

Mason County SWAC Meeting Minutes (draft)

April 14, 2016

1. **Roll Call:** The meeting was called to order by Melissa McFadden at 10:02 a.m. Attendees – Rik Fredrickson, Jason Dose, Eric Nelson, Delroy Cox and Cheryl Williams. Melissa announced that Conley Watson (District 1 Citizen Representative to the SWAC) voluntarily resigned his position due to family issues and his resignation was accepted by the Board of County Commissioners (BOCC). Melissa will prepare an advertisement for a candidate to fill Conley’s vacated position and also for an elected official to comply with the State SWAC membership requirement. She will present the member replacement request at the next BOCC meeting. During a subsequent discussion of active SWAC members it was noted that Adrienne Amar, Curt Bennett, and Janet O’Conner have missed more than three consecutive meetings and therefore by the SWAC Bylaws can be considered as resignations. Melissa will try to contact them to determine their intent to remain on the SWAC. A quorum of active SWAC members was present so a regular meeting could be held.
2. **Public Comment:** There were no members of the general public in attendance so there were no opening public comments.
3. **Meeting Minutes:** The draft minutes from the March 21, 2016 meeting were approved with minor comments.
4. **Agenda Approval:** The meeting agenda was approved as prepared. However Melissa wanted to ensure that before leaving all SWAC members had copies of Mason County’s CSWMP Chapters 5 & 6 (corresponding to Grays Harbor CSWMP Chapters 8/9 and 5) so that we can continue our progress. Chapter 4 from the Grays Harbor CSWMP is “Waste Reduction and Recycling” and we haven’t started any review or discussion of this topic for the Mason County CSWMP. Since electronic files of the new Chapters 1, 2, and 3 (Mason County CSWMP) can’t be found, Melissa will get them word processed.
5. **Business Agenda:**
 - 5.1. **Finalizing Review Chapters 1 and 2:** The Chapter 1 markup was reviewed with minor changes except that Goal #12, as written, was deleted and was replaced by the second part of #11. Chapter 2 was reviewed (with minor changes) up through “Organics.” Further review was deferred because Melissa had another meeting to prepare for and she wanted to discuss RFQ progress (Agenda item #6).
 - 5.2. **Work on Chapter 3:** Review of Chapter 3 was deferred until the next SWAC meeting.
6. **Request for Qualification (RFQ) – Review of Current Solid Waste System Operations:** Melissa passed out copies of the consultant RFP (*Solid Waste System Capital Investment Needs*). Using the Municipal Research Services Center roster as a basis, the RFP was sent out to prospective consultant firms of various sizes who will have until April 22, 2016 to respond. Melissa asked if any SWAC members would like to be involved in consultant selection process. After some discussion Cheryl and Eric were designated as the SWAC members to participate in the selection process. Delroy disqualified himself to avoid any potential conflict of interest issue since he had recommended one

of the potential consultants to receive an RFP package. Melissa gave a brief over-view of the consultant selection process.

7. Other Items: None

8. Next Meeting Agenda Items: Melissa will provide an update on the Solid Waste System RFP. Complete review of Chapter 2 and move on to Chapter 3.

9. Next Meeting Date and Times: The next meeting will be May 5, 2016 at 10:00 a.m. The meeting adjourned at 11:45 a.m.

10. Action Items

10.1 Contact the three missing SWAC members to determine continued membership - Melissa

10.2 Prepare electronic copies of revised Chapters 1, 2, and 3 – Melissa

10.3 Participate in the consultant proposal reviews and provide any pertinent comments to the other SWAC members – Cheryl and Eric

Submitted by: E.A. Nelson, PE, 4/22/2016.