



Management Coordination Committee (MCC)

MEETING MINUTES

March 19, 2024

ATTENDANCE

MCC Members:

- Susan Fife-Ferris, SPU, MCC Chair
- Dylan Orr, PH SKC
- Josh Baldi, KC WLRD
- Kim-Khánh Văn, SCA, Renton Councilmember
- Marin Burnett, KC DNRP

Other Attendees:

Amanda Miller, KC WLRD
Andie Parnell, SCA
Andy Smith, KC SWD
Dave Ward, KC WLRD

Kristin Pace, KC WLRD
Linda Van Hooser, PH SKC
Madelaine Yun, KC WLRD
Maythia Airhart, KC WLRD

Michell Mouton, KC WLRD
Pam Johnson, SPU
Ryan Kellogg, PH SKC

GENERAL BUSINESS

Introductions

- There were no introductions, as no one new was present for this meeting.

Announcements

- Due to business commitments, Susan Fife-Ferris was unable to attend today's meeting. MCC Vice Chair, Dylan Orr, led today's session.

MCC Meeting Minutes

MCC reviewed the revised meeting minutes from January 16, 2023, and the meeting minutes from February 20, 2023. Dylan requested a minor revision to the February minutes. He requested a sentence be removed that he felt was argumentative in nature, and the other MCC members agreed to the removal of it. With the stipulation that the sentence be removed from the February minutes, MCC reviewed and approved both the January 30 and February meeting minutes.

DISCUSSION ITEMS

Operating Structure Assessment Maythia Airhart/Kristin Pace

Maythia shared that when the Program did a reorganization about a year ago, the Program made a commitment that we would do an assessment to ensure that we were paying attention to the things that are working, things that are not working, and areas of opportunity we can leverage. She thanked the Planning Team for all their efforts across agencies and teams in determining goals and setting objectives and vision around the Program's

work. She then discussed the six Guiding Criteria for the assessment that were used to determine what the Program was doing well and where the areas of opportunity lie.

Kristin gave insight into how they planned to understand successes, lessons learned, and future opportunities related to the Guiding Criteria as she broke down each criteria with a little further detail. She explained that the bulk of the work will be around stakeholder interviews, so they will engage with the planning team, current and recent MCC members, Maythia, line of business managers, supervisors, and then possibly staff. Josh mentioned there would be a reporting out to our leadership, as there was an expectation from them that some type of formal assessment would be conducted. Kristin concluded by reviewing the timeline for the assessment, which listed March-May as information gathering, May-June as Analysis, and June or July for the report to MCC.

Legislative Session Report Dave Ward

Dylan announced this should be a moment of celebration for some big wins, particularly in PFAS and lead in cookware. Dave agreed that it was a time for celebration, as this was a good legislative session for the Program, and thanked MCC for their shared effort in these successes. Dave touched briefly on all the bills and their status, and he specifically focused on the ones that had passed and have moved to the governor for signing, which were E2SHB 1185 for mercury light stewardship, ESHB 2207 for solid waste dumping, 2SHB 1551 for reducing lead in cookware, SBB5931 for addressing 6PPD in motorized vehicle tires, SSB 5972 concerning the use of neonicotinoid pesticides, SSB 5812 for the study on the response to electric vehicle fires, and E2SHB 2301 concerning organics management. Dave mentioned that 2SHB 1551 was a huge win for us and has received much publicity. Dave added there were two budget provisos that passed—one for funding for UW to research portable PFAS product screening technology and one to improve funding for SPWA implementation.

Q4 2023 Finance Report Madelaine Yun

Madelaine walked MCC through the Q4 report in their packet. She pointed out that there was a minor correction to the Transfer Station line on one in their packet. Her report showed how the actual revenues and expenditures compared to budget, which helps us to understand the financial health of the Program. The total revenues came in above budget because we receive more money than we forecast. Reasons for this increase were (1) that we use conservative budget based on our past trends and (2) that the Washington State Grant for the local solid waste financial assistant was higher because we received two payments instead of the one payment that was originally budgeted. Madelaine noted that interest income came in higher due to a combination of things: a higher interest rate and a higher fund balance. On the revenue side, reasons for that came from salary savings for vacant positions.

Madelaine also added that some of the 2023 underspend budget has shifted to 2024 due to contract delays and adjustments to work timelines. Because of the lower expenditures and the higher revenues compared to budget, the total fund balance came in at 21.7 million. She noted that this puts the Program in a good financial position. We will use this fund balance to help us plan for the 2026 rate development, and we will bring this this discussion to MCC in June after the 2025 budget is approved in May.

2025 Budget Planning Madelaine Yun/Maythia Airhart

Maythia presented the Program's overview for 2025. She explained this is a one-year budget due to King County's shift from odd to even number years to align with the county's new election cycle. She stated, we will do this again next year for 2026-2027, as we resume the biannual budget cycle. Maythia said this plan outlined in the Budget Guidance document provides MCC with a general timeline, our budget assumptions, and early cost estimates, which may change during this budget process but reflects the priorities in which the Program wants to invest to move forward the commitments that we have in our management plan.

Madelaine pointed out the timeline of developing the budget during March/April and then bringing the 2025 budget proposal to MCC in May for review and adoption. She stated there will be no rate increase in 2025, and

revenues are forecasted to remain steady to support the program expenditures. There will be no FTE changes, since we just had a reorganization; and the South King County Recycling and Transfer Station is not scheduled to open until 2026, so there will be no costs for 2025. In next month's meeting, Maythia and Madelaine will present a 3-year action plan for the Program's long-term investments, which will show case how we are using our money to invest in key priorities to keep the Program moving forward.

Executive Session Decisions Dylan Orr

Dylan thanked all MCC members for their participation at the March 11 Executive Session and highlighted the items discussed and voted on during the meeting.

Executive Session Agenda Item #1: In regard to the plastics memo, MCC discussed proceeding with formalizing that memo and having Maythia sign it.

DECISION:

It was the decision of the group that the Program will not proceed with this. MCC felt the Program can and should engage in plastics-related policy and legislative items of concern where there is overlap with our mission and goals and should be flexible in that area as we explore further the implications of bringing plastics formally into our domain.

Executive Session Agenda Item #2: In regard to the capital reserve, MCC discussed continuing to plan for a \$2 million capital reserve.

DECISION:

MCC decided to continue to plan for a \$2 million capital reserve in our budget and rate planning. MCC recognizes there are differences between the city and the county in terms of how those facility improvements are planned and funded, and there needs to be more conversation on that. There also continues to be conversation on the legal analysis shared by the PAO. There was a subsequent meeting with the Program and PSB on that topic, and we are still awaiting the further clarification.

UPDATES

Director's Report and Look-Ahead Calendar Maythia Airhart

Maythia provided highlights of the Director's Report, focusing on current areas of interest to MCC, which included the look-ahead calendar for the next three months. Maythia requested that MCC members review the Director's Report for more detailed information. Also, any documents with revisions discussed in the meeting will be distributed with next month's packet.

Next Meeting: April 16, 2024, 10 a.m. – 12 noon, Zoom teleconference