

REVISED DRAFT

**Solid Waste Interjurisdictional Staff Work Group Meeting
Summary
December 17, 2004
Town Hall, Mercer Island**

Meeting Attendees:

City Staff:

Alison Bennett – City of Bellevue
Elaine Borjeson – City of Kirkland
Sharon Hlavka – City of Auburn
Rika Cecil – City of Shoreline
Paul Haines – City of Shoreline
Frank Iriarte – City of Tukwila
Valarie Jarvi – City of Woodinville
Linda Knight – City of Renton
Patrick Lynch – City of Woodinville
Nina Rivkin – City of Redmond
Rob VanOrsow – City of Federal Way
Glenn Boettcher – City of Mercer Island

County Staff:

Peggy Dorothy
Jane Gateley
Dave White

Introductions

Members introduced themselves briefly. It was noted that Diane Yates, primary staff to the ITSG, was unable to make the meeting due to illness.

I. Governance Subcommittee Report

The bulk of the meeting was devoted to this main agenda item.

Review Draft Letter on Function, Structure, and Responsibilities of MSWMAC

The group discussed several edits to the draft letter (report) due by December 31, 2004. Most edits were minor, providing clarity or context to the letter. The group agreed that the letter should highlight the waste export plan deliverables. Finally, the group agreed that SWD staff could distribute the letter (after incorporating comments received at the meeting).

The group discussed who should sign the letter. It was agreed that Theresa Jennings could sign the letter on behalf of the city members of the ITSG, or, alternatively, that the letter could go out as a memorandum from city ITSG members without signature (perhaps with a brief cover note). The group indicated that SWD could send out the memorandum whichever of these ways would be easiest given applicable protocols.

City representatives agreed that the letter could be sent via email to city Mayors, City Managers, and City Public Works directors (with cc to City ITSG members). (It was

clarified that Kirkland's acting public works director, who should receive the letter, is Ray Steiger).

Review Draft MSWMAC bylaws

The group spent considerable time reviewing the draft MSWMAC bylaws. This will be provided to MSWMAC members to assist them adopt bylaws, most likely at the 2nd MSWMAC meeting. There were several comments on the draft bylaws, which will be incorporated in the version provided to MSWMAC. In addition, there were two points on which the group did not reach closure, which the group felt should be highlighted to MSWMAC members. These were:

- Whether it was necessary for a city representative to be officially appointed by the city (in writing) prior to be considered eligible to vote, or if a new individual could immediately become a voting member by just showing up at a meeting and verbally declaring themselves to be the city representative. The group was divided on this.
- There was some confusion as to the need for the phrase "waive irregularities" in Section 7, under conduct of meetings. In addition, there was confusion about the need for Section 2 under Article VII (Inspectors of Election). The group felt that this language might be dropped, but asked the SWD to check with staff of MWPAAC (the organization whose bylaws provided this language) about the purpose of this language and whether or not it was necessary.

The group agreed that a brief introductory paragraph should be provided to MSWMAC members as a preface to the draft bylaws, describing them and highlighting issues above.

Discuss Plans for 1st MSWMAC Meeting: Review Meeting Agenda and Notebook for MSWMAC and ITSG Members

SWD staff distributed a draft agenda, and indicated that it was likely that the meeting would be on January 14, 12-2 p.m. at the King Street Center. This date would be finalized early in the next week, after all members had indicated their preference. It was suggested that SWD staff would clarify who they would be able to provide lunch for (there was some understanding that it could include those officially attending, i.e. MSWMAC members, alternates, and ITSG staff), but that the division would need a "head count." SWD staff indicated they would confirm this in email correspondence.

Regarding the draft agenda, the group agreed to combine the discussion of the ordinance and the notebook distribution. In addition, SWD staff were asked to clarify whether Carolyn Armanini (a member of SWAC, the ITSG, and an identified member of MSWMAC) was the designee for SWAC in place of the SWAC chair.

Regarding the proposed table of contents:

- It was suggested that a one page "table" be prepared that shows the key deliverables associated with the waste export plan, along with due dates (or potential due dates for those deliverables that do not have prescribed due dates). This would provide a good basis for discussing MSWMAC's work plan. Along

with the due dates, it was suggested that SWD add a footnote explaining that deliverables require completion several weeks prior to allow for time for transmittal.

- The group agreed to drop the “business plan” from the notebooks.
- The group suggested that notebooks should be provided to all members, alternates, and ITSG members. ITSG staff should contact SWD if they do not want certain items (e.g., Peggy Dorothy indicated that she would not need a copy of the Solid Waste Comprehensive Plan).

Discuss Outreach to MSWMAC Members

The group agreed that SWD should offer to meet with or otherwise provide information to any MSWMAC members from cities without an ITSG member, in order to facilitate members’ getting up to speed on the issues and providing for more efficient, focused discussions.

II. Technical Subcommittee Report

SWD staff provided a very brief overview of the technical subcommittee meeting that took place on 12/8, to review the application of the level of service standards. The technical subcommittee is likely to meet again two or three more times (their next scheduled meeting is on January 12).

The group felt that it would be useful and appropriate to have a full ITSG meeting on the technical work leading up to the 2nd deliverable sometime in February, in order to provide timely input to the production of the report. The group agreed to set up this meeting via email.