



**Final Approved Management Coordination Committee (MCC) Meeting Minutes
April 21, 2020**

ATTENDANCE

MCC Members:

- Darrell Rodgers, PH SKC, MCC Chair
- Jeff Gaisford, KC SWD, MCC Vice-Chair
- Susan Fife-Ferris, SPU
- Joan Lee, KC WLRD
- Krystal Marx, SCA, City of Burien

Other Attendees:

- | | | |
|-----------------------------------|----------------------------|--------------------------|
| Maythia Airhart, KC WLRD | Minty LongEarth, PH SKC | Emmanuel Rivera, KC WLRD |
| Vicky Beaumont, KC WLRD | Tracee Mayfield, PS SKC | Stephanie Schwenger, SPU |
| Ali Blum, KC WLRD | Julie Mitchell, KC SWD | Liz Tennant, SPU |
| Joy Carpine-Cazzanti, PH SKC | Michell Mouton, KC SWD | Linda Van Hooser, PH SKC |
| Alice Chapman, KC WLRD | Kristin Painter, KC WLRD | Steve Whittaker, PH SKC |
| Tristen Gardner, KC SWD | Ashley Pedersen, KC WLRD | Charles Wu, KC WLRD |
| Amy Kaminishi, KC WLRD | Lynda Ransley, SPU | Madelaine Yun, PH SKC |
| Heather Levy, Cascadia Consulting | Alexis Mercedes Rinck, SCA | |
-

GENERAL BUSINESS

MCC Minutes

MCC reviewed and unanimously approved the February 18, 2020, meeting minutes with no revisions.

Announcements

- Jeff Gaisford reported that all King County Solid Waste Division services are continuing as normal, including the hazardous waste collection facilities. Despite messaging for people to postpone visits to the KC SWD facilities, people are turning out in large numbers. The facilities have implemented social distancing and other safety procedures. KC SWD is considering checking customer IDs to ensure that they are not coming in from neighboring jurisdictions.
- Susan Fife-Ferris reported that the Seattle hazardous waste collection facilities are currently closed.
- Krystal Marx asked if KC SWD would consider alternatives to ID checking, such as utility bills. ID checking can be problematic or sensitive for some customers. She also noted that several city governments are facing significant revenue shortfalls, and some are already cutting budgets and staff.

DISCUSSION ITEMS

Racial Equity Feature

Minty LongEarth facilitated a discussion of some recent news articles showing that during COVID-19, racism and oppression continue as usual, showing up in both subtle and obvious ways in the media and in messaging from the federal government. She talked about how bias in reporting and communications effects our own biases.

2019 Performance and Financial Reports

Madelaine Yun gave an overview of the 2019 year-end financial report. Revenues for the year came in at or higher than forecasted, while expenses were 83 percent lower than projected. Expenses were lower than expected due to lower than projected collection and disposal activities and salary, benefits, and overhead savings from vacant positions. Vacant positions also led to underspending of non-salary dollars within lines of business due to inability to complete planned work.

DISCUSSION:

MCC members asked about risks related to having continually high annual underspending and was anticipated underspending included in our recent rate increase. Lynda stated that those questions would be addressed with an updated fund forecast and revenue volatility assessment that will be brought to the May MCC meeting along with the 2021-2022 budget proposal.

Lynda shared highlights from the 2019 Annual Performance Report. During the year, there was continued emphasis on embedding racial equity in our lines of business and building community partnerships to do our work. Communications improved the equity and accessibility of our information services, including printed information and our call center. The team also re-launched our social media presence and completed a regional awareness campaign for collection services. The Program continues to provide secure medicine return (SMR) until it transitions to a statewide program in 2021. Business Services continues to provide on-site, customized consultations and cost-share funding for equipment to reduce exposures. The Program also assisted 13 more dry cleaners to convert from PERC cleaning method to safer professional wet cleaning. Residential Services reached thousands of people with services to reduce in-home exposures, through phone consultations, community partnerships and events, classes, and in-home visits. Research and policy initiatives supported statewide stewardship initiatives for paint and batteries, and a chemical action plan for per- and poly-fluorinated alkyl substances. Staff also investigated emerging issues, such as lead in cookware.

DISCUSSION:

- MCC asked about the implementation timeline of SMR transitioning to a statewide program and what that means for our program. Lynda stated that we could schedule a briefing at a future MCC meeting.
- Lynda asked if MCC members would like hard copies of the annual report or if an electronic copy is sufficient. MCC doesn't have a need for hard copies but would like an email cover memo describing the report, its purpose and audience, and that it is provided to the Board of Health. They can then use that messaging when forwarding copies to their management and directors.

2021-2022 Budget Development

The Program is developing a 2021-2022 biennial budget proposal for MCC adoption in May. It incorporates the guidance that MCC provided in February. Feedback provided in April will be used by staff to finalize budget development. The Program currently is in the second year of our four-year rate cycle. The rate model assumes status quo inflation-adjustment totals and underspending of \$2 million over the four-year rate period (2019-2022).

The Program's budget target is the amount identified in the 2021-2022 Haz Waste rate model – \$43.6 million. This amount may be modified for higher inflation and/or specific increases for special initiatives or one-time costs approved by MCC. Those initiatives, identified in the meeting handout, will require funding above the base budget target. Most of the costs can be accommodated with projected underspending. The remainder (projected to be \$755,000) would need to be approved by MCC as a modification to the budget target. Savings anticipated during the biennium will likely offset this increase.

Approval from MCC is also requested to move \$300,000-\$400,000 in unspent city and tribal grant funds to the next biennium as a placeholder. Grant funds are often used for city-hosted collection events. Many of the events have been cancelled due to COVID-19. Unspent funds for postponed or cancelled collection events could be shifted for use in the next biennium.

DECISION:

MCC members approved exceeding the 2021-2022 biennium budget target, by approx. \$750,000, for specific special initiatives and one-time costs detailed in the meeting handout. They also approved moving \$300,000-\$400,000 in unspent city and tribal grant funds to the next biennium as a placeholder.

Management Plan Update – Project Management Plan

Vicky Beaumont gave a briefing on the proposed Project Management Plan (PMP) for Management Plan Update, with the goal of MCC approval of the PMP. The project team will be submitting the PMP to Washington State Dept. of Ecology (Ecology) for review and approval concurrently with MCC. The PMP aligns with the MCC-approved Project Charter, fulfills Ecology requirements, converts the what (charter, RFP, contract) to the how (actionable plan built by those who are tasked to implement it), provides a roadmap for the project team to complete the Management Plan Update by fourth quarter 2021, and aligns with timeframe and stakeholder engagement for the Program’s next rate adjustment. Heather Levy, project manager, from Cascadia Consulting gave an overview of the project team members, project timeline, stakeholder involvement, and key success factors. Next steps in the project after approval of the PMP are to begin data assembly and desktop research, identify research audiences and questions, and review and assess current Program goals for plan update.

DECISION:

MCC members unanimously approved the Project Management Plan for the Management Plan Update.

UPDATES

Director’s Report

Lynda provided her monthly report in writing. It was not discussed due to limited agenda time. If there are questions or comments, MCC members can contact her directly.

Next Regular Meeting: May 19, 2020, 10 a.m.-noon, Teleconference