



**Minutes**  
**Regular Meeting of the Board of Directors**  
**May 18, 2017**

The Board of Directors (“Board”) of the Washington Materials Management and Financing Authority (the “Authority”) held a regular meeting at 9:33 a.m. pacific time on Thursday, May 16, 2017 at the offices of Van Ness Feldman PC, 719 2<sup>nd</sup> Avenue, Suite 1150, Seattle, WA 98104

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

Directors Present:

Gregg Chason, P & F USA, Inc.  
Beth Johnson, Dell  
Mary Jacques, Lenovo  
Yadira Terrones, HP  
Ken Lowe, VIZIO  
Eric Gilbert, Acer America  
Jane Kang, LG  
Mark Dabek, RE-PC  
Chipper Hervieux, Dept. of Ecology  
Radi Simeonova, Department of Commerce – WA State  
Dan Phillips, 4th Dimension Computers and Technology (checked in late)

Also Present Were:

John Friedrich, WMMFA Executive Director  
Mandy Wilson, State Auditor’s Office (for item 1 & 2 only)  
Ann Strand, State Auditor’s Office (for item 1 & 2 only)  
James Yoo, Ace Metal Co.  
Christine Haun, Dept. of Ecology  
Suellen Mele, Self  
Heather Trim, Zero Waste Washington  
Craig Lorch, Total Reclaim

Directors Absent:

Dinah Rhee, Samsung

**1. Call to Order – *Yadira Terrones***

The meeting was called to order at 9:33 by Yadira Terrones

**2. WMMFA State Accountability Audit 2013-2016 Results – Exit Conference – *State Auditor’s Office***

John Friedrich introduced Mandy Wilson and Ann Strand from the State Auditor’s Office. Ann Strand began by giving background on the function of the Auditor’s office in relation to state agencies. After describing the layout and contents of the draft accountability audit of the WMMFA for the years 2013-2016 Ann turned the discussion over to Mandy Wilson, the Auditor in charge. Mandy described some of the methods and depth of the audit and referenced the 5 listed focus areas of the audit which were stated as Payroll, Disbursements, Contracts and Agreements, Billing and Receipting, and Open Public Meetings Act. Mandy stated that the Authority received a clean audit resulting in no management letters or findings. Ann and Mandy said that there were a few exit recommendations that did not rise to the level of discussion within the audit report or to the level of bringing to the attention of board governance because they were minor in nature and did not have material consequences. After the presentation / discussion of the draft audit report the auditors told the board that the final audit would be publicly available at the reports portal at the SAO website soon. There were several questions from those in attendance in reference to the audit scope and focus. Ann Strand stated that the authority’s next accountability audit would be conducted in 2021 for plan years 2017-2020.

**3. Approve minutes of the: March 16th, 2017 regular meeting of the Board (Board vote) – *Yadira Terrones***

Yadira asked board members in attendance if they recommended edits to the draft minutes as presented. On a motion by Gregg Chason, seconded by Mary Jacques, the minutes of the March 16, 2017 draft minutes were approved unanimously.

**4. 2017 Q3 budget discussion and annual projections (Board Vote) - *John Friedrich***

The Executive Director presented the 3<sup>rd</sup> quarter 2017 budget to the board members present and discussed volume and expenses YTD. Chairperson Gregg Chason accepted a question from James Yoo as to availability of the budget for view by others. The Executive Director explained that the information was presented to the board for approval and that the budget was not a publicly available document. The Director did explain that the annual Revenue and Expenses of the WMMFA were available at Ecology’s web site within the E-Cycle Washington Annual Report. After a brief summary presentation of the budget to board members present the Director asked for board approval of the 3<sup>rd</sup> quarter 2017 budget. On a motion by Mary Jacques, seconded by Mark Dabek, the proposed 3<sup>rd</sup> quarter 2017 WMMFA budget was approved unanimously.

**5. Report on 2017 YTD April operational and financial results – *John Friedrich***

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

The Executive Director described the collection volume YTD as being down by 13% from 2016 YTD. The director explained the composition of collected materials has been changing over the course of the last few years. Flat Screen processing costs and CRT disposition are continuing sources of uncertainty on projecting future costs and volumes as explained by Friedrich. The director referenced one large outstanding manufacturer invoice and efforts to date in regards to collection. The Director said that the collection percentage of outstanding invoices by dollar amount was approximately 99.8% over the past few years. The financial reports, as provided to board members, were discussed with the cost per pound on annual and historical basis discussed.

**6. Legislative and Governmental Oversight Update/Review – *John Friedrich***

The Executive Director described the current status of recent legislative bills HB1824, SB5136, and HB1226. John explained that these bills, as amended, were not passed in the most recent legislative session and would likely be carried forward in the 2018 session.

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

- a. Annual “in person” meeting date reminder - notice and discussion

The Executive Director referenced the Government Satisfaction Survey, Standard Plan contents and revision requirements, State accountability audit exit recommendations, and, current news reports of CRT glass disposition as topics to be placed on future agendas. One of the attendees at the meeting requested that future meetings be held in the Seattle area so that others in the Seattle area could attend. The Executive Director and Chairperson advised that the next annual face to face annual meeting would be held in the Seattle area.

Meeting was adjourned at approximately 10:20 AM