

**Local Hazardous Waste Management Program in King County
Management Coordination Committee
Meeting Minutes
Tuesday, September 15, 2009**

Attendees:

MCC

Jeff Gaisford, KSWD, Chair
Tim Croll, SPU
Barbara Wright, PH

Program Administration

Jay Watson
Michelle Pederson

Program Partner Staff

Dave Galvin, WLRD
Lauren Cole, KSWD
Julie Vorhes, SPU
Ryan Kellogg, PH
Trudy Rolla, PH
Paul Shallow, PH
Olivia Stapleman, PH
Wendi Parriera, WLRD
Mary Rabourn, WLRD
Jacob Minkel, WLRD

Introductions:

- Introductions were made.

Review of August 2009 Meeting Minutes:

- The August MCC meeting minutes were approved with the minor corrections.

Presentation Items:

New Web Site Development:

- Wendi Parriera, the Program's web master, presented mockups of our new web site, which is slated to go active at the end of the year.
- MCC Members discussed it and offered some ideas to incorporate into the design.
- A copy of the materials she distributed will be filed with these minutes.

Customer Service Lines:

- Paul Shallow presented information about the Program's customer service lines.
- He indicated that call volume was lower in 2008 as a result of the removal of the appointment system at the North Seattle HHW facility, and the higher use of our Program web site to get the information.
- The household hazardous waste phone line, business waste phone line, industrial materials exchange (IMEX) were merged in July to generate greater efficiency and allow additional staff to do field work.

Howard Hansen Dam & Potential Green River Valley Flooding:

- Ryan Kellogg presented a briefing on contingency plans for potential Green River flooding.
- Our Program is participating in a task force consisting of 21 representatives from cities, fire departments, EPA, Ecology, and various King County departments.
- Our efforts are focusing on SQG businesses that have high hazard waste materials. We are re-focusing our EQT on business visits in the Green River Valley to those businesses.

- Our Program's Communication Specialist, Mary Rabourn, is working with our staff, and the communications staff from the various other governments, on a variety of outreach efforts to businesses and residents in the Green River Valley.
- Additional updates will be provided to MCC Members in future meetings and via e-mail.

Discussion Items:

Plan Update presentation & discussion:

- Jay referred to the Plan Update's draft Table of Contents, which was distributed to the MCC prior to the meeting.
- He discussed the topics that are being covered in the Plan Update, chapter by chapter, and gave a status report on progress.
- He believed that a first draft would be ready for MCC and staff review in early October. He said that it would be released for public comment and then brought back to MCC for review and approval at the end of this year or in early 2010. It would then be submitted to the Board of Health in late 1st or early 2nd quarter of 2010, and, if approved, then submitted to Ecology in the 2nd quarter of 2010 for final approval.

Board of Health Plan Update requests:

- Jay sought approval from the MCC to begin discussions with the BOH on a suite of actions that were proposed in a memo submitted to the MCC prior to the meeting.
- These actions include additions to the BOH code, seeking affirmation of our approaches cataloged in the Plan Update and support on several specific issues that are important to the Program.
- MCC Members approved Jay discussing these issues with BOH staff, but suggested that proposals for changes to code be made judiciously and that the MCC be kept abreast of those discussions prior to reaching agreements.

Program Housekeeping items:

- Jay requested that the agenda item about project/work decisions be deferred. He said that there were a few activities that the Program was undertaking that Core Team had not agreed on and that they were working on decision criteria to screen those activities for fit with the Program's mission and mandate.
- Tim suggested that if Core Team could not agree after discussion of these issues, that they should be brought to MCC for decision. He said that there was a point of diminishing returns in trying to reach consensus, and that Core Team should not get stuck in discussions on issues that do not result in resolutions.
- Jay said that he wanted to take another pass at the criteria and then if progress could not be made, he would bring those items of contention to the MCC for decisions.
- On a different issue, Jay proposed to undertake several basic housekeeping actions for the Program over the next several months. One of those includes a set of rules of procedure for the MCC since there appear to be no written procedures. Jay passed out a draft of procedures for MCC Members to consider, but did not seek adoption because this action is completely discretionary on the part of the MCC.
- Discussion ensued and there was general agreement that this effort should proceed. Barbara proposed that language be added to rotate the Chair position and that the Vice-Chair serve in a pro-tem and move into the Chair position when it rotates.

- Jeff suggested that the Program's draft Partnership Principles be revisited or serve as a preamble.
- Other questions were raised about specific elements in the draft, and direction was given to Jay to address these and present the MCC with a revised draft for further discussion.

Program Administrator's Update:

- Jay referenced his Administrator's major work items list that was included in the MCC meeting packets.
- He highlighted the all staff conference to be held on Wednesday, October 28th, at the Tukwila Community Center. He proposed to present the Plan Update to staff, and requested MCC attendance for the morning portion of the conference.

The next MCC meeting will be held on **October 20th, 6th floor, King/Chinook conference rooms located at King Street Center.**

Jay re-sent the BOH issues memo on 10-6-09 to Mark Isaacson and Ron Hansen, who were absent from this meeting. He informed them of the MCC's decision to allow him to proceed with BOH staff discussions. He asked them to contact him if they had any objections to his proceeding. No objections were raised.