

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	Done
Selection of Governing Board Chair and Vice Chair	Governing Board	Done
Annual Selection of Governing Board Chair and Vice Chair	Governing Board	September 2024
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
Annual Selection of Executive Committee Chair and Vice Chair	Executive Committee	September 2024
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 Done
RLI sent to exec search companies	Chair Ross	Nov 3, 2023 Done
Due date for RLI responses	Executive search companies	Nov 10, 2023 Done
Prepare agreement for exec search company	Authority Counsel	Nov 15, 2023 Done
Selection of exec search company and approve agreement	Executive Committee	Nov 20, 2023 Done
Delivery of list of potential candidates	Executive search company	Jan 12, 2024 Feb 23, 2024 Done
Interviews and selection of Executive Director	Executive Committee	Jan 26, 2024 Feb 26, 2024 Done
Executive Director offer date	Executive Committee	March 2, 2024 Done
Executive Director start date	Executive Director	March 1, 2024 April 2024 Done

June 21, 2024

Establishment of Authority

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

Operations

Administrative Assistant

Deciding whether to hire individual or contract	Executive Committee/Dunn	Nov 20, 2023 Done
If hire, determine and implement process	Executive Committee/Dunn	Nov 20, 2023 N/A
If contract, prepare contract	Authority Counsel	Dec 1, 2023 Done
Approve contract	Executive Committee	Jan 12, 2024 Done
Delegation of authority	Governing Board	Feb 21, 2024 Done
Determine process for original records retention	Authority Counsel	Dec 1, 2023 Done
Determine process handling public records requests	Authority Counsel	Nov 17, 2023 Done
Minutes of meetings	BLOC	Ongoing
Office Space		
Determine location of office space	Executive Committee	Dec 4, 2023 Temp Space Done
Prepare agreement for office space	Authority Counsel	Dec 4, 2023 N/A
Find Permanent office space	Executive Director	Jan 1, 2025
Surety bonds for officers and employees	BLOC/Authority Counsel	Dec 4, 2023 Done
Meeting procedures		
Draft Procedures	Authority Counsel	Nov 27, 2023 Done

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Approve Procedures	Executive Committee	Dec 4, 2023 Done
Procurement procedures		
Draft Procedures	Authority Counsel	Incorporate into by-laws
Approve Procedures	Executive Committee	Dec 4, 2023 N/A
By-Laws		
Draft by-laws	Authority Counsel/Shuham	Dec 2023 June 2024 Done
Approve by-laws	Executive Committee	Jan 2024 July 2024
Approve by-laws	Governing Board	September 2024
Finances		
Obtain IRS EIN number	Authority Counsel	Dec 18, 2023 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	Nov 13, 2023 Dec 2023 Done
Approve agreement with County	Executive Committee	Nov 20, 2023 Jan 12, 2024 Done
Annual Budget		
Prepare budget	Furr/Authority Counsel	Dec 2024 Done
Recommend budget	Executive Committee	Jan 12, 2024 Feb 2024 Done
Approve budget	Governing Board	Feb 2024 Feb 21 2024 Done
Prepare 2024/25 budget	Executive Director	June/July 2024 Done
Recommend 2024/25 budget	Executive Committee	July/Aug 2024
Approve 2024/25 budget	Governing Board	September 2024
Open Bank Account	BLOC Executive Director	Dec 4, 2023 May 2024 Done

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External Auditor			
Appoint Standing Audit Committee	Executive Committee		Done
Recommend External Auditor	Audit Committee		Feb 2024 Dec 2024
Appoint External Auditor	Executive Committee		March 2024 Jan 2025
Permanent Authority Counsel	Governing Board		March 2024 Jan 2025
Hire Sustainability Officer	Executive Director		June 2024 Jan 2025
Master Plan			
Retention of Consultant			
Initial draft of Scope of Services	County		Done
Review and revise Scope of Services	TAC		Dec 2023 Done
Approve Scope of Services	Executive Committee		Jan 2024 Done
Prepare procurement document	Authority Counsel/Furr		Jan 2024 Done
Approve final procurement document	Executive Committee		Feb 2024 Done
Advertise final procurement document	Authority Counsel/County		Jan 2024 Jan 30, 2024 Done
Review responses and select consultant	Executive Committee		March/April 2024 Done
Select consultant	Executive Committee		April/May 2024 Done
Agreement with Consultant	Executive Committee		April/May 2024 Done
Consultant draft report completion date	Consultant		Oct 2024 Dec 2024
Presentation of Master Plan to Executive Committee	Consultant		Oct 2024 Jan 2025
Approve Master Plan	County Governing Board Member plus Municipal Governing Board Members (2/3 rd of pop)		Nov 2024 Nov 2025
Facilities Amendment			
Draft Facilities Amendment	Authority Counsel/Executive Director		Nov 2024 June 2025

June 21, 2024

Recommend Proposed Facilities Amendment

Governing Board

~~Dec 2024~~ Aug 2025

Approve Proposed Facilities Amendment

Governing Board

~~Jan 2025~~ Sept 2025

Approve Facilities Amendment

County Commission + Municipal elected bodies (80%)

~~April 2025~~ Nov 2025