



MASON COUNTY
PUBLIC WORKS DEPARTMENT
Shelton, Washington 98584

MEETING MINUTES

Mason County SWAC Meeting Minutes (draft)
July 2, 2015

Attendees: Brian Matthews, Steve Gilmore, Rik Frederickson, Delroy Cox, Eric Nelson, Scott Wilson, Sheena Kaas, Karen Sandberg, and Conley Watson

1. The meeting was called to order by Brian at 9:58 a.m. Brian passed out copies of the agenda, previous meeting minutes, SWAC Bylaws, Coordinated Prevention Grants 2015-2017, Mason County SWMP Goals (Table 1.1 of the current document), Washington Department of Ecology "Guidelines for Development of Local Comprehensive Solid Waste Management Plans and Plan Revisions" (Publication No. 10-07-005, February 2010), and Chapters 1 & 2 of the Grays Harbor CSWMP.
2. Sheena noted that she has accepted another position in a different department and would be leaving the SWAC. Her replacement has not been appointed yet, but she will notify Brian when she finds out. Guest Karen Sandberg stated that she is attending the SWAC meeting to learn more about the "Wilson Recycling situation" – no further details were provided. Brian stated that he does not yet have a complete copy of the 2014 budget. He noted that the budget had been converted from the "old" accounting system to the "new" one and consequently the data was not brought over in a one-for-one format and/or in the same categories. He is in the process of verifying the budget data before he presents it to the SWAC.
3. The minutes from the May 21, 2015 and June 18, 2015 meetings were approved.
4. The agenda for the meeting was approved.
5. Business Agenda:
 - 5.1. **Review of Grays Harbor and Mason County Comprehensive Solid Waste Management Plans (CSWMP) –**
The task was to review Chapters 1 & 2 of the Grays Harbor CSWMP and compare them to the Mason County document. It was noted that the existing Mason County plan had only four goals and was developed such that it met the minimum requirements for a plan by the Washington Department of Ecology (DOE). Brian will mark up the goals of the Grays Harbor plan (to be consistent with Mason County goals) and send them out to the SWAC for review/comment. A brief discussion about the format for a plan resulted in a decision to follow the Grays Harbor format for the revised Mason County document. A section by section review of the Grays Harbor plan Chapter 2 (Plan Objectives and Activities) was conducted. Brian will make revisions to Chapter 2 (based on discussions) and send it out to the SWAC for review/comment.
 - 5.2. **Operational and Facility Needs of MaCo SW Program** - Discussions of Mason County needs were conducted during the discussion of item 5.1 above. A specific list of operational and facility needs was not developed at this time.
 - 5.3. **SWAC Bylaws** – The bylaws were briefly discussed – it was noted that in keeping with past practice, there is no SWAC Chairman or Vice Chairman. In accordance with the Bylaws, the meeting is facilitated by

County staff (C.7). Brian requested the SWAC to review the Bylaws to determine if revisions are required.

- 5.4. **David Minor draft CSWMP-** Brian and Erika have made several attempts to contact David concerning his proposed CSWMP revisions. All attempts have failed (no response from David) and since the draft plan is not consistent with the DOE guidance document, it will not be discussed any further. This item will be deleted from future meeting agendas.
- 5.5. **Meeting Time Changes** – A brief discussion of CSWMP revision activities and SWAC member schedules was conducted. Pending unforeseen events, meetings will continue on a bi-weekly schedule until the revised Mason County CSWMP draft is prepared. The meetings will continue to start at 10 a.m. and should normally last 2 hours.
6. **Other Items** – No other items were discussed.
7. **Next Meeting Agenda** – The agenda will be sent out prior to the meeting. SWAC members should review and be ready to discuss Brian’s documents.
8. **Next Meeting** – The next meeting is July 16, 2015 at 10 a.m.; the meeting adjourned at 12:15 p.m.

Submitted by: E.A. Nelson, PE, 7/8/2015