

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

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**Attendees**     **MCC:**  
Joan Lee, KCWLRD, MCC Chair  
Hank Myers, SCA, City of Redmond, MCC Vice-Chair  
Susan Fife-Ferris, SPU  
Jeff Gaisford, KCSWD  
Darrell Rodgers, PHSKC  
**Other Attendees:**  
Lynda Ransley, LHWMP  
Vicky Beaumont, LHWMP  
Liz Tennant, LHWMP  
Maureen Weisser, LHWMP

Ryan Kellogg, LHWMP  
Madelaine Yun, LHWMP  
Taylor Watson, KCWLRD  
Doreen Booth, SCA  
Michell Mouton, KCSWD  
Lauren Cole, KCSWD  
Ashley Pederson, KCWLRD  
Charles Wu, KCWLRD  
Mendy Droke, KCSWD  
Lauren Cole, KCSWD

**GENERAL BUSINESS**

**MCC Minutes:**

MCC reviewed and approved the December 20, 2016 minutes, with no revisions.

**Announcements and Public Comments:**

There were no announcements or public comments.

**DISCUSSION ITEMS**

**LHWMP 2017 Work Plan and Spending Plan:**

Ryan presented an overview of the proposed 2017 LHWMP Work Plan. Liz reviewed the 2017 LHWMP Spending Plan. Both documents are in line with the biennial budget package MCC approved last May. Highlights include:

**Collection and Grants.** Focusing on maintaining core services while exploring options for improving service delivery in South King County.

**Information and Marketing (I & M).** Will be implementing a comprehensive and centrally planned strategic communications plan, which is a major advancement for LHWMP.

**Technical Assistance and Incentives (TAI).** TAI will be prioritizing service to businesses that have been underserved and have highest potential for impact (because of waste volumes and toxicity). In addition, LHWMP continues to participate in the regional EnviroStars Program.

- Joan asked about business outreach, given the Program’s strategic priority for maximizing reach. Ryan responded that reach is achieved through an outreach strategy that builds broad awareness of, and demand for, business services. The TAI team is also exploring other strategies for developing leads.

**Focus Projects.** Continuing research and development, with some implementation in 2017.

- Jeff asked about the Program’s approach to lead exposure in homes. Ryan responded that the project includes two main components: 1) responding to reports of elevated-blood lead levels in children (a long-standing Program function); and 2) focusing on practices that will reduce lead-laden dust in homes.
- Jeff asked about outcomes/measurables to know we are making an impact. Lynda responded that outcome-based behavior change measures are being built into the focus projects.

- Joan asked if lead dust exposure was more or less dangerous than lead in drinking water. Darrell noted that it is more dangerous because kids ingest household dust in higher concentrations than adults, with greater toxicity to developing systems.

**Policy.** LHWMP will continue advancing MCC approved policy topics, as well as implementation of the Secure Medicine Return program.

- Joan asked about crumb rubber. Lynda responded that a presentation on crumb rubber will be offered at the February MCC meeting and suggested the Policy Team come to MCC in March or April to review and update the list of issues they are currently working on.

**Research Services.** Research, including environmental and social science functions, focuses on ensuring the services LHWMP provides are technically sound.

**Service Equity.** Will complete a community engagement pilot in support of I&M. The team will also be co-leading an equity implementation plan for LHWMP with the Director's Office - to better articulate the program's equity goals and objectives and how they align with partner agency implementation plans.

- Darrell asked about the team's .85 FTE. Ryan responded that it represents combined time of several individuals.

**Technology and Data.** In 2017, LHWMP will be working with KCIT to complete a technology business needs analysis. In the past, LHWMP's system has been developed as more of a customized system; we would like to migrate to more broadly supported standard processes.

- Joan asked to be kept in the loop.

**LHWMP 2017 Spending Plan.** Liz discussed the 2017 Spending Plan, summarizing minor internal changes to the biennial budget approved by MCC last May. The biennial budget totals are unchanged for Program partners.

- Darrell asked about non-salary funding and the flexibility of adjusting if needed. Liz explained that projects were initially resourced at 2016 levels, then modified with input from agency partners, Core Team, project liaisons and project managers. Lynda added that there is flexibility within the 2-year budget cycle to make adjustments if needed.

## **ACTION**

- 2017 Work Plan and Spending Plan were approved unanimously.
- Joan commented that this has been an inspiring process and that we have achieved order, focus, and linkage between ideas and application. She thanked Lynda and team for bringing us to next level.

## **LHWMP 2017-18 Service Agreement Template**

Lynda reviewed the process and proposed changes for the service agreement template.

## **DISCUSSION**

- Susan asked if the service agreement was the same as the contract currently in process between LHWMP and SPU. Lynda and Liz explained that SPU has both a service agreement and a contract, since funding has to be transferred between the County and the City.
- Darrell asked how LHWMP's service agreements originated. Lynda reviewed the history of the service agreements. The service agreement was an outcome of developmental work completed by MCC in 2012-13, based on desire for accountability and shared understanding of Program/Agency commitments.
- Jeff added that there had always been an agreement with Seattle, which was necessary for reimbursement. A decision was made to have similar agreements with the King County agency partners.
- Joan asked that a statement be added to reflect MCC member responsibilities within their organizations relative to agency support and alignment with LHWMP.

- Darrell asked about the process for signatures. Lynda responded that the template will be converted to agency agreements. Agreements will be forwarded through MCC members for agency signatures in February.

#### **ACTION**

- Template approved, with Joan’s suggested addition. Susan abstained.

#### **Operations Team – Charter**

Lynda led a discussion about chartering the Operations Team, which included MCC’s direction, anticipated charter elements, and input received to-date from team members. She thanked Jeff for his help.

#### **DISCUSSION**

- Jeff reiterated that the team purpose is to provide advice and coordination – not primary decision-making. Primary decision-making rests with the Program Director. Membership would include one agency representative and managers from the Program Director’s office.
- Lynda explained that the charter will reflect the team’s roles in matrix management – both in managing the work of the Program as well as managing Program staff. Both roles involve the team but are handled differently, due to agency HR authority. As MCC works with program managers in operating under a One-LHWMP model, this team could be helpful in improving Program-wide processes, practice, and consistency. This team would not deal with individual personnel issues.
- Joan commented she would not want confidential personnel issues coming to this body. Darrell agreed.

#### **ACTION**

- MCC confirmed that their input was reflected and asked Lynda to finalize the charter and share it when completed. Lynda asked for MCC assistance in communicating with their staff groups.

#### **UPDATES**

##### **Policy Update**

Mendy briefed members on the 2017 legislative session, including bills that LHWMP is monitoring and/or working on.

Paint: The paint recycling bill has not yet been introduced. The assessment in Oregon is expected to rise and will make it more difficult to pass legislation in Washington.

- Joan asked about the assessment in the Oregon paint bill. Mendy responded that the assessment offsets disposal program costs.

Secure Medicine Return: LHWMP is monitoring the statewide bill to make sure it does not pre-empt or weaken King County’s program.

Other Bills: There is an antifreeze bill that adds a bitter taste as a deterrent to animals and children. The Team is also analyzing changes to the e-cycle program in a House bill introduced by Clark County, allowing consideration of curbside collection.

CPG Funding: The current proposal is for \$10 million, which will impact cities who use CPG funds for collection and outreach. If the package does not pass, there will be no funding. Cities are being engaged to write letters to their representatives. Mendy is working with King County’s lobbyist, and can work with Sound Cities, Washington Cities, Association of WA Counties to make sure the effects of this bill are known.

- Doreen said that SCA now has a legislative agenda, and is tracking issues of importance to the cities.
- Jeff mentioned that Ecology changed how funds were allocated in the last cycle, which affected us more than rural counties and that the WA Association of Counties has a work group of solid waste directors who are tracking this topic.
- Joan asked for this to be included in MCC monthly updates from policy team.

Lead: Ashley provided an update on lead. The governor's budget provides \$3.5 million for testing water fixtures in schools over a three year period and \$2.4 million for increased testing of children and remediating lead paint hazards in 100 homes, childcare facilities, rental properties, and private schools.

Synthetic Turf: Ashley will provide a briefing at the February MCC meeting.

### **Secure Medicine Return Implementation**

Taylor provided an update including the current "soft launch" today, and an anticipated press event next month. Taylor continues to work with Med-Project looking for additional locations. The Med Project has an obligation to do outreach. LHWMP is augmenting that outreach and is focusing on three key demographics – young families, families with teens, and our seniors – groups that are at higher risk for preventable poisoning and overdose.

### **DISCUSSION**

- Jeff asked if LHWMP provided drop boxes for all locations. Taylor replied yes; there are 87 boxes distributed throughout King County at retail pharmacies, clinic and hospital pharmacies, and law enforcement offices.
- Joan asked if there was a Facebook post yet. Michell responded that there is too much other media today, so it will occur later.
- Susan commented that she would like to see what happens at the State level and work together.

### **Director's Report and MCC Look-Ahead Calendar**

Lynda reviewed her monthly report and highlighted items of note. The next MCC meeting will include a presentation on crumb rubber, and the 4th quarter progress report. We will continue briefings from project teams later this quarter.

### **DISCUSSION**

- Joan commented on the value of the change management course and asked if we were pursuing something similar for others in the Program. Lynda responded that Vicky is identifying specific change management support activities within LHWMP, which will include training.
- Hank asked if it would be acceptable for him or SCA to bring a parks person to listen to the crumb rubber update. Lynda said yes.
- Darrell asked when LHWMP policy priorities would be reviewed and updated with MCC. Lauren is hoping to come back in April.

**Success Story** – Joan provided a recognition plaque to Taylor for her tireless efforts to implement the Secure Medicine Return Program.

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**Next Meeting:** February 21, 2017, 10:00 a.m. to 12:00 noon, 6<sup>th</sup> Floor King/Chinook Conference Rooms, King Street Center, Seattle.