



Project: Jefferson County’s Solid Waste Facility Replacement Planning

Agenda: Solid Waste Facilities Task Force Kick-off Meeting

Date: | September 27, 2022 | **Time** 1:00 – 5:00 PM | **Location:** East Jefferson Fire and Rescue Station, 9193 Rhody Drive, Chimacum – Jefferson County, Washington

Context

This meeting/workshop serves as the official kick-off for the project with the intended purpose to prepare a statement of purpose, define goals, expectations, scope, schedule, project team, final work products, work process(es), identify stakeholders and critical success factors.

Purpose

To address various elements of the project and begin to develop relationships with key stakeholders and enable a shared understanding of the objectives, project requirements, stakeholders, and expectations.

Invitees

| Solid Waste Facility Task Force | | |
|---------------------------------|---|--|
| Name | Affiliation | Area of Expertise |
| Al Cairns | Jefferson County Department of Public Works | Solid Waste Management |
| Lisa Crosby | District 1 Citizen | Solid Waste Management Plan |
| Tim Deverin | District 2 Citizen | Solid Waste Management Plan |
| Greg Brotherton | District 3 Citizen | Solid Waste Management Plan |
| Owen Rowe | Port Townsend City Council | City goals |
| Steve King | Port Townsend Public Works | City operations |
| Carol Cummins | Local 2020 - Beyond Waste Action Group | Solid waste reduction plan |
| Tracy Grisman | Arts Community | Arts Community |
| Miranda Nash | D.A.S.H./Jefferson Transit | Customer mobility/access |
| Cindy Jayne | Climate Action Committee | Green House Gas reduction and energy efficiencies |
| Pinky Feria-Mingo | Jefferson County Public Health | Permit requirements/other County functions |
| David Wayne -Johnson | Department of Community Development | GMA/zoning/permitting requirements |
| Brain Tracer | East Jefferson Fire and Rescue | Risk management |
| Willie Bence | Department of Emergency Management | Disaster debris management |
| Will O'Donnell | Public Utility District | Infrastructure |
| Derek Rockett | Department of Ecology | Facility design/requirements |
| Bridgett Gregg | WSU Extension | Agriculture community |
| Steve Gilmore | Republic Services - Roosevelt Regional Landfill | Transfer station and landfill operations |
| Chad Young | Waste Connections - WUTC G-Certificate Hauler | MSW (Municipal Solid Waste) collection and transfer station operations |

| Solid Waste Facility Task Force | | |
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| Name | Affiliation | Area of Expertise |
| Alysa Thomas | Skookum Contract Services - Recycling Contractor | Recycling collection and recycle center operations |

| Jefferson County Staff | | |
|-------------------------------|---|--|
| Name | Affiliation | Role |
| Monte Reinders, P.E. | Jefferson County Department of Public Works | Director/County Engineer |
| Al Cairns | Jefferson County Department of Public Works | Project Manager (Solid Waste Division Manager) |
| Justin Miskell | Jefferson County Department of Public Works | Solid Waste Operations Coordinator |

| Consultant - Vikek Environmental Engineers, LLC Project Team | | |
|---|------------------------------------|--|
| Name | Affiliation | Role |
| Victor O. Okereke, Ph.D., P.E., DEE, CLSSS | Vikek Environmental Engineers, LLC | Project Manager |
| Tom Karston, Ph.D. | Vikek Environmental Engineers, LLC | Lead – Financial Analysis and Financial Planning |
| Sally Hanley | Vikek Environmental Engineers, LLC | Project Support Professional |
| Penny Mabie | Definitely-Mabie Consultants, LLC | Lead – Public Involvement |
| Peter Battuello, LG, LHG | Perteet Incorporated | Lead – Site Selection |
| Sarah Fischer, NCARB, LEED AP | BLRB Architects | Lead – Conceptual Facility Design |
| Shiloh Schroeder | Fusion Works | Lead – Project Web Page Development |
| Karamjit (Karam) Singh, P.E. | SCS Engineers, Inc. | Organics Management Analysis |

Process

| Timeline | Subject | Speaker | Objective |
|-------------------------|--|------------------------|--|
| KICK-OFF MEETING | | | |
| 1:00 - 1:15 PM | Welcome and introduction of participants | Penny Mabie, Al Cairns | Shared knowledge of key stakeholders. |
| 1:15 - 1:30 PM | Project vision and expectations | Al Cairns | Shared understanding of County’s Solid Waste Management system, role of the Solid Waste Facility Task Forces (SWFTF) in the system, commitment and desired outcomes of the project, and expectations for all stakeholders. |
| 1:30 - 1:45 PM | Project definition | Victor O. Okereke, | Shared understanding of – Project goals and objectives, scope, execution process, key work products, schedule and major deliverables/milestones, consultant organization chart and roles and responsibilities. |

| Timeline | Subject | Speaker | Objective |
|------------------------------------|---|------------------------------|---|
| 1:45 – 1:55 PM | Public involvement elements | Penny Mabie | Shared understanding of – public involvement scope and project webpage purpose. |
| 1:55 - 2:15 PM | Facilitated Q and A | Penny Mabie | Assure clarifications and identify gaps to be addressed in future sessions. |
| 2:15 – 2:30 PM | BREAK | All | Refresh and be ready for the next session |
| PUBLIC INVOLVEMENT WORKSHOP | | | |
| 2:30 - 2:45 PM | Conduct stakeholder assessment | Penny Mabie | Understand stakeholders and roles, responsibilities, and key interests. |
| 2:45 – 3:25 PM | Identify stakeholder expectations (Needs, challenges, issues risks, and critical success factors) | Penny Mabie | Understand public involvement goals, objectives, target audiences, community issues and needs, and potential concerns and messages. Obtain and understand feedback received on public involvement activities tied to project milestones, community tools, and potential meeting locations. |
| 3:25 - 3:35 PM | BREAK | All | Refresh and be ready for the next session |
| 3:35 - 4:15 PM | Define Public Involvement Plan elements | Penny Mabie | Define goals, objectives, target audiences, potential concerns and messages, public involvement activities tied to project milestones, community issues and need, communication tools, meeting locations and a public involvement flow chart. |
| 4:15 - 4:30 PM | Facilitated Q & A | Penny Mabie | Assure clarifications and identify gaps to be addressed in subsequent planning actions. |
| 4:30 – 4:40 PM | Public comment | Penny Mabie | Opportunity for observers to make public comments for the SWFTF’s consideration. |
| 4:40 – 5:00 PM | Wrap up /Next Steps | Al Cairns, Victor Okereke | Understand what comes next in the project. |

Payoff:

Achieved shared understanding of Jefferson County’s Solid Waste Facility Replacement Planning goals, objectives, scope, schedule, execution process, stakeholder’s roles and responsibilities and priority stakeholder needs.