

Mason County SWAC Meeting Minutes (Draft)

Date: October 27, 2016

1. **ROLL CALL:** The meeting was called to order by Melissa McFadden at 10:13 am. Other attendees were Bart Stepp, Maria Machado, Jason Dose, Steve Gilmore, Eric Nelson, Delroy Cox, Rik Fredrickson and Cheryl Williams.
2. **PUBLIC COMMENT:** There was no public comments.
3. **MEETING MINUTES:** There was a quorum of SWAC members. The September 29, 2016 minutes were approved after a brief discussion about adding members to the committee and County Code Chapter 6.72 – SOLID WASTE AND BOISOLIDS HANDLING AND FACILITY REGULATIONS.
4. **APROVALE OF AGENDA:** The agenda was approved as presented.
5. **BUSNISS AGENDA:**
 - 5.1. **Review action Items from prior meeting:** (NOTE: completed action items will be shown on the table for two meeting 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 COMPLETE	Update post-closure of C Street Dump (Shelton)	Jason	Update in progress. Close 10/27
061616-G	Update the two Chapter 3 paragraphs describing the City of Shelton waste services (section 3.2.1)	Jason	Reviewed at 10/27 meeting. Needs revision. 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 Complete	Compare new Chapter 3 with 2011 version of Chapter 4 for additional information needed	Jason/Cheryl	Discussed at 10/27 meeting – no new changes required. Close 10/27
070716-F	Compare 2011 version of MC plan on Recycling etc. with GH plan Chapter 4	Eric/Melissa	Jason has sent responses to questions; Melissa has answered most of her questions and will send response. Open
080416-A COMPLETE	Send SWAC members a copy of the Solid Waste preliminary budget.	Melissa	Melissa handed out copies at 10/27 meeting. Close 10/27

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-D COMPLETE	Clarify 20/30 year post –closure monitoring requirements	Maria	Responses discussed at 9/29 meeting are accepted. Close 10/27
090116-E	Renew or Revise contract for HHW disposal in Kitsap County	Melissa	At 10/27 meeting Melissa noted she is gathering information for BOCC meeting on 11/1. Open
090116-F COMPLETE	Propose changes to the County Code	Melissa/Maria	Maria & Melissa have proposed a change to CC 6.72.010 (b). Close 10/27
091516-A	Add paragraph to Chapter 3, Sec 3.3	Delroy	Discussed at 10/27 meeting – still needs clarification. Open
092916-A Complete	Fine or citation for Solid Waste Department by Public Health	Maria	Maria clarified DPW action at 10/27 meeting. Close 10/27
092916-B COMPLETE	Stockpile facility near Taylor Towne	Maria	Maria discussed at 10/27 meeting – Bill McTurnal Enterprises. No problem. Close 10/27
092916-C COMPLETE	Determine proper permit for North Mason Fiber activities	Maria/Melissa	Maria noted that NM Fiber is operating within all permit limits. No problems. Close 10/27
092916-D COMPLETE	New map for Section 3.1.2	Melissa	Melissa has obtained a new GIS map for insertion in document. Close 10/27
092916 – E	Drop box and transfer station operations/contracting requirements under UTC (2 nd paragraph Section 3.3)	Delroy	Operation covered under RCW36.58. Part of AI 091516-A discussion . 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 – no progress reported 10/27. Open
092916-G	MSW Composition (consistent with GH plan pages 32-35)– need information specific to Mason County	Melissa	10/27 Melissa still gathering available information . Open
102716-A	Web Site Updates	Melissa	Changes discussed at 10/27 meeting. Melissa will review with IT. Open
102716-B	Public Health Web Page needs link to Solid Waste page	Maria	10/27 - Maria will work with IT to get link inserted. Open
102716-C	Solid Waste Disposal paragraph 3.3	Bart	10/27 – paragraph needs revision to clarify information. Open
102716-D	Draft Chapter 3	Melissa	Will ask administration staff to type chapter changes for SWAC review.

5.2. Discuss information available on Mason County web site and needed updates (refer to working chapter 2 for references) - Melissa provided a slide of the current Mason County Web Site and give a brief overview of the site. The goal is to improve the web site to be user friendly, provide information about the solid waste system and services available to Mason County users. It was suggested the solid waste department needed is own section on the web site. Melissa said she look at having an outside consultant update the web site but it would be too

costly. The committee discussed options to promote and explain services addressed in draft Chapter 2 of the SWMP. Melissa will draft changes to the web site for committee review.

5.3. **Discussion of Chapter 3 additional from City of Shelton – Section 3.1.3**, Jason provided information on the status of the C Street Landfill. Operated as a landfill 1928 thru 1974. Current status, working with Ecology conducting a Remedial Investigation and Cleanup Action Plan for final closure of the facility. **Section 3.2.1, City Owned services** – Jason drafted a paragraph explaining City provided services for Recycling and garbage collection. After discussing the information Jason decided to redraft the paragraph for review. Melissa and Maria are in the process of amending the City Code Chapter 6.75 – SOLID WASTE AND BIOSOLIDS HANDLING AND FACILITY REGULATIONS to be in compliance with the CSWMP when permitting a new or existing solid waste handling facility. To add clarity and assist the Mason County Health Department in the permitting, regulating and enforcement of solid waste handling facilities language will be added to Chapter 3 of the CSWMP. **Section 3.3 PERMITS REQUIRED AND ADMINISTRATION METHODS** - Delroy provided a revised copy of the second paragraph Defining SOLID WASTE DISPOSAL. After discussing the paragraph it was recommended further consideration of content was needed. Bart Stepp will provide a revision of the paragraph for the next meeting. Delroy will send Melissa a copy of the language from the CSWMP update from Thurston County for comparison.

5.4. **Begin review of Chapter 6:** Review continued to next meeting.

6. **Other Items:**

6.1. **Discuss preliminary budget workshop (October 5, 2016)** - Melissa went over the budget. Revenue was higher than projected due to an increase in tonnage going through the transfer station. The increase in revenue resulted in approval of needed maintenance and facility upgrades.

7. **Next Meeting Agenda Items:**

- 7.1. **Review Chapter 3 updates.**
- 7.2. **Continue Chapter 6 review/revision**
- 7.3. **Update web page progress**

8. **Next Meeting Date and Time:** November 10, 2016 at 10:00 a.m. Meeting adjourned at 11:48 a.m.

9. **New Action Items:**

- 102716-A Web site update – Melissa
- 102716-B Public Health Web Page link to Solid Waste Page – Maria
- 102716-C Solid Waste Paragraph 3.3 – Bart
- 102716-D Draft Chapter 3 – Melissa

Submitted by Delroy Cox 11/3/2016