**Solid Waste Authority – Action Steps**

Action Item: Done By: Status/Est Date

Appointment of Governing Board Members and Alternates Each Party Done

Appointment of Technical Advisory Committee Members Each Party/Ryan Pending (email went out)

Selection of Governing Board Chair and Vice Chair Governing Board Done

Selection of Executive Committee Members Governing Board Done

Adoption of ILA Governing Board Done

Selection of Executive Committee Chair and Vice Chair Executive Committee Done

Independent Counsel Procedures

Development SWWG Co-Counsel Done

Approval (must be unanimous) Executive Committee Done

Executive Director

Draft RLI for Chair to send to exec search companies Authority Counsel Nov 2, 2023

RLI sent to exec search companies Chair Ross Nov 3, 2023

Due date for RLI responses Executive search companies Nov 10, 2023

Prepare agreement for exec search company Authority Counsel Nov 15, 2023

Selection of exec search company and approve agreement Executive Committee Nov 20, 2023

Delivery of list of potential candidates Executive search company Jan 12, 2024

Interviews and selection of Executive Director Executive Committee Jan 26, 2024

Executive Director start date Executive Director March 1, 2024

Establishment of Authority

Determination of Effective Date of ILA Authority Counsel Dec 1, 2023

Obtain original copies of ILA BLOC Dec 1, 2023

Recording original ILA Authority Counsel Dec 1, 2023

Determination of Necessary Steps for Creation of Authority Authority Counsel Dec 1, 2023

Registration of Authority With State (as necessary) Authority Counsel Dec 1, 2023

Operations

Administrative Assistant

Deciding whether to hire individual or contract Executive Committee/Dunn Nov 20, 2023

If hire, determine and implement process Executive Committee/Dunn Nov 20, 2023

If contract, prepare contract Authority Counsel Dec 1, 2023

Determine process for original records retention Authority Counsel Dec 1, 2023

Determine process handling public records requests Authority Counsel Nov 17, 2023

Minutes of meetings Administrative Assistant Ongoing

Office Space

Determine location of office space Executive Committee Dec 4, 2023

Prepare agreement for office space Authority Counsel Dec 4, 2023

Surety bonds for officers and employees Administrative Assistant/Authority Counsel Dec 4, 2023

Meeting procedures

Draft Procedures Authority Counsel Nov 27, 2023

Approve Procedures Executive Committee Dec 4, 2023

Procurement procedures

Draft Procedures Authority Counsel Nov 27, 2023

Approve Procedures Executive Committee Dec 4, 2023

By-Laws

Draft by-laws Authority Counsel/Shuham Dec 2023

Approve by-laws Executive Committee Jan 2024

Finances

Obtain IRS EIN number Authority Counsel Dec 1, 2023

Annual contributions

Send Invoice To Each Party for First Year Payment Administrative Assistant Done

Hold/release funds County Done

Prepare agreement with County Authority Counsel Nov 13, 2023

Approve agreement with County Executive Committee Nov 20, 2023

Annual Budget

Prepare budget Furr/Authority Counsel Nov 20, 2023

Recommend budget Executive Committee Dec 4, 2023

Approve budget Governing Board January 2024

Open Bank Account Administrative Assistant/Authority Counsel Dec 4, 2023

External Auditor

Appoint Standing Audit Committee Executive Committee Done

Recommend External Auditor Audit Committee Feb 2024

Appoint External Auditor Executive Committee March 2024

Permanent Authority Counsel Governing Board March 2024

Hire Sustainability Officer Executive Director June 2024

Master Plan

Retention of Consultant

Initial draft of Scope of Services County Done

Review and revise Scope of Services TAC Dec 2023

Approve Scope of Services Executive Committee Jan 2024

Prepare procurement document Authority Counsel/Furr Jan 2024

Review responses and select consultant Executive Director/TAC March/April 2024

Select consultant Executive Committee April/May 2024

Consultant draft report completion date Consultant Oct 2024

Presentation of Master Plan to Executive Committee Consultant October 2024

Approve Master Plan County Governing Board Member plus

Municipal Governing Board Members (2/3rd of pop) Nov 2024

Facilities Amendment

Draft Facilities Amendment Authority Counsel/Executive Director Nov 2024

Recommend Proposed Facilities Amendment Governing Board Dec 2024

Approve Proposed Facilities Amendment Governing Board Jan 2024

Approve Facilities Amendment County Commission + Municipal elected bodies (80%) April 2024