



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
April 28, 2022
RRRASOC Board of Directors
Regular Meeting
9:30 am

Southfield City Council Conference Room
26000 Evergreen Road
Southfield, MI 48076

1. Call to Order
2. Roll Call
3. Approval of Agenda
4. Audience Participation
5. Public Hearing

A. FY 2022-23 Budget

6. Matters for Discussion/Action

A. Proposed FY 2022-23 Budget

B. MRF Evaluation Project

C. Disaster and Storm Debris Management Plan Update (verbal report)

D. General Manager's Evaluation

7. Manager's Report
8. Other
9. Consent Agenda
 - A. Recycling Report
 - B. MRF Operations Report
 - C. Payment of Bills Report
 - D. Investment Report
 - E. Revenue and Expenditure Report
 - F. Minutes of February 24, 2022 Regular Meeting
10. Adjournment



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THE RECYCLING AUTHORITY
Since 1989

To: RRRASOC Board of Directors
From: Mike Csapo, General Manager
Date: April 18, 2022

Re: **Proposed FY 2022 - 2023 RRRASOC Budget**

Action Requested

Review and approve the proposed FY 2022 - 2023 RRRASOC budget.

Background

RRRASOC's Articles of Incorporation stipulate that the Board of Directors must review and adopt its budget and provide it to each constituent municipality prior to May 1 of each calendar year. Attached for your review and comment is the proposed FY 2022 - 20223 budget, as well as the amended FY 2021 - 2022 budget.

The proposed FY 2022 - 2023 RRRASOC budget includes a full range of services, near-term MRF improvements, such as robotics, long-range MRF planning, and maintains the Authority's fund balance at a healthy position.

The proposed and amended budgets reflect the material processed at the MRF, market-based commodity prices, and includes the host fees and revenues stipulated in the operating agreement with Republic Services.

The budget also includes anticipated State grant revenue of \$19,432.

The proposed budget for next year provides for a total ending fund balance of \$855,981, which is 25% of operational expenditures plus an assigned capital fund balance of \$648,615.

In addition to depicting the proposed FY 2022 - 2023 RRRASOC budget, the attached document includes amendments to the FY 2021 - 2022 budget. Material amendments for the current fiscal year are as follows:

- The beginning fund balance has been adjusted to reflect the actual FY 2020 - 2021 ending fund balance;
- Revenue sharing items have been adjusted to reflect improved commodity pricing;
- Miscellaneous Income has been adjusted to reflect new third-party and grant revenue;
- Contractual Services has been adjusted to reflect new grant-funded programming;
- Contractual Services: Drop-Off has been adjusted to reflect increased volumes;
- Printing/Publishing has been adjusted to reflect new grant-funded programming;
- Capital Outlay has been adjusted to reflect unplanned site repairs/improvements and site preparation costs associated with the installation of grant-funded robotics at the MRF.

Recommendation

Review and approve the proposed FY 2022 - 2023 RRRASOC budget.

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

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



R·R·R·A·S·O·C

FY 2022 – 2023 Budget
Proposed

Member Communities

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

Board of Directors

Chairman

Fred Zorn, City Administrator, Southfield

Vice Chairman

Don Green, Township Supervisor, Milford Township

Treasurer

Chelsea Pesta, Assistant City Manager, Walled Lake

Secretary

Gary Mekjian, City Manager, Farmington Hills

David Murphy, City Manager, Farmington
Christian Wuerth, Village Manager, Milford
Pete Auger, City Manager, Novi
Paul Zelenak, City Manager, South Lyon
L. Dennis Whitt, City Manager, Walled Lake
Steve Brown, City Manager, Wixom

Designated Board Alternates

Chuck Eudy, Director, Farmington Department of Public Services
Karen Mondora, Director, Farmington Hills Department of Public Services
Victor Cardenas, Assistant City Manager, Novi
Jeff Herczeg, Director, Novi Department of Public Works
John Michrina, Deputy City Administrator, Southfield
Tim Sikma, Director, Wixom Department of Public Works
Mike Karll, Director, Village of Milford Department of Public Services

RRRASOC Staff

Michael Csapo, General Manager
Laura Shaw, Administrative Secretary
Saundra Porter, Education Coordinator

Executive Summary

The proposed FY 2022-2023 RRRASOC budget provides a full range of services, incorporates grant-funded programs, and maintains the Authority's fund balance in a healthy position. It also includes near-term MRF improvements, such as robotics, and long-range planning to ensure the MRF continues to cost-effectively serve the RRRASOC communities.

Fund Balance

The budget proposed for FY 2022-2023 maintains a total ending fund balance of \$855,981, which represents an operating fund balance of 25% of FY 2022-2023 operating expenditures not related to capital outlay and an assigned capital fund balance of \$648,615.

Long-term projections show the Authority's fund balance remaining healthy. However, the projections assume MRF throughput levels remain consistent with historical market conditions and commodity markets continue to remain near historical norms.

Revenue

The budget shows total revenue of \$763,986, of which \$360,054 or 47% is from member contributions. Per capita rates have been lowered to \$1.25. Contributions are based on the 2020 Census.

Other sources of revenue combine for \$403,932. Projected from the MRF in Southfield are \$250,000 in host fees and \$132,000 in revenue from material sales. Revenue from these sources is highly dependent upon market prices and recyclable volumes. Projections are based on year-to-date and anticipated prices and volumes and will be adjusted as necessary to accommodate movements in the market.

State grant revenue of \$19,432 is included in the budget.

Expenditures

Expenditures for FY 2022-2023 total \$874,468. RRRASOC's efforts include activities such as anticipated MRF capital repairs, maintenance and improvements, MRF capital planning, solid waste program management and analysis, legislative and policy analysis, outreach and education, contract management, facility oversight, and special collections.

Line Item Narrative

The following is a description of various revenue and expenditure items, which warrant a more detailed treatment. Items in excess of \$8,000, and thereby deemed material, are included.

Revenue

580.00 - Member Contributions Total: \$360,054
Membership contributions are lowered to \$1.25 per capita and are based on the 2020 Census. Individual community costs are as follows:

Farmington	Farmington Hills	Milford	Milford Twp	Novi	South Lyon	Southfield	Walled Lake	Wixom
\$14,370	\$103,439	\$8,020	\$13,213	\$82,389	\$14,599	\$93,576	\$9,063	\$21,386

645.00 - Revenue Sharing (curbside) Total: \$125,000
RRRASOC receives revenue in accordance with pricing arrangements stipulated in the MRF operations agreement with Republic Services. Revenue is calculated based on incoming volume and the average commodity revenue (ACR) of material collected curbside within the RRRASOC Member Communities. Projections are based on an estimate of commodity values and will be adjusted as necessary. Prices for individual commodities vary over time.

646.00 - Revenue Sharing (drop-off) Total: \$7,000
RRRASOC receives drop-off center revenue in accordance with pricing arrangements stipulated in the MRF operations agreement with Republic Services. Revenue is calculated based on incoming volume and the average commodity revenue (ACR) of material collected through the drop-off centers. Projections are based on an estimate of commodity values and will be adjusted as necessary. Prices for individual commodities vary over time.

647.00 - Host Fees Total: \$250,000
RRRASOC receives host fees in accordance with pricing arrangements stipulated in the MRF operations agreement with Republic Services. Revenue is calculated based on the incoming volume of material collected outside of the RRRASOC programs.

671.00 – Miscellaneous Income Total: \$19,432
This includes State grant income of \$15,000 from the Michigan Department of Agriculture's Clean Sweep program, designed to provide funding assistance for the collection of pesticides. It also includes receipt of "hold back" funds from prior year grants.

Expenditures

702.00 - 715.00 - Human Resources Total: \$292,043
These items account for the costs associated with RRRASOC's two FTEs. These items include salaries and wages, deferred compensation, employer FICA costs, medical benefits, unemployment and worker's compensation insurance.

729.00 - Postage & Mailing Total: \$17,400
This item includes costs associated general postage, as well as direct-mail postcards and "new resident" packets to inform residents about various programs.

810.00 – Audit

Total: \$13,000

This item consists of the cost of the annual third party audit of RRRASOC's annual financial statements.

811.00 – Consulting Services: Engineer

Total: \$10,000

This item consists of the cost of the annual third party engineering assessment of the MRF building and systems.

822.00 - Contractual Services

Total: \$140,600

This item consists of charges and fees associated with various contracted services, including payroll services, banking fees, data management systems, the contracted Education Coordinator, and the Fire Rover fire protection system. It also includes a long-range planning to ensure the MRF continues to cost-effectively serve the RRRASOC communities. Additionally, it includes service plan costs associated with anticipated grant-funded robotics.

822.02 – Contractual Services: Drop-Off

Total: \$174,216

Costs associated with vendor services and host fees at the Novi recycling drop-off center are charged to this account. Also included is the Board-approved monitoring cost for the grant-funded cameras installed in 2021.

822.03 – Contractual Services: HHW

Total: \$30,000

This includes costs associated with vendor services for household hazardous waste and shredding services and special events.

836.00 - Printing/Publishing

Total: \$39,915

This item includes costs associated with direct-mail postcards to inform residents about various programs, including RRRASOC's HHW collection and E-waste events. Also included in this item are costs associated with website maintenance, e-newsletter development, and the ReCollect search directory.

840.00 – Building/Property Insurance

Total: \$25,685

This item includes building, property and liability insurance associated with the MRF.

850.00 – Equipment Maintenance

Total: \$24,914

This item includes office equipment and preventative maintenance activities, as well as engineering review of Republic Services' MRF maintenance and repair activity.

970.00 – Capital Outlay

Total: \$45,000

This item includes costs for potential major capital equipment repairs and replacement to which RRRASOC is obligated under the MRF operating agreement with Republic Services.

REVENUE					
		Actual	Adopted	Amended	Proposed
Account	Description	2020-2021	2021-2022	2021-2022	2022-2023
580.00	Member Contributions	\$ 344,025	\$ 344,025	\$ 344,025	\$ 360,054
664.00	Interest Income	1,124	2,500	2,000	2,500
645.00	Revenue Sharing (curbside)	123,471	25,000	475,750	125,000
646.00	Revenue Sharing (drop-off)	6,847	1,000	26,400	7,000
647.00	Host Fees	269,105	265,000	265,000	250,000
671.00	Misc. Income	178,049	78,294	154,797	19,432
	Total Revenue	\$ 922,621	\$ 715,819	\$ 1,267,972	\$ 763,986
	Beginning Fund Balance (7/1)	\$ 600,707	\$ 502,825	\$ 654,508	\$ 966,463
	Total Funds Available	1,523,328	1,218,644	1,922,480	1,730,449
	Total Expenditures	868,820	819,982	956,017	874,468
	Total Ending Fund Balance (6/30)	\$ 654,508	\$ 398,663	\$ 966,463	\$ 855,981
	Assigned Capital Fund Balance	470,110	224,698	772,209	648,615
	Operating Fund Balance	184,398	173,966	194,254	207,367
	Operating FB %	25.0%	25.0%	25.0%	25.0%
EXPENDITURES					
		Actual	Adopted	Amended	Proposed
Account	Description	2020-2021	2021-2022	2021-2022	2022-2023
702.00	Supervisory Salaries	\$ 113,870	\$ 116,717	\$ 116,717	\$ 116,718
703.00	Permanent Salaries	56,353	57,762	57,762	57,762
705.00	Overtime/Bonus/Longevity	4,590	4,645	7,245	7,245
710.00	FICA	15,042	15,416	15,615	15,802
711.00	Medical/Dental Insurance	60,845	66,317	65,600	68,000
712.00	Unemployment Insurance	870	106	874	884
713.00	Workers Compensation	769	774	800	800
715.00	ICMA RC	21,818	22,389	22,390	24,833
727.00	Operating Supplies	112	750	750	750
728.00	Office Supplies	514	2,000	2,000	2,000
729.00	Postage & Mailing	3,925	17,400	17,400	17,400
730.00	Magazines/Periodicals	76	50	80	80
810.00	Audit	12,140	12,500	12,690	13,000
811.00	Consulting Services:Engr.	0	0	0	10,000
812.00	Consulting Services:Legal	85	2,700	2,700	2,700
821.00	Membership Dues	916	800	800	800
822.00	Contractual Services	170,372	49,200	110,200	140,600
822.02	Contractual Services: Drop-Off	148,968	164,216	174,216	174,216
822.03	Contractual Services: HHW	29,743	30,000	30,000	30,000
830.00	Utilities	6,734	6,780	7,380	6,480
831.00	Vehicle Allowance	4,800	4,800	4,800	4,800
835.00	Community Relations	7,700	7,500	8,700	8,700
836.00	Printing/Publishing	24,494	37,456	49,815	39,915
840.00	Building/Liability Insurance	25,435	25,685	25,685	25,685
850.00	Equipment Maintenance	19,473	24,514	24,914	24,914
851.00	Building/Grounds Maintenance	0	1,700	1,700	1,700
852.00	Office Equipment Rental	776	1,000	1,000	1,000
860.00	Conferences & Workshops	0	2,000	2,000	2,000
890.00	Expenses & Mileage	846	2,500	2,500	2,500
970.00	Capital Outlay	131,229	124,120	179,000	45,000
975.00	Computer Software	975	685	685	685
978.00	Office Equipment	1,109	2,500	2,500	2,500
979.00	Contingency	4,241	15,000	7,500	25,000
	Total	\$ 868,820	\$ 819,982	\$ 956,017	\$ 874,468



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To: RRRASOC Board of Directors
From: Mike Csapo, General Manager
Date: April 18, 2022

Re: **MRF Evaluation Project**

Action Requested

Approve the attached project agreement from RRS.

Overview

The current MRF Operating Agreement with Republic Services expires September 30, 2023. It may be extended for two years upon request by Republic Services, with notice no later than March 30, 2023, or may be extended for a five-year period upon mutual agreement.

The operating system is relatively new, having been installed in 2016 following the 2014/2015 repairs to the building that followed the 2014 fire.

For many years, the RRRASOC MRF has been considered a state-of-the-art facility and the highest volume processing facility in Michigan. However, processing equipment technology, particularly in the area of robotics and AI, has advanced since 2016. In Michigan, newer or updated facilities have come online in recent years, with more planned. While the RRRASOC MRF does remain one of the highest volume locations and a relatively high tech facility, a robust evaluation of the operating system and the operational agreements is merited at this time.

The proposed project is designed to ensure that the MRF is able to cost-effectively meet the recycling processing needs of the RRRASOC communities into the future, including any growth of recycling in existing curbside or multi-family and commercial units, and remain an important component of the recycling infrastructure and the critical supply chain in southeast Michigan.

The project is designed position RRRASOC and its Member Communities to negotiate as necessary any changes to the Operating Agreement potentially proposed by Republic Services, solicit proposals for a new operating agreement if necessary, and capitalize on available partnerships to finance and operate the MRF in a way that meets the needs of the Member Communities.

Recommendation

Approve the attached project agreement. Funding for the project has been included in the FY 2022 - 2023 budget.

RRRASOC Member Communities

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

TO: MIKE CSAPO, GENERAL MANAGER, RRRASOC
FROM: JIM FREY, CEO AND DAVID STEAD, V.P. AND SENIOR CONSULTANT
DATE: 4.7.2022
RE: RRRASOC MRF EVALUATION - UPDATED

PROJECT APPROACH

RRS has prepared the following project plan to assist the Resource Recovery and Recycling Authority of Southwest Oakland County (RRRASOC) in preparing for the procurement of upgrades and retrofits of the RRRASOC single stream Materials Recovery Facility in Southfield including the procurement of operating services through intergovernmental partnerships or private sector contracting. The goals of this work are to:

1. Ensure that the RRRASOC MRF is able to cost-effectively meet the recycling processing needs of the RRRASOC communities over the next ten to twenty years.
2. Maintain the position of the RRRASOC MRF as an important component of the recycling processing infrastructure for southeast Michigan.
3. Ensure that the MRF remains an important component of the critical supply chain for recycled feedstocks.

Our project approach is divided into the following tasks:

- Evaluate the MRF processing system and technology, identifying opportunities to improve upon existing system components and to deploy newer more efficient or effective technologies and equipment.
- Evaluate existing institutional arrangements, including intergovernmental agreements and public-private contracts, identifying opportunities to improve upon those existing arrangements and identifying additional or alternative arrangements that might serve to deliver material throughput and/or capital necessary to meet the project goals and objectives.
- Identify and facilitate securing funding sources to meet the project goals and objectives, including grants, private partner capital, and other funding available through supply chain partners such as brand manufacturers, retailers, and stakeholder groups.

Project Background

This project will evaluate RRRASOC's existing single stream MRF and a decision package that can be used by the RRRASOC Board to determine how the MRF will cost-effectively meet the recycling processing needs of the RRRASOC communities over the next ten to twenty years.

The public private partnerships that keep the single stream MRF in operation enables RRRASOC and its operating partner to take steps that increase the amount of material being recycled both by the residents of the RRRASOC communities as well as surrounding communities and service providers that use the MRF as their processing solution. For RRRASOC and its partner, material generated outside of RRRASOC has been and should continue to be an important feedstock for the MRF business model – and strategies and tactics to retain those tons need to be further developed. As well, though, the MRF business model can be strengthened even more so by growing tonnage from within RRRASOC. Examples of the latter could include further deployment of 65 and 96 gallon recycling carts across RRRASOC communities (the remaining single family as well as multi-family and small businesses), targeted recycling education efforts using recycling participation information, and the development of a multi-family and other commercial recycling program using recycling dumpsters at larger commercial locations as well as carts at smaller locations. These types of program changes would significantly improve single stream MRF operation into the future. All these program changes would serve to further increase the amount of material being recycled by the RRRASOC communities and their neighboring municipalities and haulers as the RRRASOC MRF would continue in its historical role as a key part of the overall recycling processing capacity in the region.

Project Plan

TASK 1 – REVIEW AND EVALUATE SS MRF OPTIONS AT RRRASOC

Task 1.1 –Technical and Market Evaluation of MRF Retrofit Options at RRRASOC – Southfield Site

The RRS team will evaluate upgrading and retrofitting the existing RRRASOC MRF located in Southfield, MI. The evaluation will include development of technical requirements to meet both the future needs of RRRASOC communities as well as those other municipalities within reasonable hauling distance. This evaluation will be based on existing material collected by RRRASOC and the potential growth of material from RRRASOC municipalities in the future as well as identifying opportunities and means to continue to utilize excess capacity to process material from outside the RRRASOC communities. The work will include an evaluation of technical and marketplace risks and constraints that could affect this approach over a 20-year time frame. The Facility will be evaluated to handle current tonnage from RRRASOC communities plus reasonable growth with residential carts and the full expansion to multi-family and commercial recycling programs as well as anticipated non-RRRASOC community tonnage through potential operator, hauler, and community partnerships. The work will include brief technical memos describing a) evaluation of potential partnerships with operators and funders that would provide the framework for competing in the SE MI marketplace; and b) details on each of the primary methods to secure additional volume – covering expanded multi-family and commercial recycling, increased deployment of carts and supporting education and engagement strategies to increase volume, and mechanisms to secure longer term commitments of recyclables generated outside of RRRASOC – at terms that are favorable to RRRASOC in its ownership position.

Task 1.2 – Multi-Year Operations Cost Model for Decision Analysis

RRS will develop an operational financial modeling tool for public/private MRF development and operation to evaluate the financial aspects of several scenarios that will be formulated with the assistance of RRRASOC staff, the RRRASOC Board and stakeholders. This tool will be forward looking (10 years) and be prepared so that the model can be used to evaluate various approaches to public private partnership options. With the help of the model, as part of either negotiations with the current vendor in a contract extension context and/or as part of a procurement for a new vendor, financial submittals can be quickly interpreted in the financial context of RRRASOC communities as they consider a decision to upgrade and retrofit the existing facility. RRS would work closely with all current financial data and with prior RRS work on RRRASOC's financial modeling and integrate those into the RRRASOC Operational Cost Model.

Task 1.3 – Multi-Year Funding Evaluation for Decision Analysis

RRS will evaluate several funding scenarios as part of an overall funding portfolio – including fee based, municipal bonds, state and federal grants, and private financing, all to be developed with assistance of RRRASOC staff, RRRASOC Board and stakeholders. The assessment of multiple approaches to public/private MRF development and operation for financial aspects will identify and facilitate securing funding sources to meet the project goals and objectives, including grants, private partner capital, and other funding available through supply chain partners such as brand manufacturers, retailers, and stakeholder groups.

Task 1.4 – Development of Recommendations for RRRASOC Board

RRS will work closely with RRRASOC leadership to prepare a set of recommendations and action steps for RRRASOC Board consideration. This would take the form of a high information content pre-read presentation deck for the board packet and a more concise deck to facilitate the presentation and discussion with the Board. RRS anticipates providing active presence in the board meeting, assisting with presentation and decision facilitation.

TASK 2 – MRF PARTNER PROCUREMENT TASKS

Task 2.1 – Develop RFP Package

The RRS team will develop a program implementation process and schedule for the Request for Proposal (RFP) approach that will be used to solicit vendor proposals for upgrading and retrofitting the single stream Material Recovery Facility (MRF) that would be privately operated. The implementation process and schedule will include all steps required to complete a successful procurement through to vendor selection and approval, and the ensuing steps required for equipment installation and service initiation, including the transition from old to new processing systems, provision of interim services if required and all other details to ensure the joint procurement of the new processing arrangements.

RRS will develop the RFP that will become the implementation ready package for the upgrade and retrofit of RRRASOC's MRF in Southfield. As part of this task, RRS will provide scoping, identification of key Issues, and technical design requirements developed in Task 1.1 that RRRASOC will include in the RFP and program decision making framework. The RFP will include options for upgrade design and retrofit of the Southfield MRF with operation through a third party vendor (private sector, NGO or quasi-public sector organization) .

The RFP will include an attached sample Development and Operating Contract that will be the basis for negotiations with the selected vendor. This is typically included as an attachment to this type of RFP, so that vendors submit their proposal in full compliance with anticipated terms and conditions and are able to proactively call out exceptions to terms and conditions as part of their submitted response. RRS will work with prior documents that RRRASOC has used in the past for operating agreements in their facilities, along with RRS in-house library of similar agreements. RRS will blend the “best of” these documents where conflicts exist and work closely with RRRASOC legal counsel to ensure proper approved language is included before including the document as an attachment to the RFP.

Task 2.2 – RFP Technical and Administration Support

RRS will provide technical and administrative support to RRRASOC staff during the RFP process. This support includes attendance at pre-proposal meeting; provision of answers to oral questions at the pre-proposal meeting; written responses to both oral and written questions submitted as part of the pre-proposal process; and technical procurement support to RRRASOC staff. As part of this technical and administrative support, RRS will provide a web portal page where all participating vendors will be able to access the RFP, attachments, clarifying question responses, addenda, etc.

Task 2.3 - Development of Recommendation for RRRASOC Board

The RRRASOC/RRS team will compile and evaluate the results of the RFP process, develop financing options and budget impacts based on the financial model developed under Task 1.2 and prepare a recommendation for review by the RRRASOC Board. This recommendation will be in the form of a complete technical and financial proposal for facility upgrades, on-going operations and related contractual institutional arrangements for the RRRASOC MRF.

Project Timeline

RRS will work closely with RRRASOC to expedite the schedule as needed. Task 1 would be completed no later than December 31, 2022 and Task 2 would be scheduled for Q1 and Q2 of 2023.

Tasks	Month 1	Month 2	Month 3	Month 4	Month 5	Month 6	Month 7	Month 8
Task 1 – Review and evaluate SS MRF Options at RRRASOC								
Task 1.1 – Technical and Market Evaluation	X	X						
Task 1.2 – Multi-Year Operations Cost Model		X	X	X	X			
Task 1.3 – Multi-Year Financial Model		X	X	X	X			
Task 1.4 – Development of Recommendations				X	X			
Task 2 – MRF Partner Procurement								
Task 2.1 Develop RFP Package					X	X		
Task 2.2 RFP Administration Support					X	X	X	X
Task 2.3 Development of Recommendations								X

PRICE PROPOSAL

RRS will perform the work in Task 1 as assigned by RRRASOC for a fixed price not to exceed \$42,733 as identified below and Task 2 will be authorized on a demand response basis at an amount not to exceed \$37,267.

	Hours	Labor Costs	Expenses	Total Task Cost
Task 1 - Review and evaluate SS MRF Options at RRRASOC				
Task 1.1 – Technical and Market Evaluation	82	\$12,929	\$0	\$12,929
Task 1.2 – Multi-Year Operations Cost Model	65	\$10,490	\$0	\$10,490
Task 1.3 – Multi-Year Financial Model	70	\$11,080	\$0	\$11,080
Task 1.4 – Development of Recommendation	19	\$3,184	\$0	\$3,184
Project Management	34	\$5,050	\$0	\$5,050
Task 1 Sub Total	270	\$42,733	\$0	\$42,733
Task 2 – MRF Partner Procurement				
Task 2.1 Develop RFP Package	144	\$19,440	\$350	\$19,790
Task 2.2 RFP Administration Support	75	\$10,125	\$750	\$10,875
Task 2.3 Development of Recommendations	19	\$3,184	\$0	\$3,184
Project Management	23	\$3,418	\$0	\$3,418
Task 2 Sub Total	261	\$36,167	\$1,100	\$37,267
TOTAL – ALL APPROVED TASKS	531	\$78,900	\$1,100	\$80,000



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To: RRRASOC Board of Directors
From: Mike Csapo, General Manager
Date: April 20, 2022

Re: **Performance Evaluation**

Consistent with past practice, I request that my annual performance evaluation take place in Executive Session, in conjunction with the regularly schedule RRRASOC Board of Directors meeting on April 28, 2022.

c. file

RRRASOC Member Communities

Farmington ♦ Farmington Hills ♦ Milford ♦ Milford Township
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To: RRRASOC Board of Directors
From: Michael Csapo, General Manager
Date: April 21, 2022

Re: **Manager's Report**

1. The proposed RRRASOC FY 2022-2023 budget was prepared. See agenda.
2. Meetings were held about preparing a joint Storm and Disaster Debris Management Plan through the Michigan NextCycle process. See agenda.
3. Curbside hauling agreements were completed for Farmington Hills and Wixom.
4. The RRS TruCycle project was completed. A separate report to follow.
5. The paper shredder was installed and site preparations for the shredder operation continued.
6. The 2022 HHW events began.
7. An engineering inspection of the MRF was conducted.
8. Document shredding events in Farmington Hills and Wixom were sponsored.
9. A document shredding and mini-HHW collection in Southfield was sponsored.
10. An insurance risk control inspection of the MRF was conducted.
11. One tour of the MRF was conducted.
12. Staff attended or presented at the following:
 - A. Farmington Hills City Council meeting (x2);
 - B. Wixom City Council meeting;
 - C. NextCycle Michigan I2P3 CTIP meeting (x2);
 - D. Genesee County Solid Waste Planning Committee meeting;
 - E. 2022 NextCycle Michigan Showcase & Pitch Competition;
 - F. EGLE Local Recycling Programs and Market Development Workgroup;
 - G. MRC E-Waste workgroup meeting.

RRRASOC Member Communities

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

KNOW IT BEFORE YOU THROW IT

HYPERLOCAL CAMPAIGN

SUCCESS SUMMARY



February-April 2020
December 2020-March 2021
June-September 2021

The Michigan Department of Environment, Great Lakes, and Energy (EGLE) and RRRASOC partnered to deliver five key local recycling rules using the Recycling Raccoon Squad through targeted paid advertising.

The campaign delivered recycling rules in a humorous way to the more than 115,000 households, with a focus on single-family homes, in RRRASOC communities.



CAMPAIGN RESULTS

The effort was very successful in putting recycling rules in front of people (impressions) and encouraging them to learn more (engagements, website views) about their local recycling program.

39M+

total impressions

771K+

total engagements

59.6K+

RecyclingRaccoons.org/RRRASOC
page views

1:26

avg. time on page

HIGHLIGHTS

- **DIGITAL DISPLAY DRIVES ENGAGED TRAFFIC.** Homeowner-targeted display campaigns drove 41% of the traffic to the RRRASOC page and proved to be a valuable tactic to drive quality traffic as well, with visitors spending up to four minutes in some sessions.
- **CAMPAIGN CONNECTING WITH ALL AGES.** Those ages 35-44 are most engaged with messaging through social media video placements and spend considerable time reviewing website content. More mature audiences are most likely to click on all types of messaging and visit the website in large numbers, although for less time than younger users.
- **RECYCLING RULES REGULARLY REINFORCED.** The three flights of paid advertising to deliver localized recycling rules allowed for high frequency of key messages to be put in front of RRRASOC households, which is vital to changing behavior and habits. Through just the Facebook advertising, each resident saw these recycling messages more than 9x.

TACTIC PERFORMANCE

OUTDOOR

Billboards on side streets and high-traffic roads.

- Impressions: **22,893,243**

CABLE TV

:15 TV spots on top cable networks such as ESPN, Food, HGTV, Lifetime, TLC, Hallmark and Oxygen.

- Impressions: **759,350**

DIGITAL VIDEO

:15 video spots audience-targeted to homeowners on streaming connected TV services such as Sling, Roku and on YouTube.

- Impressions: **1,177,966**

DIGITAL AUDIO

:30 digital audio spots placed on streaming audio services including Pandora, Spotify and iHeart targeted to homeowners.

- Impressions: **950,036**
- Clicks: **1,675**

DIGITAL DISPLAY

Animated display ads targeting homeowners while active online with local-rules-based messaging.

- Impressions: **9,412,240**
- Clicks: **14,162**
- Click-Through Rate: **0.15%**
- (benchmark: 0.08%)

PAID SOCIAL

Animated ads, carousel ads and videos promoting local rules messaging on Nextdoor, Facebook, Instagram, Twitter and Snapchat.

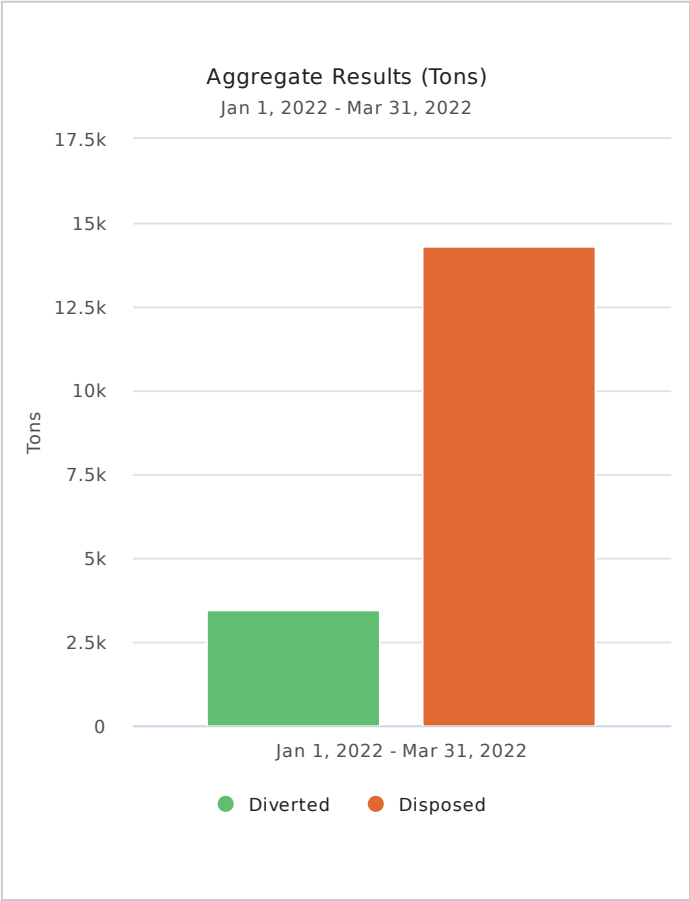
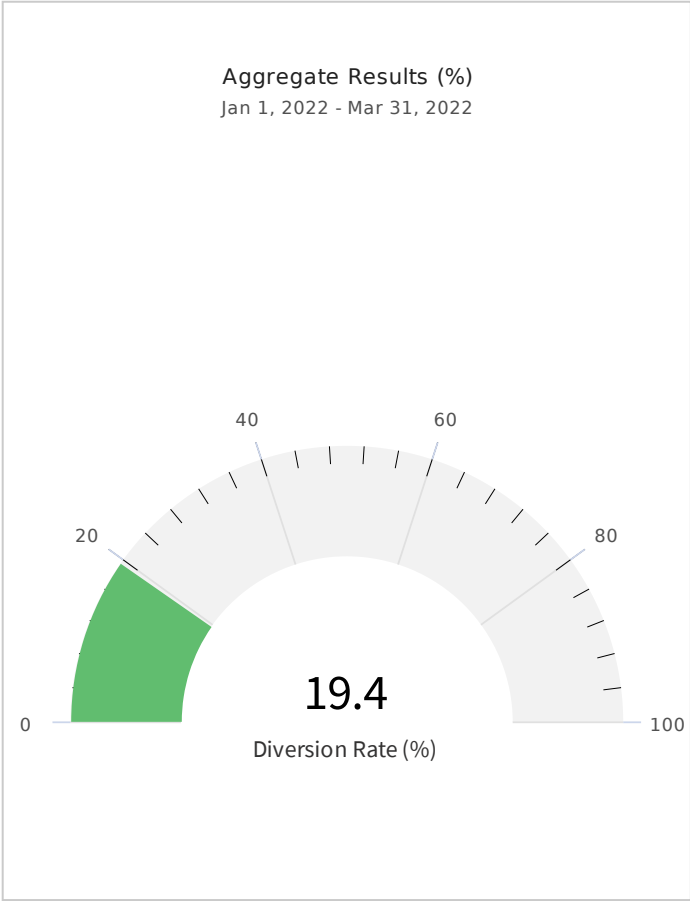
- Impressions: **3,825,800**
- Engagements: **749,147**
- Facebook Reach: **144,065**
- Facebook Frequency: **8.71**

PAID SEARCH

Sponsored ads on Google targeting recycling and material searches.

- Impressions: **48,706**
- Clicks: **6,014**
- Cost Per Click: **\$1.04**
(benchmark: \$4.07)

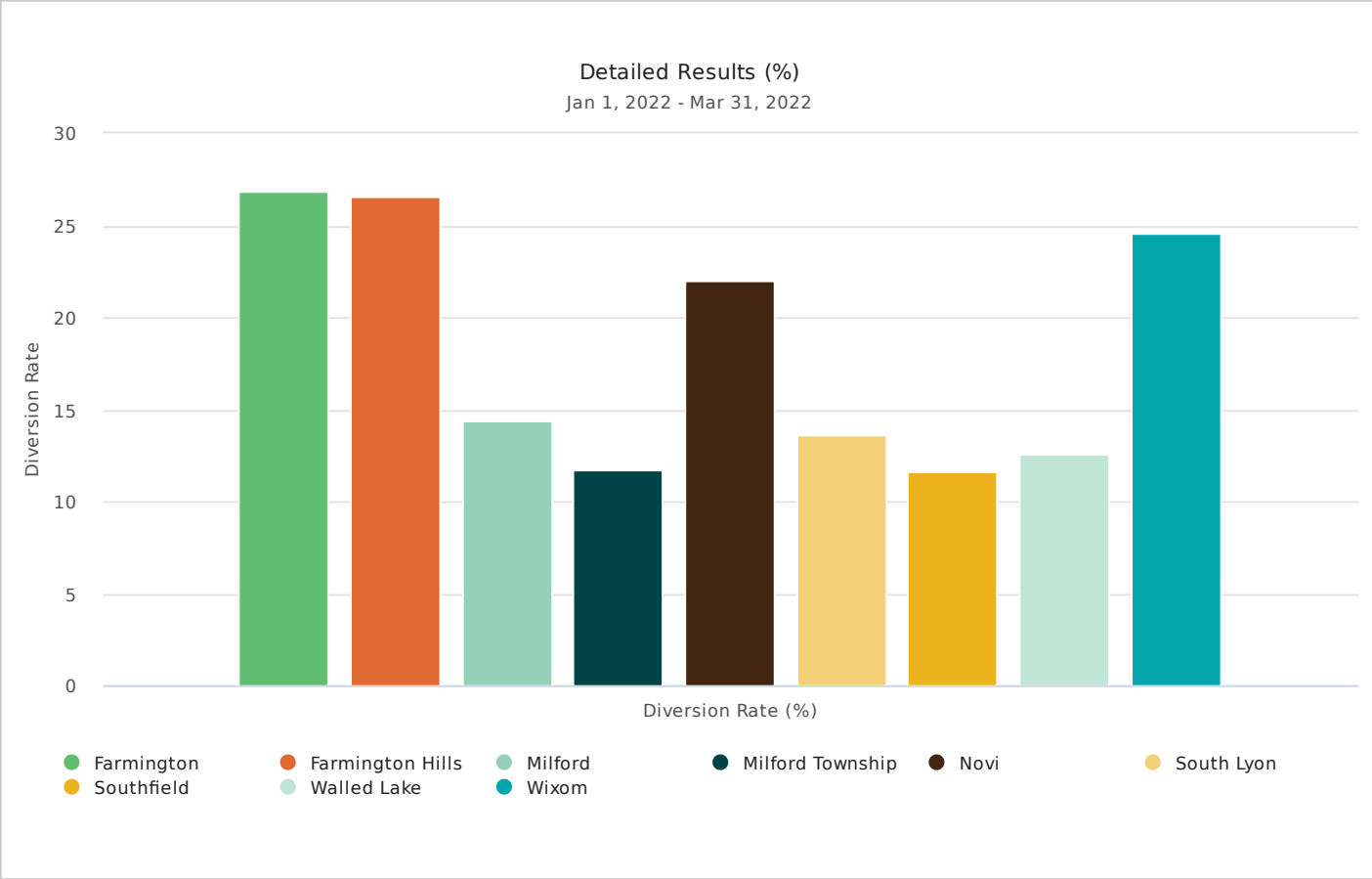
DIVERSION RATE REPORT



Aggregate Results (%)

Displaying data collected for: Jan 1, 2022 - Mar 31, 2022

ALL TIME	JAN 1, 2022 - MAR 31, 2022
Diversion Rate (%)	19.36



Detailed Results (%)

Displaying data collected for: Jan 1, 2022 - Mar 31, 2022

ORGANIZATIONS	DIVERSION RATE (%)
Farmington	26.89
Farmington Hills	26.60
Milford	14.39
Milford Township	11.68
Novi	21.97
South Lyon	13.63
Southfield	11.63
Walled Lake	12.54
Wixom	24.54

Aggregate Results (Tons)

Displaying data collected for:		Jan 1, 2022 - Mar 31, 2022	
ALL TIME		JAN 1, 2022 - MAR 31, 2022	
Diverted			3,431.61
Disposed			14,290.23
Total			17,721.84



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: April 16, 2022

Re: **MRF Operations Report**

Attached are the MRF throughput figures for the first quarter of 2022. During the period, the MRF accepted more than 16,224 gross tons of material, which is nearly 6% higher than the same period in 2021.

Nearly 3,493 of material, or 21.5%, came from RRRASOC Member Communities' programs in accordance with MRF Service Agreements or RRRASOC drop-off sites, while the facility accepted more than 12,731 tons of material from outside the RRRASOC programs.

Commodity prices remain very strong, as shown on the accompanying graph.

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

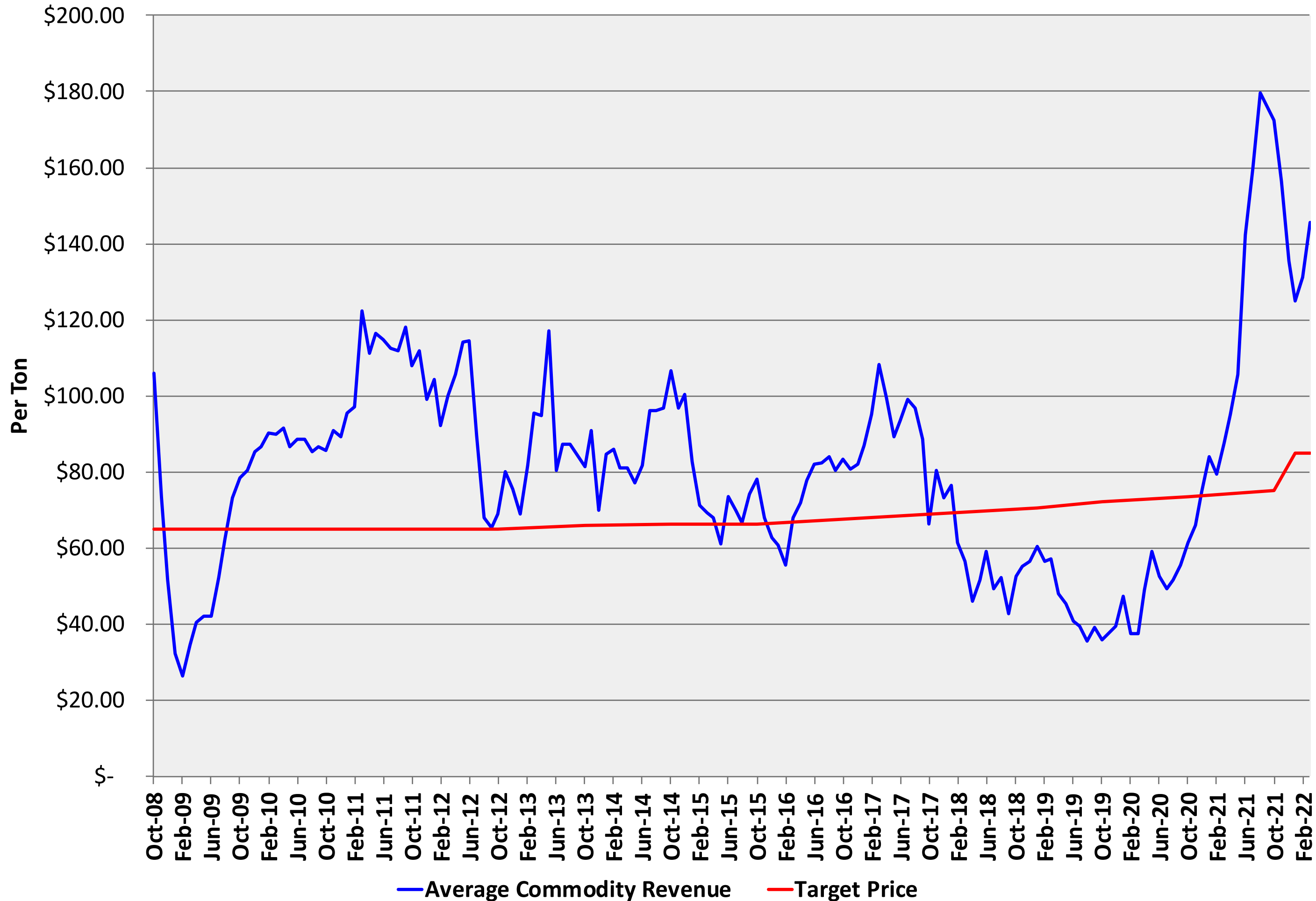
attachment

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

MRF Throughput

Source:	Farmington	Farmington Hills	Village of Milford	Milford Twp	Novi	Novi DO	South Lyon	Southfield	Southfield DO	Walled Lake	Wixom	RRRASOC Total	Third Party	Total	RRRASOC %
Jan-22	56.66	436.38	36.47	38.62	262.03	64.24	60.40	163.90	12.91	17.32	53.96	1,202.89	4,672.80	5,875.69	20.5%
Feb-22	49.36	371.87	21.79	29.22	267.35	44.75	42.28	137.50	10.08	19.78	45.59	1,039.57	3,582.36	4,621.93	22.5%
Mar-22	56.62	448.91	29.32	39.09	292.99	45.79	42.07	193.24	15.63	17.81	68.90	1,250.37	4,476.24	5,726.61	21.8%
Apr-22															
May-22															
Jun-22															
Jul-22															
Aug-22															
Sep-22															
Oct-22															
Nov-22															
Dec-22															
Total	162.63	1,257.16	87.58	106.93	822.37	154.78	144.75	494.64	38.62	54.91	168.45	3,492.82	12,731.40	16,224.22	21.5%
Average	54.21	419.05	29.19	35.64	274.12	51.59	48.25	164.88	12.87	18.30	56.15	1,164.27	4,243.80	5,408.07	21.5%

Commodity Value History



Check Register Report

Date: 04/18/2022
Time: 1:33 pm
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								
13537	02/22/2022	Printed			124	BLUE CROSS BLUE SHIELD OF MICH	March 2022	5,015.40
13538	02/22/2022	Printed			137	GFL	January 2022	11,550.00
13539	02/22/2022	Printed			9	KONICA MINOLTA BUS. SOLUTIONS	Copier 10/10-11/9/21	29.79
13540	02/22/2022	Printed			9	KONICA MINOLTA BUS. SOLUTIONS	Copier 1/10-2/9/22	64.99
13541	02/22/2022	Printed			129	RECOLLECT SYSTEMS, INC.	Sorting Game 2/26/22-2/25/23	2,535.00
13542	02/22/2022	Printed			018	RESOURCE RECYCLING	Subscription	52.00
13543	02/22/2022	Printed			130	THE HARTFORD	March 2022	527.09
13544	02/22/2022	Printed			184	VANTAGEPOINT TRANS AGENTS-457	2/17/22 Payroll	972.16
13545	02/22/2022	Printed			184	VANTAGEPOINT TRANS AGENTS-457	3/3/22 Payroll	972.16
13546	03/07/2022	Printed			94	COMCAST	Phone & internet	434.66
13547	03/07/2022	Printed			160	KASTLE SYSTEMS LLC	April 2022	1,118.00
13548	03/07/2022	Printed			508	OFFICE DEPOT, INC.	Office supplies	143.69
13549	03/07/2022	Printed			148	PHOENIX INNOVATE	Postage for Spring postcard	14,101.53
13550	03/10/2022	Void	03/10/2022		162	AMERI-SHRED CORP.	Final payment	0.00
13551	03/10/2022	Printed			140	FIRE ROVER	March 2022	150.00
13552	03/10/2022	Printed			137	GFL	Novi Drop-Off-February 2022	9,000.00
13553	03/10/2022	Printed			123	IRIS WASTE DIVERSION SPECIAL	Febuary 2022	6,662.20
13554	03/10/2022	Printed			123	IRIS WASTE DIVERSION SPECIAL	Grant work-February 2022	843.75
13555	03/10/2022	Printed			158	MERRITT PRESS, INC.	Plastic double sided signs	91.40
13556	03/10/2022	Printed			33	SQS, INC.	February 2022 appts.	5,383.50
13557	03/10/2022	Printed			184	VANTAGEPOINT TRANS AGENTS-457	3/17/22 Payroll	972.16
13558	03/10/2022	Printed			162	AMERI-SHRED CORP.	Final payment	20,144.45
13559	03/22/2022	Printed			124	BLUE CROSS BLUE SHIELD OF MICH	April 2022	5,015.40
13560	03/22/2022	Printed			429	CHASE	Visa	482.65
13561	03/22/2022	Printed			9	KONICA MINOLTA BUS. SOLUTIONS	Copier 2/10-3/9/22	61.40
13562	03/22/2022	Printed			126	SHREDCORP	FH shred day 3/8/2022	1,000.00
13563	03/22/2022	Printed			126	SHREDCORP	Wixom shred day 3/15/2022	500.00
13564	03/22/2022	Printed			33	SQS, INC.	South Lyon batteries	672.67
13565	03/22/2022	Printed			33	SQS, INC.	Farmington batteries	487.99
13566	03/22/2022	Printed			130	THE HARTFORD	April 2022	527.09
13567	03/22/2022	Printed			184	VANTAGEPOINT TRANS AGENTS-457	3/31/2022 Payroll	972.16
13568	04/01/2022	Printed			94	COMCAST	Phone & internet	448.53
13569	04/01/2022	Printed			148	PHOENIX INNOVATE	Printing of Spring postcard	6,642.00
13570	04/01/2022	Printed			148	PHOENIX INNOVATE	Flyers	628.00
13571	04/04/2022	Printed			123	IRIS WASTE DIVERSION SPECIAL	March 2022	4,788.92
13572	04/04/2022	Printed			123	IRIS WASTE DIVERSION SPECIAL	March 2022-Grant work	1,481.25

Total Checks: 36

Checks Total (excluding void checks): 104,471.99

Total Payments: 36

Bank Total (excluding void checks): 104,471.99

Total Payments: 36

Grand Total (excluding void checks): 104,471.99



Oakland County Investment Pool
Position Report - Portrait
Investment

Oakland County Treasury

As Of April 6, 2022

Investment #
Fund

CUSIP SYSTEM SYS
Issuer 99999 Pooled Investments
Cert./Acct#
Dealer GASB 3
Custodian
Asset Class Cash and Equivalents S&P Moody's
Investment Class Book Value

Beginning Balance Date 10/01/2021
Beginning Balance 115,350.76
Current Balance 616,010.92

Deactivate Date

Accrued Interest from Previous
Fiscal Year 66.42

Managed Pool Accounts

(PA4)

Begin Rate 0.6909707 Current 0.8447894
Rates as of 03/01/2022 Basis 365
Interest Period ME
First Interest Due 06/01/2012
☒ Add Interest to Account Balance

☐ Include in Yield Calculation
☒ Clearing Account

Market Price 0
Market Price Date
Last Withdrawal Date 04/01/2022
Last Deposit Date 02/23/2022

Comment

Current Fiscal Year
Interest Received to 708.68

Passbook Transactions

Trans. Dat	Deposit	Withdrawal	Int. Rcvd.	Balance	Rate	Cd Receipt	Comments
03/01/2022	0.00	11.55	57.59	615,582.31		FI	Interest Earnings
03/01/2022	0.00	0.00	0.00	615,582.31	0.845	R	Interest Earnings
04/01/2022	0.00	19.20	447.81	616,010.92		FI	Interest Earnings

P.O. Box 15284
Wilmington, DE 19850

Customer service information

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

AG 0414 0 096 491 07394 #01 AV 0.426

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

Your Public Funds Interest Checking

for March 1, 2022 to March 31, 2022

Account number:

RESOURCE RECOVERY AND RECYCLING AUTHORITY OF SOUTHWEST OAKLAND COUNTY

Account summary

Beginning balance on March 1, 2022	\$448,371.65
Deposits and other credits	46,396.11
Withdrawals and other debits	-115,000.00
Checks	-0.00
Service fees	-321.86
Ending balance on March 31, 2022	\$379,445.90

of deposits/credits: 4
of withdrawals/debits: 4
of days in cycle: 31
Average ledger balance: \$416,224.03

Annual Percentage Yield Earned this statement period: 0.01%.
Interest Paid Year To Date: \$8.03.

REVENUE/EXPENDITURE REPORT

Page: 1

4/12/2022

3:20 pm

RRRASOC

For the Period: 7/1/2021 to 3/31/2022

	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	25,000.00	25,000.00	417,098.93	22,435.80	0.00	-392,098.93	1668.4
646.000 REVENUE SHARING-NON RRRASOC	1,000.00	1,000.00	23,274.32	1,537.70	0.00	-22,274.32	2327.4
647.000 HOST FEES	265,000.00	265,000.00	172,351.45	23,271.34	0.00	92,648.55	65.0
664.000 INTEREST INCOME	2,500.00	2,500.00	814.84	449.58	0.00	1,685.16	32.6
671.000 MISCELLANEOUS INCOME	78,294.00	78,294.00	20,061.99	6.50	0.00	58,232.01	25.6
ADMINISTRATION	715,819.00	715,819.00	977,627.03	47,700.92	0.00	-261,808.03	136.6
Revenues	715,819.00	715,819.00	977,627.03	47,700.92	0.00	-261,808.03	136.6
Expenditures							
Dept: 521.000 ADMINISTRATION							
702.000 SUPERVISORY SALARIES	116,717.00	116,717.00	89,782.34	13,467.33	0.00	26,934.66	76.9
703.000 PERMANENT SALARIES	57,762.00	57,762.00	44,430.98	6,553.75	0.00	13,331.02	76.9
705.000 OVERTIME	4,645.00	4,645.00	2,244.55	0.00	0.00	2,400.45	48.3
710.000 FICA	15,416.00	15,416.00	11,754.66	1,737.72	0.00	3,661.34	76.2
711.000 MEDICAL/DENTAL INSURANCE	66,317.00	66,317.00	54,498.65	5,542.49	0.00	11,818.35	82.2
712.000 UNEMPLOYMENT INSURANCE	106.00	106.00	874.00	8.03	0.00	-768.00	824.5
713.000 WORKERS COMP.	774.00	774.00	769.00	-18.00	0.00	5.00	99.4
715.000 ICMA	22,389.00	22,389.00	17,222.96	1,722.16	0.00	5,166.04	76.9
727.000 OPERATING SUPPLIES	750.00	750.00	0.00	0.00	0.00	750.00	0.0
728.000 OFFICE SUPPLIES	2,000.00	2,000.00	1,158.21	143.69	0.00	841.79	57.9
729.000 POSTAGE & MAILING	17,400.00	17,400.00	15,184.48	14,101.53	0.00	2,215.52	87.3
730.000 MAGAZINES & PERIODICALS	50.00	50.00	76.00	0.00	0.00	-26.00	152.0
810.000 AUDIT	12,500.00	12,500.00	12,690.00	0.00	0.00	-190.00	101.5
812.000 LEGAL COUNSEL	2,700.00	2,700.00	0.00	0.00	0.00	2,700.00	0.0
821.000 MEMBERSHIP DUES	800.00	800.00	643.00	180.00	0.00	157.00	80.4
822.000 CONTRACTUAL SERVICES-OTHER	49,200.00	49,200.00	53,076.03	6,671.88	0.00	-3,876.03	107.9
822.002 DROP-PFF	164,216.00	164,216.00	102,080.00	10,118.00	0.00	62,136.00	62.2
822.003 HHW Wash	30,000.00	30,000.00	9,941.37	-4,853.34	0.00	20,058.63	33.1
830.000 TELEPHONE	6,780.00	6,780.00	5,095.17	597.67	0.00	1,684.83	75.2
831.000 VEHICLE EXPENSE	4,800.00	4,800.00	3,600.00	400.00	0.00	1,200.00	75.0
835.000 COMMUNITY RELATIONS	7,500.00	7,500.00	3,984.79	1,500.00	0.00	3,515.21	53.1
836.000 PRINTING & PUBLISHING	37,456.00	37,456.00	31,693.39	2,692.65	0.00	5,762.61	84.6
840.000 BUILDING/LIAB. INS.	25,685.00	25,685.00	23,478.00	0.00	0.00	2,207.00	91.4
850.000 EQUIPMENT MAINTENANCE	24,514.00	24,514.00	6,733.98	0.00	0.00	17,780.02	27.5
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	455.78	61.40	0.00	544.22	45.6
860.000 CONFERENCES & WORKSHOPS	2,000.00	2,000.00	0.00	0.00	0.00	2,000.00	0.0
890.000 MILEAGE EXPENSES	2,500.00	2,500.00	421.62	68.45	0.00	2,078.38	16.9
970.000 CAPITAL OUTLAY	124,120.00	124,120.00	94,591.44	20,144.45	0.00	29,528.56	76.2
975.000 COMPUTER SOFTWARE	685.00	685.00	486.24	44.64	0.00	198.76	71.0
978.000 OFFICE EQUIPMENT	2,500.00	2,500.00	0.00	0.00	0.00	2,500.00	0.0
979.000 CONTINGENCY	15,000.00	15,000.00	0.00	0.00	0.00	15,000.00	0.0
ADMINISTRATION	819,982.00	819,982.00	586,966.64	80,884.50	0.00	233,015.36	71.6
Expenditures	819,982.00	819,982.00	586,966.64	80,884.50	0.00	233,015.36	71.6
Net Effect for GENERAL FUND - ADMINISTRATION	-104,163.00	-104,163.00	390,660.39	-33,183.58	0.00	-494,823.39	-375.0
Change in Fund Balance:			390,660.39				
Grand Total Net Effect:	-104,163.00	-104,163.00	390,660.39	-33,183.58	0.00	-494,823.39	



Resource Recovery & Recycling Authority of Southwest Oakland County

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Office: 248.208.2270

Fax: 248.208.2273

www.RRRASOC.org

THE RECYCLING AUTHORITY
Since 1989

Minutes of February 24, 2022 RRRASOC Board of Directors Meeting 9:30 am Southfield City Hall Conference Room

1. Call to Order

Mr. Zorn called the meeting to order at 9:40 a.m.

2. Roll Call

Fred Zorn	Chairperson, Southfield
Don Green	Vice Chairperson, Charter Township of Milford
Gary Mekjian	Secretary, Farmington Hills
David Murphy	Farmington
Jeff Herczeg	Novi
Tim Sikma	Wixom
Christian Wuerth	Village of Milford
Rachel Witherspoon	Intern, Village of Milford
Michael Csapo	RRRASOC
Laura Shaw	RRRASOC

3. Approval of Agenda

Mr. Wuerth moved to approve the agenda. Mr. Mekjian supported and the motion passed unanimously by the Board.

4. Audience Participation

None.

5. Matters for Discussion/Action

A. 2021 Annual Report

Mr. Csapo explained the 2021 Annual Report to the Board.

Mr. Wuerth made a motion to accept and file the 2021 Annual Report. Mr. Mekjian supported and the motion passed unanimously by the Board.

B. Draft FY 2022-23 Budget

Mr. Csapo explained the Draft FY 2022-23 Budget to the Board.

Mr. Green made a motion to set the Public Hearing for Thursday, April 28, 2022. Mr. Wuerth supported and the motion passed unanimously by the Board.

C. Curbside Service Contracts update

Mr. Csapo informed the Board that over the last few months, the following communities have extended their curbside service contracts with their current service provider:

- Village of Milford
- Milford Township
- South Lyon
- Farmington

On February 11, 2022, responses to an RFP issued on behalf of Farmington Hills and Wixom were received. Those responses are currently undergoing evaluation.

6. Manager's Report

Mr. Csapo informed the Board that the RRRASOC conference room is still being used as a lunchroom/breakroom for the plant employees. Future RRRASOC Board Meetings may be rotated amongst the member communities.

7. Other

None.

8. Consent Agenda

- A. Payment of Bills Report**
- B. Investment Report**
- C. Revenue and Expenditure Report**
- D. Minutes of October 28, 2021 Regular Meeting**

Mr. Murphy moved to approve the Consent Agenda. Mr. Mekjian supported and the motion passed unanimously by the Board.

9. Adjournment

Mr. Wuerth made a motion to adjourn at 10:30 a.m. Mr. Mekjian supported and the motion passed unanimously by the Board.