

Mason County SWAC Meeting Minutes (Draft)

Date: September 1, 2016

1. **ROLL CALL:** The meeting was called to order by Melissa McFadden at 10:00 a.m. Other attendees Eric Nelson, Cheryl Williams, Maria Machado, Rik Fredrickson and Delroy Cox.
2. **PUBLIC COMMENT:** There were no public guests at today's meeting
3. **MEETING MINUTES:** . It was noted that since a SWAC quorum is not present, the meeting minutes from August 4, 2016 could not be approved however the minutes were reviewed for accuracy. A few minor corrections were discussed and made. Before moving on to a discussion of today's meeting agenda Melissa did a quick "walk-through" of the new SWAC notebooks she has provided. Of note in the notebook discussion were: a) Mike Decker's name was not on the member list, b) Kelle will be providing a listing of scheduled SWAC meetings, and c) the "Draft Final" tab will contain the revised sections of the Mason County CSWMP that have been edited by Cheryl. Melissa also gave a quick summary of her last meeting with the BOCC in which she presented the preliminary draft of the Parametrix study (Solid Waste System Capital Investment Needs). The commissioners were interested in the report and asked for further detailed information however when they were told the study was produced for a limited budget and additional detail would require more funding, they were happy with the results. Melissa then gave a report on the "grizzly" (waste compactor) failure at the Shelton Main Transfer Station and recovery actions in progress.
4. **Approval of the Agenda:** Changes to today's agenda included a review of the revised section 3.1.3 and a suggested meeting end time around 11:15 to allow time for a tour of all four waste facilities.
5. **REVIEW ACTION ITEMS FROM PRIOR MEETINGS: 8/04/2016:** (NOTE: Action Item review will precede "Approval of the Agenda" at future meetings. Also, completed action items will be shown on the table for two meetings and then be "dropped" .

Action Item Number	Task Description	Responsible Person	Comments/Resolution
061616-A	Follow-up with IT Dept to update Utilities' web page	Melissa	Melissa met with the IT Dept. (Ben Ramsfield) and he showed her where information is located (some is being maintained by the Health Department). Melissa will arrange for a laptop/projector at a future meeting to review the Chapter 2 references. Open
061616-B COMPLETE 9/1/16	Locate documentation on past annual operational reviews (Chapt. 3 – STS 1)	Melissa	Melissa and Maria reviewed files and found no past operating reviews. One old operating plan was found and copied for the other drop box stations. The plans should be updated after the new CSWMP is completed*. Melissa will start a comprehensive central filing system for all future operating reviews*. * New Action Items
061616-C COMPLETE	Incorporate changes to Chapters 1 & 2 and send to all SWAC members	Cheryl/Melissa	The revised draft chapters are part of the new SWAC Notebooks.

9/1/16			
061616-E	Update post-closure of C Street Dump (Shelton)	Jason	Update in progress. Open
061616-F	Provide Health Department list of closed landfills in Mason County	Maria	Maria provided an update of two known closed sites. Debbie Riley has more history on county landfills, but since she was not available for discussion this item could not be completed. Maria and Melissa will meet with Debbie. Open
061616-G	Update the two Chapter 3 paragraphs describing the City of Shelton waste services (section 3.2.1)	Jason	Update in progress. Open
070716-B (COMPLETE) 9/1/16	Review preliminary draft Parametrix findings with SWAC	Melissa	The preliminary draft will be discussed at the next meeting (Agenda Item 9/15/16). The SWAC will tour all facilities after today's meeting. The final draft will need a SWAC review prior to presenting to the BOCC*.
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. Open
070716-E	Compare new Chapter 3 with 2011 version of Chapter 4 for additional information needed	Delroy/Jason/Cheryl	Discussed at 9/01/16 SWAC meeting; still need information from Jason (061616-E and 061616-G above) and check of rate tables in 3.4.1; incorporate in document. Open
070716-F	Compare 2011 version of MC plan on Recycling etc. with GH plan Chapter 4	Eric/Melissa/Jason	Discussed at 9/01/16 meeting; MC 2011 plan contains extraneous information; re-write in progress. Eric sent e-mail 8/7/16 concerning status of plans/programs mentioned in 2011 CSWMP (need responses). Discussed recycling costs/rebates. UTC rate review occurs in September. Open
080416-A	Send SWAC members a copy of the Solid Waste preliminary budget.	Melissa	Budget discussions are underway, but not finalized yet. Open
090116-A	Review and update all facility Operating Plans after the CSWMP is revised	Melissa	All facilities have copies of the existing Operations Plan. Open
090116-B	Develop a centralized filing system for all completed facility Operational Review documents	Melissa	A search of records has not turned up any completed Operational Reviews or inspections of facilities (WAC 173-304-405). Open
090116-C	SWAC review of Parametrix report final draft	Melissa/SWAC members	Preliminary report to be discussed at the 9/15/2016 meeting. Open
090116-D	Clarify 20/30 year post –closure monitoring requirements	Maria	Establish when/if monitoring & reporting can be stopped in the 20-30 year time interval. Open
090116-E	Renew or Revise contract for HHW disposal in Kitsap County	Melissa	Contract expires 12/31/16. Open
090116-F	Propose changes to the County Code	Melissa/Maria	The County Code needs to reference the CSWMP and SWAC activities. Open

6. BUSINESS AGENDA:

6.1 Review new section 3.1.3 - Maria had prepared new paragraphs describing the Matlock and Dayton landfills. There was a discussion of where each location was in regard to post-closure and closure activities. Maria will clarify the post-closure activities .

6.2 Review Starting at 3.5.2 – The information on the three drop box facilities will be consolidated into one paragraph and the reader will be referred to the website for individual facility operating hours. Belfair operations will continue as currently conducted, i.e. scrap metal will be collected in a pile behind (north) of the drop boxes and will be cleaned up about twice per year. The “Recommendations “ were briefly reviewed, but they will become part of the final document’s “Executive Summary”. Recommendations from each chapter will be tracked/recorded to ensure they don’t get lost. The BOCC is still interested in privatization so how/if it can be accomplished needs to be considered by the SWAC. The contract for disposal of HHW in Kitsap County expires on 12/31/2016 so some action needs to be taken on extending or revising. Melissa and Maria are reviewing the County Code to assess facility compliance. Where appropriate the County Code will be changed to ensure there are references to the CSWMP and the SWAC for action – Melissa will keep track of the necessary changes which will be forwarded to the Health Department and eventually to the BOCC for action and final approval.

7. Other Items:

7.1 Update on BOCC Briefing – The briefing occurred on 8/15/2016. Melissa gave an overview of the Parametrix report and a discussion of needed repairs and approximate costs. Commissioner Terri Jeffreys requested cost/benefit analyses for repairs to the drop box facilities. Melissa has provided for some repairs at the Shelton transfer station in her preliminary budget. The BOCC would like Melissa to pursue developing an RFP for privatization of the waste system facilities.

7.2 Tour solid Waste Facilities – Completed after the SWAC meeting (No notes prepared)

8. Next meeting Agenda Items:

- 8.1 Begin review of Chapter 4
- 8.2 Review/discuss the Parametrix preliminary report
- 8.3 Utilities budget review with the BOCC

9. Next Meeting Date and Time: September 15, 2016 at 10:00 a.m. Meeting adjourned at 11:32 a.m.

10. Action items:

- 090116-A Review and update all facility operating plans after the CSWMP is revised - Melissa
- 090116-B Develop a centralized filing system for all completed facility Operational review documents - Melissa
- 090116-C SWAC review of Parametrix report final draft – Melissa and SWAC members
- 090116-D Clarify the 20/30 year post-closure monitoring requirements - Maria
- 090116-E Renew or revise the contract for HHW disposal in Kitsap County - Melissa
- 090116-F Propose changes to the Mason County Code – Melissa and Maria

Submitted by: Eric Nelson, PE 9/5/2016