

**Local Hazardous Waste Management Program in King County  
Management Coordination Committee  
Meeting Minutes  
Tuesday, August 18, 2009**

Attendees:

**MCC**

Jeff Gaisford, KSWD, Chair  
Ron Hansen, SCA/City of Shoreline  
Tim Croll, SPU  
Barbara Wright, PHSKC

**Program Administration**

Jay Watson  
Liz Tennant  
Michelle Pederson

**Program Partner Staff & Attendees**

Dave Galvin, WLRD  
Henry Draper, WLRD  
Lauren Cole, KSWD  
Julie Vorhes, SPU  
Ryan Kellogg, PHSKC  
Trudy Rolla, PHSKC  
Aminta Dang, PHSKC  
Pat Brodin, City of Tukwila  
Morgan John, DNRP

**Introductions:**

- Introductions were made.

**Review of May 2009 Meeting Minutes:**

- The May MCC meeting minutes were approved with no changes. (No June or July MCC meetings were held.)

**Presentation Items:**

**CPG (Coordinated Prevention Grants):**

- Morgan John, from King County Solid Waste Division, presented the CPG funding history from Ecology to King County. He also discussed the process used in the past to allocate the funds between solid and hazardous waste programs. Historically, a 35/65% split has been agreed to between hazardous waste and solid waste programs.
- He proposed the same percentage split between the programs for the 2010-2011 funding years as had been made in the past. MCC agreed with funding split and approved his proposal.
- A copy of the materials that he distributed at the meeting will be filed with these minutes.

**Howard Hansen Dam Flooding:**

- Donna Galstad, from King County Water and Land Resources Division presented information on our Program's HHW & SQG responses to the potential winter flooding in the Kent and Auburn areas associated with the Howard Hansen Dam.
- Tim Croll expressed concern that the Program should not overreact and allocate too much of our resources to this issue. He wanted to make sure that we were not trying to lead this effort, but work in it at an appropriate level relative to our responsibilities.
- Barbara Wright suggested that updates on the Howard Hansen Dam be provided to the MCC. Ryan Kellogg of her staff offered to follow up and provide those updates.

- A copy of the Howard Hanson Dam project presentation will be filed with these minutes.

### **Discussion Items:**

#### **Communications & Coordination (Jeff Gaisford):**

- The King County disposal contract bids were received and Burlington Environmental (DBA Phillip Services Corp.) was awarded the contract starting in January 2010. They will service the Factoria HHW facility, the Wastemobile and regular service at the Auburn SuperMall.

#### **Funding for Emergency Events (Jay Watson):**

- Jay presented a memo to the MCC requesting a reimbursement to KSWD for HHW collection as a result of the fall flooding events in the Snoqualmie Valley. KSWD responded to the emergency by collecting solid waste and ended up with HHW also, even though they actively discouraged residents from bringing it to the temporary collection sites.
- MCC agreed to the reimbursement of KSWD by the Program in the amount of \$31,538, however KSWD plans to pay for the \$31,538 out savings from its existing 2009 HHW collection budget.
- This discussion also lead to further discussion of how to address these types of emergency issues in the future. Jay asked if the MCC had any direction to him on how to address this in policy. MCC did not think that attempting to pre-program funds for emergencies was a viable approach. They suggested maintaining flexibility for reprogramming as needed and also suggested talking to both KSWD and FEMA about how they do their planning and how to maintain eligibility for reimbursement in the event of an emergency. Jay will follow up with those agencies on this issue as part of the emergency planning work for the Plan Update.

#### **Plan Update Status:**

- Jay presented a draft Table of Contents for the Plan Update document to the MCC as the draft scope for the Plan Update. He wanted MCC approval of it as a base to work from. He noted that things would be added and that it would change, but that it represented an accurate outline, as of that date, of what would be addressed in the Plan Update document.
- He said that it covered the elements that we believed Ecology would be requiring in their Plan Update Guidelines. However, those Guidelines were only in draft form at the time and probably would not be finalized until our Plan Update was either completed or near completion.
- MCC accepted the Table of Contents as the proposed scope for the Plan Update.
- Jay said that the writing of the document was about 30% complete. He is proposing that the MCC approve the release of a draft for public review at its October 2009 meeting.
- He also believed that a revised draft, modified to address public comments, might be available for MCC approval in December 2009 or early in 2010.
- The document would then go to the Board of Health for review and approval, and then on to Ecology for approval in the late 1<sup>st</sup> quarter or early 2<sup>nd</sup> quarter of 2010.
- Jay has hired a utility rate consultant to reassess the Program's fee structure to make sure it is as equitable as possible, taking into account administrative feasibility and cost.
- Jay has also hired Gail Savina as an editor for the Plan Update document. She has worked at WLRD and as a contractor to them in similar capacities over many years.

**Strategic Goals:**

- Jay presented updates to the strategic goals that Dave Galvin and Liz Tennant had worked on. They proposed revisions to refresh the goals, align them more directly with the Program's mission, and to make them more specific.
- These changes would be incorporated into the Program's Plan Update, and would be used immediately to guide staff's work planning for 2010.
- MCC approved the revised strategic goals.
- A copy of those revised strategic goals will be filed with the minutes.

**Program Administrator's Update:**

- The Wastemobile's semi-permanent service was launched at the Auburn Supermall on July 17<sup>th</sup>. It was attended by Auburn City Councilmember Bill Peloza.
- Jay informed the Board of Health on July 16<sup>th</sup> that the Program would be delaying our fee increase request until 2012.
- Jay wanted to request MCC members attend the Program's all-staff conference on October 28<sup>th</sup> at the Tukwila Community Center.
- Jay distributed the King County Legislative issues list of our Program's priority items which Margaret Shield will be working on in the coming 2010 Legislative Session.
- Jay said that he would be bringing several "housekeeping" items to the MCC in the next several months for review and possible adoption. These items include an MCC Rules of Procedure policy, a matrix of decision authority for the Program, etc. These are attempts to memorialize how we do business, and clear up some ambiguities with regard to our processes and procedures.
- Jay raised another issue with the MCC about how to determine the appropriateness of some of our work efforts. He said that Core Team is reaching a deadlock on some specific work efforts and was working on some additional decision criteria to aid those discussions. Tim Croll said that Core Team could reach a point of diminishing returns if they could not agree, and he urged those issues to be brought to the MCC for discussion and decisions.
- Jay also said that he intended to bring the results of the review of our implementation of the financial procedures audit recommendations to the MCC in December. He also said that he would bring a report on our Program Partner agencies' overhead to the MCC in December as well.
- Finally, he thanked Lauren Cole for stepping in to be the project manager of our Program's web site update effort, and said that he was hoping for a launch of the new site by the end of this year.

The next MCC meeting will be held on **September 15**, in the **6<sup>th</sup> floor, King/Chinook conference rooms** located at **King Street Center**.

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Marc Isaacson affirmed the decisions made at the MCC's August meeting on 9/7/09.