

## Mason County SWAC Meeting Minutes (Draft)

Date: August 4, 2016

1. **ROLL CALL:** The meeting was called to order by Melissa McFadden at 10:00 a.m. Other attendees Eric Nelson, Cheryl Williams, John (Mike) Decker, Debbie Riley, Maria Machado, Ric Fredrickson and Delroy Cox.
  
2. **PUBLIC COMMENT:** Cheryl’s daughter attended the meeting as a non-participating guest.
  
3. **MEETING MINUTES:** It was noted we had a quorum and the minutes for June 16, 2016, July 7, 2016 and July 21, 2016 and needed to be approved. New member Mike Decker was introduced to the committee. Melissa related some of the issues and projects the committee is working on. Melissa will send Mike information about SWAC membership, responsibilities, duties, and provide information that will help bring him current with SWAC actions. Other discussions, Rik questioned the minutes of July 21, 2016 under Agenda Approval, after the sentence starting with, Overall the most pressing needs at the Shelton Transfer Station are a major overhaul of the Transfer Building and the Household Hazardous Waste facility. Delete the sentence, ~~“Given the conditions found and potential costs involved privatization of the MSW system is an unlikely option at this time.”~~ Melissa requested action Item 9.6 of 7/21/2016, Green Diamond be deleted and addressed when other closed landfill information is developed. Melissa related that draft chapters 1 and 2 will be finalized and sent to members by next meeting. Melissa related Cheryl will continue read each chapter and record all changes to the SWMP update. Melissa handed out a draft copy of the Parametrix study and evaluation of the Mason County solid waste system capital investment needs. Eric requested review of previous meeting Action Items be moved ahead of Approval of Agenda, (approved).
  
4. **REVIEW ACTION ITEMS FROM PRIOR MEETINGS: 07-21-2016**

Action Item Number	Task Description	Responsible Person	Comments/Resolution
061616-A	Follow-up with IT Dept to update Utilities’ web page	Melissa	E-mails have been sent; no response from IT dept. yet
061616-B	Locate documentation on past annual operational reviews (Chapt. 3 – STS 1)	Melissa	Search is in progress
061616-C	Incorporate changes to Chapters 1 & 2 and send to all SWAC members	Cheryl/Melissa	Cheryl has completed incorporating comments; sent to Melissa for distribution
061616-D (COMPLETE)	Take pictures of all waste handling facilities during a tour with Parametrix	Melissa	Tour completed 07/19/16; pictures taken and will be used for the plan and other reports
061616-E	Update post-closure of C Street Dump (Shelton)	Jason	Update in progress
061616-F	Provide Health Department list of closed landfills in Mason County	Maria	Landfills have been researched

061616-G	Update the two Chapter 3 paragraphs describing the City of Shelton waste services (section 3.2.1)	Jason	Update in progress
070716-A (COMPLETE)	Confirm trip to Roosevelt Landfill	Steve	Trip completed 7/22/16
070716-B (COMPLETE)	Review preliminary draft Parametrix findings with SWAC	Melissa	Melissa reviewed the preliminary draft report findings at the 07/21/16 SWAC meeting. A SWAC tour of all facilities will be conducted when the final draft report is ready.
070716-C	Establish definition of garbage vs. refuse	Eric	Verbal description provided 07/21/16; needs to be written for use in CSWMP glossary
070716-D	Establish requirements/authorization for new or expanded facilities	Melissa	Discussed at 07/21/16 SWAC meeting; Melissa to consult with Health, DOE, and other County agencies on how to incorporate clear permitting/approval language in the CSWMP. language
070716-E	Compare new Chapter 3 with 2011 version of Chapter 4 for additional information needed	Delroy	Discussed at 07/21/16 SWAC meeting; still need information from Jason (061616-E and 061616-G above) and check of rate tables in 3.4.1
070716-F	Compare 2011 version of MC plan on Recycling etc. with GH plan Chapter 4	Eric	Discussed at 07/21/16 meeting; MC 2011 plan contains extraneous information; re-write in progress

5. **AGENDA APPROVAL:** After recommended changes to Agenda format the Agenda was approved as amended.

**6. BUSINESS AGENDA:**

- 6.1. Melissa plans to present a briefing to the BOCC August 15<sup>th</sup> to discuss the Solid Waste Systems Capital Investment Needs Report, prepared by Parametrix. Melissa said she was not going bring up flow control at this time.
- 6.2. Melissa talked about the Mason County Solid Waste Budget for the next year. Cheryl asked if SWAC would review the budget. Melissa said she would provide members with a copy of the preliminary Solid Waste Budget.
- 6.3. The committee agreed to review the Solid Waste System Capital Investment Needs report. Melissa read through report. The report prioritized improvements into three categories, "Immediate," 1 year to address current operational and safety issues. "Mid-Term," up to 6 years to address planned improvements and operational efficiencies. "Long-Term," 20 year for long range planning. We reviewed Table 2-1. Mason County Solid Waste Capital Improvement Assessment: Union, Belfair, Hoodsport Drop Box Stations. Comment, all Drop Box Stations are in fairly good shape. Some maintenance required. The 2<sup>nd</sup> Table 2-2. Mason County Solid Waste Capital Improvement Assessment Shelton (Eells Hill) Transfer Station. There are several issues requiring immediate attention. 1. Restore/upgrade transfer building waste water and surface water drainage systems. 2. Replace and repair top-load chute with skirt/upgrade transfer station. 3. Replace self-haul building superstructure. 4. Address safety and operational issues at the HHW facility. 5. Stripe and improve access signage for safety and efficiency. Other improvements require additional planning and budgeting. Melissa related there was enough

money in the budget to cover the repairs to the transfer station. Melissa related there was money in the preliminary budget to replace the transfer station loader. Ric expressed the importance of long term planning pointing out short term planning can have an impact on long term Planning. Melissa said a Master Plan is needed to do long term planning and would have to be budgeted. Melissa said, Post Closure of the Eells Hill Transfer Station winding down and there may be some money left over which could be used to help cover solid waste facility upgrades. Incoming tonnage at the transfer station is increasing, estimated between 30,000 and 32,000 tons will result in increased revenue which will help offset solid waste facility maintenance and improvement costs. HHW Facility issues were discussed, alternatives will be considered in the near future. The committee continued the review of Chapter 3, starting with item 3.5.2, second paragraph first sentence after 40-yard, delete ~~open top trailers~~ and add **lidded drop boxes**. The last sentence delete ~~roll-on, roll-off RoRo truck~~ and add **Drop truck**. **3.6 FACILITIES SITING REVIEW (70.95.165)** Delete the first part of sentence, ~~There is no need for a siting review process because.~~ Add, **At this time** there are no plans to construct a new municipal solid waste disposal facility in the county over the next twenty years.

7. **OTHER ITEMS:** SWAC to tour Rural Drop Box Stations September 1, 2016 at 1:00 p.m.
8. **Next Meeting Date and Time:** September 1, 2016 at 10:00 a.m. Meeting adjourned at 11:58 a.m.
9. **Action items:**
  - 08-04-16 A, Provided note books to SWAC members with uniform information for updating SWMP – Melissa
  - 08-04-16 B, Send SWAC Members a copy of the Solid Waste preliminary budget- Melissa
  - 08-04-16 C, Melissa will gather information for new member Mike Decker to inform him of SWAC policy, by-laws, old Mason County SWMP, Grays Harbor Plan, and other info to help inform him and become current with SWAC actions.
  - 08-04-16 D, Eric is going to go back on past minutes and try to update action item numbers in order to better identify and follow through on the action item.
  - 08-04-16 E, Review above items carried over or open in item 4. REVIEW ACTION ITEMS FROM PRIOR MEETINGS: 07-21-2016.
  - 08-04-16 F, SWAC to tour rural drop box stations on 09-01-2016 at 1:00 p.m.

Submitted by: Delroy Cox, 8/23/2016