

## Mason County SWAC Meeting Minutes (Draft)

Date: September 29, 2016

1. **ROLL CALL:** The meeting was called to order by Melissa McFadden at 10:05 a.m. Other attendees were Bart Stepp, Eric Nelson, Cheryl Williams, Jason Dose, Maria Machado, Chad White (for Rik Fredrickson), Steve Gilroy, and Delroy Cox. Melissa shared that Dani Madrone from the Squaxin Tribe would no longer be attending due to a new job there, and that Mike Decker would not be attending upcoming meetings on an intermittent basis due to health issues.
  
2. **PUBLIC COMMENT:** There were no public guests at today's meeting
  
3. **MEETING MINUTES:** . There was a quorum of SWAC members so the meeting minutes from September 15, 2016 were approved. Before moving on to the Agenda approval (item 4) the SWAC began review of the Action Items (listed as Item 5.1). Review of Action Items should be completed prior to agenda approval to allow for agenda changes.
  
4. **REVIEW ACTION ITEMS FROM PRIOR MEETINGS: (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 was unable to arrange for a laptop for today's meeting – this item will be deferred to the next meeting (10/13) Open
061616-E	Update post-closure of C Street Dump (Shelton)	Jason	Update in progress. Open
061616-F COMPLETE	Provide Health Department list of closed landfills in Mason County	Maria	The chapter section will be revised to read the status of "known" landfills to allow for future additions (if discovered). The 20/30 year post closure period discussion is on today's agenda. Close 9/29/2016
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: No action this period. Open
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. Still need meeting with Debbie. 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

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). Jason and Cheryl are unaware of some programs mentioned in the e-mail – these will be deleted. There is a charge for 2Good-2-Toss (will not be used) – free services such as Craig’s List are preferred. Open
080416-A	Send SWAC members a copy of the Solid Waste preliminary budget.	Melissa	Preliminary budget is available – Melissa will send to SWAC members. 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 COMPLETE	SWAC review of Parametrix report final draft	Melissa/SWAC members	Preliminary report discussed at the 9/15/2016 meeting . Close 9/29
090116-D	Clarify 20/30 year post –closure monitoring requirements	Maria	On the agenda for 9/29 meeting. Open
090116-E	Renew or Revise contract for HHW disposal in Kitsap County	Melissa	Melissa, Bart , & Jerry met with Kitsap County to discuss services provided and costs. Concerns are with North Mason residents and refurbishment of Eells Hills and drop box stations’ facilities. Melissa is gathering information to prepare options for BOCC Open
090116-F	Propose changes to the County Code	Melissa/Maria	The County Code needs to reference the CSWMP and SWAC activities. Several changes to the County Code have been identified - this item needs discussion with Debbie. 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. On agenda for today (9/29). Open
091516-B COMPLETE	BOCC briefing 9/19/2016	Melissa	Results of briefing on today’s agenda (9/29). Briefing completed Close 9/29
092916-A	Fine or citation for Solid Waste Department by Public Health	Maria	Actual action resulting from recent Health Department review is unknown. Maria will investigate. Open
092916-B	Stockpile facility near Taylor Towne	Maria	It is not known if this facility is permitted or actually needs any type of permit to continue operating or closing. Open
092916-C	Determine proper permit for North Mason Fiber activities	Maria/Melissa	A question arose about the permit because waste is not transferred directly from one transport container to another – it is dumped on the ground which could lead to contamination issues and therefore require a permit change. Open
092916-D	New map for Section 3.1.2	Melissa	Provide a new map that better identifies the location of waste system

			facilities. Open
092916 – E (continued)	Drop box and transfer station operations/contracting requirements under UTC (2 <sup>nd</sup> paragraph Section 3.3)	Delroy	Check RCW/ Thurston Co. CSWMP for why the paragraph is needed. Open
092916-F	Opportunities for Special Wastes - Establish if any “opportunities” for handling special wastes are currently budgeted or planned for future action	Bart	Bart will check current plans and/or discuss with Jerry Hauth. Open
092916-G	MSW Composition (consistent with GH plan pages 32-35)– need information specific to Mason County	Melissa	Melissa will gather available information for the next SWAC meeting (10/13). Open

**5. Approval of the Agenda:** The major change to the agenda (as prepared) was to remove part of item 5.1 (review of Action Items) because it was already complete. This will change the numbering scheme for the agenda and subsequent meeting minutes. The revised Agenda was approved. During the agenda discussion Cheryl noted that she had attended the recent BOCC budget meeting and that there was mention of a fine or citation imposed on Solid Waste by the Public Health Department. Neither Maria nor Melissa was aware of this action - Maria will check on this (new Action Item).

**6. BUSINESS AGENDA:**

**6.1 Discuss the “CSWMP Chapter Comparison Table”** - Melissa prepared the comparison table using the existing (2008 edition with the 2011 Addendum) Mason County CSWMP and the 2012 Grays Harbor CSWMP which we are using as the template for our revision. Melissa sent the table to SWAC members in her 9/15/2016 e-mail and included a link to the on-line Mason County CSWMP. Melissa noted that there is information at the end of the Mason County plan that doesn’t seem to have a logical “fit” in any designated Grays Harbor chapter. This information will be dealt with and incorporated as applicable during the review process. The table may be also amended during the review process.

**6.2 Discussion of the “Twenty year Post-Closure Care paragraph** – Maria gave a short re-cap of the questions surrounding the 20 vs. 30 year post-closure care requirement noting that the minimum budgeting period is 20 years. The post-closure paragraph proposed by Eric in his e-mail of 9/19 was accepted for use in Section 3.1.3. During subsequent discussions Jason asked a question about the “stockpile” located off Highway 101 near Taylor Towne and noted he still needed to update the information on C Street Dump (Action Item 061616-E). Section 3.1.3 will be used for all currently known landfills in the county and others will be added as they become identified during the review process. Maria will check on the status of the stockpile facility (new Action Item). The operating status (permit change?) of North Mason Fiber was briefly discussed because waste is dumped on the ground before reloading in transport containers. Maria will investigate this (new Action Item) and discuss with Debbie and Melissa. The Mason County map in the revised Chapter 3 should be placed before Section 3.1.3. Melissa will check with the GIS Department to see if a better map is available and possibly better identify the location of the waste system facilities (new Action Item).

**6.3 Discussion of Chapter 3 addition** - In the revised Chapter 3 Delroy sent out to SWAC members, he added the previously deleted paragraph referencing RCW requirements (36.58.050 and 81.77). Delroy had originally provided this paragraph as an excerpt from the Thurston County CSWMP. There was an extensive discussion of why this paragraph was needed (beyond referencing Chapter 36.58 RCW “Solid Waste Disposal”) and the relationship of the drop box facilities’ operation to the

overall waste system. Since it could not be clearly discerned what the intent or need of the paragraph is without further review of the applicable RCW paragraph(s) the topic was tabled until the next meeting. Delroy will investigate(RCW) the relationship of drop box facilities to the overall waste system permitting/contracting process (new Action Item).

**6.4 Begin Review of next Applicable Chapter (Chapter 6)** – The Grays Harbor Chapter 6 (beginning on page 35, “Special Wastes”)and the Mason County Chapter 6 , “Special Wastes” have the same subject matter, but entirely different formats, i.e. in addition to having “existing practices”, the Mason County chapter has “Needs and Opportunities” and “Alternatives and Evaluation”. These additional sections contain extraneous information not germane to current operating practices and are not consistent with the revision process to date. After discussing the merits of which format was better, it was decided to essentially follow the GH format, i.e. discuss individual current practices (sections 6.1 through 6.9) and if information becomes available concerning new opportunities, it would be included as a separate section at the end of the chapter. Since “opportunities” may be long range planning topics they would come from the Director or Solid Waste Manager. Bart will investigate any “known” opportunities at this time (new Action Item). Melissa will gather any data/information consistent with the information on pages 32-35 of the GH plan for the Mason County plan (new Action Item). Once available, the SWAC will decide where the information belongs.

**7. Other Items:**

**7.1 Review BOCC Briefing** – The briefing occurred on 9/19/2016. Although the Commissioners were supportive of proceeding with repairs to the Eells Hills Grizzly, it appears that there are not enough budgeted funds to complete the work. This is the result of forecasting lower waste amounts in the last budgeting cycle which subsequently provided less budgeting authority. Melissa will proceed with getting the budget adjusted to complete the repairs.

**7.2 Parametrix Report (added)** – Melissa discussed SWAC comments with Parametrix and they will add “code” references to the report. They have ~ \$2500 of the original \$10k authorized left to make the adjustment. Some good news is that ~ 80% of the consultant cost will be covered by the recently authorized CPG grant to Mason County. There is no date for completing the report.

**8. Next meeting Agenda Items:**

- 8.1 Discuss waste system 2017 budget items
- 8.2 Complete discussion of the Chapter 3 paragraph
- 8.3 Continue Chapter 6 review/revision

**9. Next Meeting Date and Time:** October 13, 2016 at 10:00 a.m. Meeting adjourned at 11:55 a.m.

**10. New Action Items:**

- 092916-A Fine or citation for Solid Waste - Maria
- 092916-B Stockpile facility near Taylor Towne - Maria
- 092916-C Proper permit for North Mason Fiber – Maria/Melissa
- 092916-D New map for Section 3.1.2 - Melissa
- 092916-E Drop Box operating/contracting - Delroy
- 092916-F Opportunities for Special Wastes – Bart

092916-G Update MSW composition for Mason County - Melissa

Submitted by: Eric Nelson, PE 10/4/2016