

ONONDAGA COUNTY RESOURCE RECOVERY AGENCY

OCTOBER 11TH, 2017 BOARD MEETING MINUTES

Board Members Present:	J. Copanas, K. Dodson, T. Geiss, L. Klosowski, D. Lawless, J. Lyons, B. Page, J. Powers, R. Raman, M. Reilly, J. Wright
Board Members Absent:	T. Glazier
Also Present:	M. Cirino, R. Czerwiak, D. Gance, K. Lawton, M. Mokrzycki, A. Radin, K. Spillane
Guests:	

The October 11th 2017 Board Meeting was called to order at 4:05 p.m.

The September 13th 2017 Minutes of the Board were approved as presented and filed.

The **EXECUTIVE DIRECTOR REPORT** was presented by D. Gance. Copies of the report were distributed and discussed.

D. Gance began her report thanking everyone for their participation with the preparation of OCRRA's 2018 budget. She mentioned that there were many obstacles, and tough decisions were made, but she is hopeful that the outcome of the choices made will put OCRRA in a long term direction that will allow OCRRA to reach its future financial goals.

D. Gance proceeded with an update on OCRRA's newest SWANA award for their composting program. She made note of the updates coming from China in regards to the volatile recycling markets. She emphasized that 'quality is king', and that OCRRA has proven that the product they deliver in the recycling industry is just that; quality. OCRRA's focus will be to keep that quality high.

D. Gance then updated the board on the Honeywell Project to restore Onondaga Lake. She and other Agency members have visited the site. OCRRA's compost is being applied for the habitat restoration project.

D. Gance continued, shifting focus to the Strategic Direction document that the board had adopted earlier this year. She asked the board for their feedback. She highlighted the Innovation and Leadership bucket portion of the document. Stating that she'd like to continue to be proactive this coming year, and she asked the members if that portion of the document would be helpful in starting the planning process.

D. Gance concluded her report commending Andrew Radin and Theresa Evans for their efforts in what was the most successful Shred-O-Rama event to date. The Brown lot, at the NYS Fairgrounds proved to be an invaluable asset to the event. People who attended the event have reached out to OCRRA directly to express their enthusiasm, and support for how successful the event was.

M. Reilly asked about the Benchmarking Operations Program OCRRA has begun. D. Gance responded that OCRRA has been working to strengthen relationships with other agencies and working to compare programs and operations with similar organizations. She asked the members to consider where they would like to continue benchmarking so that OCRRA can obtain information consistently over time. M. Reilly asked that periodically, there be an Education Session at the Board meetings, to keep the members up to date with what OCRRA is currently looking into. J. Copanas mentioned that recycling is one aspect that OCRRA should look into benchmarking. With changing materials, and the way products are packaged, marketed and sold, recycling changes should be explored.

The **TREASURER'S REPORT** was presented by K. Dodson. Copies of the report were distributed and discussed.

K. Dodson began with focus on August's financial report, noting that OCRRA's figures were ahead of July's reporting. Due to the pricing of metals, and other recyclables, the monthly figures may level. Cash balances have increased from this time last year.

J. Copanas asked what caused the increase in kwh production. M. Mokrzycki responded that in August 2016 there was a planned outage which didn't happen until September in 2017. Because of that, the comparison between 2016 and 2017 shows a higher increase.

Finance lease balances were distributed and discussed.

M. Reilly asked if the projected electricity figures used for the 2017 budget were on target. M. Mokrzycki responded that OCRRA had projected a slightly higher amount than what the current markets are. For OCRRA's 2018 budget, projections were made at a more conservative level.

OCRRA's 2017 monthly income statement was distributed and discussed. OCRRA's contract with Westrock and decision to increase the tipping fees, helped increase OCRRA's financial stability.

The Treasurers report was accepted as presented and filed.

The **ADMINISTRATION COMMITTEE** report was presented by R. Raman. Copies of the report were distributed and discussed.

R. Raman updated that the Admin committee had unanimously decided to demolish one of OCRRA's rental properties.

The committee also had discussed OCRRA's headquarters and the current lease.

During the Admin meeting, M. Mokrzycki had presented a proposal for OCRRA to replace the telephone and data lines. After the presentation, the committee decided to move forward with a Resolution for the new system.

M. Mokrzycki gave a final brief for the 2018 budget. He reiterated that OCRRA staff had offered a budget workshop, and a compost workshop, using the information gathered at each to finalize the 2018 budget. The tipping fees for both C&D and Compost were altered slightly. J. Copanas asked if there were any further changes since that last Admin meeting. M. Mokrzycki responded that the contents of the budget have remained unchanged.

Resolution #2101 – Resolution Adopting an Agency Budget for Fiscal Year 2018 - was moved by R. Raman and seconded by M. Reilly.

The Resolution was adopted 9 ayes, 0 nays, 0 abstain.

Resolution #2102 – Resolution Adopting Tipping Fees and Related Charges for Fiscal Year 2018 - was moved by R. Raman and seconded by M. Reilly.

The Resolution was adopted 9 ayes, 0 nays, 0 abstain

Resolution #2103 – Resolution Authorizing Executive Director to Enter into Contract for Purchas and Installation of Digital Telephone/Voicemail System was moved by R. Raman and seconded by M. Reilly.

M. Mokrzycki added that the amount and term listed on the Resolution had changed. The board agreed to accept the Resolution with a friendly amendment for the correct amount and five (5) year term of contract.

The Resolution was adopted 9 ayes, 0 nays, 0 abstain

Resolution # 2104 – Resolution Authorizing Executive Director to Enter into Contract for Data Services - was moved by R. Raman and seconded by L. Klosowski.

The Resolution was accepted with a friendly amendment to correct the term of contract to five (5) years.

The Resolution was adopted 9 ayes, 0 nays, 0 abstain

J. Wright entered the meeting at 4:45 pm

J. Copanas updated the committee on the Governance meeting that was held on October 11, 2017. He asked that there will be one other Governance meeting before the end of the year. At that meeting, there will be a formal evaluation of the Executive Director and her first year with OCRRA.

The **RECYCLING AND OPERATIONS COMMITTEE** report was presented by J. Wright. Copies of the report were distributed and discussed.

J. Wright highlighted K. Lawton and her efforts with public information and education. K. Lawton had given a report at the Recycling and Operations meeting on September 20th where she gave an update on recent media coverage, and several campaigns OCRRA is running.

J. Wright updated the committee on the proposed TMR contract for OCRRA's Tana Shredder. He stated that the committee had agreed that the cost of the contract would not benefit the Agency, and instead, OCRRA will essentially self-insure the machine.

Resolution #2105 - Resolution Authorizing Executive Director to Purchase Plastic Liners for Agency Ash Transport Trailers was moved by J. Wright and seconded by R. Raman

The Resolution was adopted 10 ayes, 0 nays, 0 abstain.

R. Raman asked K. Spillane what the quantities would be at the time of purchase. K. Spillane responded that the quantities purchased would not change from what is currently being bought. The benefit of the contract is that OCRRA has the option to purchase more or less at one time, and is price locked for the term of the contract.

The **FINANCE COMMITTEE** report was presented by M. Reilly. Copies of the report were distributed and discussed.

D. Lawless updated the committee that the upcoming TIP meeting had been moved from October 17th, 2017 to October 26th, 2017 at 4:30 pm. Reports from GHD, the final feasibility report, and cost estimates will be available. The full board will get a review from the TIP committee at the next board meeting.

The meeting adjourned at 4:56 p.m.

Board Minutes were taken by R. Czerwiak