



Resource Recovery & Recycling Authority of Southwest Oakland County

20000 W. 8 Mile Rd
Southfield, MI 48075-5708

Office: 248.208.2270

Fax: 248.208.2273

www.RRRASOC.org

THE RECYCLING AUTHORITY
Since 1989

**Agenda
July 22, 2021
RRRASOC Board of Directors
Regular Meeting
9:30 am
Via Zoom**

1. Call to Order
2. Roll Call
3. Approval of Agenda
4. Audience Participation
5. Matters for Discussion/Action

A. Community Partnership Memorandum of Understanding

B. Solid Waste Expenditure Benchmark Study - 2021

C. Grant Projects update

6. Manager's Report
7. Other
8. Consent Agenda
 - A. MRF Operations Report
 - B. Materials Management Report
 - C. Payment of Bills Report
 - D. Investment Report
 - E. Revenue and Expenditure Report
 - F. Minutes of April 22, 2021 Regular Meeting
9. Adjournment

RRRASOC Member Communities

Farmington ♦ Farmington Hills ♦ Milford ♦ Milford Township
Novi ♦ South Lyon ♦ Southfield ♦ Walled Lake ♦ Wixom

Public Notice

NOTICE IS HEREBY GIVEN that the Resource Recovery and Recycling Authority of Southwest Oakland County (RRRASOC) shall hold a regularly scheduled Board of Directors meeting on Thursday, July 22nd, 2021, at 9:30 am, via Zoom Virtual Meeting.

This meeting will be held electronically due to the City of Southfield's declared local state of emergency and to mitigate the spread of COVID-19, protect the public health, and provide essential protections to vulnerable Michiganders.

Members of the public body and members of the public may participate electronically, as described below.

RRRASOC will be utilizing the video/audio conferencing platform ZOOM. Members of the public body will be able to hear and speak to each other for the entire meeting. Except for any closed session portions of the meeting, members of the public will be able to hear (and possibly see) members of the public body during the entire meeting but will only be permitted to speak during the Audience Participation and Public Hearing portions of the meeting and such comments will be limited to three minutes per person during each opportunity to speak.

In order to connect to the meeting through ZOOM and a laptop, Pc or smart phone, a member of the public may need to do one of the following:

- Install Zoom App on mobile device or phone;
- Download Zoom Client at <https://zoom.us/download> and install on a PC or Mac.

You would then access the meeting (Meeting ID 842 5815 1184) through this URL:
<https://us02web.zoom.us/j/84258151184?pwd=QXVUZGF4cFICR2pQdEo2YXNOVC9hQT09>

Meeting ID: 842 5815 1184
Passcode: 023492

Alternatively, a member of the public can dial into the meeting using one of the following telephone numbers:

(646-558-8656) (312-626-6799) (669-900-9128)
(253-215-8782) (301-715-8592) (346-248-7799)

Members of the public wishing to make comments must do so only during the Audience Participation or Public Hearing portion of the meeting. When public comment is permitted, members of the public will be called one at a time, as would happen during an in-person meeting. The Board Chairman or his delegate will determine the order of public speakers.

Participants may also choose to submit comments that can be read into the record. Comments can be submitted via an email to mcsapo@rrrasoc.org. Comments shall be done prior to 9:00 am on the day of the meeting.

Anyone planning to view, listen to or participate in the meeting who has need of special assistance under the Americans with Disabilities Act (ADA) is asked to contact the RRRASOC Office at 248-208-2270 or via e-mail at mcsapo@rrrasoc.org at least two (2) business days prior to the meeting, wherein necessary arrangements/accommodations will be made.



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THE RECYCLING AUTHORITY
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To: RRRASOC Board of Directors
From: Mike Csapo, General Manager
Date: July 9, 2021

Re: **Community Partnership Memorandum of Understanding**

Action Requested

Review and approve the attached Community Partnership Memorandum of Understanding.

Overview

Attached for your review, comment, and approval is a Community Partnership Memorandum of Understanding (MOU) between RRRASOC and the Foodservice Packaging Institute (FPI).

Foodservice packaging consists primarily of single-use products such as cups, plates, bowls, bags, containers, and similar items. The FPI consists of manufacturers, suppliers, distributors, and operators involved in foodservice packaging products in North America. The FPI has made a commitment to reduce the impact of foodservice packaging on the environment and expressed a dedication to making sure those items are recycled or composted instead of littered.

The attached MOU is designed to capitalize on FPI's commitment to recycling, relying on FPI's resources and expertise to promote the proper recycling of the listed products within the RRRASOC communities. The plan is to develop an education and promotional campaign that will encourage the recycling of those products while also promoting proper recycling in general. The campaign will be funded by the FPI.

Inasmuch as the MOU will provide for FPI funding to promote the recycling of readily recyclable items, most of which are already accepted for recycling, and allow the integration of other important community messaging, such as proper recycling and anti-litter, approval of the MOU is recommended.

Please let me know if you have any questions or comments.

attachment

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This Memorandum of Understanding (MOU) is made and entered into as of the ___ day of _____, 20__ by and between the Foodservice Packaging Institute, Inc. (FPI) and **RRRASOC – Resource Recovery & Recycling Authority of Southwest Oakland County**, (Community Partner) individually and collectively the “Party” or “Parties”.

I. PURPOSE

FPI desires the Community Partner to recover the targeted post-consumer foodservice packaging (FSP) materials outlined below as part of its permanent recycling program, and to undertake such efforts on the terms set forth in this MOU.

II. RECYCLING OF FSP MATERIAL

During the term of this MOU and continuing thereafter, the Community Partner shall (i) accept the targeted post-consumer FSP material ("Post-Consumer FSP") at the recycling facility located at **20000 W. 8 Mile Road, Southfield, MI 48075** as part of their residential curbside and drop-off recycling programs for all the current and future municipal customers; and (ii) sell resulting commodity loads containing Post-Consumer FSP material.

Approximate number of single-family households served by the RRRASOC MRF: 73,882

- Farmington
- Farmington Hills
- Milford
- Milford Township
- Novi
- Southfield
- South Lyon
- Walled Lake
- Wixom

III. MATERIALS AND END MARKET PLAN

Within ninety (90) days of the Effective Date of this MOU, the Community Partner shall include and promote the following Post-Consumer FSP materials as part of its recycling program (check all that apply):

- ✓ paper cups
- ✓ paper bags
- ✓ pizza boxes
- ✓ PET cups
- ✓ PET clamshells/containers/trays
- ✓ polypropylene cups
- ✓ polypropylene tubs/containers/tray
- ✓ rigid polystyrene cups
- ✓ rigid polystyrene clamshells/containers
- ✓ aluminum foil food packaging (containers/pans/trays)

The Community Partner will highlight accepted FSP through the continued promotion of their accepted material list. The Community Partner, with assistance from FPI as necessary, shall use commercially reasonable efforts to research, identify, and engage with suitable end markets for each of the affected material streams resulting from the collection of the Post-Consumer FSP categories listed above.

IV. BENCHMARKING AND PERFORMANCE MEASUREMENT

FPI may fund and conduct a “before” and “after” assessment to benchmark the impact of a recycling program that includes the Post-Consumer FSP materials identified herein. FPI shall coordinate the assessments with the Community Partner’s MRF Operator as needed. The baseline assessments may be conducted (a) shortly after the Effective Date of this MOU and prior to launching communications for the expanded recycling program, and again (b) 6-12 months after launching communications for the expanded recycling program.

The before-and-after benchmarking assessment may measure recycling activities in the baseline scenario and in the final scenario and provide a comparison. Both the preliminary and final benchmarking assessments may identify: (i) the list of items or materials formally targeted for collection by the recycling facility at that point in time; (ii) an audit of the MRF residue from the end of the MRF processing line that includes the measurement of new FSP materials to be added, food waste, and other unrecovered recyclable commodities; (iii) overall inbound tonnage (from select communities/haulers); (iv) list of commodities sent to end-markets; (v) list of end-markets (as appropriate); (vi) tonnage of each material sent to end-markets, and (vii) information about the quality of FSP-containing loads sent to end markets. Any other program changes such as addition of other materials (including FSP materials), change in collection containers, etc. should also be noted with the date they took effect.

Results of the two assessments may be recorded, analyzed, and compared, in order to yield insight into the impact and benefits of adding Post-Consumer FSP to the recycling program. Data and results shall be made readily available to FPI and the Community Partner electronically in working form through media mutually agreed upon (e.g. Excel).

V. COMMUNICATION

Within ninety (90) days of the Effective Date of this MOU, FPI and Community Partner shall develop and execute a communications plan for the expanded suite of Post-Consumer FSP materials accepted for recycling. FPI and Community Partner will work in partnership to develop project related communication resources. This will include a sample press releases, web site content, related graphics, social media messaging, printed material, and direct mail. The development and execution of the communications plan will be funded in its entirety by FPI.

Written communication relating to the announcement of additional materials accepted for recycling, notice to the public regarding the addition of recyclable foodservice packaging materials and kickoff of the new collection program, web site content and other press releases related to the collection of additional FSP materials shall be approved by FPI and the Community Partner prior to their public release. Communications and outreach materials shall include instructions to residents about which Post-Consumer FSP materials to recycle and, where applicable, how to prepare them for recycling.

The Community Partner agrees that FPI or others acting on its behalf may mention the Community Partner and reproduce photos, educational materials, in a case study and other FPI web site content, press releases, and other publicity materials. The Community Partner will have the right to review and approve these communications prior to their public release.

VI. QUARTERLY REPORTING

During the term of this MOU, Community Partner shall provide FPI with quarterly reports that show:

- a) Number of customers serviced by the County recycling program.
- b) Monthly curbside recycling tonnage delivered to the RRRASOC MRF, and
- c) Drop-off center tonnage delivered to the RRRASOC MRF.

The first quarter's report shall be submitted by the end of the third month after the Effective Date of this MOU. The last quarter's report shall be submitted within one month following the termination date of this MOU.

VII. TERM AND TERMINATION

The term of this MOU shall be three (3) years from the Effective Date. This MOU shall automatically terminate upon expiration of the term. This MOU may be sooner terminated by either Party due to breach by the other Party of any material provision of this MOU if such other party fails or is unable to cure the breach within 45 days of receipt of notice of such breach from the other Party. No waiver by a Party of any prior breach shall be considered a waiver by such Party of any subsequent breach.

VII. HOLD HARMLESS

Each Party (the "Indemnifying Party") agrees to defend, hold harmless and indemnify the other Party and its officers, directors, employees, agents and representatives from and against all liabilities, damages and costs, including reasonable attorney's fees, arising out of any third-party claims caused by or resulting from the negligent act or omission of the Indemnifying Party or breach of this MOU by the Indemnifying Party. This provision shall be enforced if and only to the extent valid under the laws of the State of Michigan.

VIII. MISCELLANEOUS

- a) Entire MOU. This MOU embodies the entire MOU and understanding between the Parties hereto with respect to the subject matter of this MOU and supersedes all prior or contemporaneous MOUs and understandings other than this MOU relating to the subject matter. Neither party's standard form or pre-printed terms and conditions of purchase or sale shall apply to any transaction hereunder.
- b) Governing Law. This MOU will be governed exclusively by, and construed exclusively in accordance with, the laws of the State of Michigan.
- c) Severability. In the event that any provision of this MOU is held to be unenforceable under applicable law, this MOU will continue in full force and effect without such provision and will be enforceable in accordance with its terms.

Community Partnership Memorandum of Understanding

- d) Assignment; Successors and Assigns. This MOU may not be assigned by either party hereto without the written consent of the other party hereto, which consent shall not be unreasonably withheld. Notwithstanding the foregoing, either party shall be entitled to assign this MOU to any direct or indirect subsidiary or affiliate of such party or any corporation or entity that controls, is controlled by, or is under common control with such party. This MOU and the rights, interests and obligations hereunder shall be binding upon and shall inure to the benefit of the parties hereto and their respective successors and assigns.
- e) Notices. All notices and communications required or permitted hereunder will be in writing and will be delivered by hand or courier to the office addresses below, or sent by email to:

RRRASOC
Michael Csapo, General Manager
20000 W. 8 Mile Road
Southfield, MI 48075
mcsapo@rrrasoc.org

FPI
Natha Dempsey, President
7700 Leesburg Pike, Suite 421
Falls Church, VA 22043
ndempsey@fpi.org

- f) Amendments. This MOU may be amended only by a written MOU executed by the Parties hereto.
- g) Waiver. No provision of this MOU may be waived except by a written document executed by the Party entitled to the benefits of the provision. No waiver of a provision will be deemed to be or will constitute a waiver of any other provision of this MOU. A waiver will be effective only in the specific instance and for the purpose for which it was given and will not constitute a continuing waiver.
- h) Counterparts. This MOU may be in one or more counterparts, each of which will be deemed an original, but all of which together will constitute one in the same instrument. The parties may sign and deliver this MOU by electronic or facsimile transmission. Each party agrees that the delivery of this MOU by electronic or facsimile transmission shall have the same force and effect as delivery of original signatures and that each party may use such electronic or facsimile signatures as evidence of the execution and delivery of the MOU by all parties to the same extent that an original signature could be used.

IN WITNESS WHEREOF, the Parties have caused this MOU to be executed by their duly authorized representatives.

<p>Foodservice Packaging Institute, Inc. (FPI)</p> <p>By: _____</p> <p>Date: _____</p> <p>Print Name: _____</p> <p>Title: _____</p>	<p>RRRASOC</p> <p>By: _____</p> <p>Date: _____</p> <p>Print Name: _____</p> <p>Title: _____</p>
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To: RRRASOC Board of Directors
From: Mike Csapo, General Manager
Date: July 7, 2021

Re: **Solid Waste Expenditure Benchmark Study**

Action Requested

Review and accept the Solid Waste Expenditure Benchmark Study 2021.

Overview

Attached for your review, comment, and acceptance is the Solid Waste and Expenditure Benchmark Study 2021.

As indicated in the document's Executive Summary, solid waste and recycling expenditures in the RRRASOC communities continue to compare favorably to the regional average and median of peer communities. Among the specific findings are the following:

- Solid waste expenditures budgeted for the current fiscal year by the RRRASOC communities total \$13,278,850, which represents \$47.55 per capita or \$179.10 per serviced household unit;
- Expenditures in all of the RRRASOC communities continue to be among the lowest in the region on a per capita and per household basis, with all community expenditures well below the regional average;
- Total annual solid waste expenditures in the RRRASOC communities, when calculated on a per household basis, are nearly \$3.6 million less than they would be if the expenditures were at the median level for the region;
- Total solid waste program expenditures for the RRRASOC communities are more than \$4.33 million (28.9%) below where they would have been if annually adjusted for inflation and population growth over the past fourteen years.

Please let me know if you have any questions or comments.

attachment

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**Solid Waste Expenditure Benchmark Study
2021**

Resource Recovery and Recycling Authority of Southwest Oakland County



Introduction and Executive Summary

The Resource Recovery and Recycling Authority of Southwest Oakland County (RRRASOC) recently evaluated solid waste related expenditures in the RRRASOC communities and conducted a comparison to the solid waste related expenditures of other communities in southeast Michigan.

We reviewed municipal sanitation/solid waste expenditures as expressed in the current municipal budgets of communities in southeast Michigan. The expenditures of thirty-nine communities, as well as historical expenditure data for the RRRASOC communities, are included in the analysis.

In summary, we found the following:

- Solid waste expenditures budgeted for the current fiscal year by the RRRASOC communities total \$13,278,850, which represents \$47.55 per capita or \$179.10 per serviced household unit;
- Expenditures in all of the RRRASOC communities continue to be among the lowest in the region on a per capita and per household basis, with all community expenditures well below the regional average;
- Total annual solid waste expenditures in the RRRASOC communities, when calculated on a per household basis, are nearly \$3.6 million less than they would be if the expenditures were at the median level for the region;
- Among the RRRASOC communities, solid waste program expenditures continue to be well contained, with total budgeted expenditures for FY 2021 - 2022 being only 11.3% above expenditures in FY 2007 - 2008. Per capita expenditures are only 7.3% more than they were fourteen years ago;
- Total solid waste program expenditures for the RRRASOC communities are more than \$4.33 million (28.9%) below where they would have been if annually adjusted for inflation and population growth over the past fourteen years.

Findings

The RRRASOC communities have collectively budgeted \$13,278,850 for solid waste expenditures in FY 2021 - 2022, for an aggregate per capita expenditure of \$47.55 or \$179.10 per serviced household.

Per Capita Comparisons

As depicted in Graph 1, regional per capita expenditures range from \$39.73 to \$261.70, with an average of \$99.74 and a median of \$85.57. RRRASOC communities range from \$39.73 to \$83.77, with an average of \$53.28.

The aggregate expenditure in the RRRASOC communities of \$47.55 per capita is 52.3% below the regional average and 44.4% below the regional median.

Per Household Comparisons

As depicted in Graph 2, regional expenditures per household range from \$137.09 to \$586.61, with an average of \$256.57 and a median of \$227.00. RRRASOC communities range from \$158.66 to \$228.70, with an average of \$182.12.

The aggregate per household cost in the RRRASOC communities of \$179.10 is 30.2% below the regional average and 21.1% below the regional median.

Another way in which to view the expenditures of the RRRASOC communities is to compare them to what the total budgeted expenditures would be if the communities all spent at the median per household level for the region. In that case, total expenditures would be \$16,830,492, or \$3,551,642 (26.7%) higher than budgeted for the current fiscal year.

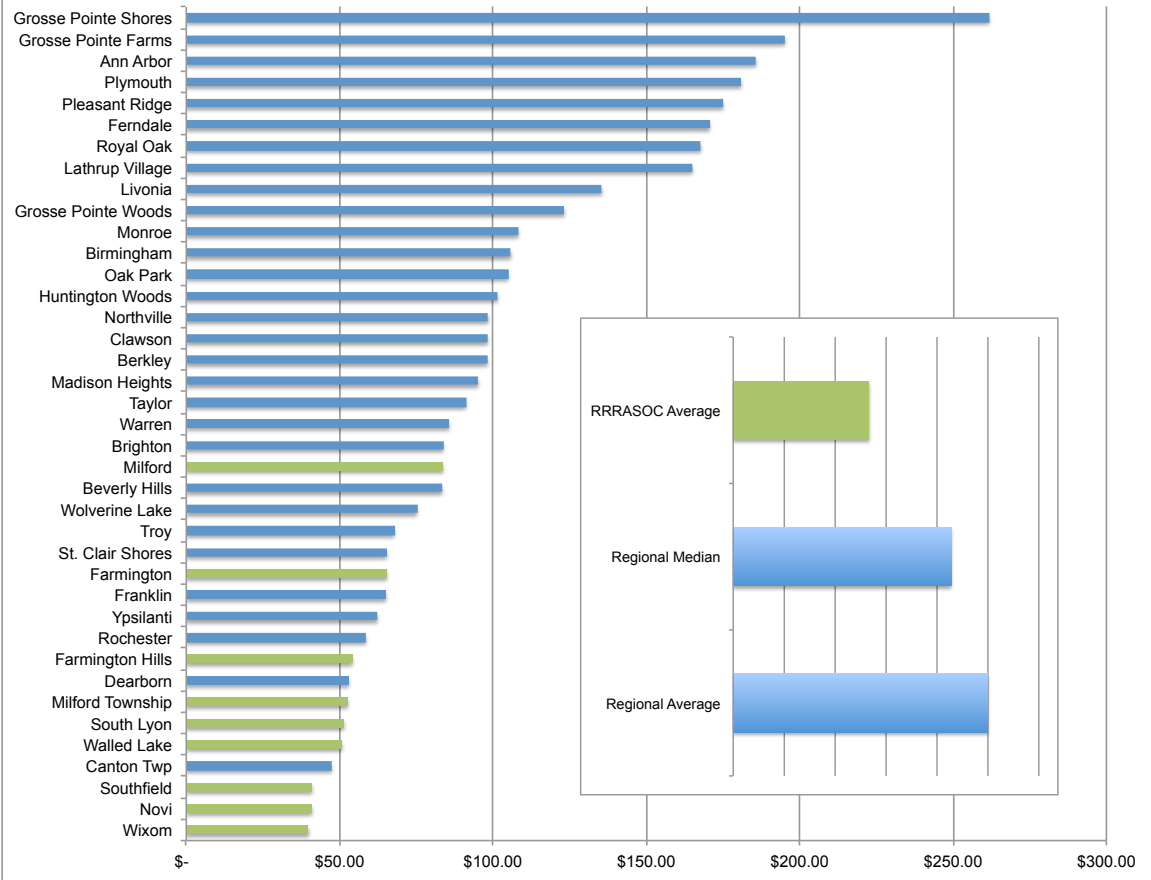
Blended Metric Comparisons

The "blended cost" metric is the average of the first two figures and is designed to provide some mitigation to the influence of housing demographics, providing a more normalized measure of expenditures for purposes of comparisons.

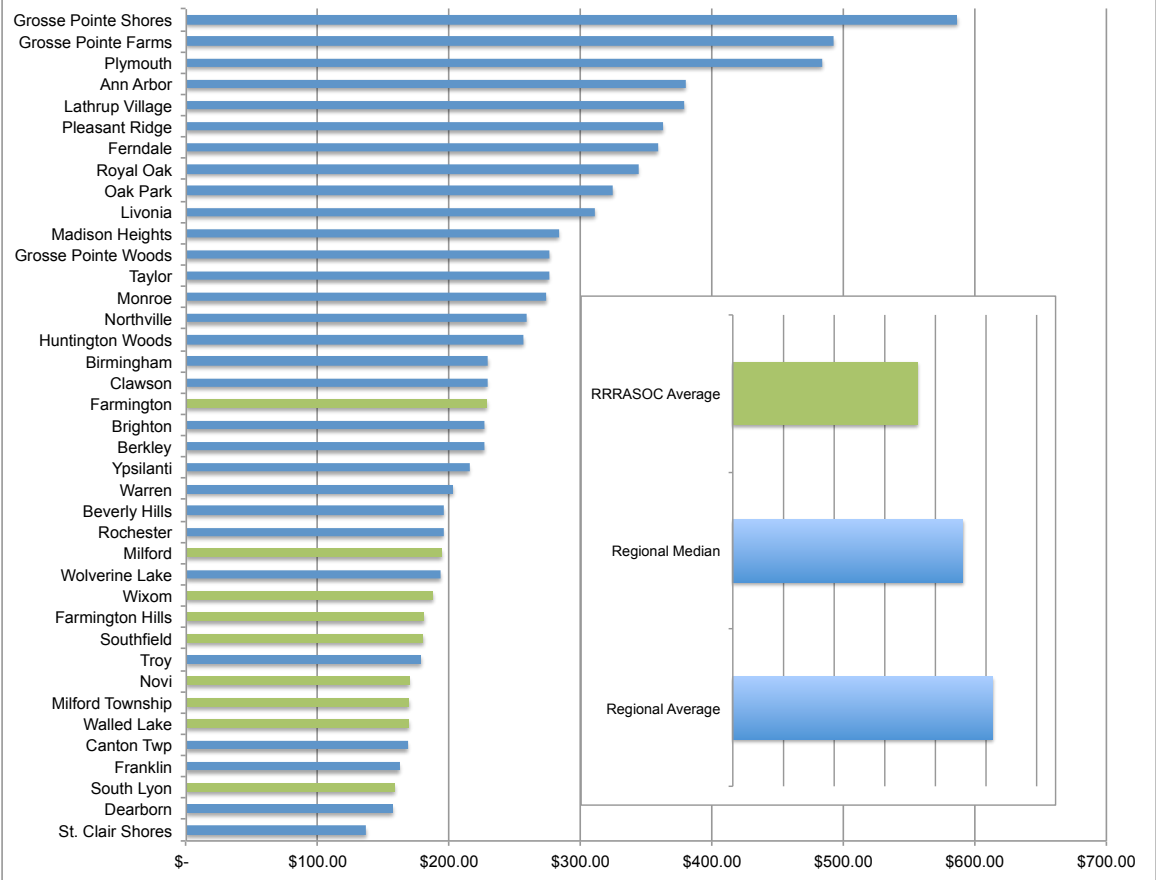
Depicted in Graph 3, the blended cost metric ranges from \$101.26 to \$424.16, with an average of \$178.16 and a median of \$155.40. RRRASOC communities range from \$105.07 to \$147.02, with an average of \$117.70.

The aggregate per blended cost in the RRRASOC communities is \$113.33, which is 36.4% below the regional average and 27.1% below the regional median.

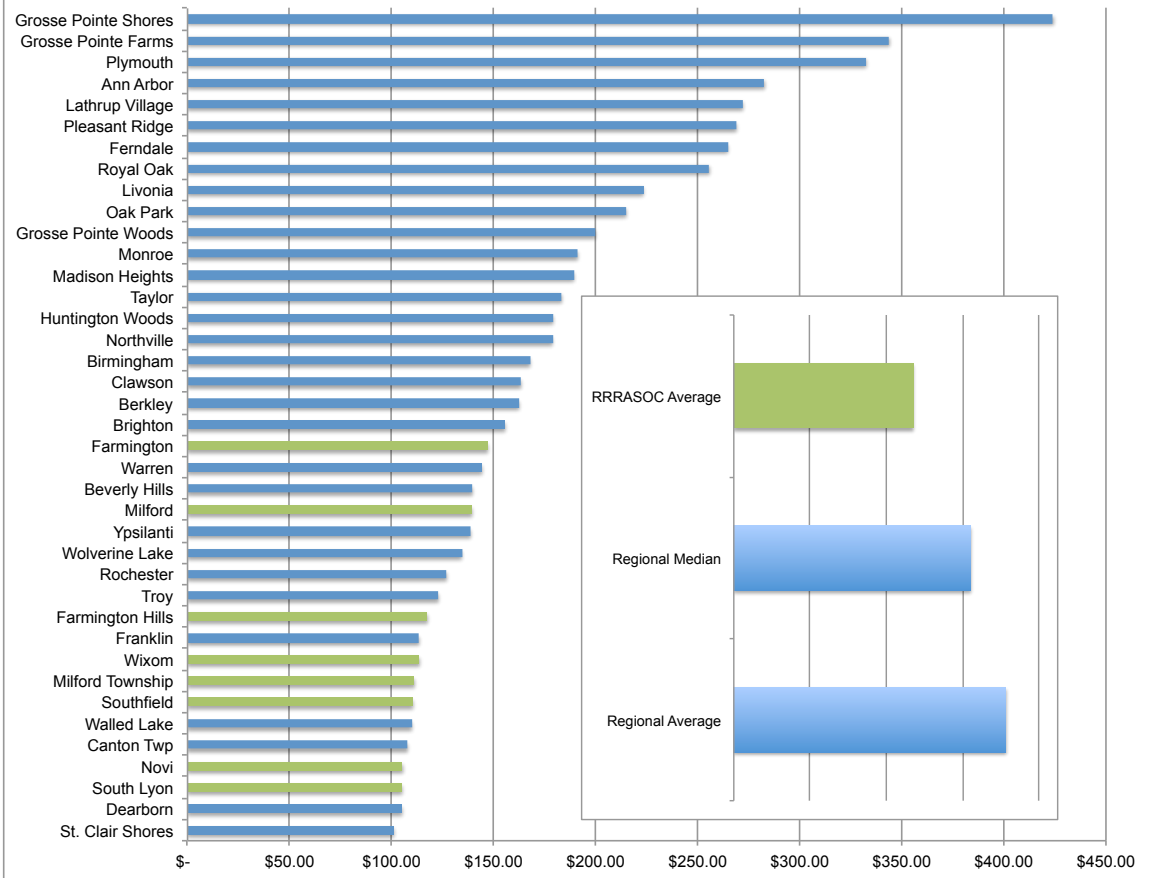
**Graph 1
Budgeted Municipal Solid Waste Expenditures Per Capita
FY 2021 - 2022**



Graph 2
Budgeted Municipal Solid Waste Expenditures Per Household
FY 2021 - 2022



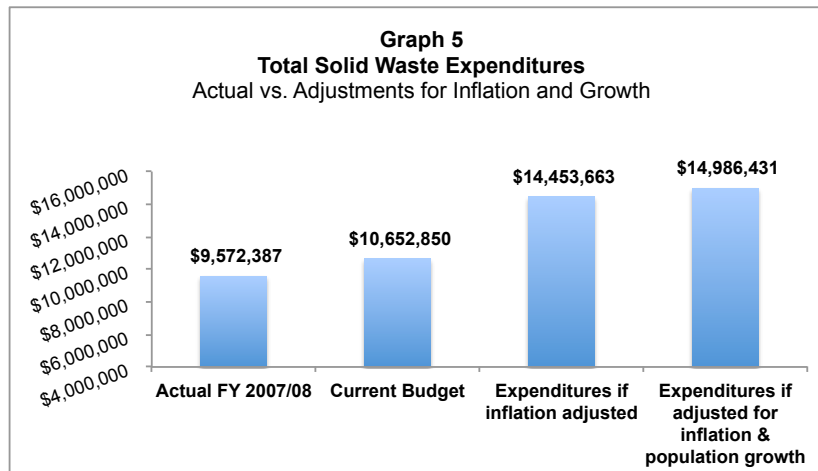
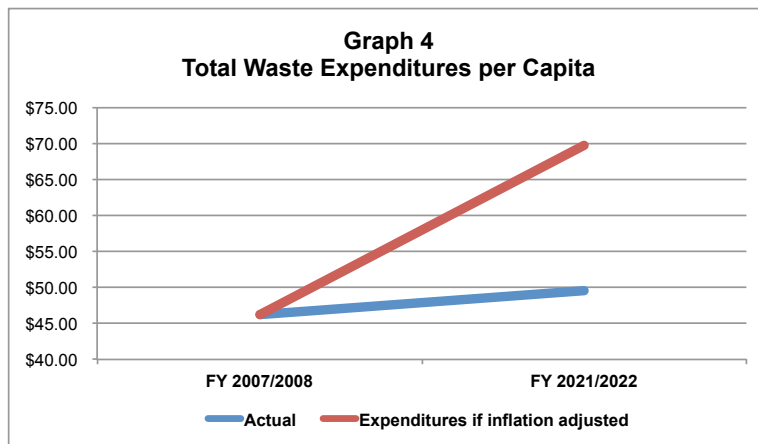
**Graph 3
Blended Cost Metric
FY 2021 - 2022**

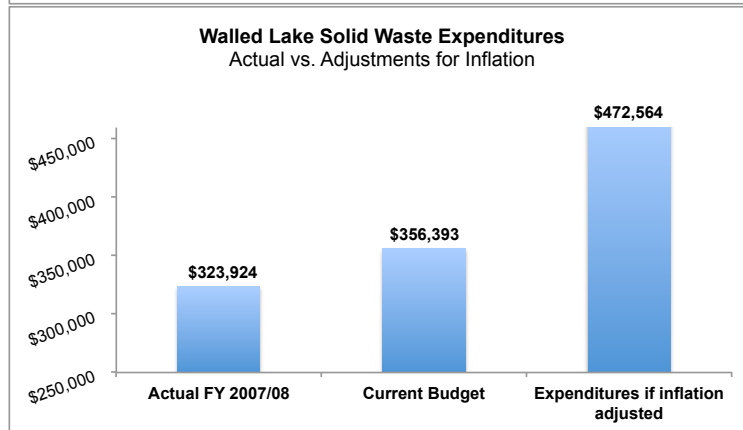
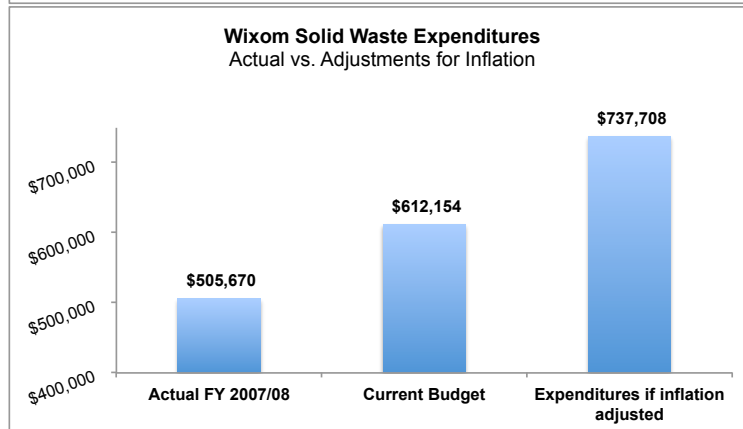
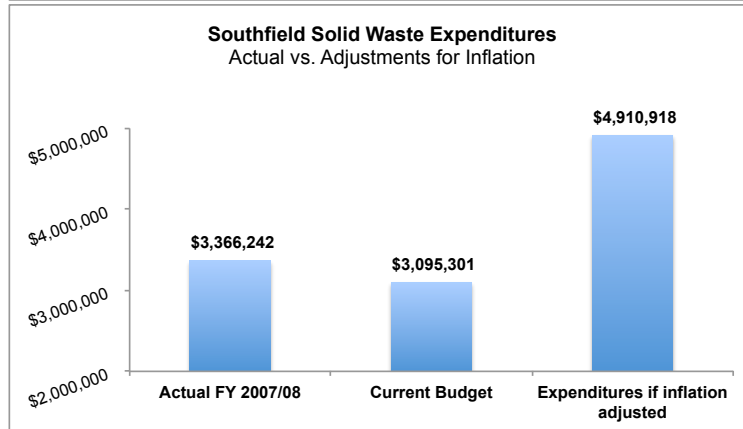
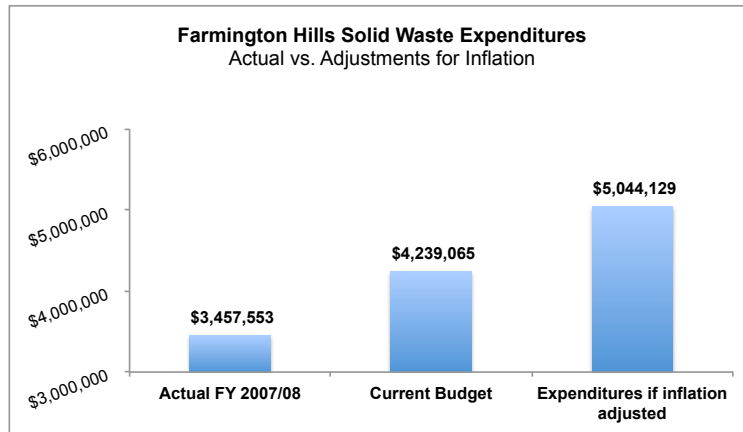


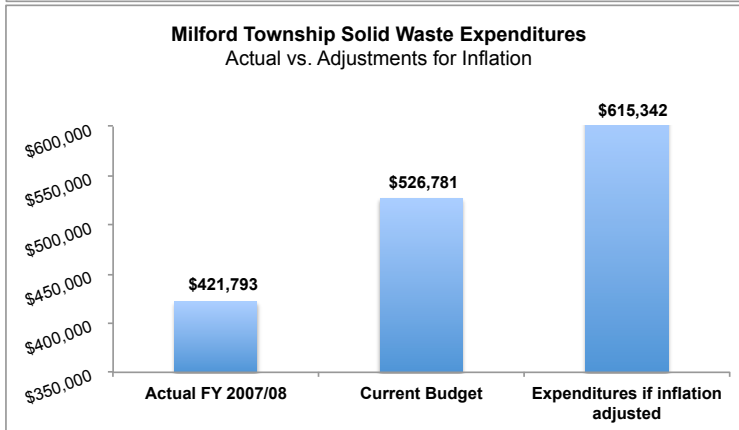
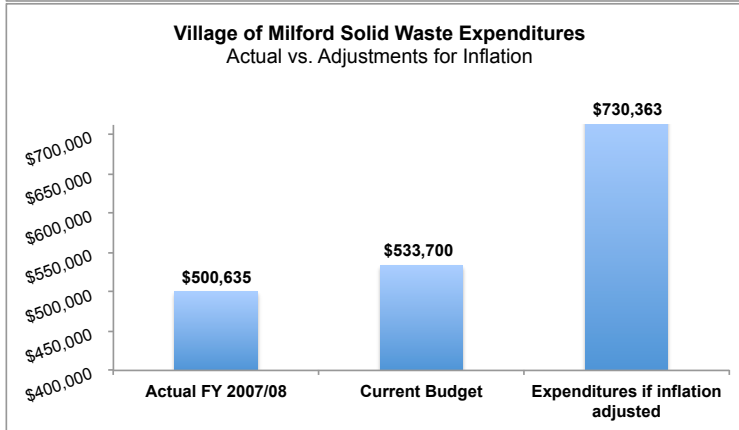
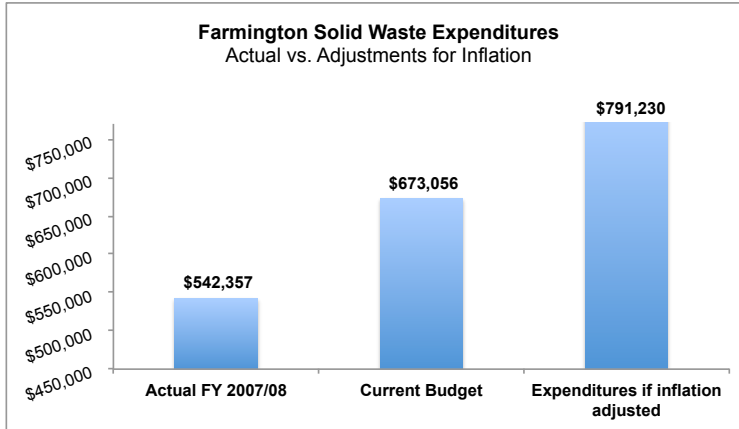
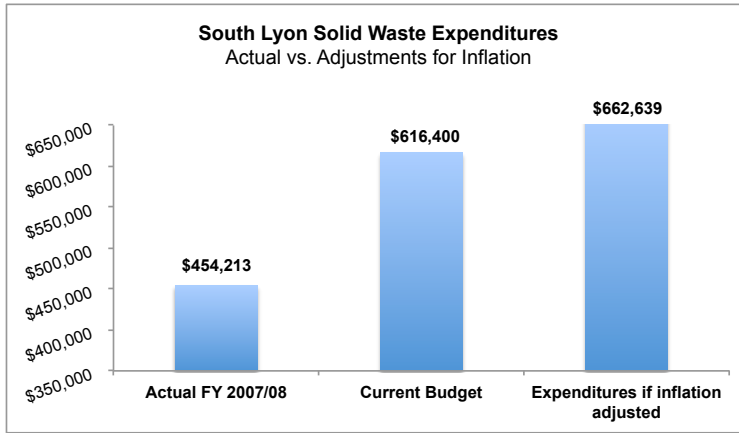
Historical Findings

Total solid waste expenditures in the RRRASOC communities increased from \$9,572,387 in FY 2007 - 2008 to \$10,652,850 budgeted for FY 2021 - 2022, for an increase of 11.3%. When considering population growth, total per capita expenditures only 7.3% more than they were fourteen years ago. Note that the City of Novi is not included in this longitudinal analysis because their curbside program began in 2015.

All eight of the evaluated RRRASOC communities have budgeted expenditures well below inflation-adjusted levels. Had the total FY 2007 - 2008 expenditure level been annually adjusted for inflation as reflected by the *Bureau of Labor Statistics Garbage and Trash Collection Index* and population change, total expenditures would have risen to \$14,986,431. As such, expenditures would have been more than \$4.33 million higher due to inflationary and growth adjustments. In other words, expenditures are 28.9% less than they would have been had they been annually adjusted for inflation and population change.







Conclusions

There is a wide variation in the expenditure metrics between communities. A number of factors contribute to that variation. Factors include service levels, service delivery type, program characteristics, community characteristics and demographics, contract terms, cost accounting procedures, and staffing levels.

Expenditures in the RRRASOC communities are among the lowest in the region, with all expenditures well below the regional average. RRRASOC communities spend nearly \$3.6 million less annually, when compared to the region's median, per household expenditures.

Total expenditures in the RRRASOC communities have remained well contained in the past thirteen years, with per capita expenditures being 28.9% below the inflation and growth adjusted level of FY 2007 - 2008. In other words, total expenditures are more than \$4.33 million less than they would have been had they kept pace with inflation and population growth over the past fourteen years.

Background and Methodology

Through intergovernmental cooperation, public private partnerships, and contracting, the nine member communities of RRRASOC provide a suite of solid waste and recycling services that are cost-effective, environmentally responsible, and sustainable, as well as consistent with best practices.

RRRASOC annually evaluates solid waste related expenditures in the RRRASOC communities and conducts a comparison to the solid waste related expenditures of other communities in southeast Michigan. We reviewed municipal sanitation/solid waste expenditures as expressed in the current municipal budgets of communities in southeast Michigan. The expenditures of thirty-nine communities, as well as historical expenditure data for the RRRASOC communities, are included in the analysis.

The accompanying figures and graphs are designed to benchmark expenditures pertaining to municipal solid waste activities. It is recognized that service levels and/or service delivery methods may vary from community to community. It is understood that differences in service levels and delivery types can lead to cost differentials. For example, a community that provides curbside brush chipping incurs costs not incurred by a community that does not provide such service. Curbside collection unit costs, as another example, can vary depending upon a variety of factors, including service delivery type, density, community size, and proximity to disposal or recycling facilities.

This study is designed to identify cost metrics for individual communities without attempting to qualify, differentiate, or otherwise normalize service levels. For purposes of this effort, it is assumed that the service level and type selected by each community is consistent with the parameters established by the elected and/or administrative officials in each community. This document should be viewed in a positive rather than a normative sense.

Thirty-nine communities are included in the report. The communities included are those

that provide a minimum level of service that includes weekly curbside refuse, yard waste, and recycling collection. Most also have access to recycling and household hazardous waste drop off programs. Communities in which curbside services are not included in the municipal budget are specifically excluded from this report.

Expenditure information comes from the current fiscal year budget published by each municipality. Expenditures included are those items contained within the municipality's sanitation, rubbish, refuse, or solid waste budget, or within the municipality's public works or services budget and identified as being specifically related to solid waste.

It is recognized that municipalities may utilize different cost-accounting methods and that some communities may charge costs to a sanitation or solid waste budget that are not included by another community. Identifying and differentiating among differing accounting and cost management techniques is beyond the scope of this effort. In that regard, the expenditures included in this report are those costs that the communities have chosen themselves to allocate to sanitation or solid waste line items.

Information for the longitudinal analysis of expenditures in the RRRASOC communities was gathered from each community's audited financial statements as reported to the State of Michigan for the fiscal year ending in 2008.

This study does not evaluate the various revenue approaches among the communities. Those approaches include, but are not limited to, user fees and fees for services, property taxes, general fund appropriations, and material sales revenue.

Due to the variety of factors that influence a community's cost metrics, this report is best used to compare a community's costs to the average and the median, rather than to compare an individual community directly to another community. A more in-depth, case study approach would be required to directly compare communities.

Cost Metrics

Three cost metrics are utilized in this report. The first is per capita cost. For purposes of this calculation, population means the household population as estimated by the *SEMCOG Population and Household Estimates for Southeast Michigan, July 2020*.

While the per capita approach is a standard and useful approach, it does have its drawbacks. For example, curbside service tends to be offered only to single-family households and offered to multi-family units only on a limited basis. Communities with a high proportion of their population in multi-family units with limited service will experience a downward influence on their per capita costs as compared to communities with a higher proportion of single-family homes. However, the per capita metric is a well-accepted measure that merits inclusion in this report.

The second metric is the cost per household. This measure divides total expenditures by the number of household units receiving curbside service. Serviced units are either those reported by the community, its solid waste hauler, or the single-family, duplex, and townhome units as reported in the *U.S. Census Bureau*. If the community provides

commercial or multi-family services appropriate for inclusion in this metric, they are included. This measure is most useful when assessing only curbside service costs. However, its accuracy can skew in the opposite direction of the per capita measure when a community has a high proportion of multi-family units that utilize services such as household hazardous waste collection, recycling drop-offs, or other services.

Because the ratio of multi-family and single-family homes in a community can influence the first two metrics in opposite directions, a third measure has been included. The “blended cost” metric is the average of the first two figures and is designed to provide some mitigation to the influence of housing demographics, providing a more normalized measure of expenditures for purposes of comparisons.



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www.RRRASOC.org

THE RECYCLING AUTHORITY
Since 1989

To: RRRASOC Board of Directors
From: Mike Csapo, General Manager
Date: July 12, 2021

Re: **Grant Project Update**

The following is an update on activities for which grant funding was budgeted in FY 2020 - 2021. No Board of Directors action is required at this time.

Recycling Quality Improvement Project

As previously reported, over the course of the past year, RRRASOC has engaged in a Recycling Quality Improvement (RQI) Project funded by the Michigan Department of Environment, Great Lakes, and Energy (EGLE) and administered by The Recycling Partnership (TRP).

The project was designed to reduce contamination and improve the quality of materials coming from the Novi Recycling Drop Off Center. As indicated in a previous report, the initial assessment of the project showed a 45% reduction in contamination.

The total grant award is for \$150,000, of which \$135,979 has been received. Remaining activities have been deferred to FY 2021 - 2022 due to a delay in receiving materials.

EGLE Infrastructure Grant

RRRASOC was awarded grant funding to pay for cameras to monitor activity at the Novi Recycling Drop Off in order to reduce illicit dumping and improve site safety. The project was originally budgeted for \$29,854, with the grant covering up to 80% of expenditures.

Camera installation was completed in May, with a total project cost of \$29,805. Documentation seeking reimbursement of \$23,841 has been submitted and approved by the Michigan EGLE grant manager. Per grant guidelines, 5% of the requested amount will be withheld until the required Final Report is submitted next year.

Michigan Department of Agriculture and Rural Development Clean Sweep Program

RRRASOC has received a grant through the MDARD Clean Sweep Program to provide funding for the collection of pesticides. The grant is for up to \$20,000 annually and can be used to offset costs associated with the collection of pesticides through the RRRASOC HHW program. \$15,000 of grant revenue was budgeted for FY 2020 - 2021. As of June 30, \$14,432 has been received and documentation for another \$686 has been submitted for approval.

Please let me know if you have any questions or comments.

RRRASOC Member Communities
Farmington ♦ Farmington Hills ♦ Milford ♦ Milford Township
Novi ♦ South Lyon ♦ Southfield ♦ Walled Lake ♦ Wixom



Resource Recovery & Recycling Authority of Southwest Oakland County

20000 W. 8 Mile Rd
Southfield, MI 48075-5708

Office: 248.208.2270

Fax: 248.208.2273

www.RRRASOC.org

THE RECYCLING AUTHORITY
Since 1989

To: RRRASOC Board of Directors
From: Michael Csapo, General Manager
Date: July 15, 2021

Re: **Manager's Report**

1. A Memorandum of Understanding with the Foodservice Packaging Institute was negotiated. See agenda.
2. The 2021 Solid Waste Expenditure Benchmark Study was completed. See agenda.
3. Grant funded activities for FY 2020 - 2021 were completed. See agenda.
4. The audit of the FY 2020 - 2021 Financial Statements was completed. A separate report from Plante Moran will be presented at a subsequent meeting.
5. The RRS TruCycle project was started.
6. The Simple Recycling program was resumed.
7. The Spring 2021 HHW events were completed.
8. Work on legislative and policy issues continued, including Part 115 amendments, Part 173 (e-waste) revisions, and product stewardship proposals.
9. One private MRF tour was held.
10. An engineering inspection of the MRF was conducted.
11. Document shredding events in Farmington Hills and Wixom were sponsored.
12. Staff attended or presented at the following:
 - A. NextCycle Michigan TAC meeting;
 - B. Michigan Recycling Coalition Virtual Conference;
 - C. Wayne State Solid Waste Engineering Class;
 - D. SWANA - Kent County MRF and WTE facility tour;
 - E. Southfield HHW Event;
 - F. Farmington Hills HHW Event;
 - G. Milford HHW Event;

RRRASOC Member Communities

Farmington ♦ Farmington Hills ♦ Milford ♦ Milford Township
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- H. Carton Council Community Education webinar;
- I. Founders Festival Kickoff;
- J. ReCollect Virtual Face2Face meeting.

June 30, 2021

Board of Directors
Resource Recovery and Recycling Authority
of Southwest Oakland County
20000 West Eight Mile Road
Southfield, MI 48075

Dear Board Members:

We are in the process of planning for the audit of the financial statements of the Resource Recovery and Recycling Authority of Southwest Oakland County ("RRRASOC") for the year ended June 30, 2021. An important aspect of planning for the audit is communication with those who have responsibility for overseeing the strategic direction of RRRASOC and obligations related to the accountability of RRRASOC. At RRRASOC these responsibilities and obligations are held by the Board of Directors, collectively and individually; therefore, it is important for us to communicate with each of you in your role as a member of the Board of Directors.

As part of this communication process, we have spoken at length with Fred Zorn, Chair of the Board of Directors, regarding our responsibilities under generally accepted auditing standards and the planned scope and timing of our audit. The purpose of this letter is to provide each of you with a summary of those discussions and to provide you with the opportunity to communicate with us on matters that may impact our audit.

Our Responsibility Under Generally Accepted Auditing Standards

As stated in our engagement letter addressed to Mike Csapo and dated June 25, 2021, our responsibility, as described by professional standards, is to express an opinion about whether the financial statements prepared by management with your oversight are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles. Our audit of the financial statements does not relieve you or management of your responsibilities.

Overview of the Planned Scope and Timing of the Audit

Our audit fieldwork will include three phases. The planning and preliminary information-gathering phase will occur during June; the risk assessment phase in June and early July; and the rest of our audit procedures will be performed during July.

To plan an effective audit, we must identify significant risks of misstatement in the financial statements and design procedures to address those risks.

We identified the limited internal controls due to small structure of management and administrative functions as the primary significant risk of misstatement.

In response to the identified significant risk, we will review monitoring controls and accounting procedures associated with the collection and disbursement of cash.

We will gain an understanding of accounting processes and key internal controls through a review of the accounting and control procedures forms prepared by management. We will confirm through observation and inspection procedures that accounting procedures and controls included in the forms have been implemented. We will not express an opinion on the effectiveness of internal control over financial reporting; however we will communicate to you significant deficiencies and material weaknesses identified in connection with our audit.

The concept of materiality is inherent in our work. We place greater emphasis on those items that have, on a relative basis, more importance to the financial statements and greater possibilities of material error than with those items of lesser importance or those in which the possibility of material error is remote.

Information from You Relevant to Our Audit

An important aspect of this communication process is the opportunity for us to obtain from you information that is relevant to our audit. Your views about any of the following are relevant to our audit:

- RRRASOC's objectives and strategies, and the related business risks that may result in material misstatements
- Matters you consider warrant particular attention during the audit, and any areas where you want to request additional procedures be undertaken
- Concerns about RRRASOC's internal control and its importance to RRRASOC, including how the Board of Directors oversees the effectiveness of internal control and the detection or possibility of fraud
- Significant communications with regulators
- The actions of the Board of Directors in response to developments in accounting standards, regulations, laws, previous communications from us, and other related matters

If you have any information to communicate to us regarding the above or any other matters you believe are relevant to the audit, or if you would like to discuss the audit in more detail, please call Martin at 248-223-3662, or Keith at 248-223-3591 as soon as possible.

Thank you for your time and consideration in this important aspect of the audit process. You can expect to hear from us again after the completion of our audit when we will report to you the significant findings from the audit.

Very truly yours,

Plante & Moran, PLLC

A handwritten signature in black ink, appearing to read "Martin J. Olejnik".

Martin J. Olejnik, CPA
Partner

A handwritten signature in black ink, appearing to read "Keith Szymanski".

Keith Szymanski, CPA
Senior Manager



Resource Recovery & Recycling Authority of Southwest Oakland County

20000 W. 8 Mile Rd
Southfield, MI 48075-5708

Office: 248.208.2270

Fax: 248.208.2273

www.RRRASOC.org

THE RECYCLING AUTHORITY
Since 1989

To: RRRASOC Board of Directors
From: Mike Csapo, General Manager
Date: July 9, 2021

Re: **MRF Operations Report**

Attached are the MRF throughput figures through May of 2021. During the period, the MRF accepted more than 25,409 gross tons of material, which is nearly 17.5% below the same period last year.

Nearly 6,548 tons of material, or 25.7%, came from RRRASOC Member Communities' programs in accordance with MRF Service Agreements or RRRASOC drop-off sites. RRRASOC volume was down 2.2%.

The facility accepted nearly 18,943 tons of material from outside the RRRASOC programs, which represents 21.8% less than the same period of a year ago.

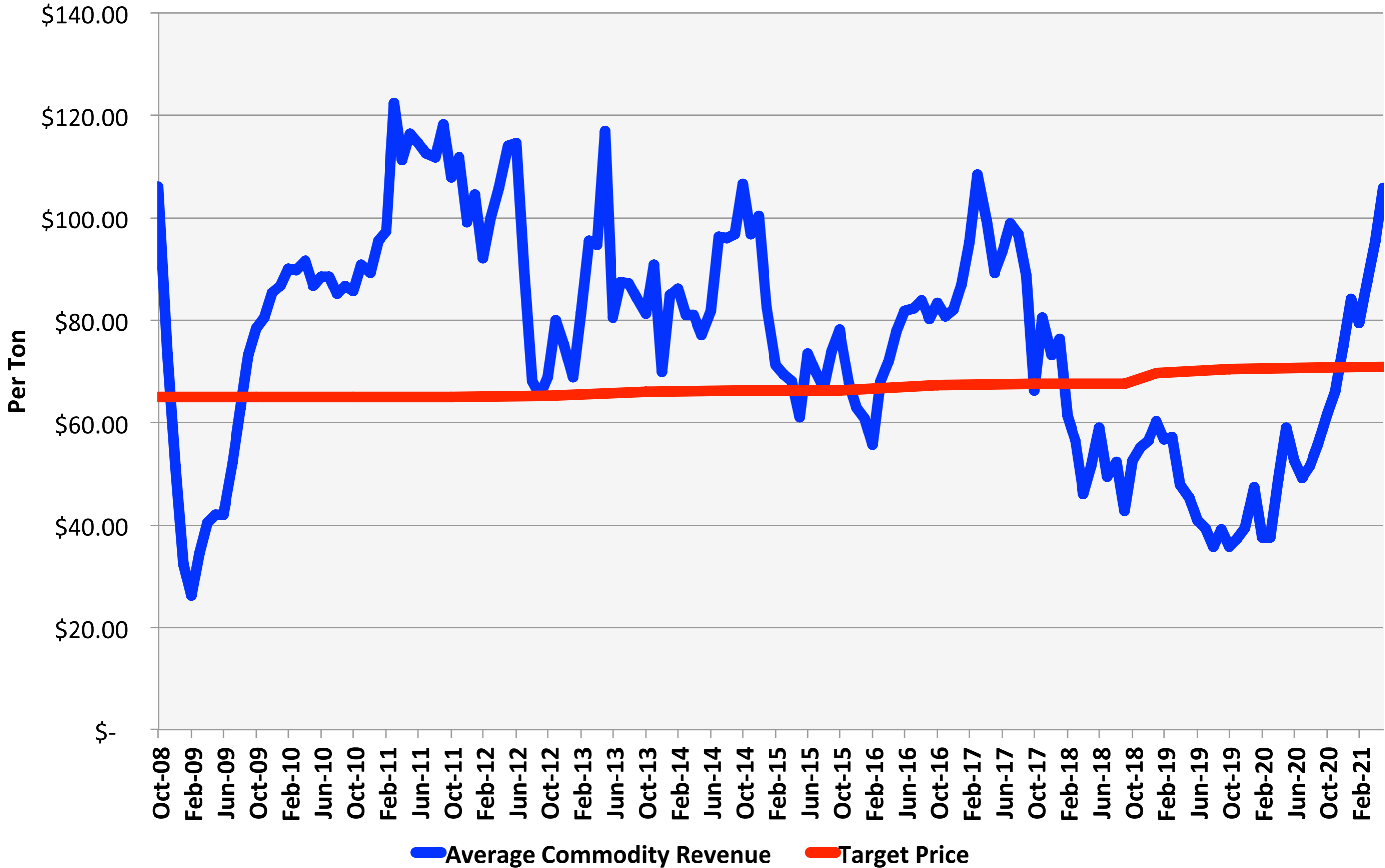
Commodity prices continue to improve as shown on the accompanying graph.

Please let me know if you have any questions or comments.

attachments

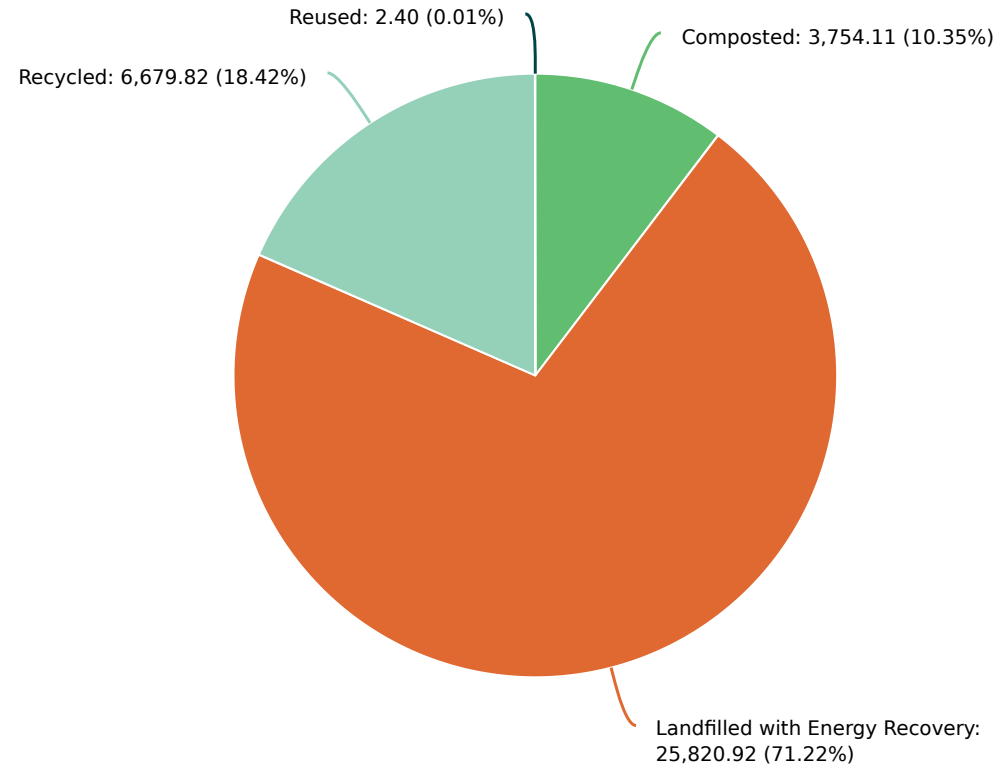
RRRASOC Member Communities
Farmington ♦ Farmington Hills ♦ Milford ♦ Milford Township
Novi ♦ South Lyon ♦ Southfield ♦ Walled Lake ♦ Wixom

Commodity Value History



BEST PRACTICE REPORTS MATERIAL MANAGEMENT REPORT

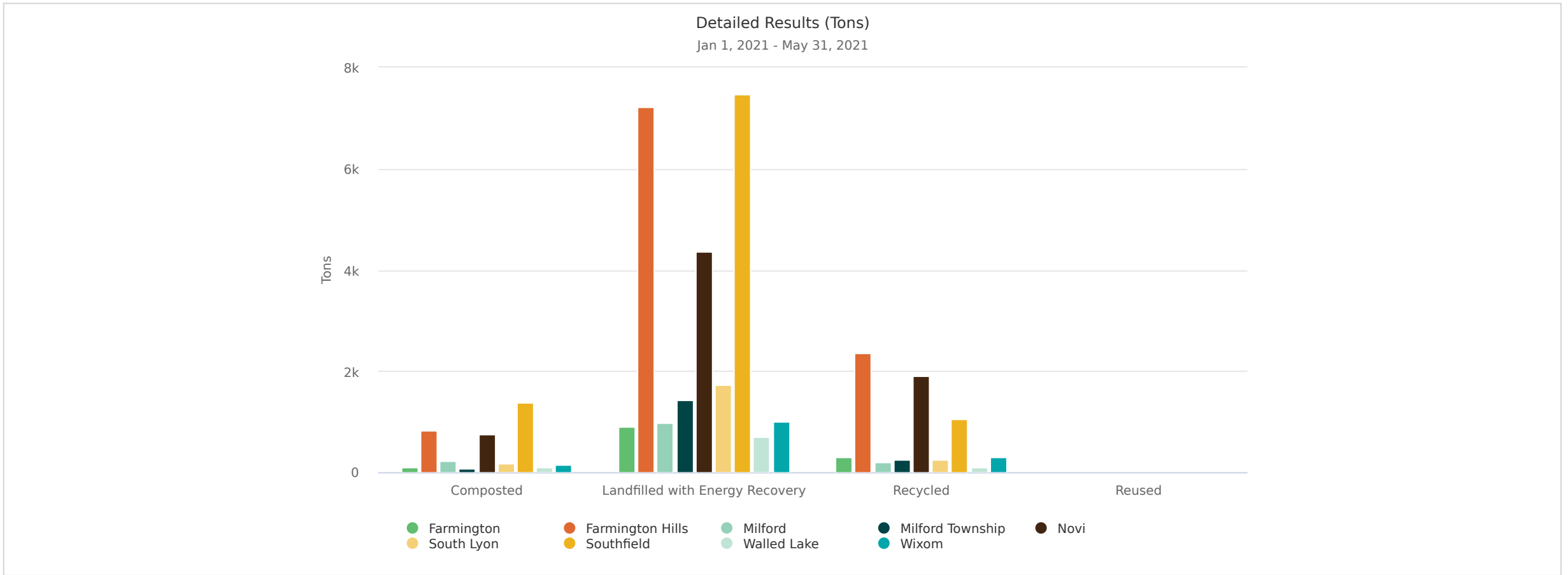
Aggregate Results (Tons)
Jan 1, 2021 - May 31, 2021



Aggregate Results (Tons)

Displaying data collected for: Jan 1, 2021 - May 31, 2021

PROCESSES	TONS
Composted	3,754.11
Landfilled with Energy Recovery	25,820.92
Recycled	6,679.82
Reused	2.40
Total:	36,257.25



Detailed Results (Tons)

Displaying data collected for: Jan 1, 2021 - May 31, 2021

ORGANIZATIONS	COMPOSTED	LANDFILLED WITH ENERGY RECOVERY	RECYCLED	REUSED
Farmington	104.17	912.80	298.16	0.13
Farmington Hills	821.23	7,218.43	2,359.38	0.41
Milford	218.03	982.14	208.25	0.08
Milford Township	62.71	1,439.23	244.83	0.01
Novi	763.00	4,358.55	1,906.57	0.24
South Lyon	165.30	1,738.49	241.21	0.06

Southfield	1,375.43	7,471.93	1,041.48	0.11
Walled Lake	95.84	690.65	91.17	0.01
Wixom	148.40	1,008.70	288.77	1.35
Total	3,754.11	25,820.92	6,679.82	2.40

Check Register Report

Date: 07/13/2021

Time: 9:57 am

Page: 1

RRRASOC

BANK: STANDARD FEDERAL BANK

Check Number	Check Date	Status	Void/Stop Date	Reconcile Date	Vendor Number	Vendor Name	Check Description	Amount
STANDARD FEDERAL BANK Checks								
13338	04/16/2021	Printed			124	BLUE CROSS BLUE SHIELD OF MICH	May 2021	4,830.15
13339	04/16/2021	Printed			429	CHASE	Visa	1,124.21
13340	04/16/2021	Printed			140	FIRE ROVER	April 2021	150.00
13341	04/16/2021	Printed			137	GFL	Novi Drop-Off-March 2021	12,150.00
13342	04/16/2021	Printed			9	KONICA MINOLTA BUS. SOLUTIONS	Copier 3/10-4/9/2021	77.39
13343	04/16/2021	Printed			148	PHOENIX INNOVATE	Farmington-Novu postcard	4,959.12
13344	04/16/2021	Printed			33	SQS, INC.	Bread Burning 3/26/2021	2,273.30
13345	04/16/2021	Printed			33	SQS, INC.	Farmington batteries	424.63
13346	04/16/2021	Printed			130	THE HARTFORD	May 2021	527.09
13347	04/30/2021	Printed			94	COMCAST	Phone & internet	474.94
13348	04/30/2021	Printed			33	SQS, INC.	Wixom HHW 4-10-2021	49,920.00
13349	04/30/2021	Printed			33	SQS, INC.	Southfield HHW 4-17-2021	38,272.00
13350	04/30/2021	Printed			33	SQS, INC.	South Lyon batteries	638.11
13351	04/30/2021	Printed			33	SQS, INC.	Farmington batteries	449.46
13352	04/30/2021	Void	05/04/2021		33	SQS, INC.	April 2021 Appointments	0.00
13353	04/30/2021	Printed			184	VANTAGEPOINT TRANS AGENTS-457	4/29/2021 Payroll	1,005.89
13354	05/04/2021	Printed			33	SQS, INC.	April 2021 appointments	9,309.00
13355	05/07/2021	Printed			123	IRIS WASTE DIVERSION SPECIAL	April 2021	5,699.99
13356	05/07/2021	Printed			123	IRIS WASTE DIVERSION SPECIAL	Grant Work-April 2021	1,218.75
13357	05/07/2021	Printed			148	PHOENIX INNOVATE	Farmington-Novu Spring 2021 pc	9,207.12
13358	05/07/2021	Printed			33	SQS, INC.	FH HHW-5-1-2021	87,816.00
13359	05/21/2021	Printed			124	BLUE CROSS BLUE SHIELD OF MICH	June 2021	4,830.15
13360	05/21/2021	Printed			429	CHASE	Visa	332.14
13361	05/21/2021	Printed			140	FIRE ROVER	May 2021	150.00
13362	05/21/2021	Printed			137	GFL	April 2021	11,250.00
13363	05/21/2021	Printed			159	GREAT LAKES POWER & LIGHTING	Installation of power at Novi	19,852.65
13364	05/21/2021	Printed			9	KONICA MINOLTA BUS. SOLUTIONS	Copier 4/10-5/9/2021	62.24
13365	05/21/2021	Printed			130	THE HARTFORD	June 2021	527.09
13366	05/21/2021	Printed			184	VANTAGEPOINT TRANS AGENTS-457	5/13/2021 Payroll	947.51
13367	05/21/2021	Printed			184	VANTAGEPOINT TRANS AGENTS-457	5/27/2021 Payroll	947.51
13368	06/09/2021	Printed			94	COMCAST	Phone & internet	474.95
13369	06/09/2021	Printed			140	FIRE ROVER	June 2021	150.00
13370	06/09/2021	Printed			137	GFL	May 2021	10,500.00
13371	06/09/2021	Printed			123	IRIS WASTE DIVERSION SPECIAL	May 2021	2,917.38
13372	06/09/2021	Printed			123	IRIS WASTE DIVERSION SPECIAL	May 2021-Grant Work	1,387.50
13373	06/09/2021	Printed			414	LAURA SHAW	Phone	679.99
13374	06/09/2021	Printed			508	OFFICE DEPOT, INC.	Paper	41.89
13375	06/09/2021	Printed			33	SQS, INC.	Milford HHW 5/22/2021	40,872.00
13376	06/09/2021	Printed			33	SQS, INC.	May 2021 appointments	6,873.00
13377	06/09/2021	Printed			184	VANTAGEPOINT TRANS AGENTS-457	6/10/2021 Payroll	947.51
13378	06/19/2021	Printed			124	BLUE CROSS BLUE SHIELD OF MICH	July 2021	4,830.15
13379	06/19/2021	Printed			160	KASTLE SYSTEMS LLC	Cameras for Novi Drop-Off	9,465.00
13380	06/19/2021	Printed			9	KONICA MINOLTA BUS. SOLUTIONS	Copier 5/10-6/9/2021	69.46
13381	06/19/2021	Printed			126	SHREDCORP	FH Shred Day 6/8/21	800.00
13382	06/19/2021	Printed			35	SWANA	Membership 2021	223.00
13383	06/19/2021	Printed			130	THE HARTFORD	July 2021	527.09
13384	06/19/2021	Printed			184	VANTAGEPOINT TRANS AGENTS-457	6/24/2021 Payroll	947.51

Check Register Report

Date: 07/13/2021

Time: 9:57 am

Page: 2

RRRASOC

BANK: STANDARD FEDERAL BANK

Check Number	Check Date	Status	Void/Stop Date	Reconcile Date	Vendor Number	Vendor Name	Check Description	Amount
STANDARD FEDERAL BANK Checks								
13385	06/21/2021	Printed			429	CHASE	Visa	1,093.55
13386	06/29/2021	Printed			126	SHREDCORP	Wixom Shred Day-6/15/2021	400.00
13387	06/29/2021	Printed			33	SQS, INC.	South Lyon batteries	570.20
13388	06/29/2021	Printed			33	SQS, INC.	Farmington batteries	343.78
13389	06/30/2021	Printed			29	CITY OF NOVI	Host Fees FY 20-21	16,000.00
13390	07/01/2021	Printed			33	SQS, INC.	Clean Sweep Drop-Off appt.	402.78
13391	07/01/2021	Printed			33	SQS, INC.	June 2021 appointments	10,179.00
13392	07/07/2021	Printed			94	COMCAST	Phone & internet 7/2-8/1/2021	474.95
13393	07/07/2021	Printed			123	IRIS WASTE DIVERSION SPECIAL	June 2021	1,512.50
13394	07/07/2021	Printed			33	SQS, INC.	South Lyon batteries	609.18
13395	07/07/2021	Printed			33	SQS, INC.	Farmington batteries	351.44
13396	07/12/2021	Printed			140	FIRE ROVER	July 2021	150.00
13397	07/12/2021	Printed			137	GFL	June 2021	12,600.00
13398	07/12/2021	Printed			508	OFFICE DEPOT, INC.	Office supplies	111.84

Total Checks: 61

Checks Total (excluding void checks): 395,932.09

Total Payments: 61

Bank Total (excluding void checks): 395,932.09

Total Payments: 61

Grand Total (excluding void checks): 395,932.09



P.O. Box 15284
Wilmington, DE 19850

Customer service information

AG 0712 0 875 048 15776 #@01 AV 0.398

RESOURCE RECOVERY AND RECYCLING
AUTHORITY OF SOUTHWEST OAKLAND COUNTY
20000 W 8 MILE RD
SOUTHFIELD, MI 48075-5708

- Customer service: 1.888.400.9009
- bankofamerica.com
- Bank of America, N.A.
P.O. Box 25118
Tampa, FL 33622-5118

Your Public Funds Interest Checking

for June 1, 2021 to June 30, 2021

Account number: 3750 0426 7134

RESOURCE RECOVERY AND RECYCLING AUTHORITY OF SOUTHWEST OAKLAND COUNTY

Account summary

Beginning balance on June 1, 2021	\$360,365.73
Deposits and other credits	39,681.10
Withdrawals and other debits	-30,000.00
Checks	-0.00
Service fees	-119.76
Ending balance on June 30, 2021	\$369,927.07

of deposits/credits: 2
 # of withdrawals/debits: 2
 # of days in cycle: 30
 Average ledger balance: \$355,496.41

Interest Paid Year To Date: \$10.79.



**Oakland County Investment Pool
Position Report - Portrait
Investment #77981**

Oakland County Treasury

As Of July 12, 2021

Investment #	77981	Managed Pool Accounts		(PA4)	
Fund	77981	Begin Rate	1.7170407	Current	0.4242279
CUSIP	SYSTEM SYS	Rates as of	06/01/2021	Basis	365
Issuer	99999 Pooled Investments	Interest Period	ME	First Interest Due	06/01/2012
Cert./Acct#		<input checked="" type="checkbox"/> Add Interest to Account Balance		<input type="checkbox"/> Include in Yield Calculation	
Dealer	GASB 3	<input checked="" type="checkbox"/> Clearing Account		Market Price	0
Custodian				Market Price Date	
Asset Class	Cash and Equivalents	S&P		Last Withdrawal Date	07/01/2021
Investment Class	Book Value	Moody's		Last Deposit Date	01/06/2021
Beginning Balance Date	10/01/2020				
Beginning Balance	84,431.31				
Current Balance	115,277.19				
Deactivate Date					
Accrued Interest from Previous Fiscal Year	120.81	Comment		Current Fiscal Year Interest Received to	878.71

Passbook Transactions

Trans. Dat	Deposit	Withdrawal	Int. Rcvd.	Balance	Rate	Cd Receipt	Comments
06/01/2021	0.00	3.59	75.16	115,239.93		FI	Interest Earnings
06/01/2021	0.00	0.00	0.00	115,239.93	0.424	R	Interest Earnings
07/01/2021	0.00	3.48	40.74	115,277.19		FI	Interest Earnings

REVENUE/EXPENDITURE REPORT

RRRASOC

For the Period: 7/1/2020 to 6/30/2021

	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 596 - GENERAL FUND - ADMINISTRATION							
Revenues							
Dept: 521.000 ADMINISTRATION							
580.000 MEMBER CONTRIBUTIONS	344,025.00	344,025.00	344,025.50	0.00	0.00	-0.50	100.0
645.000 REVENUE SHARING-RRRASOC	0.00	32,500.00	76,842.73	76,842.73	0.00	-44,342.73	236.4
646.000 REVENUE SHARING-NON RRRASOC	0.00	1,000.00	4,156.87	4,156.87	0.00	-3,156.87	415.7
647.000 HOST FEES	280,000.00	265,000.00	245,336.98	5,612.42	0.00	19,663.02	92.6
664.000 INTEREST INCOME	2,500.00	2,500.00	1,123.21	42.20	0.00	1,376.79	44.9
671.000 MISCELLANEOUS INCOME	219,294.00	188,854.00	178,036.33	45,199.28	0.00	10,817.67	94.3
ADMINISTRATION	845,819.00	833,879.00	849,521.62	131,853.50	0.00	-15,642.62	101.9
Revenues	845,819.00	833,879.00	849,521.62	131,853.50	0.00	-15,642.62	101.9
Expenditures							
Dept: 521.000 ADMINISTRATION							
702.000 SUPERVISORY SALARIES	112,409.00	113,871.00	113,870.34	8,731.14	0.00	0.66	100.0
703.000 PERMANENT SALARIES	55,630.00	56,354.00	56,353.14	4,334.84	0.00	0.86	100.0
705.000 OVERTIME	4,562.00	4,590.00	4,589.82	1,228.10	0.00	0.18	100.0
710.000 FICA	14,838.00	15,153.00	15,042.46	1,221.88	0.00	110.54	99.3
711.000 MEDICAL/DENTAL INSURANCE	64,287.00	62,465.00	60,845.12	0.00	0.00	1,619.88	97.4
712.000 UNEMPLOYMENT INSURANCE	202.00	874.00	870.40	0.00	0.00	3.60	99.6
713.000 WORKERS COMP.	750.00	769.00	769.00	0.00	0.00	0.00	100.0
715.000 ICMA	21,783.00	21,819.00	21,817.64	1,678.28	0.00	1.36	100.0
727.000 OPERATING SUPPLIES	1,000.00	750.00	112.21	0.00	0.00	637.79	15.0
728.000 OFFICE SUPPLIES	2,000.00	2,000.00	483.28	130.89	0.00	1,516.72	24.2
729.000 POSTAGE & MAILING	18,270.00	4,492.00	3,830.33	87.00	0.00	661.67	85.3
730.000 MAGAZINES & PERIODICALS	220.00	76.00	76.00	0.00	0.00	0.00	100.0
810.000 AUDIT	12,000.00	12,140.00	12,140.00	0.00	0.00	0.00	100.0
812.000 LEGAL COUNSEL	2,700.00	2,700.00	85.00	0.00	0.00	2,615.00	3.1
821.000 MEMBERSHIP DUES	1,250.00	916.00	916.00	140.00	0.00	0.00	100.0
822.000 CONTRACTUAL SERVICES-OTHER	197,055.00	193,600.00	169,436.43	7,202.51	0.00	24,163.57	87.5
822.002 DROP-PFF	116,000.00	149,500.00	147,850.00	39,100.00	0.00	1,650.00	98.9
822.003 HHW Wash	50,000.00	30,000.00	30,158.79	2,272.38	0.00	-158.79	100.5
830.000 TELEPHONE	5,930.00	6,780.00	6,617.31	591.95	0.00	162.69	97.6
831.000 VEHICLE EXPENSE	4,800.00	4,800.00	4,800.00	400.00	0.00	0.00	100.0
835.000 COMMUNITY RELATIONS	5,500.00	9,100.00	7,700.00	1,200.00	0.00	1,400.00	84.6
836.000 PRINTING & PUBLISHING	37,005.00	31,291.00	24,399.23	1,001.25	0.00	6,891.77	78.0
840.000 BUILDING/LIAB. INS.	25,685.00	25,500.00	25,435.00	0.00	0.00	65.00	99.7
850.000 EQUIPMENT MAINTENANCE	24,347.00	24,514.00	16,461.45	0.00	0.00	8,052.55	67.2
851.000 BUILDING MAINTENANCE	1,700.00	1,700.00	0.00	0.00	0.00	1,700.00	0.0
852.000 OFFICE EQUIPMENT RENTAL	1,000.00	1,000.00	697.57	69.46	0.00	302.43	69.8
860.000 CONFERENCES & WORKSHOPS	3,000.00	0.00	0.00	0.00	0.00	0.00	0.0
890.000 MILEAGE EXPENSES	2,500.00	2,500.00	846.04	328.79	0.00	1,653.96	33.8
970.000 CAPITAL OUTLAY	124,120.00	142,344.00	131,228.71	9,952.70	0.00	11,115.29	92.2
975.000 COMPUTER SOFTWARE	350.00	1,075.00	974.65	37.14	0.00	100.35	90.7
978.000 OFFICE EQUIPMENT	2,500.00	2,500.00	1,109.08	679.99	0.00	1,390.92	44.4
979.000 CONTINGENCY	15,000.00	6,588.00	4,240.63	4,240.63	0.00	2,347.37	64.4
ADMINISTRATION	928,393.00	931,761.00	863,755.63	84,628.93	0.00	68,005.37	92.7
Expenditures	928,393.00	931,761.00	863,755.63	84,628.93	0.00	68,005.37	92.7
Net Effect for GENERAL FUND - ADMINISTRATION	-82,574.00	-97,882.00	-14,234.01	47,224.57	0.00	-83,647.99	14.5
Change in Fund Balance:			-14,234.01				
Grand Total Net Effect:	-82,574.00	-97,882.00	-14,234.01	47,224.57	0.00	-83,647.99	



Resource Recovery & Recycling Authority of Southwest Oakland County

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THE RECYCLING AUTHORITY
Since 1989

**Minutes of April 22, 2021
RRRASOC Board of Directors Meeting
9:30 am
Via ZOOM**

1. Call to Order

Mr. Zorn called the meeting to order at 9:31 a.m.

2. Roll Call

Fred Zorn	Chairperson, Southfield
Don Green	Vice Chairperson, Charter Township of Milford
Gary Mekjian	Secretary, Farmington Hills
Kevin McCarthy	Farmington Hills
Karen Mondora	Farmington Hills
Paul Zelenak	South Lyon
Jeff Herczeg	Novi
Tim Sikma	Wixom
Christian Wuerth	Village of Milford

Michael Csapo	RRRASOC
Laura Shaw	RRRASOC

3. Approval of Agenda

Mr. Sikma moved to approve the agenda. Mr. Green supported and the motion passed unanimously by the Board.

4. Audience Participation

None.

5. Public Hearing

FY 2021-2022 Budget

Mr. Wuerth moved to open the Public Hearing. Mr. Herczeg supported and the motion passed unanimously by the Board. No public was in attendance. Mr. Green moved to close the Public Hearing. Mr. Sikma supported and the motion passed unanimously by the Board.

6. Matters for Discussion/Action

A. Proposed FY 2021-2022 Budget

Mr. Csapo explained to the Board that the Proposed FY 2021-2022 Budget is the same budget as presented at the February 25, 2021 Board Meeting with the exception that the revenue sharing and host fee numbers have been recalibrated.

Mr. Zelenak made a motion to adopt the proposed FY 2021-2022 RRRASOC budget as presented. Mr. Wuerth supported and the motion passed unanimously by the Board.

RRRASOC Member Communities
Farmington ♦ Farmington Hills ♦ Milford ♦ Milford Township
Novi ♦ South Lyon ♦ Southfield ♦ Walled Lake ♦ Wixom

B. Simple Recycling Amended Contract

Mr. Csapo explained the amended 2021 contract with Simple Recycling. The amendments include resuming residential pickups in May 2021. The amended contract modifies the program to an appointment-based system. Residents can use the orange bags provided by Simple Recycling but they are not required. Materials can be placed on the resident's front porch or by their garage for pickup. Mr. Csapo will contact Simple Recycling for available marketing information.

Mr. Wuerth made a motion to approve the amended 2021 Simple Recycling contract. Mr. Green supported and the motion passed unanimously by the Board.

C. Municipal solid waste contracts

Mr. Csapo explained to the Board that 6 out of 9 solid waste contracts will expire on June 30, 2022. Mr. Csapo informed the Board that municipalities should decide by November 30, 2021 as to whether they wish to extend their contracts or go out to bid. If municipalities decide to go out to bid, RFPs should go out no later than the beginning of January 2022. Mr. Csapo recommended that municipalities initiate conversations with their waste haulers now.

D. EGLE RQI project report

Mr. Csapo updated the Board on the EGLE RQI project. Mr. Csapo also informed the Board that RRRASOC will be making a presentation of the program at the MRC Spring Virtual Conference on April 29, 2021. Mr. Csapo informed the Board that since the project has started, contamination at the RRRASOC Novi Drop-Off has decreased significantly.

E. Legislative update

Mr. Csapo updated the Board on legislative issues.

F. General Manager's evaluation

Mr. Zelenak made a motion to increase both the General Manager's salary and Administrative Secretary's salary by 2.5%. Mr. Herczeg supported and the motion passed unanimously by the Board.

7. Manager's Report

Mr. Csapo reminded the Board of the upcoming Farmington Hills HHW event on Saturday, May 1, 2021 and Milford's HHW event on Saturday, May 22, 2021.

8. Other

None.

9. Consent Agenda

- A. MRF Operations Report**
- B. Diversion Rate Report**
- C. Payment of Bills Report**
- D. Investment Report**
- E. Revenue and Expenditure Report**
- F. Minutes of February 25, 2021 Regular Meeting**

Mr. Wuerth moved to approve the Consent Agenda. Mr. Sikma supported and the motion passed unanimously by the Board.

10. Adjournment

Mr. Green made a motion to adjourn at 10:07 a.m. Mr. Sikma supported and the motion passed unanimously by the Board.