

**ONONDAGA COUNTY
RESOURCE RECOVERY AGENCY**

JANUARY 13, 2010
BOARD MEETING MINUTES



Board Members Present:	Jake Barrett, Jeffrey DeRoberts, Esq., Roger B. Eidt, Dereth B. Glance, Jonathan Y. Kelley, Lee Klosowski, P.E., Donald Lawless, Minchin G. Lewis, Rachel May, Michael J. Reilly, CPA, Richard Smardon, Ph.D.
Board Members Absent:	Mark Donnelly, Gwendolyn Raeford, Ravi Raman, P.E., Robert R. Ripberger
Also Present:	A. T. Rhoads, William J. Bulsiewicz, Esq., Warren Simpson, Andrew Radin, Joseph Fontanella, Maria Cirino, Amy Lawrence (Kristen Lawton – on leave)
Guests:	Howard Tupper (Town of Van Buren)

The meeting was called to order at 4:30 p.m. by Mr. Jake Barrett, Vice Chair of the Board, in Mr. Mark Donnelly's absence.

The December 9, 2009 Minutes of the Board were accepted as presented and filed.

The AUDIT COMMITTEE REPORT was presented by R. Eidt. Copies of the report were distributed to the Board Members. Following are highlights from the Audit Committee Meeting:

- R. Eidt asked Agency Counsel to see if there is a state mandate that the Agency needs to present our budget with line items. He said that he is looking for a legal interpretation or a legal opinion on the matter.
- Agency Counsel addressed the Committee as he feels that a possible conflict could occur with him as the Ethics Officer for the Agency (the key recipient for whistleblower complaints), and as the Agency's Legal Counsel. Discussion took place and Internal Auditor suggested she can look to see how other government agencies and private business address this conflict.
- The Agency Budget Audit draft report was reviewed and discussion ensued.

- M. Reilly asked that the Internal Auditor start tracking time allocation going forward. Time allocation is tracking time spent on all activities of the audit function, including training, travel, administrative duties, as well as audits. This would help drive the audit plan, as well as budget future hours towards specific audits.
- The Committee reviewed the final draft of the 2009 risk assessment.
- Mr. Eidt informed the Committee that he asked M. Cirino to compare the costs of materials to the WTE Facility (as billed to us from Covanta) to what Covanta pays for them.
- A suggestion was made to move the January and February meetings to later in each month to obtain better information about the year-end audit from the external auditors.
- Agency Counsel explained concern/conflict regarding the position of Ethics Officer vs. the Whistleblower Policy.

The RECYCLING COMMITTEE REPORT was presented by D. Glance. Copies of the report were distributed to the Board. There was no Committee Meeting in December.

- November 2009 Recycling Figures:

Mandatory Recycling:	18,000 tons
Mandatory and Voluntary Recycling:	53,400 tons
Total Waste Reduction through Recycling:	65%

- There were many achievements to celebrate in 2009. Following are some of these achievements:
 - Accepted nearly 1.2 million pounds of old electronics for recycling, including over 12,000 old television sets, at the Agency's Community Collection Center (C3).
 - Composted nearly 750 cubic yards of food waste with no problem odors as part of innovative pilot project at Amboy.
 - Increased yard waste compost revenues by 78%, exceeding projected revenues by more than \$16,000; more than \$44,000 over 2008.
 - Diverted over 170,000 lbs. of batteries from the WTE Facility; a 55% increase over 2008.
 - Collected over 6,000 fluorescent lamps (over two tons) as part of partnership with local Ace and TruValue neighborhood hardware stores.
 - Over 100 local schools on board with OCRRA's School Recycling Pledge Program.

- Distributed thousands of blue bins in Syracuse's urban neighborhoods through partnerships with the Youth Day Barbeque and Nojaim's Supermarkets.
- Launched online business recycling certification program, BlueRibbonRecycler.com.

The ENGINEER'S REPORT was presented by J. Kelley, and copies were distributed to Board Members.

The OPERATIONS COMMITTEE did not meet in December; therefore, no Operations Committee Report presented.

The ADMINISTRATION COMMITTEE did not meet in December; therefore, no Administration Committee Report presented.

Regarding the GOVERNANCE COMMITTEE, J. Barrett had the following comments:

- The Governance Committee meets quarterly, and the next Governance Meeting will be held on Friday, February 5, 2010, at noon.
- One of the issues will be to formulate the *Strategic Plan*. Board Members' suggestions/comments for the Strategic Plan are welcome. Please mail or e-mail your suggestions/comments to either Mr. Barrett or to your Committee Chairs.

Agency Counsel distributed the revised Public Authorities Accountability Act (PAAA). He suggested the Board carefully read the last two pages, which are important, and explain the various revisions. Mr. Bulsiewicz highlighted a few of the following revised items:

- Establish a Finance Committee with at least three "independent" members.
- Adopt Board Member fiduciary duty form once it is issued by ABO and have the forms executed by April 30, 2010.
- Consider whether we want to weigh in on any amount for a proposed debt limit for OCRRA. There is no specific debt limit at present.
- Agency Board Evaluations.
- Training for the Audit Committee Members.
- Measurements on Performance for the Agency.
- Statement of Debt Limits.

- Procedure for Responding to Public Complaints.
- Review Mission Statement.
- Establish who the Stakeholders are, and their reasonable expectations.
- Governance Committee has responsibility for Conflict Issues.

The Board Meeting adjourned at 5:20 p.m.

Board Minutes were taken by C.M. Strong.



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Attachment