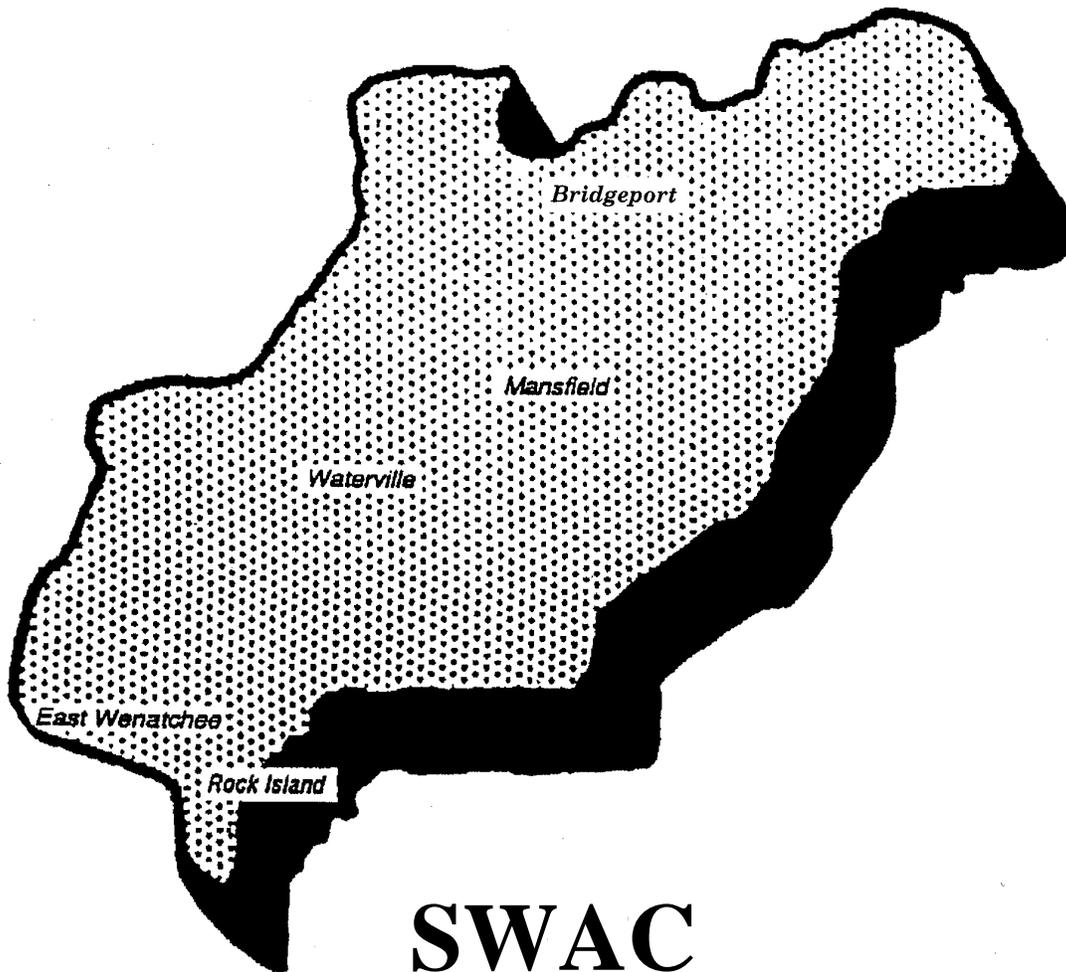


**DOUGLAS COUNTY  
SOLID WASTE  
ADVISORY COMMITTEE**



**SWAC  
MEMBERS MANUAL**

**DOUGLAS COUNTY**

# **SOLID WASTE ADVISORY COMMITTEE**

# **MEMBERS MANUAL**

**Revised August 2013**

**Countywide Solid Waste Programs  
Of  
Douglas County  
140 19<sup>th</sup> Street N.W., Suite B  
East Wenatchee, WA. 98802  
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# CONTENTS

THE BASIS FOR SOLID WASTE PLANNING	4
SOLID WASTE ADVISORY COMMITTEE	8
DOUGLAS COUNTY SOLID WASTE ADVISORY COMMITTEE:	8
LEAD AGENCY	9
RPA INTERLOCAL AGREEMENT	10
AUTHORITY & RESPONSIBILITY	10
ESTABLISHMENT OF GOALS	11
ORGANIZATIONAL CHART	13
MEMBERSHIP GUIDELINES	14
MEETING GUIDELINES	16
DOUGLAS COUNTY TECHNICAL ADVISORY COMMITTEES:	18
SOLID WASTE COUNCIL	19
AGRICULTURAL TAC	20
BUSINESS & INDUSTRY TAC	23
ORGANIC TAC	23
PUBLIC HEALTH & SAFETY TAC	24
WASTE INDUSTRY TAC	25
WASTE REDUCTION & RECYCLING TAC	26
COMMITMENT TO SERVE	28

## **THE BASIS FOR SOLID WASTE PLANNING**

### **Washington State Legislation**

To fully understand the role of the Douglas County Solid Waste Advisory Committee (SWAC), it is essential to review the basis from which the SWAC concept was born. The following excerpts from RCW 70.95, the *Waste Management – Reduction and Recycling Act*, provide the legislative findings which support and identify the important roles of state, county, and city governments as they relate to solid and hazardous waste management.

#### **RCW 70.95.010 – Legislative Findings, Priorities, Goals:**

- (1) Continuing technological changes in methods of manufacture, packaging, and marketing of consumer products, together with the economic and population growth of this state, the rising affluence of its citizens, and its expanding industrial activity, have created new and ever-mounting problems involving disposal of garbage, refuse, and solid waste materials resulting from domestic, agricultural, and industrial activities.
- (2) Traditional methods of disposing of solid wastes in this state are no longer adequate to meet the ever-increasing problem. Improper methods and practices of handling and disposal of solid wastes pollute our land, air and water resources, blight our countryside, adversely affect land values, and damage the overall quality of our environment.
- (3) Considerations of natural resource limitations, energy shortages, economics and the environment make necessary the development and implementation of solid waste recovery and/or recycling plans and programs.
- (4) Waste reduction must become a fundamental strategy of solid waste management. It is therefore necessary to change manufacturing and purchasing practices and waste generation behaviors to reduce the amount of waste that becomes a governmental responsibility.
- (5) Source separation of waste must become a fundamental strategy of solid waste management. Collection and handling strategies should have, as an ultimate goal, the source separation of all materials with resource value or environmental hazards.
- (6)(a) It should be the goal of every person and business to minimize their production of wastes and to separate recyclable or hazardous materials from mixed waste.
- (6)(b) It is the responsibility of state, county, and city governments to provide for a waste management infrastructure to fully implement waste reduction and source separation strategies and to process and dispose of remaining wastes in a manner that is environmentally safe and economically sound. It is further the responsibility of state, county and city governments to monitor the cost-effectiveness and environmental safety of combusting separated waste, process mixed waste, and recycling programs.
- (6)(c) It is the responsibility of county and city governments to assume primary responsibility for solid waste management and to develop and implement aggressive and effective waste reduction and source separation strategies.

- (6)(d) It is the responsibility of state government to ensure that local governments are providing adequate source reduction and separation opportunities and incentives to all, including persons in both rural and urban areas, and non-residential waste generators such as commercial, industrial, and institutional entities, recognizing the need to provide flexibility to accommodate differing population densities, distances to and availability of recycling markets, and collection and disposal costs in each community; and to provide county and city governments with adequate technical resources to accomplish this responsibility.
- (7) Environmental and economic considerations in solving the state's solid waste management problems require strong consideration by local governments of regional solutions and intergovernmental cooperation.
- (8) The following priorities for the collection, handling, and management of solid waste are necessary and should be followed in descending order as applicable:
  - (a) Waste reduction;
  - (b) Recycling, with source separation of recyclable materials as the preferred method;
  - (c) Energy recovery, incineration, or landfilling of separated waste;
  - (d) Energy recovery, incineration, or landfilling of mixed municipal solid wastes.
- (9) It is the state's goal to achieve a fifty percent (50%) recycling rate.
- (10) It is the state's goal that programs be established to eliminate residential or commercial yard debris in landfills by 2012 in those areas where alternatives to disposal are readily available and effective.
- (11) Steps should be taken to make recycling at least as affordable and convenient to the ratepayer as mixed waste disposal.
- (12) It is necessary to compile and maintain adequate data on the types and quantities of solid waste that are being generated and to monitor how the various types of solid waste are being managed.
- (13) Vehicle batteries should be recycled, and the disposal of vehicle batteries into landfills or incinerators should be discontinued.
- (14) Excessive and non-recycled packaging of products should be avoided.
- (15) Comprehensive education should be conducted throughout the state so that people are informed of the need to reduce, source separate, and recycle solid waste.
- (16) All governmental entities in the state should set an example by implementing aggressive waste reduction and recycling programs at their workplaces and by purchasing products that are made from recycled materials or are recyclable.
- (17) To ensure safe and efficient operations of solid waste disposal facilities, it is necessary for operators and regulators of landfills and incinerators to receive training and certification.
- (18) It is necessary to provide adequate funding to all levels of government so that successful waste reduction and recycling programs can be implemented.
- (19) The development of stable and expanding markets for recyclable materials is critical to the long-term success of the state's recycling goals. Market development must be encouraged on a state, regional, and national basis to maximize its effectiveness. The state assumes primary

- responsibility for the development of a multi-faceted market development program to carry out the purposes of this act.
- (20) There is an imperative need to anticipate, plan for, and accomplish effective storage, control, recovery, and recycling of discarded tires and other problem wastes with the subsequent conservation of resources and energy.

**RCW 70.95.020 - Purpose**

The purpose of this chapter is to establish a comprehensive statewide program for solid waste handling and solid waste recovery and/or recycling which will prevent land, air and water pollution and conserve the natural, economic, and energy resources of this state. To this end, it is the purpose of this chapter:

- (1) To assign primary responsibility for adequate solid waste handling to local government, reserving to the state, however, those functions necessary to assure effective programs throughout the state;
- (2) To provide for adequate planning for solid waste handling by local government;
- (3) To provide for the adoption and enforcement of basic minimum performance standards for solid waste handling, including that all sites where recyclable materials are generated and transported from shall provide a separate container for solid waste;
- (4) To encourage the development and operation of waste recycling facilities needed to accomplish the management priority of waste recycling, to promote consistency in the requirements for such facilities throughout the state, and to ensure that recyclable materials diverted from the waste stream for recycling are routed to facilities in which recycling occurs;
- (5) To provide technical and financial assistance to local governments in the planning, development, and conduct of solid waste handling programs.
- (6) To encourage storage, proper disposal, and recycling of discarded vehicle tires and to stimulate private recycling programs throughout the state.
- (7) To encourage the development and operation of waste recycling facilities and activities needed to accomplish the management priority of waste recycling and to promote consistency in the permitting requirements for such facilities and activities throughout the state.

It is the intent of the legislature that local governments be encouraged to use the expertise of private industry and to contract with private industry to the fullest extent possible to carry out solid waste recovery and/or recycling programs.

**RCW 70.95.080 County Comprehensive Solid Waste Management Plan – Joint Plans -- Duties of Cities.**

Each county within the state, in cooperation with the various cities located within such county, shall prepare a coordinated, comprehensive solid waste management plan. Such plan may cover two or more counties.

Each city shall:

- (1) Prepare and deliver to the county auditor of the county in which it is located its plan for its own solid waste management for integration into the comprehensive county plan; or
- (2) Enter into an agreement with the county pursuant to which the city shall

- participate in preparing a joint City-County plan for solid waste management; or
- (3) Authorize the county to prepare a plan for the city's solid waste management for inclusion in the comprehensive county plan.

Two or more cities may prepare a plan for inclusion in the county plan. With prior notification of its home county of its intent, a city in one county may enter into an agreement with a city in an adjoining county, or with an adjoining county, or both, to prepare a joint plan for solid waste management to become part of the comprehensive plan of both counties.

After consultation with representatives of the cities and counties, the department shall establish a schedule for the development of the comprehensive plans for solid waste management. In preparing such a schedule, the department shall take into account the probable cost of such plans to the cities and counties.

Local governments shall not be required to include a hazardous waste element in their solid waste management plans.

#### **RCW 70.105.150 Declaration – Management of hazardous waste – Priorities**

The legislature hereby declares that:

- (1) The health and welfare of the people of the state depend on clean and pure environmental resources unaffected by hazardous waste contamination. Management and regulation of hazardous waste disposal should encourage practices which result in the least amount of waste being produced. Toward that end, the legislature finds that the following priorities in the management of hazardous waste are necessary and should be followed in order of descending priority as applicable:
  - (a) Waste reduction;
  - (b) Waste recycling;
  - (c) Physical, chemical, and biological treatment;
  - (d) Incineration;
  - (e) Solidification/stabilization treatment;
  - (f) Landfilling.

#### **RCW 70.105.220 Local governments to prepare local Hazardous Waste Plans – Basis – Elements required.**

- (1) Each local government, or combination of contiguous local governments, is directed to prepare a local hazardous waste plan which shall be based on state guidelines and include the following elements:
  - (a) A plan or program to manage moderate risk wastes that, are generated or otherwise present within the jurisdiction. This element shall include an assessment of the quantities, types, generators, and fate of moderate-risk-waste in the jurisdiction. The purpose of this element is to develop a system of managing moderate risk waste, appropriate to each local area, to ensure protection of the environment and public health;
  - (b) A plan or program to provide for ongoing public involvement and public education in regard to the management of moderate risk waste. This element shall provide information regarding:

- (i) The potential hazards to human health and the environment resulting from improper use and disposal of the waste; and
- (ii) Proper methods of handling, reducing, recycling, and disposing of the waste;
- (c) An inventory of all existing generators of hazardous waste and facilities managing hazardous waste within the jurisdiction. This inventory shall be based on data provided by the department;
- (d) A description of the public involvement process used in developing the plan;
- (e) A description of the eligible zones designated in accordance with RCW 70.105.225. However, the requirement to designate eligible zones shall not be considered part of the local hazardous waste planning requirements; and
- (f) Other elements as deemed appropriate by local government.

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

RCW 70.95 also calls for the establishment of a local solid waste advisory committee (SWAC). While many local SWAC's were initially established to help prepare the local solid waste management plan, the law provides that the role of local SWAC is much broader.

### **RCW 70.95.165(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, 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 43.99RCW, for the preparation, update or major amendment of a comprehensive solid waste management plan unless the plan or revision has been prepared with active assistance and participation of a local solid waste advisory committee.

The SWAC mandated by RCW 70.95.165 is an ongoing advisory committee. The Douglas County SWAC is the focal point of the public involvement effort used in the planning, development and implementation of the adopted *Douglas County Comprehensive Management Plan*. Two other primary responsibilities of the Douglas County SWAC are to advise the participating Jurisdictions in the development and implement the recommendations contained within the adopted *Douglas County Comprehensive Management Plan* by:

- (1) Entering into a *Countywide Solid Waste Interlocal Agreement*,

- (2) Preparing and updating the *Douglas County SWAC Manual* annually or as needed;
- (3) Prioritizing and approving the *Countywide Solid Waste Program Capital Improvement Plan* annually;
- (4) Establishing annual Goals and Objectives for the Countywide Solid Waste Program Office;
- (5) Referring to them for approval, an annual Countywide Solid Waste Program Calendar;
- (6) Referring them for adoption, an annual Countywide Solid Waste Program Budget;
- (7) Preparing and updating the Participating Jurisdictions *Minimum Service Levels* as needed;
- (8) Prioritizing and approving all litter control project requests;
- (9) Reviewing and approving the *GWRLF Pest Trapping Program* annually;
- (10) Reviewing, updating and approving the *Universal Agricultural Pest Complex Protocol's* annually or as needed;
- (11) Establishing a *Designated Recyclables List* annually;
- (12) Establishing a *Designated Recyclables Vendors List* annually or as needed;
- (13) Establishing a *Designated Recyclables Commodity Price List* annually;
- (14) Providing technical assistance and recommendations on all solid and hazardous waste issues brought before it by the Participating Jurisdictions;
- (15) Acting as a point of contact for solid and hazardous waste issues brought before them by their constituencies;
- (16) Assisting in providing public involvement in the implementation of the Countywide Solid Waste Programs;
- (17) Assisting in the development of their Comprehensive Solid Waste Management Plans; and
- (18) Assisting with the public preview process associated with the development and implementation of their Comprehensive Solid Waste Management Plans.

The Douglas County SWAC was formed in 1993, and is currently comprised of six Participating Jurisdictions and six technical representatives. Seven specific Technical Advisory Committees (TAC's) were formed to provide technical assistance in special focus areas. These TACs include: agriculture, business & industry, organics, public health & safety, waste industry and waste reduction & recycling.

## **DOUGLAS COUNTY SOLID WASTE ADVISORY COMMITTEE Lead Agency**

Although the RPA encompasses several jurisdictions, a single agency was needed to assume the responsibility of lead agency. All jurisdictions wishing to enter into joint solid waste management planning are able to do so. However, as specified in RCW 70.95.080, a lead agency must be designated to administer solid and hazardous waste planning and programs in accordance with state law. Entities within this RPA may choose not to enter into joint solid waste planning

but would then be responsible for their own planning and compliance with Chapter 70.95 RCW.

Douglas County and the jurisdictions of Bridgeport, East Wenatchee, Mansfield, Rock Island and Waterville agreed to designate Douglas County as the Lead Agency to coordinate the state mandated solid waste management efforts in the RPA and to work cooperatively toward compliance with the Solid Waste Management – *Waste Not Washington Act*. The role of the Lead Agency is to provide administrative, personnel management, financial management and legal direction to the Solid Waste Program Office so that it can administer and implement the joint City-County SWMP and the Douglas County SWAC approved Countywide Solid Waste Program.

## **DOUGLAS COUNTY SOLID WASTE ADVISORY COMMITTEE RPA Interlocal Agreement**

On June 24<sup>th</sup>, 2008 the Participating Jurisdictions entered into a *Countywide Solid Waste Interlocal Agreement*. As specified within this RPA interlocal agreement, the Participating Jurisdictions agreed to enter into a cooperative agreement to establish, support and fund a Countywide Solid Waste Program. The duration of this RPA interlocal agreement is through December 31<sup>st</sup>, 2015 and coincides with the updating or amending of the *Douglas County Comprehensive Solid Waste Management Plan*. Any jurisdictions may choose not to enter into this RPA interlocal agreement. However, any jurisdiction which chooses not to enter into the RPA interlocal agreement will be solely responsible for their own solid and hazardous waste planning and compliance with RCW 70.95 and RCW 70.105.

On June 1<sup>st</sup>, 2010 the Participated Jurisdictions amended the June 24<sup>th</sup>, 2008 *Countywide Solid Waste Interlocal Agreement* in accordance with the guidance provided by the Department of Ecology. The purpose of this amendment was to extend the June 24<sup>th</sup>, 2008 *Countywide Solid Waste Interlocal Agreement* through December 31<sup>st</sup>, 2016 in order to correspond to the implementation schedule and budget of the newly adopted *Douglas County Comprehensive Solid Waste Management Plan*.

## **DOUGLAS COUNTY SOLID WASTE ADVISORY COMMITTEE Authority and Responsibility**

The responsibility of the Douglas County SWAC is advisory only.

The Douglas County SWAC has been charged with the responsibility to review solid and hazardous waste management issues and make technically sound recommendations to the Solid Waste Council, and informs the legislative authorities of the RPA. The organizational chart on page 19 demonstrates the elements involved in the SWAC decision-making process. Issues involving

policy, fiscal, programic and operational obligations are to be reviewed and approved by the Solid Waste Council prior to implementation.

The Lead Agency is responsible for the oversight and evaluation of the Solid Waste Program Office and Program Director. It is the responsibility of the Solid Waste Council to evaluate the effectiveness of the Solid Waste Program Office and its Program Director at least annually, and recommend to the Lead Agency any necessary changes or direction.

The Douglas County SWAC serves as an integral part of the Washington State Department of Ecology Coordinated Prevention Grant (CPG) funding process. Any Participating Jurisdiction requesting CPG funding in order to comply with their adopted solid waste management plan or to implement any of the programs identified within their plan must first make an official written request to the Douglas County SWAC. The Douglas County SWAC will then review the request and recommend to the Solid Waste Council to determine if it meets the regional significance requirement in order to be funded.

It is the responsibility of each Douglas County SWAC representative to keep their respective jurisdictions/special interest groups apprised of the Douglas County SWAC activities, and to fairly represent the interests of these entities to the Douglas County SWAC. Reliable Douglas County SWAC members serve as a vital link between the general public, community, special interest groups, and public agencies.

Although the Douglas County SWAC may review issues and make recommendations regarding policy and monetary issues, adoption and implementation of these recommendations is at the discretion of the appropriate Participating Jurisdiction's governing bodies. However, noncompliance with solid waste management plan recommendations which have been adopted by the Participating Jurisdictions may result in violation of interlocal agreements, adopted solid waste management plans and Washington State law. In this case, the violating entity may have to withdraw from joint planning and assume the full burden of individual solid and hazardous waste management planning, administration, and implementation.

## **DOUGLAS COUNTY SOLID WASTE ADVISORY COMMITTEE Establishment of Goals**

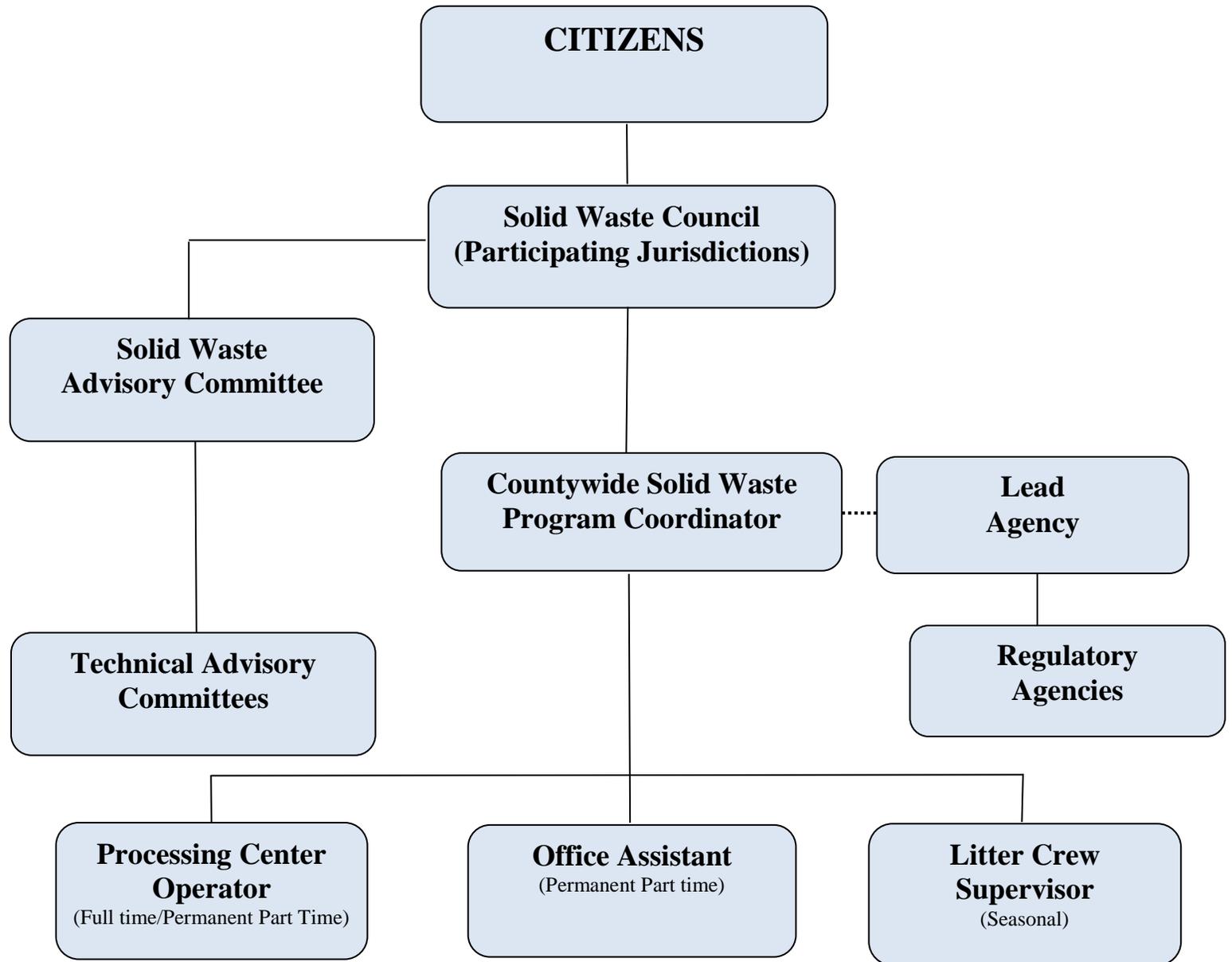
The Douglas County SWAC was created with the specific intention of helping facilitate the countywide solid and hazardous waste planning and program implementation effort in the RPA. The Douglas County SWAC mandated by RCW 70.95.165 is an ongoing advisory committee. The primary role of the Douglas County SWAC is to assist all of the Participating Jurisdictions in their development and implementation of solid and hazardous waste plans and programs and to review and comment upon proposed rules, policies or ordinances prior to their adoption.

The ultimate responsibility of the Douglas County SWAC is to monitor solid and hazardous waste management activities within the RPA and provide the Participating Jurisdictions with sound and realistic recommendations regarding solid and hazardous waste management issues. The Douglas County SWAC is also to work cooperatively with business, industry, government, special interest groups and residents on solid and hazardous waste issues to ensure a safe environment – now and in the future.

Though advisory in nature, a strong Douglas County SWAC will play a major role in planning, budgeting, regulating and implementing solid and hazardous waste management practices, which are economically and environmentally sound. The Douglas County SWAC's dedication to meeting the present and future public needs, federal, state and local regulations and environmental concerns can greatly reduce problems, which may only be compounded in the future.

Through discussions at regular public meetings, research by and utilization of TAC's professional services, the Douglas County SWAC shall strive to meet the goals established annually (Appendix L) as well as those contained within the adopted *Douglas County Comprehensive Solid Waste Management Plan*.

**COUNTYWIDE SOLID WASTE PROGRAMS OF DOUGLAS COUNTY  
ORGANIZATIONAL CHART  
Revised August 2013**



## **DOUGLAS COUNTY SOLID WASTE ADVISORY COMMITTEE Membership Guidelines**

RCW 70.95.165 states that each county shall establish a Solid Waste Advisory Committee (SWAC) consisting of a minimum of nine members. The membership shall represent a balance of interests including, but not limited to, citizens, public interest groups, business, the waste management industry, and local elected public officials.

### **SWAC Membership Selection**

The Douglas County SWAC consists of twelve members representing the interests of the RPA. The SWAC members will be selected according to the following criteria:

#### **Participating Jurisdictional Representation – 6 Members:**

Douglas County shall designate a County Commissioner to represent its interests on the SWAC. Each of the five municipal jurisdictions within the RPA shall designate their Mayor or Council person to represent their interests on the SWAC. These six members shall constitute the membership of the Solid Waste Council.

#### **Technical Representation – 6 Members:**

The additional Douglas County SWAC members shall be appointed to represent the technical interests of the following special interests: agriculture, business and industry, organics, public health and safety, waste industry and waste reduction and recycling. Each technical representative shall be recommended by the Solid Waste Council to the Douglas County SWAC for their approval, who will then forward their recommendation to the Douglas County Board of Commissioners for their formal appointment.

### **Valid Membership**

#### **Participating Jurisdictions:**

All the Participating Jurisdiction representatives shall have the authority to officially represent their jurisdiction, that they will represent the solid and hazardous waste interests of their jurisdiction and for what term of appointment they will serve.

#### **Technical Representatives – Appointees:**

All technical representative appointees, other than those specific to the agricultural, public health and safety and waste industry special interests shall be residents of Douglas County, or its participating cities/towns or work in Douglas County or its participating cities/towns. All technical representatives shall be will represent the specific solid and hazardous waste interests of the RPA and for what term of appointment they will serve.

## **Terms**

### **Participating Jurisdictions:**

The Douglas County representative shall serve at the discretion of the Douglas County Board of County Commissioners. Appointment of municipal representatives shall be for the duration of the Mayor's or Councilperson's service to the participating cities/towns.

### **Technical Representatives:**

All technical representative appointments shall be for a term of two years and be staggered so as not to expire at the same time. The Business & Industry, Organic and Waste Industry technical representatives shall be appointed on even numbered years, while the Agricultural, Public Health & Safety and Waste Reduction & Recycling technical representatives shall be appointed on odd numbered years. Technical representatives may be reappointed for successive terms. Unfinished terms shall be filled in the same manner as the initial appointment for the remainder of the vacated term.

## **SWAC Participation**

### **Attendance:**

Regular attendance at the Douglas County SWAC and TAC meetings are essential. Each representative is encouraged to attend every scheduled Douglas County SWAC and TAC meeting so that a quorum is present and business can be conducted. It is also extremely important that each Participating Jurisdictional representative be present so that they can keep their jurisdiction informed as to what is being discussed and what recommendations are being made. Additionally, it is extremely important that each technical representative be present so that they can provide specific information to the Participating Jurisdictions and the general public as to the solid and hazardous waste issues being discussed.

### **Substitution:**

All Participating Jurisdiction representatives may designate an alternate who may attend the Douglas County SWAC and Solid Waste Council meetings in their absence. All Participating Jurisdictions alternates shall be elected officials. If a Participating Jurisdiction sends a non-elected alternate, that alternate may participate in the discussion, however, the alternate cannot vote on any official recommendation or action on behalf of the Participating Jurisdiction. It is the responsibility of the designated alternate to keep the Participating Jurisdiction representative fully informed as to the issues being discussed, recommendations being made and actions taken by the Douglas County SWAC.

Technical representatives may designate an alternate to attend in their place up to two times a year. This alternate must be a member of the specific TAC on which the technical representative serves. Notification of such alternate representatives shall be provided to the Douglas County SWAC Chair or the Solid Waste Program Office.

**Replacement:**

In the case of technical representative appointments, the Douglas County SWAC Chair may recommend removal of an appointed member to the Solid Waste Council if three consecutive Douglas County SWAC meetings are missed. The Solid Waste Council shall review and discuss the technical representatives lack of attendance and make a recommendation, following the established procedures outlined to the Douglas County Board of Commissioners

**SWAC Officers**

The Douglas County SWAC, by majority vote, shall select from its membership one person to act as Chair for one year. In the same manner, a Vice Chair shall be elected to serve for two years, one year as Vice Chair and the following year as Chair. A new Vice Chair shall be elected each February by a majority vote of the Douglas County SWAC membership.

In order to maintain balance, the Douglas County SWAC members have agreed that the Chair and Vice Chair shall be represented by both the Participating Jurisdictions and the technical representatives. Thus the election of the Vice Chair shall be from either the Participating Jurisdictional or technical representative side of the Douglas County SWAC depending upon who will be assuming the Douglas County SWAC Chair position.

Each Chair shall have at least two (2) years of experience on the Douglas County SWAC before serving as the full-time Chair. No person may hold the position of Chair for two consecutive years, though he/she may be re-elected as Vice Chair, thus regaining the Chair position after serving one year as Vice Chair.

The Chair, or in his/her absence the Vice Chair, shall preside over all Douglas County SWAC meetings. The Chair shall have the authority to call for special meetings and refer solid or hazardous waste issues to the TAC's.

**DOUGLAS COUNTY SOLID WASTE ADVISORY COMMITTEE  
Meeting Guidelines****SWAC Meetings**

The Douglas County SWAC is to take no official action except where a quorum exists in a meeting open and accessible to the public, of which ten (10) days prior notice has been provided to the Douglas County SWAC membership and the general public.

State law mandates that the Douglas County SWAC meet a minimum of four (4) times per year. All Douglas County SWAC meetings are to be advertised within the official newspaper of Douglas County a minimum of ten (10) days prior to the meeting date and are open to the general public.

Special meetings may be called by the Douglas County Solid Waste Council. However, just as regularly scheduled Douglas County SWAC meetings, they are

to be advertised within the official newspaper of Douglas County a minimum of ten (10) days prior to the meeting date and are open to the general public.

Refer to Appendix B for the annual Douglas County SWAC Meeting Schedule.

### **Format**

The Chair, or acting Chair, shall conduct all Douglas County SWAC meetings within the parameters of Robert's Rules of Order.

Refer to Appendix C for Parliamentary Procedures.

### **Agenda**

Tentative agenda items shall be determined by the Douglas County SWAC Chair and the Solid Waste Program Office prior to the scheduled Douglas County SWAC meeting. The official agenda will be presented to the Douglas County SWAC membership at the Douglas County SWAC meeting and be adopted by a majority vote of the Douglas County SWAC membership. Any Douglas County SWAC member wishing to have any item(s) placed on the agenda, removed from the agenda or moved within the agenda may do so by proceeding within the parameters of Robert's Rules of Order. Any attending general public wishing to have an item placed on the agenda must request it prior to the start of the Douglas County SWAC meeting or at the end of the meeting, upon the Chair requesting any "open" items. It will be up to the Douglas County SWAC Chair as to whether the requested item be discussed.

### **Public Participation**

Public participation at regularly scheduled meetings shall be encouraged at the discretion of the Douglas County SWAC Chair. Other opportunities for public involvement will be provided at special public meetings.

### **Quorum**

A quorum is defined as a total of half the membership. When each of the twelve seats on the Douglas County SWAC is filled, a quorum shall be seven (7) members or more. Although meetings may be conducted with less than a quorum present, no official actions/decisions may be taken/determined.

### **Voting**

Each of the Douglas County SWAC members will have an equal opportunity to vote on any matter that comes before the Douglas County SWAC.

### **Voting on Policy Issues**

All solid waste issues concerning the development, implementation, revision or rescission of established Solid Waste Program policies or procedures are to be referred by the Douglas County SWAC to the Solid Waste Council for final vote. All actions or recommendations of the Douglas County SWAC shall require a minimum majority vote. When each of the twelve seats on the Douglas County SWAC is filled, a majority shall be seven (7) members or more. When each of

the twelve seats on the Douglas County SWAC is filled, a super-majority shall be eight (8) members or more. A super-majority vote is defined as a majority vote, plus one.

All actions or recommendations of the Solid Waste Council regarding issues concerning programs, policies, finances or modifications shall require a majority vote. A majority vote of the

Solid Waste Council shall be four (4) members. At times, when issues are contentious and a decision for super majority vote is required for such a decision, a super-majority of the TAC shall consist of five (5) for final vote.

### **Voting on Fiscal Issues**

All solid waste issues that could financially obligate or impact the Participating Jurisdictions are to be referred to the Solid Waste Council by the Douglas County SWAC with a super-majority vote. Once approved by a super-majority vote of the SWAC, the recommendation shall be presented to the Solid Waste Council for consideration and possible action. If a super-majority vote cannot be resolved for a decision, the voting shall be weighted in proportion to the level of funding support provided by the respective municipalities.

### **Minority Briefing**

Those issues which are overruled by a majority or super-majority vote may be addressed in a minority briefing report. Any Douglas County SWAC member may compile a minority briefing to accompany any Douglas County SWAC recommendation.

### **TAC Meetings**

All TAC meetings are to be called by the respective TAC Chair. All TAC meetings, with the exception of the Solid Waste Council, must be attended by at least two members, as well as the TAC Chair, in order to make a recommendation.

TAC meetings are not open to the public. However, all TAC reports and recommendations are to be presented at a pre-advertised Douglas County SWAC meeting, which is open to the general public.

## **DOUGLAS COUNTY TECHNICAL ADVISORY COMMITTEES**

Many issues, which come before the Douglas County SWAC, will require recommendations beyond the expertise of the Douglas County SWAC members. Therefore, the Douglas County SWAC has created TAC's to review and research specific issues which come before them.

Specific TAC's have been established for agriculture, business & industry, organics, public health & safety, waste industry and waste reduction & recycling. Each TAC is represented by an appointed technical representative on the Douglas County SWAC.

Each TAC shall consist of a minimum of three (3) members – one being the specific technical representative appointed, who serves as the TAC Chair, and at least two (2) other persons with specific expertise relating to the issue. TAC's shall carry out the review of an assigned issue and shall also initiate research, scoping, consultation, compliance and regulatory review when necessary. TAC's are to review and research the solid and/or hazardous waste issues referred to them by the Douglas County SWAC Chair. The TAC's are to look at the issue solely on its technical merit and feasibility, and to gather all support information necessary to make a recommendation to Douglas County SWAC. It is not the responsibility of the TAC to look at the issue in terms of its political support, public acceptance or for the purpose of reflecting their personal opinion. The purpose of the TAC's are to review and research the issue to determine the *Who, What, Where, When, How and Why*, so that the Douglas County SWAC can be informed and a factual recommendation can be made. TAC findings and/or recommendations shall be reported to the total Douglas County SWAC. It will be the responsibility of Douglas County SWAC to accept, modify or reject the findings and make recommendations to the Solid Waste Council.

### **Solid Waste Council**

#### **Chair:**

The Solid Waste Council Chair shall be the officially appointed representative of the Lead Agency. The Chair shall have the authority to call for special committee meetings concerning issues of Solid Waste Program policies or finances.

#### **Public Access:**

Solid Waste Council meetings are not open to the public. However, all Solid Waste Council reports and recommendations are to be presented at a pre-advertised Douglas County SWAC meeting, which are open to the general public.

#### **Membership:**

The Solid Waste Council shall be comprised of the following members:

- An appointed Douglas County Commissioner;
- The Mayor or Councilperson of the City of Bridgeport;
- The Mayor or Councilperson of the City of East Wenatchee;
- The Mayor or Councilperson of the City of Rock Island;
- The Mayor or Councilperson of the Town of Mansfield; and
- The Mayor or Councilperson of the Town of Waterville.
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#### **Role:**

The role of the Solid Waste Council is to:

- (1) Oversee the administration and implementation of the adopted *Douglas County Comprehensive Solid Waste Management Plan*;
- (2) Oversee the administration and implementation of the Countywide Solid Waste Program calendar;

- (3) Oversee the administration and implementation of the Countywide Solid Waste Program work schedule;
- (4) Oversee the administration and implementation of the Countywide Solid Waste Program budget;
- (5) Oversee the administration and management of the Countywide Solid Waste Program Office;
- (6) Annually evaluate the Solid Waste Program Director's job performance;
- (7) Review and approve all Countywide Solid Waste Program policy issues from recommendation of the Douglas County SWAC;
- (8) Review and approve all Countywide Solid Waste Program financial issues from recommendation of the Douglas County SWAC;
- (9) Review and approve all amendments or revisions to the *Douglas County SWAC Members Manual* from recommendation of the Douglas County SWAC;
- (10) Establish annual Goals & Objectives for the Countywide Solid Waste Program Office.

### **Agricultural Technical Advisory Committee**

In order to coordinate all Douglas County SWAC activities with the Chelan-Douglas Horticultural Pest & Disease Board the Agricultural TAC shall be chaired by the Chelan-Douglas Horticultural Pest & Disease Board Pest Control Agent. The Chelan-Douglas Horticultural Pest & Disease Board Pest Control Agent shall have full Douglas County SWAC membership rights and responsibilities. It will be the responsibility of this individual to keep the Douglas County SWAC fully informed of agricultural pest issues brought before the Chelan-Douglas Horticultural Pest & Disease Board with regard to Douglas County and its Participating Jurisdictions. This individual will also keep the Chelan-Douglas Horticultural Pest & Disease Board fully informed as to what recommendations, tasks or programs the Douglas County SWAC is currently undertaking.

#### **Membership:**

The Agricultural TAC shall be chaired by the Chelan-Douglas Horticultural Pest & Disease Board Pest Control Agent. Its other members shall be individuals that the Agricultural TAC Chair believes has the expertise to identify, assess and develop control procedures and monitoring methods appropriate to the importation of solid waste into Douglas County.

#### **Role:**

The role of the Agricultural TAC is to establish a screening process that will provide a reasonable level of protection to the established agricultural industry within Douglas County with regard to the identification, risk assessment, control procedures and appropriate monitoring methods necessary to control the introduction of agricultural pests into Douglas County associated with the importation of solid waste into Douglas County. The TAC is to look at the referred issue solely on its technical merit and feasibility, and to gather all support information necessary to make a recommendation to Douglas County SWAC. The Agricultural TAC shall be an on-going committee and shall continue to exist as long as solid waste is imported into Douglas County.

**Membership:**

The Agricultural TAC shall be comprised of the following members:

- The Agricultural TAC Chair;
- A Entomologist representative from the United States Department of Agriculture (USDA) APHIS Division;
- A Veterinary representative from the Washington State Department of Agriculture (WSDA) Animal Services Division;
- A Entomologist representative from the Washington State Department of Agriculture (WSDA) Plant Protection Division;
- A Tree Fruit Entomologist from Washington State University (WSU);
- A Crops and Soil Specialist from WSU;
- A Horticultural Specialist from WSU;
- A Noxious Weed Specialist from WSU; and
- Any other Extension Agent/Specialist from WSU that the Agricultural TAC Chair believes has the expertise to identify assess and develop control procedures and monitoring methods appropriate to the importation of solid waste into Douglas County.

**Substitutions:**

All appointed TAC members may designate an alternate who may attend TAC meetings in their absence upon the approval of the Agricultural TAC Chair. Each alternate member must have comparable expertise within the specific area of expertise as the appointed TAC member in order to serve as an alternate.

**Replacement:**

In the event that an appointed TAC member becomes unable to serve as a TAC member for any reason, and a substitute member from the same respective organization is likewise unable to serve as a member, the remaining members of the TAC shall choose an appropriate replacement organization with expertise comparable to the respective organization. Once the remaining members of the TAC have made this determination, the TAC shall submit the replacement organization to the Agricultural TAC Chair for his/her appointment.

**Agricultural TAC Meetings:**

All Agricultural TAC meetings are to be called by the Agricultural TAC Chair. The TAC shall meet at least annually, at a time and place agreed upon by a majority of its members. The Agricultural TAC Chair is encouraged to utilize conference calling or other methods of communications to reduce the travel and meeting times imposed upon the TAC members. Agricultural TAC meetings may be called by the Agricultural TAC Chair for the following reasons:

- If the GWRLF proposes to import solid waste from any county, municipal corporation, province and/or country that has been identified by the USDA or the WSDA as having established agricultural pest infested areas;

- If an agricultural pest that does not exist in Douglas County has been found within the importing county, municipal corporation, province and/or country;
- If an agricultural pest that did not exist within Douglas County prior to importation from any importing county, municipal corporation, province and/or country has been detected at the GWRLF;
- If the treatment, containment, transport, disposal and monitoring of solid waste from an importing county, municipal corporation, province and/or country presents a significant risk of the introduction and spread of an agricultural pest within Douglas County;
- If the GWRLF has violated, modified or not complied with any of the pest protocols established by the Agricultural TAC;
- If requested by the Douglas County SWAC Chair to investigate any agricultural pest issue;
- If more than one year has passed since the last Agricultural TAC meeting; or
- If the majority of the Agricultural TAC members agree that it is beneficial to do so.

**Public Access:**

Agricultural TAC meetings are not open to the public. However, all Agricultural TAC reports and recommendations are to be presented at a pre-advertised Douglas County SWAC meeting, which is open to the general public.

**Participation:**

Regular Agricultural TAC meeting attendance is essential. TAC members may recommend to the Agricultural TAC Chair the removal of an appointed member if three (3) consecutive agricultural TAC meetings are missed.

**Quorum:**

A quorum is defined as a total of half the membership. When each of the seven (7) members or their respective alternates are present, a quorum shall be four (4) members or more. Although Agricultural TAC meetings may be conducted with less than a quorum present, no official action/decisions may be taken/determined.

**Voting:**

Each of the members or their respective alternates shall have an equal opportunity to vote on any matter that comes before the Agricultural TAC, with the exception of the Agricultural TAC Chair, who will not have a vote unless a tie vote prevents a decision. All actions or decisions of the Agricultural TAC shall require a majority vote. A majority vote is defined as a total of half the membership. When each of the seven (7) members or their respective alternates are present a majority vote shall be four (4) votes or more.

**Minority Report:**

Those issues/concerns which are overruled by a majority vote of the members may be addressed in a minority report. Any Agricultural TAC member may prepare a minority report to accompany the Agricultural TAC Chair report to the Douglas County SWAC.

**Ex-Officio Member:**

A GWRLF representative shall be invited to attend and provide input during all Agricultural TAC meetings. The duties and responsibilities of this ex-officio member is to provide technical and professional assistance and advice to the TAC members with regard to the operational standards and maintenance procedures that exist at the GWRLF, and within the industry. The ex-officio member shall not have a vote and is ineligible to prepare a minority report.

**Business & Industry Technical Advisory Committee****Public Access:**

Business & Industry TAC meetings are not open to the public. However, all Business & Industry TAC reports and recommendations are to be presented at a pre-advertised Douglas County SWAC meeting, which is open to the general public.

**Membership:**

The Business & Industry TAC shall be comprised of the appointed specific technical representative, who serves as the TAC Chair, and at least two (2) other individuals whom the TAC Chair believes has the expertise appropriate to the solid or hazardous waste issue referred by the Douglas County SWAC Chair.

**Role:**

The role of the Business & Industry TAC is to represent the business and industry interests of Douglas County and to review and research the solid and/or hazardous waste issues referred to them by the Douglas County SWAC Chair. The TAC is to look at the referred issue solely on its technical merit and feasibility, and to gather all support information necessary to make a recommendation to the Douglas County SWAC.

**Organic Technical Advisory Committee****Public Access:**

Organic TAC meetings are not open to the public. However, all Organic TAC reports and recommendations are to be presented at a pre-advertised Douglas County SWAC meeting, which is open to the general public.

**Membership:**

The Organic TAC shall be comprised of the appointed specific technical representative, who serves as the TAC Chair, and at least two (2) other individuals whom the TAC Chair believes has the expertise appropriate to the solid or hazardous waste issue referred by the Douglas County SWAC Chair.

**Role:**

The role of the Organic TAC is to represent the organic interests of Douglas County and to review and research the solid and/or hazardous waste issues referred to them by the Douglas County SWAC Chair. The TAC is to look at the issue solely on its technical merit and feasibility, and to gather all support information necessary to make a recommendation to the Douglas County SWAC.

**Public Health & Safety Technical Advisory Committee**

RCW 70.05 establishes local health district supervision over all matters pertaining to the life and health of the peoples within its jurisdiction. Health districts are responsible to enforce all applicable regulations promulgated by the State Board of Health and all additional ordinances established by the local Board of Health. Permits for solid waste facilities in the Health District's jurisdiction are also the responsibility of the local Health District.

In order to coordinate all Douglas County SWAC activities with the Chelan-Douglas Health District, the Public Health and Safety TAC Chair shall be the Chelan-Douglas Health District Environmental Health Director or his/her designee. This Chelan-Douglas Health District individual will have full Douglas County SWAC membership rights and responsibilities. It will be the responsibility of this individual to keep the Douglas County SWAC fully informed of solid and hazardous waste issues brought before the Chelan-Douglas Health District with regard to Douglas County and its Participating Jurisdictions. This individual will also keep the Chelan-Douglas Health District fully informed as to what recommendations, tasks or programs the Douglas County SWAC is currently undertaking.

**Public Access:**

Public Health & Safety TAC meetings are not open to the public. However, all Public Health & Safety TAC reports and recommendations are to be presented at a pre-advertised Douglas County SWAC meeting, which is open to the general public.

**Membership:**

The Public Health & Safety TAC shall be chaired by the Chelan-Douglas Health District Environmental Health Director. Its other members will be individuals whom the TAC Chair believes has the expertise appropriate to the solid or hazardous waste issue referred by the Douglas County SWAC Chair.

**Role:**

The role of the Public Health & Safety TAC is to represent the health and safety interests of Douglas County and to review and research the solid and/or hazardous waste issues referred to them by the Douglas County SWAC Chair. The TAC is to look at the issue solely on its technical merit and feasibility, and to gather all support information necessary to make a recommendation to the Douglas County SWAC.

## **Waste Industry Technical Advisory Committee**

### **Public Access:**

Waste Industry TAC meetings are not open to the public. However, all Waste Industry TAC reports and recommendations are to be presented at a pre-advertised Douglas County SWAC meeting, which is open to the general public.

### **Membership:**

The Waste Industry TAC shall be chaired by a representative of Waste Management. Its other members will be individuals who represent their respective waste management industries within Douglas County or have waste industry expertise appropriate to the solid or hazardous waste issue referred by the Douglas County SWAC Chair.

### **Role:**

The role of the Waste Industry TAC is to represent the waste industry interests of Douglas County and to review and research the solid and/or hazardous waste issues referred to them by the Douglas County SWAC Chair. The TAC is to look at the issue solely on its technical merit and feasibility, and to gather all support information necessary to make a recommendation to the Douglas County SWAC.

### **Membership:**

The Waste Industry TAC shall be comprised of the following members:

- The Waste Industry TAC Chair;
- A representative from Consolidated Disposal Services;
- A representative from Sunrise Disposal Services;
- A representative from Zippy Disposal;
- A representative from the Greater Wenatchee Regional Landfill and Recycling Facility;
- Any other waste industry representative that the Waste Industry TAC Chair believes has the waste industry expertise appropriate to the solid or hazardous waste issue referred by the Douglas County SWAC Chair.

### **Quorum:**

A quorum is defined as a total of half the membership. When each of the five (5) members or their respective alternates are present, a quorum shall be three (3) members or more. Although Waste Industry TAC meetings may be conducted with less than a quorum present, no official action/decisions may be taken/determined.

### **Voting:**

Each of the members or their respective alternates shall have an equal opportunity to vote on any matter that comes before the Waste Industry TAC, with the exception of the Waste Industry TAC Chair, who will not have a vote unless a tie vote prevents a decision. All actions or decisions of the Waste Industry TAC shall require a majority vote. A majority vote is defined as a total of half the membership. When each of the five (5) members or their respective alternates are present a majority vote shall be three (3) votes or more.

**Minority Report:**

Those issues/concerns which are overruled by a majority vote of the members may be addressed in a minority report. Any Waste Industry TAC member may prepare a minority report to accompany the Waste Industry TAC Chair report to the Douglas County SWAC.

**Waste Reduction & Recycling Technical Advisory Committee****Public Access:**

Waste Reduction & Recycling TAC meetings are not open to the public. However, all Waste Reduction & Recycling TAC reports and recommendations are to be presented at a pre-advertised Douglas County SWAC meeting, which is open to the general public.

**Membership:**

The Waste Reduction & Recycling TAC shall be comprised of the appointed specific technical representative, who serves as the TAC Chair, and at least two (2) other individuals whom the TAC Chair believes has the expertise appropriate to the solid or hazardous waste issue referred by the Douglas County SWAC Chair.

**Role:**

The role of the Waste Reduction & Recycling TAC is to:

- (1) Represent the waste reduction and recycling interests within Douglas County;
- (2) To review and research waste reduction and recycling issues referred to them by the Douglas County SWAC Chair;
- (3) To establish an annual *Designated Recyclables List* to be utilized by the Participating Jurisdictions;
- (4) To establish an annual *Designated Recyclables Vendors List* to be utilized by the Participating Jurisdictions;
- (5) To establish an annual *Designated Recyclables Commodity Price List* to be utilized by the Participating Jurisdictions.

In addition to facilitating the needs of the Douglas County SWAC, the Countywide Solid Waste Program Office shall:

- (1) Conform to the established policies and procedures of the Lead Agency and submit itself to its authority on all matter related to administration, personnel management, financial management and legal responsibility;
- (2) Provide technical assistance in the preparation, review, and revision of the *Douglas County Comprehensive Solid Waste Management Plan*;
- (3) Assist the Participating Jurisdictions with the implementation of their programs as identified within the *Douglas County Comprehensive Solid Waste Management Plan*;
- (4) Initiate, conduct, and support research, demonstration projects, and coordinate programs pertaining to the *Douglas County Comprehensive Solid Waste Management Plan*;

- (5) Administer and implement the Countywide Solid Waste Program as outlined in the adopted *Douglas County Comprehensive Solid Waste Management Plan*;
- (6) Administer and implement the Countywide Solid Waste Program Calendar as approved by the Participating Jurisdictions;
- (7) Administer and implement the Countywide Solid Waste Program Work Schedule as approved by the Participating Jurisdictions;
- (8) Administer and implement the Countywide Solid Waste Program Budget as approved by the Participating Jurisdictions;
- (9) The Solid Waste Program Director shall serve as an ex-officio member of the Douglas County SWAC.

DOUGLAS COUNTY  
SOLID WASTE ADVISORY COMMITTEE

COMMITMENT TO SERVE

**I, as an appointed Solid Waste Advisory Committee member, recognize the important responsibility I am undertaking in serving as a member of the Douglas County Solid Waste Advisory Committee. I hereby personally pledge to carry out in a diligent and informed manner all the duties and obligations inherent in my role as a Douglas County SWAC member.**

**I acknowledge that my primary role as a Douglas County SWAC member is to assist in the development of programs and procedures concerning solid and hazardous waste reduction, reuse and recycling and to review and comment upon proposed rules, policies and ordinances prior to their adoption by the Participating Jurisdictions. I also acknowledge that I am to assist in the public involvement effort used in the planning, development and implementation of the *Douglas County Comprehensive Solid Waste Management Plan*.**

**My role as a Douglas County SWAC member will focus on the development of recommendations that facilitate the implementation of the adopted *Douglas County Comprehensive Solid Waste Management Plan*. It is my responsibility to keep appraised of the Douglas County SWAC activities and to fairly represent the solid and hazardous waste issues confronting Douglas County.**

**I recognize the vital role I play as an appointed Douglas County SWAC member serving as a link between the Participating Jurisdictions, special interest groups and the citizens of Douglas County. I commit myself to exercise the duties and responsibilities of this appointment with integrity, commitment and dedication.**