

**Local Hazardous Waste Management Program
Final Approved Management Coordination Committee Meeting Minutes
November 17, 2015**

Attendees:

MCC:

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

Staff, Partners & Public:

Lynda Ransley, LHWMP
Liz Tennant, LHWMP
Maureen Weisser, LHWMP
Dave Galvin, KCWLRD
Vicky Beaumont, SPU
Ellie Wilson-Jones, SCA
Linda Knight, City of Renton

GENERAL BUSINESS

MCC Minutes: October 20, 2015

MCC reviewed and approved the October 20, 2015 minutes.

Announcements and Public Comments:

Mayor Baker announced that the SCA representative to MCC would be changing for 2016. He expressed interest in staying involved, especially in the Program's policy work.

There were no public comments.

DISCUSSION ITEMS

3rd Quarter Performance Report

Liz presented on behalf of Ryan Kellogg, including the following items of note:

- **Customer Service Lines.** After considerable planning, the Program will be deploying new cloud-based call center support that is anticipated to significantly improve functionality and customer experience.
- **Business Field Services.** The team has met the annual target of 700 visits for the year in the first three quarters. As a result of implementing LEAN practices, the team continues to produce higher than expected visits numbers.
- **EnviroStars.** The Regional Green Business Program was added as a component of the King County Strategic Climate Action Plan.
- **Financial Incentives.** Core Team approved four \$15,000K dry cleaner grants in 2015 to replace aging perc equipment with safer alternatives.
- **Healthy Nail Salons.** Continues to have difficulty recruiting new businesses due to cost barriers for ventilation equipment (\$1,000 per station).
- **Outdoor Pesticides.** Grow Smart Grow Safe, and Pesticide Free Places were delayed due to reduced team capacity. Both efforts are being reconsidered in LOB planning.

3rd Quarter Financial Report

Lynda provided the report on behalf of Madelaine, with the following items of note:

- **Comparison to past years:** Financial trends for the 3rd Quarter are consistent with past years, since many revenues and expenses post in the 4th Quarter.
- **CPG:** As discussed previously, CPG funds will be ~\$300,000 lower this year due to reduced allocations.
- **SMR box funding:** SMR box funding will not be expended until 2016, based upon the current implementation schedule.
- **Year-end projections:** While 2015 year-end spending levels may be closer to budgeted amounts than in past years, we expect to be within our “savings” assumptions for rate projections. We will provide a more detailed update to MCC as soon as we have final year-end numbers.

DISCUSSION

- Tim asked why the direct overhead expenditures were only 27%. Lynda responded that overhead is often expensed in 4th quarter based on agency requests.

Voluntary Audit Report

Lynda discussed the report from the voluntary audit the Program has recently completed. The recommendations are relatively minor, focusing mainly on potential efficiencies. She provided the following items of note, and the anticipated Program responses and actions to address the recommendations. One of the items related to annual reporting of billing entities under the new rate structure, and proposed a process and form for doing so.

DISCUSSION

- MCC approved the new process and form.

LHWMP Line of Business – Implementation Status

Lynda reviewed activities underway related to transitioning into the Line of Business model. She discussed staff difficulties in adapting to pending changes, and efforts by program managers to support staff and address issues. Core team continues to reaffirm its collective belief that this is the right direction for the future of our program, and that many of the current issues are an anticipated feature of organizational change.

DISCUSSION

- Tim feels we are doing the right thing and are moving forward.
- Dave expressed optimism that many of the current issues will subside as staff become engaged in the new teams and project work.

Secure Medicine Return Implementation

Dave provided an update to MCC members. One stewardship plan has been approved, organized by same entity that does battery take-back and know the take-back plan but there are only a handful of drug companies signed on with them. The other entity has a final opportunity to resubmit their plan for approval, and making the effort to have an approvable plan by mid-December. After that, the Program has three months to review it. However, we are hopeful to complete the review by mid-January and, at that time, to have one or two approved plans and will be moving ahead. If the second plan is not approved, all drug companies will be required to participate in the approved plan.

DISCUSSION

- Tim expressed concern about the number of collection sites and Dave discussed convenience standards.
- Mayor Baker is concerned about the number of pharmacies participating. Dave explained that many large pharmacies are reluctant because decisions would need to be made at the corporate level. There are many pharmacies in grocery stores, such as Safeway and Fred Meyer, who are on board and will phase in. We hope that more will come on board as the program progresses. Tim concurred.
- Mayor Baker asked about the status of Alameda County's stewardship plan. Dave responded that it has begun implementation and we continue to learn from them.
- Mayor Baker asked about Snohomish County. Dave discussed recent discussions with Snohomish, Kitsap, Thurston, Spokane, and Jefferson. There is interest but no one is actively pursuing a program, though Snohomish and Kitsap are the most likely. Mayor Baker said he would be happy to assist in any way he can.
- Jeff asked about the Program's commitment to fund the collection boxes for the SMR program. Dave described the plan that LHWMP will reimburse the plan operator as part of SMR program implementation.

Director's Report and Upcoming MCC Meetings

Lynda provided highlights from the written Director's Report, including results of the voluntary audit, hiring status of several positions, and a look-ahead to upcoming MCC meetings. She also distributed a written policy update.

Executive Session

The regular meeting adjourned for an Executive Session to discuss the annual review of the Program Director.

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