

# Washtenaw Regional Resource Management Authority

10/28/2024; 11:00 AM

Pittsfield Township Administration Building  
6201 W. Michigan Avenue, Ann Arbor, MI 48108

**Members Present:** Best, Auth, Hines, Sirls, Wessler, Mason, Colvin-Garcia

**Members Absent:** Tanghe

**Staff Present:** Eggermont, Wright

**Attorney:** Davis

**Members of the public present:** Chantell LaForest (Waste Management), Mariah Fink (Scio Township Attorney), Jillian Kerry (Scio Trustee), Kathleen Brant, Judy DeVooght Moenck

Best called the meeting to order at 11:08 AM.

## Roll Call

*Ann Arbor Township:* Present/Colvin-Garcia

*Pittsfield Township:* Present/Best

*Scio Township:* Present/Auth

*Ypsilanti Township:* Present/Hines

*City of Dexter:* Absent/Tanghe

*City of Saline:* Present/Sirls

*City of Ypsilanti:* Present/Wessler

*City of Ann Arbor:* Present/Mason

## Approval of agenda for 10/28/2024 meeting

Best suggested moving unfinished business after invoices. Wessler moved to amend the agenda such that unfinished business comes after invoices, Sirls seconded. All in favor. Motion carries.

Motion to approve the agenda as amended motioned by Wessler, Mason seconded. All in favor. Motion carries.

## Approval of Minutes

*9/16/2024 Meeting Minutes Approval*

Motion to approve the minutes without amendment moved by Colvin-Garica, seconded by Wessler. All in favor. Motion carries.

## New Business

*Member input on Draft Budget and Draft Summary of Activities*

Eggermont shared that every October a draft budget and summary of activities are sent to member municipalities. The municipalities have until December 1 to share objections with the budget and then the board discusses those at the December meeting to finalize the budget. Eggermont proposed that the draft budget be amended to reflect where staff time would be charged to the collective service contract versus work outside of the collective service contract. The Board discussed and expanded to include other costs, like insurance, to be accounted for in the same manner. Wessler proposed an amendment to the budget language of "Funding for additional costs incurred and work performed to administer and execute a collective service contract will be paid for by members who are part of the contract."

Motion to approve the budget as amended motioned by Wessler, seconded by Sirls. All in favor. Motion carries.

Eggermont went through the summary of activities, highlighting the work on the collective service contract RFP and WRRMA's outreach and education efforts. Auth asked for clarification about WRRMA staff answering phone calls for curbside service issues, specifically on the line in paragraph three that says "WRRMA would manage the contract, answer phone calls, and resolve service issues". The board discussed this line and resolved that Eggermont will remove "answer phone calls" from the summary of activities line.

### **Reports and Updates**

*Member Reports – None.*

#### *Washtenaw County Updates*

Eggermont sent the Materials Management Planning Committee's first meeting notice to the WRRMA board and all municipal clerks in the County. Eggermont noted a regular schedule will be established and sent to the WRRMA board who are encouraged to attend meetings that cover topics of interest to them.

### **Invoices**

Motion to approve the Davis invoice for \$1,297.50 motioned by Wessler, seconded by Hines. All in favor. Motion carries.

Auth requested an amendment to Eggermont's September 10 details for IRIS to be changed to I.R.I.S. Motion to approve the Washtenaw County Quarter 2 and Quarter 3 invoice for \$5,607.50 with amendment motioned by Sirls, seconded by Hines.

### **Unfinished Business**

#### *Updates to prior RFP*

Davis asked for confirmation of details in the RFP including the start date of the contract, if the number of households is accurate, and if the communities want carts or carts-plus. Best suggested the RFP ask for prices of both carts and carts-plus. Sirls clarified that the City of Saline wants unlimited yard waste bags.

Best shared he received a list of questions and concerns from Scio Township. One of the main concerns is their contractor currently bills residents individually, and they would want that same process to continue, but that is not how the billing is laid out in the RFP for the four communities participating. Davis noted language can be added to the RFP that a future community joining may want that type of billing and reminded the board that if another municipality wants to join at any time, there would be a contract reopener to negotiate their terms.

Best shared that another main concern from Scio Township is that there is not a process laid out for the collection of liquidated damages for their billing structure. Scio Township's suggestion is that the RFP includes language that the hauler would create an escrow account for municipalities with direct billing to residents and if they need to pay liquidated damages the money would come out of that account. Davis noted that if liquidated damages need to be paid for the municipalities that have the billing handled through WRRMA, the amount will come off the next invoice.

The board discussed additional contract considerations including the provision for bulky waste and white goods, seasonal service pauses, backdoor service options, adding a provision that the hauler will remove carts at the end of the contract, assigning the contract to another hauler if they get acquired, and the contract length including how many contract reopener options there are.

Mason requested that the RFP clarifies that only written responses to questions are valid responses.

Davis said he will make edits and send the edited RFP to Staff to share with the board.

The board discussed the staffing needs for WRRMA and what their role will be in the collective service agreement regarding managing the contract and resolving service issues. Eggermont said he will work on the staffing cost estimates and asked municipalities for staffing time and any other data that will help estimate staff costs.

*Municipal meetings for Section 5 contract*

Eggermont shared that the City of Ypsilanti meeting is completed, City of Saline is tonight, Ypsilanti Township is November 19, and Pittsfield Township is waiting until a December meeting.

**Next Steps**

- Eggermont will amend the draft budget and send out to municipalities for review.
- Eggermont will work on staffing cost estimates for WRRMA. Municipalities will send information to Eggermont that will assist in calculations.
- Davis will make updates to the RFP document and send to Staff. Staff will send to members.
- Next items in RFP timeline.


**Public Comment: General/Unrelated to current Agenda Items**

Chantell LaForest (Waste Management) shared that the sooner an RFP is released the better and emphasized that time is important for a contract of this size.

Kathleen Brant (Scio Trustee Elect) asked if all the municipalities participating in the collective contract currently have their hauler bill the municipality and then the municipality bills the residents.

Motion to adjourn the meeting moved by Auth, seconded by Mason. All in favor. Motion carries. Meeting adjourned at 12:36 PM

Minutes prepared by Angela Wright

Minutes approved by:  \_\_\_\_\_  
Secretary

Minutes approved by:  \_\_\_\_\_  
Vice Chair