



COMMUNITY DEVELOPMENT DEPARTMENT

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BENTON COUNTY

Solid Waste Advisory Council (SWAC)

Work Session

March 17, 2022 Minutes

Members Present: Ken Eklund, John McEvoy, Deborah Gile, Joel Geier & Marge Popp
Staff Present: Daniel Redick & Linda Ray

Call to Order/Introductions. Ken Eklund, Vice Chair called the meeting to order at 4:05 pm

SWAC Orientation

Daniel presented an overview of the roles of SWAC (see Exhibit A).

- SWAC Purpose
- Chapter 23 Overview
- Solid Waste & Sustainable Materials Management in Benton County
- Roles of SWAC/DSAC
- Roles of Staff
- Meetings
- Quorum & Public Meeting Laws

SWAC/DSAC – County website

Daniel gave each council member an opportunity to give feedback on the county website, what they like and what they would like to see updated:

- Marge stated that she'd like to see an easily accessible way to view videos from past meetings. She would also like the main page for agendas and minutes to be updated so they are easy to find.
- John encouraged staff to announce the options on the website at meetings to let community members know where they can view videos and see the minutes. He also suggested that staff recap on the purpose and objectives of SWAC at the start of each meeting.
- Ken emphasized the importance of making prior meeting recordings accessible so the public can view them. He encouraged staff to work through the obstacles that make it cumbersome for the public to see the recordings. He suggested that county staff better communicate what resources are available to the public to access on the website or request from staff. Ken does not find the county website user friendly. He also encouraged staff to check out other county's SWAC websites and find ways to improve Benton County's site.

John made a **MOTION** to adjourn the work session. Seconded by Marge, the work session was unanimously adjourned at 5:50 pm.

SWAC Orientation

Daniel Redick

3/17/22



Orientation Agenda

- SWAC Purpose
- Chapter 23 Overview
- Solid Waste and Sustainable Materials Management in Benton County
- Roles of SWAC/DSAC
- Roles of Staff
- Meetings
- Quorum and Public Meeting Laws

SWAC Purpose

Bylaws

- The purpose of the Solid Waste Advisory Council (SWAC) is to assist the Board of Commissioners (Board) in Planning and implementation of solid waste management, pursuant to BCC Chapter 23, the Benton County Solid Waste Management Ordinance.

Chapter 23 – Solid Waste Management

- **SWAC**
- **Franchises and permits (unincorporated areas)**
 - Collection
 - Disposal Site
 - Recycling or Reuse
- **Responsibilities of Service Users**

Solid Waste and Sustainable Materials Management in Benton County

Oversight of franchisees

- Solid waste and recycling collection
- Disposal site
- Within county authority (BCC Chapter 23 & Franchise Agreements)

**Assist the public
by addressing
any questions or
concerns**

- **Updating the county webpage
with helpful materials
management information and
resources**

Coordination with Oregon DEQ

- **Sustainable Materials Management Outreach Campaigns and Programs**
 - Electronics Recycling: “Monster in your Closet”
 - Residential Food Waste Prevention: “Bad Apple”
 - Commercial Food Waste Prevention: “Wasted Food Wasted Money”
 - Textile Waste Prevention: “Make Every Thread Count”
- **Annual Opportunity To Recycle Report**
 - Benton County’s Role
 - Corvallis and Philomath’s Role
 - Franchisee’s role

**Coordination with
local governments
within the
Wasteshed,
organizations, and
other stakeholders**

- **Planning**
- **Program Development**
- **Data Collection**

**Varied initiatives
to reduce solid
waste and
associated
environmental and
social impacts**

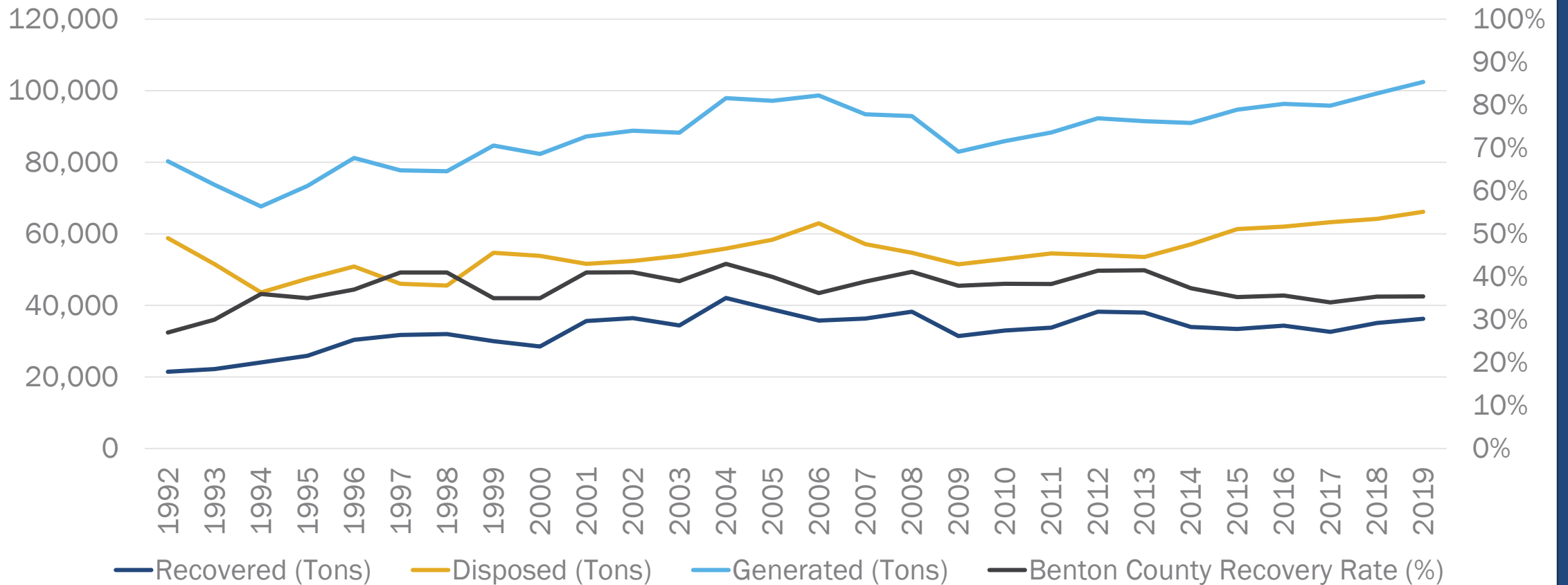
- **Food Waste Prevention and Recovery**
- **Business Waste Prevention and Recovery**
- **Covered and Secured Loads**
- **Dump Stoppers**
- **Sustainable Materials Management Grants**

Waste generation data and information

- Tonnage disposed and recovered
- Waste Characterization
 - Recovery
 - Disposal
- Impacts of materials/targeted materials

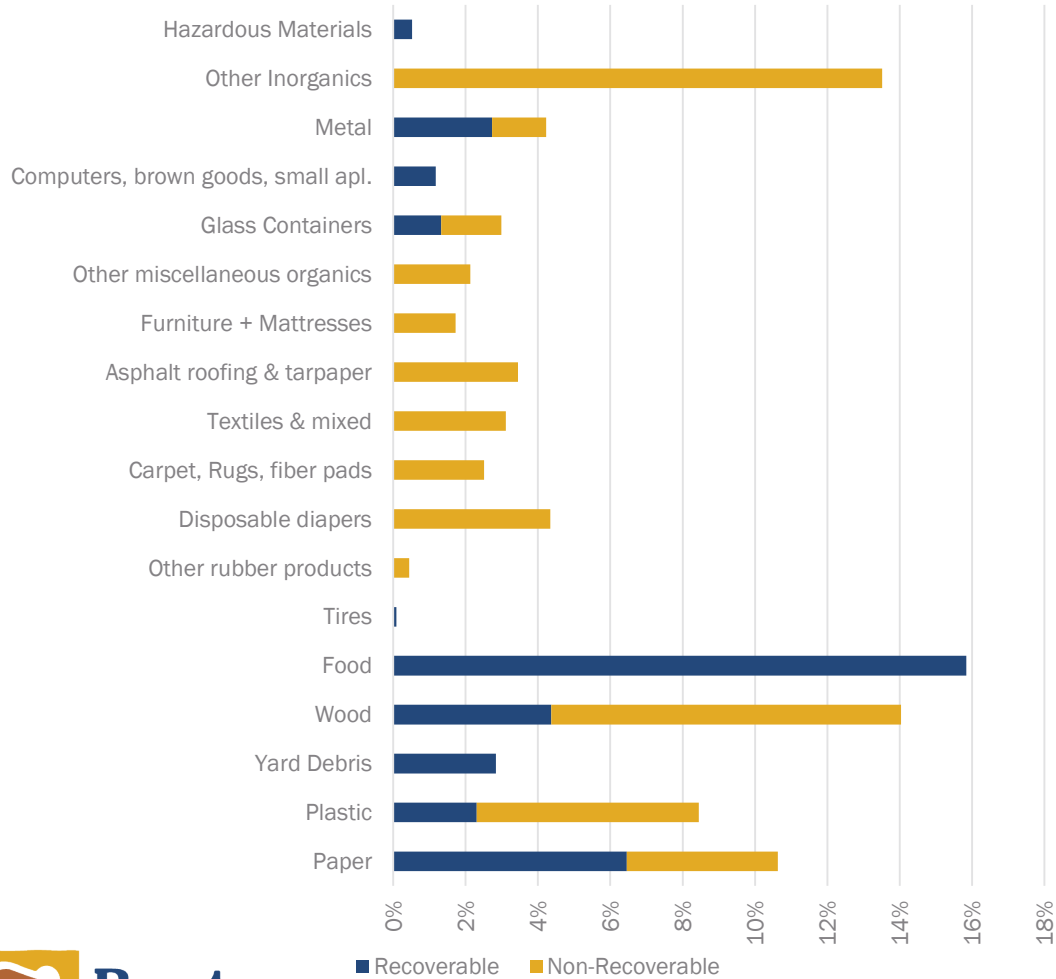
Benton County Total Waste Generation 1992-2019

Benton County Total Waste Generation 1992-2019

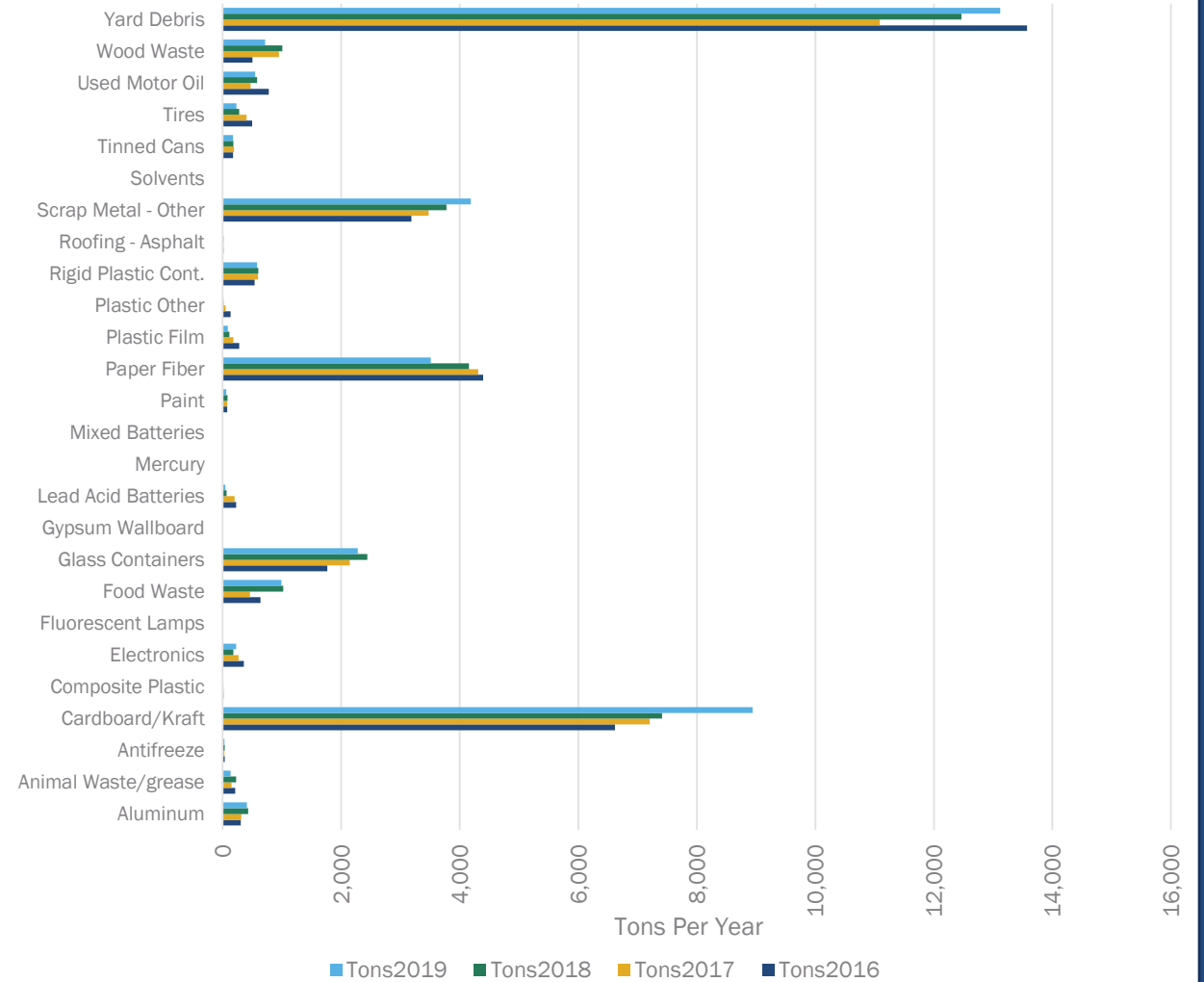


Materials Disposed and Recovered

Oregon Disposed Materials 2016/17 - Downstate All Substreams

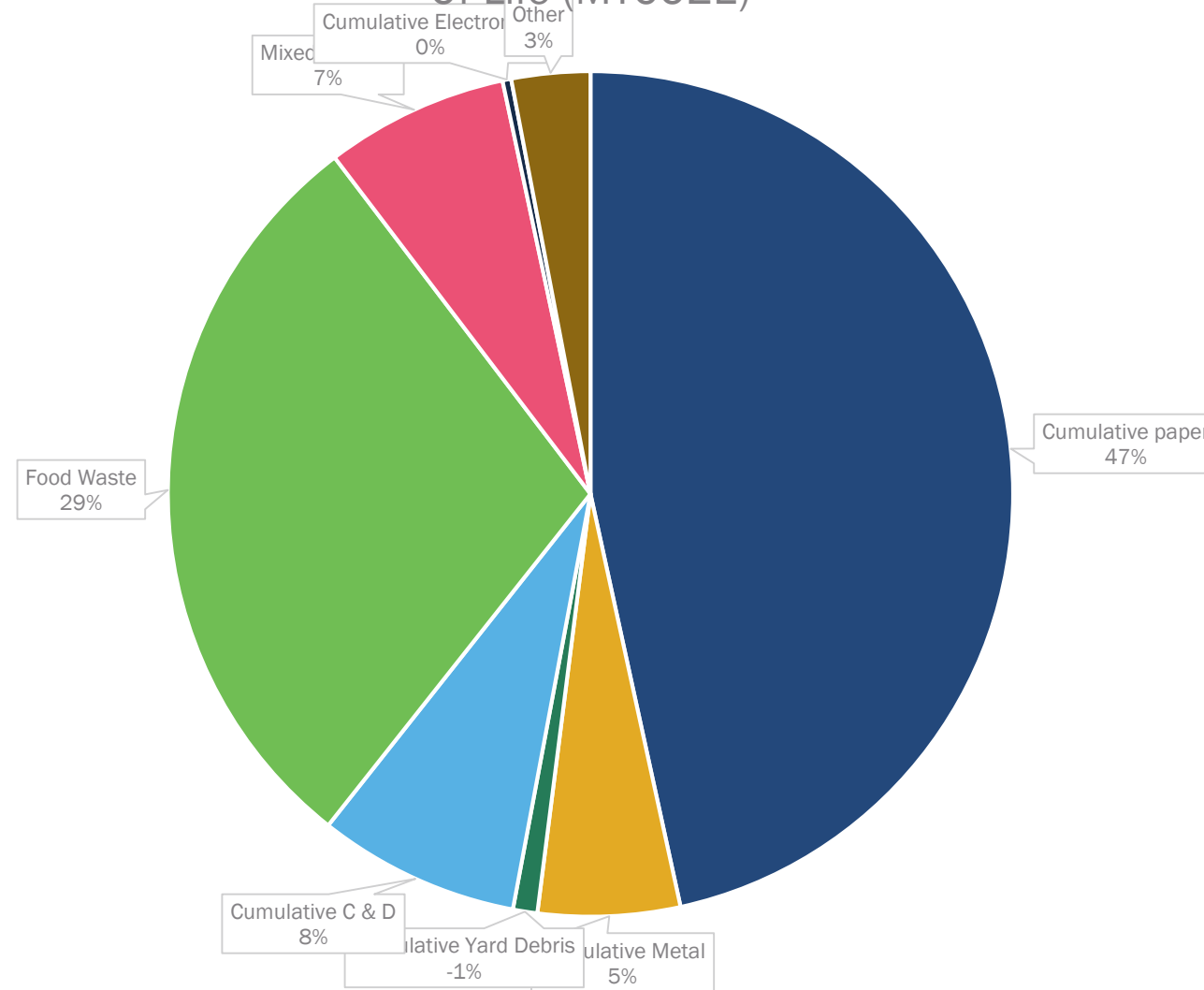


Benton County Wasteshed Recovered Materials 2016-2019



Material GHG Impacts – Full Life Cycle

2019 Benton County Net Solid Waste GHG Emissions - Production and End-Of-Life (MTCO2E)



■ Cumulative paper ■ Cumulative Metal ■ Cumulative Yard Debris ■ Cumulative C & D ■ Food Waste ■ Mixed Plastics ■ Cumulative Electronics ■ Other

Roles of SWAC/DSAC

Review by-laws

- Review annually as a group
- Ensure you have read and understand the bylaws
 - Membership
 - Roles of Chair
 - Meetings
 - Quorum

Common SWAC Actions

Types of actions asked of SWAC:

- Annual calendar item recommendations
- Key advisors to drafting of the Sustainable Materials Management Plan (SMMP)
- Provide feedback about initiatives

Feedback to the Board of Commissioners

- **What the Board of Commissioners expects:**
 - An advisory council attuned to the County's 2040 Thriving Communities Core Values and Focus Areas, helping move initiatives forward and providing reasoned recommendations on appropriate topics.
 - The Board expects committees to work cooperatively, be responsive to the public while also making progress on Board priorities. (For example, SMMP)

Roles of Staff

Staff's Roles

- Organize SWAC/DSAC meetings, agendas, annual calendar
- Provide SWAC with relevant information to inform recommendations and feedback
- Other roles:
 - Operate the County's solid waste/materials management program
 - Implement Chapter 23
 - Develop and oversee budget
 - Make recommendations to the Board of Commissioners
 - Compile reports required by state DEQ
 - Develop Sustainable Materials Management Plan (with SWAC and public input)

Meetings

Meeting Overview

- Meetings are 4th Wednesday of each month (except Nov-Dec combined).
- Special meetings (work sessions, typically) and subcommittee meetings may also be set.
- Meeting logistics (meeting space and time, notification, materials) by staff
- Script for common formal actions
- Formal actions by majority vote after deliberations and opportunity for all members to be heard;
 - informal decisions may be by consensus, majority vote, or other means.

Agendas are set by staff with review by the chair

- **Cover mandated topics, progress on projects, information sharing—generally in that order of priority.**
- **List the topic, the objective for that topic, and the time allotted.**
- **Public comment is limited to ensure SWAC has time for other scheduled business.**
 - Public comment should not include group discussion.
 - Discussion can be added to the end of that meeting's agenda (if time allows) or to a subsequent meeting's agenda.
 - Scheduled topics take priority before moving to new topics.
 - If there is a need for more public input on a topic, SWAC could schedule a separate meeting for that purpose.
- **Each agenda includes time near the end for members to request topics be added to future agendas.**

Ground rules

- Respectful behavior towards one another, staff and the public
- All voices on the council are important and need to be heard.
 - Leave room for others.
- Staff and council members are accountable to one another
- Others developed by SWAC
- Franchisee, SWAC, and County are partners
 - Discussion must be respectful and constructive

Quorum and Public Meeting Laws

Quorum

- A quorum is the majority of sitting members, and is required for official action and voting.
- **Attendance is important**
 - Quorum needed to conduct business
 - Without quorum, the group can still share information and discuss topics, but can't take any actions

Oregon's Public Meeting Law

- Members may not meet in a quorum and discuss SWAC/DSAC business outside of public meetings.

Best Practices:

- **Emails**
 - Emails from SWAC/DSAC members regarding SWAC/DSAC business should go directly to staff, and not directly to other SWAC/DSAC members. Staff can then share the information with the rest of the group if appropriate.
- **Meeting with Other SWAC/DSAC Members Outside of Meetings**
 - Avoid discussing SWAC/DSAC business or agenda items with other members outside of meetings. If any SWAC/DSAC members meet outside of meetings, ensure there is not a quorum present, and no SWAC/DSAC business or agenda items is discussed.



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