

**AGENDA**  
**Thursday, May 23, 2019**

**7:00pm – Regional Council OPEN Board Meeting**  
**RCOG Office, 114 West Third Street, Maryville, MO 64468**  
**Posted May 17, 2019**

- I. Call to Order
- II. Roll Call
- III. Approve Agenda
- IV. Approve March 28, 2019 Minutes
- V. Approve March and April 2019 Treasurer’s Report
- VI. Old Business
  - a. Update on Executive Director Search
- VII. New Business
  - a. Approve FY’ 20 Solid Waste District Operations Contract (Action Agenda Item #1)
  - b. Approve FY’ 20 Solid Waste Plan Implementation Contract (Action Agenda Item #2)
  - c. Approve TAC February Minutes (Action Agenda Item #3)
  - d. Approve TAC Supplemental Prioritization per MoDOT (Action Agenda Item #4)
  - e. Approve FY’ 20 Transportation Work Plan (Action Agenda Item #5)
  - f. Discuss Workforce Development Budget
  - g. Discuss Rent
- VIII. Staff Reports
- IX. Interim Director’s Report
- X. Closed Session (If needed)  
*(The board of directors of the Northwest Regional Council of Governments may vote to close the meeting pursuant to RSMo 610.21 (1), 610.021 (2), or 610.021 (3))*
- XI. Adjourn

\*If you require any accommodations (i.e. qualified interpreter, large print, hearing assistance) in order to attend this meeting, please notify this office at 660.582-5121 no later than 48 hours prior to the commencement of the meeting.

**NORTHWEST MISSOURI REGIONAL COUNCIL OF GOVERNMENTS**  
**RCOG Open Board Minutes**  
**March 28, 2019, 7:00pm**

**RCOG Conference Room, Maryville, MO**

**Call to Order**

Lorie Carlson, Chairperson, called the meeting to order at 6:57 pm at the Regional Council Conference Room in Maryville, MO.

**Roll Call**

There were 6 members present, constituting a quorum.

**Approve Agenda**

No business items were added to the agenda. Bob Stiens made a motion to accept the meeting agenda as presented, seconded by Doug Sutton. Motion passed (6 ayes; 0 nays).

**Approve February 28, 2019 Minutes**

The February 28, 2019 minutes were previously emailed to the members and made available as a presentation at the meeting. Regan Nonneman motioned to approve the February 28, 2019 minutes, seconded by Gary Carlson. Motion approved (6 ayes; 0 nays).

**Approve Treasurer's Reports**

RCOG Fiscal Officer, Alice Schieffer reported the agency ended the month of February with a combined cash savings and checking balance of \$283,848.45. The revenues and expenses for the fiscal year-to-date were reviewed. The revised budget line item for Grant Administration is \$90,250 for the year. However, to date, the agency has only received \$13,750 to date in revenue. Jerri and Alice review the budget regularly. The agency cannot request funds for the Atchison County Hazard Mitigation Plan until the agency can document that 25% of the match has been received. Cassie is attending the Atchison-Holt Flood Victim Informational meeting today to acquire additional in-kind match by completing hazard mitigation surveys. The total match needed for the project is \$6,067. Atchison County has agreed to pay half of the match in cash, if necessary. However, the county would like to try to get as much in-kind match as possible. An engineering firm for the 604b Feasibility Study was selected and this project is now moving forward.

The agency has a February ending deficit of \$4,465 but anticipates a surplus of \$26,000 by the end of the fiscal year. The timing of grant administration funds is impacted as to when funds can be drawn down. Jerri provided status updates on Sheridan, SSM Preschool, Stanberry, and Albany to help explain the timing with the revenues. The agency is also working on several environmental reviews. Jerri provided updates on the following projects: King City Drought-Related Emergency Water Connection, Skidmore Wastewater Improvement and the three bridge replacements in Worth County, Gentry County, and Nodaway County.

Flooding that is impacting the area has the potential to bring more revenues into the agency. The agency may need to hire additional staff to assist with the administration of these potential projects. The region has not been declared a National Emergency Declaration only a State Declaration has been announced. The water will need to recede before FEMA can do a damage assessment to the area. Regan Nonneman made a motion to accept the February 2019 Treasurer's Report, seconded by Tyler Paxson. Motion approved (6 ayes; 0 nays).

## **Old Business**

### **Executive Director Search**

Alice reported the agency advertised the Executive Director position in the following: Wesites and Facebook pages: Nodaway News Leader, Indeed, Missouri Economic Development Council (MEDC), Missouri Association of Councils of Governments (MACOG), Regional Council, Missouri Job Center and MoJobs (the state job bank). To date, ten resumes have been received. Four of those were from Indeed and were not from the northwest area. Amy believes the candidates have a search set-up to automatically send their resume when the words executive or director are part of the job title.

The deadline to receive resumes is tomorrow, March 29. Alice will e-mail resumes and references to staff and the personnel committee next week. The resumes will be ranked and will need to be returned by April 15<sup>th</sup>. Members who serve on the Personnel Committee include: Regan Nonneman, Adam Stanton, Jack Baldwin, Ben Lipiec, Doug Sutton and Lori Carlson. Bob Steins is now serving on the budget committee and not personnel due to his role as Treasurer for the organization in accordance with the bylaws.

It is anticipated to interview the top 3 candidates selected by staff and the Personnel Committee or based on rankings it could be two to four candidates. The plan is to interview candidates by the end of April or early May. The Personnel Committee will need to make a recommendation to the RCOG Executive Board as to who the top candidate is to hire. The goal is to have a new Executive Director in place by July 1, 2019 or possibly sooner. The timeline seemed reasonable to the Board.

## **New Business**

### **Selection of Auditing Firm (Action Agenda Item #1)**

The agency received four RFP's for auditing services. All proposals were reviewed by Alice and are qualified to perform an audit. The recommendation to the board is to select the low bidder; Accounting Solutions, from Gladstone for a three-year period at \$8,000 each year. A single audit would cost more. Alice will investigate to see if funding agencies would allow the RCOG to have an independent audit every two years. Workforce Development in the past has required the agency to have an audit conducted every year. Bob Steins made a motion to accept Accounting Solutions as the agency's auditor for the next three years at a cost of \$8,000, seconded by Regan Nonneman. Motion approved (6 ayes; 0 nays).

### **Approve Out-of-State Travel to Denver, CO for EDA Conference, August 26-28, 2019 (Action Agenda Item #2)**

Economic Development Administration (EDA) is partnering with the National Association of Development Organizations (NADO) to host a three-day professional development conference in Denver Colorado. The cost of the conference is approximately \$1,100 which includes airfare, conference registration, lodging and meals. Gary Carlson made a motion to approve out-of-state travel for Kim Mildward to attend the EDA conference in Denver, CO, August 26-28, 2019, seconded by Doug Sutton. Motion approved (6 ayes, 0 nays).

**Approve Out-of-State Travel to Columbus, OH for NADO Transportation Conference, June 17-19, 2019 (Action Agenda Item #3)**

NADO will be hosting a Rural Transportation Conference this year in Ohio. The conference will be held June 17-19, 2019. The cost of the conference is approximately \$1,575 which includes airfare, conference registration, lodging and meals. Regan Nonneman made a motion to approve out-of-state travel for Amy Dowis to Columbus, OH to attend the NADO conference June 17-19, 2019, seconded by Doug Sutton. Motion approved (6 ayes, 0 nays).

**Approve BUILD Administrative Agreement with City of Maryville - \$75,000 – (Action Agenda Item #4)**

The City of Maryville met on Monday night and approved the contract between the City and Regional Council in the amount of \$75,000 for administrative services for a period from April 1, 2019 to September 30, 2022. This contract will affect budgets over the next five years. The Regional Council will be responsible for quarterly reporting, annual budget, performance measures, review weekly payrolls and procurement. Amy and Alice are working with the Federal Highway Administration to gain access to the system for reporting. Regan Nonneman made a motion to approve the BUILD agreement with the City of Maryville in the amount of \$75,000, seconded by Doug Sutton. Motion approved (6 ayes, 0 nays).

**Approve Nodaway-Holt Wastewater Feasibility Study Engineering Contract with Snyder & Associates --\$60,000 (Action Agenda Item #5)**

The regional wastewater feasibility study for the cities of Graham, Maitland and Skidmore was awarded to the Regional Council in December 2018 funded through the Missouri Department of Natural Resources (DNR). RCOG advertised for Request for Engineering services and received four qualifications. Alice Schieffer, Kim Mildward and Jerri Dearmont reviewed all qualifications and scored each firm. Snyder & Associates, St. Joseph, MO was awarded the contract, having the highest score. The Regional Council met with Snyder & Associates to negotiate a fee to perform the feasibility study in an amount of \$60,000. Community meetings in each town will be scheduled soon. Bob Stiens made a motion to approve the contract with Snyder & Associates in the amount of \$60,000 to perform the regional wastewater feasibility study, seconded by Regan Nonneman. Motion approved (6 ayes, 0 nays).

**Staff Reports**

Kim reported on the following items: Staff members visited all five county commissions to educate the commissioners on the workforce development system, since the region has three new Presiding Commissioners; assisted the City of Westboro with a MoDNR Engineering Services Report Grant application to help fund a preliminary engineering report for the City's

aging water distribution system; worked on the Gentry County CDBG environmental review for two bridges; completed the EDA Annual CEDS and Progress Report and submitted to EDA; and worked on a Neighborhood Assistance Program (NAP) Tax Credit application for Northwest Missouri Enterprise Facilitation due in mid-April.

Amy reported on the following projects: worked on Joint TAC agenda; involved in Road Safety Assessment (RSA) to be held in June; the agency self-evaluation, for MoDOT funding; Steve Houts delivered the speed trailer to Tarkio to help with traffic flow on Highway 59 through the city due to increased traffic caused by the flood; writing the narratives for the three CDBG applications (Holt County-Liberty Township – Bridge Replacement, City of Mound City – Bridge Replacement and City of Fairfax – Streets); assisting Tarkio College with a NAP Tax Credit application; and gathering flood information for future use.

Rita Wallinga and Cassie Hasekamp attended the Multi-Agency Informational and Resource meeting in Rock Port today. Rita is assisting the affected individuals file for unemployment and Cassie is collecting surveys for in-kind match needed for the Atchison County Hazard Mitigation Plan.

Alice reported on the following: EDA approved a one-year extension of the agency's Planning Grant; met with a local insurance provider to discuss benefits and rates; collecting resumes for the Executive Director position; worked on the 604 (b) project; updated the Personnel Handbook with changes the Northwest Workforce Development Board requested; worked with Maryville Typewriter Exchange (MTE) and United Fiber due to problems with the new phone system; and visited Holt County Commission.

#### **Interim Executive Director's Report**

Jerri Dearmont reviewed the list of grants the agency is administering. Public hearings are scheduled for Fairfax and Mound City for their 2019 CDBG applications that are due May 31. Burlington Jct. and Craig are two potential new wastewater projects that are interested in CDBG and USDA funding.

#### **Closed Session**

No closed session.

#### **Adjourn**

With no other business, Bob Stiens motioned to adjourn the meeting at 7:55 pm, seconded by Regan Nonneman. Meeting adjourned (6 ayes; 0 nays).

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Lorie Carlson, Chairman

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Regan Nonneman, Secretary

**Members Present**

Bob Stiens  
Tyler Paxson  
Regan Nonneman  
Doug Sutton  
Lori Carlson  
Gary Carlson

**Members Absent**

Curtis Livengood  
Adam Stanton  
Ryan Kingery  
Derek Brown  
Martin Weatherd  
Duane Nauman  
Tom Bullock  
Greg Book  
Jack Baldwin  
Ben Lipiec  
Pat Walter  
Jubal Summers  
Ben Abplanalp

**Staff Present**

Jerri Dearmont  
Kim Mildward  
Alice Schieffer  
Amy Dowis