



# Resource Recovery & Recycling Authority of Southwest Oakland County

20000 W. 8 Mile Rd  
Southfield, MI 48075-5708  
Office: 248.208.2270  
www.RRRASOC.org

**THE RECYCLING AUTHORITY**  
*Since 1989*

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**Agenda**  
**June 26, 2025**  
**RRRASOC Board of Directors**  
**Regular Meeting**  
**9:30 am**  
**Community Room**  
**Farmington Hills City Hall**  
**31555 W. Eleven Mile Road**  
**Farmington Hills, MI 48336**

1. Call to Order
2. Roll Call
3. Approval of Agenda
4. Audience Participation
5. Consent Agenda
  - A. FY 2024 -20025 budget amendments
  - B. Payment of Bills Report
  - C. Investment Report
  - D. Revenue and Expenditure Report
  - E. Diversion Rate Report
  - F. MRF Operations Report
  - G. Minutes of the April 25, 2025 Regular Meeting
6. Matters for Discussion/Action
  - A. Food Waste presentation**
  - B. MRF Operating agreement**
  - C. DDMP RFP responses**
7. Manager's Report
8. Other
9. Adjournment

RRRASOC Member Communities

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



# Resource Recovery & Recycling Authority of Southwest Oakland County

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**THE RECYCLING AUTHORITY**  
*Since 1989*

To: RRRASOC Board of Directors  
From: Mike Csapo, General Manager  
Date: June 19, 2025

Re: **Year-end FY 2024 – 2025 budget amendments**

## **Action Requested**

Approve the year-end amendments to the FY 2024 – 2025 RRRASOC budget.

## **Overview**

In preparing for the annual audit to be performed by Plante Moran beginning on July 14, the attached budget document includes a handful of year-end amendments to more closely align budgeted revenues and expenditures with anticipated amounts. Items deemed material or otherwise meriting more explanation are included below.

### Accounts 645 – 647 Revenue Sharing and Host Fees

These items have increased due to unexpected increases in both volume and commodity prices during this quarter.

### Account 671 Miscellaneous Income

Due to a cell reference error, this item originally included reimbursement through an EGLE grant that was anticipated to be received this fiscal year but was actually unexpectedly received in FY 2023 – 2024.

### Accounts 702, 703, 710, 713 Salaries, FICA, Workers Compensation

These adjustments reflect the recommendation of Plante Moran to expense accrued wages liability and related items to reconcile the financial statements prior to audit. Actual salaries remain consistent with Board-approved amounts.

## **Recommendation**

Approve the year-end amendments to the FY 2024 – 2025 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

<b>REVENUE</b>					
<b>Account</b>	<b>Description</b>	<b>Actual 2023-2024</b>	<b>Adopted 2024-2025</b>	<b>Amended 2024-2025</b>	<b>Adopted 2025-2026</b>
580.000	Member Contributions	\$ 388,858	\$ 403,260	\$ 403,260	\$ 576,086
582.000	Member Tip Fee Reimbursement	0	0	0	350,300
664.000	Interest Income	13,173	23,000	23,000	10,000
645.000	Revenue Sharing (curbside)	32,920	32,285	51,166	350,300
646.000	Revenue Sharing (drop-off)	1,847	2,175	3,121	21,500
647.000	Host Fees	191,607	240,000	248,000	150,000
671.000	Misc. Income	423,166	175,425	137,320	72,548
	<b>Total Revenue</b>	<b>\$ 1,051,571</b>	<b>\$ 876,145</b>	<b>\$ 865,867</b>	<b>\$ 1,530,734</b>
	Beginning Fund Balance (7/1)	\$ 1,136,612	\$ 893,898	\$ 893,898	\$ 622,675
	Total Funds Available	2,188,183	1,770,043	1,759,765	2,153,408
	Total Expenditures	1,294,285	1,130,714	1,137,091	1,753,842
	Total Ending Fund Balance (6/30)	\$ 893,898	\$ 639,329	\$ 622,675	\$ 399,566
	Assigned Capital Fund Balance	678,216	407,551	389,302	147,505
	Operating Fund Balance	215,682	231,778	233,373	252,061
	Operating FB %	25.0%	25.0%	25.0%	25.0%
<b>EXPENDITURES</b>					
<b>Account</b>	<b>Description</b>	<b>Actual 2023-2024</b>	<b>Adopted 2024-2025</b>	<b>Amended 2024-2025</b>	<b>Adopted 2025-2026</b>
702.000	Supervisory Salaries	\$ 132,311	\$ 138,926	\$ 142,049	\$ 143,789
703.000	Permanent Salaries	65,480	68,754	70,263	71,160
705.000	Overtime/Bonus/Longevity	7,544	7,672	7,672	7,766
710.000	FICA	17,805	18,629	19,283	19,244
711.000	Medical/Dental Insurance	66,900	71,519	71,519	75,094
712.000	Unemployment Insurance	532	505	505	532
713.000	Workers Compensation	1,039	952	968	1,100
715.000	ICMA RC	27,411	27,658	27,658	28,838
727.000	Operating Supplies	0	250	250	250
728.000	Office Supplies	1,482	1,500	1,500	1,500
729.000	Postage & Mailing	18,659	19,516	19,516	19,516
730.000	Magazines/Periodicals	24	160	160	160
810.000	Audit	14,650	18,180	18,180	18,500
811.000	Consulting Services:Engr.	0	0	0	0
812.000	Consulting Services:Legal	0	4,000	4,000	4,000
821.000	Membership Dues	1,129	1,148	1,148	1,148
822.000	Contractual Services	203,732	171,479	171,479	171,974
822.002	Contractual Services: Drop-Off	147,661	201,500	201,500	267,000
822.003	Contractual Services: HHW	32,162	37,300	37,300	35,000
822.004	Curbside Recycling Tip Fees	0	0	0	700,600
830.000	Utilities	5,410	4,980	4,980	4,980
831.000	Vehicle Allowance	4,800	4,800	4,800	4,800
835.000	Community Relations	8,052	9,300	9,300	9,300
836.000	Printing/Publishing	55,913	55,053	55,053	55,053
840.000	Building/Liability Insurance	23,909	21,599	21,599	25,000
850.000	Equipment Maintenance	20,382	30,500	30,500	30,500
851.000	Building/Grounds Maintenance	0	500	500	500
852.000	Office Equipment Rental	0	0	0	0
860.000	Conferences & Workshops	0	500	500	500
890.000	Expenses & Mileage	1,961	2,500	3,500	2,500
970.000	Capital Outlay	431,558	203,600	203,600	45,000
975.000	Computer Software	2,159	2,234	2,310	2,234
978.000	Office Equipment	1,620	500	500	500
979.000	Contingency	0	5,000	5,000	5,804
	<b>Total</b>	<b>\$ 1,294,285</b>	<b>\$ 1,130,714</b>	<b>\$ 1,137,091</b>	<b>\$ 1,753,842</b>

Check Register Report

Date: 06/15/2025

Time: 4:55 pm

Page: 1

RRRASOC

BANK: STANDARD FEDERAL BANK

Check Number	Check Date	Status	Reconcile Date	Vendor Number	Vendor Name	Check Description	Amount
<b>STANDARD FEDERAL BANK Checks</b>							
14335	04/22/2025	Void				Void Check	0.00
14336	04/22/2025	Void				Void Check	0.00
14337	04/22/2025	Void				Void Check	0.00
14338	04/22/2025	Void					0.00
14339	04/22/2025	Void					0.00
14340	04/22/2025	Void					0.00
14341	04/22/2025	Void					0.00
14342	04/22/2025	Void					0.00
14343	04/22/2025	Void					0.00
14344	04/22/2025	Printed		540	ACCIDENT FUND INSURANCE CO	Worker's Comp	96.00
14345	04/22/2025	Printed		124	BLUE CROSS BLUE SHIELD OF MICH	May 2025	5,578.19
14346	04/22/2025	Printed		140	FIRE ROVER	March 2025	161.00
14347	04/22/2025	Printed		184	MISSION SQUARE	5/22/25 Payroll-Plan #303663	1,261.90
14348	04/22/2025	Printed		184	MISSION SQUARE	5/8/25 Payroll-Plan #303663	1,261.90
14349	04/22/2025	Printed		148	PHOENIX INNOVATE	Flyers	752.00
14350	04/22/2025	Printed		126	SHREDCORP	Southfield BB-4/11/25	1,100.00
14351	04/22/2025	Printed		33	SQS, INC.	Southfield BB-4/11/25	3,704.56
14352	04/22/2025	Printed		130	THE HARTFORD	May 2025	576.29
14353	04/22/2025	Printed		25	RESOURCE RECYCLING SYSTEMS, IN	Monthly labor-HH	4,468.63
14354	04/23/2025	Printed		429	CHASE	Visa-April 2025	1,281.41
14355	04/23/2025	Printed		429	CHASE	Visa-March 2025	980.90
14356	05/07/2025	Printed		140	FIRE ROVER	May 2025	161.00
14357	05/07/2025	Printed		137	GFL ENVIRONMENTAL	Novi Drop-Off-April 2025	14,040.00
14358	05/07/2025	Printed		160	KASTLE SYSTEMS LLC	June 2025	1,209.23
14359	05/07/2025	Printed		108	REVOLUTION FLAG GROUP	New flag	225.00
14360	05/07/2025	Printed		33	SQS, INC.	Clean Sweep Glen Oaks event	1,040.06
14361	05/07/2025	Printed		33	SQS, INC.	South Lyon batteries	679.25
14362	05/07/2025	Printed		33	SQS, INC.	Farmington batteries	585.15
14363	05/07/2025	Printed		33	SQS, INC.	Southfield Spring HHW event	56,560.00
14364	05/09/2025	Printed		123	IRIS WASTE DIVERSION SPECIAL	April 2025	4,345.41
14365	05/09/2025	Printed		33	SQS, INC.	April 2025 appointments	11,532.00
14366	05/22/2025	Printed		124	BLUE CROSS BLUE SHIELD OF MICH	June 2025	5,578.19
14367	05/22/2025	Printed		429	CHASE	Visa	577.24
14368	05/22/2025	Void		87	EMERGE KNOWLEDGE DESIGN, INC.	Re-TRAC	0.00
14369	05/22/2025	Printed		184	MISSION SQUARE	6/18/25 Payroll-Plan 303663	1,261.90
14370	05/22/2025	Printed		184	MISSION SQUARE	6/25/25 Payroll-Plan #303663	1,261.90
14371	05/22/2025	Printed		25	RESOURCE RECYCLING SYSTEMS, IN	Monthly billing-HH	630.00
14372	05/22/2025	Printed		33	SQS, INC.	Milford HHW event-5/17/25	65,040.00
14373	05/22/2025	Printed		33	SQS, INC.	South Lyon batteries	777.87
14374	05/22/2025	Printed		33	SQS, INC.	Farmington batteries	501.52
14375	05/22/2025	Printed		33	SQS, INC.	FH HHW event-5/10/25	109,520.00
14376	05/22/2025	Printed		130	THE HARTFORD	June 2025	576.29
14377	06/11/2025	Printed		429	CHASE	Visa	1,214.61
14378	06/11/2025	Printed		137	GFL ENVIRONMENTAL	Novi drop-off-May 2025	15,600.00
14379	06/11/2025	Printed		160	KASTLE SYSTEMS LLC	July 2025	1,209.23
14380	06/15/2025	Printed		124	BLUE CROSS BLUE SHIELD OF MICH	July 2025	5,578.19
14381	06/15/2025	Printed		29	CITY OF NOVI	Host Fees FY 24-25	16,000.00
14382	06/15/2025	Printed		123	IRIS WASTE DIVERSION SPECIAL	May 2025	3,426.60
14383	06/15/2025	Printed		126	SHREDCORP	FH shred day-6/10/25	825.00
14384	06/15/2025	Printed		33	SQS, INC.	May 2025 appointments	14,260.00
14385	06/15/2025	Printed		130	THE HARTFORD	July 2025	576.29

Check Register Report

Date: 06/15/2025

Time: 4:55 pm

Page: 2

RRRASOC

BANK: STANDARD FEDERAL BANK

Check Number	Check Date	Status	Reconcile Date	Vendor Number	Vendor Name	Check Description	Amount
<b>Total Checks: 51</b>				<b>Checks Total (excluding void checks):</b>		<b>356,014.71</b>	
<b>Total Payments: 51</b>				<b>Bank Total (excluding void checks):</b>		<b>356,014.71</b>	
<b>Total Payments: 51</b>				<b>Grand Total (excluding void checks):</b>		<b>356,014.71</b>	



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

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

Please see the **Important Messages - Please Read** section of your statement for important details that could impact you.

## Your Public Funds Interest Checking

for May 1, 2025 to May 31, 2025

Account number: \_\_\_\_\_

**RESOURCE RECOVERY AND RECYCLING    AUTHORITY OF SOUTHWEST OAKLAND COUNTY**

### Account summary

Beginning balance on May 1, 2025	\$109,367.03
Deposits and other credits	27.28
Withdrawals and other debits	-90,000.00
Checks	-0.00
Service fees	-130.91
<b>Ending balance on May 31, 2025</b>	<b>\$19,263.40</b>

# of deposits/credits: 1  
 # of withdrawals/debits: 3  
 # of days in cycle: 31  
 Average ledger balance: \$70,586.44

Annual Percentage Yield Earned this statement period: 0.46%.  
Interest Paid Year To Date: \$232.87.



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

Oakland County Treasury

**As Of June 5, 2025**

**Investment #**  
**Fund**

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

<b>Beginning Balance Date</b>	10/01/2024
<b>Beginning Balance</b>	639,326.09
<b>Current Balance</b>	557,387.47
<b>Deactivate Date</b>	

<b>Accrued Interest from Previous Fiscal Year</b>	1,940.75
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**Managed Pool Accounts (PA4)**

<b>Begin Rate</b>	3.6427420	<b>Current</b>	4.2039711
<b>Rates as of</b>	05/01/2025	<b>Basis</b>	365
<b>Interest Period</b>	ME		
<b>First Interest Due</b>	06/01/2012		
<input checked="" type="checkbox"/>	<b>Add Interest to Account Balance</b>		

<input type="checkbox"/>	<b>Include in Yield Calculation</b>
<input checked="" type="checkbox"/>	<b>Clearing Account</b>

<b>Market Price</b>	0
<b>Market Price Date</b>	

<b>Last Withdrawal Date</b>	06/01/2025
<b>Last Deposit Date</b>	

<b>Comment</b>	
<b>Current Fiscal Year Interest Received to</b>	18,231.69

**Passbook Transactions**

Trans. Dat	Deposit	Withdrawal	Int. Rcvd.	Balance	Rate	Cd Receipt	Comments
05/01/2025	0.00	16.71	1,862.38	555,421.42		FI	Interest Earnings
05/01/2025	0.00	0.00	0.00	555,421.42	4.204	R	Interest Earnings
06/01/2025	0.00	17.08	1,983.13	557,387.47		FI	Interest Earnings

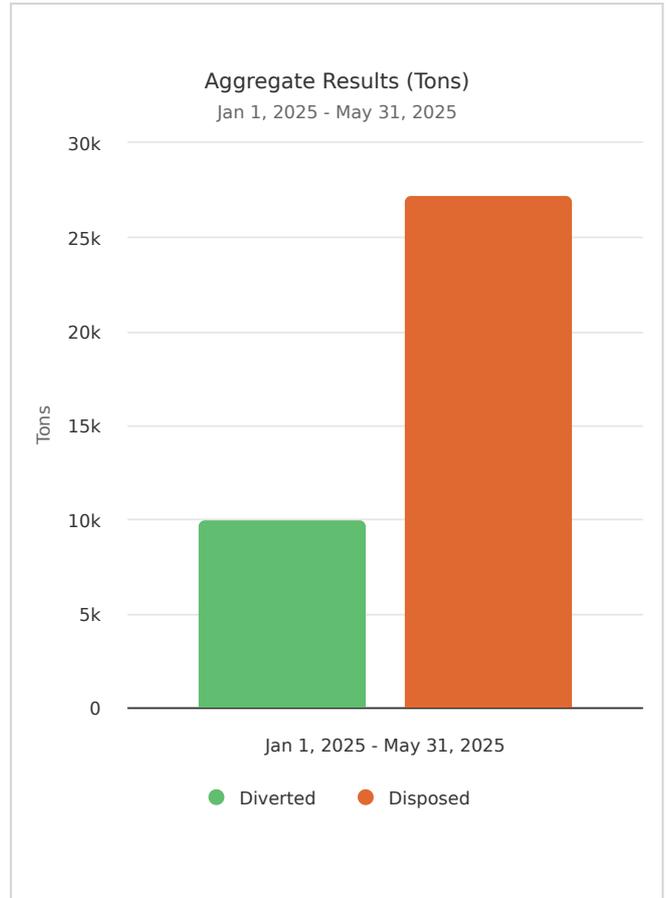
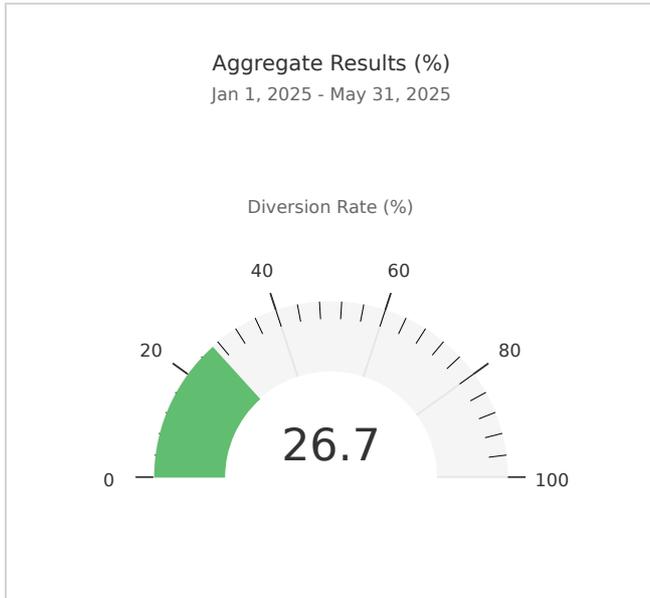
REVENUE/EXPENDITURE REPORT

RRRASOC

For the Period: 7/1/2024 to 6/30/2025

	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
<b>Fund: 596 - GENERAL FUND - ADMINISTRATION</b>							
<b>Revenues</b>							
580.000 MEMBER CONTRIBUTIONS	403,260.00	403,260.00	403,260.20	0.00	0.00	-0.20	100.0
645.000 REVENUE SHARING-RRRASOC	10,000.00	32,285.00	37,536.87	5,249.54	0.00	-5,251.87	116.3
646.000 REVENUE SHARING-NON RRRASOC	550.00	2,175.00	2,442.75	267.68	0.00	-267.75	112.3
647.000 HOST FEES	180,000.00	240,000.00	211,725.01	23,473.83	0.00	28,274.99	88.2
664.000 INTEREST INCOME	10,000.00	23,000.00	22,121.33	0.00	0.00	878.67	96.2
671.000 MISCELLANEOUS INCOME	226,013.00	175,425.00	115,058.23	6,250.00	0.00	60,366.77	65.6
<b>Revenues</b>	<b>829,823.00</b>	<b>876,145.00</b>	<b>792,144.39</b>	<b>35,241.05</b>	<b>0.00</b>	<b>84,000.61</b>	<b>90.4</b>
<b>Expenditures</b>							
702.000 SUPERVISORY SALARIES	138,926.00	138,926.00	142,048.06	13,808.62	0.00	-3,122.06	102.2
703.000 PERMANENT SALARIES	68,754.00	68,754.00	70,262.09	6,401.77	0.00	-1,508.09	102.2
705.000 OVERTIME	7,673.00	7,672.00	7,671.65	2,500.00	0.00	0.35	100.0
710.000 FICA	18,075.00	18,629.00	19,282.75	2,268.57	0.00	-653.75	103.5
711.000 MEDICAL/DENTAL INSURANCE	67,760.00	71,519.00	71,469.27	0.00	0.00	49.73	99.9
712.000 UNEMPLOYMENT INSURANCE	532.00	505.00	270.00	0.00	0.00	235.00	53.5
713.000 WORKERS COMP.	1,100.00	952.00	968.00	0.00	0.00	-16.00	101.7
715.000 ICMA	27,658.00	27,658.00	27,654.76	0.00	0.00	3.24	100.0
727.000 OPERATING SUPPLIES	250.00	250.00	0.00	0.00	0.00	250.00	0.0
728.000 OFFICE SUPPLIES	1,500.00	1,500.00	588.99	90.25	0.00	911.01	39.3
729.000 POSTAGE & MAILING	18,816.00	19,516.00	18,016.11	401.03	0.00	1,499.89	92.3
730.000 MAGAZINES & PERIODICALS	80.00	160.00	134.93	0.00	0.00	25.07	84.3
810.000 AUDIT	15,000.00	18,180.00	18,180.00	0.00	0.00	0.00	100.0
812.000 LEGAL COUNSEL	4,000.00	4,000.00	0.00	0.00	0.00	4,000.00	0.0
821.000 MEMBERSHIP DUES	1,100.00	1,148.00	1,148.00	0.00	0.00	0.00	100.0
822.000 CONTRACTUAL SERVICES-OTHER	160,800.00	171,479.00	86,116.10	2,557.29	0.00	85,362.90	50.2
822.002 DROP-PFF	154,800.00	201,500.00	179,474.15	31,600.00	0.00	22,025.85	89.1
822.003 HHW Wash	32,000.00	37,300.00	51,588.17	-112,128.00	0.00	-14,288.17	138.3
830.000 TELEPHONE	5,880.00	4,980.00	4,560.50	401.19	0.00	419.50	91.6
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	9,300.00	9,300.00	6,962.44	825.00	0.00	2,337.56	74.9
836.000 PRINTING & PUBLISHING	53,114.00	55,053.00	52,747.94	2,299.75	0.00	2,305.06	95.8
840.000 BUILDING/LIAB. INS.	23,909.00	21,599.00	21,599.00	0.00	0.00	0.00	100.0
850.000 EQUIPMENT MAINTENANCE	30,500.00	30,500.00	18,415.25	0.00	0.00	12,084.75	60.4
851.000 BUILDING MAINTENANCE	500.00	500.00	0.00	0.00	0.00	500.00	0.0
860.000 CONFERENCES & WORKSHOPS	500.00	500.00	0.00	0.00	0.00	500.00	0.0
890.000 MILEAGE EXPENSES	1,500.00	2,500.00	2,547.94	217.22	0.00	-47.94	101.9
970.000 CAPITAL OUTLAY	151,600.00	203,600.00	187,902.38	0.00	0.00	15,697.62	92.3
975.000 COMPUTER SOFTWARE	2,172.00	2,234.00	2,169.73	169.22	0.00	64.27	97.1
978.000 OFFICE EQUIPMENT	500.00	500.00	0.00	0.00	0.00	500.00	0.0
979.000 CONTINGENCY	15,000.00	5,000.00	0.00	0.00	0.00	5,000.00	0.0
<b>Expenditures</b>	<b>1,018,099.00</b>	<b>1,130,714.00</b>	<b>996,578.21</b>	<b>-48,188.09</b>	<b>0.00</b>	<b>134,135.79</b>	<b>88.1</b>
<b>Net Effect for GENERAL FUND - ADMINISTRATION</b>	<b>-188,276.00</b>	<b>-254,569.00</b>	<b>-204,433.82</b>	<b>83,429.14</b>	<b>0.00</b>	<b>-50,135.18</b>	<b>80.3</b>
Change in Fund Balance:			-204,433.82				
<b>Grand Total Net Effect:</b>	<b>-188,276.00</b>	<b>-254,569.00</b>	<b>-204,433.82</b>	<b>83,429.14</b>	<b>0.00</b>	<b>-50,135.18</b>	

# Diversion Rate Report



## Aggregate Results (%)

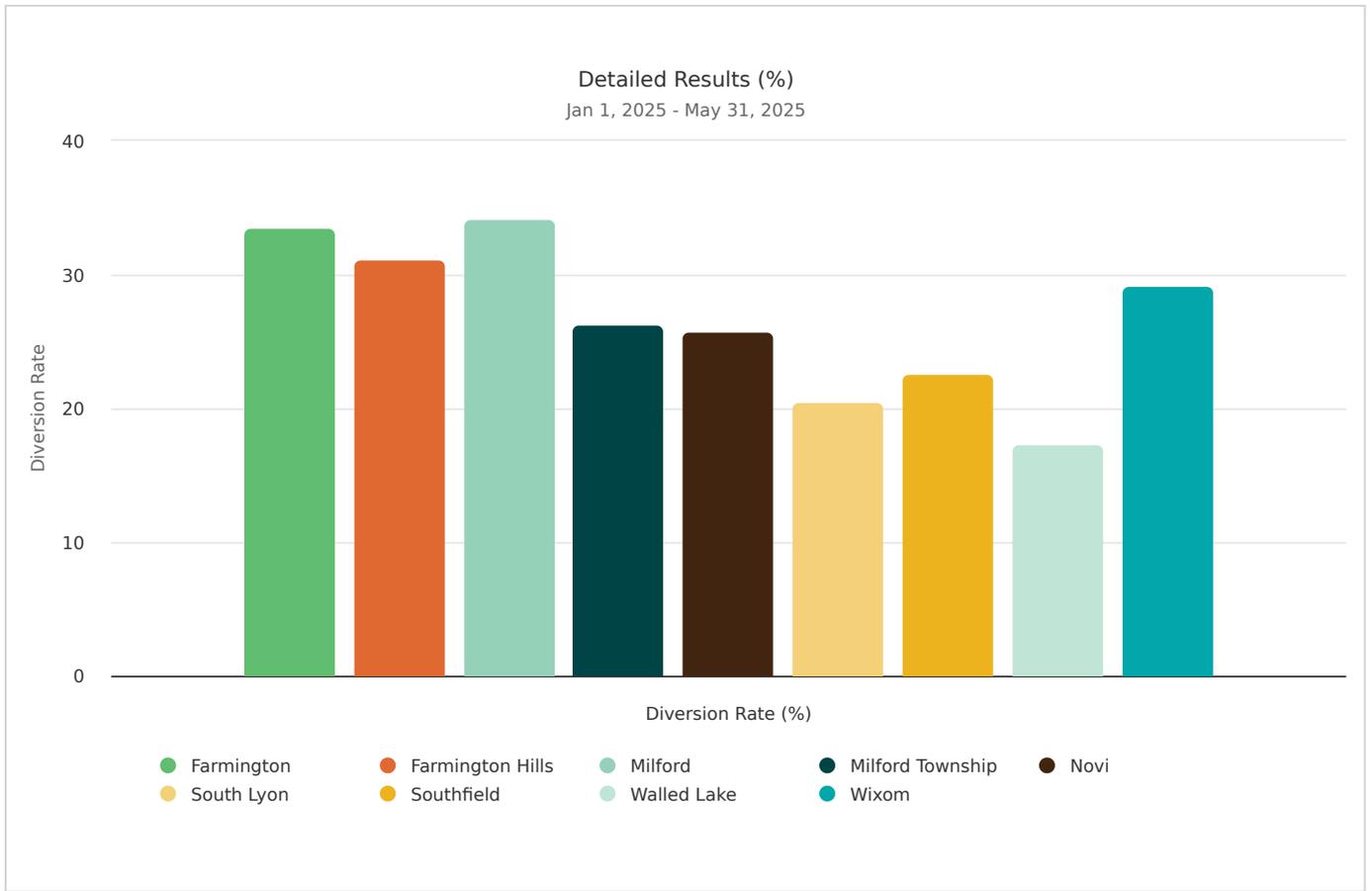
Showing data collected for: Jan 1, 2025 - May 31, 2025

All Time	Jan 1, 2025 - May 31, 2025
Diversion Rate (%)	26.67

## Aggregate Results (Tons)

Showing data collected for: Jan 1, 2025 - May 31, 2025

All Time	Jan 1, 2025 - May 31, 2025
Diverted	9,899.28
Disposed	27,221.84
<b>Total</b>	<b>37,121.12</b>



## Detailed Results (%)

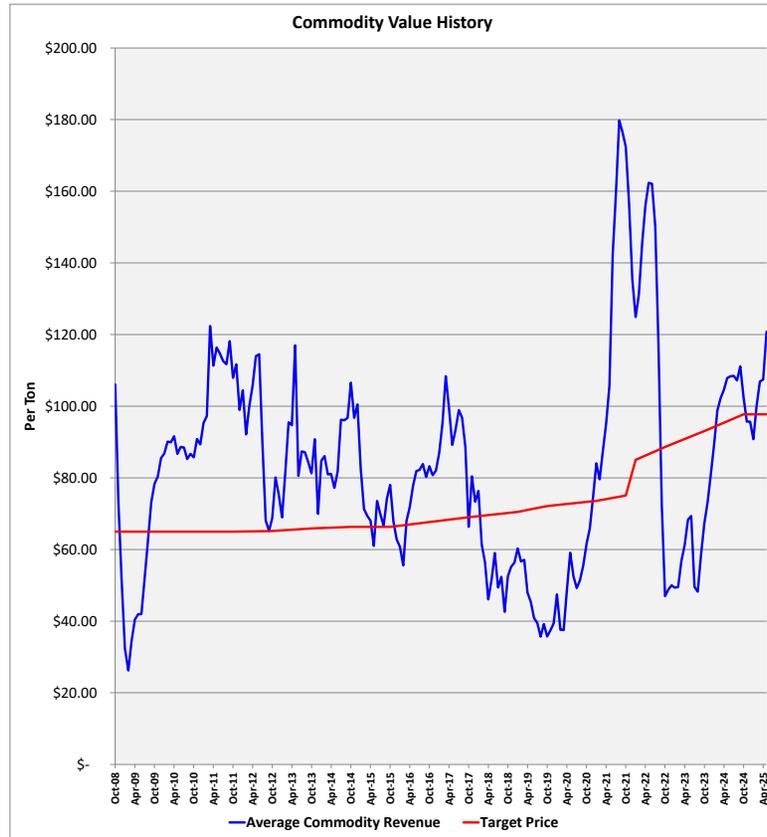
Showing data collected for: Jan 1, 2025 - May 31, 2025

Organizations	Diversion Rate (%)
Farmington	33.39
Farmington Hills	31.01
Milford	34.06
Milford Township	26.24
Novi	25.64
South Lyon	20.35
Southfield	22.52
Walled Lake	17.28
Wixom	29.06

MRF Operations Report

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-25	59.48	369.94	38.60	48.38	242.36	45.53	44.33	164.08	27.07	21.24	45.82	1,106.83	3,376.71	4,483.54	24.7%
Feb-25	35.84	303.58	31.15	32.35	192.00	39.84	50.38	142.68	7.75	15.15	45.22	895.94	3,285.71	4,181.65	21.4%
Mar-25	52.47	338.68	28.36	32.07	227.87	47.56	43.51	159.73	13.84	13.47	49.10	1,006.66	3,558.91	4,565.57	22.0%
Apr-25	53.94	383.32	41.17	33.56	276.95	41.91	52.94	154.53	13.28	18.15	67.82	1,137.57	3,954.15	5,091.72	22.3%
May-25	59.91	428.82	43.11	57.15	289.29	46.37	40.97	190.42	12.48	15.67	56.77	1,240.96	4,399.26	5,640.22	22.0%
Jun-25												-		-	
Jul-25												-		-	
Aug-25												-		-	
Sep-25												-		-	
Oct-25												-		-	
Nov-25												-		-	
Dec-25												-		-	
Total	261.64	1,824.34	182.39	203.51	1,228.47	221.21	232.13	811.44	74.42	83.68	264.73	5,387.96	18,574.74	23,962.70	22.5%
Average	52.33	364.87	36.48	40.70	245.69	44.24	46.43	162.29	14.88	16.74	52.95	449.00	3,714.95	1,996.89	22.5%





# Resource Recovery & Recycling Authority of Southwest Oakland County

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

Office: 248.208.2270  
www.RRRASOC.org

**THE RECYCLING AUTHORITY**  
*Since 1989*

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**Minutes of April 25, 2025  
RRRASOC Board of Directors  
Regular Meeting  
9:30 a.m.  
City of Farmington Hills  
Jon Grant Community Center  
29260 Grand River, Farmington Hills, MI 48336**

## 1. Call to Order

Mr. Brown called the meeting to order at 9:32 a.m.

## 2. Roll Call

Steve Brown	Vice Chairperson, Wixom
Chelsea Pesta	Treasurer, Walled Lake
Chuck Eudy	Farmington
Derrick Schueller	Farmington Hills
Matt Best	Milford Township
Christian Wuerth	Milford Village
Jeff Herczeg	Novi
Paul Zelenak	South Lyon
John Michrina	Southfield
Jacob Rushlow	Farmington Hills
Megan Mikus	Novi
Michael Csapo	RRRASOC
Laura Shaw	RRRASOC

## 3. Approval of Agenda

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

## 4. Audience Participation

None.

## **5. Public Hearing**

### **A. FY 2025-2026 RRRASOC Budget**

Mr. Schueller moved to open the Public Hearing. Mr. Wuerth supported, and the motion passed unanimously by the Board. No public was in attendance. Mr. Wuerth moved to close the Public Hearing. Ms. Pesta supported, and the motion passed unanimously by the Board.

## **6. Matters for Discussion/Action**

### **A. Proposed FY 2025-2026 RRRASOC Budget**

Mr. Csapo informed the Board that the budget before them is largely the same budget as presented at the February 27, 2025 RRRASOC Board Meeting.

Mr. Michrina made a motion to adopt the proposed FY 2025-2026 RRRASOC budget and the amended FY 2024-2025 RRRASOC budget as presented. Mr. Wuerth supported, and the motion passed unanimously by the Board.

### **B. Project Updates**

#### **B1. Disaster Debris Management Planning**

Mr. Csapo informed the Board that Oakland County issued two RFPs related to the Disaster Debris Plan on behalf of RRRASOC and SOCRRA and responses are due on April 30. Mr. Csapo noted that there appears to be a lot of interest in the RFP.

#### **B2. Legislative Updates**

Mr. Csapo updated the Board on several legislative issues.

#### **B3. Organics Planning and Programming**

Mr. Csapo updated the Board on the "Make Food not Waste" program in Southfield.

Mr. Csapo informed the Board that other communities are developing this program

Mr. Csapo reminded the Board that this program will require planning and patience.

#### **B4. County Materials Management Planning**

Mr. Csapo informed the Board that he has been elected Chairperson of the Genesee County Materials Management Plan and Vice-Chairperson of the Oakland County Materials Management Plan

### **C. General Manager's Evaluation**

Mr. Csapo gave a history of RRRASOC to the Board.

Mr. Zelenak made a motion to increase staff salaries by 3.5% for FY 2025-2026. Mr. Wuerth supported, and the motion passed unanimously by the Board.

**7. Manager's Report**

No comment.

**8. Other**

Mr. Csapo reminded the Board of the upcoming Household Hazardous events:

- Southfield, Saturday, April 26, 2025
- Farmington Hills, Saturday, May 10, 2025
- Milford, Saturday, May 17, 2025

**9. Consent Agenda**

**A. Payment of Bills Report**

**B. Investment Report**

**C. Revenue and Expenditure Report**

**D. Minutes of February 27, 2025 Regular Meeting**

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

**10. Adjournment**

The meeting was adjourned at 10:38 a.m.



# Resource Recovery & Recycling Authority of Southwest Oakland County

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

Office: 248.208.2270  
www.RRRASOC.org

**THE RECYCLING AUTHORITY**  
Since 1989

To: RRRASOC Board of Directors  
From: Mike Csapo, General Manager  
Date: June 19, 2025

Re: **Food Waste Presentation**

## Action Requested

No action is necessary at this time.

## Overview

As recently discussed, interest in food waste reduction and composting continues to grow. That interest stems from increased awareness that food waste reduction and composting provide significant environmental and economic benefits such as reduced reliance on landfills, reduced greenhouse gas emissions, improved soil health, increased agricultural productivity, increased ability of soil to manage storm water, and the opportunity to divert unused but edible food to those in need.

Michigan state law and Michigan EGLE have also promoted food waste reduction programming through improved regulations, new goals, and grant funding. The State goal is to reduce food waste by 50% by 2030.

Further, in 2024, the Michigan Sustainable Business Forum issued a report, *Michigan Food Waste Roadmap: A Plan to Reduce Food Loss and Waste in Michigan by 50 Percent*. The full report is available at this link: <https://misbf.org/wp-content/uploads/sites/5/2024/03/Michigan-Food-Waste-Roadmap-2024.pdf>

For a particularly thorough overview of the issue, Planet Detroit has a very good series that can be found at this link: <https://planetdetroit.org/deep-dive/compost-or-combust/>

RRRASOC's planning efforts continue to focus on an organics framework of "reduce, rescue, and compost", wherein across both residential and non-residential sectors food waste can be reduced, edible food can be rescued, and anything left can be composted.

We continue to monitor compost facility capacity and the regulatory status of the region's facilities. Once we are confident that destination facilities can accept food waste at scale and in compliance with issued State permits, more robust discussions with contracted haulers can be initiated. The attached document provides some of the basis for those future discussions. We also are continuing to evaluate opportunities for additional curbside pilots.

In the meantime, there are opportunities to promote education and collection programming across all sectors. To highlight some of those opportunities, I've invited Danielle Todd, Founder of Make Food Not Waste, and Jennifer McCullen with My Green Michigan to share them with the Board.

### RRRASOC Member Communities

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

Danielle will present some of their findings regarding the potential impact of food waste programming and existing means of reducing food waste and rescuing edible food.

Jennifer will share information about the collection and composting services provided by My Green Michigan.

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

## **Farmington**

### **1.11 DISPOSAL OF SOLID WASTE AND OTHER MATERIALS**

THE CITY specifically reserves the right to direct the yard waste and recyclables collected under these provisions to a specific state approved disposal facility or, if appropriate, to an approved collection site, recycling facility or compost facility, upon agreement by the Contractor, which shall not be unreasonably withheld. THE CITY retains the right to terminate the contract, on ninety (90) days written notice, if the Contractor does not comply with the direction of yard waste or recyclables as set forth. Should THE CITY exercise its right to direct material to specific facilities, THE CITY shall pay the disposal fees directly to such facilities, unless otherwise specified. The Contractor shall be entitled compensation for services in accordance with the Contractor's response to the RFP issued by RRRASOC on February 28, 2007, including addenda.

## **Farmington Hills**

### **1.12 Disposal of Solid Waste and Other Materials**

The City specifically reserves the right to direct the yard waste and recyclables collected under these provisions to a specific state approved disposal facility or, if appropriate, to an approved collection site, recycling facility or compost facility, upon agreement by the Contractor, which shall not be unreasonably withheld. The City retains the right to terminate the Agreement, on ninety (90) days written notice, if the Contractor does not comply with the direction of yard waste or recyclables as set forth. Should the City exercise its right to direct material to specific facilities, the City shall pay the disposal fees directly to such facilities, unless otherwise specified.

## **Village of Milford**

### **1.12 Disposal of Solid Waste and Other Materials**

The Village specifically reserves the right to direct the yard waste and recyclables collected under these provisions to a specific state approved disposal facility or, if appropriate, to an approved collection site, recycling facility, or compost facility, upon agreement by Contractor, which shall not be unreasonably withheld. Should the Village exercise its right to direct material to specific facilities, the Village shall pay the processing fees directly to such facilities and any additional hauling costs, unless otherwise specified or determined by mutual agreement.

## **Milford Township**

### **1.12 Disposal of Solid Waste and Other Materials**

The TOWNSHIP specifically reserves the right to direct the yard waste and recyclables collected under these provisions to a specific state approved disposal facility or, if appropriate, to an approved collection site, recycling facility, or compost facility, upon agreement by Contractor, which shall not be unreasonably withheld. Should the TOWNSHIP exercise its right to direct material to specific facilities, the TOWNSHIP shall pay the processing fees directly to such facilities and any additional hauling costs, unless otherwise specified or determined by mutual agreement.

## **Novi**

### **2.15 Disposal of Solid Wastes and Other Materials**

The City specifically reserves the right to direct the yard waste collected under these provisions to a specific state approved disposal facility or, if appropriate, to an approved collection site, or compost facility, upon agreement by the Contractor, which shall not be unreasonably withheld. The Contractor shall deliver recyclable loads to the Resource Recovery and Recycling Authority of Southwest Oakland County ("RRRASOC") Facility, 26261 Evergreen Road, Southfield, Michigan. The City retains the right to terminate the contract, on ninety (90) days written notice if

the Contractor does not comply with the direction of recyclables as set forth. (Note that RRRASOC did not write or review the Novi contract and the RRRASOC address listed above is not correct.)

### **South Lyon**

#### **1.11 DISPOSAL OF SOLID WASTE AND OTHER MATERIALS**

THE CITY specifically reserves the right to direct the yard waste and recyclables collected under these provisions to a specific state approved disposal facility or, if appropriate, to an approved collection site, recycling facility or compost facility, upon agreement by the Contractor, which shall not be unreasonably withheld. THE CITY retains the right to terminate the contract, on ninety (90) days written notice, if the Contractor does not comply with the direction of yard waste or recyclables as set forth. Should THE CITY exercise its right to direct material to specific facilities, THE CITY shall pay the disposal fees directly to such facilities, unless otherwise specified. The Contractor shall be entitled compensation for services in accordance with the Contractor's response to the RFP issued by RRRASOC on February 28, 2007, including addenda.

### **Southfield**

#### **1.12 Disposal of Solid Waste and Other Materials**

THE CITY specifically reserves the right to direct the yard waste and recyclables collected under these provisions to a specific state approved disposal facility or, if appropriate, to an approved collection site, recycling facility, or compost facility, upon agreement by the Contractor, which shall not be unreasonably withheld. THE CITY retains the right to terminate the Agreement, on ninety (90) days written notice if the Contractor does not comply with the direction of yard waste or recyclables as set forth.

#### **2.1.1 Yard Waste/Lawn Debris Collection**

...THE CITY reserves the right to allow the following household kitchen scraps to be placed into rigid containers or paper yard waste bags, upon agreement by the destination facility:

- A. Coffee and coffee filters;
- B. Fruits and vegetables;
- C. Beans;
- D. Napkins and paper towels that are free of cleaning products;
- E. Grease;
- F. Breads and grains;
- G. Eggshells;
- H. Dairy products;
- I. Meats and bones.

### **Walled Lake**

#### **1.11 DISPOSAL OF SOLID WASTE AND OTHER MATERIALS**

THE CITY specifically reserves the right to direct the yard waste and recyclables collected under these provisions to a specific state approved disposal facility or, if appropriate, to an approved collection site, recycling facility or compost facility, upon agreement by the Contractor, which shall not be unreasonably withheld. THE CITY retains the right to terminate the contract, on ninety (90) days written notice, if the Contractor does not comply with the direction of yard waste or recyclables as set forth. Should THE CITY exercise its right to direct material to specific facilities, THE CITY shall pay the disposal fees directly to such facilities, unless otherwise specified. The Contractor shall be entitled compensation for services in accordance with the Contractor's response to the RFP issued by RRRASOC on February 28, 2007, including addenda.

**Wixom****1.12 Disposal of Solid Waste and Other Materials**

The City specifically reserves the right to direct the yard waste and recyclables collected under these provisions to a specific state approved disposal facility or, if appropriate, to an approved collection site, recycling facility or compost facility, upon agreement by Contractor, which shall not be unreasonably withheld. The City retains the right to terminate the Agreement, on ninety (90) days written notice if the Contractor does not comply with the direction of yard waste or recyclables as set forth. Should the City exercise its right to direct material to specific facilities, the City shall pay the disposal fees directly to such facilities, unless otherwise specified.



# Resource Recovery & Recycling Authority of Southwest Oakland County

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

Office: 248.208.2270  
www.RRRASOC.org

**THE RECYCLING AUTHORITY**  
Since 1989

To: RRRASOC Board of Directors  
From: Mike Csapo, General Manager  
Date: June 12, 2025

Re: **Agreement for the Operation of the RRRASOC MRF**

## Action Requested

Accept the May 18, 2025 proposal from Republic Services and authorize the RRRASOC General Manager to enter into a one-year extension of the *Agreement for the Operation of the RRRASOC MRF* with Republic Services in accordance with the proposal and negotiate the terms and conditions for a potential longer Renewal Term, subject to review and approval by the RRRASOC Board of Directors.

## Overview

The current *Agreement for the Operation of the RRRASOC MRF*, expires on December 31, 2025, with provisions for possible extensions.

Over that past few months, Rick Rolf, General Manager of the Detroit-North region for Republic Services and I have been discussing Republic Service's expressed interest in the terms and conditions for a potential five-year Renewal Term. However, significant market uncertainty (locally and domestically) has interfered with reaching a written agreement on issues such as equipment maintenance, capitalization, and service and data agreements.

Consequently, to provide additional time for both parties to evaluate the long-term market factors affecting the region and to reach a potential agreement on a longer Renewal Term, Republic Services has proposed to extend the existing agreement for an additional year, subject to the Tipping Fee and Rebate items included in the attached May 18 letter. Those items are consistent with prior Board discussions and are consistent with the recently approved RRRASOC budget as adopted by the Board.

## Recommendation

Accept the May 18, 2025 proposal from Republic Services and authorize the RRRASOC General Manager to enter into a one-year extension of the *Agreement for the Operation of the RRRASOC MRF* with Republic Services in accordance with the proposal and negotiate the terms and conditions for a potential longer Renewal Term, subject to review and approval by the RRRASOC Board of Directors.

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

# PROPOSAL



May 18, 2025

Mike Csapo  
RRRASOC  
20000 W. 8 Mile Rd  
Southfield, MI

Dear Mike,

Below is our proposal for the processing of the RRRASOC recycling material.

## Service Details

Tipping Fee:	\$100.00 per ton
Rebate:	80% RRRASOC/20% Republic based on ACR
Terms:	January 1, 2026 – December 31, 2026
○ Rate will be firm for one year.	

Rick Rolf  
Republic Services  
(810) 908-6220  
rrolf@republicservices.com



# Resource Recovery & Recycling Authority of Southwest Oakland County

20000 W. 8 Mile Rd  
Southfield, MI 48075-5708  
Office: 248.208.2270  
www.RRRASOC.org

**THE RECYCLING AUTHORITY**  
*Since 1989*

To: RRRASOC Board of Directors  
From: Mike Csapo, General Manager  
Date: June 6, 2025

Re: **Disaster Debris RFP Responses**

## Action Requested

No RRRASOC Board action is required. However, it is recommended that each community review and evaluate the RFP responses and consider establishing prepositioned contracts for disaster debris response services, and further evaluate and identify debris management sites.

## Background

Among the readiness actions recommended for each community as part of the Disaster Debris Management Plan developed for the RRRASOC and SOCRRA communities are to establish preposition contracts for disaster debris clearance/removal and disaster debris monitoring, as well as establishing debris management sites. The list of readiness recommendations is attached.

As a follow up to those recommendations, on behalf of the RRRASOC and SOCRRA communities, Oakland County issued an RFP for both disaster debris clearance/removal and disaster debris monitoring. Those full responses have been forwarded to RRRASOC and can be accessed in the following Drop Box links along with the full RFP for each service:

Disaster Debris Clearance and Removal:

<https://www.dropbox.com/scl/fo/38zdz9z26shy34aimuycx/ACz6m8fnEIJRTax29UpIzDc?rlkey=047kmpddwvm4g5mrx7xq674mt&st=5i6d442r&dl=0>

Disaster Debris Monitoring:

<https://www.dropbox.com/scl/fo/9slnbk5752pk5akxuejm4/APIda19PVN0cR9Ugi4no94U?rlkey=ba3a1mzsw06rdzll0zfwzl7vg&st=7bwc1yx9&dl=0>

Accompanying this memo are the following:

1. The list of companies that responded to each RFP.
2. A cost summary of each response.
3. The award/evaluation criteria included in each RFP.
4. The Recommendations for Disaster Debris Readiness.

The full cost response tabulation for the Disaster Debris Clearance and Removal responses will be forwarded as an Excel file via e-mail.

## Recommendation

It is recommended that each community review and evaluate the RFP responses and consider establishing prepositioned contracts for disaster debris response services. It is also recommended that each community continue to evaluate and identify debris management sites.

RRRASOC Member Communities

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

## **Disaster Debris Monitoring**

### **DebrisTech, LLC**

923 Goodyear Blvd

Picayne, MS 39466

Contact: Brooks Wallace, 601.658.9598, [brooks@debristech.com](mailto:brooks@debristech.com)

### **Tetra Tech, Inc**

2301 Lucien Way, Suite 120

Maitland, FL 32751

Contact: Ralph Natale, 407.803.2551, [ralph.natale@tetrattech.com](mailto:ralph.natale@tetrattech.com)

## **Disaster Debris Clearance and Removal**

### **Ashbritt, Inc**

565 East Hillsboro Blvd.

Deerfield Beach, FL 33441

Contact: Dow Knight, 954.818.4416, [response@ashbritt.com](mailto:response@ashbritt.com)

### **Ceres Environmental**

3825 85<sup>th</sup> Avenue North

Brooklyn Park, MN 55443

Contact: Tia Laurie, 800.218.4424, [contact@ceresenv.com](mailto:contact@ceresenv.com)

### **Coopers Connections**

2301 9<sup>th</sup> Street South, St. Petersburg, FL 33705

Contact: Stephanie Carrington, 727.396.6947, [coopersconnection20@gmail.com](mailto:coopersconnection20@gmail.com)

### **CrowderGulf**

5629 Commerce Blvd. E

Mobile, AL 36619

Contact: Ashley Ramsay-Nalle, 800.992.6207, [jramsay@crowdergulf.com](mailto:jramsay@crowdergulf.com)

### **DRC Emergency Services**

1057 Tralee Way

Strawberry Plains, TN 37871

Contact: Kristy Fuentes, 888.721.4372, [kfuentes@drcusa.com](mailto:kfuentes@drcusa.com)

### **Looks Great Services of MS, Inc**

1501 Highway 13 North

Columbia, MS 39429

Contact: Adam Faust, 913.439.9366, [adamfaust@looksgreatservices.com](mailto:adamfaust@looksgreatservices.com)

### **Santoro Services, LLC**

29500 23 Mile Road

Chesterfield Township, MI 48047

Contact: Dewey Santoro, 586.744.6057

**Disaster Debris Clearance and Removal**

<b>Company</b>	<b>Schedule 1 (total hourly rate)*</b>		<b>Schedule 2 (total cost)**</b>	
Ashbritt, Inc	\$	13,326	\$	7,589,273
Ceres Environmental	\$	6,810	\$	6,304,948
Coopers Connections	\$	4,425	\$	12,616,650
CrowderGulf	\$	10,540	\$	7,923,350
DRC Emergency Services	\$	10,860	\$	7,066,471
Looks Great Services of MS, Inc	\$	9,955	\$	6,907,100
Santoro Services, LLC	\$	14,119	\$	16,743,700

\* Note needs will vary by event. Not all hourly rate items may be necessary.

\*\* Total cost is based on the Schedule 2 hourly rates applied to material totals included in the RFP as recommended by Tetra Tech.  
Total costs will vary by event.

**Disaster Debris Monitoring**

<b>Position</b>	<b>Tetra Tech</b>		<b>DebrisTech</b>	
Debris Monitoring Field Supervisor	\$	59	\$	95
Debris Monitors	\$	45	\$	75
Clerical/Data Entry Supervisor	\$	49	\$	-
Clerical/Data Entry Clerk	\$	39	\$	-
Project Manager	\$	85		na
Operations Manager	\$	69		na

**Excerpt - Disaster Debris Clearance and Removal RFP**

**SECTION 4: EVALUATION AND SELECTION PROCESS**

1. **THE MUNICIPALITY** will evaluate proposals using the following criteria:

**a. Proposal Requirements and Completeness of Proposal** **5 points**

**b. References, Experience, Reputation, and Compliance** **30 points**

- Experience and reputation in managing debris removal and disposal projects within state and federal regulations and guidelines
- Personnel experience and training
- Financial stability

**c. Debris Management Services** **25 points**

- Degree of the **MUNICIPALITY** liability in proposed debris management methods
- Breadth of service and number of contracts the Proposer can handle
- Debris management methods and commitment to the **MUNICIPALITY** debris management preferences
- Availability of preferred disposal methods (for example, types of materials planned for reuse and recycling)
- Ability to ensure debris is collected, sorted, transported safely, and reduced appropriately
- Ability to serve a wide range of project types (for example, permanent facility, one-day event, and mobile collection unit) and community types (for example, rural, urban, and suburban)

**d. Responsiveness of Proposal** **20 points**

- Demonstrated understanding of the **MUNICIPALITY** needs
- Demonstrated understanding of requirements of the RFP and contract
- Quality of proposal and impressions of response as it relates to project
- Additional services, ideas, or products that will benefit the **MUNICIPALITY**

**e. Price** **20 points**

- Reasonableness of Cost

2. An evaluation team will review all proposals received to determine the extent to which they comply with the requirements herein. The evaluation team may include representatives from local governments, the **MUNICIPALITY**, or others with relevant expertise.

3. If a proposal fails to meet a material RFP requirement, the proposal may be rejected. A deviation is material to the extent that the proposal is not in substantial accord with the solicitation. Material deviations cannot be waived. Immaterial deviations may cause a bid to be rejected.

4. Proposals containing false or misleading statements may be rejected if the **MUNICIPALITY** regards the information as intentionally misleading regarding a requirement of the RFP.

5. During the evaluation process, the **MUNICIPALITY** may require a Proposer representative to answer questions regarding the proposal. Proposer's failure to demonstrate that the claims made in the proposal are true may be sufficient cause for deeming a proposal non-responsive.

### Excerpt - Disaster Debris Monitoring RFP

- The scope, project budget, and operational duration (include the firm's contract manager, and phone number and e-mail address for each disaster response or project, if available);
- Summarized past relevant experience for each response should include the following:
  - Type of disaster—hurricane, tropical storm, tornado, etc.
  - Type of jurisdiction—city, county, district, or combination
  - Collection debris monitoring assignments
  - DMS debris monitoring assignments
  - Final disposal debris monitoring functions
  - FEMA reimbursement actions and issue resolution
- List of references;
- Knowledge and experience with Applicant solid waste regulations and the disaster debris management policies;
- Sub-consultant(s)/subcontractors that may be used on this project;
- 3-year claims/litigation history and status.

Any material received that is not requested may be discarded.

Submittals **MUST BE RECEIVED** through Bidnet no later than 4:00 p.m. on 04/30/2025.

Oral/written communications, prior to the conclusion of short-listing firms will not be considered.

### SELECTION/NEGOTIATION PROCESS

Evaluations will be made as a result of reviewing the above information from each firm and will be part of the basis for developing a short list of firms who may be scheduled to make presentations to SOCRRA, RRRASOC, and/or their Member Municipalities.

Each short-listed firm will be contacted via telephone and a follow-up e-mail advising of date and time for presentations/interviews if necessary.

Contracts awarded resulting from this RFP will be between the selected contractor(s) and the individual RRRASOC Member Municipalities and subject to review and approval by each Member Municipality individually. Contracts pertaining to services in the SOCRRA Member Municipalities will be between the selected contractor(s) and SOCRRA. It is understood that proposals may vary.

Attachment 1 – Scope of Services

Attachment 2 – Fee Schedule

Attachment 3 – Community Profiles

# Recommendations for Disaster Debris Management Preparedness For the City of Farmington Hills, Michigan RRRASOC and SOCRRA Disaster Debris Management Plan Project May 2024

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The list below outlines actions that can be taken by the City of Farmington Hills, Michigan to improve its readiness for a disaster that results in a large quantity of debris.

## Prepositioned Contracts

- Establish a prepositioned contract for debris hauling services to ensure the City has the resources at the ready in the event of a large debris generating incident. A sample scope of work for debris hauling services can be found in Appendix 27 of the RRRASOC SOCRRA Disaster Debris Management Plan (DDMP).
- Establish a prepositioned contract for debris monitoring services to monitor debris hauler activities and document debris collection and disposal activities. A sample scope of work for debris monitoring services can be found in the FEMA Public Assistance Debris Monitoring Guide, March 2021 found at [https://www.fema.gov/sites/default/files/documents/fema\\_debris-monitoring-guide\\_sop\\_3-01-2021.pdf](https://www.fema.gov/sites/default/files/documents/fema_debris-monitoring-guide_sop_3-01-2021.pdf)
- Establish back up contracts to both the debris hauler and debris monitoring contracts to ensure the City will have those services in the event the primary contractors are unable to fulfill their contractual obligations.

## Debris Management Sites

- Assess potential sites for use as debris management sites (DMS) in the City. DMS provide a place to temporarily store, separate, process, and reduce debris before it is taken for recycling or disposal. Guidance for identifying DMS can be found in Appendix 29 of the DDMP.
- Get any needed agreements in place to use the land.

## Residential Drop Off (RDO) Sites

- Consider the use of RDO Sites. RDO sites give residents the opportunity to self-haul their disaster debris to a managed staging area for future pick-up by jurisdiction crews or contractors.
- Hours of operation as well as guidance regarding the debris that is acceptable for disposal at the site would need to be clearly communicated to the public.
- Staff would need to be on-site to direct traffic and to ensure debris is managed properly and safely.

## Training

- Ensure staff are trained in their roles and responsibilities under the plan. Consider training in:
  - Debris management
  - Public assistance program
  - Free online training is available in these topics through FEMA's Independent Study Program at <https://training.fema.gov/is/crslst.aspx?lang=en>

## Plan Updates

- Regularly update the plan. Consider updating the plan to account for:
    - Changes in state and federal guidance and/or regulations.
    - Changes in City policies, staffing, or organization.
    - Changes in resources.
    - Lessons learned from exercises or real incidents.
-

# Recommendations for Disaster Debris Management Preparedness For the City of Farmington, Michigan RRRASOC and SOCRRA Disaster Debris Management Plan Project May 2024

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The list below outlines actions that can be taken by the City of Farmington, Michigan to improve its readiness for a disaster that results in a large quantity of debris.

## Prepositioned Contracts

- Establish a prepositioned contract for debris hauling services to ensure the City has the resources at the ready in the event of a large debris generating incident. A sample scope of work for debris hauling services can be found in Appendix 27 of the RRRASOC SOCRRA Disaster Debris Management Plan (DDMP).
- Establish a prepositioned contract for debris monitoring services to monitor debris hauler activities and document debris collection and disposal activities. A sample scope of work for debris monitoring services can be found in the FEMA Public Assistance Debris Monitoring Guide, March 2021 found at [https://www.fema.gov/sites/default/files/documents/fema\\_debris-monitoring-guide\\_sop\\_3-01-2021.pdf](https://www.fema.gov/sites/default/files/documents/fema_debris-monitoring-guide_sop_3-01-2021.pdf)
- Establish back up contracts to both the debris hauler and debris monitoring contracts to ensure the City will have those services in the event the primary contractors are unable to fulfill their contractual obligations.

## Debris Management Sites

- Identify and assess potential sites for use as debris management sites (DMS) in the City. DMS provide a place to temporarily store, separate, process, and reduce debris before it is taken for recycling or disposal. Guidance for identifying DMS can be found in Appendix 29 of the DDMP.
- Get any needed agreements in place to use the land.

## Residential Drop Off (RDO) Sites

- Consider the use of RDO Sites. RDO sites give residents the opportunity to self-haul their disaster debris to a managed staging area for future pick-up by jurisdiction crews or contractors.
- Hours of operation as well as guidance regarding the debris that is acceptable for disposal at the site would need to be clearly communicated to the public.
- Staff would need to be on-site to direct traffic and to ensure debris is managed properly and safely.

## Training

- Ensure staff are trained in their roles and responsibilities under the plan. Consider training in:
  - Debris management
  - Public assistance program
  - Free online training is available in these topics through FEMA's Independent Study Program at <https://training.fema.gov/is/crslst.aspx?lang=en>

## Plan Updates

- Regularly update the plan. Consider updating the plan to account for:
    - Changes in state and federal guidance and/or regulations.
    - Changes in City policies, staffing, or organization.
    - Changes in resources.
    - Lessons learned from exercises or real incidents.
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# Recommendations for Disaster Debris Management Preparedness For the Charter Township of Milford, Michigan RRRASOC and SOCRRA Disaster Debris Management Plan Project May 2024

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The list below outlines actions that can be taken by the Charter Township of Milford, Michigan to improve its readiness for a disaster that results in a large quantity of debris.

## Prepositioned Contracts

- Establish a prepositioned contract for debris hauling services to ensure the Township has the resources at the ready in the event of a large debris generating incident. A sample scope of work for debris hauling services can be found in Appendix 27 of the RRRASOC SOCRRA Disaster Debris Management Plan (DDMP).
- Establish a prepositioned contract for debris monitoring services to monitor debris hauler activities and document debris collection and disposal activities. A sample scope of work for debris monitoring services can be found in the FEMA Public Assistance Debris Monitoring Guide, March 2021 found at [https://www.fema.gov/sites/default/files/documents/fema\\_debris-monitoring-guide\\_sop\\_3-01-2021.pdf](https://www.fema.gov/sites/default/files/documents/fema_debris-monitoring-guide_sop_3-01-2021.pdf)
- Establish back up contracts to both the debris hauler and debris monitoring contracts to ensure the Township will have those services in the event the primary contractors are unable to fulfill their contractual obligations.

## Debris Management Sites

- Identify potential sites for use as debris management sites (DMS) in the Township. DMS provide a place to temporarily store, separate, process, and reduce debris before it is taken for recycling or disposal. Guidance for identifying DMS can be found in Appendix 29 of the DDMP.
- Get any needed agreements in place to use the land.

## Residential Drop Off (RDO) Sites

- Consider the use of RDO Sites. RDO sites give residents the opportunity to self-haul their disaster debris to a managed staging area for future pick-up by jurisdiction crews or contractors.
- Hours of operation as well as guidance regarding the debris that is acceptable for disposal at the site would need to be clearly communicated to the public.
- Staff would need to be on-site to direct traffic and to ensure debris is managed properly and safely.

## Training

- Ensure staff are trained in their roles and responsibilities under the plan. Consider training in:
  - Debris management
  - Public assistance program
  - Free online training is available in these topics through FEMA's Independent Study Program at <https://training.fema.gov/is/crslst.aspx?lang=en>

## Plan Updates

- Regularly update the plan. Consider updating the plan to account for:
    - Changes in state and federal guidance and/or regulations.
    - Changes in Township policies, staffing, or organization.
    - Changes in resources.
    - Lessons learned from exercises or real incidents.
-

# Recommendations for Disaster Debris Management Preparedness For the Village of Milford, Michigan RRRASOC and SOCRRA Disaster Debris Management Plan Project May 2024

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The list below outlines actions that can be taken by the Village of Milford, Michigan to improve its readiness for a disaster that results in a large quantity of debris.

## Prepositioned Contracts

- Establish a prepositioned contract for debris hauling services to ensure the Village has the resources at the ready in the event of a large debris generating incident. A sample scope of work for debris hauling services can be found in Appendix 27 of the RRRASOC SOCRRA Disaster Debris Management Plan (DDMP).
- Establish a prepositioned contract for debris monitoring services to monitor debris hauler activities and document debris collection and disposal activities. A sample scope of work for debris monitoring services can be found in the FEMA Public Assistance Debris Monitoring Guide, March 2021 found at [https://www.fema.gov/sites/default/files/documents/fema\\_debris-monitoring-guide\\_sop\\_3-01-2021.pdf](https://www.fema.gov/sites/default/files/documents/fema_debris-monitoring-guide_sop_3-01-2021.pdf)
- Establish back up contracts to both the debris hauler and debris monitoring contracts to ensure the Village will have those services in the event the primary contractors are unable to fulfill their contractual obligations.

## Debris Management Sites

- Assess identified potential debris management sites (DMS) in the Village. DMS provide a place to temporarily store, separate, process, and reduce debris before it is taken for recycling or disposal. Guidance for identifying DMS can be found in Appendix 29 of the DDMP.
- Get any needed agreements in place to use the land.

## Residential Drop Off (RDO) Sites

- Consider the use of RDO Sites. RDO sites give residents the opportunity to self-haul their disaster debris to a managed staging area for future pick-up by jurisdiction crews or contractors.
- Hours of operation as well as guidance regarding the debris that is acceptable for disposal at the site would need to be clearly communicated to the public.
- Staff would need to be on-site to direct traffic and to ensure debris is managed properly and safely.

## Training

- Ensure staff are trained in their roles and responsibilities under the plan. Consider training in:
  - Debris management
  - Public assistance program
  - Online training is available in these topics through FEMA's Independent Study Program at <https://training.fema.gov/is/crslst.aspx?lang=en>

## Plan Updates

- Regularly update the plan. Consider updating the plan to account for:
    - Changes in state and federal guidance and/or regulations.
    - Changes in Village policies, staffing, or organization.
    - Changes in resources.
    - Lessons learned from exercises or real incidents.
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# Recommendations for Disaster Debris Management Preparedness For the City of Novi, Michigan RRRASOC and SOCRRA Disaster Debris Management Plan Project May 2024

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The list below outlines actions that can be taken by the City of Novi, Michigan to improve its readiness for a disaster that results in a large quantity of debris.

## Prepositioned Contracts

- Establish a prepositioned contract for debris hauling services to ensure the City has the resources at the ready in the event of a large debris generating incident. A sample scope of work for debris hauling services can be found in Appendix 27 of the RRRASOC SOCRRA Disaster Debris Management Plan (DDMP).
- Establish a prepositioned contract for debris monitoring services to monitor debris hauler activities and document debris collection and disposal activities. A sample scope of work for debris monitoring services can be found in the FEMA Public Assistance Debris Monitoring Guide, March 2021 found at [https://www.fema.gov/sites/default/files/documents/fema\\_debris-monitoring-guide\\_sop\\_3-01-2021.pdf](https://www.fema.gov/sites/default/files/documents/fema_debris-monitoring-guide_sop_3-01-2021.pdf)
- Establish back up contracts to both the debris hauler and debris monitoring contracts to ensure the City will have those services in the event the primary contractors are unable to fulfill their contractual obligations.

## Debris Management Sites

- Assess identified potential sites for use as debris management sites (DMS) in the City. DMS provide a place to temporarily store, separate, process, and reduce debris before it is taken for recycling or disposal. Guidance for identifying DMS can be found in Appendix 29 of the DDMP.
- Get any needed agreements in place to use the land.

## Residential Drop Off (RDO) Sites

- Consider the use of RDO Sites. RDO sites give residents the opportunity to self-haul their disaster debris to a managed staging area for future pick-up by jurisdiction crews or contractors.
- Hours of operation as well as guidance regarding the debris that is acceptable for disposal at the site would need to be clearly communicated to the public.
- Staff would need to be on-site to direct traffic and to ensure debris is managed properly and safely.

## Training

- Ensure staff are trained in their roles and responsibilities under the plan. Consider training in:
  - Debris management
  - Public assistance program
  - Free online training is available in these topics through FEMA's Independent Study Program at <https://training.fema.gov/is/crslst.aspx?lang=en>

## Plan Updates

- Regularly update the plan. Consider updating the plan to account for:
    - Changes in state and federal guidance and/or regulations.
    - Changes in City policies, staffing, or organization.
    - Changes in resources.
    - Lessons learned from exercises or real incidents.
-

# Recommendations for Disaster Debris Management Preparedness For the City of South Lyon, Michigan RRRASOC and SOCRRA Disaster Debris Management Plan Project May 2024

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The list below outlines actions that can be taken by the City of South Lyon, Michigan to improve its readiness for a disaster that results in a large quantity of debris.

## Prepositioned Contracts

- Establish a prepositioned contract for debris hauling services to ensure the City has the resources at the ready in the event of a large debris generating incident. A sample scope of work for debris hauling services can be found in Appendix 27 of the RRRASOC SOCRRA Disaster Debris Management Plan (DDMP).
- Establish a prepositioned contract for debris monitoring services to monitor debris hauler activities and document debris collection and disposal activities. A sample scope of work for debris monitoring services can be found in the FEMA Public Assistance Debris Monitoring Guide, March 2021 found at [https://www.fema.gov/sites/default/files/documents/fema\\_debris-monitoring-guide\\_sop\\_3-01-2021.pdf](https://www.fema.gov/sites/default/files/documents/fema_debris-monitoring-guide_sop_3-01-2021.pdf)
- Establish back up contracts to both the debris hauler and debris monitoring contracts to ensure the City will have those services in the event the primary contractors are unable to fulfill their contractual obligations.

## Debris Management Sites

- Assess identified potential sites for use as debris management sites (DMS) in the City. DMS provide a place to temporarily store, separate, process, and reduce debris before it is taken for recycling or disposal. Guidance for identifying DMS can be found in Appendix 29 of the DDMP.
- Get any needed agreements in place to use the land.

## Residential Drop Off (RDO) Sites

- Consider the use of RDO Sites. RDO sites give residents the opportunity to self-haul their disaster debris to a managed staging area for future pick-up by jurisdiction crews or contractors.
- Hours of operation as well as guidance regarding the debris that is acceptable for disposal at the site would need to be clearly communicated to the public.
- Staff would need to be on-site to direct traffic and to ensure debris is managed properly and safely.

## Training

- Ensure staff are trained in their roles and responsibilities under the plan. Consider training in:
  - Debris management
  - Public assistance program
  - Free online training is available in these topics through FEMA's Independent Study Program at <https://training.fema.gov/is/crslst.aspx?lang=en>

## Plan Updates

- Regularly update the plan. Consider updating the plan to account for:
    - Changes in state and federal guidance and/or regulations.
    - Changes in City policies, staffing, or organization.
    - Changes in resources.
    - Lessons learned from exercises or real incidents.
-

# Recommendations for Disaster Debris Management Preparedness For the City of Southfield, Michigan RRRASOC and SOCRRA Disaster Debris Management Plan Project May 2024

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The list below outlines actions that can be taken by the City of Southfield, Michigan to improve its readiness for a disaster that results in a large quantity of debris.

## Prepositioned Contracts

- Establish a prepositioned contract for debris hauling services to ensure the City has the resources at the ready in the event of a large debris generating incident. A sample scope of work for debris hauling services can be found in Appendix 27 of the RRRASOC SOCRRA Disaster Debris Management Plan (DDMP).
- Establish a prepositioned contract for debris monitoring services to monitor debris hauler activities and document debris collection and disposal activities. A sample scope of work for debris monitoring services can be found in the FEMA Public Assistance Debris Monitoring Guide, March 2021 found at [https://www.fema.gov/sites/default/files/documents/fema\\_debris-monitoring-guide\\_sop\\_3-01-2021.pdf](https://www.fema.gov/sites/default/files/documents/fema_debris-monitoring-guide_sop_3-01-2021.pdf)
- Establish back up contracts to both the debris hauler and debris monitoring contracts to ensure the City will have those services in the event the primary contractors are unable to fulfill their contractual obligations.

## Debris Management Sites

- Assess identified potential sites for use as debris management sites (DMS) in the City. DMS provide a place to temporarily store, separate, process, and reduce debris before it is taken for recycling or disposal. Guidance for identifying DMS can be found in Appendix 29 of the DDMP.
- Get any needed agreements in place to use the land.

## Residential Drop Off (RDO) Sites

- Consider the use of RDO Sites. RDO sites give residents the opportunity to self-haul their disaster debris to a managed staging area for future pick-up by jurisdiction crews or contractors.
- Hours of operation as well as guidance regarding the debris that is acceptable for disposal at the site would need to be clearly communicated to the public.
- Staff would need to be on-site to direct traffic and to ensure debris is managed properly and safely.

## Training

- Ensure staff are trained in their roles and responsibilities under the plan. Consider training in:
  - Debris management
  - Public assistance program
  - Free online training is available in these topics through FEMA's Independent Study Program at <https://training.fema.gov/is/crslst.aspx?lang=en>

## Plan Updates

- Regularly update the plan. Consider updating the plan to account for:
    - Changes in state and federal guidance and/or regulations.
    - Changes in City policies, staffing, or organization.
    - Changes in resources.
    - Lessons learned from exercises or real incidents.
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# Recommendations for Disaster Debris Management Preparedness For the City of Walled Lake, Michigan RRRASOC and SOCRRA Disaster Debris Management Plan Project May 2024

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The list below outlines actions that can be taken by the City of Walled Lake, Michigan to improve its readiness for a disaster that results in a large quantity of debris.

## Prepositioned Contracts

- Establish a prepositioned contract for debris hauling services to ensure the City has the resources at the ready in the event of a large debris generating incident. A sample scope of work for debris hauling services can be found in Appendix 27 of the RRRASOC SOCRRA Disaster Debris Management Plan (DDMP).
- Establish a prepositioned contract for debris monitoring services to monitor debris hauler activities and document debris collection and disposal activities. A sample scope of work for debris monitoring services can be found in the FEMA Public Assistance Debris Monitoring Guide, March 2021 found at [https://www.fema.gov/sites/default/files/documents/fema\\_debris-monitoring-guide\\_sop\\_3-01-2021.pdf](https://www.fema.gov/sites/default/files/documents/fema_debris-monitoring-guide_sop_3-01-2021.pdf)
- Establish back up contracts to both the debris hauler and debris monitoring contracts to ensure the City will have those services in the event the primary contractors are unable to fulfill their contractual obligations.

## Debris Management Sites

- Assess identified potential sites for use as debris management sites (DMS) in the City. DMS provide a place to temporarily store, separate, process, and reduce debris before it is taken for recycling or disposal. Guidance for identifying DMS can be found in Appendix 29 of the DDMP.
- Get any needed agreements in place to use the land.

## Residential Drop Off (RDO) Sites

- Consider the use of RDO Sites. RDO sites give residents the opportunity to self-haul their disaster debris to a managed staging area for future pick-up by jurisdiction crews or contractors.
- Hours of operation as well as guidance regarding the debris that is acceptable for disposal at the site would need to be clearly communicated to the public.
- Staff would need to be on-site to direct traffic and to ensure debris is managed properly and safely.

## Training

- Ensure staff are trained in their roles and responsibilities under the plan. Consider training in:
  - Debris management
  - Public assistance program
  - Free online training is available in these topics through FEMA's Independent Study Program at <https://training.fema.gov/is/crslst.aspx?lang=en>

## Plan Updates

- Regularly update the plan. Consider updating the plan to account for:
    - Changes in state and federal guidance and/or regulations.
    - Changes in City policies, staffing, or organization.
    - Changes in resources.
    - Lessons learned from exercises or real incidents.
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# Recommendations for Disaster Debris Management Preparedness For the City of Wixom, Michigan RRRASOC and SOCRRA Disaster Debris Management Plan Project May 2024

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The list below outlines actions that can be taken by the City of Wixom, Michigan to improve its readiness for a disaster that results in a large quantity of debris.

## Prepositioned Contracts

- Establish a prepositioned contract for debris hauling services to ensure the City has the resources at the ready in the event of a large debris generating incident. A sample scope of work for debris hauling services can be found in Appendix 27 of the RRRASOC SOCRRA Disaster Debris Management Plan (DDMP).
- Establish a prepositioned contract for debris monitoring services to monitor debris hauler activities and document debris collection and disposal activities. A sample scope of work for debris monitoring services can be found in the FEMA Public Assistance Debris Monitoring Guide, March 2021 found at [https://www.fema.gov/sites/default/files/documents/fema\\_debris-monitoring-guide\\_sop\\_3-01-2021.pdf](https://www.fema.gov/sites/default/files/documents/fema_debris-monitoring-guide_sop_3-01-2021.pdf)
- Establish back up contracts to both the debris hauler and debris monitoring contracts to ensure the City will have those services in the event the primary contractors are unable to fulfill their contractual obligations.

## Debris Management Sites

- Identify potential sites for use as debris management sites (DMS) in the City. DMS provide a place to temporarily store, separate, process, and reduce debris before it is taken for recycling or disposal. Guidance for identifying DMS can be found in Appendix 29 of the DDMP.
- Get any needed agreements in place to use the land.

## Residential Drop Off (RDO) Sites

- Consider the use of RDO Sites. RDO sites give residents the opportunity to self-haul their disaster debris to a managed staging area for future pick-up by jurisdiction crews or contractors.
- Hours of operation as well as guidance regarding the debris that is acceptable for disposal at the site would need to be clearly communicated to the public.
- Staff would need to be on-site to direct traffic and to ensure debris is managed properly and safely.

## Training

- Ensure staff are trained in their roles and responsibilities under the plan. Consider training in:
  - Debris management
  - Public assistance program
  - Free online training is available in these topics through FEMA's Independent Study Program at <https://training.fema.gov/is/crslst.aspx?lang=en>

## Plan Updates

- Regularly update the plan. Consider updating the plan to account for:
    - Changes in state and federal guidance and/or regulations.
    - Changes in City policies, staffing, or organization.
    - Changes in resources.
    - Lessons learned from exercises or real incidents.
-



# 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](http://www.RRRASOC.org)

**THE RECYCLING AUTHORITY**  
*Since 1989*

To: RRRASOC Board of Directors  
From: Michael Csapo, General Manager  
Date: June 19, 2025

Re: **Manager's Report**

1. Preparation for the FY 2024 – 2025 audit began.
2. Responses to the DDMP RFPs for debris monitoring and debris hauling were received. See agenda.
3. Work on Food Waste Reduction and Organics composting continued. See agenda.
4. Work on various legislative and permitting matters continued.
5. Work on the MRF operating agreement continued. See agenda.
6. Document shredding events in Farmington Hills and Wixom were held.
7. The Spring 2025 HHW season concluded. The next event is July 12<sup>th</sup> in Wixom.
8. Two tours of the MRF were provided.
9. Staff attended or presented at the following:
  - A. Walled Lake City Council meeting.
  - B. HHW events in Wixom, Southfield, Farmington Hills, Walled Lake.
  - C. University of Michigan Bottle Bill workshop.
  - D. Michigan Sustainable Business Forum Board meeting.
  - E. Michigan Food Waste Collaborative meeting.
  - F. Michigan Recycling Coalition Policy battery EPR subcommittee meeting.
  - G. Genesee County Materials Management Planning Committee meeting.
  - H. Monthly meeting with the EGLE Recycling Specialists (x2).
  - I. Video shoot with Southfield Cable 15.
  - J. City of Novi Community Fest.

**RRRASOC Member Communities**

Farmington ♦ Farmington Hills ♦ Milford ♦ Milford Township

Novi ♦ South Lyon ♦ Southfield ♦ Walled Lake ♦ Wixom