

Mason County SWAC Meeting Minutes
 June 24, 2024
 10:00 AM at Mason County Public Works and via Microsoft Teams

ROLL CALL: **SWAC Members** **Yes/No/Excused**

Tom Duffield	Yes
Lynda Links	Yes
Sharon Trask	Excused
Tessa Halloran	Excused
Karen Rice	Yes
Kristina Kuhlburg	Yes
Jens-Dieter Stahmer	Yes

County Staff **Title/Department**

Loretta Swanson	Diretor/ Public Works
Alexis Stanley	Environmental Health Specialist/ Environmental Health
Wendy Mathews	Environmental Health Specialist/ Environmental Health
Wendy Thompson	Office Specialist/ Public Works/Utilities & Waste Management
Kevin Guijosa	Solid Waste Manager/ Public Works/Utilities & Waste Management
Stephanie Buhrman	Finance Director/Public Works
Richard Dickinson	Deputy Director/ Public Works/Utilities & Waste Management

PUBLIC COMMENT: None

AGENDA APPROVAL: The agenda was reviewed and approved

MEETING MINUTES: The following minutes were reviewed and approved by the Committee:
 April 24, 2024

BUSINESS ITEMS: 5.1 CROP – Steps five and six follow-up discussion. Solid Waste Manager Kevin Guijosa shared that Step five of the CROP was to define what data to collect to determine baseline levels of recycling and Step 6 was to gather baseline recycling contaminations data. Both items were completed and shared with the committee at the April 24, 2024 meeting.

A motion was made to approve Steps five and six of the CROP. A vote was taken and the motion carried.

- 5.2 Locations bag & styrofoam recycling – There was discussion about options for bag and styrofoam recycling, including ideas for community outreach. Deputy Director Richard Dickinson shared some information about Trex decking and how that company uses those recyclables to make their products. The group agreed to add this item to the next meeting agenda for further discussion.
- 5.3 Site upgrades – Solid Waste Manager Kevin Guijosa shared that the transfer stations will be receiving multiple upgrades in the coming years, including, but not limited to updated attendant booths and a new tipping scale. An outside consultant will likely be utilized to facilitate these upgrades.
- 5.4 SWAC meeting time – The group discussed the possibility of changing the meeting time and/or length of the meeting. The group agreed to keep the meeting as scheduled and if the need for an occasional longer meeting arises, it will be evaluated by the group and scheduled as needed.
- 5.5 Review Solid Waste Financials – Public Works Finance Director Stephanie Buhrman presented financial data for the first quarter of 2024. *(This financial data presentation is attached to these minutes)* Deputy Director Richard Dickinson shared that the tonnage received at the transfer station has increased dramatically over the past five years. The first quarter of 2019 saw 11,454 tons of refuse being received while the first quarter of 2024 saw 17,016 tons.
- 5.6 County Comprehensive Plan Update – Public Works Director Loretta Swanson reminded the committee that the County is currently working on updating the Comprehensive Plan. She encouraged the committee members to take the Community Vision Survey. She also shared that the County is working to update the County-wide planning policies. County staff are evaluating the policies and when a draft version is available it will be shared with the committee for their input on those policies.
- 5.7 Review Capital Improvement Plan – Annual Update – Public Works Director Loretta Swanson shared that the updates to the

Capital Improvement Plan are underway. This item will be brought back to the next meeting for further discussion.

There was a reminder announcement that the next meeting will be on July 24, 2024, at 10:00 at Mason County Public Works and via Teams.

Adjourn at 11:27 am

Submitted by: Wendy Thompson, 7/17/24



Mason County Public Works Solid Waste Q1-2024 Financials

PRESENTED BY MASON COUNTY PUBLIC WORKS

Objectives & Considerations

Objectives:

1. Enhance Public Trust and Accountability
2. Regulatory Compliance
3. Operational Efficiency and Financial Performance

Considerations:

1. Accuracy and Integrity
2. Timeliness
3. Clarity and Accessibility
4. Comprehensive Disclosure
5. Sustainability and Long-Term Planning

About Mason County Solid Waste

Mason County Solid Waste has four locations:

SHELTON

BELFAIR

UNION

HOODSPORT

2024 Solid Waste Charges

Plus 3.6% Refuse Collection Tax

Solid Waste (Per Ton)	\$126.69/Ton
Minimum Fee (340 Lbs or less loose refuse)	\$20.55
1 Can/Bag (32 Gal)	\$6.86
2 Cans/Bags (32 Gal)	\$13.68
3 Cans/Bags (32 Gal)	\$15.77
4 Cans/Bags (32 Gal)	\$17.77
Tire with Rim + weight	\$6.86**
Tire without Rim + weight	\$5.10**
Misc Large Bulky Items + weight	\$6.86**
Appliance w/Refrigerant + weight	\$13.68**
Auto Battery	\$2.66
Recyclable Scrap Metal	\$76.70/Ton
Separated, Clean Yard Trimmings	\$91.85/Ton
Construction Debris	\$126.69/Ton
55 Gal Drum(s)	\$126.69/Ton
Cubic Yard Waste	\$21.90/cu. yd.

2024 Belfair Solid Waste Charges

Plus 3.6% Refuse Collection Tax

Solid Waste (Per Cubic Yard)	\$ 25.98/yard
Minimum Fee (more than 6 32 gal bags less than 1 cy)	\$25.98
1 Can/Bag (32 Gal)	\$6.86
2 Cans/Bags (32 Gal)	\$13.68
3 Cans/Bags (32 Gal)	\$15.76
4 Cans/Bags (32 Gal)	\$17.77
5 Cans/Bags (32 Gal)	\$20.55
6 Cans/Bags (32 Gal)	\$22.61
1 55-Gal Drum	\$13.70
2 55-Gal Drums	\$18.51
3 55-Gal Drums	\$22.62
Misc. Large Bulky Items	\$25.98
Tire with Rim (1 only)	\$23.84
Each Additional Tire With Rim	\$6.86
Tire without Rim (1 only)	\$6.86
Each Additional Tire without Rim	\$4.11
Auto Battery	\$2.66
Recyclable Scrap Metal	\$6.86/per 32 gal
Construction Debris	Not Accepted

2024 Union Solid Waste Charges

Plus 3.6 % Refuse Collection Tax

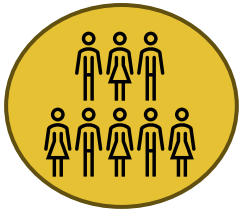
Solid Waste (Per Cubic Yard)	\$ 25.98/yard
Minimum Fee (more than 6 32 gal bags less than 1 cy)	\$25.98
1 Can/Bag (32 Gal)	\$6.86
2 Cans/Bags (32 Gal)	\$13.68
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2 55-Gal Drums	\$18.51
3 55-Gal Drums	\$22.62
Misc. Large Bulky Items	\$25.98
Tire with Rim (1 only)	\$23.84
Each Additional Tire With Rim	\$6.86
Tire without Rim (1 only)	\$6.86
Each Additional Tire without Rim	\$4.11
Auto Battery	\$2.66
Recyclable Scrap Metal	\$6.86/per 32 gal
Construction Debris	Not Accepted

2024 Hoodsport Solid Waste Charges

Plus 3.6 % Refuse Collection Tax

Solid Waste (Per Cubic Yard)	\$ 25.98/yard
Minimum Fee (more than 6 32 gal bags less than 1 cy)	\$25.98
1 Can/Bag (32 Gal)	\$6.86
2 Cans/Bags (32 Gal)	\$13.68
3 Cans/Bags (32 Gal)	\$15.76
4 Cans/Bags (32 Gal)	\$17.77
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Misc. Large Bulky Items	\$25.98
Tire with Rim (1 only)	\$23.84
Each Additional Tire With Rim	\$6.86
Tire without Rim (1 only)	\$6.86
Each Additional Tire without Rim	\$4.11
Auto Battery	\$2.66
Recyclable Scrap Metal	\$6.86/per 32 gal
Construction Debris	Not Accepted

2024 Solid Waste Overview



FTE
13



Operating
Budget
\$6,137,423



Capital
Budget
\$360,000



Hazardous
Household
Waste
850+



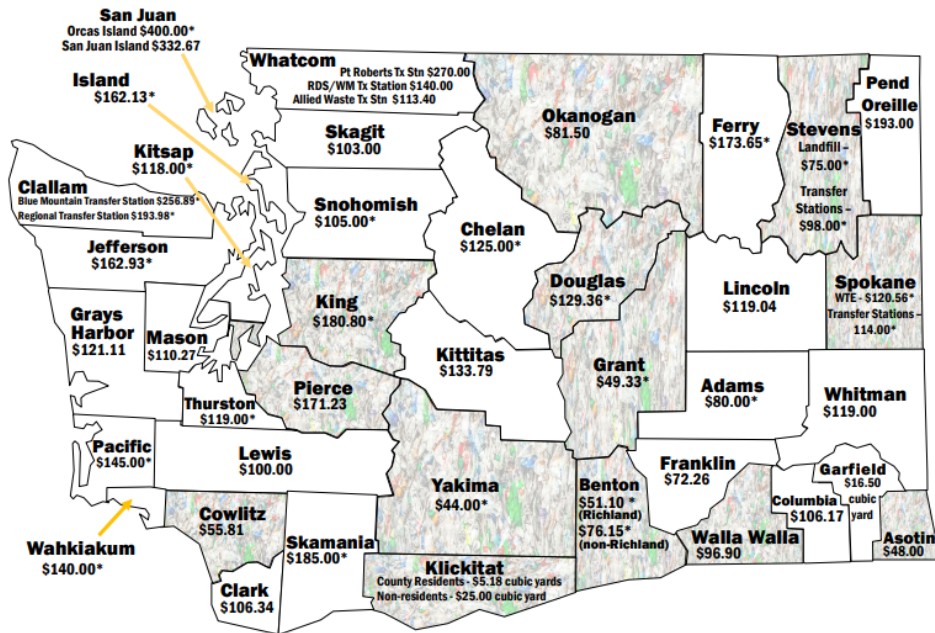
Annual Tons
of Recycling
600+



Annual Tons of
Solid Waste
50,000+

Solid Waste Revenue- Tipping Fee

Municipal Solid Waste Tipping Fees (per ton) - 2023



Counties with an incinerator or MSW landfill
*3.6 Refuse Tax included



Mason County's current tipping fee is \$126.69. In 2023, Mason County charged \$120.20 – which ranked 18th of 39 counties. The average tipping fee per ton in Washington state was \$125.21 and a median rate of \$119.02.



Solid Waste Operating Overview

01/01/2024 Solid Waste Beginning Balance was \$3,517,533. A breakdown of this beginning balance is:

- 25% Operating Reserve \$1,534,356
- Capital Reserve Balance \$1,493,688
- ~7.5% Rate Stabilization \$ 459,636
- 2% Annual Capital Reserve \$ 29,873

Solid Waste Revenues: Budget-vs-Actual

DESCRIPTION	REVISED BUDGET	Q1-2024 ACTUAL	ANTICIPATED	% RECEIVED YTD
SOLID WASTE REVENUE	\$ 6,395,197	\$ 1,650,632	\$ 4,744,565	25.8%
GRANT REVENUE	392,617	-	392,617	0.0%
REFUSE TAX	230,227	25,586	204,641	11.1%
INTEREST REVENUE	107,000	42,345	64,655	39.6%
SALE OF SCRAP	20,000	2,401	17,599	12.0%
MISC REVENUE	65	55	10	84.5%
TOTAL	\$ 7,145,106	\$ 1,721,019	\$ 5,424,087	24.1%

Major revenue for the Solid Waste Fund is from fees. Additional funding of nearly \$400K from the Local Solid Waste Financial Assistance Program Grant. This grant provides funding for solid and hazardous waste planning and implementation, as well as enforcement of solid waste rules and regulations.

Solid Waste Expenses: Budget-vs-Actual

The largest expense for this fund is long haul disposal. The County contracts with MC Garbage to transport long haul waste at a rate of \$35.50 per ton and Cowlitz County accepts the waste for a disposal fee of \$32.35 per ton.

DESCRIPTION	REVISED BUDGET	Q1-2024 ACTUAL	AVAILABLE	% USED YTD
LONG HAUL DISPOSAL	\$ 3,563,481	\$ 801,936	\$ 2,761,545	22.5%
WAGES & BENEFITS	1,253,925	288,564	965,361	23.0%
SERVICES	423,009	92,753	330,256	21.9%
MISC EXPENSES	240,350	60,504	179,846	25.2%
RECYCLE DROP BOX	150,000	37,875	112,125	25.3%
INSURANCE	75,818	-	75,818	0.0%
RENTALS & LEASES	75,260	16,937	58,323	22.5%
ER&R VEHICLES	65,080	10,846	54,234	16.7%
KITSAP HHW DISPOSAL	60,500	8,140	52,360	13.5%
SW DROP BOX CONTRACT	55,000	9,930	45,070	18.1%
FUEL	46,000	11,148	34,852	24.2%
REPAIRS & MAINTENANCE	44,000	1,987	42,013	4.5%
TIRE/LEACHATE DISPOSAL	32,000	11,226	20,774	35.1%
HHW DISPOSAL	30,000	1,685	28,315	5.6%
SUPPLIES	23,000	7,140	15,860	31.0%
TOTAL	6,137,423	1,360,671	4,776,752	22.2%

Solid Waste Tonnage

The County operates four sites for refuse disposal and recycling drop off. In 2023, 101,803 solid waste transactions took place at Mason County landfills. Bringing in more than 50,000 tons of solid waste.

% of Solid Waste Transactions by location

- Union 6.4%
- Hoodsport 6.7%
- Belfair 10.6%
- Shelton 76.3%

That's nearly half a ton per transaction, with an average cost of \$123 per ton.

Solid Waste Capital Improvements

Solid Waste Capital Improvement Plan 2024		
	2024	Notes
Update Comprehensive SW Management Plan	\$ 75,000	The revised code of Washington RCW 70.95 requires a plan review/update every five years. The current plan was adopted in 2018. The Plan will incorporate new legislative requirements.
Transfer Station Booth Upgrades	180,000	Booths have reached the end of their useful life. This replacement is necessary for health and safety of employees. Eells Hill tipping floor has been repaired numerous times and is in need of replacement.
Capital Machinery & Equipment	180,000	Tip Floor/Skid Steer Replacement
Total Annual Capital Improvements	\$435,000.00	

Transfer Station Booth Upgrades has a multi-year budget of \$360,000. It is estimated that \$100,000 of the \$180,000 budgeted in 2024 will be expended.

Solid Waste Capital Improvements

Solid Waste Capital Improvement Plan 2024							
	2025	2026	2027	2028	2029	Total	Notes
Update Comprehensive SW Management Plan	\$30,000		\$30,000		\$30,000	\$90,000	The revised code of Washington RCW 70.95 requires a plan review/update every five years. The current plan was adopted in 2018. The Plan will incorporate new legislative requirements.
Transfer Station Booth Upgrades	\$140,000	\$120,000	\$100,000			\$360,000	Booths have reached the end of their useful life. This replacement is necessary for health and safety of employees. Eells Hill tipping floor has been repaired numerous times and is in need of replacement.
Eells Hill Transfer Station Improvements	\$200,000					\$200,000	Safety at the facility as well as efficient handling of waste streams is a concern. As the County grows in population the transfer station gets busier, requiring upgrades to maintain adequate capacity for the waste stream coming in.
Belfair Transfer Station Site Improvement	\$75,000	\$75,000				\$150,000	Flow control and growth have increased the demand for services in Belfair.
Replace Eells Hill equipment	\$424,000	\$257,000				\$681,000	Planned equipment replacement when useful life is nearing end and/or maintenance costs become excessive. Loader, in-bound scales and excavator in next 6 years.
Replace drop box covers		\$470,000				\$470,000	Reached useful life and in need of replacement.
Capital Machinery & Equipment	\$300,000.00	\$250,000.00				\$550,000.00	
Total Annual Capital Improvements	\$1,169,000.00	\$1,172,000.00	\$130,000.00	\$0.00	\$30,000.00	\$2,286,000.00	

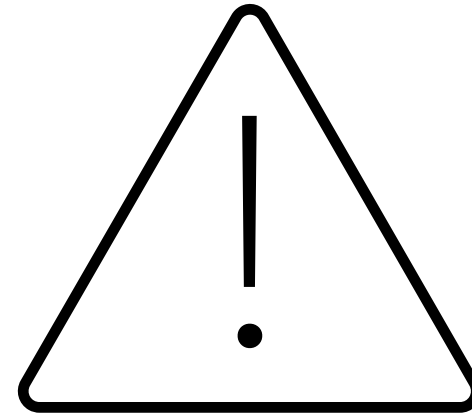
2025-2029 Capital Improvements include Transfer Station Booth Upgrades, maximum budget for this project is \$360,000. This includes funds spent in 2024, depending on timing of expenditures. Capital Machinery & Equipment include replacement of a 2014 Chevy Impala, a John Deere Excavator and a John Deere Wheel Loader.

Household Hazardous Waste

Mason County's Household Hazardous Waste (HHW) Facility is located at the Eells Hill Transfer Station. It accepts moderate-risk hazardous chemicals and wastes from households in Mason County. It does not accept waste from businesses.

Household Hazardous Waste includes:

- Pesticides
- Fertilizers
- Solvents
- Aerosols
- Ballasts containing PCBs
- Fuel



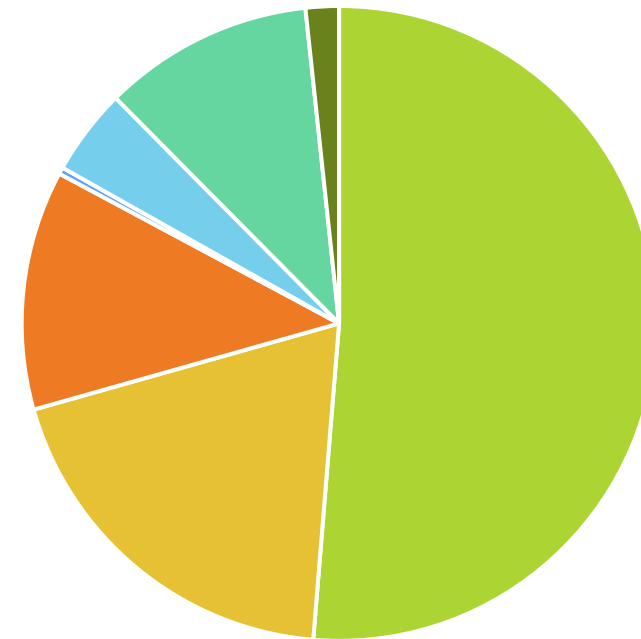
Oil-based stains and Paints are no longer accepted, see Paintcare.org for nearest location that accepts these items.

Household Hazardous Waste

Mason County contracts with Kitsap County to dispose of Household Hazardous Waste at a rate of \$55 per Customer up to \$60,500.

- In 2023, more than 875 customers utilized this service, for a cost of more than \$48,000.
- In Q1-2024, 170 customers have utilized this service, for a cost of \$9,350.

2023 HHW Transactions

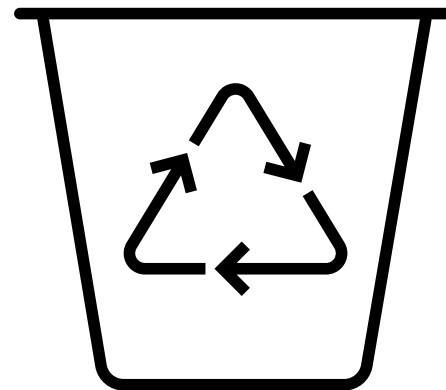


Solid Waste Recycling Benchmarks

Recycling drop off is available at all 4 Solid Waste Transfer Facilities.

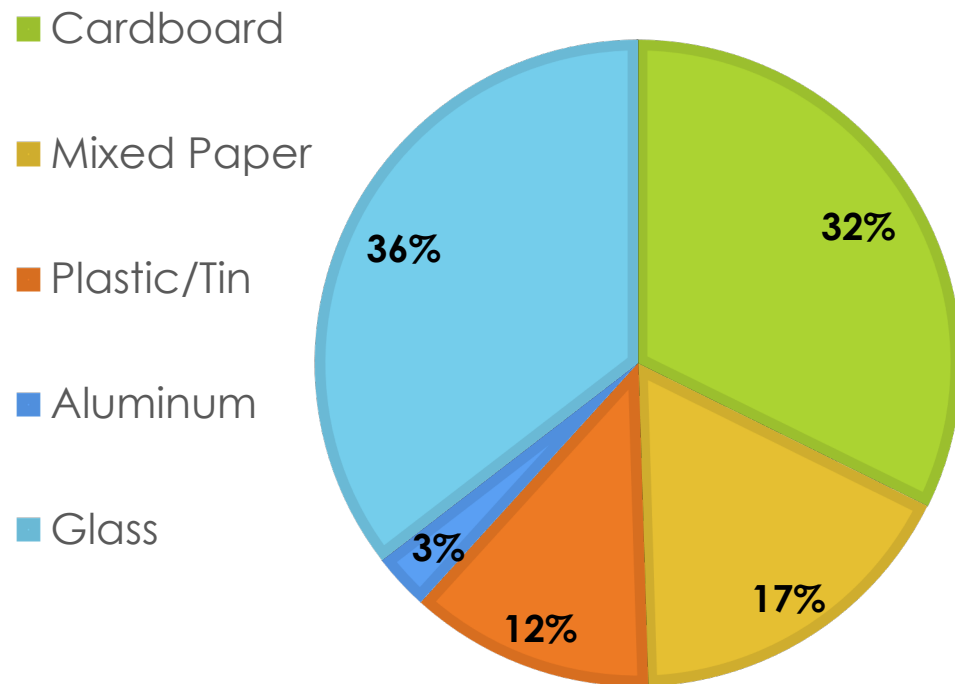
Clean materials accepted are:

- Dry corrugated cardboard (OCC)
- Newspaper, magazines, phone books & mixed papers (MWP)
- Glass bottles and jars without lids
- Plastic jugs and bottles without lids
- Aluminum and tin cans



Solid Waste Recycling Benchmarks

RECYCLING BY MATERIAL



In 2024, more than 600 tons of recycled material is expected to be hauled to 4 Transfer Stations.

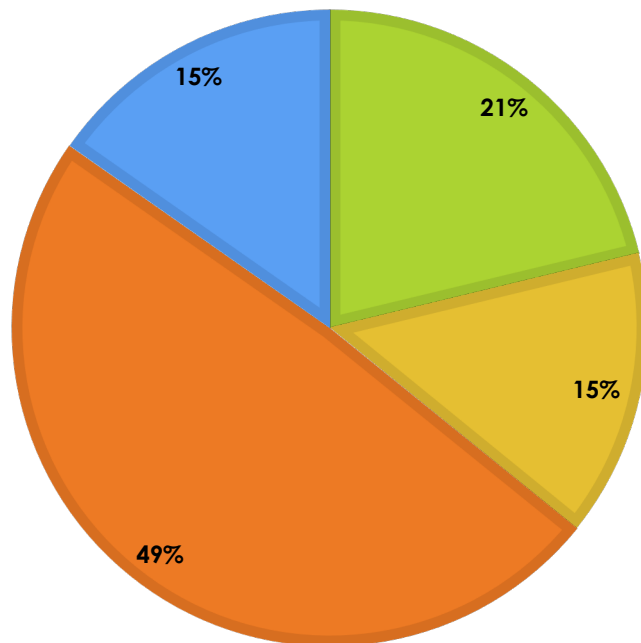
In 2023:

- 211 Tons of Cardboard
- 112 Tons of Mixed Paper
- 80 tons of Plastic & Tin
- 18 tons of Aluminum
- 232 tons of Glass

Solid Waste Recycling Benchmarks

RECYCLING BY LOCATION

■ Belfair ■ Hoodsport ■ Shelton ■ Union



In 2023, nearly 1160 truck hauls of recycling happened between the 4 Solid Waste Stations.

In Q1-2024, nearly 275 truck hauls of recycling has occurred, on trend with 2023.

Do you have additional questions?

Loretta Swanson, Director (360) 427-9670 Ext 769

Richard Dickinson, Dep. Director (360) 427-9670 Ext 652

Stephanie Buhrman, Finance Manager (360) 427-9670 Ext 388

Wendy Thompson, Office Specialist (360) 427-9670 Ext 199

[Mason County Utilities and Waste Management](#)