

**ULSTER COUNTY RESOURCE RECOVERY AGENCY  
GOVERNANCE COMMITTEE MEETING MINUTES  
NOVEMBER 17, 2022**

The Ulster County Resource Recovery Agency held a Governance Committee Meeting on November 17, 2022. This meeting was held in person.

The proceedings were convened at 2:22pm.

**Board members present:** Chair Margot Becker, Member Katherine Beinkafner and Member James Gordon.

**Staff present:** Counsel/Secretary Kenneth Gilligan, Executive Director Greg Ollivier, Director of Finance and Administration Tim DeGraff, and Office Manager Melinda France.

**Katherine Beinkafner appointed Margot Becker as the Chair of the Committee. Committee members believe it was “good appointment”.**

**PLEDGE OF ALLEGIANCE**

**PUBLIC COMMENT**

No public comment. No public present.

**APPROVAL OF MINUTES**

James Gordon motioned to approve the minutes of December 6, 2021, Governance Committee Meeting and seconded by Katherine Beinkafner. VOTE: Ayes: 3; 0 absent.

**OLD BUSINESS**

Review of various policies:

- **Composting Policy (Recording 7:20-40:55)**
  - Committee and Staff discussed the following changes to the policy. The policy titles (below) are with the changes reflected:
    - **General Purpose**- A key goal of the Agency is to increase organics diversion from the waste stream, create a high-quality compost product, and maximize distribution of this compost product fairly throughout Ulster County.
    - **Pricing Model**-The Agency prices its compost to be affordable to all, with the minimum price set as best as possible to cover the costs of the compost program’s operations. Our goal is not to maximize profits but rather to maximize participation in composting by those diverting food waste and those using compost, as a public good.
    - **Quantity limits per sale**-Each purchase of compost will be limited to approximately 25 tons. Minor and incidental overages should be approved by a manager. The Agency reserves the right to change this limit, relative to high or low supply, at the discretion of the Executive Director.
    - **Quantity limits per day**-Daily limits per customer will be limited to two maximum loads per day, or 50 tons.

- **Quantity limits per year**-No individual, business, or customer will be allowed to purchase more than 500 tons of compost within a calendar year, unless approved by the Agency’s Executive Director; the Executive Director should notify the Board of Directors.
- **Returns/Refunds; Reserving Quantities; Deliveries; Donations of Compost and Conflicts of Interest**-no changes from original policy
  - Ken Gilligan, Esq. will review all corrections and prepare a resolution for the next meeting regarding the updates.
- **Rules of Conduct Policy (Recording 41:03-59:33)**
  - Board and Staff discussed the intentions of the Rules of Conduct Policy
  - Board and Staff discussed some changes to the policy
  - Board and Staff agreed to review and discuss this policy in more detail and will refer to an independent legal firm or have Ken Gilligan, Esq. review the changes and update the Rules of Conduct Policy
  - Ken Gilligan, Esq. will prepare a draft

**NEW BUSINESS**

- Virtual Meeting Attendance
  - The Board and Staff discussed the new State’s virtual meeting attendance policy guidelines.
  - Ken Gilligan, Esq. will prepare a virtual meeting attendance policy to be presented at the next Board Meeting.

**ADJOURN**

Margot Becker motioned to adjourn the November 17, 2022, Governance Committee Meeting at 3:35PM. Seconded by James Gordon. 3 in favor, 0 opposed, 0 absent.

December 15, 2022

Motion to approve the above transcribed Minutes of the November 17, 2022 Governance Committee Meeting was made by \_\_\_\_\_, and seconded by \_\_\_\_\_. \_\_\_ in favor, \_\_\_ opposed, \_\_\_ absent

The minutes were approved by the Board.

Transcribed by: Melinda France, Office Manager

Meetings are recorded and available upon request.

Signatures:

\_\_\_\_\_  
Margot Becker, Chair

\_\_\_\_\_  
Melinda France, Office Manager

DRAFT