

**Local Hazardous Waste Management Program
Final Approved Management Coordination Committee Meeting Minutes
May 18, 2015**

Attendees:

MCC:

Mayor David Baker, SCA, Chair
Tim Croll, SPU
Jeff Gaisford, KCSWD
Joan Lee, KCWRD

Program Staff:

Lynda Ransley, LHWMP
Ryan Kellogg, LHWMP
Madelaine Yun, LHWMP
Maureen Weisser, LHWMP
Nicole Sadow-Hasenberg, LHWMP

Program Partners:

Dave Galvin, KCWLRD
Lauren Cole, KCSWD
Ellie Wilson-Jones, SCA
Doreen Booth, SCA
Taylor Watson, KCWLRD
Vicky Beaumont, SPU

GENERAL BUSINESS

MCC Minutes: April 21 2015

- MCC reviewed and approved the April 21, 2015 minutes without change.

Announcements and Public Comments: None.

DISCUSSION ITEMS

Fiscal Policy Update

Madelaine reviewed minor updates to the program's fiscal policies. Changes reflect the new commercial rate structure, handling of Secure Medicine Return reimbursement, and a biennial budget cycle.

- MCC approved revisions.

1st Quarter Financial and Performance Reports

1st Quarter Financial Report

Income and expenses for 1st quarter 2015 were summarized for MCC. There were no issues at this time, and all income and expense categories are pretty much as expected, in line with historical averages for the first quarter.

1st Quarter Performance Report

Ryan reviewed the 1st quarter performance report, detailing items of note. There were no issues of concern at this time. Ryan also updated members regarding questions about the annual report from the April MCC meeting.

DISCUSSION

- Joan asked about expected improvements to the Program's call center. Jeff would like to follow-up for potential use with Solid Waste.
- Mayor Baker inquired about Indoor Health Hazard project engaging with larger domestic housekeeper businesses.
- Tim recognized the Eco Healthy Child Care program for increased contacts resulting from prior years of relationships.
- Lynda mentioned that City and Tribal grant contracts will be changed to 2-year contract to match biennial budget. This year's will be amended to extend through 2016.
- 2014 report included a section on work of Director's office, which staff proposed removing due to redundancy with Lynda's monthly Director's Reports. Joan requested it remain as a place for regular updates on workforce development and succession planning.

Policy: 2015 State Legislative Session

Lauren reported on proposed reductions to the Coordinated Prevention Grants ("CPG"), which are currently in both House and Senate budgets at half of previous years' funding levels. LHWMP does not rely on these funds (they are used to supplement local fees), but other programs around the state will be severely impacted by a 50% cut. Mendy worked with Cities to send letters regarding the effects of reduced CPG funds. Dave reported that the bill dealing with Chemical Action Plans and alternative assessments, which was part of the Governor's toxics reduction initiative, is still being negotiated in the extended session.

Secure Medicine Return Implementation

Taylor provided an update regarding the Program's recent review of two proposed stewardship plans – which were both rejected. We expect to receive revised plans by mid-July, and still hold hope that one or both plans can be approved by the fall for implementation beginning by the end of the year or early 2016.

DISCUSSION

- Mayor Baker asked about collection sites and costs, and whether collection would shift from law enforcement sites to pharmacies. Taylor noted that the SMR regulations specifically call for law enforcement sites along with retail pharmacies to serve as ongoing collection sites if they volunteer to do so.
- Tim asked about current status and next steps. Taylor said two plans were submitted, both were rejected as incomplete, and that revised plans are expected within 60 days from both parties.
- Tim believes we should continue being strict in our review in order to secure the best plan for the public. Dave commented that Alameda only had plan submittal from the PhRMA group but we have competition between two plans.
- The Supreme Court petition to review the Ninth Circuit Court's decision in the Alameda case is being considered by the Court on May 21. Taylor will let MCC know the outcome.

- Jeff asked about next version of plans – if still inadequate. Dave responded that if a new submittal is close enough, we could approve it with some final conditions. If not sufficient for approval, we can “fill in the holes” by writing the final plan for the drug producers.
- Tim asked if collection requirements were only for within the urban growth boundaries. Taylor responded that service is also required for unincorporated areas, and will likely be handled with collection events (where no pharmacies or law enforcement offices exist).
- Mayor Baker asked if approval of two plans was possible, presenting the potential for two sets of drop boxes. Taylor responded yes, that pharmacies or law enforcement offices could theoretically end up with two drop boxes, or that the plans could work out a coordinated approach.
- Mayor Baker asked about the anticipated effective date. January 2016 is the Program’s estimated date, based on the current schedule.
- Dave congratulated Taylor for the tremendous work she has done on implementation of the SMR regulations to-date.

Director’s Report and Upcoming MCC Meetings

Director’s Report – Lynda provided her monthly report, highlighting the following:

- **Rate adjustment planning** – Lynda described in-progress analysis and shared graphs illustrating `scenarios for LHWMP’s fund balance, range for potential rate increase, and what a phased approach might look like. Staff plans to bring a recommendation to MCC’s June meeting.
- **Plan update** – The Program’s Management Plan was last updated in 2010. Program staff recently met with Ecology staff and agreed that 2020 would be an appropriate timeframe for the next formal Plan update.
- **Voluntary audit** – The program has contracted with an independent firm to conduct a voluntary audit of our practices, and to make recommendations for improvement. Work will occur over the summer months.
- **Strategic Planning** – Implementation of recent strategic planning is underway, which will reorganize LHWMP’s work into lines of business. This will affect staffing and budget structure, as well as planning processes and rethinking strategies for how we deliver our services.
- **EnviroStars** – Core Team agreed to LHWMP participation in the three-year, start-up phase of the Regional Green Business Program, which will use EnviroStars as its brand. The Program anticipates the regional program to share administrative costs, leverage outreach to business customers, and increase referrals to LHWMP’s services.

Next Meeting: June 16th, 1:15 p.m. to 2:30 p.m., 6th Floor King/Chinook Conference Rooms, King Street Center, Seattle, WA.