

DRAFT
Governance Subcommittee Meeting Notes
December 3, 2004
Leavitt Bldg, Bellevue

Meeting Attendees:

City Staff:

Alison Bennett – City of Bellevue
Elaine Borjeson – City of Kirkland
Sharon Hlavka – City of Auburn
Lys Hornsby – City of Renton
Linda Knight – City of Renton
Nina Rivkin – City of Redmond
Rob VanOrsow – City of Federal Way

County Staff:

Peggy Dorothy
Jane Gateley
Kevin Kiernan
Dave White
Diane Yates

Report on Function, Structure and Responsibilities of MSWMAC

The group agreed that the report due to council, the county executive, the cities, SWAC and the Solid Waste Interlocal Forum by December 31st will be in letter format and that the letter will state that it is being transmitted by the Solid Waste Division on behalf of the city members of the Interjurisdictional Technical Staff Group.

First MSWMAC Meeting

Diane Yates reported that sixteen cities have appointed representatives to the advisory committee.

The group discussed the division's draft e-mail to MSWMAC representatives and alternates to schedule the first meeting of the advisory committee. January 10th, 13th and 14th will be suggested for the committee's first meeting.

It was agreed that the draft agenda would not go out until after the ITSG meeting on December 17th in order to give the full ITSG the opportunity to comment on it. Ordinance No. 14971 and the ordinance summary will be sent as attachments.

The group decided that an e-mail should also be sent to all cities that have not made appointments to MSWMAC to let them know that they could appoint representatives at any time.

The e-mails will go out on Monday, December 6th. MSWMAC and ITSG rosters will be included as attachments.

Diane Yates agreed to call ITSG members who have not attended recent meetings to request their attendance at the December 17th meeting.

Governance subcommittee members are to get their comments on the draft MSWMAC bylaws to Diane so the draft can be e-mailed to ITSG members before the December 17th meeting.

The group discussed the proposed agenda items for the January, February and March MSWMAC meetings. It was agreed that the January meeting will include:

- a review of Ordinance No. 14971, including work products and timeline;
- selection of chair and vice chair
- selection of future meeting schedule and location and
- review of agenda items for the February and March meetings.

Adoption of bylaws was suggested for the February meeting and a briefing on the transfer system evaluation criteria and standards and evaluation methodology was suggested for the March meeting. The group agreed to suggest that MSWMAC meet in early March in order to give them an opportunity to provide input before the next report is due to council on April 15, 2005.

MSWMAC 2005 Work Plan

The group agreed that MSWMAC's 2005 work plan will substantially be taken up with review and discussion of the milestone reports and draft Waste Export System Plan.

The group discussed the timeline for subsequent milestone reports. It was suggested that the third report on the private/public ownership/operation of the system should be transmitted in June and the 4th report on the preliminary transfer and waste export facility recommendations and estimated system costs should be transmitted by September 1st.

Next Steps:

December 17th: Meeting of the Interjurisdictional Technical Staff Group to review the governance subcommittee's draft work products.