



## **SOLID WASTE ADVISORY COMMITTEE (SWAC) MEETING**

ISLAND COUNTY PUBLIC WORKS DEPARTMENT, SOLID WASTE DIVISION

**Monday, January 27, 2025 from 10:00 a.m. to 11:30 a.m.**

**Via Microsoft Teams**

**Join on your computer, mobile app or room device**

[Click here to join the meeting](#)

Meeting ID: 228 228 543 975

Passcode: S4p4UU

[Download Teams](#) | [Join on the web](#)

**Or call in (audio only)**

[+1 323-433-2396,,942351210#](#) United States, Los Angeles

Phone Conference ID: 942 351 210#

## **- A G E N D A -**

<b>Meeting Topics</b>			<b>Outcomes</b>
1.	Call to Order	10:00	Action
2.	Roll Call, Determination of Quorum, and Approval of Minutes	10:00 - 10:05	Action
3.	Public Comment Period	10:05 - 10:10	Information
4.	Operations Update	10:10 - 10:15	Information
5.	Solid Waste Rate Structure	10:15 - 10:25	Discussion
6.	Projects Update	10:25 - 10:35	Information
7.	Amendment to SWAC Bylaws	10:35 - 10:55	Action
8.	Solid Waste and Moderate Risk Waste Management Plan	10:55 - 11:10	Action
9.	Legislative Update	11:10 - 11:15	Information
10.	WSU Waste Wise Program	11:15 - 11:20	Discussion
11.	Open Session, Announcements, Agenda Items	11:20 - 11:30	Discussion
12.	Adjournment	11:30	Action

**SOLID WASTE ADVISORY COMMITTEE**  
**Discussion Form**  
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***AGENDA ITEM 2: Roll Call, Determination of Quorum, Approval of Minutes***

**PRESENTER:** *Gynon Nash, Solid Waste Division Attendant Supervisor*

**BOARD ACTION:**  Action Item      Discussion      Information

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***COMMITTEE ROLE / ACTION REQUESTED***

Review and approve draft meeting minutes.

***ATTACHMENT(S)***

- October 21, 2024 draft SWAC meeting minutes

# ISLAND COUNTY SOLID WASTE ADVISORY (SWAC) COMMITTEE

## October 21, 2024

### **Members Present:**

George Place, Dar Christopherson, Sarah Bergquist, Scott Sebelsky and Andrew Riggs

### **Staff Present:**

Matt Farr (Public Health), Jeff Hegedus (Public Works), James Sylvester (Public Works) and Gynon Nash (Public Works)

### **Others Present:**

Katie Jerauld (Dept of Ecology)  
Joan Green (rePurpose)  
Derek Hoshiko (rePurpose)

### **Call to Order:**

The regular meeting of the Island County SWAC was called to order on Monday, October 21, 2024, at 10:02a.m. via Microsoft Teams meeting, by Sarah Bergquist, Chairperson.

### **Roll Call, Determination of Quorum, and Approval of Minutes:**

Roll call determined the correct amount of a quorum. The minutes for the July 22, 2024, SWAC meeting were approved as written. The motion for approval was made by Scott Sebelsky and 2<sup>nd</sup> by Dar Christopherson. Motion approved - all in favor.

### **Public Comment Period:**

Joan Green and Derek Hoshiko introduced themselves, voiced support for Island Disposal's curbside recycling proposal, and informed the committee about their organization, rePurpose. Katie Jerauld informed the committee on an EPA/Dept of Ecology grant and a completed Ecology study, she will email Jeff Hegedus the links.

### **Operations Update:**

Jeff Hegedus updated the committee on operations:

- For the first 9 months of 2024 solid waste tonnage has decreased 2%, septage tonnage has increased 63%
- Updated the committee about regional glass recycling issues
- The North Whidbey facility has been expanded for safer and more efficient operation, a office is being installed
- Coupeville transfer station continues to take abandoned/junk recreational vehicles as part of homeless cleanup
- Landfill monitoring and maintenance proceeds routinely, as require and the landfill financial assurance plan is being reviewed and updated
- The NASWI agreement for household hazardous waste collection is being extended
- The five-year update to the Comprehensive Solid Waste and Moderate Risk Waste Management Plan will begin in 2025
- Plans to have an amendment for the next SWAC meeting regarding youth membership

**Coupeville Transfer Station Compactor Installation Update:**

Jeff Hegedus informed the committee that the new compactor has been installed and in full operation. Engineering specs are complete for a metal roof to house the hydraulic power unit and cylinder, and permitting is in process. The operator control shack will be replaced.

Sarah Bergquist asked why we were not currently accepting cooking oil, Jeff explained new EPA rules.

**Island Disposal Curbside Recycling:**

Andrew Riggs gave a Power Point presentation for Island Disposal's curbside recycling proposal. The committee and others present discussed the issues and challenges, such as machinery, technology, equipment, cost, and human power needed for glass recycling.

**Solid Waste Transportations and Disposal Contract:**

Jeff Hegedus informed the committee that Public Works will be recommending Republic Services for the long-haul contract to the BOICC.

**Solid Waste Rate Structure:**

Jeff Hegedus informed the committee that the current estimated adjustment to the tipping fee for 2025 is a 15.9% increase to cover the 36% increase in transportation disposal services.

**WSU Waste Wise Program:**

Sarah Bergquist updated the committee on the WSU Waste Wise program

- Waste Wise is currently training new volunteers. Heather Trim from Zero Waste will present at 6:00 at the Wednesday night training, SWAC members are welcome to attend
- Working with local composting groups, a green cleaning workshop, and rePurpose recycling collection event

**Open Session, Announcements, Agenda Items:**

None

**Adjournment:**

Sarah Bergquist adjourned the meeting at 11:50 a.m., due Martin Luther King Jr Day the next regular scheduled SWAC meeting will be January 27, 2025, beginning at 10:00 a.m.

Approved this \_\_\_\_\_ day of \_\_\_\_\_ 2025

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Sarah Bergquist, SWAC Chair

**SOLID WASTE ADVISORY COMMITTEE**  
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**AGENDA ITEM 4: Operations Update**

**PRESENTER:** *Jeff Hegedus, Solid Waste Division Manager*

**BOARD ACTION:** **Action Item** **Discussion**  **Information**

	Customer Count			Garbage Tonnage Dec		Garbage Tonnage Year to Year			Recycling Tonnage Dec		Recycling Tonnage Year to Year		
	2023	2024		2023	2024	2023	2024		2023	2024	2023	2024	
Public @ CV				1114.82	1053.91	18210.46	16831.29	↓8%					
ID & City of OH @ CV				2163.76	2260.24	27942.33	28692.67	↑3%					
50%/No Charge				23.75	18.36	388.14	300.19	↓23%					
Coupeville	90781	90820	↑0.04%						45.28	83.31	654.17	577.64	↓12%
Bayview	13386	12727	↓5%	35.92	34.20	538.57	476.68	↓11%	141.60*	98.18*	1603.01*	1060.69*	↓34%*
N Whidbey	3639	3339	↓7%	14.79	20.13	164.01	140.34	↓14%	44.89	54.00	545.06	541.01	↓1%
Camano	42805	2943	↓5%	791.61	801.65	10964.32	10793.5	↓2%	29.71	68.73	824.22	751.46	↓9%
System Wide	150611	147185	↓0.4%	4144.65	4188.49	58207.83	57234.67	↓2%					

\*Estimate based on number of loads hauled

**SIGNIFICANT POINTS OR EXECUTIVE SUMMARY**

After a 4% increase in 2021, solid waste tonnage decreased by 2% in both 2022 and 2023 and, again, in 2024. Septage tonnage increased in 2024 by 48% to 1.4 million gallons. Operations proceed as normal. Due to regional glass recycling infrastructure issues, glass continues to be collected but not recycled, and is being used for landfill alternate daily cover or road base. The new Coupeville transfer station main compactor is installed and operating. The North Whidbey drop box facility site footprint has been significantly expanded to allow for safer and more efficient operation, and an office is being installed. In support of community cleanup and safety efforts, the Coupeville transfer station continues to function as an abandoned junk vehicle auto wrecker for recreational vehicles generated from encampment cleanup. Landfill monitoring and maintenance proceeds routinely as required, and the landfill financial assurance plan is being reviewed and updated. Following competitive bidding, contract negotiations for both the long haul transportation and disposal services, and Camano Island recycling services, have been awarded. The NASWI agreement for household hazardous waste collection and disposal has been approved for consent. The five year update to the 2020 Comprehensive Solid Waste and Moderate Risk Waste Management Plan will begin in 2025.

**COMMITTEE ROLE / ACTION REQUESTED**

**ATTACHMENT(S)**

**SOLID WASTE ADVISORY COMMITTEE**  
**Discussion Form**  
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***AGENDA ITEM 5: Solid Waste Rate Structure***

**PRESENTER:** *Jeff Hegedus, Solid Waste Division Manager*

**BOARD ACTION:**  Action Item  Discussion  Information

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***SIGNIFICANT POINTS OR EXECUTIVE SUMMARY***

Following a competitive bidding process, solid waste transportation and disposal costs will increase by 36% effective January 1, 2025. Similarly, in 2024, Skagit County also went to bid for services, which resulted in a 42% increase in costs and a 30% increase in solid waste tipping fees. To ensure continuity of service, where solid waste revenues continue to meet expenses, a 15.3% tipping fee increase was recommended. The attached Resolution has been approved for signature at consent.

***COMMITTEE ROLE / ACTION REQUESTED***

***ATTACHMENT(S)***

- Solid Waste Rate Structure Resolution



**Island County Public Works**  
*Connie Bowers, P.E., Director and County Engineer*

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P.O. Box 5000, Coupeville, WA 98239  
Ph: Whidbey 360-679-7331 | Camano 360-387-3443 | S Whidbey 360-321-5111  
Email: ConnieB@islandcountywa.gov | [www.islandcountywa.gov](http://www.islandcountywa.gov)

**M E M O R A N D U M**

January 8, 2025

TO: Board of County Commissioners – Island County  
FROM: James Sylvester, Assistant Public Works Director  
RE: Solid Waste Tipping Fee Increase

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The Solid Waste Division is funded through a user fee, known as a solid waste tipping fee, rather than through taxation. As an essential service, solid waste enterprise fund revenue must increase as expenses increase.

The 2006 contract for solid waste transportation and disposal services expired on December 31, 2024. Prior to the expiration, a Notice of a Request for Proposals (RFP) for service provision was published on March 20, 2024. Proposals were due by June 14, 2024. Following interviews, ranking and negotiations, the new contract was awarded to the low cost bidder on December 17, 2024. The low cost bid resulted in a 36% cost increase for solid waste landfilling and transportation services.

The cost increase is, to a significant degree, due in part to the last 18 years of contracted annual inflation adjustments for disposal being applied at only 70% of the Consumer Price Index, and transportation at only 95% of the Consumer Price Index. In order for revenues to match expenses, the current January 1, 2025 Island County solid waste base tipping fee, and associated fee's, will require an increase of 15.3%.

In order to ensure that the solid waste enterprise fund revenue matches this increase in cost, and for continuity of essential services provision, it is recommended that the solid waste tipping fee be increased 15.3%, as per the attached Resolution.



## EXHIBIT A

### 2025 ISLAND COUNTY SOLID WASTE AND SEPTAGE TIPPING FEES

	<u>Current Rate</u> <u>Jan. 1, 2025</u>	<u>Proposed Rate</u> <u>Feb. 1, 2025</u>
Municipal Solid Waste	\$ 183.37/ ton	\$211.43/ ton
Construction/ Demo/ Bulky Waste	\$ 194.02/ ton	\$223.71/ ton
Oversized, Hard to Handle Waste	\$ 201.82/ ton	\$232.70/ ton
Yard/ Garden Debris	\$ 112.39/ ton	\$112.39/ ton
Franchise Haulers (except City of Oak Harbor)		
Compacted Route Truck Waste	\$ 173.90/ ton	\$200.51/ ton
City of Oak Harbor Compacted Route Truck Waste	\$ 162.08/ ton	\$186.88/ ton
Appliances	\$ 26.71 each	\$ 26.71 each
Auto and Light Truck Tires, each	\$ 8.91 each	\$ 8.91 each
(Tires over 18" are accepted and charged by weight at Coupeville and Camano Island only)		
Minimum Charge for Weighed Materials	\$ 14.82	\$ 14.82
First Can or Bundle of Municipal Solid Waste (Oak Harbor, Bayview)	\$ 14.82	\$ 14.82
Additional Can or Bundle of Municipal Solid Waste (Oak Harbor, Bayview)	\$ 4.77 each	\$ 4.77 each
Septage	\$ 0.279/ gal	\$ 0.279/ gal

BEFORE THE BOARD OF COUNTY COMMISSIONERS  
OF ISLAND COUNTY, WASHINGTON

IN THE MATTER OF ADOPTING  
SOLID WASTE TIPPING FEES  
FOR ISLAND COUNTY      }

RESOLUTION      C - 07 -25  
                    SW - 01 -25

**WHEREAS**, Island County solid waste services are funded through a user fee, known as a solid waste tipping fee, rather than through taxation; and

**WHEREAS**, to maintain continuity of service provision, as an essential service, solid waste enterprise fund revenue must increase proportionally as expenses increase; and

**WHEREAS**, since 2006, as environmental requirements and expenses significantly increased at regional landfill operations, Island County contracted solid waste landfilling costs increased annually at only 70% of the inflation index, and transportation services at only 95% of the inflation index, as the tipping fee remained steady; and,

**WHEREAS**, following termination of renewal terms for the current 2006 landfilling and transportation services contract, proposals were solicited for solid waste landfilling and transportation services; and;

**WHEREAS**, the low bid for solid waste landfilling and transportation services resulted in a 36% cost increase for landfilling and transportation services, and;

**WHEREAS**, to maintain continuity of service provision, the 36% cost increase for landfilling and transportation services requires a 15.3% increase in the solid waste tipping fee, and;  
**NOW, THEREFORE**,

**BE IT HEREBY RESOLVED** that the inflation adjusted January 1, 2025 base solid waste tipping fee of \$183.37, and associated rates, excepting septage, yard waste, appliances, tires and other materials not disposed through landfilling, as per attached Exhibit A, be increased by 15.3%.

**ADOPTED** this \_\_\_\_\_ day of \_\_\_\_\_, 2025.

BOARD OF COUNTY COMMISSIONERS  
ISLAND COUNTY, WASHINGTON

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Melanie Bacon, Chair

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Jill Johnson, Member

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Janet St. Clair, Member

ATTEST:

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Jennifer Roll, Clerk of the Board

## Exhibit "A"

### ISLAND COUNTY SOLID WASTE & SEPTAGE FEES

#### RATE STRUCTURE, 2025

##### NOTES:

- 1) There is a 3.6% refuse tax (no sales tax) on Solid Waste Charges.
- 2) Each customer total transaction fee shall be rounded to the nearest twenty-five cents (\$0.25).

<b>Coupeville, Camano, Oak Harbor, Bayview Solid Waste Facilities (c, f, h)</b>
<b>Freeland Recycle Park (d, j)</b>

**At sites with a scale, loads are normally weighed**

First Can or Bundle of Municipal Solid Waste (b)	\$14.82
Additional Can or Bundle (b) includes 3.6% refuse tax	\$ 4.77 ea.

Segregated Recyclable Materials (d), Household Hazardous Waste, Used Motor Oil      No Charge

**Special Wastes (a, g, i)**

Appliances, each	\$26.71
Auto and light truck tires, each	\$ 8.91
(Tires over 18" are accepted & charged by weight at Coupeville & Camano only)	

<b>Coupeville &amp; Camano Transfer Stations (Note 1 &amp; 2 above and a, c, f, g and h below)</b>
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Municipal Solid Waste      \$211.43/ton

Construction/Demo/Bulky (g)      \$223.71/ton

Oversized, Hard-to-Handle waste (a)      \$232.70/ton

Yard/Garden Debris (e)      \$ 112.39/ton

Franchise Haulers (except City of Oak Harbor) compacted route truck waste      \$200.51/ton

City of Oak Harbor (compacted route truck waste)      \$186.88/ton

The minimum for weighed materials is:      \$ 14.82

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SEPTAGE (\$/GALLON)      \$ 0.279

Special rates for Treatment plant Class A and Class B liquid

#### **AVAILABLE DISCOUNTS: Low income @ 150% of the Federal Low Income Guidelines**

Non-transferable, low income discount cards are available at the Opportunity Council, and Senior Centers on Whidbey and Camano Islands. Discount card and identification must be presented at each visit to a

## **Exhibit “A”**

solid waste facility to receive the 50% discount. This discount is applicable to household waste similar to what would be collected by a franchise hauler at the curb from the card holder’s residence only.

Disposal fees may be adjusted or waived on a case-by-case basis by the Solid Waste Manager, Public Works Director or through the Voucher Program administered by the Public Health Department. Discounts may be allowed for certain organized community clean-up by volunteers, roadside litter pickup by organized groups, certain activities by non-profit community or thrift institutions, and/or other special cases.

### **CREDIT: The general Public and most commercial accounts may use credit cards**

No credit or “charge accounts” are available except as permitted by State law and pre-authorized by the Public Works Director, Solid Waste Manager, or Solid Waste Accountant. A heavy user may leave a blank, signed check to be completed with total charges at the end of each day. Frequent heavy users may set up a pre-paid or guaranteed charge account. A 1 ½ % per month fee is charged to accounts unpaid at the end of each month. An additional fee of \$10 is added to special temporary accounts established for customers who did not have enough money to pay after dumping – if not paid in full in 5 business days. A \$40 fee is added to NSF checks.

### **EXPLANATIONS AND FOOTNOTES**

- (a) At Coupeville and Camano, items over six (6) feet may be charged at the oversized Hard to Handle rate due to special handling. Boats, trailers, and motor homes must have all appliances, metal and recyclable items removed prior to disposal. Specific questions should be phoned in prior to delivery at a facility. Special requests can often be accommodated when arranged ahead of delivery. Any loads from which appliances, tires, or Moderate Risk Waste have not been separated will be considered Hard to Handle.
- (b) Based on a standard 32-gallon container or bundle not exceeding fifty (50) pounds. Normally used at sites without a scale.
- (c) The Minimum Fee Per Can, and for weighed materials is \$14.82.
- (d) “Recyclable materials” include only those materials identified as high or medium priority in the current Solid Waste and Moderate Risk Waste Management Plan, those identified/posted at the Recycle Parks, or those identified by the solid waste staff as acceptable.
- (e) **Coupeville ONLY:** Segregated Yard Waste or “clean green” includes yard debris up to 3 inches in diameter and less than 4 feet in length, grass clippings, leaves, bush/shrub clippings and similar materials. Must be free of any plastic bags/containers, metals (large spikes, fasteners, hinges, etc.) or other contamination not otherwise detailed. Yard Waste shall be residential in origin. Commercial or municipal grass clippings and/or yard/garden debris shall be accepted only upon prior approval of the Solid Waste Manager or Solid Waste Operations Supervisor. All loads are accepted at the discretion of the scale attendant.
- (f) Transfer Stations/Recycle Parks may periodically alter working hours, including holidays or in accordance with public demand.

## **Exhibit “A”**

- (g) Construction/Demolition/Bulky debris is accepted at Coupeville and Camano transfer stations only at the discretion of the station attendant. Camano transfer station should be notified in advance of large loads. Items may include furniture, non-segregated wood waste, wood shingles, insulation, and other miscellaneous items that cause bridging and lighter bin weights. Construction/Demolition/Bulky debris shall not include moderate-risk or hazardous materials of any sort. Construction/Demolition/Bulky debris greater than four (4) feet in any dimension is not accepted at the Oak Harbor, Bayview, or Freeland Recycle parks.
- (h) Coupeville and Camano facilities will charge by estimated cans or weights when scales are temporarily out of order.
- (i) Fees for tires and appliances shall be charged separate from and not in addition to the tipping fee except for large tires over 18" which are charged by weight. Only minimal quantities of small appliances, tires, and/or steel may be accepted at the Oak Harbor or Bayview solid waste facilities at the discretion of the attendant or if prior arrangements have been made.
- (j) At present, Freeland is a recycling center. Batteries, fluorescent bulbs, metal, and lead are accepted. No other household or other hazardous wastes are accepted at the Freeland facility including appliances such as refrigerators/freezers and air conditioners which normally contain hazardous waste elements such as Freon.

**SOLID WASTE ADVISORY COMMITTEE**  
**Discussion Form**  
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***AGENDA ITEM 6: Projects Update***

**PRESENTER:** *Jeff Hegedus, Solid Waste Division Manager*

**BOARD ACTION:**  **Action Item**  **Discussion**   **Information**

***SIGNIFICANT POINTS OR EXECUTIVE SUMMARY***

At the Coupeville Transfer Station, the new compactor is installed, operators are trained and the unit is functioning well. Tasks remaining include construction of an engineered roof for the Hydraulic Power Unit and cylinder, and installation of a CPU operator control shack. A new furnace has been installed at the facility mechanics shop, and the multi-purpose meeting room has been upgraded. Exterior lights inside and adjacent to the tipping floor have been replaced and expanded. The tipping floor area adjacent to the hopper has been repaired and replaced. Moderate Risk Waste Convenience Sheds have been replaced, the BARQ building upgraded, mural art completed and landscaping expanded. A vacuum sweeper was acquired, and depreciated yard goats, loaders and backhoes repaired or replaced. The Bayview Drop Box Facility site has been expanded and paved, unstable slopes mitigated and vegetated, and fully fenced in for safety. Moderate Risk Waste Convenience Sheds have been replaced, and site lighting expanded. At the North Whidbey Drop Box facility, the site has been expanded and paved, a mobile office installed, and Moderate Risk Waste Convenience Sheds replaced. At the Camano Island Transfer Station, the scalehouse has been renovated, fencing has been added and enclosed utility sheds have been installed. A new security system is in place and working, and Moderate Risk Waste Convenience sheds have been replaced. Fall protection mitigation is being installed.

The Coupeville landfill Financial Assurance Plan is being updated. Long term contracts for recycling and disposal are completed, and the rate structure adjusted. In 2025, the five year Solid Waste and Moderate Risk Waste Comprehensive Management Plan requires updating. Additionally, a solid waste rate analysis is required to be conducted in 2025. Curbside recycling on Whidbey Island remains a consideration.

***COMMITTEE ROLE / ACTION REQUESTED***

***ATTACHMENT(S)***

**SOLID WASTE ADVISORY COMMITTEE**  
**Discussion Form**  
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***AGENDA ITEM 7: Amendment to SWAC Bylaws***

**PRESENTER:** *Jeff Hegedus, Solid Waste Division Manager*

**BOARD ACTION:**  **Action Item**      **Discussion**      **Information**

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***SIGNIFICANT POINTS OR EXECUTIVE SUMMARY***

Following a SWAC recommendation to include youth representation on the committee, a draft Amendment to SWAC Bylaws is presented for consideration. The amendment adds two Youth representative positions to SWAC, one for Whidbey Island and one for Camano Island. Term is for one 2 year memberships, with no renewal terms.

***COMMITTEE ROLE / ACTION REQUESTED***

- Motion to approve Draft Amendment to Bylaws, subject to clarification and guidance on definition of Youth, i.e. age.

***ATTACHMENT(S)***

- Draft Amendment to Bylaws
- SWAC Guidance Document



## ISLAND COUNTY SOLID WASTE ADVISORY COMMITTEE BYLAWS

The Island County Solid Waste Advisory Committee, hereinafter referred to as SWAC, is established by RCW 70A.205.110(3) and ICC 13.02A.030. SWAC shall be comprised of a county-wide group of representatives of citizens, public interest groups, business, the waste management industry, and local elected public officials or their appropriately appointed designees. SWAC shall provide coordination and information exchange between the groups and public input and advisory level recommendations and commentary to Island County staff and the Board of County Commissioners on solid waste management issues.

### I. COMPOSITION

- A. **Members.** SWAC shall be composed of fourteentwelve members consisting of one Ex-Officio County Commissioner, as appointed by the Board of County Commissioners (BOCC); one representative from each of the cities of Oak Harbor, Coupeville and Langley; one Member-at-Large from North Whidbey Island, Whidbey Island, Central/South Whidbey Island and Camano Island; two representatives from each of Whidbey Island and Camano Island G-Permit holder service providers; one representative from the contracted Whidbey Island recycling services provider; one Youth representative from Whidbey Island and one Youth representative from Camano Island; and one representative representing agricultural interests.
- B. **Appointment.** At-Large and Agricultural members shall be appointed to SWAC by the BOCC.
- C. **Terms.** Terms of office for At-Large and Agricultural members shall be for two years, and shall be renewable for up to three terms. Terms of office for Youth representatives shall be for two years.
- D. **Officers.** The officers of the Committee shall include a chair and vice-chair who shall be elected by the voting membership of the Committee. Elections shall be held at the first regularly scheduled meeting after January 1st of each year. The term of office for chair and vice-chair shall be one year. Chair and vice-chair may serve more than one term, but not more than three years consecutively. The chair shall preside over all meetings. The vice-chair assumes the responsibilities of the chair in his/her absence or disability. In the event the chair and vice-chair are absent, the meeting shall either be presided over by an acting chair elected by the members present, or be postponed. In the event of a vacancy in the office of chair, the vice-chair automatically succeeds to the chair. A vacancy occurring in the office of vice-chair for any reason, including succession, is filled by election of the voting Committee membership for a replacement to serve the unexpired portion of the term.
- E. **Vacancies.** Vacancies shall be filled as per county policy.

F. **Attendance.** A member of SWAC who misses three (3) unexcused absences from meetings in any twelve (12) month period may be removed as per county policy.

## II. STAFF

SWAC shall be staffed by the Island County Solid Waste Division, and the Island County Health Department, as necessary, to provide support to SWAC. The Solid Waste Division Manager, or their designee, shall serve in a professional capacity as its technical advisor and administrative officer.

## III. MEETINGS

A. **Schedule.** SWAC shall meet quarterly, and as may be necessary, to carry out the purposes of the Committee. Meetings may be held at various locations within the County with written notification to the membership and chairperson designating the time and place of such meetings.

B. **Minutes/Agendas.** Minutes of all meetings shall be kept by staff and distributed to the members prior to the next regularly scheduled meeting. Meeting minutes shall be approved by a majority vote of members present. Agendas shall be prepared by staff, with verbal approval of the Chair, and distributed to the members at least seven (7) days in advance of any regularly scheduled meeting.

C. **Public Access.** All meetings shall be open to the public. Approved agenda packets and meeting minutes shall be posted on-line and shall be made available to the public as a matter of public record.

D. **Quorum.** A majority of the currently seated voting members of the Committee, but no less than five, shall constitute a quorum and shall have authority to transact Committee business.

E. **Order of Business**

1. Call to Order
2. Roll call, Determination of Quorum, and Approval of Minutes
3. Public Comment Period
4. Introduction and Disposition of Posted Agenda Items
5. Open Session, Announcements, Future Agenda Items
6. Adjournment

F. **Rules of Order.** The meetings will be governed by The Standard Code of Parliamentary Procedure (Sturgis) except as superseded by applicable law or these rules of procedure or otherwise determined by a majority of the voting membership of the Committee. The Committee shall be as clear and simple in its procedure as possible, and therefore, should avoid the finer points of parliamentary rules.

G. **Voting.** An affirmative vote of a majority of the quorum is required for transaction of business. Votes on recommendations will only take place if background information has been given to SWAC at previous SWAC meetings, or if such information is included with the meeting agenda.

## IV. SCOPE

SWAC shall advise and make recommendations on matters as provided for in Section 4 of the Ordinance.

## **V. AMENDMENTS**

To the extent that such an amendment would not conflict with RCW 70A.205.110(3) and ICC 13.02A.030, these bylaws may be amended or repealed, and new bylaws may be adopted, by majority vote of the SWAC.

## **VI. SAVINGS CLAUSE**

Should any portion of these Bylaws be declared unconstitutional or otherwise contrary to law, such decision shall not affect the validity of the remaining portion of these Bylaws.

These Bylaws are hereby amended and adopted in a duly noticed meeting held on January 27, 2025~~September 19, 2022~~ by an affirmative vote by a majority of Committee members.

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Committee Chair

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Date

# Your Local Solid Waste Advisory Committee (SWAC)



***The role of the SWAC is to provide informed advice to the legislative and administrative body of the county or city regarding waste management issues.***

The local solid waste advisory committee, mandated by Chapter [70A.205.110](#) RCW, is an on-going committee. Initially established to help prepare a solid waste management plan, the law defines duties that are much broader, “to assist in the development of programs and policies

concerning solid waste handling and disposal and to review and comment upon proposed rules, policies, or ordinances prior to their adoption.” The committee is an advisory body only. It makes recommendations to the local governing body, which will then make final decisions after considering those recommendations and other available information.

## ***Requirements of a SWAC (Chapter [70A.205.110](#) (3) RCW)***

The Washington State Department of Ecology requires that a SWAC:

- Is an on-going committee of at least nine appointed members who represent a balance of interests
- Assists in the development of programs and policies involving solid waste reduction, handling, and disposition
- As advisory body, reviews proposed solid waste related rules, policies, or ordinances and develops recommendations prior to their adoption
- Actively assists and participates in the review, revision or amendment of both a comprehensive solid waste (CSWMP) and hazardous waste management plan (HWMP)
- Also follows RCW [70A.205.115](#) to conduct specific stakeholder and review meetings during the development of the waste reduction and recycling element of the CSWMP.

### **RCW [70A.205.110](#) (3)**

*Each county shall establish a local solid waste advisory committee to assist in the development of programs and policies concerning solid waste handling and disposal and to review and comment upon proposed rules, policies, or ordinances prior to their adoption. Such committees shall consist of a minimum of nine members and shall represent a balance of interests including, but not limited to, citizens, public interest groups, business, the waste management industry, agriculture, and local elected public officials. The members shall be appointed by the county legislative authority. A county or city shall not apply for funds from the state and local improvements revolving account, Waste Disposal Facilities, 1980, under chapter [43.83.350](#) RCW, for the preparation, update, or major amendment of a comprehensive solid waste management plan unless the plan or revision has been prepared with the active assistance and participation of a local solid waste advisory committee.*

## ***The Benefits of a Strong SWAC***

A strong SWAC is a partner of its local government, representing local stakeholder interests, community interests, and providing review and insight. This public participation is vital for the following reasons:

- Allows informed decision-making by policy makers.
- Empowers local citizenry and allows for creative synergies and greater cooperation
- Supports accountability that the Comprehensive Solid Waste Management Plan is kept current.
- Helps ensure compliance with Chapters [70A.205](#) RCW and [173-312](#) WAC.
- Helps to avoid litigation and Local Solid Waste Financial Assistance funding ineligibility.

A strong SWAC is at minimum “active” and “balanced.”

## ***FAQs***

### **Q: What is an “active” SWAC?**

**A:** “Active” means members keep abreast of current issues and are actively researching and giving input to current topics. An “active” SWAC and meets as often as is necessary “to assist in the development of programs and policies concerning solid waste handling and disposal and to review and comment upon proposed rules, policies, or ordinances prior to their adoption.” This includes work on the Comprehensive Solid Waste Management Plan.

### **Q: What is a “balanced” SWAC?**

**A:** “Balanced” SWACs have at least nine members, representing a wide range of interests including, but not limited to citizens, public interest groups, business, the waste management industry, agriculture, and local elected public officials. When a person could potentially represent more than one interest, the appointing county must consider all potential interests. For example, a member of the waste management industry who is also a member of a local environmental group could potentially speak for either group during a meeting. As such, the county legislative and appointing authority must consider SWAC representation as a whole, and appoint as necessary to ensure as equal representation as possible.

For example, “Acme” County has a well-balanced SWAC consisting of 9 members. Membership includes a citizen representative from each of three Board of Commissioner jurisdictions, one from the solid waste industry, one from Navy Region Northwest, one representative of the Sierra Club, one businessperson, one farmer, and one City Commissioner.

### **Q: Will Ecology accept a CSWMP without SWAC review?**

**A:** No, with one exception. Per RCW [70A.205.110](#) (3), SWAC is “to assist in the development of programs and policies concerning solid waste handling and disposal and to review and comment upon proposed rules, policies, or ordinances prior to their adoption.” The exception pertains to municipalities, because the RCW is for SWACs established by a county. While Ecology highly encourages cities with their own CSWMPs to also have active SWACs, the RCW only mentions cities and SWACs in the context of eligibility for grant funds. Ecology clarified this in WACs such as 173-312-040. So, while it is possible for Ecology to accept a CSWMP from a municipality without review by a municipal SWAC as defined in the WAC, that entity would be ineligible to receive certain grant funds.

**Q: What authority does SWAC have?**

**A:** A Solid Waste Advisory Committee has the authority to offer advice or input on solid waste issues to local staff and elected officials. The SWAC may also reasonably seek information related to solid waste from local staff. In the end, all policy decisions are made by either the elected officials or at the administrative level of the local government. Additional SWAC authorities or duties may be outlined in the individual SWAC's bylaws.

**Q: What should local government provide for SWAC?**

**A:** The suggested responsibilities of the local solid waste staff are to:

- 1. Provide technical assistance, reports, data, maps, local ordinances, and other documents to SWAC members as requested or required within budgetary and time constraints.** Solid Waste staff should provide your SWAC with adequate information upon which to make informed and reliable recommendations to the local legislative authority.
- 2. Provide administrative support for the SWAC.** Facilitate review and revision or amendment of the CSWMP or HWMP, coordinate facilities for meetings, prepare and distribute agendas and minutes, and comply with the Open Public Meetings Act.
- 3. Attend SWAC meetings and present data as requested.**

**Q: Are all SWACs the same statewide?**

**A:** No. Each local legislative authority has the power to organize a SWAC within the instruction of the law to meet local needs. For example, several county commissioners have elected to include equal division of commissioner districts as one of the representation criteria. A few counties include tribal seats to address the balanced representation requirement.

***Further Information:***

SWAC information is found in the "Guidelines for the Development of Local Solid Waste Management Plans and Plan Revisions," Ecology publication No. 10-07-005. You may also contact your regional Ecology solid waste planner for technical assistance and examples of bylaws, work plans, agendas, memorandums of understanding and more.

## ***Suggestions for a Strong, Functioning SWAC***

The relationship of each SWAC to its local government and solid waste staff will vary. There are several tasks, however, the committee can implement to make itself more efficient and effective.

1. Hold regular meetings (at least quarterly) to help keep attendance up. Develop and adopt bylaws and procedures. Abide by them. Such rules facilitate effective, fair, and productive meetings. A friendly, partnering atmosphere is also helpful. Listen to the members.
2. Assign the chair or other admin positions to members (from outside of county government).
3. Refer to the local comprehensive solid waste (CSWMP) and hazardous waste management plans (HWMP), and assist in their implementation by making recommendations that are consistent with each plan. Use them as your guiding documents. Participate in the maintenance of the plans and the development of updated plans as needed.
4. SWACs are intended to represent community interests. Actively seek public input to find out how things are going and what people want done (if anything). Put topics on the agenda that are relevant to your members and important guests to encourage attendance and productivity.
5. Develop a constructive working relationship with the local legislative authority, assess your mutual objectives and exchange ideas. Provide them with regular updates on the committee's work.
6. Work closely with elected officials. Meet periodically with the city council or county board or invite them to meetings to share information and promote communication and support. Appoint a committee representative to appear before the governing body when it is necessary to explain or promote a recommendation. This is especially important when the committee's advice differs from local solid waste staff. After conferring with staff, make your recommendations directly to the local legislative authority.
7. Develop and maintain relationships with other SWACs. Share ideas and experiences. On occasion attend another SWAC's meeting, tour other county facilities, and talk with other SWAC members.
8. Become as knowledgeable as possible on waste management issues. Attend conferences and other training opportunities. Ask questions.
9. Educate the public on the committee's work and the purpose for planning. Let the people you represent know what you are doing. Make information, data, and maps available to them when requested. If possible, include a link from the county's website to a SWAC webpage to facilitate public accessibility and information exchange.
10. Take time to orient new committee members to the job. Introduce new members to critical players, planning documents, county facilities, terminology, policies, etc. Develop an orientation packet that includes enabling ordinance, SWAC charter, SWAC operating norms, CSWMP, HWMP, SWAC roles and responsibilities, etc. Provide each member with a reference notebook they may update at each meeting. This includes meeting schedules, minutes, contact information, etc.
11. Annually re-examine committee work, evaluate whether tasks are being accomplished, progress, and how the process can be improved. Devote one meeting each year to evaluate the previous year and plan for the next. The chairperson might work with local solid waste staff to develop an annual work plan.

*References:* "The Job of the Solid Waste Advisory Committee, Fourteen Ways to Build a Better SWAC" (adapted from "The Job of the Planning Commissioner" by Albert Solnit), "The Role, Responsibilities, and Relationships of the Local Solid Waste Advisory Committee," by WA State Dept. of Ecology, March 23, 1994, "Pierce County Solid Waste Advisory Committee Reinvigoration," Prepared for Pierce County Department of Public Works and Utilities by EnviroIssues, October 2005.

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***AGENDA ITEM 8: Solid Waste and Moderate Risk Waste Comprehensive Plan***

**PRESENTER:** *Jeff Hegedus, Solid Waste Division Manager*

**BOARD ACTION:**  **Action Item**      **Discussion**      **Information**

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***SIGNIFICANT POINTS OR EXECUTIVE SUMMARY***

It is time for the required five year update to the 2025 Island County Solid Waste and Moderate Risk Waste Management Plan. It is a primary duty of SWAC o participate and contribute to the develop of the plan, without which the plan cannot be approved.

***COMMITTEE ROLE / ACTION REQUESTED***

- Review the 2025 plan at <https://islandcountywa.gov/DocumentCenter/View/3418>
- Consider formation of a subcommittee to support the process

***ATTACHMENT(S)***

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***AGENDA ITEM 9: Legislative Update***

**PRESENTER:** *Jeff Hegedus, Solid Waste Division Manager*

**BOARD ACTION:**  Action Item  Discussion   Information

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***SIGNIFICANT POINTS OR EXECUTIVE SUMMARY***

An update will be provided on current solid waste related legislative proposals, bill status and upcoming events.

***COMMITTEE ROLE / ACTION REQUESTED***

***ATTACHMENT(S)***

- Bill Status and Upcoming Events Summary

# Bill Status & Upcoming Events Report

## Upcoming Events

### Local Government (Senate) - SHR 3 and Virtual JACB - 1/20 @ 1:30pm

- [SB 5033](#) - Exec Session - Concerning sampling or testing of biosolids for PFAS chemicals.

### Transportation (Senate) - SHR 1 and Virtual J.A. Cherberg - 1/20 @ 4:00pm

- [SB 5215](#) - Public Hearing - Concerning debris escaping from vehicles on public highways. (Remote Testimony Available).

### Environment & Energy (House) - HHR B and Virtual JLOB - 1/21 @ 4:00pm

- [HB 1293](#) - Public Hearing - Concerning litter. (Remote Testimony Available). (Neutral/Low)
- [HB 1150](#) - Public Hearing - Improving Washington's solid waste management outcomes. (Remote Testimony Available). (Concerns/High)

### Environment & Energy (House) - HHR B and Virtual JLOB - 1/23 @ 8:00am

- [HB 1154](#) - Exec Session - Ensuring environmental and public health protection from solid waste handling facility operations.

Bill #	Abbrev. Title	Short Description	Status	Sponsor	Position	Priority
<a href="#"><u>HB 1071</u></a> (SB 5058)	Recycling rates	Implementing strategies to achieve higher recycling rates within Washington's existing solid waste management system.	H Env & Energy	Fey	Support	Medium
<a href="#"><u>HB 1150</u></a> (SB 5284)	Solid waste management	Improving Washington's solid waste management outcomes.	H Env & Energy	Berry	Concerns	High
<a href="#"><u>HB 1154</u></a>	Solid waste handling	Ensuring environmental and public health protection from solid waste handling facility operations.	H Env & Energy	Duerr		
<a href="#"><u>HB 1236</u></a>	Littering, penalty increase	Increasing penalties for littering.	H Env & Energy	Klicker		

<a href="#"><u>HB 1255</u></a>	Encampment removal	Funding the removal of illegal and dangerous encampments.	H Local Govt	Jacobsen	Neutral	Low
<a href="#"><u>HB 1293</u></a>	Litter	Concerning litter.	H Env & Energy	Klicker	Neutral	Low
<a href="#"><u>SB 5033</u></a>	Biosolids/PFAS chemicals	Concerning sampling or testing of biosolids for PFAS chemicals.	S Loc Gov	Wilson		
<a href="#"><u>SB 5045</u></a>	Battery stewardship/EVs	Expanding the state battery stewardship program to include electric vehicle batteries.	S Environment, E	Wilson	Support	Low
<a href="#"><u>SB 5058</u> (HB 1071)</a>	Recycling rates	Implementing strategies to achieve higher recycling rates within Washington's existing solid waste management system.	S Environment, E	Chapman	Support	Medium
<a href="#"><u>SB 5088</u></a>	Public utility tax, counties	Authorizing counties to impose a public utility tax.	S Loc Gov	Chapman		
<a href="#"><u>SB 5215</u></a>	Vehicle debris escape	Concerning debris escaping from vehicles on public highways.	S Transportation	Shewmake		
<a href="#"><u>SB 5284</u> (HB 1150)</a>	Solid waste management	Improving Washington's solid waste management outcomes.	S Environment, E	Lovelett		

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***AGENDA ITEM 10: WSU Waste Wise Program***

**PRESENTER:** *Jeff Hegedus, Solid Waste Division Manager*

**BOARD ACTION:**  Action Item  Discussion  Information

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***SIGNIFICANT POINTS OR EXECUTIVE SUMMARY***

An update will be provided on the WSU Waste Wise program  
<https://extension.wsu.edu/island/nrs/waste-wise/> .

***COMMITTEE ROLE / ACTION REQUESTED***

***ATTACHMENT(S)***