

Local Hazardous Waste Management Program
Final Approved Management Coordination Committee Meeting Minutes
May 17, 2016
6th Floor King/Chinook Conference Rooms, King Street Center, Seattle, WA
10:00 a.m. – 12:00 p.m.

Attendees:

MCC:

Joan Lee, KCWLRD, MCC Chair
Hank Myers, SCA Redmond, MCC Vice-Chair
Tim Croll, SPU

Directors Office Staff:

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

Partners & Public

Lauren Cole, KCSWD
Taylor Watson, KCWLRD
Linda Van Hooser, PHSKC
Doreen Booth, SCA
Charles Wu, KCWLRD
Aurora Mendoza, SPU

GENERAL BUSINESS

MCC Minutes

MCC reviewed and approved the April 25, 2016 minutes, with no revisions.

Announcements and Public Comments: None

DISCUSSION ITEMS

1st Quarter Financial Report

Madelaine reviewed the 1st quarter financial report. Revenues and expenses came in as expected, in line with previous years. Most revenue payments are received in later quarters due to the Program's billing cycle. Expenses also tend to be in later quarters due to some seasonality in Moderate Risk Waste collection costs, agency billing of overhead costs, implementation of new projects, and vacant positions due to be filled later in the year.

DISCUSSION

- Councilmember Myers asked where the low months are. Madelaine responded 1st and 2nd quarter. Lynda commented that the revenue cycle underscores the need for the 2-month reserve policy for minimum fund balance.

1st Quarter Performance Report

Ryan provided highlights of the 1st quarterly progress report for 2016, the first in the program's new line of business (LOB) structure.

Collection Services and Grants – Project is on-track overall, with some changes in quarterly usage trends compared to 2015: There was an 8.5% decrease in HHW customers and 12% increase in SQG customers from Q1 2015. Household customer counts increased at South Seattle (+7%) and Auburn (+11%), and decreased substantially at Factoria (-34%) and the Wastemobile (-31%). North Seattle served approximately the same number of customers as Q1 2015.

Information and Marketing, Technical Assistance and Incentives – Both teams are continuing to provide core services while working on team and project development in the new structure.

Focus Projects (Safer Cleaning Practices, Lead in Home Renovation, and Autobody Paints) – Projects are generally on-track, conducting planning and formative research. Two projects are experiencing delays due to temporary staff reassignments at WLRD. A plan is in place to provide backfill support to both projects.

CM Myers asked if the program is doing anything unique or collaborative on lead hazard reduction. Lynda responded that lead has been a long-standing priority for the program. Prior to selecting the topic for a new “Focus Project,” the program has provided lead hazard assessment and mitigation in response to elevated blood lead reports from the State Department of Health. Those services are continuing in the Technical Assistance and Incentives Project. Additionally, as discussed at the April MCC meeting, the Policy Team is exploring policy options for universal blood-lead testing in children, lead in drinking water supply lines, and artificial turf.

Policy Team – The Policy Team has analyzed policy options for 2016 and presented these to Core Team and the MCC. Credit to Lauren and the team for their work to-date. Joan added that it was exceptional.

Technical Resource projects – includes Service Equity, Research, and Technology and Data teams. Work is going well. The Research Team is working with reduced capacity because of temporary staff reassignment.

Ryan will be working with Core Team and staff on options for improving project management and performance reporting.

2017-18 Budget Proposal

Lynda presented the budget package, which was consistent with direction provided by the MCC in March. She reminded MCC that the budget structure reflects changes from 2014/15 strategic planning, and cost increases needed to maintain current levels of services. Additionally, the budget supports the Program’s ongoing commitment to service equity, investments in evidence-based planning and evaluation, and ongoing organization and workforce development. Revenues are expected to be stable – with projections carrying the Program through 2018 with our current rate. The budget incorporates agency-assigned labor costs, inflation, and increases for MRW costs resulting from new contracts and maintenance for Seattle facilities. One-time funding is budgeted in 2017 for the Program’s obligation to reimburse the SMR program operator for Secure Medicine Return boxes. With MCC adoption of this budget, the Program will work through Public Health to convey a 2017 year-end completion date for SMR box funding.

The budget maintains the Program’s current staffing levels, and resource distribution among the Lines of Business. The budget notes on page four explain changes of note by agency, with additional detail provided in the spreadsheets.

DISCUSSION

- CM Myers found the budget package well presented, and would appreciate a summary in future years.
- Tim asked if the KCSW percentage increase is more modest because some non-labor funds were transferred to WLRD. Lynda said yes, as well as projected lower labor costs and a smaller capital reserve than in past years.
- Joan asked about how adjustments are made as overhead costs are updated. Lynda explained that the Program typically reflects those adjustments in the updated budget that comes to MCC in January, in conjunction with each year’s annual work plan.

DECISION

Lynda reported that she briefed both Jeff and Darrell prior to the meeting and received their approval for the proposed budget. MCC members present also approved budget as proposed.

UPDATES

Secure Medicine Return Implementation

Taylor provided an update for Secure Medicine Return implementation. Return Meds provided official notice that it will not be implementing its approved stewardship plan. The KC MED Project is now designated as the Standard Plan. Participating drug companies are signing up with KC MED plan and we are helping to support transitions.

LHWMP is working with community groups, City of Bellevue Government Relations, Eastside Drug Task Force, and Bellevue City Council to provide information on SRM and promote interest in collection sites. Collection boxes are starting to be placed. LHWMP is also working on updating brochures, the website, and planning pending survey and outreach activities.

DISCUSSION

- Tim asked about the nature of the stewardship program not doing advocacy. Taylor responded that they feel implementation of their plan and collection is up to community to request. Taylor is editing outreach materials and she meets with them every week to discuss where the drop boxes are.
- City of Seattle Police Department is very interested, with a contract ready for signature. Tim offered to help with SPD if needed. He asked whether they were translating or transcreating signage and outreach materials. Taylor responded that they were transcreating.
- Taylor is working with Kristin Pace on a baseline survey for residents and another for health care providers. These will provide baseline information and support future evaluation. She is also working with the Information and Marketing team on an outreach plan which includes underserved populations, and translation of materials into at least five different languages, as well as visual images.
- Doreen asked if Sound Cities could help get the word out. Taylor said yes, and agreed to provide her information.
- CM Myers commented on city collection events. Taylor added that law enforcement agencies have been active in SMT for ten years and DEA will continue events twice a year.
- Joan asked that our minutes reflect LHWMP's debt of gratitude to Alameda County and their leadership on this issue that we followed behind and benefitted from.

Director's Report and MCC Look-Ahead Calendar

Lynda provided a written report and highlighted items of note. She commented on a staffing needs assessment and salary savings analysis which was done to develop a near-term backfill plan, and provided an update on the hiring status for various positions.

Next month's MCC meeting will feature an overview of the Information and Marketing project, as well as a new Strategic Communications Plan for the Program. We will also confirm the summer MCC meeting schedule.

Tim asked for a briefing of the situation with Total Reclaim and EcoLights; Lynda agreed to bring to the June meeting as well. Lynda asked if there were other items of interest to MCC; none were mentioned.

Success story: Recent upgrades to the Program's customer service center were discussed, with recognition for those involved, and highlighting service improvements for ratepayers.

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