

King County Solid Waste Advisory Committee

April 15, 2011 - 9:30 a.m. to 11:30 a.m.
King Street Center 8th Floor Conference Room
Next SWAC meeting – May 20, 2011 - 9:30-11:30

Meeting Minutes

Members
David Baker
Jerry Bartlett
William A. Beck
Joe Casalini
Bob Dixon
Jean Garber
Sean Kronberg
Suellen Mele
Philipp Schmidt-Pathmann
Relaena Sindelar
Judy Stenberg
John Taylor
Bill Ziegler

Others
Kris Beatty, SWD Staff
Lauren Cole, SWD Staff
Prajakta Ghatpande, AECOM Environment
Kathy Hashagen, SWD Staff
Grace Reamer, King County Council Staff
Kelli Williams, King County Public Records Officer – Executive Branch
Diane Yates, SWD Intergovernmental Liaison

Approve March Meeting Minutes; Review Agenda

The draft March minutes were revised to reflect that the committee unanimously passed a motion to alter the March agenda; moving the Houghton/Bow Lake update item to a future meeting in order to provide more time for a discussion about rates. The revised minutes were accepted without objection.

SWAC members were informed that signs at the door of the King Street Center garage saying it is full do not apply to committee members. Drive in and tell the attendant you are there for a committee meeting and space will be found.

Public Records Act Training

Kelli Williams, King County Public Records Officer for the Executive branch provided training on the Public Records Act. Copies of the slides are available at <http://kingcounty.gov/operations/ExecutiveServices/PublicRecords/BoardsCommissions.aspx>

The King County Council passed an ordinance in December requiring all Board and Committee members to receive training about their responsibilities surrounding records retention under the Public Records Act. The ordinance directed that all Board and Committee members will receive a county provided email address for committee related communications. Records retention rules are very complex. Key points to remember include:

- You don't need to retain records of a transitory nature – things like notifying your liaison that you will or won't attend a particular meeting.
- You don't need to retain copies of records for which your liaison is the primary record keeper – things like meeting agendas, notes, etc.
- Keep copies of work that you are doing for the committee – including drafts with substantive changes but not drafts with clerical changes.

Records of King County committees, councils, board and commissions are subject to Washington's Public Records Act. Public records are defined as any writing relating to the conduct/performance of any governmental or proprietary function, and prepared, owned, used or retained by any state or local agency. "Writing" means handwriting, typewriting, printing, photostating, photographing, and every other means of recording any form of communication or representation. This definition is widely construed.

Using the county provided email address for committee business protects committee members. Using a private email invites the requestor to ask for discovery requests at that email address.

Be mindful that not all PRRs are obvious and they don't have to be in writing. If you receive a PRR, contact your liaison immediately. A written response from the county is required within five business days so time is critical.

Requestors are not required to provide their name or state their purpose when making the request.

- However, some records are available only to certain individuals. If that type of record is requested the name is required to determine if the records can be released.
- In certain requests, requestors must sign an affidavit saying they aren't going to use the information for commercial purposes.

If your records are requested in a public records request, provide all records asked for even if you believe they may be duplicative or if an exemption may apply. If you believe an exemption applies to your records, please let your liaison or the public records officer know. The County must account for all records that are responsive to a request even if they do not have to be produced. This accounting is done by way of a privilege log which details the records that were withheld or redacted.

There are fines and penalties for failing to comply; fines currently range from \$5-\$100 per day, per document and attorney's fees can add up very quickly.

In response to questions Williams noted, calendars can also be requested and that the retention period for the majority of records, especially communications, is two years. She reiterated that boards and committees seldom receive public records requests.

Carpet Market Development

SWAC viewed a presentation on Carpet Recycling. A copy of the slides is available here http://your.kingcounty.gov/extranet/dnrp/swd/MSWMAC_&_SWAC/SWAC%20carpet%20presentation%20041511.pdf.

The Solid Waste Division's LinkUp Program is supporting the establishment of carpet recycling in the Pacific Northwest. LinkUp facilitates development of end markets for recyclable materials and the collection and processing infrastructure that supplies those markets. Each year LinkUp focuses on a few materials. In 2011, carpet was one of those materials.

An estimated 50,000 tons of carpet is disposed annually in King County and Seattle. Recycling carpet has significant potential for reducing greenhouse gas emissions. If half of the carpet

disposed in King County and Seattle each year were recycled, it would result in greenhouse gas reductions equivalent to taking 36,000 cars off the road for a year or not consuming 420,000 barrels of oil.

Carpet is made from a variety of materials and separating those materials has been a challenge for equipment manufacturers. However, recent breakthroughs have improved material separation and processing efficiency. Those breakthroughs and the trend toward placing recycling capacity in each region – rather than centralized in Georgia - are making carpet recycling infrastructure more efficient.

A variety of products can be manufactured from carpet-derived materials such as new carpet, carpet pad, erosion control products and molded plastic parts. For this to work, the carpet cannot be contaminated by paint, asbestos, significant demolition dust or other materials.

SWD, working with other agencies, businesses, and economic development organizations has developed a strategy for carpet recycling in the northwest. Two business roundtable meetings provided an opportunity to identify issues and drivers. They were well attended by local companies and national carpet industry representatives.

There are significant developments in carpet processing capacity in the northwest. Facilities have opened in the area and others are pending. Others are considering gathering carpet from the Seattle King County area to be processed in Oregon. This time next year we expect to see the disposal rate of carpet decrease.

Next steps include

- continuing support for a carpet product stewardship bill to be considered during the 2012 legislative session,
- developing best practices for carpet removal,
- promoting carpet recycling services to architects and designers,
- working to develop local end markets for materials from recycled carpet,
- accessing the City of Seattle's upcoming flooring contract which will require carpet reclamation and purchase of recycled-content carpet, and
- working with regulatory agencies to help deal with carpet contaminated with asbestos.

More information is available at <http://your.kingcounty.gov/solidwaste/linkup/carpet/index.asp>

Comments included:

- Recyclers are particularly interested in residential carpet. It has longer fibers that carpet for commercial use.
- Manufacturers are considering process changes to allow the carpet to be more easily recycled.
- Other sustainability-related ideas include carpet squares where worn sections can be replaced, leaving the less worn sections in place and selling or leasing carpet in such a way that there is a discount for renewing the product.
- Like paper, carpet fiber has many sub-grades.
- Currently, carpet recycling in the area costs either \$55 or \$90 per ton, depending on which facility accepts the material. The cost of disposal is \$80 to \$110 per ton.

- Another material addressed by the LinkUp program is asphalt shingles. The new Bow Lake Recycling and Transfer Station specifications were written to include asphalt shingles in the paving mix as part of creating a market for this material.

Open Forum

Schmidt-Pathmann reported that there was a presentation at the 2011 Northwest SWANA Symposium called “Evaluating Waste-to-Energy Disposal” with presenters from the Spokane Regional Waste Agency and Metro Vancouver. The presentation included eight scenarios and included research. Results of a survey indicated that there is community support for WTE and for placing WTE facilities in dense urban areas.