

Recycling Reform Act Advisory Council Charter

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About the Advisory Council

Purpose

The purpose of the Recycling Reform Act Advisory Council (council) and its subcommittees is to advise the Washington State Department of Ecology (Ecology) and the Producer Responsibility Organization (PRO) on implementation of the Recycling Reform Act (RRA). The council offers diverse perspectives and practical insights to help inform policy decisions related to recycling system design, performance, and equity.

Objective

The objective of the council is to give advice and recommendations to Ecology and the PRO to support effective implementation of the RRA, including:

- Identifying system gaps, needs, and implementation challenges
- Elevating equity and environmental justice considerations
- Ensuring representation of diverse perspectives across Washington's recycling system
- Balancing the needs and interests of the groups each council member represents with the best interest of the program overall

Council input is intended to help Ecology and the PRO carry out the law effectively, equitably, and in alignment with legislative intent.

Scope

The council will advise Ecology and the PRO on topics related to the RRA, including:

- Statewide collection lists
- Needs assessments
- Ecology rulemaking, legislative reports and related analyses
- PRO draft plans and amendments
- Statewide requirements and performance targets
- Criteria for the reuse financial assistance program
- PRO annual reports
- Other issues yet to be determined

The council will primarily have an opportunity to provide input and recommendations at two points in the process:

- When reviewing upfront work plans that inform strategy or methodology for developing key policy elements
- When reviewing (draft) results and insights from follow-up reports or other final documents to inform outcomes

The council does not have decision-making or regulatory authority. Final decisions, rulemaking, and enforcement remain the responsibility of Ecology.

Council Roles

Role	Primary Function	Responsibilities	Authority/Limits
Council Chair	Lead council meetings	Presides over meetings; coordinates agendas with Ecology and facilitator; manages discussion	Advisory only; no independent decision-making authority
Council Vice-Chair	Support council leadership	Assists Chair; presides when Chair is absent	Advisory only; no additional authority
Council Members	Provide advice and perspectives	Review materials; participate in meetings and subcommittees; offer input and recommendations	Advisory only; do not represent or bind the organizations they represent
Equity Subcommittee	Advise on equity and environmental justice	Provide input and recommendations on equity, access, and community impacts	Advisory to the council, Ecology, and the PRO
Other Subcommittees	Advise on specific topics	Review assigned issues, provide input and recommendations to the council	Advisory to the council, Ecology, and the PRO
Public Participation & Attendance	Ensure transparency	Observe meetings with option to provide written public comment on agenda topics	Optional comments contributed to the council for consideration
Ecology Staff	Administer and implement the RRA	Appoint members; provide regulatory context; consider council input	Considers council advice in RRA decision-making; non-voting
PRO	Participate in all council meetings; provide information	Present information or respond to questions	No governance, non-voting and non-decision-making role
Ecology-Contracted Facilitator	Support effective meetings	Facilitate discussion; coordinate council logistics including maintaining council website	Neutral support role; no policy authority

Committee meetings

Public Access & Involvement

In compliance with the Open Public Meetings Act (OPMA), all meetings will be open to the public as well as to members of the council. Members of the public may attend and observe meetings remotely via an online video conferencing platform. Meeting agendas will include a standing item allowing 15 minutes for verbal public comment at the end of meetings. The public may also comment in writing during meetings by submitting comment in the Q&A function or sending written comment via email to the facilitation team (rradvisorycouncil@cplusc.com), which may be included in meeting notes.

Meetings will be advertised on the council website at www.RRAadvisorycouncil.org or via GovDelivery and a meeting schedule will be filed annually with the Code Reviser. Meeting notices provided in advance will clearly state the meeting date, time, location/link and written comment deadline. Meetings will not be recorded, but meeting materials such as agendas, minutes and presentations will be made available online at www.RRAadvisorycouncil.org. Other relevant meeting documents will also be provided whenever feasible.

Meeting Overview & Operations

The council is required to meet twice annually but anticipates meeting more frequently in its initial phase. Meetings will include the following:

- Taking attendance to establish a quorum (a majority of voting members)
- Reviewing the agenda and disclosing conflicts of interest
- Professional facilitators who start and end meetings on time, encourage discussion and ensure the dialogue remains focused on the meeting agenda

Decision-making and Advisory Capacity

The council and its subcommittees serve in a non-decision-making, advisory capacity only. The council may provide perspectives, input, and non-binding recommendations to Ecology to inform policy development and implementation of the RRA. All regulatory, approval, and enforcement authority rests solely with Ecology.

Voting

Council voting may be used for the purpose of:

- Formulating advisory input or recommendations to Ecology and the PRO; and
- Addressing administrative or organizational matters of the council.

Votes will only be taken on items listed on the published agenda and when a quorum is present. Votes are advisory only and do not constitute approval, direction, or final action.

Votes will be conducted by roll call of voting members present (this can be done in the chat, verbally, or through an online public poll), with a simple majority required for approval.

Council members that dissent on the outcome of a vote may provide the facilitator with a written statement summarizing their dissenting perspective to be included in the meeting notes.

Input and Participation

Input and discussion are encouraged during council meetings. Written or verbal input provided by individual council members to Ecology outside of council meetings may be shared with council members by Ecology or the facilitation team, as practicable, but does not constitute formal council activity.

Executive Sessions

The OPMA allows the council to hold executive sessions but only for purposes including but not limited to, matters related to litigation, personnel, or real estate transactions. Any executive session must be announced on the agenda and in the council meeting, with the purpose and statutory authority stated, and no final action may be taken in an executive session.

Membership

Ecology selected a 19-member advisory council in December of 2025. Members represent a diverse range of perspectives from across the recycling system and reflect the categories required in the statute.

Member	Affiliation	Category Represented	Term Length
Megan Daum	American Beverage Association	Producers / manufacturer trade association	2 years
Danielle Waterfield	AMERIPEN	Producers / manufacturer trade association	4 years
Casey Bouchard	Methow Recycles	Recycling facility	4 years
Jeff Zillich	WM	Recycling facility	2 years
Rick Vahl	Waste Connections	Solid waste collection / hauling	4 years
Amanda Dalton	Northwest Grocery Retail Association	Retailers of covered materials	4 years
Moji Igun	Zero Waste Washington	Statewide environmental organization	4 years
Ming-Ming Tung-Edelman	Refugee Artisan Initiative	Community-based / environmental justice organization	2 years
Alissa Campbell	Recology	Material recovery facility (MRF)	2 years
Jay Blazey	Cedar Grove	Compost facility / composting interests	4 years

Member	Affiliation	Category Represented	Term Length
Trace Bradburn	City of Spokane	Local government	2 years
McKenna Morrigan	Seattle Public Utilities	Local government	4 years
Becci Piepel	Douglas County Solid Waste	Local government	2 years
Grant Williams	Tribal Solid Waste Advisory Network	Tribal solid waste interests	4 years
Jocelyn Quarrell	Bold Reuse	Reuse / refill systems	2 years
Karen Hultgren	Pierce County	Other interested parties (as determined by Ecology)	4 years
Michael Liptack	Friday Harbor	Other interested parties (as determined by Ecology)	2 years
Peter Lyon	Washington State Department of Ecology	Ecology representative (non-voting)	Continuous
TBD	Producer Responsibility Organization	PRO representative (non-voting; appointed after PRO selection)	2 years

Membership Rules

- **Prohibited groups:** State legislators, registered lobbyists, and employees of producers required to be members of the PRO are prohibited from serving on the council.
- **Service and term limits:** All members serve a term of four years with exception of the first term for nine of the initial appointees. These nine members will serve for two years to allow for a staggered rotation of members on and off the council. Members may be reappointed but may not serve more than eight consecutive years.
- **Resignations and removals:** Ecology may remove a member at any time. Members may also resign at any time. To resign, members must inform Ecology in writing of their intent. If there is a vacancy on the council for any reason, Ecology will make an appointment that will be effective immediately for the remainder of the member's term.
- **Chair and vice chair positions:** A council chair and vice chair will be appointed by a vote of the council at the first meeting and then every two years thereafter. Responsibilities of these roles include:
 - Chairing meetings with support from the facilitation team
 - Reviewing and providing input on meeting agendas and notes
 - Acting as a liaison to council membership

The council chair is also required to send a written warning to members who have missed two consecutive meetings to notify them that they may be removed for missing the next meeting. If a council member has missed three consecutive meetings, the chair must inform Ecology. When the council chair is unable or prohibited due to a conflict of interest from fulfilling the duties of the role, the council vice chair will step in to conduct them. The facilitation team will keep meeting attendance records and flag for the chair and vice chair if a member has missed

consecutive meetings. The facilitation team will also ensure that each meeting has a leadership and facilitation plan.

Subcommittees

Equity Subcommittee

The equity subcommittee advises the council on equity and environmental justice considerations to help ensure that implementation of the RRA addresses the needs of overburdened and socially vulnerable communities. Equity subcommittee meetings will receive facilitation team support and will be conducted following OPMA guidelines.

Equity Subcommittee Representation and Roster

Ecology will select and convene a six-member equity subcommittee and will announce membership and scope once appointments are complete. The equity subcommittee will include members outside of the council membership roster, however, it is desired that there is some overlap between council and equity subcommittee membership. The equity subcommittee will include a chair as elected by subcommittee membership.

Desired representation may include environmental justice organizations, Tribal representatives, rural community organizations, multifamily housing advocates, accessibility or disability-focused organizations, and organizations serving communities with language access needs.

In appointing members to the equity subcommittee, Ecology will seek a composition that:

- **Centers equity and environmental justice expertise**, including representation from community-based organizations serving overburdened and underserved communities.
- **Includes lived experience and direct service perspectives**, such as individuals or organizations working closely with communities disproportionately impacted by gaps in recycling access or environmental burdens.
- **Reflects geographic diversity**, including urban, rural, and Tribal communities across the state, including members from three geographic locations in eastern Washington representing a small, medium and large community.
- **Includes housing-type perspectives**, particularly multifamily and renter communities that experience distinct recycling access challenges.

Equity Subcommittee Role

The equity subcommittee supports implementation of the RRA by providing equity- and environmental-justice-focused input and recommendations to the council. The equity subcommittee examines the potential impacts, accessibility, and effectiveness of covered services for overburdened communities and socially vulnerable populations. At a minimum, the equity subcommittee reviews and provides input and recommendations related to equity impacts of the needs assessments, submitted plans, and submitted annual reports to the council, Ecology, and the PRO. The equity subcommittee serves in an advisory capacity only and does not exercise decision-making or approval authority. Equity subcommittee members serve for terms determined by Ecology.

Other Subcommittees

In addition to the equity subcommittee, other subcommittees may be established by the advisory council, in consultation with Ecology, as needed to support effective implementation of the RRA. Subcommittees act in an advisory capacity with no decision-making power. Subcommittees may be formed to address specific topics, technical issues, or phases of implementation where more focused review or discussion would be beneficial.

Subcommittees are intended to operate for a defined scope and duration. Membership may include advisory council members and additional participants with relevant subject-matter expertise. All subcommittees serve in an advisory capacity and report their findings and recommendations to the full council. Each subcommittee will receive facilitation team support and will include a chair as elected by the subcommittee membership roster.

The formation, scope, and duration of any subcommittee will be communicated publicly, and subcommittee meetings will be conducted in accordance with applicable public meeting requirements.

Compensation and Travel Expenses

Council members may be eligible for compensation from Ecology, including mileage, subsistence and lodging, and a participation stipend if:

- They are not otherwise compensated for their time to participate in the committee
- They are representing Tribes, Tribal or indigenous services organizations, community-based organizations, or environmental nonprofit organizations
- They follow Ecology's protocol to request compensation

Process for Amendments and Sunsetting

The council charter (this document) and council code of ethics will be reviewed by council members and approved via a vote at the first council meeting. Council members or Ecology can propose amendments or revisions to the charter or code of ethics. Any future changes will be approved by a vote of the council, with the exception of updating council or subcommittee member lists (in the case of a resignation, removal or term expiration).

The council's work duration is ongoing for as long as it is useful to implementation and oversight of the RRA.

Contacts

Ecology contacts

- Project manager: Lauren DiRe (ECY) ldir461@ECY.WA.GOV
- Inbox: recyclingreform@ecy.wa.gov

Advisory council facilitation contacts

- Inbox: RRAdvisorycouncil@cplusc.com