

Washtenaw Regional Resource Management Authority (WRRMA)

MEETING AGENDA

Monday, July 18th, 2022

11:00 AM

The interested public will be able to listen to all discussions and will be permitted to speak at public comment or as otherwise authorized during the meeting.

1. Call to Order
 - a. Roll Call
2. Approval of Agenda
3. Approval of Minutes
 - a. June 27, 2022 Meeting Minutes
4. Unfinished Business
 - a. RFP Update (Davis)
 - b. MRF Priorities/Questions Update (Eggermont)
 - c. Participation Campaign (Garramone)
 - i. Request for approval for not to exceed \$20,000 for initial survey mailing and related outreach for TRP grant
5. New Business
 - a. Invoices:
 - i. Foresight Group Printing (\$3,167.85)
 - ii. Foresight Group Postage (\$7,481.43)
 - iii. Weebly (\$144)
 - iv. Washtenaw County (\$5,877.30)
 - v. Recollect (\$4140.47)
 - vi. Recollect (\$561.90)
6. Reports
 - a. Ann Arbor DOS Update
7. Next Steps
8. Public Comment*
9. Adjournment

**Public comment will be limited to three (3) minutes per person*

The principal place of business of WRRMA is 705 N. Zeeb Washtenaw County Western Services Center, Ann Arbor 48103.

Washtenaw Regional Resource Management Authority

6/27/2022; 11:00 AM

Washtenaw County Learning Resource Center
4135 Washtenaw Avenue, Ann Arbor, MI 48108

Members Present: Tanghe, Auth, Sirls, Akers, Mason, Hoffmeister, Best

Members Absent: DiPietro

Staff Present: Garramone, Eggermont

Attorney: Not present

Members of the public present: Perry

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

Roll Call

Ann Arbor Township: Not Present

Pittsfield Township: Present/Best

Scio Township: Present/Auth

Ypsilanti Township: Present/Hoffmeister

City of Dexter: Present/Tanghe

City of Saline: Present/Sirls

City of Ypsilanti: Present/Akers

City of Ann Arbor: Present/Mason

Approval of agenda for 6/27 meeting

Davis is not able to make the meeting today, Auth suggested amending the agenda to remove item 4a and add a fuel surcharges and contracts discussion into new business as requested by Perry.

Motion to approve agenda as amended moved by Auth, seconded by Best. All in favor. Motion carries.

Approval of Minutes

5/16/2022 Meeting Minutes Approval

Motion to approve without amendment moved by Auth, seconded by Hoffmeister. All in favor. Motion carries.

Unfinished Business

Education – Incentive Program

Eggermont confirmed that the Board discussed at the last meeting including the Green Home Program as presented by Best at the last meeting as part of the RFP process. Auth added the haulers will need to buy-in to the program for it to work and wondered how to get haulers more involved with WRRMA.

Eggermont believes the RFP is a good way to do so. Akers noted the City of Ypsilanti's sustainability commission is interested in the program.

Education – MRF Priorities

Eggermont asked the board about ongoing connections with the MRFs are opportunities for WRRMA to collaborate with MRFs. Auth heard the GFL MRF manager say a problem is when the containers are crushed the machinery can't identify them, while the Ann Arbor MRF noted that was not an issue.

Eggermont thought writing a few questions to send to MRF operators would be helpful to learn what changes and what education should be prioritized. Auth added these connections would help align WRRMA and the MRF to be more cooperative. Eggermont will draft questions.

New Business

TRP Grant – Ann Arbor Updates

.Mason updated that the cart tagging for City of Ann Arbor will start July 11th and the postcards to residents will be mailed out tomorrow. Communications and outreach are ongoing in advance of the cart tagging. Eggermont added WRRMA will need to plan for the App to Action grant as a group based on last year's data before the City of Ann Arbor's data is analyzed.

TRP Grant - App to Action Discussion

Eggermont is looking to get a consensus on moving forward with the App to Action grant. The program will need to have decisions made by late July to meet deadlines. Garramone presented opportunities to focus on either contamination or participation as part of the App to Action grant. The grant will utilize the data from the Recycling Quality Improvement Programs to create further outreach. A contamination program could use targeted mailings to households with specific contaminants and a follow-up MRF audit. A participation program could use targeted mailings to households with either no or low set-out rates during the cart tagging that contains information on recycling in that location and a QR code to a survey to learn more about the barriers to recycling from the resident's perspective.

Tanghe noted Dexter received a 13% return rate for an online survey that took residents 15-18 minutes. Auth wondered if asking people who don't recycle will answer or just throw it away. Best added the participation option would help inform the Green Home program to learn why people aren't participating. Mason added that reaching out to high set-out households would help determine what motivates our residents to recycle.

Best wondered how much money the subcommittee would need to be able to approve to be able to be nimble. Eggermont thought about \$20,000 would be sufficient to move forward with initial steps, and it could be approved at the July meeting.

Motion for the Board to approve moving forward on a participation campaign and create a subcommittee including four rotating Board members including City of Dexter, City of Ann Arbor, (if willing) Ann Arbor Township, Ypsilanti City and Ypsilanti Township on a rotational to approve smaller decisions moved by Best, supported by Auth.

Invoices

Motion to approve the Insurance invoice for \$408, Davis invoice for \$375, and ReCollect contract update for 674.28 moved by Best, seconded by Sirls. All in favor. Motion carries.

Fuel Surcharges and Contract

Auth asked if Board members have fuel surcharge allowances in their contracts. Hoffmeister noted Ypsilanti Township recently removed fuel surcharges from their contracts. Sirls added Waste Management is preparing to ask Saline for additional surcharges due to cost increases. Tanghe noted he believes Waste Management will be asking the same of them.

Reports and Updates

None

Next Steps

Next month Davis and the Board will discuss the RFP, and staff will bring an update of items for the participation campaign.

Public Comment: General/Unrelated to current Agenda Items

None

Motion to adjourn the meeting moved by Hoffmeister, seconded by Tanghe. All in favor. Motion carries. Meeting adjourned at 12:21 PM.

Minutes prepared by Isabella Garramone

Minutes approved by: _____
Secretary

Minutes approved by: _____
Chair

App to Action Postcards - Confirm accuracy of text below for how to access recycling

Scio

To sign up for recycling service and get a cart, contact GFL at (844) 464-3587 or gflcustomerservice@gflenv.com, or go to gflenv.com/support.

Pittsfield

Fill out an online form from Pittsfield Township to sign up for trash and recycling service at Pittsfield-mi.gov/397. Contact: utilities@pittsfield-mi.gov or (734) 822-3105.

City of Ann Arbor

Contact the City of Ann Arbor at (734) 994-7336 or customerservice@a2gov.org to sign up for recycling service.

Ypsilanti Township

Contact Waste Management at (800) 796-9696, use the online chat at wm.com, or email customerservice_miohin@wm.com for service or to rent a recycling cart. Your own cart can be used by applying a recycling sticker available at the Civic Center or Community Center or mailed to you by contacting residential services at (734) 544-4000 or rsd@ytown.org.

Ann Arbor Township

Sign up with Waste Management at wm.com or contact their customer service at (866) 797-9018.

City of Ypsilanti

Call the Department of Public Services at (734) 483-1421 to pick up a recycling bin, available to anyone in a 4-unit or smaller building or home. ID and proof of residency required. Note that the City of Ypsilanti will be providing larger recycling carts by the end of 2023.

City of Dexter

New residents that need carts can request delivery from the City Office at (734) 426-8303. Get additional carts or services from Waste Management by calling (866) 797-9018, using the online chat at wm.com, or emailing customerservice_miohin@wm.com.

City of Saline

Sign up with Waste Management by calling (866) 797-9018, using the online chat at wm.com, or emailing customerservice_miohin@wm.com.



2822 N. Martin Luther King Jr. Blvd
Lansing, MI 48906
Phone: (517) 485-5700

5204 Jackson Road, Suite 1
Ann Arbor, MI 48103
Phone: (734) 761-2670

INVOICE

Invoice	203310011
Invoice Date	6/30/22
Date Shipped	
Ship Via	Our Truck Foresight
Salesperson	Bob Wagner
Terms	Due Upon Receipt
P.O. Number	
Job Number	203310

Washtenaw Regional Resource Management Authority
Isabella Garramone
705 N. Zeeb Rd.
Ann Arbor, MI 48103

Quantity	Description	Unit Price	UM	Amount
26.520	WRRMA Ann Arbor Info Card	\$3,167.85		\$3,167.85
26.520	Postage - paid	\$7,481.43		\$7,481.43
Subtotal				\$10,649.28
Sales Tax				\$0.00
Deposit				-\$7,481.43
Total Due				\$3,167.85

Customer Code : WASCOU02

Invoice Number : 203310011

Invoice Date : 6/30/22

Invoice Amount : \$3,167.85

Amount Paid : _____

Remit To:

Foresight Group
2822 N. Martin Luther King Jr. Blvd
Lansing, MI 48906

Remitter:

Washtenaw Regional Resource Management Authority
Isabella Garramone
705 N. Zeeb Rd.
Ann Arbor, MI 48103

From: lindag@foresightgroup.net
To: [Isabella Garramone](#)
Subject: Transaction receipt
Date: Thursday, June 16, 2022 11:35:01 AM

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Receipt

Transaction Information

Transaction ID: calkr7c6lr8p4ua1515g

Merchant: Foresight Group LLC

Merchant Website:

Merchant Phone: 5174855700

Transaction Date: 06/16/2022 11:34:53 EDT

Transaction Type: Sale

Amount Authorized: \$7,481.43

Amount Captured: \$7,481.43

Base Amount: \$7,481.43

Total: \$7,481.43

Authorization Code: 091755

Response: approved

PO Number: WRRMA Info Card

Order ID: 203310

1. Comments
\$7263.52 postage, plus \$217.91 cc fee

Payment Information

Cardholder Name: Theo A Eggermont

Card Type: Mastercard

Payment Type: card

Account # *****0101 07/24

Customer Information

Theo A Eggermont

Washtenaw County

220 N Main

Ann Arbor MI 48906



Hi there,

Thanks for choosing Weebly.

Here is a summary of your order:

Order Date: Jun 28, 2022
Order Number: 791428527597262953
Account ID: 130194782
Account Name: Isabella Garramone

Paid by:
Theo Eggermont
220 N Main St
Ann Arbor, MI 48103

Item	Term	Quantity	Price
Professional Site Plan For your site Washtenaw Regional Resource Management Authority Expires on Jun 24, 2023	1 year	1	\$144.00

Subtotal:	\$144.00
MI State Tax:	\$0.00
Total:	\$144.00

Paid with **Mastercard** ending in **0101**

Need help? Check out our [help center](#) or [blog](#).

Thanks,
The Weebly Team

Your subscription is set to automatically renew and your selected payment method will be charged \$144.00 (plus any applicable taxes) every 1 year until you cancel your subscription. You may cancel your subscription at any time at least one day before your next renewal date from your [account settings](#) or by [contacting us](#).



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Square

1455 Market Street, Suite 600
San Francisco, CA 94103

WASHTENAW REGIONAL RESOURCE
 MANAGMENT AUTHORITY
 705 N ZEEB ROAD
 ANN ARBOR MI 48103

Washtenaw County
 Remittance Slip



Invoice No. 10530
 Customer Number 5544
 Invoice Total Due \$5,877.30
 Due on 07/13/2022

CATHERINE MCCLARY, CPFO, CPFIM
 WASHTENAW COUNTY TREASURER
 PO BOX 8645
 ANN ARBOR MI 48107-8645

Amount Enclosed	
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Please make checks payable to: Washtenaw County Treasurer
 Address has changed (please update on back)

Detach and enclose this coupon with payment



Washtenaw County
 Washtenaw County Treasurer
 P.O. Box 8645
 Ann Arbor, MI 48107-8645

Invoice

Invoice Date	Invoice No.
07/13/2022	10530
Customer Number	
5544	
Invoice Total Due	
\$5,877.30	
Due Date	
07/13/2022	

WASHTENAW REGIONAL RESOURCE
 MANAGMENT AUTHORITY
 705 N ZEEB ROAD
 ANN ARBOR MI 48103

Please include invoice number on your payment.

WATER RESOURCES
 WRRMA REIMBURSEMENT APRIL-
 JUNE 2022
 LABOR EGGERMONT, GARRMONE,
 KATZ

Description	Quantity	Price	UOM	Original Bill	Adjustments	Paid	Amount Due
Solid Waste - Other Rev & Reimbursements EGGERMONT WRRMA LABOR REIMBURSEMENT APRIL-JUNE 2022	1.00	\$2,324.85	EACH	\$2,324.85	\$0.00	\$0.00	\$2,324.85
Solid Waste - Other Rev & Reimbursements GARRAMONE WRRMA LABOR REIMBURSEMENT APRIL-JUNE 2022	1.00	\$3,296.65	EACH	\$3,296.65	\$0.00	\$0.00	\$3,296.65
Solid Waste - Other Rev & Reimbursements KATZ WRRMA LABOR REIMBURSEMENT APRIL-JUNE 2022	1.00	\$255.80	EACH	\$255.80	\$0.00	\$0.00	\$255.80

PLEASE RETURN TOP PORTION WITH PAYMENT

Please put invoice number on your check. Make checks payable to: Washtenaw County Treasurer	Invoice Total:	\$5,877.30
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Date	Hours	Total Rate with Wage, Fringe, Cap, Overhead	Total	(EGGERMONT) Task
3/31/2022	1.25			Meet with TRP @Ann Arbor (previously omitted in Q1 invoice)
4/4/2022	0.5			Wrrma Agenda Meeting, prepare draft agenda
4/7/2022	1			review grant timeline with Bella
4/11/2022	1			Timeline/logistics with Bella
4/12/2022	1			TRP Grant meeting, review minutes for WRRMA meeting
4/18/2022	3.5			WRRMA meeting, prepare for, attend and clean up. TRP Grant meeting
4/26/2022	0.75			TRP Grant meeting
4/29/2022	0.25			MRF logistics coordination
April Hours	9.25	\$ 91.17		
5/2/2022	0.75			Agenda call, review minutes and update future agenda
5/9/2022	0.75			TRP Grant meeting
5/16/2022	2.5			Prepare, attend meeting
5/24/2022	1			TRP Grant meeting
5/27/2022	2.25			MRF Tour
May Hours	7.25	\$ 91.17		
6/7/2022	1.25			TRP Grant Meeting, request insurance payment
6/13/2022	0.5			Agenda meeting
6/14/2022	1.5			meet with Bella and discuss App to action, meet with Ann Arbor and TRP
6/17/2022	0.75			meet with Bella about App to Action grant
6/21/2022	1.75			Meet with TRP and Ann Arbor about grant, meet with Bella and discuss upcoming meeting, review packet materials
6/27/2022	2.5			prep for and attend WRRMA meeting, clean up
6/28/2022	0.75			TRP grant meeting
June Hours	9	\$ 91.17		
EGGERMONT Q2 HOURS	25.5	\$ 91.17	\$ 2,324.85	
Date	Hours	Total Rate with Wage, Fringe, Cap, Overhead	Total	(Garramone) Task
4/2/2022	3.25			outreach plan work
4/7/2022	2.75			create wrma grant timeline and meet with Theo to review
4/11/2022	2.25			edits to timeline and planning; update WRRMA website with Ann Arbor information
4/12/2022	1			Meet with TRP & Ann Arbor for grant, respond to wrma voicemail

4/13/2022	2			Meet with Recollect for waste wizard updates; build WRRMA packet, order food for meeting, wrmma facebook post share
4/14/2022	3.25			Finalize wrmma packet and send to Board; pack and print for upcoming meeting
4/18/2022	3.5			prep for and attend WRRMA meeting, pack up after meeting, meeting with TRP and Ann Arbor for grant
4/25/2022	2.5			write WRRMA minutes, follow ups from meeting, meet with Recollect about Waste Wizard; update WRRMA hotline tracking form
4/26/2022	0.75			meet with TRP and Ann Arbor for grant/feet on the street
Apr Hours	21.25	\$	54.49	
5/4/2022	3.75			Connect with printer about WRRMA grant and tags/mailers for quotes and pricing, update WRRMA voicemail, update June meeting posting for changed date, repost June meeting
5/10/2022	3.25			compile WRRMA packet and send to Board, order food for meeting, prep, print, and pack for meeting, facebook post
5/16/2022	3			prep for and attend wrmma meting, pack up after meeting, travel time
5/17/2022	2			follow up with printer and recollect, send and upload approved wrmma minutes
5/19/2022	1.5			write draft minutes, send recollect contract for signing
5/24/2022	1			meet with TRP and Ann Arbor for grant
5/26/2022	2.5			MRF tour, respond to wrmma email
May Hours	17	\$	54.49	
6/7/2022	1			meet with TRP and Ann Arbor about MRF audit for grant
6/8/2022	1			pay wrmma insurance invoice, organize invoice tracking, follow up on recollect contract
6/9/2022	0.25			send Ann Arbor addresses to printer for postcards
6/14/2022	1.75			meet with Theo and discuss App to action grant possibilities and upcoming meeting, pay for postage for postcard mailing; meet with Ann Arbor and TRP about grant
6/16/2022	3.5			send Waste Wizard update information to intern, write App to Action grant possibilities and compile data for contamination/participation
6/17/2022	2.5			meet with Theo about App to Action grant; edits to App to Action grant information; meet with intern to discuss waste wizard update project for City of Ann Arbor
6/21/2022	1.5			Meet with TRP and Ann Arbor about grant, meet with Theo and discuss upcoming meeting
6/22/2022	2			compile packet, order food for meeting, respond to wrmma voicemail, update data for App to Action grant

6/23/2022	1			send packet to Board, upload agendas online
6/24/2022	1			pack for wrma meeting, printing packets, other prep
6/27/2022	3.25			prep for and attend WRRMA meeting, pack up after meeting, other meeting follow-ups
6/28/2022	2.5			TRP/Ann Arbor grant meeting, Recollect Meeting, update webpage for WRRMA Grant/A2
6/30/2022	1			write WRRMA draft minutes, uploading minutes and invoices
June Hours	22.25	\$ 54.49		
GARRAMONE Q2	60.5	\$ 54.49	\$ 3,296.65	
Date	Hours	Total Rate with Wage, Fringe, Cap, Overhead	Total	(KATZ) Task
4/21/2022	2.5			2022 1st Qtr Invoice JE Entries/JE Entries, Inv Paid Davis
4/21/2022	0.5			Paid invoices
April Hours	3	63.95		
5/19/2022	0.5			Paid invoices
May Hours	0.5	63.95		
6/30/2022	0.5			Paid invoices
June Hours	0.5	63.95		
Q2 Katz Totals	4	63.95	255.80	
Total Q2			\$ 5,877.30	



Routeware Companies

REMITTANCE INFORMATION (EFT PREFERRED): accountsreceivable@routeware.com | PO Box 676074, Dallas, TX 75267-6074

FOR USD CUSTOMERS:

Bank: PNC Bank, N.A.
Bank Address: 2 Tower Center Blvd, East Brunswick, NJ 08816
Account Title: Routeware, Inc.
Account #: 8026456977
Routing #: 031207607

FOR CAD CUSTOMERS:

Bank: Royal Bank of Canada, Toronto
Bank Address: 180 Wellington Street Toronto, ON M5J1J1
Account Title: Routeware Canada, Inc.
Account #: 1008812
Bank & Transit #: 003, 01024
GST/HST no. 86480 2954 RT0001

Invoice

Invoice #: INV-009626
Invoice Date: 04/20/2022

BILL TO

Washtenaw Regional Resource Management Authority
Sourcewell 190423 #041217-RCS 705 N Zeeb
Ann Arbor, Michigan 48107-8645

SHIP TO

Washtenaw Regional Resource Management Authority
705 N Zeeb
Ann Arbor, Michigan 48107-8645

Table with 6 columns: CUSTOMER PO, CUSTOMER NO., TRACKING NUMBER, SHIP VIA, TERMS, DUE DATE. Row 1: RC Annual Support 2022, C000899, Net 30, 05/20/2022

Table with 5 columns: DESCRIPTION, QTY, U/M, UNIT COST, AMOUNT. Includes items like ReCollect Event Calendar, Waste Wizard, Success Package, Website Tool. Summary rows for SUBTOTAL, SHIPPING, TAX, VAT, TOTAL, PAYMENTS APPLIED, REMAINING DUE.

Table with 6 columns: Current, 1-30 days, 31-60 days, 61-90 days, 91 days, Total. Values in CAD.

Customers with a balance 30+ days past due are subject to support hold. All returns are subject to a 15% restocking charge. Overdue amounts are subject to late payment charge of 1.5% per month. Fees may be occasionally increased to align with inflation and cost increases.



Routeware Companies

REMITTANCE INFORMATION (EFT PREFERRED): accountsreceivable@routeware.com | PO Box 676074, Dallas, TX 75267-6074

FOR USD CUSTOMERS:

Bank: PNC Bank, N.A.
Bank Address: 2 Tower Center Blvd, East Brunswick, NJ 08816
Account Title: Routeware, Inc.
Account #: 8026456977
Routing #: 031207607

FOR CAD CUSTOMERS:

Bank: Royal Bank of Canada, Toronto
Bank Address: 180 Wellington Street Toronto, ON M5J1J1
Account Title: Routeware Canada, Inc.
Account #: 1008812
Bank & Transit #: 003, 01024
GST/HST no. 86480 2954 RT0001

Invoice

Invoice #: INV-011117
Invoice Date: 06/24/2022

BILL TO

Washtenaw Regional Resource Management Authority
Sourcewell 190423 #041217-RCS 705 N Zeeb
Ann Arbor, Michigan 48107-8645

SHIP TO

Washtenaw Regional Resource Management Authority
705 N Zeeb
Ann Arbor, Michigan 48107-8645

Table with 6 columns: CUSTOMER PO, CUSTOMER NO., TRACKING NUMBER, SHIP VIA, TERMS, DUE DATE. Row 1: RC 2022 Annual Support - Ann Arbor, C000899, Net 30, 07/24/2022

Main invoice table with 5 columns: DESCRIPTION, QTY, U/M, UNIT COST, AMOUNT. Includes line items for ReCollect Event Calendar, Waste Wizard, Success Package, and Website Tool. Summary rows for SUBTOTAL, SHIPPING, TAX, VAT, TOTAL, PAYMENTS APPLIED, and REMAINING DUE.

Summary table with 6 columns: Current, 1-30 days, 31-60 days, 61-90 days, 91 days, Total. Values: 729.06 CAD, 0.00 CAD, 5,219.89 CAD, 0.00 CAD, 0.00 CAD, 5,948.95 CAD

Customers with a balance 30+ days past due are subject to support hold. All returns are subject to a 15% restocking charge. Overdue amounts are subject to late payment charge of 1.5% per month. Fees may be occasionally increased to align with inflation and cost increases.