

**BENTON COUNTY**  
**Solid Waste Advisory Council (SWAC)**  
**Work Session**  
**March 17, 2022 DRAFT Minutes**

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

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**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.

Exhibit A

# 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

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# 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**

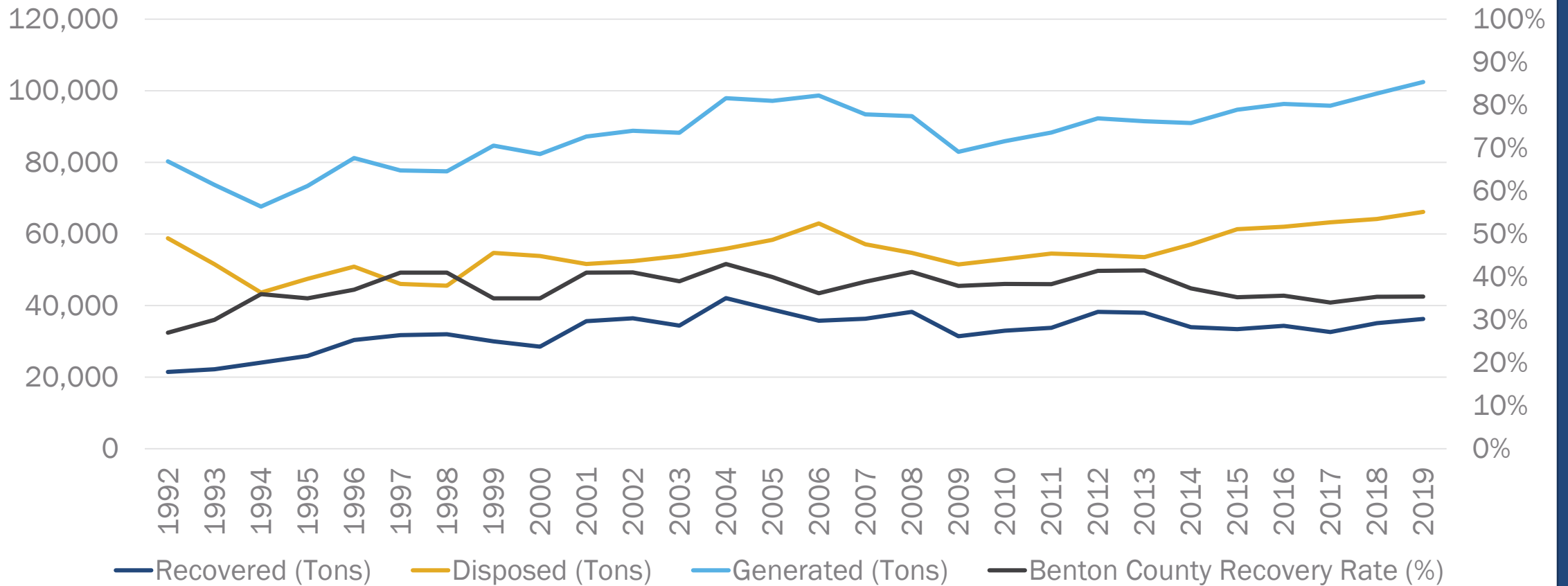
- **Food Waste Prevention and Recovery**
- **Business Waste Prevention and Recovery**
- **Covered and Secured Loads**
- **Dump Stoppers**
- **Sustainable Materials Management Grants**

## Waste generation data and information

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

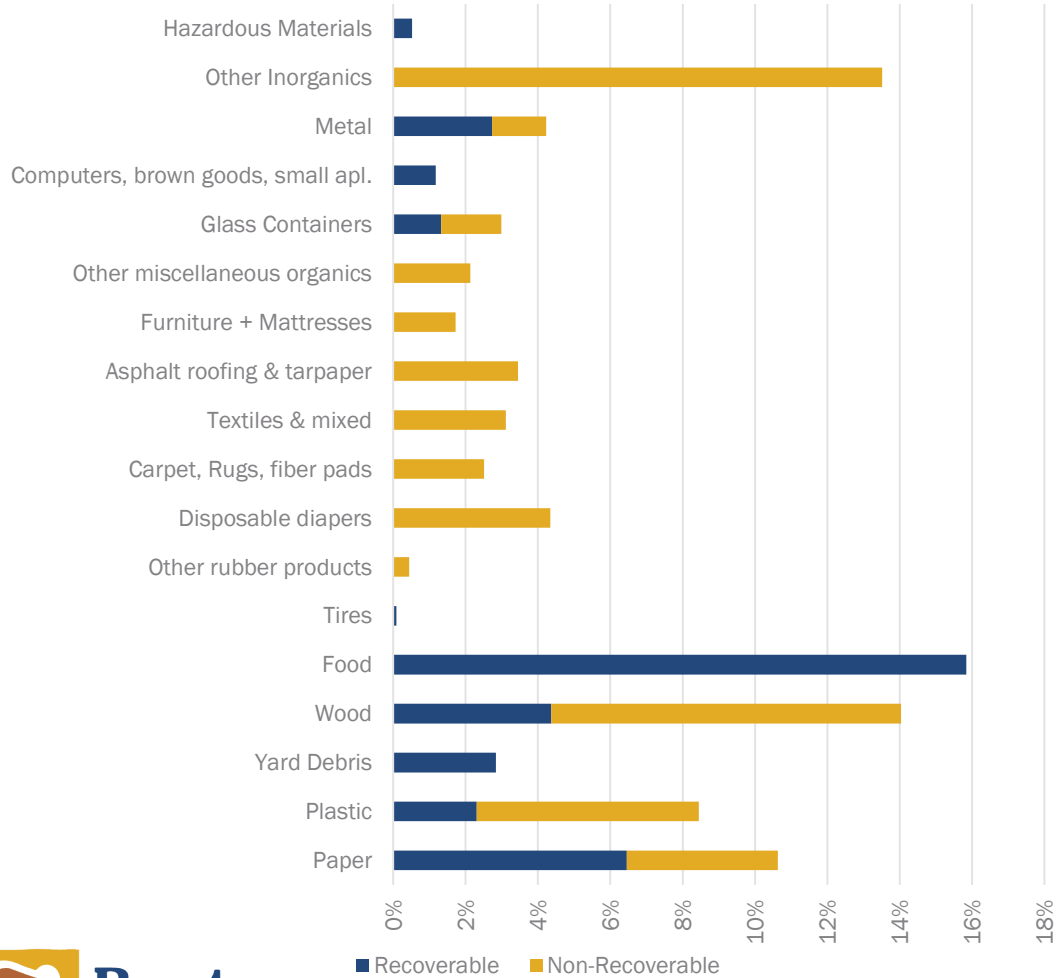
# Benton County Total Waste Generation 1992-2019

Benton County Total Waste Generation 1992-2019

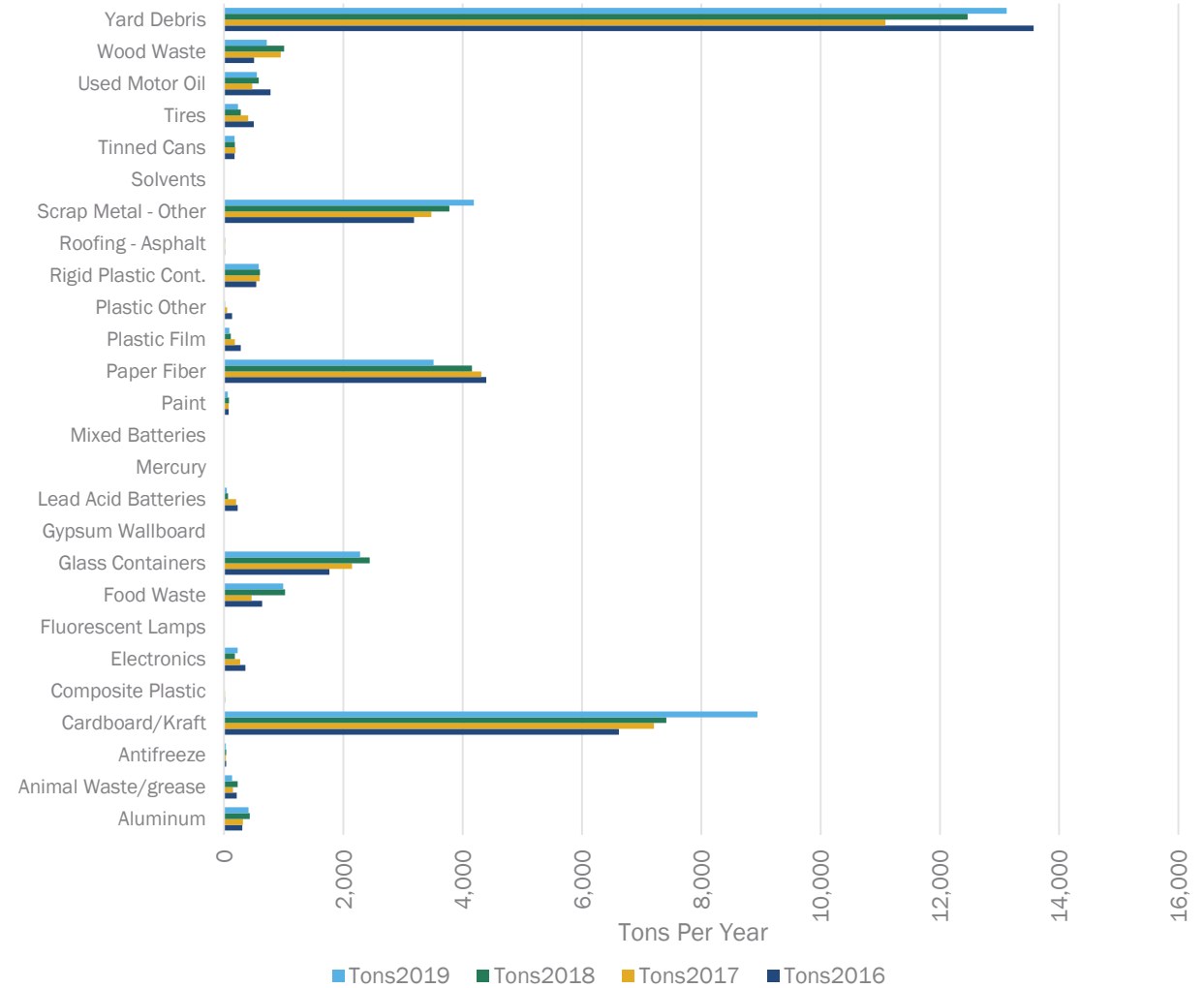


# Materials Disposed and Recovered

Oregon Disposed Materials 2016/17 - Downstate All Substreams

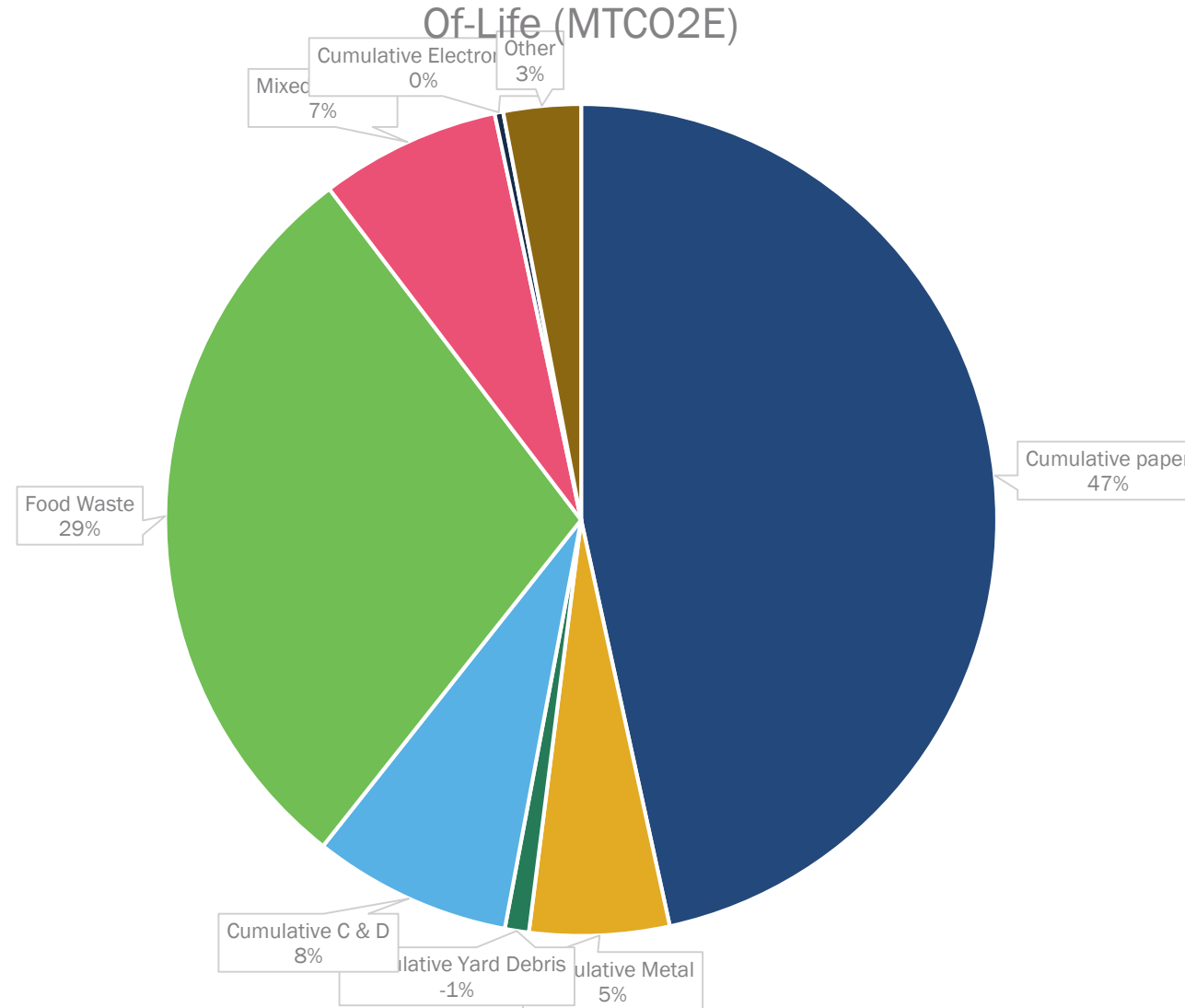


Benton County Wasteshed Recovered Materials 2016-2019



# 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

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# 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

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# 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

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# Meeting Overview

- Meetings are 4<sup>th</sup> 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

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# 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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# BENTON COUNTY

## Solid Waste Advisory Council (SWAC)

### March 23, 2022 **DRAFT** Minutes

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

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**Call to Order/Introductions.** Ken Eklund, Vice Chair called the meeting to order at 6:00 pm. Ken gave a quick synopsis of the March 17<sup>th</sup> work session and encouraged council members to view other county SWAC websites and send recommendations to county staff for potential improvements to the Benton County site.

#### Approval of Minutes for February 23, 2022

Three edits were suggest by council members to the February 23<sup>rd</sup> minutes:

- Debi asked that the language in the minutes clarify that she did not make a recommendation for an audit of the landfill, but encouraged the council to add that subject to the next meeting agenda.
- Ken noted that "Exhibit B" was not attached to the minutes sent out the council for review and need to be included in the final minutes.
- Joel would like the language to reflect that Julie Jackson, Republic Services did not provide the videos mentioned in her presentation, but referenced to links that the council and public could view.

John made a **MOTION** to approve the February 23, 2022 minutes as edited. Seconded by Joel, the minutes were **APPROVED 5-0**.

#### Community Member Comments

Ken acknowledged two written comments that were submitted to the council prior to the meeting;

- An anonymous recommendation to schedule a special session related to hearing neighbor comments about the landfill. That the length of time provided for community member comments to be equal in length to the time allotted to Republic Service at SWAC meetings. Written comments will be included in **Exhibit A**.
- Charles Gilbert sent in a detailed document about transporting waste via rail.
- Kevin Kenaga asked if SWAC were given an answer to a request made at the public hearing for the CUP concerning the landfill. SWAC submitted a recommendation to the BOC regarding the landfill expansion. Daniel clarified that the prior recommendation submitted during the public hearing process are part of the record and therefore cannot be withdrawn since the record has been closed.

- Nancy Whitcombe expressed concern that the landfill is not included as a significant fire danger in a newly developed Wildlife Protection Plan (Wildfire Protection Plan) by county staff. She encouraged council members to contact Inga Williams, county planner. Her second suggestion was about a document she sent to SWAC prior to the meeting. Other counties have prepared documents that provide information on future solid waste management plans and to encourage the BOC to create a document that discusses the options such as rail, landfill closure, price increases.

SWAC members asked staff to send out written comments with the meeting packet to the public prior to the meeting so that they can be more engaged at the next meeting.

#### **Update on the landfill expansion application status**

Daniel updated the council on Valley Landfills decision to withdraw their appeal to the December 7<sup>th</sup> decision by the Benton County Planning Commission that denied the landfill expansion and proposed Coffin Butte Road closure. No information has been provided by Valley Landfill on potential future applications regarding the landfill. Daniel mentioned a recent discussion with the Board of Commissioners; the Board has directed county staff to explore opportunities for building consensus with the help from a third party facilitator. SWAC members expressed interest in more information regarding this potential collaboration.

#### **Sustainable Materials Management Plan**

The council discussed the plan with Daniel and made suggestions on changes. Daniel was asking what challenges are being addressed and understand the public's perspective on those challenges. He emphasized that these are long term concepts and the short term concept includes the strategies in that time frame (til 2025). Council members requested that two SWAC members be included if a subcommittee is developed to work on this plan. Joel & Ken both volunteered to be on the subcommittee. The council will have further discussion on this topic in the future.

#### **Solid Waste Program Grant Initiative**

The county budget for Solid Waste includes grant money in the amount of \$20,000. The county is looking for initiatives that involve community-driven sustainable materials management that focus on waste prevention and recovery.

Applications will be received starting in the next few weeks. Daniel encouraged SWAC to put an item on the May 27<sup>th</sup> agenda to spend time reviewing and discussion the applications received to give staff input on how to allocate the funding. Daniel will provide SWAC a list of criteria for the grant process to help guide SWAC in their review. SWAC will have this topic as an item on the May 27<sup>th</sup> agenda to review the applications and discuss potential initiatives they would like to grant funding.

#### **SWAC Elections**

Fred Penning has resigned as SWAC chair. After a brief discussion, the council decided to continue the conversation as an agenda item at the April DSAC and SWAC meetings. Elections will take place at that time.

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## **Member Requests**

- Marge asked for a copy of the slides presented at the March 17<sup>th</sup> work session that covered an orientation to SWAC. Daniel will send out the presentation to the council members.
- Marge noted the members of the public that attend the virtual meetings and would like to have access to the names of the public that are attending.
- Ken followed up on this topic with the request to move the SWAC meetings back to the Go To Meeting platform. That platform would also allow the council to view names of the public attending virtually
- Joel suggested a longer meeting time for DSAC.
- Joel referred to Charles Gilbert's written testimony and alternate transportation for waste encouraging the council to put this topic on the upcoming agenda for more discussion.
- Joel would like SWAC to explore the opportunity for a regional SWAC since many of the issues include other neighboring counties.

Daniel will look into changing the meeting platform to Go To Meeting. He will also look into making the list of requests to view previous videos available to the council. (2:03 on tape)

## **Agenda Items**

- Discussion topic: Explore the possibility of having Darren Nichols, Community Development Director join a future meeting to discuss the next steps following the withdrawal of appeal by Valley Landfills' CUP application.
- Ken suggested including an agenda item that allows for discussion for more public feedback at the next DSAC meeting that is oriented towards the landfill.

Joel moved to adjourn the meeting. Seconded by Marge, the meeting adjourned at 8:00 pm.

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