

# WASHINGTON MATERIALS MANAGEMENT AND FINANCING AUTHORITY

## Minutes Special Meeting of the Board of Directors January 30, 2008

The Board of Directors (“Board”) of the Washington Materials Management and Financing Authority (the “Authority”) held a special meeting at 9:00 a.m. PST on Thursday, December 20, 2007, at the offices of Van Ness Feldman in Seattle, Washington.

### Directors Present:

Nick Ammann, Apple  
Mark Dabek, RE-PC  
Meggan Ehret, Thomson, Inc.  
Talal El-Husseini, PC Systems & Services, Inc.  
Mary Jacques, Lenovo  
Erik Stromquist, CTL Corp.  
David Thompson, Panasonic  
Mike Watson, Dell

### Also Present Were:

Walter Alcorn, Alcorn Consulting (Contractor)  
Christy Shelton, Cascadia Consulting (Contractor)  
Marion Silverthorne, WMMFA Project Manager

### Directors Absent:

Mike Moss, Samsung  
John Swiderski, Deep Park Computer Sales & Service  
Stacey Ward, Wal-Mart

### Counsel Present:

Tyson Kade, Van Ness Feldman

### **1. Call to Order**

Mike Watson, Vice Chairperson, called the meeting to order at 9:05 a.m. A quorum of Directors was present.

### **2. Approve Standard Plan for Submission to Department of Ecology**

Discussion: Christy Shelton presented the Standard Plan, and Board members agreed on the following edits to the document:

- a. Page 83: Add the requirement that processors provide a written statement that they will abide by all the processing standards.
- b. Page L-1: Add a sentence stating that the Authority may audit the records of any processor.
- c. Page O-1: Regarding fair compensation, modify to include “The authority will provide payments to service providers within 60 days after receipt of properly completed invoices.”
- d. Collector Map and Table: Update to add collection sites received on January 29.
- e. Page 82: Add the period of performance time and contact information to Table 6.
- f. Page I-1: Insert new paragraph to indicate receipt of recently received processor compliance reports.

On a motion duly made (Watson) and seconded (Jacques), it was:

**VOTED to approve the Standard Plan for submission to the Department of Ecology, with edits listed above.**

The recorded vote was unanimous (8-0), and the motion carried.

### **3. Amend Contract for Cascadia Consulting**

Discussion: The Board discussed amending the contract with Cascadia Consulting Group to extend the term by six months, address the upgrades to the WMMFA website approved at the January 24 regular meeting, and address future revisions to the Standard Plan. The Board also discussed authorizing the use of the additional \$10,000 in the original contract with Cascadia Consulting Group to provide compensation for any necessary revisions.

On a motion duly made (Watson) and seconded (Jacques), it was:

**VOTED to accept the amendment as written.**

The recorded vote was unanimous (8-0), and the motion carried.

On a motion duly made (Jacques) and seconded (Ammann), it was:

**VOTED to approve the use of the \$10,000 in the contract.**

The recorded vote was unanimous (8-0), and the motion carried.

### **4. Formation of Compliance Organization Committee**

Discussion: The Board discussed the formation of a Board committee to evaluate the options regarding compliance organizations, develop the Authority’s Operating Plan, and provide operational recommendations.

On a motion duly made (Watson) and seconded (Jacques), it was:

**VOTED** to change the name of the “Operating Plan Committee” to “Operations Committee,” with the purpose of drafting the Operations Plan, providing recommendations for on-going operations, implementing the Operating Plan, and evaluating compliance organizations.

The recorded vote was unanimous (6-0), and the motion carried. Mr. Stromquist and Ms. Ehret were not present for the vote.

**5. Appoint Committee Members: Finance Committee, Operating Plan Committee, Staffing Committee**

Discussion: Marion Silverthorne discussed the selection of committee members for three of the Board committees. The following membership was proposed:

- **Finance Committee:** Nick Ammann, Mary Jacques, Mike Moss, Erik Stromquist
- **Operations Committee:** Nick Ammann, Mary Jacques, Mike Moss, David Thompson, Mike Watson
- **Staffing Committee:** Talal El-Husseini, Mary Jacques, Mike Watson

On a motion duly made (Watson) and seconded (Ammann), it was:

**VOTED** to adopt the committee membership as shown above.

The recorded vote was unanimous (6-0), and the motion carried. Mr. Stromquist and Ms. Ehret were not present for the vote.

**6. Adjourn to Executive Session: Discuss Executive Director Qualifications**

At 10:00 a.m., the special meeting was adjourned to an executive session, pursuant to RCW 42.30.110, to discuss employment matters.

**7. Adjournment**

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