

Western Washtenaw Recycling Authority

Board of Trustees Meeting

8025 Werkner Road,

Chelsea, MI 48118

December 5, 2018

Amended-Approved Minutes

1) Call to Order by Jason Maciejewski at 7:00 PM.

2) Roll Call

a. City of Chelsea	Tony Iannelli	Present
b. Dexter Township	Jason Maciejewski	Present
c. Lima Township	Nanette Havens	Present
d. Lyndon Township	Mary Jane Maze	Present
e. Manchester Township	Laurie Carey	Present
f. Bridgewater Township		Vacant
g. Facility Manager	Marc Williams	Present

3) Agenda Approval: Motion by Maze, supported by Carey to approve the agenda. Motion approved 5.0

4) Public Comment: None

5) Approval of the Meeting Minutes: Motion to approve the December 5, 2018 minutes as amended by Havens, supported by Iannelli. Motion approved 5.0

6) Comments from the Chair: Moved to later in the meeting.

7) Facility Manager's Report:

a. Volume and Revenue Report: The November deposit was \$64,960.71. The volume of material processed was 294 tons ahead of last year at this time. Income is down for the year. Prices are currently steady. The last load of glass for the year was shipped in November.

b. Operating Status of Facility and Single Stream System: Still awaiting a few parts but most of the repairs are completed. A tour of approximately 30 people from the University of Michigan is scheduled for March 2019.

c. Equipment Update: The new truck and the Wabash trailer have arrived. The transmission fluid was changed in the 2007 Sterling and curbside vehicles, an O2 sensor was replaced in the 2009 forklift.

d. Staff and Labor Update: No new hires. The employee off of work on medical leave has filed a lawsuit against MML for stopping his workman's compensation. Hearing set for December 12, 2018, Mr. Herbert is the attorney for MML.

e. Contracted Recycling Collectors Update: Lenawee County's trial period from March to November has ended, no further update.

8) Tip Fee Revenue Update: Lenawee County is bringing mostly plastics, instead of a compactor of paper and one of cardboard.

9) Facility Manager Development: Maciejewski recommends leadership training he received at the Michigan Public Service Institute for the Facility Manager to attend once a year for 3 years. Classes consist of 23 different modules and approximately 130 people per class. Next class scheduled the first week of April 2019 in Lansing. Maciejewski will send Williams more information.

10) 2019 WWRA Board Meeting Schedule: Motion by Carey to approve the 2019 meeting schedule with the addition of the 4th to December, supported by Maze. Approved 5.0

11) 2019 Budget: Maciejewski presented the budget projections for 2019 with actual numbers through September 30, 2018 and revisions to the projected 2018 budget. No money projected for raises in the 2019 budget. Motion to support the 2018 Budget Revisions by Havens, supported by Carey. Approved 5.0 and Motion to accept the 2019 Proposed Budget by Havens, supported by Carey. Approved 5.0

12) Discussion on Alternatives to Using SAI Trainees: Reviewed and discussed the pros and cons of the 3 Robotic options presented. At this time WWRA has a signed contract for 2019 with the SAI Trainees.

13) Education & Outreach Report: Chelsea Fair Parade and Barn Table activities went well.

Shawn Personke is willing to post, update and manage the WWRA web page at the prior wage paid. Motion by Maze to accept proposal, supported by Havens. Approved 5.0

14) Audrey Shell 2019 Accounting & Audit Agreement: Motion by Carey to approve Manager Williams signing the contract presented by Audrey Shell, CPA, supported by Havens. Approved 5.0

15) Surelutions 2019 Web Site Hosting & Security Agreement: Maciejewski to ask for a written proposal for consideration by the Board.

16) Treasurer's Report:

a. Debt - Special Assessments - Interest - \$25.14	Balance - \$281,863.28
b. Operating - Special Assessment - Interest - \$549.47	Balance - \$149,633.92
c. General Fund	Balance - \$454,003.00
d. Financial Reports	Received reports through October 31, 2018

e. Authorization of Payments dated October 23, 2018 to November 26, 2018 in the amount of \$51,517.93 motioned by Maze and supported by Carey. Approved 5.0

A Bond Debt interest payment was made in the amount of \$18,590.00 with a \$125.00 fee.

Unused Oil Filters were returned, received a \$700.00 refund.

The final payment to Dexter Township for WWRA's commitment to help pay for a portion of the parking lot repaving was made in December 2018, 17 payments left on the baler.

Havens motioned to increase Manager Williams salary by \$1.00 per hour effective July1, 2018, supported by Maze. Approved 5.0

17) Comments of Board Members and Staff: The Board thanked Jason Maciejewski for his commitment & dedication to the WWRA for the last 10 years and for serving as Board Chairman for the past 3 years. He commented on the changes that have taken place and the current positive status as we move forward. He offered his assistance to the new Chairperson.

18) Future Agenda Items: Maciejewski suggested that the Board keep working on SAI Alternatives, hiring an Education & Outreach Leader, Reviewing the Personel & Workman's Compensation Policies, Finalizing the contracts with Putnam & Webster Townships and highly recommended the Leadership Development Week in Lansing April 7-12, 2019 for the WWRA Manager.

19) Adjournment: Motion by Carey, supported by Havens to adjourn meeting at 8:46 P. M.

Minutes submitted by Mary Jane Maze, WWRA secretary

The next regularly scheduled meeting of the WWRA Board of Trustees is

Wednesday, January 9, 2019 at 7:00 P. M. at the City of Chelsea Council Chambers