



**Regular Meeting of the Board of Directors  
Thursday, March 19, 2020 - 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.  
Chris Kaasmann, Samsung  
Madeline Smith, LG  
Brandon Seegmiller, HP  
Kristyn Rankin, Apple  
Kim Fox, Lenovo  
Eric Gilbert, Acer America  
Ken Lowe, VIZIO  
Melissa Mallory, Dell  
Chipper Hervieux, Dept. of Ecology  
Mark Dabek, RE-PC  
Cintia Gates, Microsoft

Also Present Were:

John Friedrich, Executive Director, WMMFA  
Scott Barker, 3R Technology

Board Members Absent:

Radi Simeonova, Department of Commerce

**1. Call to order – *Brandon Seegmiller***

The meeting was called to order by Brandon at 9:31

**2. Approve minutes of the: January 16th, 2020 regular meeting of the Board - (Board vote)**

Brandon asked if all had a chance to review the last meeting's minutes and also if anyone had any suggested edits or changes. There were no comments. On a motion by Greg Chason, seconded by Eric Gilbert, the minutes of the January 16, 2020 were approved as final by unanimous vote.

**3. Report on February YTD and annual 2020 operational and financial results – *John Friedrich***

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

Director Friedrich referenced the graphs and charts provided each board member noting that volume YTD was down by 7% whereby last YTD was down 12-14%. Friedrich said that cost per pound stood at \$.327 per vs. \$.316 last YTD. The increase was due to lower volume and higher labor cost associated with dismantling and processing of flat screen monitors and TV's. The director then summarized expenses for the court settlement account by category and the past dues to date indicating that he was working with Ecology to collect the remaining number of past dues which was determined to be a small amount.

**4. 2020 Q3 proforma budget and annual projections (no vote until May 21 meeting)- *John Friedrich***

The director provided a copy of the annual budget pointing out that in the 3<sup>rd</sup> quarter there would be a deduction from all invoices based on projected lower volumes from the effects of the current corona virus precautions being taken by the public, which, would increase reserves over the acceptable level. Friedrich stated he had nothing else to discuss on the budget unless there were comments or questions because as he said it was the same budget as provided at the last meeting. Friedrich said it was difficult to project volume given the current economic and business environment as a result of the corona virus pandemic.

**5. WMMFA Executive Director Contract (Board Vote)**

The executive director turned this item over to Board Chairperson Gregg Chason. Friedrich explained that he intended to retire from the WMMFA in March of 2021. He said he had talked to WMMFA counsel and the Chairperson and provided the Authority a revised contract for the remaining term through February of 2021. On a motion by Gregg Chason, seconded by Kristyn Rankin the revised contract for the executive director was unanimously approved.

**6. Design for Recycling (DfR) processor feedback – discussion – *John Friedrich et.al.***

The director referenced a 2018 DfR survey issued to all WMMFA processors. A summary of their responses was provided indicating that the top 3 items, according to direct processors surveyed, that would help processing efficiency and potentially improve the rate of recycling included 1. Standardization of screw types and sizes, 2. Reduction or removal of glue on electronics and using clips or screws instead, and 3. Identifying plastic types within electronic products so they could be more accurately sorted.

**7. EarthEye Tracker summary. Discussion on potential WMMFA / Ecology action for Standard Plan and Standards violations – *John Friedrich et.al.***

Director Friedrich provided board members a listing of all EarthEye tracker drop off points (collectors) and their current positions and a summary of their travel paths. He explained that while there did not appear to be any processor standards violations to this point in time there were a few potential WMMFA collector agreement and standards violations that would be followed up on in a joint effort / agreement with the WMMFA and Ecology. Friedrich discussed a few options for violation that might include probation, or termination of participation in the program by those collectors that do not comply with collection standards agreements. Friedrich said he would keep the board members posted on tracker locations and potential violations and actions going forward.

**8. Annual in person meeting, review dates, Agenda items, etc. – notice of discussion - *John Friedrich et.al.***

John Friedrich provided the board members with details for the next regularly scheduled "in person" meeting of the board. It was announced that this year's annual in person meeting would be held October 1<sup>st</sup> at the Hyatt Regency lake Union in Renton, WA. Friedrich recommended that board members make travel arrangements and advised board members he would get more details to them later.

**9. 2019 Annual Report to Ecology summary items – *John Friedrich***

The Executive Director provided the board with the table of contents for the E-Cycle Washington 2019 Annual Report. He explained that he wanted to provide details of the contents but he had not reviewed the final report with Ecology yet. He stated that he would provide the finished approved report when available.

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

**a. 2019 Financial Statements and Accountability Audit conducted by WA State Auditor's Office**

The director said that the state's accountability audit of the WMMFA would be conducted as soon as the end of April, with the Moss Adams financial audit conducted shortly thereafter.

**b. WMMFA Management Succession Planning**

Friedrick stated that it was his intent to leave the WMMFA at the end of February 2021. He said he was committed to a seamless transition to new management of the WMMFA and he would work with the board on a succession plan they approved of. He said he would have some potential options for board consideration by the next regularly scheduled meeting.

The meeting was adjourned at 9:54