



Western Washtenaw Recycling Authority  
 WWRA Facility  
 8025 Werkner Road, Chelsea, MI 48118  
 Website: wwrrarecycles.org

**Board of Trustees Meeting  
 City of Chelsea Council Chambers  
 August 24, 2022**

1. **Call to Order – Tony Iannelli, Chairperson:** Called to order at 7:00 pm.

2. **Roll Call and Introductions**

City of Chelsea	Tony Iannelli – Present
Dexter Township	Diane Ratkovich – Present
Lima Township	Nanette Havens – Present
Lyndon Township	Bob Mester – Present
Manchester Township	Krista Jarvis - Absent
Bridgewater Township	Vacant
Facility Manager	Marc Williams – Present
Recording Secretary	Janis Miller - Present

3. **Approval of the Agenda**

Motion by Mester, supported by Havens, to approve the agenda as amended. All ayes. Motion carried.

4. **Approval of Minutes – Bob Mester, Secretary**

Motion by Mester, supported by Havens, to approve the June 22, 2022 minutes as presented. All ayes. Motion carried.

5. **Public Comment** - No public comment.

6. **Treasurer’s Report – Nanette Havens, Treasurer**

a. Bond	Interest \$3.44	Balance \$532,921.89
b. Operating	Interest \$307.81	Balance \$541,550.91
c. General		Balance \$501,178.08

Discussion: Treasurer Havens said WWRA has received the last of the assessments for year 2021. No financials received from Audrey since May 2022.

Motion by Havens to authorize payment of bills from June 23, 2022 through July 25, 2022, in the amount of \$55,091.99 and from July 26, 2022 through August 23, 2022, in the amount of \$30,539.68. Motion second by Mester. All ayes. Motion carried.

7. **Facility Manager’s Report – Marc Williams**

- A. Volume and Revenue Report
  - i. June – 450 Tons, revenue \$77,639.61
  - ii. July – 526 Tons, revenue \$93,203.55
  - iii. Year to date revenue \$614,118.72
  - iv. Metal prices are dropping drastically

**B. Operating Status of Facility and Single Stream System**

- i. Replaced ball sockets on robot
- ii. Replaced air pressure valve
- iii. Replaced filter housing on SamurAI
- iv. Replaced idler pulley on C-12 line
- v. Spine on C-3 conveyor, spine on C-14, spine on C-9
- vi. Finishing screen - removed chain links and replaced 160 rubber disks
- vii. Removed 18 roll off bin tabs, allowing material to not get hung in the wintertime, prevents freezing
- viii. Started patching rust on roll off bins
- ix. Loading dock bumpers

**What we need:**

- i. Need to replace rubber disks on 8 shafts
- ii. Replacing C-10 conveyor belt before winter, currently building tools to assist with changing out

**C. Equipment Update**

- i. 2016 pickup replaced shocks, headlight module, new tires, brake caliber and warranty brake pads
- ii. 2019 Mack replaced blower motor, elbow and exhaust guide
- iii. 2005 Sterling truck was out of service for a month while parts were located – replaced door latch and instrument cluster
- iv. 2005 Sterling replaced two tires
- v. 2007 Mack semi replaced breaks along with light and turn signal switch
- vi. 2007 Sterling replaced blower motor, two tires, and heated mirror
- vii. 2013 Bobcat S630 replaced tires
- viii. 2013 CAT 924K frame bushings and scheduled 200-hour service
- ix. 2009 Forklift tune-up and replaced idle position sensor
- x. 2022 Auto Car warranty out malfunctioning camera

**D. Staff and Labor Update**

- i. John Lesser completed his 90-day probation period and is receiving high praises from all his staff
- ii. Jake Gross helped for a few days
- iii. Karissa O’Quinn and Ben Schwarz have fulfilled their roll in performing surveys. They both handled themselves professionally and well beyond expectations.

**E. TRP Grant**

- i. Completed 217 surveys - the number may be higher after tomorrow’s meeting
- ii. Plastic bags and bagged recycling is a pressing issue and seen in almost every bin
- iii. Will have a breakdown of each type of contamination volume and weight in the next few weeks
- iv. Highest contamination is from the Fletcher Road bin site
- v. Asked TRP if we could break down the survey results by each site location
- vi. About 12% of the [recycled] material is coming from outside of the County
- vii. About 92% of the survey respondents are permanent residents – a mailer would be a good way to communicate with the residents
- viii. First audit contamination rate was 20 – 30% is a top issue
- ix. A mailer to the public will identify the top issue of contamination and then a second audit will take place
- x. Once the final report is shared with the WWRA Board, a decision will be made where to post it so the residents have access to the information

F. Quality Improvement Grant

- i. Grant closed the end of September
- ii. Final truck payoff is \$312,701.57 – WWRA will be reimbursed 40% of this amount (\$125,080.63)
- iii. Upon final payment it will allow Marc to submit a final report project allowing WWRA to be reimbursed the final 10% - (not to exceed \$39,200.00) money withheld until a final report is submitted

8. **New Business**

A. Audit Engagement letter

Set time and outline responsibilities (cost of audit: 2022 - \$6200, 2023 - \$6350, 2024 - \$6500)

Motion by Mester to authorize the Chair to sign the letter of engagement. Motion second by Havens. All ayes. Motion carried.

B. Loader Proposal - No report

C. Manchester Bin site Relocation

Currently bins are located behind the Township Offices & Fire Station.

D. Truck Payoff

Motion by Havens to authorize the Facility Manager to make final payment to Santander Bank, for the auto car, in the amount of \$312,701.57. Motion second by Mester.

Roll Call Vote: Yea – Mester, Ratkovich, Iannelli, Havens; Nay – None; Absent – Jarvis.

Motion carried.

E. CAFÉ Plan: Offer to employees - No report

E. Pay increase for Facility Manager Marc Williams

Motion by Mester to raise the Facility Manager hourly rate from \$32.00 per hour to \$40 per hour effective with the next payroll. Motion second by Havens.

Roll Call Vote: Yea – Mester, Ratkovich, Iannelli, Havens; Nay – None; Absent – Jarvis.

Motion carried.

9. **Future Agenda Items** - None

10. **Adjournment:** Motion by Mester, supported by Havens, to adjourn. All ayes. Adjournment at 7:47 pm

*Next regularly scheduled meeting of the WWRA Board of Trustees will be Wednesday, September 28, 2022, 7:00 P.M. at the City of Chelsea Council Chambers.*

Bob Mester  
WWRA Secretary

Tony Iannelli  
WWRA Chairperson

Janis Miller – Recording Secretary