



**Project:** Jefferson County's Solid Waste Facility Replacement Planning

**Agenda:** Project Team Charter and Work Plan Review and Adoption -Workshop #2

**Date:** | December 15, 2022 | **Time:** 1:00 – 3:00 PM | **Location:** Virtual on ZOOM and in-person at the Public Works building at 623 Sheridan St., Port Townsend

**Purpose**

To address review, update, agree and adopt the draft Integrated Project Team Charter and the Work Plan.

**Invitees**

Solid Waste Facility Task Force		
Name	Affiliation	Area of Expertise
Lisa Crosby	District 1 Citizen	Solid Waste Management Plan
Tim Deverin	District 2 Citizen	Solid Waste Management Plan
Greg Brotherton	District 3 Citizen	Solid Waste Management Plan
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 plan
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
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
Penny Mabie	Definitely-Mabie Consultants, LLC	Lead – Public Involvement and Facilitator
Sally Hanley	Vikek Environmental Engineers, LLC	Workshop Support/ Note Taker

**Process**

Timeline	Subject	Speaker	Objective
1:00 - 1:10 PM	Welcome and Introductions	Al Cairns	Understand SWFTF members, and Vikek Team attendees to the workshop and County expectation.
1:10 - 1.25 PM	Integrated Project Team Charter Presentation	Victor O. Okereke	Shared understanding of <ul style="list-style-type: none"> <li>• Agenda and Desired Outcomes</li> <li>• Proposed Solid Waste Facility Planning Framework</li> <li>• Overview of Key Charter Components.</li> </ul>
1:25 - 1:40 PM	Project Work Plan Presentation	Victor O. Okereke	Shared understanding of: <ul style="list-style-type: none"> <li>• How the workshops are linked to address stakeholder solid waste facility requirements and County’s project goals.</li> </ul>
1:40 - 1:55PM	Public Comments	Penny Mabie	<ul style="list-style-type: none"> <li>• Shared understanding of Public Comments and Responses</li> </ul>
1:55 - 2:00 PM	BREAK		
2:00 - 2:50 PM	Review, Modify and Adopt Charter and Work Plan (Collaborative Session)	Penny Mabie	Agreement on : <ul style="list-style-type: none"> <li>• Mission</li> <li>• <i>Guiding Principles</i></li> <li>• <i>Project Guiding Principles</i></li> <li>• <i>Decision Making Process</i></li> <li>• <i>Success Criteria</i></li> <li>• <i>Initial Project Risks</i></li> <li>• <i>Team Member Roles and Responsibilities</i></li> <li>• <i>Communication Plan</i></li> <li>• <i>Team Sponsorship</i></li> <li>• <i>Workshop Objectives and Sequencing</i></li> <li>• <i>Workshop Schedule</i></li> </ul>
2:50 – 3:00 PM	Wrap up /Next Steps	Al Cairns, Victor Okereke	Understand what comes next in the project.

**Zoom Meeting Information**

Join Zoom Meeting

<https://us06web.zoom.us/j/84652415987?pwd=TGFETFVhSIVOWmZLWIM0K3FMSnJpdz09>

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