



## Spokane County – Comprehensive Solid Waste and Moderate Risk Waste Management Plan Update SWAC Subcommittee Meeting #2

**PREPARED BY:** Michelle Langdon/Great West  
**PROJECT NUMBER:** 4-19128  
**MEETING DATE:** March 3, 2020  
**MEETING TIME:** 8:00 AM (Pacific Time)  
**LOCATION:** Waste to Energy Administration Building  
2900 S. Geiger Blvd  
**ATTENDEES:** Andy Hoye/SWAC Citizen at Large, District #2  
Suzanne Tresko/SWAC Citizen at Large, District #3  
Tonilee Hanson/SWAC Public Interest  
Deb Geiger/Spokane County  
Lindsay Chapman/Spokane County  
Claudia Marsh/Spokane County  
Austin Stewart/Spokane County  
Ken Gimpel/Waste Management  
Matt Konzal/Waste Connections  
Matt Pederson/Republic Services  
Henry Allen/City of Spokane Valley  
Craig Sauer/Great West  
Michelle Langdon/Great West

*The meeting generally followed the agenda with most of the meeting dedicated to the Vision Statement development process. Meeting notes are added in italics.*

### INTRODUCTION

The overall purpose of this meeting is to briefly review and discuss the reorganization of the Solid Waste and Moderate Risk Waste Management Plan, to review the options for and finalize the vision statement, and to develop a preliminary set of plan goals that support the vision statement.

### ORDER OF BUSINESS

#### 1) **Team Introductions** – *For anyone that may be new to the meeting*

- *A meeting attendee sign-in sheet with contact information was circulated.*
- *Introductions- around the room discussion and why the plan is important to each attendee.*
- *Additional attendees included Henry Allen from the City of Spokane Valley, Ken Gimpel from Waste Management, Matt Konzal from Waste Connections, and Matt Pederson from Republic Services.*

**SWAC Subcommittee:**

- Andy Hoye - Citizen at Large, District #2
- Shaun Culler - City of Millwood
- Suzanne Tresko - Citizen at Large, District #3
- Tonilee Hanson - Public Interest

#### **Spokane County:**

- Deb Geiger – Regional Solid Waste Manager
- Lindsay Chapman – Project Manager

#### **Great West Team:**

- Travis Pyle – Project Manager (not present)
- Michelle Langdon – Lead Project Planner (by phone)
- Craig Sauer – Project Planner & Local Project Representative/Liaison (in person)
- FCS GROUP – Financial and Regulatory Support Subconsultant (not present)

## **2) Draft Plan Reorganization**

- a) Review finalized TOC (focused on changes identified in Subcommittee Meeting #1)
- b) Review Reorganized Plan

*Michelle went through the overall process regarding the SWMP plan package submittal to Ecology, and then went through the logic and content of the Table of contents (TOC) (provided separately). The discussion around the TOC included the following comments/questions:*

- *Andy had a question about the sequencing and re-organization with respect to whether it made sense to put Section 4 with 6 (Goals, then Implementation). The team had some dialogue on this question but decided not to modify the proposed/current sequence of sections.*
- *Tonilee asked if something like asbestos would be in education outreach or under disposal sections; Michelle clarified it could be found in different locations of document depending on the activity it surrounds, and each instance of it appearing would be cited in the index.*
- *Ken commented on above question that asbestos needs to be in ‘education’ under programs to enhance proper handling education; he also noted that Section 5 Programs is going to be large volume of the document.*
- *Suzanne noted in response to above discussion that the plan should be a searchable and indexed similar to a “cookbook.” This will be especially important since it is expected that there will be substantive volume to the document.*
- *Austin agreed on the above functionality discussion and noted that upfront narrative should be included that describes how the document is organized and intended to be used. It could also include instructions and information about the indexing and search functionality. It should not be assumed that the reader understands how to use the document.*
- *Suzanne noted that the team should look at the location of the ‘CROP’ program, noting that it should come towards the front of document under planning topics and not at the end where it might be difficult to locate.*

- *Ken noted that the plan should include relevant details but that some details should be removed from the plan, such as hours of operations for facilities and what types of waste facilities accept. It would be better to reference website or websites from various entities or private programs could house details separately via websites. This is especially important because these types of details can change often.*
- *Tonilee noted that they have a compiled list of vendors for recycling so people can use their website as a tool to search for additional details and updates beyond the information housed in the SWMP document; the website is [www.spokanewastedirectory.org](http://www.spokanewastedirectory.org). She said the website(s) are routinely updated as new information becomes available.*
- *Michelle concluded the Part 1 session noting that updates to the plan outline will be available for the next SWAC meeting.*

### 3) Vision Statement Finalization

- a) Review Vision Statement options
- b) Identify strong sections of statement options
- c) Identify sections of statement options to be eliminated
- d) Consolidate edits and reform statement
- e) Present finalized statement

*The discussion transitioned to the Vision Statement and walked through the memo (separate handout).*

- *Michelle went over the memo including the Subcommittee Meeting #1 process and the five options presented in the memo*
- *Tonilee presented a handout for a new option (#6)*
- *Discussion went around the room to solicit input on which option(s) was/were preferred.*
- *General consensus was that a combination of options #2 and #6 were generally preferred, with minor 'edits' or changes needed.*
- *Andy preferred option #4.*
- *Claudia commented that she would prefer a more concise vision statement.*
- *Tonilee noted the importance keeping the reference to the single source aquifer; Ken and others agreed, and thus, this term was retained in the statement.*
- *As an outcome of these discussions, the final Vision Statement was drafted and decided upon, along with the updated bullets and sequence. The final vision statement memo is attached to these meeting notes.*

### 4) Creation of Goals

- a) Review previous (2015) goals (attached)
- b) Goal Setting Worksheet (attached)
- c) Organization and consolidation of goals
- d) Editing Goals
- e) Development of preliminary goals list

- *Due to the vision statement portion of the meeting running long, the 2015 goals were not reviewed.*
- *Michelle and Craig put up the six bullets from the Vision Statement, along with the five programs that will be included in the SWMP, on papers and a whiteboard at the front of the room. The team then participated in a work session to develop goals to feed or support the vision statement bullets.*
- *Michelle described that goals are measurable and tangible actions completed within a 5-year planning horizon.*
- *Henry suggested to set goals according to the SMART acronym:*
  - *S is specific*
  - *M is measurable*
  - *A is achievable*
  - *R is realistic*
  - *T is time based*
- *Individuals were asked to write goals on sticky notes that could be categorized by the bullet points on the board. A few goals were provided and discussed and summarized on the whiteboard and papers (see attached pictures). These goals are summarized in a separate Goals document, which is attached to these meeting notes.*
- *Deb suggested that ‘educate’ could become an action for every goal.*
- *Team dialogue and consensus that team needs to clarify or bring forward metrics and current conditions as a baseline for tracking against progress towards future primary long-term goals.*
- *The team acknowledged challenges with respect to categorizing specific goals to align with the given vision statement. Deb reminded the team that there will be some goals added that are required to comply with regulations. The team acknowledged this and added that the County would have a lot more input into goals creation.*

## 5) Next Steps

- a) Finalize Goals list
- b) Present Vision Statement and Goals to SWAC
- c) Subcommittee Meeting #3, Updates to Existing Conditions, Time TBD (Late April)

*Subcommittee Meeting #3 date TBD.*

## 6) Action Items:

- **Great West Team:**
  - *Update the final vision statement*
  - *Update the “final” TOC*
  - *Compile goals list and send to County for additional goals*
- **Spokane County:**
  - *Schedule Subcommittee Meeting #3*
  - *Send final vision statement memo, final TOC, and meeting notes to group*

- SWAC Subcommittee:
  - *Present finalized vision statement and TOC to SWAC.*

## 2015 Plan Goals

**Goal:** Manage solid waste in a cost-effective manner that promotes, in order of priority, waste reduction, reuse, and recycling

**Objectives:**

- Recycle prior to WTE processing or landfill disposal.
- Work towards achieving a 65% recovery rate by 2020.
- Invest in education and rely on voluntary programs.
- Measure progress in achieving goals and objectives.

**Goal:** Ensure financial integrity and control costs of the county solid waste management system.

**Objectives:**

- Ensure financial transparency and establish measures for accountability.
- Maintain existing and identify new funding mechanisms.

**Goal:** Enhance and improve the overall efficiency of waste and recyclables collection and transfer.

**Objectives:**

- Provide access to cost-effective collection services for all residences, businesses, and industry.
- Promote effective use of the waste management infrastructure to optimize service levels and transportation efficiencies.
- Encourage competition to reduce costs of collection and processing.

**Goal:** Ensure adequate processing and disposal capacity.

**Objectives:**

- Promote research opportunities for alternative solid waste management technologies.
- Provide adequate disposal capacity for municipal solid waste (MSW).
- Maximize efficiency at the WTE facility.

**Goal:** Establish guidelines and strategies for management of specific waste streams.

**Objectives:**

- Increase public awareness of proper handling and disposal of MRW.
- Encourage the use of alternatives to toxic and hazardous materials.

**Goal:** Continue public outreach and education efforts.

**Objectives:**

- Coordinate efforts with other organizations and agencies and encourage mutual support.
- Emphasize aquifer protection and clean water to promote better stewardship of solid and MRW.

**Goal:** Ensure the County solid waste system is in compliance with State rules and regulations.

**Objective:**

- Maintain proper monitoring and regulatory procedures.

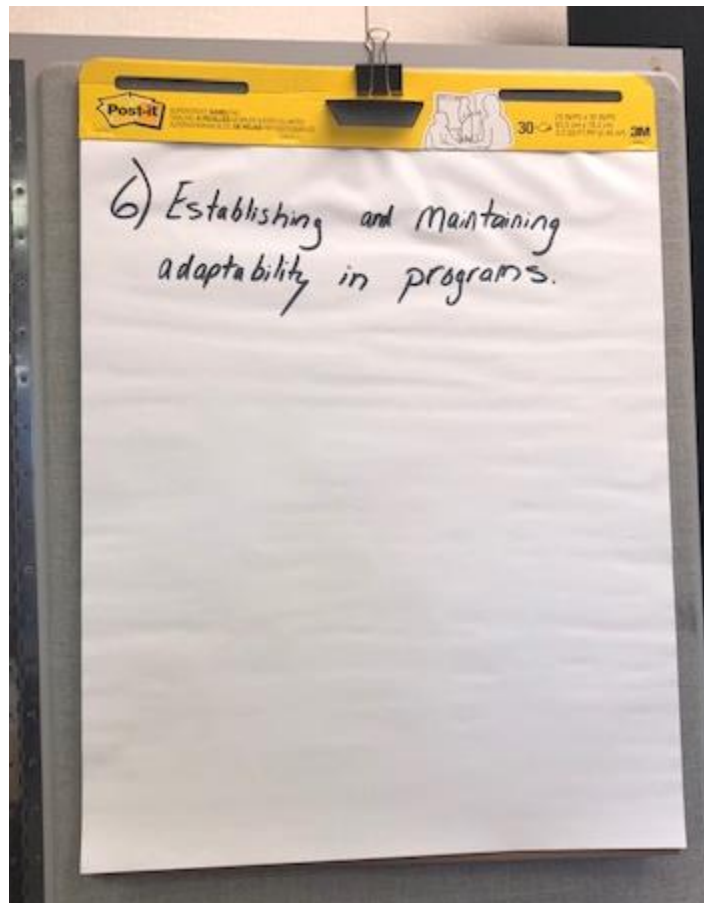
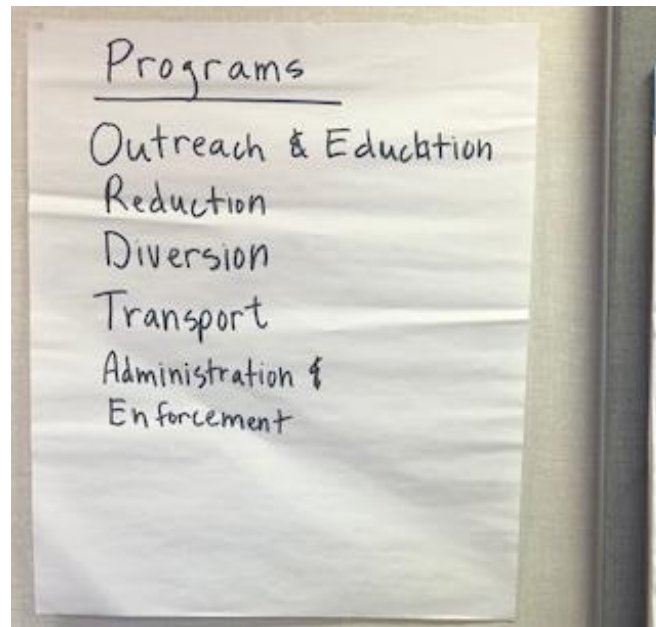
## Goal Setting Worksheet

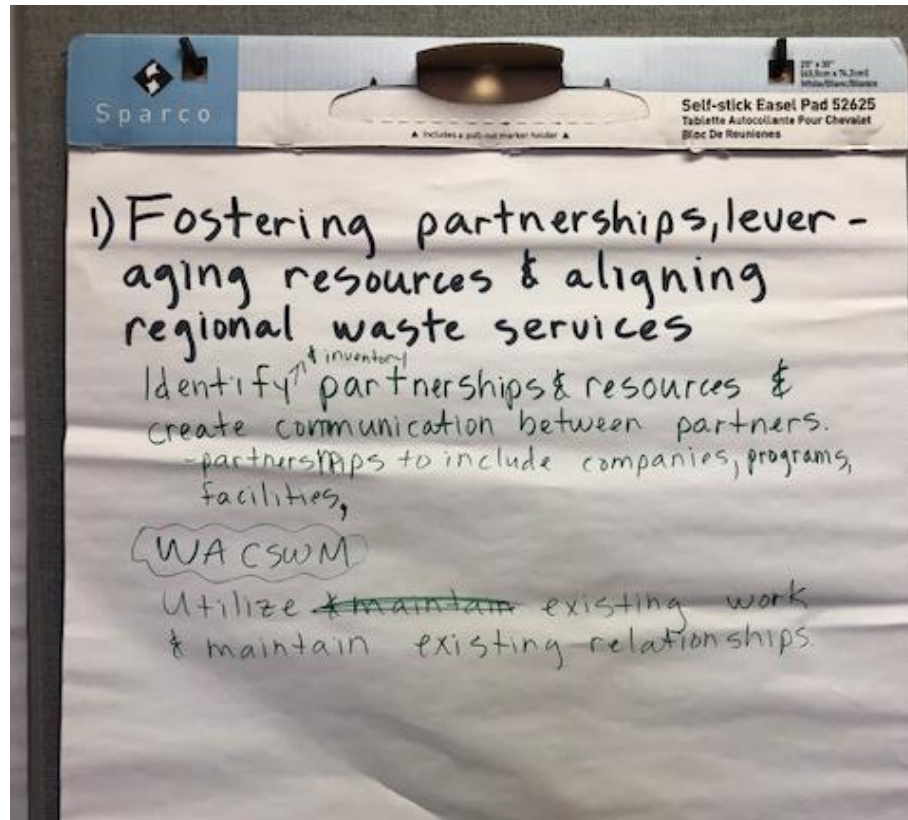
Use this worksheet to draft ideas for goals focused on the “How’s” of the vision statement (below). Remember that goals should be measurable and achievable in the timeframe of the plan (5 years).

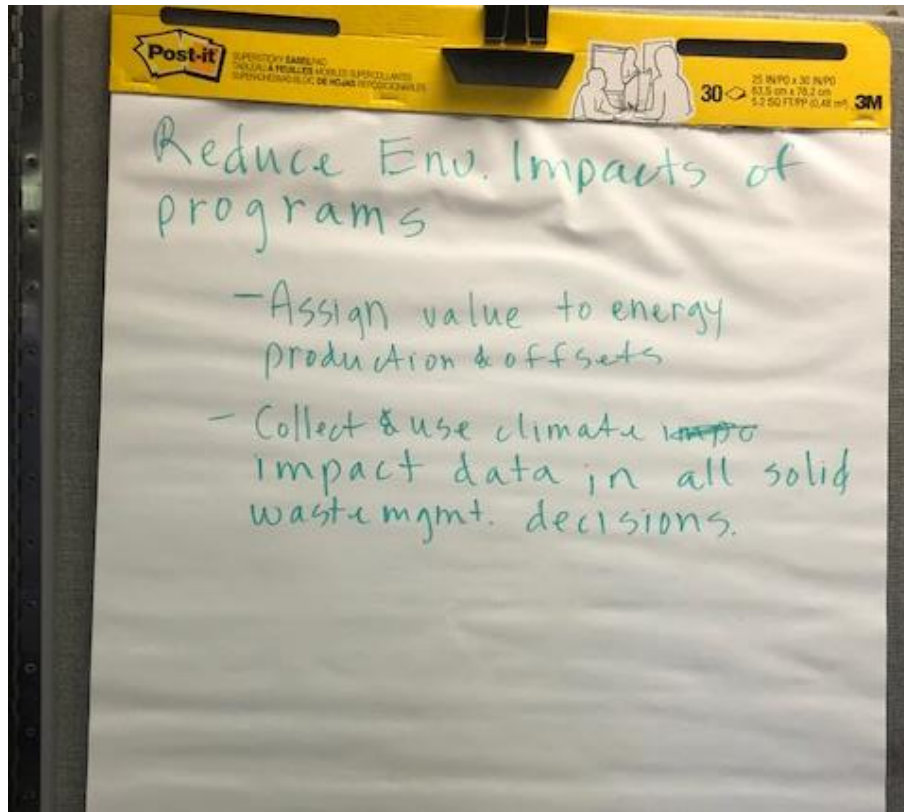
1. Providing incentives and promoting policies that support system goals.
2. Encouraging the use of innovative technology, expert knowledge and scientific research.
3. Developing sustainable recycling, diversion and composting programs and markets.
4. Fostering partnerships, leveraging resources and aligning regional services.
5. Establishing and maintaining adaptability in programs.
6. Providing a level of service consistent with user costs.
7. Providing consistent and implementable education.

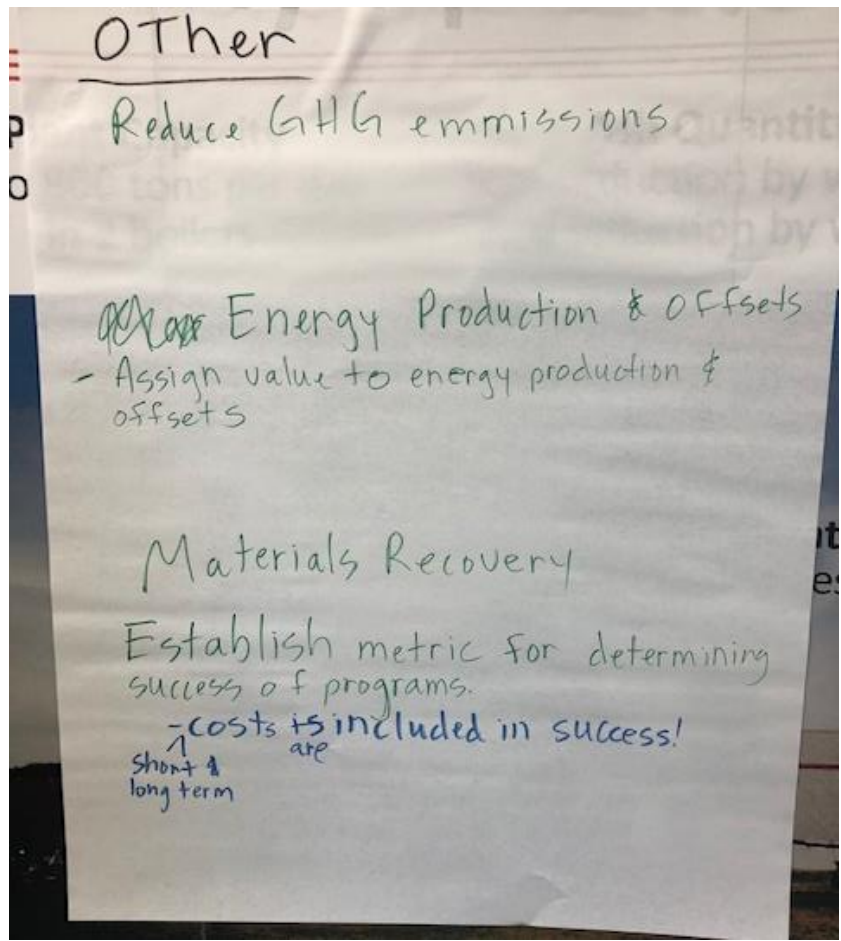


## Whiteboard/Papers Photographs









Other

Reduce GHG emissions

~~Maximize~~ Maximize Energy Production & Offsets

- Assign value to energy production & offsets

Materials Recovery

Establish metric for determining success of programs.

- costs <sup>are</sup> included in success!

↑  
short & long term

2) Providing Coordinated & comprehensive community education

- Update E&O program to include updated solid waste principles & values.

Action - Utilize surveys to measure effectiveness of E&O.

3) Cultivating sustainable programs & markets to reduce & reuse waste

Maintain ex. M&W programs & evaluate need for expansion.

Promote or consider Waste as a resource for economic development

4) Encouraging the Development & use of innovative technology, expert knowledge & scientific research.

Reduce admin costs to run <sup>county owned</sup> transfer station by 10% in 2 years

- Actions - leveraging new tech, streamlining operations, & eliminate duplication.

5) Promoting policies & incentives the support system goals.