

# BCTT Subcommittee - C.1. Sustainable Materials Management Plan (SMMP)

## Subcommittee Report to Work Group - Working Document

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## Charge

Charge C: Long Term Sustainable Materials Management Plan (SMMP) tasks

- 1) Contracting out;
- 2) Subjects to be covered;
- 3) (Moved from Common Understandings) Benefit-Cost Topics are only Outlined
- 4) (New) Add in Vision 2040 and related County documents with similar from other counties referenced
- 5) Who needs to be at the table beyond those in the County;
- 6) A workplan outline with a timeline for completion;
- 7) Topics covered in recent similar planning efforts across the state; and
- 8) What “lessons learned” should be brought forward in this process.

Includes necessary foundational “common understandings” and protocols needed before beginning the actual planning process.

NOTE: This charge does not include completing the plan. It only includes a discussion of the preliminary scoping to start that planning process.

Possible Amendment for BOC Consideration: If there is sufficient time to complete the original Charge and the following activities, subcommittee to provide recommendations on:

1. the most important topics/subjects from the draft of the SWMP Table of Contents;
2. the brainstormed options for those topics/subjects; and
3. the reasoning, both pro and con, for their selection.

## Members

<b>Brian May</b>
<b>Sean McGuire</b>
<b>John Deuel</b>
<b>Joel Geier</b>
<b>Marge Popp</b>
<b>Ken Eklund</b>
<b>Daniel Redick</b>
<b>Ryan McAlister</b>
<b>Staff: Daniel Redick</b>

**Facilitator: Sam Imperati**

## Meeting #1 Report to BCTT Work Group DRAFT – 10/27/22

### Attendance

<b>Member</b>	<b>Present</b>
<b>Brian May</b>	<b>X</b>
<b>Sean McGuire</b>	<b>X</b>
<b>John Deuel</b>	<b>X</b>
<b>Joel Geier</b>	<b>X</b>
<b>Marge Popp</b>	<b>X</b>
<b>Staff: Daniel Redick</b>	<b>X</b>
<b>Facilitator: Sam Imperati</b>	<b>X</b>
<b>Observers:</b>	
<b>Philipp Schmidt-Pathmann</b>	<b>X</b>
<b>Debi Gile</b>	<b>X</b>
<b>Camile Hall</b>	<b>X</b>
<b>Jen Brown</b>	<b>X</b>
<b>Tom Hughes</b>	<b>X</b>

### SMMP Values and Goals to be explored:

1. 2040 Thriving Communities
2. State and Local Goals related to materials and climate
3. Examples from other jurisdictions using values and goals in materials management planning

### SMMP Table of Contents (Major Skeletal Concepts)

1. PREFACE
2. EXECUTIVE SUMMARY
3. INTRODUCTION
4. BACKGROUND AND WASTE STREAM ANALYSIS
5. WASTE PREVENTION/REDUCTION/ REUSE AND RECYCLING ANALYSIS

6. RECYCLING AND MATERIALS PROCESSING
7. WASTE COLLECTION AND TRANSFER
8. ALTERNATIVE TECHNOLOGIES AND SOLID WASTE DISPOSAL
9. LANDFILL DISPOSAL OPTIONS
10. ADMINISTRATION AND ENFORCEMENT
11. CONCLUSION
12. RESOURCES

### Request feedback from the work group

- What other aspects of values and goals would the work group members like the subcommittee to explore?
- What questions should the SMMP aim to answer?
- What Key Topics in the SMMP Table of Contents would the work group members like the subcommittee to explore?
- What is the purpose of these major topics, and what should be included in each?

### Recording:

- [Recording](#)

### Next Steps/Action Items:

- Values and Goals Discussion
- Table of Contents – Major Topics and their purpose

### Next Meeting:

- Meeting #2: November 7, 2022 – 1:00m-2:30pm
- Meeting #3: November 14, 2022 – 1:00m-2:30pm

Relevant Documents located on [Subcommittee Webpage:](#)

- [DRAFT Values and Goals to be considered during SMMP planning process](#)
- [SWMP Combined Table of Contents from Various Oregon Jurisdictions - 10/24/22 Update](#)
- [SWMP Combined Table of Contents from Various Oregon Jurisdictions](#)
- [2040 Thriving Communities Initiative](#)
- [Materials Management in Oregon 2020 Framework for Action \(Oregon DEQ\)](#)
- [Deschutes County Solid Waste Management Plan \(2019\)](#)
- [Lane County Solid Waste Management Plan \(2019\)](#)
- [Lincoln County Integrated Solid Waste Management Plan \(2004\)](#)
- [Marion County, Oregon Solid Waste Management Plan Update \(2009\)](#)
- [Marion County Solid Waste System Assessment Report \(2016\)](#)
- [Marion County, Oregon Solid Waste and Energy Final Report \(2017\)](#)
- [Metro 2030 Regional Waste Plan \(2019\)](#)
- [Waste Prevention & Environmental Services Regional Waste Plan Progress Report \(January 2022\)](#)
- [Tillamook County Comprehensive Materials and Solid Waste Management Plan \(2012\)](#)

## Meeting #2 Report to BCTT Work Group DRAFT – 11/7/22

### Attendance

Member	Present
Brian May	X
Sean McGuire	X
John Deuel	X
Joel Geier	
Marge Popp	X
Ken Eklund	X
Daniel Redick	X
Ryan McAlister	X
Staff: Daniel Redick	X
Facilitator: Sam Imperati	X
<b>Observers:</b>	
Philipp Schmidt-Pathmann	X
Debbie Palmer	X

### Agenda and Notes:

1. SMMP Values and Goals to be explored:
  - a. 2040 Thriving Communities
  - b. State and Local Goals related to materials and climate
  - c. Examples from other jurisdictions using values and goals in materials management planning

#### Notes:

- Decide how aggressive this scope needs to be
- Guide contractors on what to include in the scope
- Full lifecycle of materials

- Maintain quality services while meeting these important goals – balance
- The way 2040 goals should be introduced, right at the beginning. Be aware that the county has these values, the planning should be within framework.
- Prioritize quicker wins than 2040, shorter term solutions. Construction waste management, how to quickly change behaviors.
- What can we do today to accomplish long term goals, quickly.
- 2040 on the forefront of the document,
- Consultant recommendations should be required to check-off the 2040 values
- Should the 2040 values document be included on the SMMP scoping
- Tie-in concepts from SMMP – bridge from 2040 to lifecycle analysis
- EPA document – lifecycle materials management
- RFP language - successful application will provide a work plan that show 2040 values are incorporated into the plan

## 2. SMMP Table of Contents (Major Skeletal Concepts)

- a. Preface
- b. Executive Summary
- c. Introduction
- d. Full lifecycle analysis of materials
  - i. Where we've been, and where we need to go – going into a different direction
  - ii. Look at these opportunities that we have, ripples into county and region introductory language to include
  - iii. Determine which materials are most impactful
- e. Background And Waste Stream Analysis
  - i. Shift people from end of life, waste studies from DEQ
- f. Waste Prevention/Reduction/ Reuse And Recycling Analysis
  - i. Reuse containers in Corvallis
  - ii. What would happen if these were enacted? EPA WARM tool, and others
    - 1. What does this mean for Benton County? How well does it need to be carried out to be effective?
    - 2. Consider recommendations from SWAC work group
  - iii. Include what Benton County does today, and rate their value
    - 1. What do we need in addition in order to meet recovery goals
- g. Recycling And Materials Processing
- h. Waste Collection And Transfer
- i. Alternative Technologies And Solid Waste Disposal
- j. Landfill Disposal Options
- k. Administration And Enforcement
- l. Conclusion
- m. Resources

SMMP topic notes:

- Post-closure – planning
- Long term goals, and know how to get there
- Include in RFP considerations – outside of the Table of Contents
- Future of solid waste in Benton County – in the RFP, not necessarily in the product
- Community Engagement

Recording:

- [Recording](#)

Next Steps/Action Items:

- Confirm Values/Goals suggested subcommittee recommendations
- Continue with Table of Contents Review (with added detail in each section for guidance):
  - Recycling And Materials Processing
  - Waste Collection And Transfer
  - Alternative Technologies And Solid Waste Disposal
  - Landfill Disposal Options
  - Administration And Enforcement

Next Meeting:

- Meeting #3: November 14, 2022 – 1:00pm-2:30pm

Relevant Documents located on [Subcommittee Webpage](#):

- [SMMP Subcommittee Work Group Report - Meeting 1 - 10/27/22](#)
- [DRAFT Values and Goals to be considered during SMMP planning process](#)



## Meeting #3 Report to BCTT Work Group DRAFT – 11/14/22

### Attendance

Member	Present
Brian May	X
Sean McGuire	X
John Deuel	X
Joel Geier	
Marge Popp	X
Ken Eklund	X
Daniel Redick	X
Ryan McAlister	X
Staff: Daniel Redick	X
Facilitator: Sam Imperati	
<b>Observers:</b>	
Philipp Schmidt-Pathmann	X
Debbie Palmer	X

### Agenda and Notes:

1. SMMP Draft Subcommittee Recommendation: Subcommittee agreed to present the following draft recommendation to the Work Group

“The Benton County Sustainable Materials Management Plan should be developed within a Sustainable Materials Management framework, reflecting full lifecycle impacts. The following information should be considered during the development of a Sustainable Materials Management Plan:

- a. 2040 Thriving Communities Initiative Values
- b. State and local goals relating to materials management and climate change

- c. Examples of values and goals expressed in state and local jurisdiction materials management plans
- d. Long-term strategies (to 2040) with short-term action items (5 years or less)"

Notes:

- Ripple effect of other full lifecycle impacts – including community, environmental, social, and economic.
  - remove “of materials” in draft recommendation
- Things that should be started now, vs. things longer into the future
- General language can be overlooked
- Should consider short term solutions, as well as long term goals

2. SMMP Table of Contents sections

- n. Recycling And Materials Processing
  - i. Include Food Waste
  - ii. Organics
    - 1. Animal Carcasses? How can waste materials with special considerations be incorporated into this document?
  - iii. Deconstruction, building materials to be addressed in “Needs and Opportunities” section
  - iv. Sorting technologies under “alternatives”
  - v. Want clarity as far as proven vs. unproven (on the horizon) in recommendations
- o. Waste Collection And Transfer
  - i. Add context and relationship to recycling system, reuse system
  - ii. Move “Comparative costs of landfilling vs. waste to energy vs. recycling” to another section
    - 1. Consider each of these ideas individually, as opposed to direct comparisons
- p. Alternative Technologies And Solid Waste Disposal
  - i. Waste stream
- q. Landfill Disposal Options
  - i. “Waste Stream Projections” section should include possible scenarios and
    - 1. larger “ecosystem” that may impact waste stream –
      - a. climate change, regulatory environment, costs, etc.
      - b. May be more broad than just projections associated with the “landfill disposal options” section
  - ii. Projection scenarios could be its own section
  - iii. Environmental Impact Assessment
    - 1. Relates to all sections as an analysis of full lifecycle impacts

#### SMMP topic notes:

- Include Analysis and investigation as part of each section
- Capacity, Land-use compliance, and legal subcommittees – should have the opportunity to weigh in on “landfill disposal options”
- Reuse should be represented
  - o Liability of repair centers should be included
- Section 2.J. – policy implications summarize any policy implications,
  - o Include any policy implications, recommendations for each section
- Make this document exemplary – RFP considerations outside of Table of Contents

#### Additional post-meeting notes:

- Combine Duplicative Sections: combine duplicative sections/topics. For instance, we have lifecycle in the introduction and its own section (Section III). Or, is it the idea that the Introduction will briefly comment on all Sections and link to each?
- Ripple Effects & Opportunities on Sustainability: Perhaps in the Introduction, include/combine a section on the social/equity & economic impacts & economic opportunities in terms of the full definition of Sustainability: economy, environment, and equity. Currently, we have equity in II.D.5 and economic opportunities in II.K, but it’s kind of on its own.
- Not Creating Waste: Perhaps in the Introduction or a new Section can be not creating materials in the first place: ReUse Centers, repair centers, etc. This will further help support this document is a true SMMP, not just focusing on waste.

#### Recording:

- [Recording](#)

#### Next Steps/Action Items:

- Continue with Table of Contents Review:
  - o Administration And Enforcement
  - o Finalize Table of Contents (highlighting additional items needed, and items to remove)
- RFP considerations outside of Table of Contents

#### Next Meeting:

- Meeting #4: To Be Scheduled

Relevant Documents located on [Subcommittee Webpage](#):

- [DRAFT Values and Goals to be considered during SMMP planning process - 11/10/22 Update](#)
- [SMMP DRAFT Table of Contents for Discussion - 11/10/22](#)

DRAFT

## Meeting #4 Report to BCTT Work Group DRAFT – 11/28/22

### Attendance

Member	Present
Brian May	
Sean McGuire	X
John Deuel	X
Joel Geier	X
Marge Popp	X
Ken Eklund	X
Daniel Redick	X
Ryan McAlister	
Staff: Daniel Redick	X
Facilitator: Sam Imperati	X
<b>Observers:</b>	
Philipp Schmidt-Pathmann	
Debbie Palmer	X

### Agenda and Notes:

1. Values and Goals
  - a. Confirmed consensus around the drafted values and goals statement
2. Continue with Table of Contents Review:
  - a. Reviewing – homework for each subcommittee member to send Daniel their thoughts on the purpose of each major topic – to generate short paragraphs for each about the intended meaning.
  - b. Administration And Enforcement section
    - i. Purpose: What are the strategies/resources needed to effectively monitor progress of the plan, and stimulate/ensure policies are being followed.
    - ii. Stimulate positive engagement of Benton County community/businesses.
    - iii. Buy in?

- iv. Short term – start to work on legislation.
  - v. Policy development
  - vi. Economic impact - Should be considered for each topic/chapter/major section. Could be it's own section (intro/somewhere on top)
  - c. Hazardous Waste should be added – feedback from the open house
  - d. Climate Change could be its own section to communicate:
    - i. Policy impacts
    - ii. Waste stream impacts from climate change policy/shifts
  - e. Life Cycle Impacts of Materials
    - i. Method for ongoing analysis - recommendations from consultant
  - f. Background and waste Stream Analysis
    - i. Historical Solid Waste Data - Purpose? Perhaps for projections. Decadal scale trends
    - ii. Unique waste streams – timber wastes ex.
    - iii. Disposal methods – slash burning, open burning, etc. – impacts
  - g. Waste Prevention/Reduction/Reuse and recycling Analysis
    - i. Waste food (food waste prevention) should be emphasized
    - ii. Recommendations: High level recommendations for recycling and processing in Benton County, regardless of current methods/systems. Adaptable. Collection to meet the coming processing options. List of options for systems, what should Benton County look for? MRF options?
3. RFP considerations outside of Table of Contents
- a. Experience requirements for SMMP

#### Recording:

- No Recording Available

#### Next Steps/Action Items:

- Finalize Table of Contents (highlighting additional items needed, and items to remove)
- Homework: Send Daniel suggested purpose/meaning of each major Table of Contents topic
- RFP considerations outside of Table of Contents

#### Next Meeting:

- Meeting #5: December 12, 2022 – 1:00pm-2:30pm Pacific Time
  - <https://meet.goto.com/704345821>

- You can also dial in using your phone. United States: +1 (872) 240-3412
- Access Code: 704-345-821

Relevant Documents located on [Subcommittee Webpage](#):

- [DRAFT Values and Goals to be considered during SMMP planning process - 11/14/22 Update](#)
- [SMMP Subcommittee Report - Working Document 11/14/22](#)
- [SMMP DRAFT Table of Contents for Discussion - 11/14/22](#)

DRAFT

## Meeting #5 Report to BCTT Work Group DRAFT – 12/12/22

### Attendance

Member	Present
Brian May	
Sean McGuire	X
John Deuel	X
Joel Geier	X
Marge Popp	X
Ken Eklund	X
Daniel Redick	X
Ryan McAlister	X
Staff: Daniel Redick	X
Facilitator: Sam Imperati	X
<b>Observers:</b>	
Philipp Schmidt-Pathmann	X
Debbie Palmer	X

### Agenda and Notes:

1. Reviewed [DRAFT SMMP Subcommittee Recommendations to BCTT Work Group - 12/12/22](#), and worked through each section of the document as it relates to the subcommittee's charge.
  - a. Contracting Out
    - i. Confirmed the subcommittee would like this SMMP development to be contracted out using an RFP process
    - ii. Added several "Qualities of a successful applicant", in addition to those from the homework submissions.
    - iii. Added RFP Considerations Outside of SMMP Table of Contents
  - b. Benefit-Cost Topics - Outlined
    - i. Circular economy costs/benefits



- c. Confirmed values and goals statement reflects subcommittee expectations for “Add in Vision 2040 and related County documents with similar from other counties referenced” charge element, with the addition of “National,” to item number two.
- d. Created list of “Who needs to be at the table\* beyond those in the County\*\*;” including interpretations of “at the table” and “county”
- e. No feedback for “A workplan outline with a timeline for completion;”, and the group would like more guidance from the facilitator
- f. No additional feedback on “Topics covered in recent similar planning efforts across the state; and”
- g. Added elements to “What “lessons learned” should be brought forward in this process.”
- h. Discussed “Subjects to be covered;” as it relates to “Questions to be answered in SMMP (largely covered by the SMMP table, restated here as questions):”

#### Recording:

- [Recording](#)

#### Next Steps/Action Items:

- Finalize Table of Contents (highlighting additional items needed, and items to remove)
- Homework: Review Draft Recommendations Report to Work Group, send Daniel edits and comments

#### Next Meeting:

- Meeting #6: Thursday, January 5<sup>th</sup>, 2023 – 1:00pm-2:30pm Pacific Time

#### Relevant Documents located on [Subcommittee Webpage](#):

- [Eklund - 12/9/22 - SMMP Draft Rec for RFP](#)
- [Geier - 12/9/22 - SMMP Suggested Guidance for RFP](#)
- [Popp - 12/9/22 - SMMP Introductory Paragraphs](#)
- [Popp - 12/11/22 - Benton County Comprehensive Plan](#)
- [Values and Goals to be considered during SMMP planning process - 11/14/22 Updated DRAFT](#)
- [SMMP DRAFT Table of Contents for Discussion - 12/12/22](#)
- [SMMP Subcommittee Report - Working Document 11/30/22](#)
- [DRAFT SMMP Subcommittee Recommendations to BCTT Work Group - 12/12/22; \(Word Doc Version\)](#)

## Meeting #6 Report to BCTT Work Group DRAFT – 1/5/23

### Attendance

Member	Present
Brian May	
Sean McGuire	X
John Deuel	X
Joel Geier	
Marge Popp	X
Ken Eklund	X
Ryan McAlister	X
Staff: Daniel Redick	X
Facilitator: Sam Imperati	
Observers:	
Maren Schermer	X

### Agenda and Notes:

1. Reviewed [DRAFT SMMP Subcommittee Recommendations to BCTT Work Group - 1/5/23](#), and worked through each section of the document as it relates to the subcommittee's charge.

- **Contracting out**
  - Add “Be able to answer questions (below table of contents) – RFP process, applicant.”
    - SMMP Document to answer questions (below table of contents).
  - Look at the unique qualities of our community, not one size fits all
  - Ability and willingness to communicate with community.
  - Experience in analyzing policy impacts of materials.
  - Add “most” or “almost all” to specify that RFP does not need to answer every question.
  - Suggestion to prioritize topics, add additional topics that are optional, but a bonus.
- **RFP Considerations Outside of SMMP Table of Contents**
  - Add “Consider materials and links to BCTT SMMP Subcommittee work.”
- **Review and selection**
  - Adding a piece on answering the questions. (Added under “Approach...”)
    - “Address the questions” – language used.
  - Important to consider cost. But it is not number one factor.
  - Point system will be refined later.

- Add interview/presentation to this section, include related points.
  - **Subjects to be covered**
    - Suggestion to add context or priority level to the subjects in this section.
      - Can be addressed by turning subject list into a series of clear questions.
      - Rephrase “our new vision” to “a shared vision.”
      - Address upcoming legislation: Oregon Recycling Modernization Act.
    - Suggestion to mention grant opportunities.
  - **Questions**
    - Suggestion to move questions up and incorporate into **Subjects to be covered** earlier in the document.
    - Process would help eliminate duplicates and streamline questions.
  - **Benefit-Cost Topics**
    - Sam suggested to clarify who is benefitting, who will bear costs.
    - Charge of the group is of a cradle-to-cradle or sustainable materials management focus.
      - Equity considerations, financial impacts.
      - Theme of RFP is “beyond landfills.”
      - Equity of a circular economy, how it engages and impacts consumers.
      - “Who’s at the table” list of stakeholder perspectives to be included.
  - **2040 Thriving Communities Initiative**
    - Suggestion to include reference to state or national vision.
      - Suggestion to include these national/state vision documents as a reference for the reader. However, we want to prevent document from becoming too lengthy.
  - **Who needs to be at the table?**
    - Suggestion to add “larger industry groups.”
      - Add “Large waste generators” as a separate bullet point.
    - Suggestion to include “Building and trades industries.”
    - Suggestion to include “Architecture - American Institute of Architects (AIA).”
    - Suggestion to include “Designers – various materials, products.”
    - Suggestion to add OSU in different capacities –
      - “OSU – Business/Administration.”
      - “OSU – Innovation, science around materials.”
  - **Workplan outline with a timeline for completion**
    - We will come back to this next meeting.
2. Reviewing Rough Draft #1 from Sam.
- a. Reviewing current document and re-thinking in terms of organizing into “Key findings” and “Recommendations.”
  - b. Focus will be zoomed out. Key findings will encompass all the work of the subcommittee, not just the requirements for RFP.

Recording:

- [Recording](#)

### Next Steps/Action Items:

1. Reviewing current document and re-thinking in terms of organizing into “Key findings” and “Recommendations.”
2. Reviewing workplan outline with a timeline for completion. We will come back to this next meeting.

### Next Meeting:

- Meeting #7: Thursday, January 12th, 2023 – 1:00pm-2:30pm Pacific Time
- Meeting #8. Wednesday, January 18th, 2023 – 1:00pm-2:30pm Pacific Time

### Relevant Documents located on [Subcommittee Webpage](#):

- [Eklund - 12/9/22 - SMMP Draft Rec for RFP](#)
- [Geier - 12/9/22 - SMMP Suggested Guidance for RFP](#)
- [Popp - 12/9/22 - SMMP Introductory Paragraphs](#)
- [Popp - 12/11/22 - Benton County Comprehensive Plan](#)
- [Values and Goals to be considered during SMMP planning process - 11/14/22 Updated DRAFT](#)
- [SMMP DRAFT Table of Contents for Discussion - 12/12/22](#)
- [SMMP Subcommittee Report - Working Document 11/30/22](#)
- [DRAFT SMMP Subcommittee Recommendations to BCTT Work Group - 12/12/22; \(Word Doc Version\)](#)
- [DRAFT SMMP Subcommittee Recommendations to BCTT Work Group - 1/5/23; \(Word Doc Version\)](#)

## Meeting #7 Report to BCTT Work Group DRAFT – 1/12/23

### Attendance

<b>Member</b>	<b>Present</b>
<b>Brian May</b>	<b>X</b>
<b>Sean McGuire</b>	
<b>John Deuel</b>	<b>X</b>
<b>Joel Geier</b>	
<b>Marge Popp</b>	<b>X</b>
<b>Ken Eklund</b>	<b>X</b>
<b>Ryan McAlister</b>	<b>X</b>
<b>Staff: Daniel Redick</b>	<b>X</b>
<b>Facilitator: Sam Imperati</b>	<b>X</b>
<b>Observers:</b>	
<b>Becky Merja</b>	<b>X</b>
<b>Maren Schermer</b>	<b>X</b>

### Agenda and Notes:

1. Review of updated work
  - Daniel will post the updated version of the report with questions included.
  - Daniel has re-formatted questions under the relevant topic headings.
2. Reviewing workplan outline with a timeline for completion.
  - Daniel is not aware of the County having any guidelines for the RFP timeline.
  - Suggestions for creating an RFP timeline:
    - At least four (4) weeks for the RFP.
    - Work backwards to build a timeline.
    - Create a pre-proposal opportunity for prospective applicants to come and ask questions.
    - Make day required?
    - Schedule the day early in the RFP release period, to allow prospective applicants to review RFP first.
    - Shortlisted firms to receive additional time (e.g., one month) for presentation with possible additional funding (e.g., \$5,000).

- Allow additional time to even playing field for firms that do not have subject experts on staff.
  - Offer webinar along with the release of the RFP to interact, Q&A opportunity.
- Suggestions on the RFP content:
  - Reminder that the scope of this RFP is extremely wide, compared to most RFPs.
  - Add to the RFP that it will have the expectation of teamwork, collaboration.
  - Put guidelines on the length of the proposal.
  - Include sections on corporate responsibility, equity & inclusion. Award points if the section requirements are fulfilled. Put forward county values.
  - Encourage the county to have members of this subcommittee on subsequent meetings for RFP development and selection of consultant.
  - Distribution of RFP in relevant places, publications, including to reach a wide range of candidates. Accessibility of the document. Allow time for the RFP to be posted.
  - Sam recommends reading the report from Subcommittee E. for guidance on communication.
  - Stakeholder involvement: Add requirements or guidelines for the involvement that you want.
- Proposed time frame:
  - Initial 4-week response period.
    - Shortlisted firms to receive another few weeks to prepare proposal.
  - Length of overall project: 1-2 years?
    - Defined by public interaction and requirement and needs from county
- Working with applicants on RFP timeframe and content:
  - Can we receive guidance on timeline from other counties who have undertaken the same process?
  - Considering the tradeoffs of requirements/scope and timeframe possible.
  - Dialogue with the applicants about possibilities within timeframes: “Tell us what you could do in one year, two years, five years, etc.”
  - Release report in sections (based on priority)
  - Give the applicant more flexibility at this stage
- Advisory committee possibilities
  - Technical Advisory Committee (TAC): Vet the ideas submitted by the CAC for feasibility.
  - Citizen Advisory Committee (CAC): Sends issues to the TAC for review. The two groups work in collaboration. Possible sources for membership:
    - SWAC/DSAC included in advisory role during development of the plan.
    - SMMP subcommittee members.

### 3. Review of report – Section by section.

- Organization of report
  - Organize long bullet point lists into sections with headings.
  - Sam recommends prioritizing finalizing content above stylistic choices.
- **Proposal format and content**
  - Move “references” to the end of list of requirements.

- Add “cost (based on cost matrix).”
  - Sam cautions against assigning points to the cost category.
  - Consider benefit-cost.
  - Cost can also be left out until initial review is completed.
- Add parameters for length of content for each section.
- Change “experiences” to be more specific “Experiences with SMMP in last XX years...”)
- Social responsibility/environmental responsibility/equity
  - Create a points system associated with these qualities.
- **Subjects to be covered – Topics**
  - Homework: Group to review the topics independently before next meeting

#### 4. Key Recommendations/Key Findings

- Daniel included each of the major subcommittee charge points. Pull out findings from each item from the charge.
- Findings:
  - 2) Subjects to be covered:
    - The charges of the total work group are all intimately related and are included within this RFP.
- Recommendations:
  - 1) Contracting out:
    - Recruitment needs to be excessive; the selection of a successful proposal should be careful and thorough.
    - Sets the stage for ongoing adaptive management and refinement into the future. (Add to **Approach** for RFP considerations)
  - 2) Subjects to be covered:
    - Emphasize impacts of the results of the RFP on social equity, innovation, to understand the upstream impacts of material sustainability, and creative solutions that provide pathways for tangible long-term outcomes.

#### Recording:

- [Recording](#)

#### Next Steps/Action Items:

1. Review the Subjects to be covered
2. Review Key Recommendations/Key Findings
3. Prepare presentation points and questions for BCTT Workgroup meeting on 1/19/23
  - a. Pick 3 topics that subgroup wants more feedback on.

## Next Meeting:

- Meeting #8. Wednesday, January 18th, 2023 – 1:00pm-2:30pm Pacific Time

## Relevant Documents located on [Subcommittee Webpage](#):

- [Eklund - 12/9/22 - SMMP Draft Rec for RFP](#)
- [Geier - 12/9/22 - SMMP Suggested Guidance for RFP](#)
- [Popp - 12/9/22 - SMMP Introductory Paragraphs](#)
- [Popp - 12/11/22 - Benton County Comprehensive Plan](#)
- [Values and Goals to be considered during SMMP planning process - 11/14/22 Updated DRAFT](#)
- [SMMP DRAFT Table of Contents for Discussion - 12/12/22](#)
- [SMMP Subcommittee Report - Working Document 11/30/22](#)
- [DRAFT SMMP Subcommittee Recommendations to BCTT Work Group - 12/12/22; \(Word Doc Version\)](#)
- [DRAFT SMMP Subcommittee Recommendations to BCTT Work Group - 1/5/23; \(Word Doc Version\)](#)