



MASON COUNTY
PUBLIC WORKS DEPARTMENT
Shelton, Washington 98584

MEETING MINUTES

Mason County SWAC Meeting Minutes
May 21, 2015

Attendees: Erika Schwender, Steve Gilmore, Rik Frederickson, Delroy Cox, Eric Nelson, Scott Wilson, Conley Watson, and Sheena Kaas

1. The meeting was called to order by Erika Schwender at 3:00 p.m. An attendance sheet was passed around for member and guest sign-in.
2. There were no opening comments from guests however Erika stressed the need for regular recording of minutes at SWAC meetings. During the ensuing discussion the use of a tape recorder was discussed along with who would be responsible for generating and disseminating the minutes. Erika will obtain a tape recorder for future meetings; Eric Nelson and Delroy Cox will alternate preparing the minutes.
3. The minutes from the last meeting (April 16, 2015) were approved.
4. Business Agenda:
 - 4.1. **SWAC membership** - All current applicants (5) were approved by the County Commissioners: Delroy Cox, Janet O'Conner, Eric Nelson, Rik Frederickson, and Jason Does. Erika stressed the need for continuing recruitment of permanent members beyond the minimum requirement (9).
 - 4.2. **DOE CSWMP Guidelines** - There was a general discussion concerning the contents of a Comprehensive Solid Waste Management Plan (CSWMP). Copies of Appendix H "Sample Table of Contents/Plan Organization" from the DOE's (Department of Ecology) *Guidelines for Development of Local Comprehensive Solid Waste Management Plans and Plan Revisions*, Publication No. 10-07-005, February 2010, were distributed (the complete document was forwarded to SWAC members in Erika's 5/1/2015 e-mail). It was noted that Grays Harbor County's CSWMP (August 2012) provides a good example of an acceptable plan. Some information required for developing a Mason County CSWMP (and eventually implementing the approved plan) must be provided by Mason County Utilities and Waste Management (UWM) staff however there is currently no one available to perform this function – Erika commented that the position is identified and budgeted, but she has not been authorized by the County Commissioners to hire a qualified person or to get staff assistance from DOE. "Partnering" with Shelton for a shared staff person was also mentioned, but any action for new staff must be authorized by the County Commissioners. During the discussions it was also noted that any recommendations contained in our final plan should have the "buy-in" of the Department of Health since they have regulatory responsibility for matters affecting public health.
 - 4.3. **David Minor draft** - During the 4/16/2015 meeting David Minor volunteered to develop an outline for a revised Mason County CSWMP. Since he was not in attendance at today's meeting a draft was not available for discussion. Erika will contact David and ask him to provide an electronic version of his draft outline to all SWAC members prior to the next meeting.
 - 4.4. **Draft milestone schedule** - A milestone schedule for developing the revised Mason County CSWMP has been developed by Brian Matthews however since he was unavailable due to other pressing matters, the item was "tabled."

- 4.5. **Future meetings** - As development of the revised Mason County CSWMP progresses, the normally scheduled 1 ½ hour SWAC meeting time may be insufficient to thoroughly discuss the topic at-hand. It may also be better to adjust the scheduled meeting times to better accommodate members' work schedules. As a trial, the next meeting is scheduled for 6/4/2015 at 10:00 a.m. – tentative meeting length is 2 hours. The topics for discussion will be the Grays Harbor CSWMP and the Mason County CSWMP milestone schedule/revision process.
5. Other Items – Erika recently attended two statewide meetings for Recycling and MRW hosted by DOE and discussed three topics of interest:
- a. The current Mason County program for recycling fluorescent light bulbs will be shifted to the State “LightRecycle” Program. Details can be found at : <http://www.ecy.wa.gov/programs/swfa/mercurylights/>
 - b. The CPG (Coordinated Prevention Grant) program funding will most likely be cut dramatically in the near future.
 - c. Waste oil recycling is facing new challenges related to the potential of waste oil contamination with PCBs. It will be necessary to test each waste oil batch prior to disposal with the recycler. These tests must be performed by certified labs and cost approximately \$100.00 each. Best Management Practices (BMPs) will require that each facility has at least two, preferably smaller (e.g. 50 gallons) tanks available for waste oil collection. One tank will be “in-service” while the other (full) tank is waiting on sample results. Each tank must be lockable to prevent oil additions after the sample has been collected. Once the sample results have been received the recycler will be scheduled to pick up the waste oil. Any CPG funds from the 2013/15 fiscal cycle can be used to purchase additional motor oil recycling collection tanks for the four Mason county solid waste facilities.
6. Action items:
- 6.1 Erika to send out electronic files of the Grays Harbor CSWMP – action completed 5/22/2015.
 - 6.2 Erika to send out electronic files of the complete Mason County CSWMP – action completed 5/22/2015.
 - 6.3 Erika to send out a SWAC roster of current members – action complete 5/22/2015.
 - 6.4 Erika to contact Brian concerning the milestone schedule.
 - 6.5 Erika to contact David Minor concerning his draft document – action completed 5/22/2015.
 - 6.6 All members – review the Grays Harbor CSWMP prior to the 6/4/2015 meeting.
 - 6.7 Erika to obtain a voice recorder for use during future SWAC meetings.

The meeting was adjourned at 4:42 p.m.

Submitted by: E.A. Nelson, PE, 6/1/2015