



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 (*Zoom Login information is provided at the bottom of the Agenda for those not attending in-person*).

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 Facilities Task Force		
Name	Affiliation	Area of Expertise
Lisa Crosby	District 1 Citizen	Solid Waste Management Plan
Jenifer Taylor	District 2 Citizen	Solid Waste Management Plan
Tim Deverin	District 3 Citizen	Solid Waste Management Plan
Greg Brotherton	Board of County Commissioners	County goals
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
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 Facilities Task Force		
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.

Join Zoom Meeting

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+1 929 205 6099 US (New York)

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