

**METRO**

**MEETING:** Regional Solid Waste Advisory Committee  
**DAY:** Wednesday, March 20, 1996  
**TIME:** 8:30 - 10:45 a.m. (2 HRS., 15 MIN.)  
**PLACE:** Metro Regional Center, 600 NE Grand Avenue  
 Room: Council Chamber Annex, 2nd Floor

- |         |  |                  |
|---------|--|------------------|
| 15 min. | 1. <b>Updates and Introductions</b><br>FY 1996-97 Budget Process<br>Other Updates  | McFarland/Shanks |
| 5 min.  | 2. <b>Approval of Minutes</b><br>Action Requested: Approve the minutes of February 21, 1996<br>(See Enclosure 2)   | McFarland        |
| 20 min. | 3. <b>Year 7 Metro / Local Government Work Plan</b><br>Report from staff and Local Government Recycling Coordinators<br>Action Requested: Recommend Approval of the Work Plan<br>(See Enclosure 3)             | Goddard/Ness     |
| 15 min. | 4. <b>Metro Rate Proposal - Discussion of Objectives and Process</b><br>No Action Requested  | Shanks           |
| 15 min. | 5. <b>Report on the Activities of Metro's Enforcement Unit</b><br>No Action Requested  | Kraten           |
| 20 min. | 6. <b>Regional Solid Waste Management Plan</b><br><b>Enforcement Goals, Objectives, and Recommended Practices</b><br>Action Requested: Approval of Proposed Planning Schedule and Process<br>(See Enclosure 6) | Nelson           |
| 20 min. | 7. <b>Status of Metro Hazardous Waste Programs - Future Plans</b><br>No Action Requested<br>(See Enclosure 7)  | Quinn/Klag       |
| 10 min. | 8. <b>Disaster Debris Management / Regional Flood Coordination</b><br>Action Requested: Recommendations from SWAC to the Regional<br>Disaster Debris Management Task Force                                     | Hossaini         |
| 5 min.  | 9. <b>Discuss Tentative Meeting Agenda for April 17</b>  | McFarland/Nelson |
| 10 min. | 10. <b>Other Business/Citizen Communications</b>   | McFarland        |
|         | 11. <b>Adjourn</b>   |                  |

**SOLID WASTE ADVISORY COMMITTEE**  
**MEETING SUMMARY OF: February 21, 1996**

**Voting Members Present**

Committee Chair: Ruth McFarland, Metro Councilor  
Hauling Industry: David White, Oregon Refuse & Recycling Assoc.,  
Tri-County Council  
Dean Kampfer, Oregon Refuse & Recycling Assoc.,  
Clackamas County Haulers  
James Cozzetto, Jr., MDC/ERI  
Solid Waste Facilities: Steve Miesen, BFI/Trans Industries  
Doug Coenen, Oregon Waste Systems  
Citizens: Jeanne Roy, Recycling Advocates  
Merle Irvine, United Disposal  
Government: Debbie Noah, Mult. County Cities (Gresham Commissioner)  
Loreen Mills, Washington County Cities (Staff, City of Tigard)  
Susan Keil, City of Portland (City Staff)  
Lynne Storz, Washington County (Staff, Washington County)  
Recycling Industry: Ralph Gilbert, East County Recycling

**Alternate Members Present**

Recycling Industry: Jeff Murray, Farwest Fibers  
Government: Lynda Kotta, Mult. County Cities (Staff, City of Gresham)\*

**Non-Voting Members Present**

Government: Dave Kunz, DEQ  
Carol Devenir, Clark County, Washington (Staff, Clark County)

**Voting Members Absent**

Hauling Industry: Steve Schwab, Clackamas County Haulers Assoc.  
Recycling Industry: John Drew, Far West Fibers  
Bruce Broussard, Cad Tek  
Government: Gary Hansen, Multnomah County (County Commissioner)  
Bob Kincaid, Clackamas County Cities (Staff, City of Oregon City)

**Guests Present**

Easton Cross, Consultant  
Debbie Fromdall, Sanifill NW  
Diana Godwin, Regional Disposal Co.  
Michael Sievers, Pacific/West Communications  
Loretta Pickerell, Recycling Advocates  
Dick Jones  
Lexus E. Johnson  
Steve Emmons, TPS Technologies, Inc.

**Metro Staff Present**

Bern Shanks	Kelly Shafer Hossaini	Connie Kinney
Debbie Gorham	Jim Goddard	Sarah Adams
Marie Nelson	Scott Klag	

## **1. Updates and Introductions**

### **Regional Flood Debris Management**

Jim Goddard, Recycling System Development Supervisor, gave the Committee an update on regional flood debris management efforts. He said that most local governments were not ready to make decisions about services they would provide their residents for flood debris until the weekend of February 10, after the water had crested in some areas. Gresham opened a temporary dumping site for flood debris during the weekend of February 10. Other jurisdictions began providing the same kind of service beginning on Tuesday, February 13. Metro set up temporary flood debris accounts for local governments at the Metro-owned transfer stations. Local governments could then have appropriate loads charged to this account, and billing would be held until FEMA reimbursement could be sought by the local government. A voucher system was implemented for flood debris loads that were certified to be charged to a local government account. He then informed the Committee that the voucher system would be in place through March 3.

Jimmy Cozetto said that he thought that, from a hauler standpoint, communications were lacking. He could not get answers to questions he had. He also said that another issue was an alternative site for dumping waste with the potential closure of the transfer stations. He got the message that the transfer stations would be closing two hours before they were scheduled to close. Mr. Goddard asked if the hauler hotline that was established during the flood was helpful. Mr. Cozetto said that it wasn't for the questions that he had.

Dave White said that he had questions about the operations end of flood debris management. For example, when haulers should cease to collect waste and what alternatives for dumping would be when the established choices weren't available. Mr. Goddard said that those kinds of questions would be best for Terry Petersen, Regional Environmental Services Manager, to take up and that he would make a note to that effect.

Loreen Mills asked if the vouchers could be accepted through March 4, to make it easier for haulers to get all of the drop boxes in without having to go into a lot of overtime. Mr. Goddard said that would make sense and would have the deadline extended.

Jeanne Roy then asked how much recovery of flood debris was occurring. Mr. Goddard replied that mud and sandbags were staying out of the solid waste system, some yard debris was going to processors, white goods were being picked up by recyclers, and some paint would be recycled.

Sue Keil thanked both Jim Goddard and Scott Klag for the excellent jobs they did in helping Portland manage their flood debris. She also said that the hazardous waste facilities set up at some of the Portland temporary sites were overkill. She said that a level of service somewhere inbetween non-existent and full mobile event was probably the most appropriate.

Lynda Kotta said that at the Gresham site people were bringing in a lot of hazardous waste that was not flood-related, because they were misreading the announcements in the paper. She said that next time we should be really explicit about accepting flood-related hazardous waste only.

Dean Kampher asked what alternatives Metro had for disposal if access to the Columbia Ridge landfill is cut off due to a disaster. Bern Shanks replied that a formal, long-term disaster debris management planning effort has been underway and it will address just those issues. He said that this recent flood has been a good dry run for that planning effort.

### **Forest Grove Transfer Station Bid**

Jim Watkins, Engineering and Analysis Manager, then addressed the group about the Forest Grove Transfer Station bid. He said that a Request for Bids had been developed for the transfer of waste from the Forest Grove Transfer Station. It will be sent out for review, and the Committee would see it in the next couple of weeks.

### **2. Approval of Minutes**

A motion was made to approve the SWAC minutes from the January 17, 1996 SWAC meeting. The Committee unanimously approved the minutes.

### **3. Organic Waste Processing Demonstration Project - Phase 2**

Jim Goddard, Recycling System Development Supervisor, gave an update to the Committee about the organic waste processing demonstration project. He reminded the group that in November he had brought the Phase 1 Request for Proposals (RFP) to SWAC, and that phase is currently being finished up. Ten proposals for collection and five for processing were received. Interviews for Phase 1 proposals will be completed February 22. One change to the draft RFP for Phase 2 is that the award is being opened to more than just one processor/hauling team. Mr. Goddard said that it is likely there will be a number of proposals for Phase 2 and the money is there to try more than one approach. Phase 2 proposals will be due April 19, 1996, and the contract will run through June 1997.

Jeanne Roy commented that the requirement that targeted businesses be clustered within a relatively close geographic area didn't seem necessary, especially for a pilot. Mr. Goddard said that it was a preference, but not a hard requirement. He explained that it fits in with the direction in which the region is moving with Region 2040, and that it is a more efficient collection pattern. Sue Keil then commented that while that requirement is probably well-founded, it should not be government managed. She said that the private sector will figure this out on their own anyway. Mr. Goddard agreed to remove the requirement from the Phase 2 RFP.

Doug Coenen asked if the potential use of a transfer station as a drop-off point could be included in the Phase 2 RFP. Mr. Goddard said that was acceptable and would be added as an option.

Mr. Goddard then told the Committee that he would make the changes, as agreed, and have it brought before REMCOM at their next meeting in two weeks. Chair Ruth McFarland said that if anyone on the Committee wanted to comment further, they should go to the REMCOM meeting and discuss their concerns there.

#### **4. 1995 Compost Bin Distribution Program - Results of Program Evaluation**

Debbie Gorham, Waste Reduction and Planning Services Manager, introduced the program evaluation that was done for the 1995 Metro Compost Bin Distribution Program by Market Decisions Corporation. She said the purpose of the survey was to determine whether purchasing a compost bin changed the buyer's composting behavior.

Sarah Adams presented the results of the study to the Committee. She said that the survey sampled 750 of the approximately 8,000 residents that purchased a bin, and 175 people who did not purchase a bin. The survey measured the awareness of the bin program, the effect of the bin on purchaser's composting behavior, and the diversion rates for food waste and yard debris.

Ms. Adams said that the survey estimates that approximately 750 pounds of waste per household per year can be diverted through composting. She also said that 49% of bin owners who are now composting food scraps were not doing so prior to the purchase of the Metro bin. As well, 44% began composting yard debris after the new bin purchase.

Ms. Adams also told the Committee that many of those who were composting before they bought the bins increased the amount of food scraps and yard debris they composted after receiving the bins.

Sue Keil asked if there was any economic or financial analysis of the cost of this program versus the cost of providing curbside yard debris collection. She was also concerned that there may be no net diversion gain, only a movement of material from curbside collection to backyard composting. Ms. Adams replied that a cost-benefit analysis with the data gathered has not been done but is possible, however it will take some time. She also said that the study found that there was an actual increase in diversion, but that may not be obvious by the information included in the SWAC packet. Chair McFarland asked that a full copy of the report be sent to everyone on the Committee so that the full extent of the information would be clear to those interested.

Jimmy Cozetto asked if the organic waste diversion through backyard composting was eligible for use towards waste reduction goals for the region. His concern was that a lot of material placed at the curb and currently being counted toward recovery goals would be lost if it moved to backyard composting. Dave Kunz replied that the DEQ recognizes that home composting is a good waste reduction tool and that Metro will be able to consider it in their recovery rate. He also said the DEQ is giving more consideration to moving toward a per capita disposal rate instead of a recovery rate so this kind of waste reduction would not be lost.

Sue Keil asked if there was some way of determining what people were disposing before they bought the bins and then afterwards so there would be some good diversion estimates. She said it would be a good piece of information to give the DEQ. Debbie Gorham replied that it would probably be possible and could be set up before the pilot this year.

Jeanne Roy expressed concern that the people who seemed to be buying the bins were the ones who were already composting and the target population should be the people who are not.

Loreen Mills expressed concern about the results of the survey saying that we don't know how long the bins have been out and how long the survey respondent has been using them. She would like to see a follow-up survey done after some time has elapsed to see how the results change.

#### **5. Tentative Meeting Agenda for March 20**

Marie Nelson, Planning Services Supervisor, reminded the Committee that the next meeting would be on March 20. At that meeting there will be a report on Metro's enforcement unit and a solicitation of Committee comments on some associated policy issues. There will also be another update on the flood debris management in the region. The Committee will also be asked to approve the Year 7 Local Government Work Plans at that meeting.

#### **6. Other Business/Citizen Communications**

Lex Johnson introduced Steve Emmons, Marketing Director of TPS Technologies and asked that he be considered for membership on SWAC. Chair McFarland asked Marie Nelson to make a note of that and put him on any list she was keeping for that purpose.

#### **7. Adjourn**

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### Agenda Item 3

#### FY 96-97 FRAMEWORK FOR METRO CHALLENGE

The "Metro Challenge" program provides local governments with partial funding to complete recycling and waste reduction activities within their jurisdictions. Future advances in waste reduction will be more difficult requiring greater creativity in the development of new programs and approaches.

Local governments allocate a substantial amount of resources towards developing and implementing waste reduction programs. Metro Challenge provides only a portion of the total costs. This is particularly true as the breadth and depth of programs have increased substantially over the past few years but Metro funding has not kept pace with the expansion of programs. Local governments will quite likely have program areas outside of Metro Challenge. Metro Challenge does not necessarily provide a complete listing of all waste reduction activities that local governments will implement.

The basic framework for administering the FY 96-97 Metro Challenge program is as follows:

1. The work plan consists of two parts: **Foundation** and **expansion** elements. Foundation elements are those which should be implemented by every local government to ensure regional continuity and to provide a basic level of service. This portion of Metro Challenge recognizes that existing programs need attention and resources to stay viable and grow. Currently jurisdictions are at different levels of implementation of foundation elements. Those lagging behind will be able to focus on improvement where needed. The expansion elements are defined as those activities, whether new or continuing, that are above and beyond tasks required of all jurisdictions in the foundation section. Expansion elements contain items that are new and emerging on a region-wide basis or are unique to one jurisdiction.
2. Local governments with populations over 30,000 will select eleven expansion elements as part of their annual waste reduction work plans; one from each program areas and four additional from any area. Local governments with populations under 30,000 will select one expansion element from each program area and one additional item for a total of eight elements. Joint projects between local governments, Metro and DEQ or combinations thereof are encouraged. In all cases, the experience gained from the expansion elements will be shared throughout the region.
3. The agreement between Metro and local governments will be customized to reflect the work items selected by that jurisdiction.
4. Foundation and expansion elements will be developed to coincide not only with the needs of individual jurisdictions and with the broad-based long and short-term benchmarks in the Regional Solid Waste Management Plan.
5. Local governments have the option of choosing more expansion elements than are required in order to determine, according to local conditions, which tasks will be completed to meet the implementation requirement. If an expansion element change is requested by a local

government, a brief written note stating which option(s) will be dropped will be submitted to Metro.

6. In order to receive total funding allocation, the local government must complete the foundation elements and all expansion items selected. Reporting of the previous year's activities will also be tied to release of funds.
7. Funding for Metro Challenge will continue to be based on the population of the jurisdiction.
8. Many of the foundation elements will center around achieving the minimum regional goal. For program areas which do not have a regional goal, [by each local government] the goal will be developed as a work item.
9. In their work plans, each local government will submit a brief description of how selected element will be completing in FY 96-97. Each work plan will be reviewed by a Metro committee consisting of representatives from the Waste Reduction & Planning Services Division, Metro Council and one other division or department. After the committee's initial review, discussions will be held with each local government to review areas of concern, make clarifications and to finalize the work plan elements for that jurisdiction's Metro Challenge Grant. The 1996-97 work plans and 1995-96 program reports will be due to Metro by August 1, 1996. If any work plan items were not completed or were found to be deficient, the committee will meet with the local government to determine the cause and appropriate action so that the problem can be remedied rather than automatically levying a penalty. Local governments are strongly encouraged to discuss potential deficiencies or any changes to the plans submitted at the time they occur. Penalties such as proration of grant funds, may still be applied if other options are exhausted.

#### Definitions:

##### **Foundation:**

Those program elements or activities which are implemented by every local government to ensure regional continuity and to provide a basic level of service. These elements are tied closely to the benchmarks set forth in the Regional Solid Waste Management Plan.

##### **Expansion:**

Those program elements or activities, whether new or continuing, that are above and beyond tasks required of all jurisdictions in the foundation section. Expansion elements contain items that are new and emerging on a region-wide basis or are unique to one jurisdiction.

##### **Investigate and Report:**

Research conducted on proposed program elements or activities to determine feasibility of future implementation. A brief and concise written report will include methods and results of investigation, determination of implementation feasibility, timeline for implementation or reasoning behind the choice not to implement. The report will be included as part of the year-end report to Metro due August 1, 1996.



## Year 7 Local Government Work Plan

January 16, 1996

**Background:** Local Jurisdictions will be required to implement or continue to implement all tasks listed under **Foundation**. One **Expansion** element from each category and four additional from any category for a total of eleven expansion items will also be required for jurisdictions or cooperative programs with populations totaling over 30,000 residents. Those jurisdictions or cooperative programs with total populations of under 30,000 will implement one expansion item from each category and one additional expansion item for a total of eight. Cooperative projects between local governments and/or Metro are encouraged to reap the maximum benefit from minimal resources.

### RESIDENTIAL:

#### LOCAL GOVERNMENTS

<b>FOUNDATION</b>	<b>Selected Tasks</b>
1. Comply with all applicable OAR 340-90-040 chosen menu items.	X
2. Weekly curbside collection (or equivalent) of yard debris and scrap paper.* (1/97 assessment of scrap paper)	X
3. Participate in Regional Media Campaigns that emphasize waste prevention (funding plan by 10/96, trial program 1996, evaluation 10/97).	X
4. Shift local education programs to a greater emphasis on waste prevention.	X
5. Include information about HHW in public education where appropriate. Utilize Metro educational materials.	X
6. Promote home composting and Metro home composting workshops.	X
7. Assist with "Earth-Wise" purchasing and waste prevention programs targeted at households (7/97 eval).	X
<b>EXPANSION</b>	<b>Selected Tasks</b>
1. Investigate and report on addition of new materials and access to recycling for non-curbside materials.	
2. Work with Metro on home compost bin distribution program.**	
3. Target low-participant neighborhoods with special education and promotion efforts.	
4. Develop and implement a program to target reduction of yard debris in drop boxes and/or self-haul loads at disposal facilities. Local governments choosing to participate would facilitate coordination with haulers in a joint program w/Metro.**	
5. Participate in mobile household hazardous waste collection events held in your jurisdiction.**	
6. Continue cooperative development of promising new technologies (co-collection, etc.)	
7. Assist with the development of new home composting demonstration sites developed to serve all parts of the region.	
8. Other.	

\*Programs that divert an amount of material from the waste stream that is considered equivalent to the weekly collection standard.

\*\* If your jurisdiction does not participate in the program, you must implement an alternative expansion item.

## METRO

FOUNDATION	Selected Tasks
1. Continue yard debris weighing and measuring amounts left in can/monitor YD programs.	X
2. Continue home compost bin distribution (cooperative with Local Governments).	X
3. Evaluate effectiveness of bin distribution program.	X
4. Coordinate the development of "Earth-Wise" purchasing and waste prevention tools and programs.	X
5. Continue Regional Media Campaign; emphasize waste prevention.	X
6. Develop methods to evaluate the effectiveness of waste prevention programs (7/98).	X
7. Provide copy and educational materials for HHW promotions to local governments.	X
8. Continue semi-annual home composting workshops.	X
9. Develop home compost sites to serve all parts of the region (7/97).	X
10. Target reduction of yard debris in drop boxes and/or in self-haul loads delivered to solid waste disposal facilities (in coordination with local governments).	X

## MULTI-FAMILY

### LOCAL GOVERNMENTS

FOUNDATION	Selected Tasks
1. Ensure placement of containers for at least 4 materials (scrap paper included where feasible) to substantially all (85%) of multi-family units by 12/96. Maximum feasible by 7/97.	X
2. Update and distribute educational materials.	X
3. Provide data to Metro to help maintain accurate database.	X
4. Modify/improve existing systems in place on an ongoing basis.	X
EXPANSION	Selected Tasks
1. Conduct surveys of program effectiveness (Cooperative with Metro).	
2. Investigate additional materials/perform trials.	
3. Other	

## METRO

FOUNDATION	Selected Tasks
1. Maintain database of multi-family units served, measure completion (cooperative with LGs).	X
2. Assist with the update, production and provision of educational materials.	X

**COMMERCIAL**

**LOCAL GOVERNMENTS**

FOUNDATION	Selected Tasks
1. Assure appropriate recycling services <sup>1</sup> are made available to businesses for collection of paper and containers (glass, tin, aluminum, PET and HDPE). For businesses that do not generate significant amounts of paper and containers, assure collection of other prevalent materials consistent with the regional objectives in the RSWMP.	X
2. Assure appropriate recycling services are made available to all small businesses consistent with the regional objectives in the RSWMP.	X
3. Create service provision plan which details waste evaluation requirements and procedures. Scope should include complete WR package i.e. reduce, reuse, recycle, buy recycled, etc.	X
4. Ensure provision of waste evaluations utilizing a standardized approach within each local jurisdiction consistent with the regional objectives in the RSWMP.	X
5. Continue to work with Metro to target generator sectors for customized waste reduction programs.	X
6. Participate in coordinated regional and local media campaigns emphasizing business waste prevention (funding plan by 10/96)	X
7. Participate in commercial work group to develop program goals, standards and baselines for program measurement.	X
8. Continue to provide government in-house recycling collection programs.	X
9. Continue to provide school in-house recycling programs	X
10. Participate in "Earth-Wise" programs including promotion campaigns, model procurement policies for targeted generators, and recycled product guides that assist in the development of markets for recycled materials.	X
11. Continue to provide BRAG business recycling recognition programs.	X

<sup>1</sup>Appropriate recycling services include at a minimum: a) All new commercial collection service customers shall each receive a packet of educational materials that contains information listing the materials collected, the schedule for collection, proper method of preparing materials for collection and an explanation of the reasons why source separation of materials for recycling should be done; b) provision of recycling containers where needed; and c) timely and efficient schedules for collection of recyclables from businesses.

EXPANSION	Selected Tasks
1. Investigate and report on regulations (ordinances, franchises) and funding sources for commercial recycling to establish new and/or improved business recycling services.	
2. Investigate and report on the development of non-residential yard debris programs.	
3. Participate with Metro to develop collection and off-site processing of source-separated food and nonrecyclable paper from businesses (pilot 7/95-6/96)	
4. Plan collection systems for larger food generators (3-5 year project).	
5. Assist with siting and development of processing capacity for regional organic wastes.	
6. Encourage development of regional processing facilities for mixed dry waste with sufficient capacity to serve the region and with reasonable access for all haulers..	
7. Assist with the development of markets for recovered materials through technical assistance to processors and end users of recovered materials.	
8. Investigate and report on weight-based collection systems for waste and recyclables.	
9. Other	

## METRO

<b>FOUNDATION</b>	<b>Selected Tasks</b>
1. Develop model waste prevention programs for different types of businesses consistent with the regional objectives of the RSWMP.	X
2. Continue working with business, trade and industry associations to provide ownership of recycling programs to their members (cooperative with local governments).	X
3. Continue ongoing information gathering and exchange with local governments and businesses regarding business recycling: database, case studies, analysis, etc.	X
4. Maintain business contact database on the GIS system. (This would include business name, address (site and mailing), business type and employee size.	X
5. Develop coordinated regional and local media campaigns emphasizing waste prevention (funding plan by 10/96)	X
6. Coordinate "Earth-Wise" programs including promotion campaigns, model procurement policies for targeted generators, and recycled product guides that assist in the development of markets for recycled materials.	X
7. Investigate, analyze and report on how businesses can substitute recycled feedstock in the manufacturing process.	X
8. Investigate and report on non-residential yard debris programs with local governments.	X
9. Continue Earth-Wise Compost designation and testing.	X
10. Encourage development of regional processing facilities for mixed dry waste with sufficient capacity to serve the region and with reasonable access for all haulers (pilot 7/95-6/96 with local governments).	X
<b>EXPANSION</b>	<b>Selected Tasks</b>
11. Assist with the development of markets for recovered materials through technical assistance to processors and end users of recovered materials.	
12. Determine measurement methods in conjunction with local governments for items 1, 2, and 4 consistent with the intent of RSWMP	

**BUILDING INDUSTRY**

**LOCAL GOVERNMENTS**

<b>FOUNDATION</b>	<b>Selected Tasks</b>
1. Ensure availability of on-site services for two or more materials (7/97)	X
2. Assist with the "Earth-Wise" building program to train builders about salvage, waste reduction, recycling, and buying recycled, along with other environmental building practices.	X
3. Continue to assist with provision of on-site evaluations at construction sites or targeted assistance to promote waste prevention practices (Metro to provide training to local governments).	X
4. Assist with the provision of technical assistance and educational information for builders and others on waste prevention practices for building trades waste.	X
<b>EXPANSION</b>	<b>Selected Tasks</b>
1. Tie "Earth-Wise" building to local government environmental programs, i.e., on-site water management, etc.	
2. Other	

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<b>FOUNDATION</b>	<b>Selected Tasks</b>
1. Continue "Earth-Wise" building program to train builders about salvage, waste reduction, recycling, and buying recycled, along with other environmental building practices.	X
2. Continue provision of on-site audits at construction sites to promote waste prevention practices (Metro to provide training to local governments)	X
3. Continue with the provision of technical assistance and educational information for builders and others on waste prevention practices for building trades waste.	X
4. Assist with the implementation of strategies developed by LGs during 1995-96 regarding promotion of and education about recycling collection services.	X
5. Develop educational materials that target new recoverable materials for source separation when markets are available.	X
6. Develop markets to support recycling rather than energy recovery: support salvage practices, support development of industries using recycled C&D materials (25% reduction 1/97, 50% reduction by 7/00).	X
7. Provide building industry/Earth-Wise Builder displays to local governments	X

**IN-SCHOOL EDUCATION PROGRAMS**

**LOCAL GOVERNMENTS**

<b>FOUNDATION</b>	<b>Selected Tasks</b>
1. Provide for in-school presentations and resources (cooperative with Metro and DEQ).	X
2. Provide curriculum that fits into the School Reform Act (cooperative with Metro and primarily DEQ).	X
3. Continue to provide school recycling recognition program.	X
4. Participate in in-school program tracking system in coordination with Metro.	X
<b>EXPANSION</b>	<b>Selected Tasks</b>
1. Sponsor school events such as Earth Day.	
2. Provide assistance to school Earth Clubs	
3. Other	

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<b>FOUNDATION</b>	<b>Selected Tasks</b>
1. Provide kits and activities that face real world problems to local government recycling educators for teachers to use in class work.	X
2. Provide in-school presentations and resources (with Local Governments)	X
3. Develop in-school education program tracking system for region. Provide Metro information to local governments	X

**BUY RECYCLED**

**LOCAL GOVERNMENTS**

<b>FOUNDATION</b>	<b>Selected Tasks</b>
1. Continue to promote the use of yard debris compost on City/County projects.	X
2. Establish and adopt clear buy-recycled policies for all city or county offices.	X
<b>EXPANSION</b>	<b>Selected Tasks</b>
1. Work with Metro to hold buy recycled shows within local jurisdiction.	
2. Promote/educate general public on buying recycled utilizing Metro materials.	

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FOUNDATION	Selected Tasks
1. Publish Buy Recycled guides.	X
2. Take Buy Recycled trade show on the road, include procurement in targeted generator strategy (cooperative with local governments).	X
3. Provide samples of recycled products to local governments	X

## FACILITIES

### LOCAL GOVERNMENTS

FOUNDATION	Selected Tasks
1. Investigate and report on adoption of clear and objective siting standards that do not effectively prohibit the siting of yard debris processing facilities.	X
2. Investigate and report on adoption of clear and objective siting standards that do not effectively prohibit the siting of organic waste processing facilities.	X
EXPANSION	Selected Tasks
1. Other	

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FOUNDATION	Selected Tasks
1. Adopt clear and objective standards for franchising or otherwise authorizing yard debris processors (1/96).	X
2. Develop a Metro regulation system for processors of food and other organic waste. Could include Metro franchise with performance standards similar to standards proposed for yard debris facilities (7/96).	X
3. Explore and provide recommendation about level of recycling at transfer station which is acceptable. Determine if co-collection could or should be accepted at transfer stations.	X

**DEQ support:** The DEQ will continue to support related activities to augment the local government programs. These support elements are included here to provide a regional perspective with all players involved. The DEQ is not part of the Metro Challenge Grant Program.



**Evaluation Methods for the Annual Waste Reduction  
Program for Local Governments  
(Metro Challenge Program)  
March 12, 1996**

**Introduction:**

The Regional Solid Waste Management Plan (RSWMP) states that "Program monitoring is a qualitative element of plan assessment and monitoring. It tracks the level of implementation by jurisdiction, materials and service level."<sup>1</sup> The Metro Challenge program will be monitored in this fashion. Metro will track the progress of program implementation through the collection of data on the programs offered, levels of service and materials collected. The individual local government programs will be monitored by this qualitative method. (For purposes of clarity, "annual program" as stated in this document refers to the waste reduction elements set forth in the Annual Waste Reduction Program for Local Governments and does not refer to individual local government programs nor specific tasks in the Annual Plan; "local government program" refers to specific programs implemented by local governments.

**Program Monitoring (local jurisdictional level):**

The cycle of monitoring specific local government programs begins in the Fall of each year. Local jurisdictions apply for Metro Challenge grants to assist with funding. The application process consists of supplying Metro with a complete local government annual plan for the coming fiscal year as well as a report detailing the accomplishments and satisfactory completion of the previous year's local government program.

The data provided by local jurisdictions is compiled for individual qualitative monitoring as well as for annual reporting to the Department of Environmental Quality. Data provided allows Metro to monitor local government programs including residential curbside collection, residential yard debris programs, public education and promotion efforts, levels of service provision at multi-family residences, in-school educational efforts, building industry recycling and waste reduction, local government buy-recycled programs and commercial recycling service provision and educational efforts.

Neither Metro nor local governments have the resources to collect specific quantitative data for all local government programs. It is not cost-effective to do so. Some jurisdictions collect and analyze specific data from waste haulers or perform independent studies of specific portions of their programs. These studies are limited in scope and require substantial staff time and resources. In conjunction with local jurisdictions, Metro conducts surveys and studies on specific program areas. To date, Metro has performed several studies including residential can-weight studies, residential recycling behavior studies, a region-wide inventory of multi-family units and services provided, construction waste reduction case studies and infrastructure assessments, curbside yard debris recycling program effectiveness assessments, and is now in the process of developing a commercial sector profile including waste and recycling service levels.

**Program Evaluation:**

The RSWMP states that "it is not necessary that every RSWMP program be subject to a complete program evaluation; rather, some programs shall be identified for evaluation in the annual work plans."<sup>2</sup> The evaluations are intended to determine the effectiveness of the recommended practices. Metro is responsible for identifying the specific areas to be evaluated annually. The chosen program area will change from year to year and the Local Government Recycling Coordinator Work Group will assist in developing the evaluation criteria. Some of the evaluation process may be performed by outside parties contracted by Metro. Year 6 (1995-96) evaluation will consist of measurement of the multi-family program area through analysis of recycling container provision completion levels. This evaluation will begin in December of 1996. Evaluation of the commercial elements including waste prevention programs will be considered for Year 7 of the program (1996-97).

**RSWMP**

The program monitoring and evaluation efforts done in conjunction with the Metro Challenge Program are part of the overall RSWMP monitoring and assessment process. Additional assessment occurs through the general system benchmarks supplied via the Recycling and Recovery Level Survey and periodic Waste Characterization Studies. The next Waste Characterization Study is scheduled to take place during fiscal 1997-98.

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<sup>1</sup> Regional Solid Waste Management Plan, Chapter 9: Monitoring and Assessing Plan Performance, P. 9-1.

<sup>2</sup> Regional Solid Waste Management Plan, Chapter 9: Monitoring and Assessing Plan Performance, P. 9-2.

**Approval of Alternative Practices  
as Applied to the Metro Challenge Program  
March 12, 1996**

**Background:<sup>1</sup>**

The recommended practices in the Regional Solid Waste Management Plan (RSWMP) are intended to provide a path to achieve the region's adopted goals and objectives. The purpose of adopting recommended practices is to:

- Identify areas of regional interest.
- Set expectations regarding what can be accomplished.
- Provide a strategy or approach that can also serve as the basis of an alternative practice.

The distinction between recommended and alternative practices allows for local flexibility in meeting RSWMP goals and objectives. Recommended practices will serve as performance standards that alternative practices will be required to equal. The performance standard will be based on criteria that will include, as appropriate, the following:

- participation levels;
- amounts of waste prevented, recycled recovered or disposed;
- consistency with the waste reduction hierarchy and the source separation priority;
- economic and technical feasibility;
- impact on other waste reduction activities.

**Alternative Practices and Metro Challenge:**

The Metro Challenge Program establishes a funding base for the annual waste reduction work plan for local governments and Metro. The framework consists of foundation and expansion elements. Local jurisdictions and Metro are required to implement all foundation elements, and depending on the size of the jurisdiction, at least one expansion element from each project area and up to an additional three from any program area. It is designed to incorporate flexibility to recognize jurisdictional differences and available resources.

If a local jurisdiction decides to substitute a task in place of any particular foundation item, approval from Metro must be received prior to implementation. The local jurisdiction will be required to submit a justification for the substitution. If the substitution involves an alternative to the recommended practices, the alternative must be demonstrated to be equivalent to the recommended practice.

The approval will be given by the Regional Environmental Management Department Director after staff recommendation. SWAC may be asked to advise if requested by the Director.

<sup>1</sup>Regional Solid Waste Management Plan, Chapter 7: Recommended Solid Waste Practices, p.7-3, 7-4.

**METRO**

DATE: March 12, 1996

TO: SWAC

FROM: Marie Nelson, Planning Project Supervisor (797-1670)

SUBJECT: Agenda Item 6: Regional Solid Waste Management Plan  
**Metro Code Enforcement/Illegal Dumping**

The new Regional Solid Waste Management Plan calls for the completion of goals, objectives and recommended practices that will specify how the region will enforce the Metro Code, and how the problem of illegal dumping will be managed.

The purpose for this meeting will be to:

- Hear from Steve Kraten, Metro Solid Waste Enforcement Officer, about current program objectives and significant accomplishments;
- Review and approve a process and schedule to develop and adopt goals, objectives and recommended practices; and
- Suggest issues that the new plan element should address

The attached materials will provide background information to assist SWAC in making recommendations to staff and the planning work group.

If you have questions, please give me a call.

**SWAC - March 20, 1996**

**Program:** Regional Solid Waste Management Plan (RSWMP) -- 1995 - 2005

**Project:** **Metro Code Enforcement / Illegal Dumping.** Update the long-term goals, objectives, and recommended practices that describe a strategy for enforcing it's Code and how the region will manage the problem of illegal dumping. This strategy will be developed using an open public process and will reflect regional consensus. The strategy will be incorporated into the new Regional Solid Waste Management Plan once it has been adopted by the Metro Council.

**Timeline:** April - September, 1996

**Project Coordinators:** Marie Nelson, Metro (phone 797-1670; fax 797-1795)

Steve Kraten, Metro (phone 797-1678; fax 231-7829)

<b>Policy Considerations and Key Issues</b>	
<p><b>Policy, Goals and Objectives:</b></p>	<p>Part of the planning process will involve reviewing the stated goal and objectives from the old Illegal Dumping Plan (written in 1991):</p> <p><b>Goal:</b> Metro, in its capacity as manager of the region's solid waste disposal system, will work cooperatively with DEQ, cities and counties to promote proper disposal of solid waste and to reduce illegal disposal.</p> <p><b>Objective:</b> Reduce the incidence of illegal disposal of solid waste in the Portland metropolitan region in order to:</p> <ul style="list-style-type: none"> <li>&gt; Mitigate an unsightly and potentially health-threatening problem;</li> <li>&gt; Ease the financial burden of abatement on local governments and property owners;</li> <li>&gt; Remove illegal dumping as an obstacle for meeting waste reduction goals; and</li> <li>&gt; Capture disposal revenue that is otherwise lost.</li> </ul>
<p><b>Possible Key Questions and Planning Issues</b></p>	<ul style="list-style-type: none"> <li>&gt; Do the above goals and objectives from the old illegal dumping plan still apply?</li> <li>&gt; What's the current status of illegal dumping? What's changed since 1991?</li> <li>&gt; What recommendations from the old Illegal Dumping Plan should be carried over to the new plan?</li> <li>&gt; What other regional solid waste practices might result in more / less illegal dumping?</li> <li>&gt; What roles / responsibilities will each stakeholder have to implement those practices?</li> <li>&gt;</li> <li>&gt;</li> <li>&gt;</li> </ul>

<b>Possible Roles and Responsibilities</b>	
Metro	<p><b>Planning Process:</b></p> <ul style="list-style-type: none"> <li>&gt; Coordinate an open planning process</li> <li>&gt; Identify all stakeholders and ensure they are involved in the planning process</li> <li>&gt; Facilitate the process to frame key issues and planning questions that need answers</li> <li>&gt; Inventory present conditions</li> <li>&gt; Research what's being done in other parts of the country</li> <li>&gt; Convene SWAC to advise throughout the planning process</li> </ul> <p><b>Plan Implementation:</b></p> <ul style="list-style-type: none"> <li>&gt; Implement recommended practices through Metro programs; provide for regional coordination of other programs by local governments, SOLV, etc. as necessary (e.g., SWINE regional group of enforcement personnel)</li> <li>&gt; Monitor program results (quarterly and annual reports; maps of active sites, etc.)</li> <li>&gt; Support community and SOLVE clean-up events</li> <li>&gt;</li> <li>&gt;</li> </ul>
Local Governments DEQ	<p><b>Planning Process:</b></p> <ul style="list-style-type: none"> <li>&gt; Participate in plan development process</li> <li>&gt; Help frame issues, provide information, describe needs</li> <li>&gt; Assist by developing policies and recommended practices</li> <li>&gt; DEQ - Approve new RSWMP recommendations</li> </ul> <p><b>Plan Implementation:</b></p> <ul style="list-style-type: none"> <li>&gt; Implement recommended practices through regional and local programs; coordinate with Metro, SOLVE and other programs as necessary (via SWINE, etc.)</li> <li>&gt; Funding?</li> <li>&gt;</li> </ul>
SWAC (citizens, govt, haulers, industry)	<p><b>Planning Process:</b></p> <ul style="list-style-type: none"> <li>&gt; Help frame issues the plan should address</li> <li>&gt; Approve planning process</li> <li>&gt; Review and approve plan recommendations</li> <li>&gt; Recommend participants for the work group</li> </ul>
SOLV	<p><b>Planning Process:</b></p> <ul style="list-style-type: none"> <li>&gt; Participate in Plan development process</li> <li>&gt; Help frame issues, provide information, describe needs</li> <li>&gt; Assist by developing policies and recommended practices</li> <li>&gt;</li> </ul> <p><b>Plan Implementation:</b></p> <ul style="list-style-type: none"> <li>&gt; Coordinate clean-up events</li> <li>&gt;</li> </ul>
Community Organizations	<p><b>Planning Process:</b></p> <ul style="list-style-type: none"> <li>&gt; Participate in Plan development process</li> <li>&gt; Help frame issues, provide information, describe needs</li> <li>&gt; Assist by developing policies and recommended practices</li> </ul> <p><b>Plan Implementation:</b></p> <ul style="list-style-type: none"> <li>&gt; Coordinate community clean-up events</li> <li>&gt;</li> </ul>

<b>Stakeholders</b>	
<b>Stakeholders</b>	<ul style="list-style-type: none"> <li>&gt; Solid Waste Interagency Network for Enforcement (SWINE), which includes: City, County, Metro and DEQ representatives PGE and BPA representatives</li> <li>&gt; Regional Solid Waste Advisory Committee (SWAC), which includes: Citizens Government Waste Industry (haulers, processors, facility operators)</li> <li>&gt; SOLV</li> <li>&gt; Neighborhood organizations</li> <li>&gt; Citizen advocacy groups</li> <li>&gt; Others?</li> <li>&gt; Metro officials, managers and staff</li> <li>&gt;</li> <li>&gt;</li> </ul>

<b>Proposed Process and Schedule</b>		
<b>Date(s)</b>	<b>Stakeholders</b>	<b>Description</b>
Jan - Feb	SWAC	Approve process and schedule Identify issues the plan should address
Mar - Apr	Metro	Metro identify and convene work group
Apr-Jun	Work Group	Develop plan in concept (goal, objectives and recommended practices)
Jun	SWAC	Review plan in concept
Jun-Aug	Work Group	Develop plan in detail
Aug	SWAC	Review and approve plan in detail
Aug	Metro EO	Review and approve the plan; forward to Metro Council
Sep	Metro Council	Public hearings and plan adoption

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**METRO**

**DATE:** March 13, 1996

**TO:** SWAC

**FROM:** Scott Klag, Senior Planner

**RE:** Agenda Item 7: Recommended Practices for Hazardous Waste

Over the next several months, SWAC will be involved in additional work on the recommended practices for hazardous waste in the new Regional Solid Waste Management Plan. This work will cover managing current facilities, examining efficient and effective methods of providing collection events and developing alternative funding mechanisms. The new work will also address in more detail an overall strategy for toxics reduction and a plan for the Conditionally Exempt Generator program (CEG). Finally, these issues need to have specific implementation targets set for the next ten years.

A brief overview of the proposed scope for this work is attached. Originally staff had expected to begin the process of discussing this work at the March 20 SWAC meeting. However, the recent flood reallocated the resources of both the Hazardous Waste and Planning staff to other tasks and the kickoff discussion of this work is now scheduled for the April meeting.

At the coming March 20 meeting, staff will take the opportunity to apprise SWAC members of the effect of the flood on the status of the hazardous waste facilities and collection events, and to address questions members might have. Staff is currently evaluating a number of options regarding the re-establishment of a collection facility for Metro South and will share where we are at in this process.

We would also like to discuss the hazardous waste collection services offered by Metro during the flood debris cleanup. Of particular interest to us is how members evaluated these services, and the extent to which this type of smaller scale flexible service could be incorporated into Metro's overall strategy of facilities and large collection events.

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Project	Hazardous Waste Programs
<b>RSWMP Issues</b>	
Plan Directives	<p>The new RSWMP contains recommended practices for permanent collection facilities that implement these RSWMP goals and objectives:</p> <p>Goal 13 - Reduce toxics and keep them out of the mixed waste stream</p> <p>Obj 13.1 - Manage hazardous waste (HW) based on the hierarchy</p> <p>Obj 13.2 - Educate citizens about reduction, alternatives and safe disposal</p> <p>Obj 13.3 - Provide convenient / safe services for HW that remains after reduction efforts</p> <p>The RSWMP (pg. 7-27) states that additional work is needed regarding managing current facilities, examining efficient and effective methods of providing collection events, and developing alternative funding mechanisms. The new RSWMP work must also address in more detail an overall strategy for toxics reduction and a plan for the Conditionally Exempt Generator program (CEG). Finally, these issues need to have specific implementation targets set for the next ten years.</p>
Planning Issues to be addressed in Project:	<p>I. Service Issues</p> <ul style="list-style-type: none"> <li>• Service - What types and levels of service will be provided at Metro and Metro franchise facilities over the next ten years?</li> <li>• Facility operation and customer services - How are services best provided?</li> </ul> <p>II. Education for Toxics Reduction</p> <ul style="list-style-type: none"> <li>• What is REM's overall strategy for toxics reduction?</li> <li>• How can existing Metro services (HW events and facilities, ATP program, school programs) be linked in a overall strategy?</li> </ul> <p>III. Funding alternatives</p> <ul style="list-style-type: none"> <li>• What role can an ADF play in securing alternate funding?</li> <li>• What could be the impact of a general REM rate restructuring on hazardous waste program funding?</li> </ul> <p>IV. Conditionally exempt generator program</p> <ul style="list-style-type: none"> <li>• What is the current status and projected development of the program?</li> <li>• What role should Metro play in providing technical assistance and disposal services relative to DEQ and private firms?</li> </ul>
Laws, mandates, and legal issues	<ol style="list-style-type: none"> <li>1. ORS - state mandate to provide permanent collection facilities</li> <li>2. RSWMP commitments - equity in service to outlying parts of region</li> <li>3. OWS waste delivery contract provisions</li> <li>4. Worker health and safety - landfill, transfer station</li> <li>5. Potential RCRA liability (landfill)</li> <li>6. CEG regulations - role of Metro services</li> </ol>
<b>Primary Roles / Responsibilities</b>	
Metro	<ol style="list-style-type: none"> <li>1. Develop draft objectives and background reports for the four planning areas</li> <li>2. Staff and assist SWAC and its subgroups</li> </ol>
Local Governments	<ol style="list-style-type: none"> <li>1. Participate in SWAC and on working groups</li> <li>2. Coordinate with Metro on service plans, and education for toxics reduction</li> </ol>
DEQ	<ol style="list-style-type: none"> <li>1. Coordinate with Metro and Local Government on development of educational materials</li> <li>2. Work with Metro on developing alternative funding options</li> <li>3. Coordinate development of CEG program with Metro</li> </ol>
Other (identify)	<ol style="list-style-type: none"> <li>1. Solid and hazardous waste industry representatives ( funding/rate alternatives; CEG program) - invite to work groups and/or SWAC</li> <li>2. Community, school and neighborhood groups ( service plans; toxics reduction) - invite to work groups and/or SWAC</li> </ol>
<b>Work Group / Resources</b>	
Lead Planner	Scott Klag
Key Metro Staff	<ol style="list-style-type: none"> <li>1. Service Issues - Terry Petersen, Jim Quinn.</li> <li>2. Toxics Reduction - Marie Nelson</li> <li>3. Alternative funding - Doug Anderson, Metro ADF Team</li> <li>4. CEG program - Jim Quinn, Annie Gale</li> </ol>
Other Stakeholders	DEQ; Sewer & Water Agencies; OSPRIG; Solid & Hazardous Waste Industry

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## PROPOSED CHANGES TO SWAC BYLAWS

### Attachments to this Packet (2/1/96)

<b>Attachment 1</b>	<b>SWAC Bylaws</b> Current bylaws with proposed changes inscribed	<b>Pg. 2</b>
<b>Attachment 2</b>	<b>Summary of Proposed Bylaw Changes</b>	<b>Pg. 6</b>
<b>Attachment 3</b>	<b>Issues to Resolve</b>	<b>Pg. 7</b>
<b>Attachment 4</b>	<b>History of Metro Solid Waste Advisory Committees</b>	<b>Pg. 8</b>
<b>Attachment 5</b>	<b>SWAC Members</b> <ul style="list-style-type: none"><li>. Names and phone numbers of current members</li><li>. Years of service on SWAC</li><li>. Years of service on other Metro solid waste advisory committees (from 1988)</li></ul>	<b>Pg. 11</b>
<b>Attachment 6</b>	<b>Resolution No. 93-1749A</b> <ul style="list-style-type: none"><li>. Establishes SWAC</li><li>. Sets guidelines for adoption of SWAC Bylaws</li><li>. Abolishes Solid Waste Policy Committee</li><li>. Abolishes Solid Waste Technical Committee</li></ul>	<b>Pg. 14</b>
<b>Attachment 7</b>	<b>Proposed Process and Schedule</b> Suggested process for revising the SWAC bylaws	<b>Pg. 21</b>
<b>Attachment 8</b>	<b>Previous Bylaw Proposal</b>	<b>Page 23</b>

**Attachment 1**  
**Metro Solid Waste Advisory Committee Bylaws**  
(January 1995)  
(Proposed - 2/1/96)

*[Note: Headings and Captions added for clarification]*

The Metro Council adopted Resolution 93-1749A in February 1993 which:

1. Abolished the former Solid Waste Policy Committee and the Solid Waste Technical Committee, and established a single Solid Waste Advisory Committee;
2. Outlined parameters for committee responsibilities, membership, officers, and subcommittees;  
and
3. Instructed the Committee to adopt bylaws that included the elements of Resolution 93-1749A.

**Committee Responsibilities**

1. Evaluate policy options and present policy recommendations to the Metro Council and Metro Executive Officer regarding regional solid waste management and planning.
2. Advise Metro on the implementation of existing solid waste plans and policies.
3. Provide recommendations concerning the solid waste planning process to ensure adequate consideration of regional values such as land use, economic development, and other social, economic and environmental factors.
4. Provide recommendations on compliance with the Regional Solid Waste Management Plan and applicable state requirements.
5. Provide recommendations on alternative solid waste policies and practices developed by subcommittees of the Solid Waste Advisory Committee.
6. Recommend needs and opportunities to involve citizens in solid waste issues.
7. Recommend measures to build regional consensus for the management of solid waste.
8. Provide a forum for communication between Metro and its constituents on solid waste policy issues.

## Membership

### Voting Members (20 total):

Metro Council (1)  
Citizens (5)  
Clackamas County (1)  
Multnomah County (1)  
Washington County (1)  
Clackamas County Cities (1)  
Multnomah County Cities (1)  
Washington County Cities (1)  
City of Portland (1)  
Solid Waste Hauling Industry (4)  
Recycling Industry (1)  
Solid Waste Facilities (3)

### Non-Voting Members (5 total):

~~Metro Regional Environmental Management Solid Waste Department~~ Director (1)  
Department of Environmental Quality (1)  
Port of Portland (1)  
Clark County (1)  
Marion County (1)

Additional associate members without a vote may serve on the Committee at the pleasure of the Committee.

## Appointment of Members

1. **County.** Representatives from the Counties shall be appointed by the Chairperson of the County Board by letter to the Executive Officer.
2. **City of Portland.** The representative from the City of Portland shall be appointed by the Mayor of Portland by a letter to the Executive Officer.
3. **Cities within a County.** Representatives of Cities within a County shall be appointed by consensus of those Cities. Consensus shall be demonstrated by a letter (or letters) to the Metro Executive Officer from the mayors of each city within the County. It shall be the responsibility of each of these representatives to coordinate with the cities within his or her county.
4. **Citizens.** A pool of candidates for the citizen representative shall be nominated by the participating jurisdictions ~~and Metro. and the~~ The Metro Executive Officer shall appoint one citizen member from each county as available members according to the following criteria. Appointment shall be made by letter from the Executive Officer to the citizen member.
  - a. Citizen members shall be appointed to represent a balance of geographical areas within the region.
  - b. Citizen members shall be appointed to represent a diversity of citizen, community, business, and advocacy interests.
  - c. Citizen members shall not be employed by a government and shall not receive income or revenue from the solid waste industry.

5. **Solid Waste Industry.** Industry candidates shall be solicited from the industry and appointed by letter from the Metro Executive Officer. Solid waste hauling representatives shall include one from each of the three Counties.
6. **Vacancies.** Upon resignation of ~~a~~ an Advisory Committee member, a new member shall be appointed in accordance with the bBylaws.
- ~~6. The Executive Officer may review the status of the Committee Membership every four (4) years and appoint new members as needed.~~

### **Alternate Members**

1. **Appointment.** Alternate members shall be specifically named and shall be appointed in the same manner as regular Committee members.
2. **Rights and Responsibilities.** Alternates members can vote and be seated in the absence of the regular Committee member and have full rights and responsibilities of the Committee member in his/her absence.
3. **Vacancies.** Upon resignation of an alternate committee member, a new alternate member shall be appointed in the same manner as regular Committee members.

### **Officers and Administrative Support**

1. **Chair.** The permanent Chairperson of the Committee shall be a Councilor appointed by the Presiding Officer of the Metro Council.
2. **Vice Chair.** In the absence of the Chairperson, the Committee shall be chaired by the Vice Chairperson which shall be a Councilor appointed by the Presiding Officer of the Metro Council.
3. **Administrative Support.** Metro shall supply staff, including the Regional Environmental Management Director, who will assist the Chair in presenting agenda items when appropriate, record actions of the Committee, and handle committee correspondence and public information concerning meeting times and places.

*[This provision was included in the Solid Waste Policy and Technical Committee bylaws.]*

### **Terms of Office**

Committee members shall serve at the pleasure of the Executive Officer. The Executive Officer may review the status of Committee Membership annually and call for the appointment of new members as desired. *[This provision was included in the Solid Waste Policy and Technical Committee bylaws.]*

## Subcommittees

Subcommittees may be established by the Chairperson as necessary upon request of the Committee. Membership composition shall be determined according to mission and may include individuals who are not members of the Committee. All such subcommittees shall report to the Committee.

## Meeting Schedule and Conduct of Business

*[The following provisions were included in the Solid Waste Policy and Technical Committee bylaws.]*

1. **Meeting Schedule.** The Committee shall meet monthly of the third Wednesday of each month unless otherwise announced. Meeting agendas and minutes shall be made available to regular, alternate and associate members and, when requested, to interested parties.
2. **Attendance of Members.** Members who miss three consecutive meetings may be asked by the Executive Officer to resign. New members will be appointed in accordance with these bylaws.
3. **Voting Privileges.** Each member of the Committee, except non-voting members, shall be entitled to one (1) vote on all issues presented at regular and special meetings at which the member is present.
4. **Conduct of Business.** All meetings shall be conducted in accordance with Robert's Rules of Order, Newly Revised.

## Bylaw Amendments

Amendments to these bylaws shall be recommended by the Committee or the Executive Officer to the Council. Amendments shall be approved by the Council.

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**Attachment 2**  
**Summary of Major Changes**  
**to the Proposed SWAC Bylaws**

The Committee was established by the Council via adoption of Resolution 93-1749A (attached). The resolution established parameters for Committee responsibilities, membership and committee administration. The resolution also authorized the committee to adopt its own bylaws and that the bylaws should include the same elements as described in the resolution.

The proposed changes summarized below go beyond the parameters established in Resolution 93-1749A.

- **Committee Responsibilities.** Adds the expectation that SWAC will serve as a forum for communication between Metro and its constituents concerning regional solid waste issues.
- **Committee Membership**  
Increases regular membership from 23 to 25  
Adds two citizen members  
Specifies eligibility requirements for citizen members  
Formalizes the process for appointing members
- **Terms of Office.** Changes terms of office from 4 years to “at the pleasure of the Executive Officer who may review membership annually and recommend changes.”
- **Bylaws Amendments.** The bylaws can be amended by the Metro Council.

The following changes are within the parameters of Resolution 93-1749A and were also included in the Solid Waste Policy and Technical Committee bylaws.

- **Meeting Schedule, Agendas and Minutes.** Establishes a regular meeting schedule and a requirement that agendas and minutes will be made available to members and the public.
- **Administrative Support.** Provides for REM staff to assist the Chair to set agendas, take action minutes, present agenda items when appropriate, manage committee correspondence, and handle public information concerning meeting times and places.
- **Attendance.** Members who miss three consecutive meetings may be asked by the Executive Officer to resign. Note that this provision was part of the Solid Waste Technical and Policy Committee bylaws.

**Quorum, Voting, Conduct of Meetings.** A quorum is added - the majority of the voting members. Each member is entitled to one vote at all meetings at which the member is present. Meetings are conducted using Robert’s Rules.

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### **Attachment 3 Issues to Resolve**

- **How will bylaw changes be adopted?** In the past they were adopted by SWAC and were within the confines of Resolution No. 93-1749A. I recommend Council adoption of these proposed changes and language in the resolution that the Committee may adopt subsequent bylaw changes that include elements within this version of the bylaws.
- **Additional Citizen Members.** Will these proposed changes result in the type of changes in committee direction desired by the REM Director (more representation from citizens, business groups and environmental advocates)?
- **Committee Officers.** Continued Council leadership will help ensure Council advocacy regarding solid waste issues. The Executive Officer will continue to designate membership. The Executive Officer (through staff) also has prerogative to shape meeting agendas, which are then approved by the Chair.
- **Meeting Schedule.** Continued monthly meetings will probably ensure the best flexibility -- every other month would probably result in long meetings and in some items not being taken to SWAC because of conflicting Council schedules.
- **Single Committee Format.** These recommendations assume that the current format will continue. A separate policy and technical committee or a separate Council and Executive Committee will be cumbersome to staff and administer, as demonstrated by the merger of two committees in 1993.
- **Membership Turnover.** What will be the process for retaining (or dismissing) members if these proposed bylaws are adopted?
- **Conduct of Meetings.** Will the proposed bylaw changes address problems we currently experience? (e.g., Alternates seated when regular member is present; members not attending for long periods of time; members and alternates being named informally and no record of the appointment process; no statement of quorum; no statement of voting privileges.)
- **Process for Amending the Bylaws.** What changes need to be made to the process proposed on page 20? Who should be involved?
- **Attendance.** Are the "3 strikes and your out" provisions OK? Should the Chair, rather than the Executive Officer, ask for resignation under these circumstances? Or the Chair and Executive Officer?



Attachment 4

SWAC History - Page 1 of 3

	SWAC Proposed Changes 1	SWAC 1993-Present 2	SW Policy 1988
<b>Purpose</b>	Advise the Metro Executive Officer and Council on SW policy and technical issues of regional concern  Add: Build regional consensus and provide a means for more constituents participation in decision-making process	Advise the Metro Executive Officer and Council on SW policy and technical issues of regional concern	Evaluate policy present policy recommendatic regarding deve RSWMP. Polic developed thro and cooperatio
<b>Officers (Chair and Vice Chair)</b>	Chair - Metro Councilor, also chair of Council REMCOM Vice Chair - Appointed by Council Presiding Officer Chair has a vote	Chair - Metro Councilor, also chair of Council Solid Waste Committee Vice Chair - appointed by the Council Presiding Officer Chair has a vote	Chair - Metro C also chair of Cc Waste Committ Vice Chair - app Chair has a vot
<b>Government Members</b>	7 TOTAL No changes; formalize appointment by letter to the Executive Officer	7 TOTAL 1-Clackamas County 1-Multnomah County 1-Washington County 1-City of Portland 1-Cities of Clackamas County 1-Cities of Multnomah County 1-Cities of Washington County Appointed by jurisdictions	14 TOTAL 1-Clackamas C 1-Multnomah C 1-Washington C 1-City of Portlar 2-Cities of Clacl 1-Cities of Multr 2-Cities of Wasl 1-Port of Portlar 1-DEQ 1-Metro EO 2-Metro Council Appointed by ju
<b>Industry Members</b>	8 TOTAL No changes	8 TOTAL 4-haulers (regional balance) 1-Recycler 3-Facility Appointed by Metro EO	NONE Industry was rep the Technical C

SWAC History - Page 2 of 3

	SWAC Proposed Changes 1	SWAC 1993-Present 2	SW Policy 1988
<b>Citizen Members</b>	5 TOTAL Balance of geo areas and interests; nominated by jurisdictions (3) and Metro (2); appointed by Metro EO	3 TOTAL One from each county area; nominated by jurisdictions and appointed by Metro EO	NONE Citizens were re the Technical C
<b>Non-Voting Member Seats as Designated in the Bylaws</b>	5 TOTAL No changes Formalize appointment - letters from jurisdictions to Metro EO	5 TOTAL 1-Metro REM Director 1-DEQ 1-Port of Portland 1-Clark County 1-Marion County 1-Yamhill County Appointed by ???	3 TOTAL 1-Clark County 1-Marion County 1-Yamhill Count Appointed by jur
<b>Associate or Ex-Officio Members (Non-Voting)</b>	May be appointed by the Chair	May be appointed "at pleasure of the Committee"  2 currently serve	Silent
<b>Alternates</b>	May <u>be seated</u> and vote in absense of the regular member	May vote in absense of the regular member	May vote in absce regular member
<b>Sub-committees</b>	Serve at pleasure of the Committee; non-members may serve	Serve at pleasure of the Committee; non-members may serve	May be appointe
<b>Terms of Office</b>	1 year No limit on reappointments	4 years Silent on respointment	Serve until comp RSWMP project
<b>Meeting Schedule</b>	monthly on designated dates (unless otherwise announced)	Silent	Monthly
<b>Attendance Requirements</b>	3 or more consecutive may result in being asked by the Executive Officer to resign	Silent	3 or more consec unexcused abse regularly schedu will result in Chai appointment of a

SWAC History - Page 3 of 3

	SWAC Proposed Changes 1	SWAC 1993-Present 2	SW Policy 1988
<b>Quorum</b>	Majority of voting members	Silent	Majority of votir
<b>Bylaw Amendments</b>	Amended by Council	Amended by Committee (and consistent with Council Resolution 93-1749A)	Amended by Pc
<b>Conduct of Business</b>	Roberts Rules of Order, Revised	Silent	Establish by the
<b>Staff Support</b>	Yes	Silent	Yes

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**Attachment 5**  
**Page 1 of 3 - SWAC Membership List at 2/1/96**

Committee Members (and Alternates)	Affiliation (Current Position)	Membership Information * (Years of Service)	Telephone
<b>Committee Chair (1):</b>			
Ruth McFarland	Metro Council, District 1 (REMCOM Chair)	SWAC (1/96-now)	797-1547
<b>Recycling Industry Representative (1):</b>			
John Drew	Far West Fibers	SWAC (4/93-now) SWTC (1/88-3/93)	643-9944
Jeff Murray (Alternate)	Far West Fibers		255-2299
<b>Hauling Industry Representatives (4):</b>			
Jim Cozzetto, Jr.	Metropolitan Disp. & Recyc. Corp.	SWAC (4/93-now) SWTC (1/88-3/93)	285-0571
Dean Kampfer (Alternate)	Alpine Disposal & Recycling		253-5403
Steve Schwab	Sunset Garbage Collection Co.	SWAC (4/93-now) SWTC (1/88-3/93)	774-4122
Jack Deines (Alternate)	Deines Brothers Sanitary Service		654-1449
David White	ORRA / Tri-County Council (Regional Representative)	SWAC (4/95-now)	690-3143
Brian Heiberg (Alternate)	Heiberg Garbage & Recycling		231-9949
Tom Miller	Miller's Sanitary Service, Inc.	SWAC (4/93-now) SWTC (1/88-3/93)	644-6161
Mike Leichner (Alternate)	Pride Disposal		625-6177
<b>Solid Waste Facility Representatives (3):</b>			
Doug Coenen	Oregon Waste Systems (President, General Manager)	SWAC (4/93-now)	1-454-2030
Gary Penning (Alternate)	Waste Mgt. of Oregon (Division President)		249-8078
Ralph Gilbert	East County Recycling (President)	SWAC (4/93-now)	253-0867
Steven Miesen	BFI / Trans Industries (District Manager)	SWAC (4/93-now)	226-6161

\* See page 13 for key to committee membership information

Page 2 of 3 - SWAC Membership List at 2/1/96

Committee Members (and Alternates)	Affiliation (Current Position)	Membership Information * (Years of Service)	Telephone
<b>Citizen Representatives (3):</b>			
Jeanne Roy	Recycling Advocates	SWAC (4/93-now)	244-0026
Merle Irvine	United Disposal	SWAC (4/93-now) SWTC (1/88-3/93)	222-6565
Bruce Broussard	Cad Tek	SWAC (4/93-now)	240-8565
Chad Debnam (Alternate)	Debnam & Associates		240-0708
<b>Government Representatives (7):</b>			
Ken Spiegle	Clackamas County (Senior Environmental Spec.)	SWAC (4/93-now) SWTC (1/88-3/93)	650-3374
Susan Ziolko (Alternate)	Clackamas County (Staff)		655-8521
Gary Hansen	Multnomah County (Commissioner)	SWAC (4/93-now)	248-5219
Lynne Storz	Washington County (SW & Recycling Coord.)	SWAC (2/94-now)	648-8609
Bob Kincaid	Clackamas County Cities (Oregon City, Asst. City Mgr.)	SWAC (4/93-now) SWTC (1/88-3/93)	635-0220
Debra ("Debbie") Noah	Multnomah County Cities (Gresham, City Councilor)	SWAC (1/95-now)	684-7829
Lynda Kotta (Alternate)	Multnomah County Cities (Gresham, Recycling Coord.)	SWAC (4/93-now) SWTC (1/88-3/93)	661-3000
Loreen Mills	Washington County Cities (Tigard, Staff)	SWAC (2/95-now)	639-4171
Dave Kanner (Alternate)	Washington County Cities (Wilsonville, Staff)		648-8611
Susan Keil	City of Portland (Industrial & SW Manager)	SWAC (4/93-now) SWPC (1/88-3/93)	823-7763
Bruce Walker (Alternate)	City of Portland (Staff)		

\* See page 13 for key to committee membership information

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Page 3 of 3 - SWAC Membership List at 2/1/96

Committee Members (and Alternates)	Affiliation (Current Position)	Membership Information * (Years of Service)	Telephone
<b>Non-Voting Members (6):</b>			
Judy Ashley	Yamhill County (SW Coordinator)	SWAC (4/93-now)	1-434-7516
Bob Baumgartner	DEQ, Northwest Region (SW & Water Quality Mgr.)	SWAC (6/95-now)	229-5323
Carol Devenir	Clark County (SW Program Mgr.)	SWAC (1/96-now)	(360)699-2375
Renee Dowlin	Port of Portland (Senior Planner)	SWAC (4/93-now)	231-5000
David Kunz (Alternate)	DEQ, Northwest Region (Technical Assistant)		229-5061
Jim Sears	Marion County (Environmental Services ???)	SWAC (4/93-now)	(541)588-5056
Bern Shanks	Metro (Director, Regional Environmental Managent)	SWAC (5/95-now)	797-1650
<b>Ad-Hoc Members:</b>			
Lex Johnson	Oregon Hydrocarbon		735-9525
Jeff Grimm	Grimm's Fuel		636-3623

\* Membership Information:

SWAC-The current **Solid Waste Advisory Committee** first met on 4/22/93)

SWTC-The **Solid Waste Technical Committee** started in 1/88 and ended in 3/93

SWPC-The **Solid Waste Policy Committee** which started in 1/88 and ended in 3/93

Note: The Solid Waste Policy and Technical Committees met jointly from 1/93-3/93

The **Solid Waste Policy Advisory Committee (SWAPC)** was formed in the 1980's and met until the end of 1987.

attachment 6

BEFORE THE METRO COUNCIL

Certified a True Copy of the Original Thereof  
*Pauline Allen*  
Clerk of the Council

FOR THE PURPOSE OF ESTABLISHING ) RESOLUTION NO. 93-1749A  
A NEW METRO SOLID WASTE )  
ADVISORY COMMITTEE ) Introduced by Rena Cusma  
 ) Executive Officer

WHEREAS, Resolution No. 87-785-A established a Solid Waste Policy Committee and a Solid Waste Technical Committee to advise the Council on solid waste policy issues; and

WHEREAS, Many of the significant issues related to facility siting and consistency with local government plans have now been addressed by the Council and the Policy and Technical Committees; and

WHEREAS, There is a continuing need for a Metro solid waste advisory committee to review implementation of existing plans and evaluate new policies; and

WHEREAS, The Solid Waste Technical and Policy Committees have recommended that the solid waste advisory function can better be performed by a single advisory committee; and

WHEREAS, The resolution was submitted to the Executive Officer for consideration and was forwarded to the Council for approval; now therefore,

BE IT RESOLVED, That the Metro Council

1. That a Metro Solid Waste Advisory Committee be established. Once the new Committee is established by this Resolution, the Solid Waste Policy and Technical Committees shall no longer exist.

2. That the members of the Metro Solid Waste Advisory Committee be appointed as described in Exhibit A.
3. That the Metro Solid Waste Advisory Committee shall adopt by-laws that include elements described in Exhibit A concerning Committee responsibilities, membership, officers, and subcommittees.

ADOPTED by the Metro Council this 11th day of February, 1993.

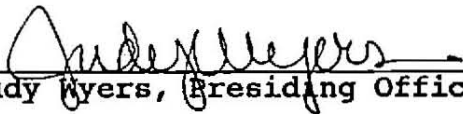
  
\_\_\_\_\_  
Judy Myers, Presiding Officer



EXHIBIT A

ELEMENTS TO BE INCLUDED IN BY-LAWS OF THE  
METRO SOLID WASTE ADVISORY COMMITTEE

Committee Responsibilities

1. Evaluate policy options and present policy recommendations to the Metro Council and Executive Officer regarding regional solid waste management and planning.
2. Advise Metro on the implementation of existing solid waste plans and policies.
3. Review reports from the Solid Waste Rate Review Committee.
4. Provide recommendations concerning the solid waste planning process to ensure adequate consideration of regional values such as land use, economic development, and other social, economic and environmental factors.
5. Provide recommendations on the compliance of regional solid waste management and planning with applicable state requirements.
6. Provide recommendations on alternative solid waste policies and practices developed by subcommittees of the Solid Waste Advisory Committee.
7. Recommend needs and opportunities for involving citizens in solid waste issues.
8. Recommend measures to build regional consensus for the management of solid waste.

Membership

Voting members:

Metro Council (1)  
Clackamas County (1)  
Multnomah County (1)  
Washington County (1)  
Clackamas County Cities (1)  
Multnomah County Cities (1)  
Washington County Cities (1)  
City of Portland (1)  
Solid Waste Hauling Industry (4) ✓  
Recycling Industry (1)  
Solid Waste Facilities (3)  
Citizens (3)

Non-Voting Associate Members:

Metro Solid Waste Department Director (1)  
Department of Environmental Quality (1)  
Port of Portland (1)  
Clark County (1)  
Marion County (1)  
Yamhill County (1)

Additional associate members without a vote may serve on the Committee at the pleasure of the Committee.

Appointment of Members

1. Representatives from the Counties shall be appointed by the Chairperson of the County Board.
2. The representative from the City of Portland shall be appointed by the Mayor of Portland.
3. Representatives of Cities within a County shall be appointed by consensus of those Cities.
4. A pool of candidates for the citizen representatives shall be nominated by the participating jurisdictions and the Metro Executive Officer shall appoint one citizen member for each County.
5. Industry candidates shall be solicited from the industry and appointed by the Metro Executive Officer. Solid waste hauling industry representatives shall include one from each of the three Counties.

Officers

1. The permanent Chairperson of the Committee shall be the Metro Council Solid Waste Committee Chairperson.
2. In the absence of the Chairperson, the Committee shall be chaired by the Metro Council Solid Waste Committee Vice-Chairperson.

Subcommittees

Working groups may be established by the Chairperson as necessary upon request of the Committee. Membership composition shall be determined according to mission and may include individuals who are not members of the Committee. All such sub-committees shall report to the Committee.

## STAFF REPORT

### IN CONSIDERATION OF RESOLUTION NO. 93-1749 FOR THE PURPOSE OF ESTABLISHING A NEW METRO SOLID WASTE ADVISORY COMMITTEE

Date: January 15, 1993

Presented by: Terry Petersen

#### PROPOSED ACTION

Create a new Metro Solid Waste Advisory Committee that performs the functions of the existing Solid Waste Policy and Technical Committees. The Policy and Technical Committees would cease to exist after adoption of this resolution.

#### BACKGROUND

In 1987 the Council established the Solid Waste Policy and Technical Committees. The Committees have played an important role in evaluating solid waste policy and technical issues and in developing the Regional Solid Waste Management Plan.

There is an ongoing need for the Metro Council, Executive Officer, and Solid Waste Department Staff to receive advice on solid waste planning and management. Because of the changing nature of issues being addressed, however, the Committees recently reviewed opportunities for reorganization that would make their work more effective.

At a joint meeting of the Committees on January 14, 1993, a unanimous recommendation was adopted that the Policy and Technical Committees be combined into a single Metro Solid Waste Advisory Committee. Key elements concerning membership, appointment process, officers, and subcommittees are included as Exhibit A of the Resolution.

The new Metro Solid Waste Advisory Committee would:

1. Evaluate policy options and present policy recommendations to the Metro Council and Executive Officer regarding regional solid waste management and planning.
2. Advise Metro on the implementation of existing solid waste plans and policies.
3. Provide recommendations concerning the solid waste planning process to ensure adequate consideration of regional values such as land use, economic development, and other social, economic and environmental factors.
4. Provide recommendations on the compliance of regional solid waste management and planning with applicable state requirements.

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5. Provide recommendations on alternative solid waste policies and practices developed by subcommittees of the Solid Waste Advisory Committee.
6. Recommend needs and opportunities for involving citizens in solid waste issues.
7. Recommend measures to build regional consensus for the management of solid waste.

EXECUTIVE OFFICER RECOMMENDATION

The Executive Officer recommends approval of Resolution No. 93-1749.

TP:clk  
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SOLID WASTE COMMITTEE REPORT

RESOLUTION NO. 93-1749A ESTABLISHING A NEW METRO SOLID WASTE  
ADVISORY COMMITTEE

Date: February 8, 1993 Presented By: Councilor McFarland

**COMMITTEE RECOMMENDATION:** At it's February 2, 1993 meeting the Committee voted unanimously to recommend Council adoption of Resolution No. 93-1749 as amended. Present and voting were Councilors McFarland, McLain and Wyers. Councilors Buchanan and Washington were excused. Councilor Gates was also in attendance.

**COMMITTEE DISCUSSION/ISSUES:** Terry Peterson, Planning Services Manager, presented the Staff Report. Mr. Peterson indicated that the purpose of this resolution is to combine the Solid Waste Policy Advisory Committee (SWPAC) and the Solid Waste Technical Advisory Committee (SWTAC) into a single committee called the Solid Waste Advisory Committee. This action is being recommended by both the SWPAC and SWTAC. The reorganization is recommended because of the changing nature of issues being brought before the Solid Waste Committee and Council. For the past several years facility siting issues were at the forefront of Metro's solid waste management agenda. Those matters required a lot of technical expertise which is not needed at this point.

Councilor McLain inquired about the relationship of the Rate Review Committee to the new SW Advisory Committee. Councilor McFarland pointed out that the Rate Review Committee is a specialized body to advise the Council on determination of the proper rates for the solid waste system. The new advisory committee is to provide advise on broader policy issues regarding the Metro solid waste function. Councilor McLain stated that the Advisory Committee should be aware of the work of the Rate Review Committee and offered an amendment which would authorize the Advisory Committee to receive reports from the Rate Review Committee. In the discussion which accompanied action on the amendment it was made clear that the Advisory Committee did not have the responsibility to approve or reject recommendations of the Rate Review Committee.

**Attachment 7**  
**Proposed Process and Schedule - SWAC Changes**

Marie Nelson - Project Coordinator (ext. 1670)

	Task	People Responsible	Schedule
1	<b>Develop Proposal</b> Develop proposed bylaw changes for consideration	Bern Shanks REM Managers Marie Nelson	By Feb 9
2	<b>Executive Officer Review Proposal</b> Executive Officer and REM Director review proposed amendments, recommend changes for staff to incorporate in final draft	Mike Burton Bern Shanks	By Feb 29
3	<b>Council Review Proposal</b> Executive Officer review proposed amendments with Presiding Officer and SWAC Chair	Mike Burton Jon Kvistad Ruth McFarland	By Mar 31
4	<b>SWAC Review Final Proposal</b> Notify SWAC of rationale for proposed changes before the process goes public; use good ideas proposed by SWAC; respond to questions	Ruth McFarland Mike Burton Bern Shanks Marie Nelson	Apr 17 Meeting
5	<b>Prepare Final Proposal for Council Consideration</b> Finalize bylaws, resolution and staff report Complete review and sign-off process	Marie Nelson	By Apr 30
6	<b>Council Consideration and Adoption of Bylaws</b>	Mike Burton Ruth McFarland Jon Kvistad Marie Nelson	late Apr or early May
7	<b>Assess Membership</b> <b>Decide on Recruitment Methods</b> Which members to retain? Which seats to change? Prepare mailing lists, letters, ads, etc.	Mike Burton Bern Shanks Marie Nelson	By May 31
8	<b>Notify Current members of their Status</b>		early Jun
9	<b>Recruit New Citizen and Industry Members</b> <b>Notify Governments of Recruitment</b>	Mike Burton Marie Nelson	Jun - Jul
10	<b>Select and Confirm New Members</b> Via letters from Executive Officer	Mike Burton Ruth McFarland Marie Nelson	Jul - Aug
11	<b>SWAC Meets with New Members</b> Orient new members	Ruth McFarland Marie Nelson	Sep 18 Meeting

METRO  
SOLID WASTE ADVISORY COMMITTEE  
BYLAWS  
(proposed)

*Timothy Vanson*

Committee Responsibilities:

1. Evaluate policy options and present policy recommendations to the Metro Council regarding regional solid waste management and planning.
2. Advise the Metro Executive Officer and the Solid Waste Department on the implementation of existing solid waste plans and policies.
3. Provide recommendations concerning the solid waste planning process to ensure adequate consideration of regional values such as land use, economic development, and other social, economic and environmental factors.
4. Provide recommendations on compliance with the Regional Solid Waste Management Plan and applicable state requirements.
5. Provide recommendations on alternative solid waste policies and practices developed by subcommittees of the Solid Waste Advisory Committee.
6. Recommend needs and opportunities to involve citizens in solid waste issues.
7. Recommend measures to build regional consensus for the management of solid waste.

Membership:

1. The Solid Waste Advisory Committee shall be composed of 18 voting members as follows:
  - a) One Metro Councilor, who shall serve as Committee chair;
  - b) Three representatives involved with general environmental issues either as a professional or as an advocate;
  - c) Three officials representing cities and counties in the Metro region;
  - d) Three representatives of business not directly related to solid waste;
  - e) Two representatives of the solid waste disposal industry: one representative of landfills; and, one representative of transfer stations;
  - f) Two representatives engaged in the business of hauling solid waste and recyclables;
  - g) Two representatives of the recycling industry: one representative of markets; and, one representative of businesses that process recyclables prior to marketing; and

- h) Two citizens who are not directly involved in the solid waste management field.
2. The Committee shall also be composed of the following two non-voting members:
  - a) One representative of the Department of Environmental Quality; and
  - b) The Director of Metro Regional Environmental Management.
3. The Metro Councilor serving on the Committee shall be appointed by the Metro Council Presiding Officer. All other members shall be appointed by Metro's Executive Officer, subject to confirmation by the Metro Council.
4. The Metro Councilor serving on the Committee shall serve a one-year term, subject to reappointment by the Presiding Officer. The initial terms for the seventeen non-Council members shall be nine members for four years and eight members for two years, designation to be determined by lot. Following the initial term, terms for all non-Council members shall be four years each. A non-Council member may be reappointed for one consecutive term, not to exceed one full term. Appointments to fill vacancies shall be for the remainder of the vacant term.

#### Subcommittees:

Subcommittees may be established by the Chairperson as necessary upon request of the Committee. Membership composition shall be determined according to mission and may include individuals who are not members of the Committee. All such subcommittees shall report to the Committee.

#### Meetings and Scheduling:

1. The Committee shall meet once every two months on the third Wednesday of the month. The Chairperson may call for additional meetings as needed.
2. Members may not appoint alternates to participate in Committee meetings in their absence.
3. Members who miss three consecutive meetings may be asked by the chairperson to resign. A new member will be appointed in accordance with the "Membership" section of these bylaws.