

Local Hazardous Waste Management Program Final Approved Management Coordination Committee Meeting Minutes

March 17, 2015

Attendees:

MCC:

Mayor David Baker, SCA, Chair
Stella Chao, Vice-Chair
Jeff Gaisford, KCSWD
Joan Lee, KCWRD
Tim Croll, SPU

Program Staff:

Lynda Ransley, LHWMP
Madelaine Yun, LHWMP
Liz Tennant, LHWMP
Maureen Weisser, LHWMP

Program Partners:

Dave Galvin, KCWLRD
Margaret Shield, KCWLRD
Vicky Beaumont, SPU
Lauren Cole, KCSWD
Charles Wu, PHSKC
Doreen Booth, SCA
Linda Knight, SCA, City of Renton
Morgan John, KCSWD

GENERAL BUSINESS

January 20, 2015 MCC Minutes

- MCC reviewed and approved the January 20, 2015 minutes without change.

Announcements and Public Comments:

- None.

DISCUSSION ITEMS

2014 Year-End Financial Reports

Madelaine Yun presented an overview of final 2014 financials, and an updated four-year fund forecast, projecting out to 2018.

LHWMP 2017 Fee Adjustment Plan

Lynda and Liz presented background information and led a discussion related to LHWMP fee adjustment(s). The previously-assumed plan was to develop a proposal for Board of Health consideration in early 2016, with an effective date of 2017. However, with current Fund Balance projections, there may be other options for the Program to consider.

Discussion

- There was considerable discussion about revenue and expenditure trends, Fund Balance projections, whether a proposal could be phased in, and how these might affect timing and size of a potential proposal.
- Tim suggested not requesting an increase for 2017, as the Program historically spends below budget, even excepting CPG.
- Mayor Baker commented that it was important to get the support of the cities and that it would be easier with smaller increases.
- Lynda suggested that staff develop additional analysis and scenario forecasts for MCC review and discussion in April.

2016 LHWMP “Working” Budget

Lynda discussed the development of the Program’s spending plan/working budget for 2016. With the Program’s Council-approved biennial budget, and no substantial changes affecting agency budgets, the Program will not be formally submitting a supplemental budget this year. Given that, Lynda proposed bringing a 2016 spending plan to MCC 3rd and 4th quarter, which could be more closely tied to work planning. She also proposed that the 2016 spending plan be developed to reflect Lines of Business, to be consistent with the anticipated project structure within the Program.

Discussion

- Stella asked about flexibility in work plan for anticipating for extra project work opportunities depending on happenings in legislature. Lynda responded that rather than setting aside reserve funding, the Program could address emerging issues as they occur – with the potential to reprogram current spending and/or utilize unspent salary savings, CPG offset, or anticipated under-expenditures at end of year. If there is an emergency, because we have a fund balance, there is a submittal process to take specific proposal to Council.
- MCC agreed with the proposed timing and format for the 2016 spending plan.

2015-2017 Department of Ecology Coordinated Prevention Grant Funds – Allocation Distribution within King County

- Morgan John, King County Solid Waste Division, provided information on the background of the Coordinated Prevention Grants (“CPG”) and requested approval from MCC to continue to allocate these state grant funds to solid waste and LHWMP programs in a 65/35 split, as has been practice locally since 1999.
- MCC approved and signed the allocation agreement.

Policy – 2015 State Legislative Session

- Margaret and Lauren updated MCC members on current policy bills in the Washington Legislature. One key focus has been on the paint product stewardship legislation, which passed the House and is now being considered in the Senate; another focus is on the Governor’s proposed toxics reduction act.

UPDATES

Secure Medicine Return Implementation

- Dave provided an update on the implementation of the Secure Medicine Return regulations. We received two draft stewardship plans for SMR and have until 12th of May to evaluate these plans. Jeff asked if we had received any comments from the public on the draft plans? Both proposed plans are posted on our SMR website and anyone is welcome to make comments from public or anywhere regarding plans. Comments will be taken into consideration as part of the review. Information was sent to all stakeholders, including contacts in Sound Cities.
- Alameda County (California) has approved a stewardship plan. Mayor Baker asked if San Francisco has pursued. Dave said San Francisco Board of Supervisors has taken 1 of 2 votes to adopt a local SMR ordinance very similar to ours and Alameda's. They were actually the first local government to consider implementing a program a few years ago, but opted back then for a voluntary pilot project, which has run its course.
- Stella asked if there was interest in other parts of the State. Dave said potentially Snohomish County. A request came from Jefferson and Clallam Counties for a briefing which we provided, but they haven't confirmed any follow-up activity that we are aware of at this time. Stella offered to pursue the opportunity to make a presentation on SMR at an upcoming meeting of Environmental Health Directors from across the state.

Director's Report and Upcoming MCC Meetings

Lynda provided her monthly Director's Report, and discussed items of note, including a voluntary audit, status of the rate restructure, and the 4th Quarter Performance Report. Upcoming meetings were also reviewed, noting a conflict with the MCC May meeting – for which we are looking for an alternate date.

Discussion

- Stella asked about succession planning. Dave gave overview of anticipated retirements in WLRD, making special duty opportunities available to provide management level experience.
- Lynda mentioned several activities that are supporting workforce development, including consistently reviewing vacancies related to strategic needs of the Program, improving hiring processes, and forming a supervisors group.

Next Meeting: April 21, 10:15 a.m. to 12:00 p.m., 6th Floor King/Chinook Conference Rooms, King Street Center, Seattle, WA.