

**Local Hazardous Waste Management Program in King County  
Management Coordination Committee  
Meeting Minutes  
Monday, January 25, 2010**

**Attendees:**

**MCC**

Jeff Gaisford, KCSWD, Chair  
Tim Croll, SPU  
Barbara Wright, PHSKC  
Mark Isaacson, KCWLRD  
David Baker, SCA/City of Kenmore

**Program Administration**

Jay Watson  
Michelle Pederson  
Liz Tennant

**Program Partner Staff**

Henry Draper, KCWLRD  
Lauren Cole, KCSWD  
Julie Vorhes, SPU  
Ryan Kellogg, PHSKC  
Larry Holyoke, KCWLRD  
Trudy Rolla, PHSKC  
Paul Shallow, PHSKC  
Rika Cecil, City of Shoreline  
Madelaine Yun, PHSKC  
Jim Talbot, SPU  
Jim Neely, KCSWD  
Julie Mitchell, KCSWD  
Mary Rabourn, KCWLRD

**Introductions:**

- Introductions were made. Dr. David Baker, Mayor of Kenmore and SCA representative, was welcomed as a member of the MCC.
- MCC members selected Barbara Wright, PHSKC, as the new Vice Chair of the MCC.

**Review of December 2009 Meeting Minutes:**

- The December, 2009 MCC meeting minutes were approved with a rephrasing of the description of landscape workers under Presentation Items, fourth bullet.

**Presentation Items:**

**SQG (Small Quantity Generator) Disposal Pilot Project (Julie Mitchell, Jim Talbot & Jim Neely):**

- Julie Mitchell, the coordinator of this project, gave a PowerPoint presentation about it.
- The disposal pilot project was launched in February 2008 to offer SQG waste disposal service and assess the need, and feasibility, of a long-term program.
- Program staff believe, based on their data that the targeted audience (very small SQGs) are being reached by this project.
- They are, however, proposing some additional restrictions on its usage to better align the program with the needs of the targeted users. Those additional restrictions include limiting the amount of non-exempt hazardous waste per customer to 25 gallons or 220 lbs per month; accepting no more than 5 lead acid batteries per month with no battery to exceed 40 lbs, and

for other batteries, up to 50 lbs per month; no pressurized gas cylinders over 1 liter without prior clearance; and no lab chemicals without prior clearance.

- MCC approved the proposed acceptance policy changes. They wanted to be sure that these policy changes were clearly communicated to the program users in advance of their implementation.
- A copy of the presentation and the SQG presentation paper will be filed with these minutes.

### **Discussion Items:**

#### **Communication & Coordination**

- None

#### **2010 MCC calendar/major work items**

- Jay presented an overview of major work items that the MCC would need to address in 2010.

#### **2010 Program work plan (Plan Update Appendix A, 2010 Implementation Plan)**

- Jay presented the Program's overall 2010 work plan to the MCC. It is also called "the 2010 Implementation Plan" and is in Appendix A of the 2010 Plan Update. The term "implementation plan" is based on Ecology terminology, but is equivalent to our annual Program work plan.
- It is a Board of Health code requirement for the MCC to approve an annual work plan.
- Jay explained that this version of the Program's 2010 Work Plan (Implementation Plan) is revised based on staff and MCC member comments, and he is submitting it to MCC for approval. MCC approved the January 25<sup>th</sup> version of the 2010 Work Plan. It will be filed with these minutes and submitted as Appendix A (the 2010 Implementation Plan) of the Plan Update.

#### **Plan Update status & schedule**

- The Plan Update draft document is available for public comment until February 16<sup>th</sup>, 2010.
- An earlier version was distributed to Program staff and the suburban city recycling coordinators for early comments. The public draft incorporates some of those staff comments.
- We will consider other staff comments with all public comments in the development of the final version.
- Jay is working with a contractor to complete a SEPA review.
- We are anticipating presenting the Plan Update document to the MCC in March 2010 for approval.
- It is scheduled to go to the Board of Health for their approval at their April 2010 meeting.
- It will then be submitted to Ecology for their final approval by mid 2010.

#### **Program Partners' Overhead Discussion**

- Jay presented a short information and options paper about Program partner overhead issues.
- MCC members discussed it.
- Tim Croll requested additional information including total overhead by FTE by agency, and total overhead as a percentage of each agency's total budget amount.
- Jay said he would provide that information at an upcoming MCC meeting for additional discussion.

**2010 Legislative Session Overview:**

- Lauren Cole reported about the progress of the mercury containing lighting take back bill in Margaret Shield's absence.
- Jay reported about the progress of the pharmaceutical take back bill.
- Margaret is making progress with both bills and she is optimistic, however we will not know the fate of either bill until the end of the legislative session and final action by the Governor.

**Program Administrator's Evaluation criteria/work targets:**

- Jay presented his 2010 goals for the Program and suggested that those items be the basis for his evaluation at the end of the year.
- Tim suggested the highest priority efforts should be the completing the 2010 plan update, working on the 2012 rate proposal, implementing the Program's 2010 work plan, our legislative efforts, developing and securing a 2011 budget package, and our work with historically underserved populations. He suggested a slightly lower priority for the evaluation and communications initiatives and web site work, as well as the MCC housekeeping and general administrative work.
- MCC accepted those goals, and Tim's suggestions, and agreed on them as a basis for Jay's evaluation.

**Program Administrator's Report**

- Jay presented his administrator's report and list of completed work for 2009.
- Jeff Gaisford agreed to draft a letter about Jay's accomplishments and forward it to the other MCC members for review, prior to submittal to the City of Seattle for Jay's personnel file.

**Public Comments:**

- None

**Decision Items:**

- MCC approved the staff proposed SQG project waste acceptance policies, as described above and in the SQG presentation paper.
- MCC approved the 2010 Program work plan as presented.
- MCC accepted Jay's program administrator goals and agreed on them as a basis for his 2010 evaluation.

**Next Meeting:**

- The next MCC meeting will be held on **February 16, 2010, from 9:30 to 11:30 am, on the 6<sup>th</sup> floor, in the King/Chinook conference rooms, located at King Street Center.**

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