

**WASHINGTON MATERIALS MANAGEMENT
AND
FINANCING AUTHORITY**

**Minutes
Regular Meeting of the Board of Directors
July 18, 2013**

The Board of Directors (“Board”) of the Washington Materials Management and Financing Authority (the “Authority”) held a regular meeting at 9:32 a.m. pacific time on Thursday, July 18th, 2013 at the offices of Van Ness Feldman in Seattle, Washington.

Directors Present:

Gregg Chason, P & F USA, Inc.
Mary Jacques, Lenovo
Ken Lowe, VIZIO
John Yeider, Apple
Beth Johnson, Dell
Mark Dabek, RE-PC
Kenneth Turner, HP
Meggan Ehret, Thomson, Inc.
Erik Stromquist, CTL

Also Present Were:

John Friedrich, WMMFA Executive Director
Craig Lorch, Total Reclaim
Miles Kuntz, Department of Ecology

Directors Absent:

Susan St. Germain, Dept. of Community, Trade & Economic Development
Mike Moss, Samsung
Dan Phillips, 4th Dimension Computers and Technology

1. Call to order

Gregg Chason called the meeting to order at 9:32am.

2. Approve minutes of the: May 16th, 2013 regular meeting of the Board

On a motion by Mary Jacques, seconded by Erik Stromquist, the minutes of the May 16th regular board meeting were approved by a vote of 9-0.

3. **2014 4th quarter budget presentation and request for approval - John Friedrich**

John Friedrich provided the board with a proposed budget for the 4th quarter of 2013. John advised the board that the funds requested per the 4th quarter budget was the same amount as proposed at the start of the year with a 4% reserve. Due to the increase in the 3rd quarter budget designed to recover reserves utilized to cover a 15% volume increase the 1st half, John explained that the budget for the 4th quarter remained intact except for a slight increase in projected outreach expense. On a motion by Mark Dabek, seconded by Ken Lowe and Mary Jacques, the 4th quarter 2013 proposed budget was approved as presented by a vote of 9-0.

4. **Report on June and YTD 2013 financial results – John Friedrich**

- A. Pounds by CEP totals
- B. Financial reports
- C. Unpaid past due manufacturer's invoices to date

The Executive Director summarized the collection pound levels, by product type, and associated costs for collection, transport, processing and administration for the year to date through June 2013. Pounds volume YTD from 2012 had increased by 11% through June. The Director told the board that cost per pound has remained about the same as last year same date and that he anticipated transport cost increases in the near future. The Executive Director indicated that nearly 100% of outstanding invoices for Q1 and Q2 had been collected and that a full report of outstanding manufacturer invoices through the 3rd quarter would be provided to the board within a month as 3rd quarter invoice payments were due the week of this meeting and a current collection report was not yet available.

5. **2013 Annual Report to Ecology - changes due to SHB 1498- John Friedrich**

The Executive Director reported to the board that due to passage of SHB 1498 the Authority's reporting requirements were being changed to include more downstream vendor recyclable detail and overall WMMFA financial information. The Director also reminded the Board that as of January 2016 all share and plan responsibility would be based upon market share by weight only based on newly passed legislation.

6. **Discussion on Standard Plan revision and resubmission in 2013 for plan years 2014+**

The Director advised the board that the "Standard Plan" submitted to Ecology (required by RCW) is in need of updating at 5 year intervals and that a rough draft of the new submission would be provided to board members by July 22, 2013. John advised the board that suggested edits would need to be proposed within a month so that a final draft could be provided to Ecology by September 1. John advised that the Authority's standard plan was currently "in compliance" and that therefore the revised Standard Plan would not undertake a major overhaul, instead, enhancements based on input from stakeholders and based on the Authority's experience to date would be considered. John told the board that a "stakeholder" meeting (by WMMFA invitation) was held to discuss potential improvements to the WMMFA Standard Plan and in order to get feedback from current and potential stakeholders and others.

7. **E-Cycle Washington Local Govt. and Community Satisfaction follow up discussion**

The Executive Director provided to the Board an excerpt of the 2012 Local Government Survey. The Director discussed actions taken in response to the surveys to date and suggested action in response to the surveys in the future in regards to drop off locations, outreach efforts, advocacy, peripherals additions, service providers, and reporting requirements. There was a discussion among board members and the Director concerning outreach costs and benefits. A brief discussion about the addition of other products to the definition of "covered electronic product" ensued. Miles Kuntz, Ecology, indicated that portable DVD players were being added based on the interpretation of the rules (WAC) to the electronics recycling law. Miles indicated that based on the rules it was doubtful that other products could be added without legislative action.

8. **September board meeting in Seattle**

The next regular meeting of the board is scheduled to be in Seattle at the Hyatt Seattle downtown. The Director advised board members that an itinerary would be forwarded in a few days.

9. **Matters to discuss at future meetings**

The Authority underwent an annual financial review conducted by the CPA firm Moss Adams, LLP in early 2012. Results of the review were provided to the WA State Office of Financial Management (OFM) in early June. Nancy Young of Moss Adams, LLP will present a summary of the 2012 review results and be available for Q&A at the September 2013 meeting of the board.

The meeting was adjourned at 10:31 AM