

**MINNESOTA>ENVIRONMENTAL<INITIATIVE**  
INTEGRATED SOLID WASTE MANAGEMENT STAKEHOLDER PROCESS  
Centroid Sub-Groups Ground Rules  
June 17, 2009

Work Group Goals

The primary task of the Work Group is to develop strategies that can help reach the Minnesota Climate Change Advisory Group (MCCAG) greenhouse gas reduction targets for the solid waste sector. Recommendations produced by the Work Group will focus on the four major population centroids that encompass 17 counties and one sanitary district where approximately 70% of the solid waste in the state is generated. The MCCAG targets for solid waste for the four centroids equals a 52.5 million metric tons of CO<sub>2e</sub> reduction by 2025.

The recommended strategies will serve to assist the MPCA in carrying out its mission, and will be considered as the MPCA:

- determines priorities for technical and financial assistance;
- implements existing programs and develops new ones;
- modifies rules, and;
- proposes legislative changes.

Centroid Sub-Group Goals

Centroid sub-groups are asked to design up to four implementation plans to at least meet the GHG emission reduction targets set for their centroid by the Work Group, as laid out in the centroid sub-group charges. Sub-groups can propose higher GHG emission reduction targets, but cannot reduce their targets.

Documented Assumptions

The solid waste management hierarchy has long been upheld and Work Group members have agreed to operate within the existing hierarchy to recommend management methods according to their level of preference on the hierarchy. Centroid sub-groups should also follow the hierarchy when designing implementation plans for their centroids.

The EPA's Waste Reduction Model (WARM model) is the most accessible, comprehensive tool available today to calculate projected GHG emissions from solid waste management activities. Although it has some limitations, the WARM model will be the main tool used to measure strategies created by the Work Group and the centroid sub-groups. WARM model inputs and assumptions need to be well documented, and WARM inadequacies should be identified as necessary. In some instances, it may be possible to use alternative GHG measurement models or otherwise address WARM inadequacies by supplementing alternative data when reasonably and feasibly available.

MEI's Role

The Minnesota Environmental Initiative is responsible for the design, management and facilitation of the overall Integrated Solid Waste Management Stakeholder Process. MEI will work with centroid sub-group chairs to schedule and convene sub-group meetings. Correspondence regarding sub-group meeting announcements, agendas, and meeting locations will be distributed by MEI.

Centroid Sub-Group Chair's Role

As designated by MEI, Work Group members or other individuals representing local units of government will serve as chairs for their centroid sub-group and are responsible for designing centroid sub-group meeting agendas, setting meeting dates, finding locations, and leading sub-group meetings. Centroid sub-group chairs, with support from MPCA staff, are also responsible for compiling input from sub-group members and drafting documents for sub-group review. As requested, sub-group chairs or other designated individuals will be responsible for keeping and distributing meeting minutes.

### MPCA's Role

MPCA staff will provide technical and logistical support to sub-groups as needed, including running WARM and other models as appropriate to estimate GHG emission reduction potential associated with centroid strategies and plans. Where possible, MPCA staff will also help to identify costs or other relevant information that can inform implementation plan development in the centroid sub-groups.

### Centroid Sub-Group Membership

Each of the four centroids will have different sub-group membership plans, as reviewed with the Work Group. MEI will work with sub-group chairs to ensure that each centroid membership plan is followed. MEI reserves the right to limit participation as needed.

### Participation

Sub-group participants are expected to attend all sub-group meetings, make every effort to be on time, participate in conversations with the chair and MEI staff between meetings, review documentation prior to meetings, and actively participate in the meetings. Participants are asked to keep their member organizations and constituencies informed about the process proceedings, and to bring their views to the discussions.

### Good Faith Participation

All participants agree to act in good faith in all aspects of the process. The participants are expected to present their own opinions based on their experience, perspective and training, and agree to participate actively, constructively and cooperatively in the process. Debate and discussions in the sub-groups should be based on shared facts and technical knowledge.

### No Surprises

Participants agree to be forthcoming about potential conflicts with the proceedings and with decisions that are developed by the group. Disagreements should be identified and shared with the group as early as possible.

### Respect

All participants are expected to act as equals during the process and will respect the experience and perspective of the other participants. Participants should refrain from characterizing the viewpoints of others during discussions. Personal criticisms of other stakeholders will not be tolerated.

### Consensus

As much as possible, decisions in the sub-group will be based on consensus of the group, generally defined as reaching an agreement that all participants can live with. Participants agree to be supportive of the process, but are allowed the ability to disagree with specific decisions or outcomes of the process. Consensus regarding strategies is desired, but is not required. In instances where significant disagreements over strategies persist in the sub-groups, sub-groups may create up to four alternative implementation scenarios to accommodate diverging viewpoints to bring to the Work Group for review. Final decisions regarding strategies and implementation plans will be made by the Work Group at future Work Group meetings.

### Communications and Confidentiality

When making statements about the process or its outcomes in public, sub-group participants agree to make clear that they speak on their own behalf, and do not necessarily represent the opinions of other participants, MEI, or the MPCA.