

WESTERN WASHTENAW RECYCLING AUTHORITY

BOARD OF TRUSTEES MEETING

May 23, 2018 – 7:00 p.m.

WWRA Facility

8025 Werkner Road, Chelsea, MI 48118

APPROVED MINUTES

1. Call to Order
2. Roll Call and Introductions
 - a. City of Chelsea Tony Iannelli - excused
 - b. Dexter Township Jason Maciejewski - present
 - c. Lima Township Nanette Havens - excused
 - d. Lyndon Township Mary Jane Maze - present
 - e. Manchester Township Laurie Carey - present
 - f. Bridgewater Township VACANT (Associate Member)
 - g. Facility Manager Marc Williams – present
3. Approval of the Agenda: **Carey moved to approve the Agenda as submitted. Seconded by Maze. Motion approved.**
4. Public Comment: None
5. Minutes of the April 25, 2018 Meeting: **Motion by Maze to approve the April 25, 2018 meeting minutes as submitted. Second by Maciejewski. Motion approved.**
6. Comments from the Chair: Maciejewski reported that Scio Township is making a decision on a single hauler trash and recycling in September.
7. Final Budget Report: Chair reported 2017 actuals. Highlights:
 - a. Corrugated sales revenue was above projection
 - b. Most line items were close to budgeted projections
 - c. Tip fees were \$174,000, budgeted at \$130,000
 - d. Special assessment revenue was up
 - e. Total Operating revenue was \$1.3 million
 - f. Expenses were mostly under budget
 - g. 2018 is the last year of the Dexter Township parking lot payment
 - h. Sales revenue was up \$842,000, but tonnage was down
 - i. According to Audrey Shell, WWRA cannot pay off the baler lease early. There are 2 years of payments remaining (April 2020)**Maze moved to receive and file the 2017 final budget report. Seconded by Carey. Motion approved.**
8. Facility Manager's Report
 - a. Volume and Revenue Report: Shipped 554 tons, which was down 200 tons from last year. Revenue was \$58,418. Down \$118,000 from last year. Fibers are at a 9-year low. Market is saturated.
 - b. Operating Status of Facility and Single Stream System – Bailer oil change schedule for June 4th. Replacing a couple of spines on the belt and 2 bearings in June. Building was cleaned out yesterday. Staff processed 13 tons/baled in 1 hour. This includes 1.5 tons of trash.

- c. Equipment Update: 2000 Sterling had coolant in the oil. Could be a cracked cylinder. This is the truck we will be replacing.
 - d. Staff and Labor Update: One employee still off on Workers Compensation matter.
 - e. Contracted Recycling Collectors Update: Williams said G.F.L. might come for a tour on Friday.
 - f. Update on Lenawee County Service: Lenawee averaging about 3 compactors per month (21 tons), \$900 in tip fees. Alchin is not bringing compact cardboard, but still brings 2 roll-off bins a week.
9. Bin Truck Purchase Update: Williams reported he put a deposit down. Now looking at November for delivery. The 1997 International needs replacing. It could be \$30,000 for a 2011 model.
10. Washtenaw County Regional Recycling Initiative Update: Chair attended May meeting. Focus appears to be on creating an "Eastern Washtenaw" type of recycling effort. One possible idea that could benefit the WWRA would be a specialty drop off area, like the spring clean up but on a permanent basis, with funds from the county. The 2018 Spring Clean Up was successful: 2 full trucks of electronics, 5/6 bins of scrap, 685 tires. Complete report available in June.
11. Education & Outreach Report:
Completed Items
 - Emails and video prep work, including outline for shoot
 - Video shoot
 - Attended April meeting; prepped minutes
 - Spring Clean up promotions, Facebook and website
 - Reviewed/edited/updated Powerpoint presentation
 - Prepped PR report for May meeting
 - Firmed up CRC tour and presentation details
 - Attended CRC presentation
 - Submitted article about the city/WWRA**Upcoming Items**
 - Finish design sticker that will attach to curbside bins based on feedback from Board
 - Edit / promote video about, "What Not to Recycle"
 - Personke will be out of town for the June and August meetings.
12. "Do Not Recycle This!" Video Update: Videotaped this afternoon. Editing to begin.
13. Chelsea Fair Merchant Barn Table & Parade: Williams has secured a free booth. Personke will work on materials/display that can be utilized. She will create a sign up genius for staff and board members to use so that we can try to fill the evening slots throughout Fair Week. Williams thought perhaps we could set up an old TV and run the videos or Powerpoint presentation.
14. WWRA Audit Report: **Carey moved to receive and file the 2017 Audit Report and authorize Marc and Jason to sign the representation letter. Seconded by Maze. Motion approved.**
15. Treasurer's Report:
 - a. Authorization of Payments dated May 21, 2018: **Carey moved to authorize payments of \$49,017. Maze seconded. Motion approved.**

16. Comments of Board Members and Staff

17. Future Agenda Items: None

18. Adjournment. **Carey motioned to adjourn at 8:05 p.m. Second by Maze. Motion approved.**

*The next regularly scheduled meeting of the WWRA Board of Trustees is
Wednesday, June 27, 2018 at 7:00 p.m. at the WWRA Facility.*