



**Management Coordination Committee (MCC) Meeting Minutes  
April 19, 2022**

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**ATTENDANCE**

**MCC Members:**

- Darrell Rodgers, PH SKC, MCC Chair
- Susan Fife-Ferris, SPU, MCC Vice-Chair
- Lorraine Patterson-Harris, KC SWD
- Josh Baldi, KC WLRD
- Corina Pfeil, SCA, City of Kenmore Councilmember

**Other Attendees:**

Maythia Airhart, KC WLRD	Tracee Mayfield, PH SKC	Emmanuel Rivera, KC WLRD
Ali Blum, KC WLRD	Kazia Mermel, SCA	Kathy Thompson, PH SKC
Joy Carpine-Cazzanti, PH SKC	Michell Mouton, KC SWD	Linda Van Hooser, PH SKC
Alice Chapman, KC WLRD	Jeff Neuner, SPU	Dave Ward, KC WLRD
Enrique Gonzalez, KC WLRD	Kristin Pace, PH SKC	Charles Wu, KC WLRD
Minty LongEarth, PH SKC	Kristin Painter, KC WLRD	Madelaine Yun, PH SKC

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**GENERAL BUSINESS**

**MCC Minutes**

MCC reviewed and approved the February 15, 2022, meeting minutes without revisions.

**Introductions and Announcements**

Josh Baldi was introduced as the new King County Water and Land Resources Division representative to the MCC, followed by general introductions by all attendees.

**DISCUSSION ITEMS**

**2021 Annual Report**

Kristin Pace shared the Haz Waste Program Annual Report highlighting work the Program did throughout 2021. The report can be found online at: [Library | Hazardous Waste Management in King County, WA](https://library.kingcounty.gov/subject/Hazardous+Waste+Management+in+King+County,+WA) ([kingcountyhazwastewa.gov](https://kingcountyhazwastewa.gov)). Madelaine Yun shared items of note from the 2021 year-end financial report.

**2023-2024 Budget Development**

Maythia Airhart and Madelaine Yun discussed current budget estimates and budget development assumptions based on guidance received from MCC in February. Details can be found in the briefing document provided with the meeting materials. In May, MCC will be asked to review and adopt a budget proposal that will be submitted to the formal King County and City of Seattle budget processes in June.

**Performance Management**

Kristin Pace shared a new quarterly performance report format and design for 2022. The report will include three sections. The first section will be a data dashboard using maps and data visualization graphics. The second section will be used to report highlights from each line of business focused on risks, opportunities, and

successes. The third section will include a status update table based on the Program-wide workplan to show progress on major deliverables.

Kristin Pace is leading work to develop racially-equity centered Results Based Accountability (RBA) performance metrics for the Program that will help determine how effective we are in delivering services to our ratepayers. Once developed, the Program-wide recommended metrics will be brought to MCC this summer for review and approval.

#### **Haz Waste Program – SPU Facilities Agreement**

Dave Ward shared a draft scope for a Memorandum of Agreement between Seattle Public Utilities (SPU) and King County, on behalf of the Hazardous Waste Management Program. The purpose of the agreement is to document operational roles, responsibilities, and procedures associated with the Haz Waste Program management, services, staffing, and funding with SPU. The plan is for this agreement to be long term (5-10 years) with supplemental biennial contracts that set terms related to biennial staffing and budget.

#### **Collection Services and Facilities Planning**

Dave Ward shared a draft project charter for a Collection Services and Facilities Study. The purpose of the study is to form a basis for future facilities planning and funding decisions and to prepare the Haz Waste collection facilities to meet changing demands over the next 10 years. The scope is broken down into four phases of work:

- Phase 1 – Collection services analysis
- Phase 2 – Community needs assessment
- Phase 3 – Facilities needs study
- Phase 4 – Recommendations

#### **Haz Waste Program Emergency Response Roles**

At the February MCC meeting, it was proposed to eliminate the budget line item “Disaster Debris Contingency Fund” (\$25,000/year) that has been included in the past several Program budgets. It’s unclear what or how this funding would be used as there is currently no policy in place, in addition, it would likely be insufficient to cover costs in a major emergency. The Haz Waste Program is not required to have its own Emergency Response Plan and would presumably be covered under our partner agencies’ existing plans. MCC’s recommendation is to eliminate the “Disaster Debris Contingency” line item and reallocate that funding to a study to determine the Program’s role and funding needs in an emergency and how that role fits in with Washington state, King County, and City of Seattle emergency response plans.

### **UPDATES**

#### **Director’s Report**

Maythia presented the April Director’s Report highlighting current areas of interest to MCC, including the Look-Ahead calendar for the next three months.

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**Next Meeting:** May 17, 2022, 10 a.m.-noon, teleconference