

**Solid Waste Authority – Action Steps**

<u>Action Item:</u>	<u>Done By:</u>	<u>Status/Est Date</u>
Appointment of Governing Board Members and Alternates	Each Party	Done
Appointment of Technical Advisory Committee Members	Each Party/Ryan	<del>Pending (email went out)</del> Done
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	<del>Nov 2, 2023</del> Done
RLI sent to exec search companies	Chair Ross	<del>Nov 3, 2023</del> Done
Due date for RLI responses	Executive search companies	<del>Nov 10, 2023</del> Done
Prepare agreement for exec search company	Authority Counsel	<del>Nov 15, 2023</del> Done
Selection of exec search company and approve agreement	Executive Committee	<del>Nov 20, 2023</del> Done
Delivery of list of potential candidates	Executive search company	<del>Jan 12, 2024 Feb 23, 2024</del> Done
Interviews and selection of Executive Director	Executive Committee	<del>Jan 26, 2024</del> Feb 26, 2024
Executive Director offer date	Executive Committee	<del>March 2, 2024</del> Done
Executive Director start date	Executive Director	<del>March 1, 2024</del> April 2024

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## Establishment of Authority

Determination of Effective Date of ILA	Authority Counsel	<del>Dec 1, 2023</del> Done
Obtain original copies of ILA	BLOC	<del>Dec 1, 2023</del> Done
Recording original ILA	Authority Counsel	<del>Dec 1, 2023</del> Done
Determination of Necessary Steps for Creation of Authority	Authority Counsel	<del>Dec 1, 2023</del> Done
Registration of Authority With State (as necessary)	Authority Counsel	<del>Dec 1, 2023</del> Done (none)

## Operations

### Administrative Assistant

Deciding whether to hire individual or contract	Executive Committee/Dunn	<del>Nov 20, 2023</del> Done
If hire, determine and implement process	Executive Committee/Dunn	<del>Nov 20, 2023</del> N/A
If contract, prepare contract	Authority Counsel	<del>Dec 1, 2023</del> Done
Approve contract	Executive Committee	<del>Jan 12, 2024</del> Done
Delegation of authority	Governing Board	<del>Feb 21, 2024</del> Done
Determine process for original records retention	Authority Counsel	<del>Dec 1, 2023</del> Feb 2024
Determine process handling public records requests	Authority Counsel	<del>Nov 17, 2023</del> Feb 2024
Minutes of meetings	BLOC	Ongoing
Office Space		
Determine location of office space	Executive Committee	<del>Dec 4, 2023</del> Feb 2024
Prepare agreement for office space	Authority Counsel	<del>Dec 4, 2023</del> Feb 2024
Surety bonds for officers and employees	BLOC/Authority Counsel	<del>Dec 4, 2023</del> Feb 2024
Meeting procedures		
Draft Procedures	Authority Counsel	<del>Nov 27, 2023</del> Done
Approve Procedures	Executive Committee	<del>Dec 4, 2023</del> Done

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Procurement procedures		
Draft Procedures	Authority Counsel	<del>Nov 27, 2023</del> Feb 2024
Approve Procedures	Executive Committee	<del>Dec 4, 2023</del> Mar 2024
By-Laws		
Draft by-laws	Authority Counsel/Shuham	<del>Dec 2023</del> Mar 2024
Approve by-laws	Executive Committee	<del>Jan 2024</del> Apr 2024
Finances		
Obtain IRS EIN number	Authority Counsel	<del>Dec 18, 2023</del> Done
Annual contributions		
Send Invoice To Each Party for First Year Payment	BLOC	Done
Hold/release funds	County	Done
Prepare agreement with County	Authority Counsel	<del>Nov 13, 2023</del> <del>Dec 2023</del> Done
Approve agreement with County	Executive Committee	<del>Nov 20, 2023</del> <del>Jan 12, 2024</del> Done
Annual Budget		
Prepare budget	Furr/Authority Counsel	<del>Dec 2024</del> Done
Recommend budget	Executive Committee	<del>Jan 12, 2024</del> <del>Feb 2024</del> Done
Approve budget	Governing Board	<del>Feb 2024</del> <del>Feb 21 2024</del> Done
Open Bank Account	BLOC	<del>Dec 4, 2023</del> March 2024
External Auditor		
Appoint Standing Audit Committee	Executive Committee	Done
Recommend External Auditor	Audit Committee	<del>Feb 2024</del> Mar 2024
Appoint External Auditor	Executive Committee	<del>March 2024</del> Apr 2024
Permanent Authority Counsel	Governing Board	March 2024

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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	<del>Dec 2023</del> Done
Approve Scope of Services	Executive Committee	<del>Jan 2024</del> Done
Prepare procurement document	Authority Counsel/Furr	<del>Jan 2024</del> Done
Approve final procurement document	Executive Committee	<del>Feb 2024</del> Done
Advertise final procurement document	Authority Counsel/County	<del>Jan 2024</del> <del>Jan 30, 2024</del> Done
Review responses and select consultant	Executive Committee	March/April 2024
Select consultant	Executive Committee	April/May 2024
Agreement with 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 (2/3 <sup>rd</sup> 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 2025
Approve Facilities Amendment	County Commission + Municipal elected bodies (80%)	April 2025

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