



Management Coordination Committee (MCC)

## MEETING MINUTES

May 21, 2024

Item 3

### ATTENDANCE

#### MCC Members:

- Jeff Fowler, SPU, as alternate for 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	Julie Mitchell, PH SKC	Maythia Airhart, KC WLRD
Alice Chapman, KC WLRD	Kathy Thompson, KC WLRD	Min-Soo Yimm, SPU
Andie Parnell, SCA	Kim Southwell, KC WLRD	Pam Johnson, SPU
Charles Wu, KC WLRD	Kristin Pace, KC WLRD	Regina Dove, KC WLRD
Dave Ward, KC WLRD	Linda Morales, KC WLRD	Roger Chin, PH SKC
Emmanuel Rivera, KC WLRD	Madelaine Yun, KC WLRD	Ryan Kellogg, PH SKC
Jourdan Keith, PH SKC		

### GENERAL BUSINESS

#### Introductions

Jeff Fowler, SPU Deputy Director, serving as alternate for Susan Fife-Ferris.

#### Announcements

- MCC Member Dylan Orr announced Ryan Kellogg will serve as his alternate for the next few MCC meetings while he is out on paternity leave.
- Program Director Maythia announced the Hazardous Waste Management Program (Program) won the Best Run Government for ERSJ Innovation Award for the Lead in Cookware project.

#### MCC Meeting Minutes

MCC members reviewed and approved the April 19, 2024, meeting minutes with a minor wording revision to the “Workplace Cultural Assessment” section.

### DISCUSSION ITEMS

#### **2025 Budget Adoption** Maythia Airhart/Madelaine Yun

Program Director Maythia Airhart and Business Finance Officer Madelaine Yun presented the 2025 budget proposal. The 2025 proposed budget is for one year and reflects input and feedback from our agency partners.

It is a status quo budget with an inflation adjustment and no rate increase for 2025. MCC members were asked to adopt the proposed budget. The MCC approved budget will be submitted to the formal King County budget processes in June.

**DECISION:**

The MCC members present unanimously approved the budget proposal. Councilmember Van provided her approval vote via email after the meeting.

**2024 Q1 Performance Report** Kristin Pace

Performance Manager Kristin Pace presented an overview of the first quarter performance report. The link to the Quarterly Report Dashboard was provided in the read-ahead meeting materials. Kristin shared highlights of the Program's quarter one performance, which included metrics on our reach and impact, a glance of what to expect coming into quarter two, and a status update of our milestones and deliverables.

**Collections Services and Facilities Study** Dave Ward/Linda Morales

Policy and Planning Manager Dave Ward and Policy and Planning staff Linda Morales presented on the demographic data collection pilot project at the North Seattle facility and the Communications King County market research project to reach King County's diverse population. Information from these projects will inform the upcoming collection services and facilities study. The contract for the study with Resource Recycling Systems is being finalized by Procurement. The study aims to assess current household hazardous waste collection services and future regional needs. The scope, schedule, and budget for the study were presented to MCC, with further details in the meeting documentation.

**UPDATES**

**Director's Report and Look-Ahead Calendar** Maythia Airhart

Program Director Maythia Airhart highlighted the Director's Report, focusing on current areas of interest to MCC, including the look-ahead calendar for the next three months. She requested MCC members review the Director's Report for more detailed information.

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**Next Meeting:** June 18, 2024, 10 a.m. – 12 noon, Zoom teleconference.