

**The Local Hazardous Waste Management Program in King County  
Management Coordination Committee  
Meeting Minutes  
January 20, 2009**

Attendees:

**MCC**

Jeff Gaisford, KCSWD – Chair  
Mark Isaacson, KCWLRD  
Barbara Wright, PHSKC

**Program Administration**

Jay Watson  
Liz Tennant

**Program Partner Staff**

Julia Berg, KCWLRD  
Laurel Tomchick, KCWLRD  
Trudy Rolla, PHSKC  
Lauren Cole, KCSWD  
Julie Vorhes, SPU  
Rika Cecil, SCA – Shoreline

**1. Introductions**

- Dispensed with because everyone present already knows each other.

**2. Review of December 16, 2008 Meeting Minutes**

- Approved.

**3. Presentation Item: EnviroStars Program – Laurel**

- Laurel updated the MCC on the status of efforts to take the EnviroStars program state-wide. She also provided an update on the status of the EnviroStars program in King County. See the enclosed PowerPoint, and the handouts *State Innovation Grant Program: Washington*, and *Toxic Reduction Advisory Committee: Findings and Recommendations, December, 2008*.

**4. Discussion Items:**

• **Communications & Coordination**

- The King County Solid Waste Division (KCSWD) worked with the City of Snoqualmie residents in the Snoqualmie Valley, and the Cities of Pacific, North Bend, Carnation, Duvall to set up free solid waste collection sites for those residents affected by the recent flooding the weekend of January 17-18, 2009. However, residents brought more than just materials damaged from the floods and storm, bringing household hazardous waste (HHW) and electronic waste to the collection bins supplied by the Cities and King County. The King County Council made the decision to collect solid and hazardous waste and since they made that decision on HHW, they are obligated to pay for those collection and disposal costs, unless the Program decides otherwise. Jeff suggested that the Program undertake planning for future emergencies so that we don't have to react ad hoc each time to address these emergency issues.
- Jay suggested that the Program really should pay for disposal of HHW, as that is one of the Program's main missions. His only concern was the cost and where to take it from in the existing budget. If that cost is huge, then King County would need to share in paying these costs.
- Jeff said that KCSWD will track the costs of collecting and disposing of HHW related to the flooding event and bring that cost back to the MCC for discussion.
- Liz would like to see the Program work pro-actively to come up with Best Management Practices for HHW & SQG storage in a flood zone and create clearer channels of communication for the public, agency staff and city staff.

- Jay said that as well as a short-term response, emergency planning is an issue that should be addressed in the Plan Update,.
  
- **Update to Fiscal Policies - Jay and Liz**
  - See handouts *Local Hazardous Waste Management Program Fiscal Policies*, dated November 15, 2005 and January 8, 2009. These were e-mailed prior to the meeting.
  - The November 15, 2005 version of the fiscal policies is the same as was previously distributed at the December (2008) MCC meeting.
  - The newer copy, dated January 8, 2009, is very similar to the proposed draft that was distributed and discussed at the December MCC meeting. In that new set of proposed policies:
    - Under '**Revenues**,' there are no substantive changes proposed from the 11-15-05 version.
    - Under '**Expenditures**' the following substantive changes are proposed:
      - Number 2 - providing advances of funds to agencies that requested it. The MCC approved this policy in December, with a subsequent e-mail approval from Barbara.
      - Number 4 - there is a slight wording change to be consistent with the language in Number 2 described above.
      - Number 5 - this is a change to require program partners to submit a quarterly statement of expenditures to the fund manager by 30 days from the end of the quarter, instead of 45 days.
    - Under '**Budget Development**,' the following changes were made:
      - Numbers 7 and 8 are combined to institute an annual meeting to discuss and agree on a protocol between Public Health staff and the Program Administrator to address County Council budget questions.
    - Under '**Fund Oversight and Management**,' the following changes were suggested:
      - Numbers 6 and 7 on the original document are numbers 7 and 8 in the new policies. This addresses what consensus is needed and at what level, to move money from one project to another.
      - The MCC would like notification when funds between \$25,000 and \$100,000 are re-allocated, and language to that effect added to the 'Fund Oversight and Management' Section.
      - Number 11 refers to the amount of reserve that the Program should strive for in its fund balance (an amount equivalent to a 2-months operating expenses.) This policy was also discussed and approved by the MCC at the July 2008 meeting.
  - The allocation of capital costs between the Program, and SPU and KSWD will be addressed at a subsequent meeting and will be added as a fifth page to these approved Fiscal Policies. It is currently under discussion at both utilities.

- **2009 Program Work Plan Overview - Jay and Liz**

- See handout *Local Hazardous Waste Management Program in King County - 2009 Program Work Plan Overview: January 20, 2009*.
- Jay produced this document. It is a very condensed look at the 20 plus projects, grouped by theme, with a budget amount assigned to each area.
- Barbara noted that the Program is spread thin through many projects and questioned what the deliverables are for each project.
- Jay responded that there is synergy among projects and Lauren reminded the group that these projects are not being handled by LHWMP staff alone. Many projects have very active partners from a variety of other agencies, governments, business and NGOs that are significantly involved in the work.
- Trudy discussed the idea that the projects do have deliverables. Core Team and Data Team are reviewing and tracking deliverables.
- MCC wants to understand how well the Program is achieving its objectives. MCC members would like to have Trudy do a presentation on deliverables.
- MCC would also like the attempt to measure how our partners contribute to the projects, with an eye to the fee increase presentation. Mark said that the MCC is the place where we can "practice talking about our deliverables, partner contributions, key performance indicators, etc. here, prior to talking about them outside."

- **Legislative Update - Margaret, via Jay**

- See handouts *State Legislative Update for MCC - 1/20/09*, *Time to clean up drug disposal policies* article from the Longview Press, and *Analysis of HB 1180, an Act relating the use of bisphenol-A*.
- Program staff working at the Legislature was surprised last week when the House and Senate shuffled member committee assignments. This changed whom staff needed to work with and get the message to, after they had spent considerable time working with other legislators that were now moved to unrelated committees.
- Regarding the Secure Medicine Return bill, efforts are going well, with the exception of an industry-generated perception that unused medicines are *not* a hazard in the environment. The Program's research team is researching rebuttal information for staff to use in working with the Legislature.
- The Toxics Use Reduction bill puts the emphasis on expanding the role of Ecology to address this effort. Margaret recommends that Program support the bill as the only opportunity to advance this issue, but we would not be the lead on it.
- The bisphenol-A Ban bill is another opportunity that Margaret would like advice on from the MCC. She recommends that the Program support the bill and suggested various economical ways to do that without taking her time away from her main priorities. The bill goes beyond our priorities (of focusing on products that are used by infants, children, pregnant mothers and women of child-bearing age) in its banning of all sports bottles containing BPA.
- MCC discussed this at length and agreeing on the need to have PHSKC informed of our stance.
- MCC agreed to direct to Margaret sign on in support of the bill at the House hearing to help keep the momentum going with regard to BPA. Additionally, Jay will draft a letter expressing the Program's specific interest in this legislation as it pertains to vulnerable populations. Barbara agreed to share the Program's actions and the letter with Dr. Fleming.

- **Program Administrator's Update - Jay**

- See handouts *Draft 2009 MCC Project Presentation Schedule 1-19-09, MCC, Core Team & OPA Calendar* and *LHWMP Administrator's Major Program Work Items*.
- The Office of Program Administrator thanks PHSKC for administrative support from Michelle Pederson, one of their admin supervisors. She volunteered to help Jay and he accepted in lieu of hiring a TLT. Some of her effort can be reimbursed by the CPG Off-set grant.
- Jay said that the plan update and fee increase are the top priority for Liz and him until both are accomplished. Jay has been and continues to speak to many groups about the proposed plan update process and the scoping workshops.
- The workshops will present what the Program is currently doing and how it is currently structured, and will propose to include those topics in the scope for the update. Staff has added emergency planning to the list of issues to be addressed. Suggestions for other issues will be accepted from attendees. There will also be a separate and parallel effort to engage the public beyond the workshops. We are developing a dedicated webpage to provide information about the plan update, and a place to collect comments about the plan update.
- MCC would like to know firm dates and location of the workshops as soon as possible. Jay has been working on several venues for the workshops, but is considering Bellevue as a more central location. Jay would also like to encourage MCC to attend the workshops, especially the first one, and possibly speak. He will be talking more about this at future MCC meetings.
- Jay also thanked Julia for volunteering to take MCC notes for the past two years.

## 5. Decision Items

- **Approval of Fiscal policies**

- MCC approves the Fiscal Policies. Jay will seek approval from Tim and Ron since they were not able to attend.
- MCC would like notification when funds between \$25,000 and \$100,000 are re-allocated between projects, and would like to see language to that effect added to the Budget Development Section.

- **Approval of 2009 work plan**

- MCC approves work plan. Jay will also seek approval from Tim and Ron.
- MCC would like to have Trudy do a presentation on how we evaluate our progress and the measures we use.

6. **Next Meeting.** The next MCC meeting will be held **February 17** in the Chinook/King conference rooms, 6<sup>th</sup> floor, King Street Center.

7. **Meeting Addendum.** Subsequent to the MCC meeting, Jay talked to Ron Hansen, SCA (1-23-09) and received an e-mail from Tim Croll, SPU (1-20-09) and obtained their approval of the Fiscal Policies and 2009 work plan.