

Mason County SWAC Meeting Minutes (Draft)

Date: September 15, 2016

1. **ROLL CALL:** The meeting was called to order by Melissa McFadden at 10:00 a.m. Other attendees Eric Nelson, Cheryl Williams, Mike Decker, Rik Fredrickson, Delroy Cox, Steve Gilmore and Bart Stepp.
2. **PUBLIC COMMENT:** There were no public comment.
3. **MEETING MINUTES:** We confirmed we had a quorum and after a brief discussion the minutes for August 7, 2016 and September 1, 2016 were approved with out changes.
4. **Approval of the Agenda:** Agenda date was changed to the 15th and was approved as written. Cheryl to discuss an item under Other Items.
5. **BUSINESS AGENDA:**

5.1. REVIEW ACTION ITEMS FROM PRIOR MEETINGS: (completed items were 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 (to be on 9/29/2016 agenda)
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. Open
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-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	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
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-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
091516-A	Add paragraph to chapter 3. Sec 3.3	Delroy	WA State Law re – transfer stations, transfer and disposal. RCW 36.58.050 and RCW 81.77
091516-B	BOCC briefing 9/19/2016	Melissa	Report

5.1. Review latest draft of Chapter 3 - Melissa related, the copy sent out the format was scrambled and needed to be corrected. Starting with section 3.1 the second paragraph, Cheryl added reference number (3.1.1. The Eells Hill Transfer Station.) 3.1.3. Was changed to read, Other Known Closed Landfills Located in Mason County. We discussed information received from Chuck Matthews of the Department of Ecology pertaining to terminating post-closure care for landfills referencing WAC 173-304, WAC 173-350 and Section 173-350-400(7)(a) pertaining to wood waste landfills. (Information to be included in section). Other discussion, Cheryl suggested information should be added explaining transfer station vs. landfill. To be addressed in a glossary or definitions section of the plan. North Mason Fiber was discussed as to classification and permitted status. It was related they were permitted as a solid waste handling facility transferring waste from one truck or container to a larger truck or container for transportation. Question, should be mentioned in plan. Cheryl related she would number the rate tables and others after chapter is finalized. Rik related rates in tables are current rates. 3.5.1, third paragraph last sentence change sentence to read – In 2012 the County executed a new contract extension to continue then operation until 2020 with the option to extend for three years. The next or fourth paragraph delete all except for the last sentence. Insert 2015 tonnage and compare increased tonnage to date. (30,000 tons)

Delroy related, Item **3.3 PERMITS REQUIRED AND ADMINISTRATION METHODS**. The paragraph addressing Washington State Law impacting transfer station operations and transfer of waste from the transfer station to disposal site, Notably, Chapter 36.58.050 RCW and Chapter 81.77 RCW was omitted. After some discussion Delroy will provide wording to be included as a second paragraph. Delroy will forward information to Melissa with the draft minutes.

5.2. **Continue Review of Chapter 4 (old chapter 4, 2007 Mason County SWMP** – complete final draft review of New Chapter 3. Which is the same chapter as chapter 4 of the 2007, revised 2011 Mason county SWMP.

6. Other Items:

6.1. Final Comments re: Solid Waste System Capital Improvement Needs: Discussed safety issues identified from Rural Dropbox Station Tour. Melissa is going to have someone provide a report on safety issue to be addressed. The Solid Waste System Capital Improvement Needs Report was discussed and approved the report.

6.2 Upcoming Board Briefing (September 19, 2016) re: solid waste equipment update/needs: Melissa discussed immediate facility repairs and equipment replacement needs to continue operations safely and efficient. Melissa will be attending a BOCC meeting to request approval to replace the knuckle boom crane and repair the transfer station floor and loading apron or chute. Members were invited to attend the briefing.

7. Next meeting Agenda Items:

7.1 Continue review of Chapter 3, final draft.

7.2 Report on BOCC Briefing (September 19, 2016) Transfer station Repairs and Equipment Replacement.

7.3 Review Chapter 6 of the Grays Harbor SWMP and compare with Chapter 6, dated 2007, revised 2011 of the Mason County SWMP for discussion.

8. Next Meeting Date and Time: September 29, 2016 at 10:00 a.m. Meeting adjourned at 11:50 a.m.

9. Action items:

091516-A Provide language referring to WA. State Law addressing transfer stations, transportation and disposal to be inserted in section 3.3, add a new second paragraph as addressed in the minutes of July 7, 2016, approved August 4, 2016 – Delroy

091516-B Report on BOCC briefing decision re-equipment replacement and transfer station floor and chute repair - Melissa

Submitted by: Delroy Cox, 9/22/2016