

Planning for Informational Meetings

Tool 13

Sample Meeting Agenda and Script – For Internal Use

AGENDA

Housekeeping

- Sign-in reminder
- Handout reminder (agendas are available)
- Restrooms

1. Introductions

This meeting is being conducted by the Solid Waste Local Enforcement Agency (LEA).

2. Purpose of the Public Meeting

Today we are conducting this informational meeting because we have an application from (name of operator) to revise a (or for a new) solid waste facility permit for the (name the facility).

The purpose of today's meeting is to provide information on a proposed change to (or new) permit _____(insert type of facility)_____ and to hear your comments related to this proposed change. No official decisions will be made at this meeting. We are seeking to inform and get your comments.

Include any ground rules such as speaking time limits.

Provide a description of the LEA roles and responsibilities. Following is a sample script:

LEAs have the primary responsibility for ensuring the correct operation and closure of solid waste facilities in the state. We are part of the OC Environmental Health Department within the Health Care Agency. In 1992 Environmental Health was designated by the Board of Supervisors and the majority of the cities as the LEA for the County of Orange. In addition the LEA is certified by the California Integrated Waste Management Board (CIWMB) to enforce State Laws and regulations related to solid waste facilities. As part of the certification we are formally evaluated by the CIWMB every three years to make sure we are carrying out all the required functions. The LEA's main functions are to issue permits, conduct inspections and take appropriate enforcement actions. We inspect 3 landfills, 7 Transfer Stations, and 3 composting facilities monthly in Orange County. Quarterly we inspect 10 smaller solid waste operations such as small composting operations and city yard operations. We also inspect 25 closed disposal sites quarterly.

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- Describe what is looked for during the inspection - Compliance with the solid waste facility permit and state minimum standards.
- Give examples of the key minimum standards for this type of facility

3. Existing Permit or Existing Conditions

Describe and show what the existing permit looks like and provides for. Use Tool 14: Annotated Solid Waste Facility Permit as a resource to use as a guideline for what to focus on.

Have available the facility's inspection reports or an example of an inspection report for the type of facility.

4. Proposed New/Revised Permit

Describe the proposed changes. Use information you provided in the FAQs or other documents prepared for this purpose. Make it simple.

5. Next Steps

Provide information on

- What you will do with their comments
- Key/major steps of processing the permit through the CIWMB

6. Comment/Questions

Ask for participant questions and comments. Audience participation.

Key concepts to convey in your presentation:

- Participant understanding of LEA's role
- Project a positive image of the LEA benefit to the community
- Meeting scope and parameters – provide context
- Existing permit and operating conditions
- Proposed changes to existing permit conditions
- Participant input desired

Courtesy of Patti Henshaw, County of Orange LEA