

**MARC Solid Waste
Management District**

Serving local governments in
Cass, Clay, Jackson, Platte and
Ray Counties and working
cooperatively with Johnson,
Leavenworth, Miami and
Wyandotte Counties

Executive Board

Appointed:

Louis Cummings
City of Kansas City

Bob Huston
Cass County

Donna Koontz
Clay County

Brenda Franks
Jackson County

Daniel Erickson
Platte County

Billie Gaines
Ray County

Elected:

Doug Wylie, Chair
City of Parkville

Cara Elbert
City of Blue Springs

Mike Jackson, Vice Chair
City of Independence

Lauran Kurtz
City of Lake Lotawana

Chris Bussen
City of Lee's Summit

Trent Salsbury
City of Raymore

Mike Larson
City of Sugar Creek

David Pavlich
City of Kearney

Ex Officio:

Lisa McDaniel, Planner
Secretary/Treasurer

May 10, 2023

****OPEN MEETING NOTICE****

To: MARC Solid Waste Management District Executive Board & Alternates
From: Nadja Karpilow
Re: MARC SWMD Executive Board Meeting, Wednesday, 5/17/23,
11am-1pm

This meeting will be held in a hybrid format. You may email Nadja Karpilow (karpilow@marc.org) to be forwarded the information to access the ZOOM meeting room.

AGENDA

- I. Introductions / Member Sharing 11:00**
- II. Approval of Meeting Summaries 11:05**
- Approval of March 15, 2023, Meeting Summary (Executive Board)
 - Approval of April 19, 2023, Meeting Summary (Management Council)
- III. Administrative Matters 11:10**
- District Strategy – David Warm and Tom Jacobs will provide an update on the hiring process to replace Lisa McDaniel. Ron Achelpohl will discuss the need for a Landfill Capacity Study.
 - RFQ for District Operations –The Executive Board is required to use a competitive bid process to obtain administrative services, office space rental, and other district operation and plan implementation services. Staff will present an RFQ and timeline to begin and complete this process by December 31, 2023.
 - FY2024 Grant Application – Staff will present an overview of the 2024 grant application for board approval.
 - Small Project Assistance Funds – The district has received two requests for small project assistance. Staff will make recommendations for board approval.
 - Grant Close Out – District staff will request board approval to close out three grants and deobligate remaining grant funds.
 - Equipment Dispositions – District staff will request board approval to close out four security interest agreements.
 - Time Extensions – District staff will request board approval for two time extensions.
- IV. Old Business / New Business 12:45**
- V. Closing** –The next Management Council meeting normally scheduled for June 21, will be on **June 15, 2023**, and will be a tour at **Elm Dirt** from 10:00 to 11:00 am at **14210 Norby Road, Grandview, MO**. The next Executive Board meeting is scheduled for July 19, 2023, from 11 am to 1:00 pm. Meetings may be held via teleconference rather than at a physical location.

Enclosures: Meeting summary, agenda report, deobligation chart, job description, capacity study overview



**MARC Solid Waste Management District
Executive Board Meeting (Open Meeting)
Wednesday, March 15, 2023, 11:00 am – 1:00 p.m.**

Meeting Location: MARC Offices, a virtual option was also available

Executive Board Members present:

In person:

Doug Wylie, Chair, Parkville
Chris Bussen, Lee's Summit
Mike Larson, Sugar Creek

Attending virtually:

Louis Cummings, Kansas City
Brenda Franks, Jackson County
Nate Day, Lake Lotawana (alt)
David Pavlich, Kearney
Trent Salisbury, Raymore
Cara Elbert, Blue Springs
Donna Koontz, Clay County

Executive Board Members not present:

Daniel Erickson, Platte County
Bob King, Ray County
Bob Huston, Cass County
Lauran Kurtz, Lake Lotawana
Mike Jackson, Independence

Others present:

Lisa McDaniel, MARC SWMD
Nadja Karpilow, MARC SWMD
Matt Riggs, MARC SWMD
Tom Jacobs, MARC

I. Introductions

Doug Wylie, Chair, opened the meeting and it was determined that a quorum was present.

Chris Bussen announced that RecycleFest will be held on April 22 and the Public Works Maintenance Facility. The event will be held from 9 am to noon and will off paper shredding and will collect a number of items for recycling.

Doug Wylie shared that Parkville is holding an electronics collection event on April 14 from 9 am to noon at Platte Landing Park.

Mike Larson shared that Sugar Creek has hired a new city administrator and that there will be several events hosted in April.

Brenda Franks announced that the Eastern Jackson County Yard Waste Facility will open on April 1 and will remain open until the last Saturday in November.

Louis Cummings, Kansas City, shared that the city will be releasing an RFP for pre-route audits of recycling bins.

II. Approval of Meeting Summaries

Approval of the January 18, 2023, Executive Board Meeting Summary. Chris Bussen moved to approve the meeting summary as presented. Mike Larson seconded the motion. The motion passed unanimously. There were no abstentions.

III. Administrative Matters

FY2024 Grant Priorities—Nadja Karpilow shared the draft grant priorities that were recommended by the Advisory Committee. While the majority of the priorities remained unchanged a new priority was added to address future needs for large event recycling, particularly related to the 2026 World Cup.

Chris Bussen moved to approve the district grant priorities for FY2024. Mike Larson seconded the motion. The motion passed unanimously. There were no abstentions.

Grant Timeline—Nadja Karpilow presented a summary of the proposed schedule for the FY2024 grant timeline. Chris Bussen moved to approve the district's FY2024 grant timeline. Mike Larson seconded the motion. The motion passed unanimously. There were no abstentions.

Small Project Assistance Funds—The district received two requests for small project assistance:

- Our Lady of Mercy Country Home in Liberty requested \$1,029 to purchase a composting barrel to compost kitchen waste only and using the finished compost on the property garden. Chris Bussen moved to approve the request for assistance. Mike Larson seconded the motion. The motion passed unanimously. There were no abstentions.
- Academie Lafayette, a French immersion school in Kansas City, requested \$2,200 to purchase recycling containers and labels to launch a recycling program at their Oak Street campus which houses 500 kids, grades K-5. Materials collected will be glass, paper, cans, plastic bottles, and plastic bags/wrap. Chris Bussen moved to approve the request for assistance. Mike Larson seconded the motion. The motion passed unanimously. There were no abstentions.

Grant Close Out—Lisa McDaniel requested executive board approval to close out the following grants and deobligate \$24,333.65 in unused grant funds:

- E2021-012 Kansas City Art Institute: Chris Bussen moved to approve request to close out grant and deobligate the remaining balance of \$18,463.77. Mike Larson seconded the motion. KCAI had a significant amount of funding remaining due to lack of staffing. The motion passed unanimously. There were no abstentions.
- E2022-007 Elm Dirt: Chris Bussen moved to approve request to close out grant and deobligate the remaining balance of \$1,847.92. Mike Larson seconded the motion. The motion passed unanimously. There were no abstentions.
- E2022-009 Sleepyhead Beds: Chris Bussen moved to approve request to close out grant and deobligate the remaining balance of \$2,970.00. Mike Larson seconded the motion. The motion passed unanimously. There were no abstentions.
- E2022-001 MARC SWMD District Operations: Chris Bussen moved to approve request to close out grant and deobligate the remaining balance of \$1,051.96. Mike Larson seconded the motion. The motion passed unanimously. There were no abstentions.
- E2020-002 MARC SWMD Outreach: Chris Bussen moved to approve request to close out the grant with no remaining balance. Mike Larson seconded the motion. The motion passed unanimously. There were no abstentions.
- E2020-003 MARC SWMD Planning: Chris Bussen moved to approve request to close out the grant with no remaining balance. Mike Larson seconded the motion. The motion passed unanimously. There were no abstentions.

Grant Review Committee—Nadja Karpilow explained that the Grant Review Committee currently has six members. District bylaws establish the minimum number for the committee at five members and the maximum at eight members. Current committee members are Lindsay James, Lara Isch, Steve Fishman, Dan McGraw, Brian Alferman, and Jim Twigg. Staff requested that Don Reck be appointed to the committee. He has served as a recycling center coordinator and has served as an executive director for Kansas City's Habitat ReStore for 11 years. Chris Bussen moved to approve the appointment of Don Reck to the grant review committee. Mike Larson seconded the motion. The motion passed unanimously. There were no abstentions.

Cara Elbert, Blue Springs, volunteered to serve as a board liaison to the grant review committee. Chris Bussen moved to approve the appointment of Cara Elbert to the grant review committee. Mike Larson seconded the motion. The motion passed unanimously. There were no abstentions.

IV. Board Discussion

Outreach Update—Matt Riggs gave an update on outreach activities:

- **RecycleSpot.org status** – The temporary website will remain up until the launch of the new website. MARC requested an extension on the RecycleSpot upgrade project until May 31, 2023. MARC staff is currently working on the What Goes In My Bin?, How To Recycle and other secondary pages. All existing service providers will be updated and new ones added before the new site is launched.

- **Social media followers** – Facebook 7,766 (up 11 since Jan. 2023), Twitter 940 (down 6), and Instagram 836 (down 1).
- **Food Loss & Waste Reduction Grant** – Matt gave an overview of the draft website that is being developed by Gravity Works. The launch of the website has been delayed until the end of June/beginning of July 2023. Since this will delay the roll out of the education campaign, the district is going to ask the EPA for a 6-month extension so all invoices can be received, processed and paid within the project timeframe.
- **Recycling 101** – Matt gave the Recycling 101 presentation to the Gladstone chapter of the Daughters of the American Revolution, on March 14. There were about 35 in attendance.

Household Hazardous Waste Program Update—Nadja Karpilow shared information on program statistics. There will be nine collection events held during the summer months and a schedule has been finalized with host communities.

Paint Stewardship—Nadja Karpilow gave a brief overview on the efforts to bring a paint stewardship program to Missouri. Representative Burger has again agreed to sponsor the bill and the American Coatings Association was finalizing the final bill language to incorporate comments from MDNR.

Landfill Discussion—Lisa McDaniel shared a copy of a resolution passed by Kansas City to study the city’s solid waste system. Discussion on the potential study and the district’s role ensued:

- According to Louis Cummings, the study is being conducted through the city manager’s office. The city will be using the study as an opportunity to evaluate the city’s programs for trash collection, recycling, composting and education. He expects the study will take more than a year to complete. He does not believe that the city is viewing this study as an opportunity for a regional study.
- Doug Wylie suggested that the district make an offer to assist in the study and give it a regional focus and make it consistent between the two organizations to show what the region needs.
- Chris Bussen suggested that the district provide information and reminded the board that if MDNR loses the appeal on district oversight that the district may be required to develop a new solid waste management plan.
- Trent Salsbury offered that Raymore believes that MARC should lead a regional study and provide a high level of transparency during the process.

Legislative Update—Lisa McDaniel provided an overview of legislation and potential impacts on Solid Waste Management Districts.

V. Old Business/New Business

None.

VI. Closing

The meeting adjourned at 12:45 p.m. The next Management Council meeting is scheduled for April 19 and will be a tour of Flourish Furniture Bank located in Grandview. The next Executive Board meeting is scheduled for Wednesday, May 17 from 11:00 am to 1:00 pm. Meetings may be held via ZOOM teleconference rather than at a physical location.

MARC Solid Waste Management District

Doug Wylie, Chair

Lisa McDaniel, Secretary

Approved: May 17, 2023

**MARC Solid Waste Management District
Management Council (Open Meeting)
Wednesday, April 19, 2023, 9:00 – 10:30 am**

Meeting Location: Flourish Furniture Bank
(11971 Grandview Road, Suite A, Grandview, MO)

Executive Board Members present:

Chris Bussen, Lee's Summit
Brenda Franks, Jackson County

Executive Board Members not present:

Daniel Erickson, Platte County
Billie Gaines, Ray County
Bob Huston, Cass County
Lauran Kurtz, Lake Lotawana
Mike Jackson, Vice Chair, Independence
Trent Salsbury, Raymore
David Pavlich, Kearney
Cara Elbert, Blue Springs

Doug Wylie, Chair, Parkville
Donna Koontz, Clay County
Louis Cummings, Kansas City, Missouri
Mike Larson, Sugar Creek

Management Council Members present:

None

Others present:

Elinore Noyes, Flourish Furniture Bank
Amy Cox, Flourish Furniture Bank
Nadja Karpilow, MARC SWMD
Lisa McDaniel, MARC SWMD

Introductions and Announcements

Lisa McDaniel opened the meeting with introductions.

Tour – Elinore Noyes, Flourish Furniture Bank

Flourish Furniture Bank partners with a wide range of social service agencies (e.g., domestic violence, homelessness, refugee resettlement, foster care, incarceration, veteran services) to provide beds, furniture, cookware and more to families who have lost their homes or who can't afford furniture. In 2022, Flourish furnished 881 homes.

Flourish accepts gently used furniture (e.g., beds, dressers, dining tables and chairs, upholstered furniture, and clean mattresses) and household essentials (e.g., small kitchen appliances, cookware, dishware, bedding, linens, lamps, and décor). Volunteers clean, test and repair donations before they are made available for distribution.

Closing

The meeting adjourned at 10:30 p.m. The next Executive Board will be held on May 17, from 11:00 am to 1:00 pm. The next Management Council meeting is scheduled for June 14, from 9:00 to 10:30 am. These meetings may be held virtually via Zoom.

MARC Solid Waste Management District

Doug Wylie, Chair

Lisa McDaniel, Secretary

Approved: May 17, 2023

**AGENDA REPORT
MAY 2023**

ISSUE: Job Description

BACKGROUND: With Lisa McDaniel's resignation, MARC staff will be seeking a replacement for the position of Solid Waste Management Program Manager. Attached is a job description.

RECOMMENDATION: No action at this time.

STAFF CONTACT: Tom Jacobs

ISSUE: Landfill Capacity Study

BACKGROUND: Considering recent developments, the board discussed at the May meeting the intent to conduct a study on the region's landfill capacity. Attached is an overview of the project scope.

RECOMMENDATION: No action at this time.

STAFF CONTACT: Ron Achelpohl

ISSUE: Administrative Services RFQ

BACKGROUND: The Executive Board is required to use a competitive bid process to obtain administrative services, office space rental, and other district operation and plan implementation services. Staff will present an RFQ and timeline to begin and complete this process by December 31, 2023.

Draft timeline:

1. MARC or designated City places RFQ on website: Friday, June 23, 2023 (to provide link for ad).
2. Place ads in newspapers: Friday, June 30, 2023 (Kansas City Star, The Examiner, The Call, and Dos Mundos).
3. Release RFQ: Friday, June 30, 2023 (goes live on website)
4. Submittals due Friday, August 18, 2023
5. Board member can distribute to Selection Committee.
6. Selection Committee evaluates and meets late August. MARC can arrange for a room.
7. Follow up and interviews with respondents (TBD if desired).
8. Selection Committee makes recommendation at the September 20, 2023 board meeting for approval.

RECOMMENDATION: Executive Board approval to release RFQ for district administrative services.

STAFF CONTACT: Tom Jacobs

ISSUE 2024 Grant Application

BACKGROUND: The grant application has been revised to simplify a few of the questions and the order of the questions were rearranged to allow for a better experience for the applicant and the grant reviewer.

RECOMMENDATION: Staff requests board approval to approve the 2024 Grant Application

STAFF CONTACT: Nadja Karpilow

ISSUE: Small Project Assistance Funds

BACKGROUND: Two small project assistance funds were submitted. The Troostwood Neighborhood Association has requested \$2,100 to purchase 150 Ripple Glass totes for a June event to coincide with the city's release of the recycling carts this spring. The association will also share other pertinent information about the environment at this event. Staff recommends partial funding of \$1,050 to purchase 75 totes.

The City of Richmond has requested \$3,500 to help support the costs of an electronics collection event. Funds would go toward the mobilization fee of \$325 and \$3,175 toward paying the \$50 disposal cost for 75 televisions. Staff recommends subsidizing the television recycling fee and funding \$1,875 toward this expense, for a total award of \$2,200.

RECOMMENDATION: Staff requests board approval to award Troostwood Neighborhood \$1,050 and City of Richmond \$2,200 for their respective projects.

STAFF CONTACT: Nadja Karpilow

ISSUE: De-obligation of Funds

BACKGROUND: Attached to this report is the De-Obligation of Funds Chart. This month there are three projects that are closing with one that has \$2,770.83 remaining for 2024 carryover.

RECOMMENDATION: Staff requests board approval to de-obligate the projects listed.

STAFF CONTACT: Nadja Karpilow

ISSUE: Disposition of Security Interest Agreements

BACKGROUND: E2016-011: Access Records received a grant in 2016 for \$45,469 to purchase a truck and carts to expand their existing documents shredding business to include comingled

and paper recycling for businesses. A total of 460 tons of material was reported as diverted during the security interest agreement period.

E2018-010: Meredith Used Cars and Recycling received a grant in 2018 for \$14,925 to purchase containers for the purpose of collecting scrap metal in Cass County. A total of 698 tons was reported as diverted during the security interest agreement period.

E2018-015: Urban Lumber received a grant in 2018 for \$42,843 to purchase a kiln and racking for the purpose of drying and storing logs for reuse. A total of 150 tons was reported as diverted during the security interest agreement period.

E2018-014: In 2018 Sleepyhead Beds received a grant for \$15,000 to purchase a box truck for the purpose of picking up mattresses for reuse. A total of 734 tons was reported as diverted during the security interest agreement period.

RECOMMENDATION: Staff requests board approval to release the equipment and close the security interest agreements for the above grant projects.

STAFF CONTACT: Nadja Karpilow

ISSUE: Time Extensions

BACKGROUND: There are two grantees requesting time extensions.

E2022-005: KC Dumpster is requesting an additional three months until September 30 to complete the Construction and Demolition sorting facility.

E2022-014: The Mid-America Regional Council Public Affairs is requesting an additional six months to complete the upgrade to Recyclespot.org

RECOMMENDATION: Staff requests board approval to grant the time extensions as described above.

STAFF CONTACT: Nadja Karpilow

Job Title:	Solid Waste Management Program Manager	Pay Plan Title:	Environmental Programs Mgr
Department/Group:	Transportation and Environment	Reports To:	Program Director – Environment
EEO Category:	Professional	FLSA Status:	Exempt
Pay Plan Level:	7	Position Type:	Full time

Job Description

Job Summary:

This is a program manager role that performs complex professional and administrative duties related to the Solid Waste Management District’s plans and programs to address the region’s waste diversion challenges. The position has direct interaction with government officials across levels of government, business and industry representatives, environmental advocacy groups, vendors, and the public. The position requires excellent planning and communication skills.

Responsibilities:

Planning and Management

- Serve as District Planner to the five-county Solid Waste Management District, including development of long-range strategic plans, short-range program/project plans, and budgets to guide the district’s work.
- Provide leadership support for a policy and management board, including work with an executive board in outlining policy direction for the district, engaging local officials, responding to legislative and other policy issues, and ensuring sound decision-making and oversight for the district’s operations
- Oversee the administration of an annual grant program, Household Hazardous Waste program implementation, public outreach campaigns, development of regional and local solid waste management plans, and research and analysis
- Convene and support district task forces and committees.
- Oversee financial and program management of the SWMD. The 2023 budget is approximately \$1.9 million, including state funds and local government fees for services.
- Act as regional and statewide liaison on solid waste policy development and collaborative efforts to help the district success in its waste reduction initiatives
- Facilitate research and tracking of regional and national solid waste trends, best management practices and emerging technologies to assist local governments

SWMD Outreach & Technical Assistance

- Support district programs and activities to expand waste reduction, reuse, recycling, and market development

- Lead efforts to raise community awareness about solid waste issues through discussions, presentations, technical assistance and other means of community engagement
- Integrate solid waste management issues with other environmental issues facing the metropolitan region using sustainability-oriented, systems-based approaches

SWMD Team Leader

- Supervise and provide direction to two solid waste planning and outreach professionals and one intern

Leadership & Professional Development

- Serve as MARC's lead spokesperson on solid waste management waste reduction and recycling issues
- Build strong relationships with local and state government officials, nonprofit organizations, and private industry representatives
- Participate in and provide leadership to statewide legislative, planning and outreach efforts

Qualifications/Education:

- Requires a bachelor's degree in environmental policy and management, public administration, urban planning, engineering, or a related field with a minimum of six years of successful and progressively responsible related work experience.
- A master's degree is strongly preferred.
- Experience with public policy development, planning and supervision of professional staff preferred.

Additional Requirements

- Knowledge of environmental and solid waste management issues and policies.
- Excellent oral and written communication and interpersonal skills; strong group facilitation skills.
- Ability to deal with diverse constituencies.
- Strong organizational and project management skills,
- Thoroughness and attention to detail, and ability to handle multiple demands.
- An understanding of the legislative process and state statutes is preferred.
- Must be knowledgeable, articulate, and passionate about the issues of solid waste management and recycling and able to engage public and private sector representatives to advance the region's work in this field.

Working Conditions:

This position requires manual dexterity sufficient to operate phones, computers, and other office equipment and the ability to sit and to use a computer for significant periods of time. Alternates between sitting, standing, and walking as needed. This person must speak clearly to accurately convey information. Generally good working

conditions with little or no exposure to extremes in noises, temperature. Little or no safety or health hazards. Minimal lifting. There is occasional regional travel by motor vehicle.

Reviewed By:	Ron Achelpohl & Tom Jacobs	Date:	5/10/2023
Approved By:		Date:	
Last Updated By:	NWB – Human Resources	Date/Time:	5/10/2023 2:44 PM

Project: Regional Landfill Capacity Study

Project Purpose: Provide the region with an updated forecast of future landfill capacity and scenarios to inform regional planning and state and local permitting activities.

Desired Methods and Outcomes:

- Assess current regional landfill capacity and projections through 2050 using the data and eight scenarios already compiled by district staff.
- Verify data and translate into lay terms for the public to understand
- Analyze potential options for extending or adding capacity
- Analyze potential costs to transport solid waste beyond the MARC SWMD region.
- Coordinate with complementary analyses being led by Kansas City, MO, and Missouri Department of Natural Resources

Time Frame: May 2023-December 2023

Key Background Information:

This effort is not intended to develop a formal solid waste plan but to inform regional planning and state and local permitting activities

District staff has gathered data and created eight scenarios to consider that include expansion projections for Courtney Ridge Landfill in Sugar Creek and the opening of a new landfill near Sedalia.

Key Deliverables:

- Regional Landfill Capacity Report
- Analysis of costs to transport solid waste beyond the MARC SWMD region such as Hamm Landfill in Lawrence, KS. Cost increases will primarily impact local governments that contract for solid waste services and residents that subscribe individually.
- Up to three stakeholder focus groups with cities and counties within the MARC SWMD, state agencies, and others in the waste industry including landfill operators, haulers, and recyclers.

Grant Closures in 2023 – De-obligation of Funds – For approval on May 17, 2023

#	Organization	Project	Carryover	Other
E2021-004	MARC SWMD	HHW	\$0	
E2021-006	KC Can Compost	Staffing and satellite unit	\$0	Security Interest
E2022-008	KC Can Compost	Business Growth Manager	\$2,770.83	

Pending Closures

#	Organization	Project	Status	Other
E2021-002	MARC SWMD	Outreach	June 30, 2023	
E2021-003	MARC SWMD	Planning	June 30, 2023	
E2022-006	MORA	Administrative Support	June 30, 2023	
E2022-010	KC Public Library	Materials Baler	June 30, 2023	Security Interest
E2021-008	Sleepyhead Beds	Community Program Manager	June 30, 2023	

Extensions

#	Organization	Project	Extended to:	Other
E2022-002	MARC SWMD	Outreach	June 30, 2024	
E2022-003	MARC SWMD	Planning	June 30, 2024	
E2022-004	MARC SWMD	HHW	June 30, 2024	
E2021-014	Mid-America Regional Council	Recyclespot.org Upgrade	February 28, 2023	
E2022-005	KC Dumpster	C&D Sort Line	September 30, 2023	Security Interest

