

**BCTT Subcommittee –
C.1. Sustainable Materials Management Plan (SMMP)
Agenda**

Meeting #13 March 13, 2023, 1:00 PM – 2:30 PM Pacific Time

Location:

[Register for Zoom meeting here](#)

URL: <https://us06web.zoom.us/join/91187660000>

Meeting will be recorded

[Subcommittee Webpage](#)

[Working Agenda and Materials](#)

Topic	Lead	Start	Duration	Materials
Welcome and Introductions	Facilitator	1:00	5 mins	
Review Subcommittee Tasks (5 minutes)	Facilitator	1:05	5 mins	Charge
Process Protocols and Goals (5 minutes)	Facilitator	1:10	5 mins	
<p>Work through the Next Steps/Action Items identified in the Subcommittee Meetings Report document.</p> <ol style="list-style-type: none"> 1. Review body of Subcommittee Report. 2. Review new edits made by subcommittee members. <ol style="list-style-type: none"> a. Key Findings and Recommendations (Marge/Ken). b. Introduction (Ken). c. Common Terms and Definitions (John/Sean). d. Summary of “lessons learned” from other jurisdictions (Daniel). e. Intro and conclusion statements. 3. Finalize entire Subcommittee Report. 	Staff Facilitator	1:15	50 mins	A.1. Landfill Size/Capacity/Longevity Subcommittee Report Draft - 3/9/23; (Word Doc download)
Identify additional Action Items needed to meet subcommittee’s charge.	Staff Facilitator	2:05	15 mins	A.1. Subcommittee Meeting Notes - 3/8/23
BCTT Meeting Reports	Facilitator	2:20	10 mins	
Adjourn	All	2:30		

PARTICIPANT MEETING INSTRUCTIONS

Members, Please:

- o Change your Zoom name to: WG, Your Name, Your Organization
- o Keep your camera on throughout the meeting
- o For the **speaking queue**, please **raise your hand** using the Zoom **Reaction feature**, or for those on the phone, please take yourself off mute and say, "Hi this is [Name and affiliation], I'd like to get in the queue."
- o Use the **Chat** function to record major points and questions
- o Please participate fully (orally and/or Chat, so we hear from everyone)

Alternates, Please:

- o Change your zoom name to: WG ALT, Your Name, Your Organization

Polling, Please:

- o Members or alternates only. One "vote" if both are present

Observers, Please:

- Keep your camera off until public comment
- Chat is for members only

All, Please:

- o Mute your mic when not speaking and turn it on when speaking

Members of the Public, Please submit written comments to: BentonCountyTalksTrash@Co.Benton.OR.US

Interested Parties/Project Update Signup List: <https://www.co.benton.or.us/cd/page/sign-receive-twice-weekly-updates>

Process Questions: SamImperati@ICMresolutions.com

Project Website: <https://www.co.benton.or.us/cd/page/solid-waste-process-work-group>

WORKGROUP members agree to notify BentonCountyTalksTrash@Co.Benton.OR.US, Darren Nichols (darren.nichols@Co.Benton.OR.US) and Cory Grogan (cory.grogan@Co.Benton.OR.US) of written communications with the media.

PARTICIPANT COMMITMENTS

WORKGROUP Commitments: The WORKGROUP members, staff, and participants will participate in good faith, which means they will:

- 1) Prepare for and set aside time for the meetings and the entire process,
- 2) Participate fully, honestly, and fairly, commenting constructively and specifically,
- 3) Speak respectfully, briefly, and non-repetitively; not speaking again on a subject until all other members desiring to speak have had the opportunity to speak,
- 4) Allow people to say what is true for them without fear of reprisal,
- 5) Explore the topics – not debate them,
- 6) Disagree without being disagreeable,
- 7) Avoid side conversations during meetings,
- 8) Provide information as much in advance as possible of the meeting in which such information is to be used and share all relevant information to the maximum extent possible,
- 9) Generate and explore all options on the merits with an open mind, listening to different points of view with a goal of understanding the underlying interests of other WORKGROUP members,
- 10) Consult regularly with their organization/interest group and provide their input in a clear and concise manner,
- 11) Each member agrees to work toward fair, practical, and durable recommendations that reflect the diverse interests of the entire WORKGROUP and the public,
- 12) When communicating with others, accurately summarize the WORKGROUP process, discussion, and meetings, presenting a full, fair, and balanced view of the issues and arguments out of respect for the process and other members,
- 13) Not attempt to affect a different outcome outside of the WORKGROUP process once the WORKGROUP has reached a “consensus” recommendation,
- 14) Strive vigorously for consensus and closure on issues, and
- 15) Self-regulate and help other members abide by these commitments.

Reminders:

- 1) Each member is allowed to assign one WORKGROUP alternate for the process.
- 2) That person must have full authority to represent their Organization/Interest Group.
- 3) If the alternate is attending, the primary member must provide written notice to Facilitator at least 72 hours in advance of a meeting's start time.
- 4) Assigning a replacement alternate is at the discretion of the Facilitator.