggested that they may be interesting in coordinating pick up days/event for specific materials. Grant funding may not be necessary for this as Lakemary already has the truck/equipment for pick up.

2) Educational support or materials for the Crush it Crusade event recycling.

## VIII. **Schedule Next Meeting(s)**

Annual Meeting on April 27<sup>th</sup> @ 9:00 AM. Meeting date moved back one week to accommodate the KOR Conference. Shay will reach out to HAMM to schedule a tour of their Material Recovery Facility. Meeting may be held at the MRF.

July 20<sup>th</sup> @ 9:00 AM – Location TBD

October 19<sup>th</sup> @ 9:00 AM – Location TBD

## IX. **Adjournment**

Fred Diver made a motion to adjourn the meeting. Seconded by Darryl White. Motion passed. Board Chair, David Lee adjourned the meeting at 10:40 AM

Minutes recorded by: Regional Coordinator, Shay Hanyzak