

**Solid Waste Alternatives Program Advisory Council
Urbandale Public Library
March 9, 2009
9 a.m.**

Minutes

9:00 a.m. Meeting Begins

9:15 a.m. Public Participation Period (3 Minutes Per Person)

Approval of Agenda

DECISION ITEM

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| Motion and 2 nd to approve Unanimous Approval |
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Approval of Minutes

DECISION ITEM

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| Motion and 2 nd to approve Unanimous Approval |
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Tony Colosimo requested to amend the agenda. Council is ok to re-open it. There may be different views amongst the council members, but our council has one agenda. Tony is not happy that the chairperson spoke on our behalf at a committee meeting. She shouldn't speak out of order and make recommendations. Sara requested that Tony not amend what we have been working with for the past 9 months, without at least notifying the council first. Tony believes that it is not appropriate for the chair to speak on behalf of the council on any issue. The concern is noted. Discussion of policy: The chair can explain the process that the council is currently engaged in, but not make recommendations. Sara speaks on our behalf, but recommendations must first be approved by this group. It would also be appropriate to notify the council before changing a process. The reason it was opposed was because adding C&D as a required element would make us lose participation. We want to expand the accessibility for solid waste agencies. Sara will refrain from speaking on our behalf when making a recommendation. Tony requested making a policy statement from the council on this. Since this is not an agenda item, Tony moved to put it on **next meeting's agenda**. "Discuss Policy on making statements on behalf of the council" Sara can discuss how the process is going and provide information, but not make a decision. **Tony will draft a policy statement**. There are some cross issues to keep in mind. Sara requested in the future that Tony let the council know in advance if he is going to change the legislation we're dealing with. We can discuss making this a policy. It's two-way.

Draft RFQ

DECISION ITEM

- RFQ to be issued March 10, 2009

Jon Tack has reviewed and OK'd this.

There are a few spacing and consistency changes.

Timeline is out of order

The qualifications in H need looked at (printer formatting?)

#6 Notify Prequalified firms - change date to 4-21

M: change header

Appendix B – fix numbering.

Item 10- there is an extra #4

Pretty minor formatting changes. Anything else?

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| Motion and 2 nd to approve as amended Unanimous Approval |
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- Distribution list

We have Chad's list and Sherry's list.

Becky will pull consultants and engineers from our database to include too.

Chad's, Sherry's, and Becky will add Solid Waste consultants and engineers.

Posted on EMS website and DNR RFP/RFQ website and the DAS RFP/RFQ website.

Must first be posted on targeted small business website for 48 hours, then sent out to the list(s). (Becky will send out)

Other additions:

IRA and ISOSWO could put it on their website. SWANA too. (Sara will check)

Iowa Environmental Council

We don't really have time to publish. (Biocycle website? Waste News, could send as FYI?) Probably wouldn't be free. Sara can talk to Jon Trotti.

We've hit a good majority with this list.

Workshop - Angie Clark

- Date: May 27th or 28th

DECISION ITEM

Wednesday or Thursday? If we do it on the 28th we would allow more time for people to get back from vacation.

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| Motion and 2 nd to hold the meeting on May 28, 2009 Unanimous Approval |
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- Location

DECISION ITEM

We have holds on locations until we make our decision. We can go with the Hilton, the lowest cost.

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| Motion and 2 nd to go to the Hilton Garden Inn Unanimous Approval |
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- Agenda (provided by Brian Tormey)

DECISION ITEM

More description of each agenda item would be good. (Description of what an EMS is)

Who will be presenting these?

What are you trying to accomplish with the item at 10:20? (is it necessary?)

It would be better to list others, comparisons with others would make people wonder why? People involved in the program understand what we're looking for.

This should be more of an information session than a workshop. This is just to gather information. We want people to know that they are not committing by coming to the information session.

Start with the legislation discussion, then narrow it down from there. **Scott is checking with Donovan on his availability.**

Brian will walk through his agenda.

Overview of what is an EMS. Keep this very short.

What's in the legislation. Layout what we've put together. (including components.)

Where are they similar, how are they different? Have Donovan come in to discuss this part.

How is this different from comp planning, and the advantages of doing it. (Goals relevant to you and your agency)

We should allow time with a panel from the council to get questions answered.

Give/take of questions.

Process/Procedures – application, selection process, number of participants, future rounds, available resources.

Components – have some examples. (Al Bonini?)

Wrap up

Rather than the comparison, we should focus more on what we're doing. But we need the big picture...the comparison would show that it's not pulled out of the air. A lot of business are doing it. Ours is customized for solid waste comprehensive planning. We would focus mainly on the solid waste EMS. We could use elements of Metro's as an example. This helps show the credibility of the system(s). Ours is custom tailored for us. We're not reinventing the wheel. (this will be explained in the EMS 101) No detail on the subsets, but just explanation that it's been done before.

To give illustrations we can give examples of people from the planning areas to show aspects of improvements and the results...solid waste agencies may not even know they are going on. We need to emphasize partners not leaders.

There is still the concern that small areas can't do this.

We want people to go, even if they aren't planning on doing it this year.

What is EMS?

What is solid waste EMS? (and what it isn't) explain the subset of the concept.

We could have a follow-up workshop later on to breakdown components and give examples of them. (designed for the pilot's, but others are invited). The contractor could help with this part.

Process/Procedures – be sure to talk about the consultant and the assistance they will provide. Also understand there is another application process after the first set of pilots...this is not a one time thing. This is the transition for the state to go from old comprehensive planning to something new. We could also talk about the criteria in this part.

Should we add another Q&A at the end? Yes.

Al Bonini to speak? Rather than trying to rush them through to give all the information, could they have a tabletop display with literature, rather than having a discussion to push all the info. This would show all of the resources available. We could have a folder/packet, CD, or information on the website with the resources. We need to prioritize the list of resources for them to take back with them. We don't want people to mimic just the examples we've provided. We want to get them thinking. To see that it is doable. Stress the partnerships. What is needed for your area, it's not for us to tell you. We could have fictional workgroups and work on the components. (for the future workshops maybe).

Valid examples of what works is still helpful.

Partnerships are important. How do we find this list? Tabletop displays would give good ideas. We can ask them what resources they need.

It's not cookie cutter.

Time: 10-3

(see agenda reworked)

It's important to approve the agenda today so we can use it for our outreach.

Approve the agenda as written, understanding there may be some additions/tweaks.

Motion and 2nd to approve agenda (SW EMS Information Session) as written on flip charts

Approved 8:1

Tony opposed...he thinks there may be more specific things in it he'd like to see added. There's more work to be done. Tony can bring these concerns back for further discussion.

- Planning and Outreach

During registration we could ask if they have any questions they want answered. Who's going to do what? Shelly will assist Angie and Becky with the "green" logistics of the meal. Lunch – green lunch (talk with hotel), offer vegetarian
Becky will email out the bare-bones agenda to the council. **The council will respond with willingness to volunteer under each item.** Also include thoughts on resources? (Prior to next meeting) **Send response to Becky by 4-13-09.** (Becky will send a reminder) Then we can have this information for the meeting on the 20th.

Save the date notification. (ISOSWO, IRA)

Are there list serves to take advantage of now? "Hold the Date" ISAC - Scott, League of Cities - Shelly, Comp plan contacts, consultants, Iowa Environmental Council, IRA, ISOSWO, landfill contacts, Iowa public works association.

Save the Date: date, place, what additional info to follow, visit the website.

Becky will send out.

Registration form:

Registration – ready to go out by 4-20th meeting? We can't wait to develop something at the next meeting, we need more time. We can approve the form over email, DNR will develop and process.

– postcard/fold in half/tear off to submit. Include: question on dietary needs, number of attendees, etc. (DNR will email out for comments then we can get it printed prior to the meeting on the 20th) We will let you know turn around time for communications. Registration forms will be mailed the week of the 20th.

Snack? – yes, Becky and Angie can make specific decisions.
Check-in/Registration will start at 9:00 (coffee/donuts)

Draft RFP (Leslie)

DISCUSSION ITEM

Started with the RFQ and incorporated the RFP language. Leslie added her comments/questions.

Send comments to Leslie, rather than walking through each item. We may need to refine the scope of work prior to being able to finalize. (scope of work, budgets, etc.)

Send comments on the RFP to Leslie by 3-27-09.

The dates need updated.

Budget? How much do we have? We need to discuss this. The RFQ would help us have an idea. We need to put this number in the RFP.

Scheduling Future Meetings

INFORMATION

- April 20, 2009, 9 a.m.; Urbandale Public Library
 - Policy Statement on speaking on behalf of the council (Tony)
 - Council's message
 - Workshop
 - Agenda
 - Resources
 - RFQ Questions/Responses Overview (if any)
 - Review Qualifications
 - Notify qualified applicants
 - Finalize RFP (out 5-8-09)
 - Discuss Timeline. (EPC items due 8-24-09 to go to September EPC meeting.)
 - Process and Distribution of Funds
- May 1, 2009, 9 a.m.; Urbandale Public Library
 - RFP (to be sent out 5-8-2009)
 - (Tom Anderson unavailable this date)
- May 11, 2009, 9 a.m.; Urbandale Public Library
 - Tom Anderson to discuss SWAP reimbursements: Process for distribution of money.
- EMS Information Session! May 28, 2009, 9a.m. check in: Hilton Garden Inn

Adjourn

DECISION ITEM

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| Motion and 2 nd to adjourn Unanimous Approval |
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Homework

- Tony will develop a policy statement on speaking on behalf of the council for review at the next meeting.
- Becky will send out the RFQ.
- Scott will check with Donovan on his availability to speak at the EMS workshop.(Information Session)
- All - respond to Becky regarding the workshop agenda with areas that you'd be willing to speak for. By 4-13-09
- All - respond to Becky with list of resources to have at the workshop. By 4-13-09
- Becky will send out the save the date notification.
- Becky/Angie will develop registration form (with communications) for email review/approval prior to next meeting.
- All - respond to Leslie with your comments on the draft RFP by 3-27-2009.

Future Agenda Items

- Presentations by those with resources. (Al Bonini, etc.)