Item 3

Management Coordination Committee (MCC)
MEETING MINUTES
March 17, 2026

ATTENDANCE

MCC Members:

☒ Dylan Orr, Public Health – Seattle and King County (PH SKC), MCC Chair
☒ Rebecca Singer, King County Solid Waste Division (KC SWD), MCC Vice Chair
☒ Josh Baldi, King County Water and Land Resources Division (KC WLRD)
☒ John Boyd, Sound Cities Association (SCA), City of Kent Councilmember
☒ Susan Fife-Ferris, Seattle Public Utilities (SPU)

Other Attendees:

Aesha Mokashi, PH SKC
Alice Chapman, KC WLRD
Alicia Auer, KC WLRD
Amanda Miller, KC WLRD
Anahi Sandoval, KC WLRD
Charles Wu, KC WLRD
Chelsea Hicks, PH SKC
Emily Boerger, KC WLRD
Enrique Gonzalez, KC WLRD
Halima Lozano, KC WLRD
Heidi Zarghami, KC WLRD
Jourdan Keith, PH SKC
Julie Mitchell, KC SWD
Kendrick Stewart, KC WLRD
Kim Southwell, KC WLRD
Lakshmi Panikkar, KC WLRD
Laura Belmont, SCA
Linda Morales, KC WLRD
Linda Van Hooser, PH SKC
Mariela Mendivil, KC WLRD
Matthew Weintraub, KC WLRD
Maythia Airhart, KC WLRD
Michell Mouton, KC WLRD
Minty LongEarth, PH SKC
Mohamed Ali, PH SKC
Pam Johnson, SPU
Raevel Chea, KC WLRD
Ray Samonte, KC WLRD
Ryan Kellogg, PH SKC
Ryan Murphy, KC WLRD

GENERAL BUSINESS

Introductions
Ryan Murphy was introduced as the Program's new Policy Manager.

Meeting Minutes

MCC Member Susan Fife-Ferris moved to approve the February MCC meeting minutes. MCC Member John Boyd seconded the motion.

Decision: February 17, 2026, meeting minutes were approved.

DISCUSSION ITEMS

Q4 2025 Performance & Financial Update
Presenters: Raevel Chea (Program Business & Finance Officer)
Halima Lozano (Program Business Strategy Manager)

Business Strategy Manager Halima Lozano presented the Q4 Quarterly Report dashboard, providing highlights from the Program's work, upscaling of the Safer Degreaser Project, and the Program's responsiveness to needs from community on collection strategies and coverage. It also included the Program's efforts to expand its community reach, specifically looking at geographic equity, as this a priority of the King County Executive.

Q4 2025 Performance Highlights:

- The Program delivered 2,281 educational services
- Safely disposed 324 tons of hazardous waste
- Generated over 500,000 digital marketing engagements
- Saw 17,285 uses of collection services.

Other items of note:

- Most projects on track, with some areas marked as having new or significantly revised milestones and deliverables.
- Light Recycle Washington (mercury light EPR program) has operated without a producer responsibility organization (PRO) since January 31, requiring Haz Waste facilities to continue collecting these lights and covering recycling costs. Reimbursement is expected once a new PRO is established, but collections budgets remain impacted in the interim. The Program is shifting to a Key Performance Indicator (KPI) focused reporting approach to streamline work plan tracking.

MCC Questions, Concerns, And Considerations

MCC Member Josh Baldi questioned the process regarding the new KPIs for our work plan, and he expressed concern regarding the time to establish a new PRO for the mercury light EPR program and the anticipated financial impact for us.

- Halima explained that, for now, the Program will be reporting against the KPIs specifically developed in the 2026 work plans, which MCC reviewed/approved. MCC Member Susan Fife-Ferris requested replacing the word "Expended" for vouchers with language that clearly denotes cashing in the voucher.

- Regarding the mercury light EPR program - the Department of Ecology has sent out notices of violation to the producers and has been in negotiations with a new association to run the EPR program. The question of whether we get reimbursed for the recycling costs we are paying currently is still undetermined. However, people are using less of these lights, and there is a ban coming in 2029. The PRO's announcement to cease running the EPR was a surprise, and King County Solid Waste Division is currently gathering numbers on what they are currently spending to project the cost impact, should this go on throughout the year. These numbers should be available for Q1 for the next MCC meeting.

Business & Finance Officer (BFO), Raevel Chea, provided a brief overview of Q4 and year-end financial performance.

Q4 2025 Financial Highlights:

- Net interest income exceeded expectations due to a higher fund balance and favorable interest rates.
- Overall spending was about 91% of the adopted amount.
- Collection costs exceeding budget because of increased disposal expenses, and Public Health expenses were higher than budgeted due to an error in the overhead cost calculation.

MCC Questions, Concerns, And Considerations

MCC Members expressed their desire to see a chart showing projections for the fund balance included in all future financial report presentations, so they can have a visual to see the status of the fund.

Operating Structure Assessment

Presenters: *Lakshmi Panikkar* (Program HR/Organizational Development Manager)
Kendrick Stewart (Program Operations Manager)

HR Manager, Lakshmi Panikkar shared the findings from the Program's two-year operating structure assessment and a look at where the Hazardous Waste Management Program stands two years after the February 2023 restructuring.

Assessment Highlights:

- Current State & Comparison: The assessment provided both the current state analysis and historical comparison, and the assessment identified six key organizational strengths.
- Growth Areas: Several areas for continued development were noted, with leadership effectiveness is highlighted as a critical priority.
- Year-to-Year Progress: Comparison of Year 1 to Year 2, showed two areas of improvement, one area of mixed progress, and three areas with persistent patterns, indicating stronger operational performance but ongoing work needed on strategic integration.

Next Steps:

- Engagements with the Program's line of business managers on the assessment findings.
- Work efforts are already underway that support several of these priorities as it aligns with the 2025 Employee Engagement Survey findings.
- An action plan to address these issues is in development.

MCC Questions, Concerns, And Considerations

MCC Member Dylan Orr expressed interest in having visibility into the Program's employee engagement survey, the results, and conversation there. MCC Member Susan Fife-Ferris would welcome more specifics around the Program's recommended next steps to support what is going well and to address the items that need attention with a timeline and milestones represented. MCC Member Josh Baldi was curious about hearing what effects the changing workplace conditions (i.e. Return to Office, have on staff communications, team, culture, etc.) have on the survey.

Discussion Response:

- Survey Inputs: The Program will incorporate Dylan's suggestions to ensure the action plan is informed by more than one set of surveys.
- Next Step Details: Staff will provide clearer next steps and status updates as suggested by Susan.
- Other Contributing Factors: Broader world and workplace conditions does influence survey responses and should be considered in the analysis.

UPDATES

Director's Report & Look-Ahead Calendar
Presenter: Maythia Airhart (Program Director)

Program Director Maythia Airhart highlighted key items from the Director's Report spotlighting both the Program's upcoming presentation to the Board of Health, rate planning approach and timeline, and shared a three-month look-ahead calendar. Members were encouraged to review the full report for additional updates.

MCC Questions, Concerns, And Considerations:

MCC Member Dylan Orr, noted that MCC will need to approve the proposed rates by September 2026 to allow sufficient time before the proposal goes to the Board of Health. MCC should expect continued discussion on this topic in future agendas. MCC Member Susan Fife-Ferris requested a rate development timeline with key milestones for the proposed rate increase.

Next Meeting: May 19, 2026, 10 a.m. – 12 noon, In-Person, King Street Center