



**Regular Meeting of the Board of Directors  
Thursday, July 19, 2018 - 9:30 am PST**

**Offices of Van Ness Feldman PC  
719 Second Avenue, Suite 1150  
Seattle, Washington 98104**

**Conference call number: 1-563-999-2090 Access code: 755212#**

## **MINUTES**

Board Members Present:

Gregg Chason, Funai Corp. Inc.  
Beth Johnson, Dell  
Mary Jacques, Lenovo  
Brandon Seegmiller, HP  
Ken Lowe, VIZIO  
Madeline Smith, LG  
Radi Simeonova, Department of Commerce – WA State  
Christine Haun, Dept. of Ecology (in for Chipper Hervieux)  
Mark Dabek, RE-PC  
Chris Kaasmann, Samsung

Also Present Were:

John Friedrich, Executive Director, WMMFA

Board Members Absent:

Chipper Hervieux, Dept. of Ecology  
Dan Phillips, 4th Dimension Computers and Technology  
Eric Gilbert, Acer America  
Eduardo Molina, Apple

- 1. Call to order – *Brandon Seegmiller***  
Brandon greeted all in attendance and called the meeting to order at 9:31 AM
- 2. Approve minutes of the: May 17, 2018 regular meeting of the Board (Board vote) – *Brandon Seegmiller***  
Brandon asked those in attendance if they had had a chance to review the draft minutes from the last regular meeting of May 17. There were no attendees that replied they had not read or reviewed the minutes. Brandon then asked for any suggested changes or amendments to the minutes. There were none. On a motion by Gregg Chason, seconded by Mary Jacques the minutes of the May 17<sup>th</sup> 2018 regular meeting of the board were approved unanimously by a vote of 8-0
- 3. WMMFA 2017 Financial statements review (pending completion) – *TBD – Moss Adams LLP, CPA's***  
The Executive Director explained to board members that the 2017 Financial statements were not totally complete or reviewed yet due to some detail review of accounts payable accruals and some delayed

communications between CPA firm Moss Adams, LLP and himself. John stated that there were no unusual issues, to his knowledge, creating the delay. He explained that a representative from Moss Adams would be present at the next regularly scheduled board meeting September 20<sup>th</sup> to summarize and discuss the 2017 financial statements. This item was therefore moved to the next meeting.

**4. 2018 Q4 budget discussion and revised annual projections – proposal (Board vote) - John Friedrich**

John Friedrich directed the board members to refer to the Proposed 4<sup>th</sup> quarter budget, a single page reference document. John summarized bullet item descriptions of cost and revenue comparisons to 2017 actual, and, 2017 budgeted expenses. John said he anticipated volume to decline about 15% from 2017 to 2018, and, for expenses for flat screen devices to increase by a couple cents per pound the net outcome resulting in less expenses in total than 2017. The Executive Director also mentioned that reserves had been unusually high the past few quarters due to potential events that did not materialize. John stated the 3<sup>rd</sup> quarter budget was designed to reduce those reserves and the 4<sup>th</sup> quarter budget was proposed in order to re-establish a budget reflecting the plan goal of 9% reserves. The director stated that other than some potential legislative proposals addressing covered items and processing standards he was not aware of any other outstanding concerns about the program that might rise to the level of proposed legislation. It was mentioned that 3 processors to the program had left the program over the prior 3 years and that fact could potentially impact future costs. After these disclosures Director Friedrich asked the board to approve the 4<sup>th</sup> quarter proposed budget as presented. On a motion by Gregg Chason seconded by Mary Jacques the 4<sup>th</sup> quarter 2018 budget was approved unanimously on an 8-0 vote.

**5. Processing Capacity and Standards - WA State - discussion and update – John Friedrich**

The Executive Director provided a brief update on the ECS Refining bankruptcy and how it may impact the WMMFA. John had no information other than the fact that he understood that the California Department of Toxic Substances Control had addressed the court and ECS trustee at a recent hearing to clarify their expectations and potential approval process for environmental clean-up plans. The Executive Director did remind the board that only a small percentage of WMMFA volume had been flowing to ECS.

**6. Summary review of WMMFA “Standard Plan” update required 2019 (must complete in 2018) - John Friedrich and board members**

The Executive Director provided board members with a summary table of contents of the Authority’s current Standard Plan and explained that the WMMFA was required to file an updated “Standard Plan” to the state every 5 years with the next one due for plan years 2019-2023. It was explained that board members should review the current standard plan and provide feedback in the form of suggested edits at the next regularly scheduled board meeting in September. Friedrich stated that he would like to have suggestions for the updated Standard Plan completed shortly after the next board meeting in order to get it to the Department of Ecology prior to year’s end.

**7. Report on 2018 YTD June operational and financial results – John Friedrich**

- Pounds by CEP totals
- Financial reports
- Unpaid past due manufacturer’s invoices to date

Executive Director Friedrich provided a financial comparison of June 2018 to June 2017 and YTD. He explained that volume YTD was down 17% and that the Authority was slightly under budget YTD 2018. John also explained that cost per pound and volume of flat screen devices was increasing. There was no manufacturer’s past due report provided as the 3<sup>rd</sup> Quarter invoices were not yet due. John advised the board that he would provide the board with a past dues report in a few weeks after the final due date had passed.

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

- a. Annual “in person” meeting dates and location – update and discussion

There was a brief discussion of the annual in person venue and dates. John explained that the review and edit of the proposed Standard Plan would need to be a major component of that meeting

Adjourn meeting at 9:53 AM