



Solid Waste Advisory Committee Meeting

**May 4, 2017
10:00 AM**

Agenda



Central Texas Solid Waste Advisory Committee (SWAC)

**Central Texas Council of Governments Building
2180 North Main Street, Belton, TX 76513
May 4, 2017, 10:00 am**

Agenda

- I. Welcome and Introductions
- II. Public Comments
- III. Action Item: Discussion and Approval of August 30, 2016 Meeting Minutes
- IV. Action Item: Discussion of FY 2017 Household Hazardous Waste (HHW) Events, Public Access Times, and Approval of Remaining HHW Budget
- V. Presentation from Waste Management Regarding Updates to Temple Landfill Expansion Permit
- VI. Action Item: Temple Landfill Expansion Permit Conformance/Non-Conformance to the Regional Solid Waste Management Plan
- VII. Discussion of Re-Trac Connect and HHW Data Management
- VIII. Member Comments/Discussion
- IX. Set Next Meeting Date and Agenda Items
- X. Adjournment

Agenda Item III

Discussion and Approval of August 30, 2016 Meeting Minutes



SOLID WASTE ADVISORY COMMITTEE

Tuesday, August 30, 2016

10:00 AM

Central Texas Council of Governments (CTCOG)
2180 North Main Street
Belton, TX 76513

Voting Members Present

Zoe Rascoe—Citizen Representative
Richard Watkins—Milam County
Lisa Sebek—City of Temple
Peter DiLillo—City of Killeen
Bill Parry—City of Gatesville

Noel Watson—City of Coppers Cove
Paul Daugereau—Waste Management
Daren Moore—Coryell County
Mark Hyde—City of Harker Heights

Others Present

Jimmy Brown—Stericycle
Kara Escajeda—City of Nolanville
Dawn Orange—City of Temple
Jennifer Lawyer--CTCOG

Cynthia Kirby—City of Lometa
Chris Atkinson—City of Nolanville
Jason Deckman—CTCOG

I. WELCOME AND INTRODUCTIONS:

- Zoe Rascoe called the meeting to order. Attendees introduced themselves.

II. PUBLIC COMMENTS:

- There were no public comments.

III. ACTION ITEM—DISCUSSION AND APPROVAL OF MINUTES FROM SEPTEMBER 10, 2015 MEETING:

- There was no discussion of the minutes.
- Paul Daugereau made a motion to approve the minutes. Mark Hyde seconded the motion. The motion passed unanimously.

IV. ACTION ITEM—DISCUSSION AND APPROVAL OF PROPOSED REVISIONS TO BY-LAWS:

- The SWAC is currently set up to meet quarterly, and is required by the State to meet at least once per fiscal year. Jennifer asked the voting members if the language in Article V, Section 1 and 2 of the by-laws need to be adjusted to reflect the preferred meeting schedule. Zoe pointed out that Article

V, Section 1 states that we shall comply with the Open Meetings Act and meet quarterly and at other times as necessary.

- Article V, Section 2 states that the SWAC should meet once a quarter or as needed.
- Zoe suggested that Section 1 should just state that the SWAC complies with the Texas Open Meetings Act, and Section 2 should state how often we meet which shall be once a quarter or as needed.
- Zoe further pointed out that in Section 1 there is language about the number of voting members needed for a quorum. Zoe suggested moving this part to Section 2. To clarify, use Section 1 as compliance with the Texas Open Meetings Act, and Section 2 will be about the frequency of the meetings and how they may be called.
- Daren Moore made a motion to revise the by-laws as described by Zoe Rascoe. Lisa Sebek seconded the motion. The motion passed unanimously.

V. STAFF REPORT--SWAC VACANCIES, APPOINTMENT LETTERS, FY 2016 HHW EVENTS, FY 2017 BUDGET:

- Jennifer pointed out there were a number of SWAC vacancies and that she did not have appointment letters from every member. She asked members to send in their appointment letters so all the paperwork would be in proper order.
- Jennifer reminded the SWAC that the budget for FY 2016 HHW collection events was \$63,000.
- The Gatesville event was held on April 9, 2016 with a cost to CTCOG of \$20,000.
- The Hamilton event was held on May 21, 2016 with a cost to CTCOG of \$20,986.38.
- The Killeen event was cancelled.
- \$10,000 is going to City of Temple--\$5,000 for FY 2016 and \$5,000 for FY 2017.
- The budget for FY 2017 is \$72,013.62.

VI. PRESENTATIONS BY HHW SITE APPLICANTS:

- Zoe briefly explained the scoring process
- The Cities of Lometa, Nolanville, Gatesville, and Copperas Cove gave a brief overview as to how much they would contribute to the HHW events, where the events would be held, and what items would be accepted.

VII. ACTION ITEM—FY 2017 HHW SITES—APPLICATION SCORING, SELECTION, AND FUNDING ALLOCATION:*

- Voting members scored the HHW applications
- Zoe stated that there would not be enough money to fund all four events. The event/s that will not be funded in FY 2017 will be first on the list to host a HHW event in FY 2018.
- The SWAC decided upon the following option:
 1. Nolanville—November 19, 2016. Nolanville will contribute \$15,000. CTCOG will contribute \$15,000 and cover any overage.
 2. Copperas Cove—February 18, 2017. Copperas Cove will contribute \$15,000. CTCOG will contribute \$15,000 and cover any overage.
 3. Gatesville—March 4, 2017. CTCOG will contribute \$21,000 to the event. Gatesville will cover the remaining costs.

4. Lometa—May 6, 2017—The Lometa event will be funded provided there are enough funds remaining in the budget. Lometa will contribute \$5,000. CTCOG will contribute \$13,000 and cover any overage.
- All cities will cover the costs of advertising and scrap tires.
 - Peter made a motion to support Nolanville, Gatesville, Copperas Cove, and Lometa, in that order, in the next annual allocation of HHW funds. Mark seconded the motion. The motion passed.

VIII. MEMBER COMMENTS/DISCUSSION:

- Temple announced that their HHW event will be held October 8, 2016. It is open to all seven counties, and they will be taking electronics. Temple is working with Temple College—they take computers and they put them back in the community through the housing authority.
- Jennifer announced that CTCOG had a new website for the air quality program—www.ctair.org.
- Jimmy Brown mentioned that ECS out of Terrell might be an option for an electronics contact. They sometimes participate in collection events.

IX. SET NEXT MEETING DATE AND AGENDA ITEMS:

- The next meeting was set for January 19, 2017 at 10:00 (if needed).

X. ADJOURNMENT:

- The meeting was adjourned.

Zoe Rascoe, SWAC Chair

Cheryl Maxwell, CTCOG Planning Director

*HHW dates changed later to Copperas Cove—February 18, 2017; Gatesville—March 4, 2017, and Nolanville—March 18, 2017.

Agenda Item IV

**Action Item: Discussion of FY 2017
Household Hazardous Waste (HHW)
Events, Public Access Times, Approval
of Remaining HHW Budget**



Solid Waste Advisory Committee
May 4, 2017

Agenda Item IV

This section contains the following items:

- 1. 2017 HHW Events Data**
- 2. Remaining FY 2017 HHW Budget**

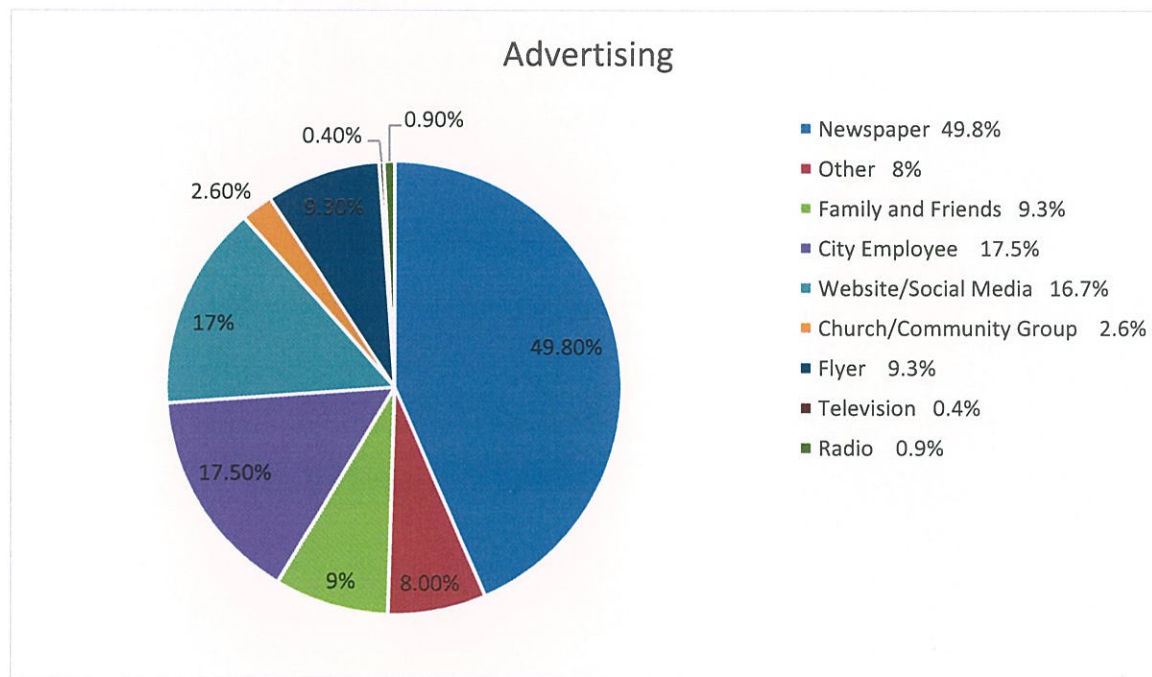
Breakdown of Copperas Cove HHW Event—February 18, 2017

227 Total

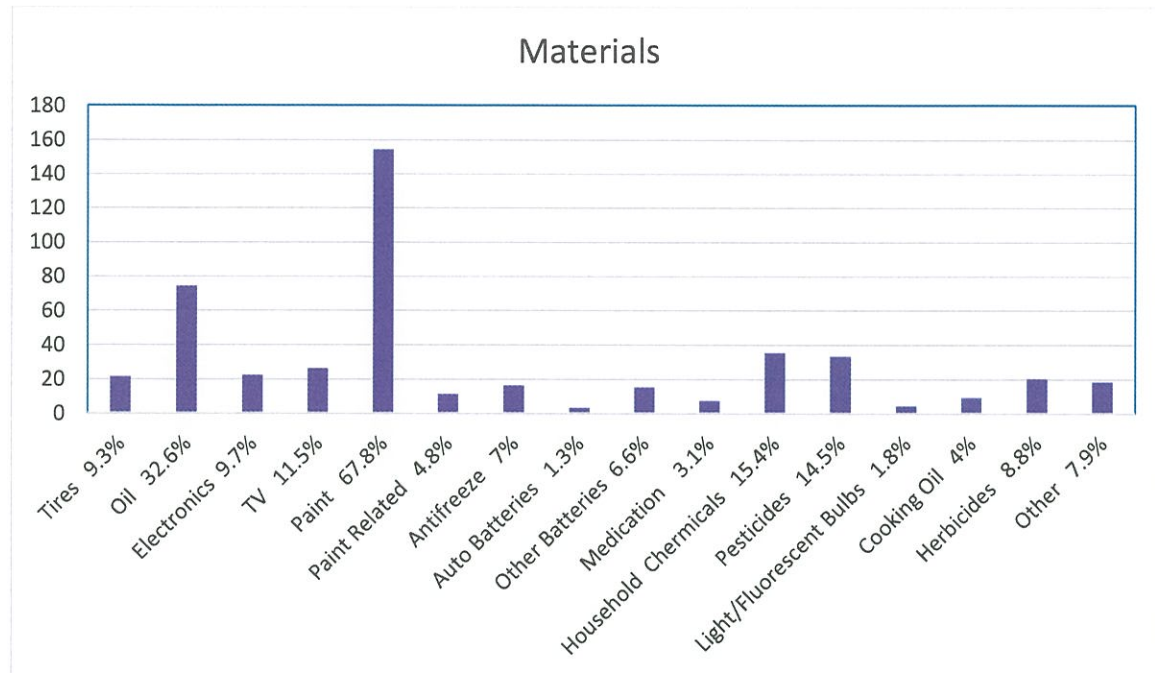
Where do you live?

Copperas Cove	95 (41.9%)
Lampasas	38 (16.7%)
Killeen	36 (15.9%)
Kempner	35 (15.4%)
Harker Heights	9 (4.0%)
Gatesville	4 (1.8%)
Temple	3 (1.3%)
Belton	3 (1.3%)

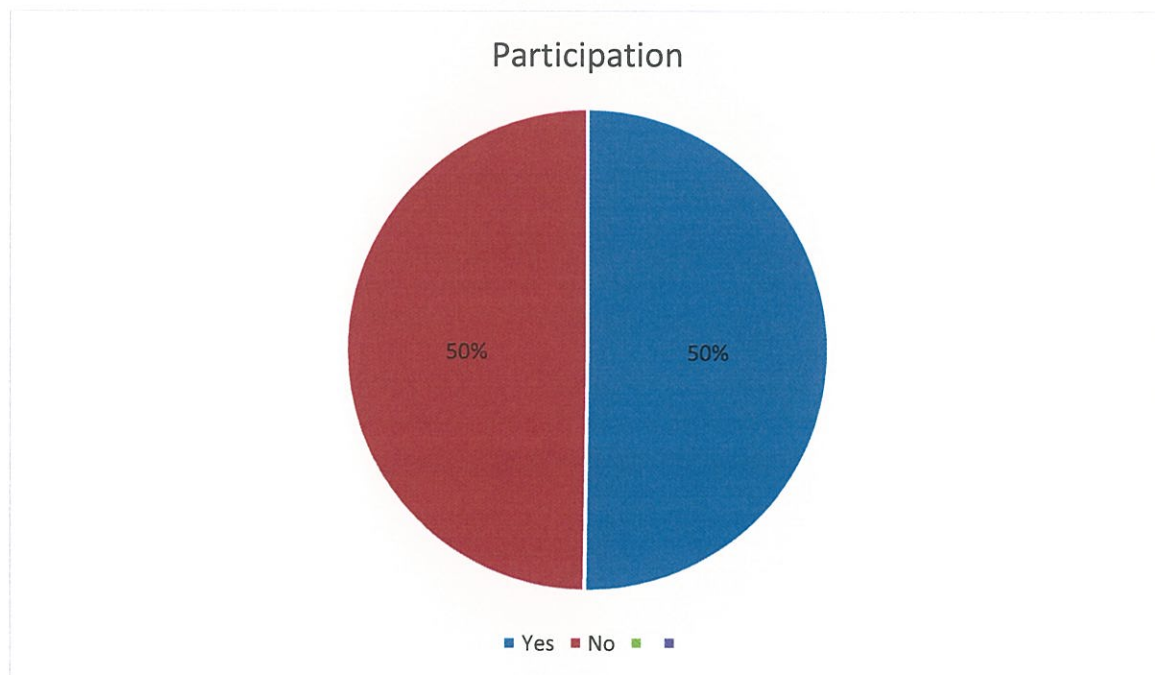
How did you hear about the event?



What types of material did you bring today?



Have you participated in a HHW collection event before?



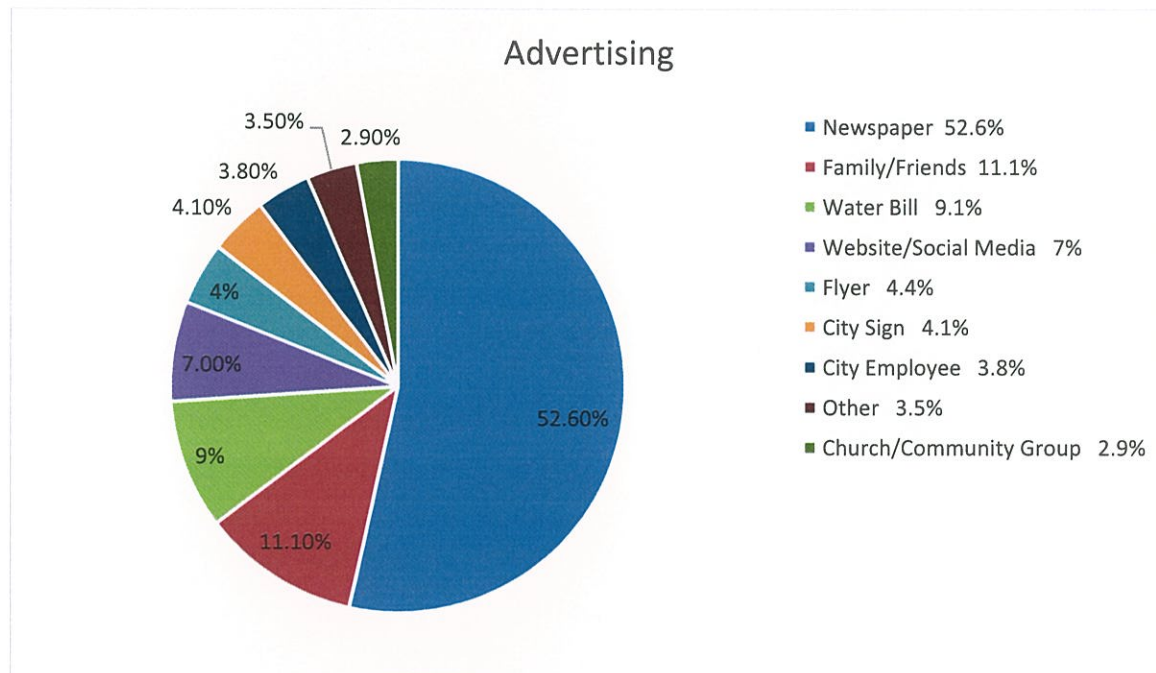
Gatesville HHW Event Stats—March 4, 2017

342 Total

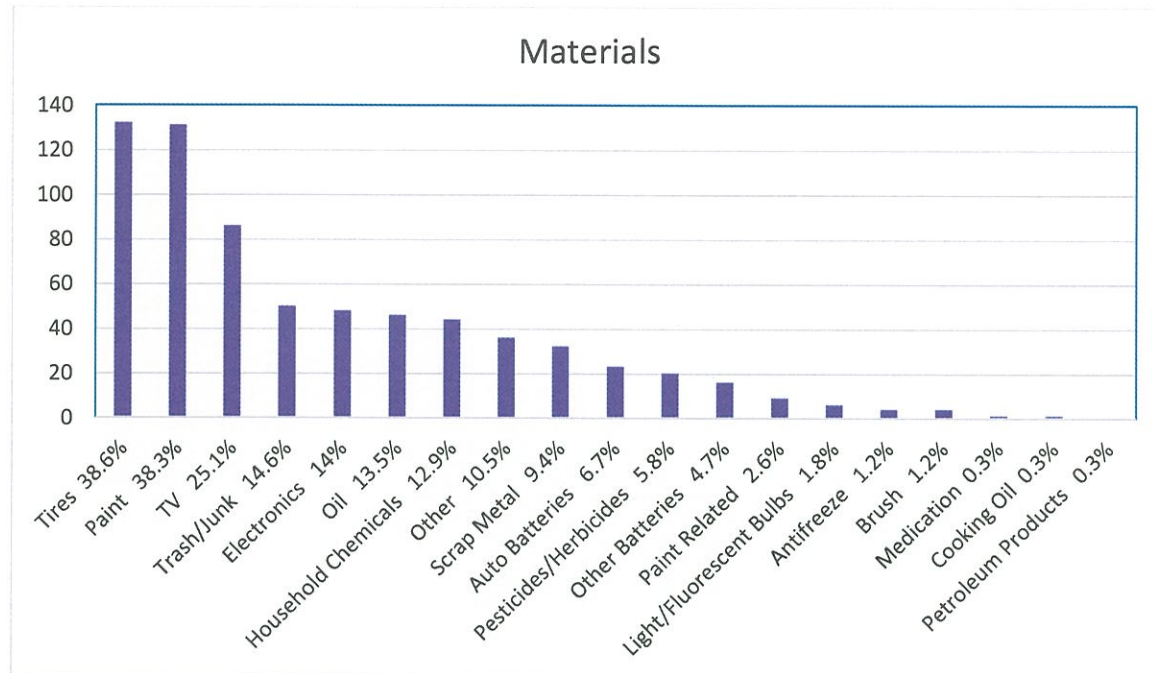
Where do you live?

Gatesville	306 (89.5%)
Hamilton	12 (3.5%)
Copperas Cove	4 (1.2%)
Jonesboro	3 (0.9%)
Killeen	3 (0.9%)

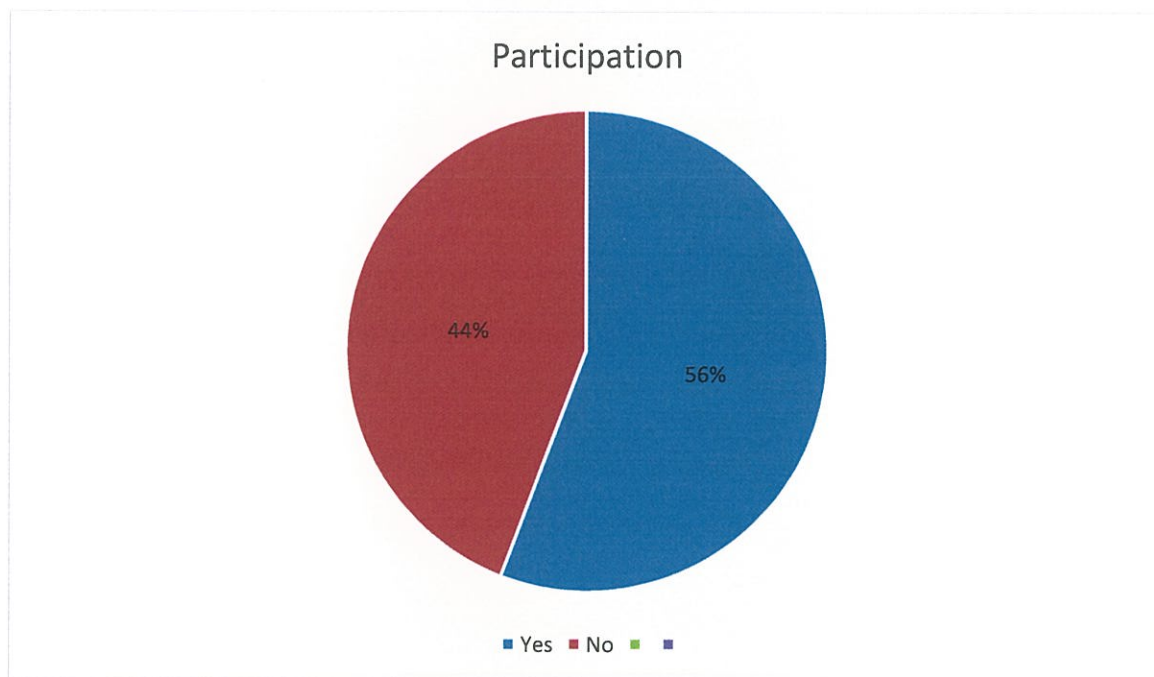
How did you hear about the event?



What types of material did you bring today?



Have you participated in a HHW collection event before?



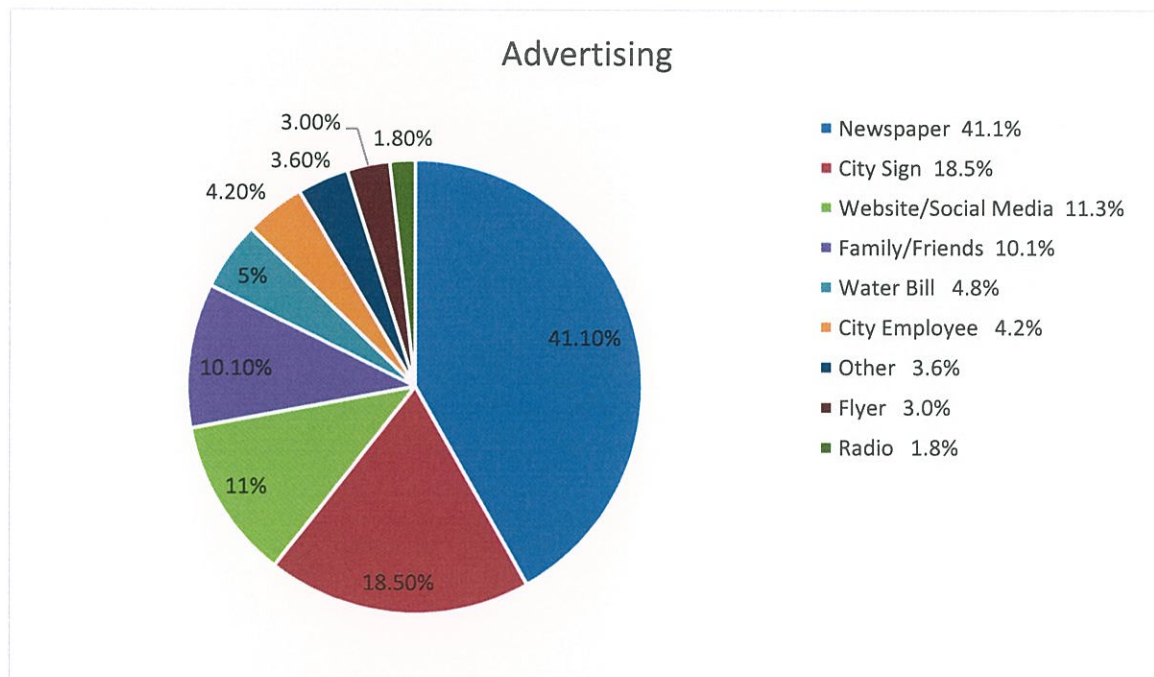
Nolanville HHW Event Stats—March 18, 2017

168 Total

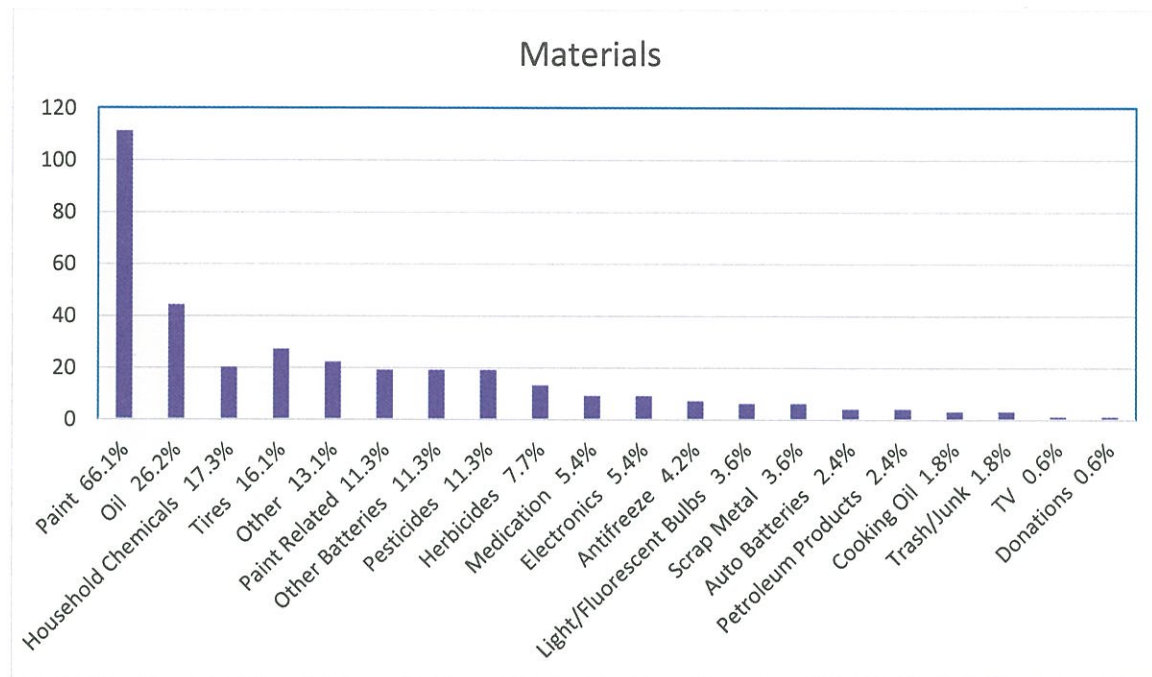
Where do you live?

Nolanville	55 (32.7%)
Killeen	37 (22%)
Harker Heights	29 (17.3%)
Salado	20 (11.9%)
Copperas Cove	7 (4.2%)
Lampasas	7 (4.2%)
Temple	6 (3.6%)
Belton	4 (2.4%)

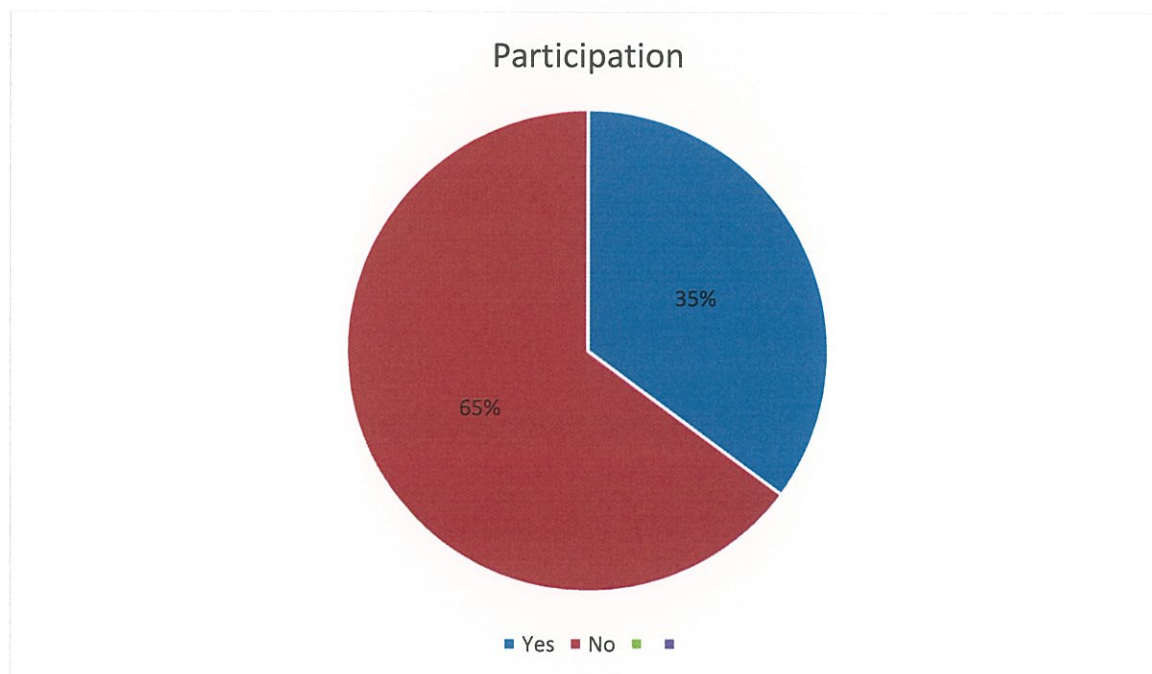
How did you hear about the event?



What types of material did you bring today?



Have you participated in a HHW collection event before?



FY 2017 HHW Collection Events Budget

FY 2017 HHW Project Budget	\$72,589
Copperas Cove Event Total	\$40,459.68
Copperas Cove Contributing	\$15,000
CTCOG Cost	\$25,459.68
Gatesville Event Total	\$27,917.36
Gatesville Contributing	\$6,917.36
COG Cost	\$21,000
Nolanville Event Total (estimate)	\$30,581.53
Nolanville Contributing	\$15,000
COG Cost	\$15,581.53
HHW Event Total	\$98,958.57
Cities' Cost	\$36,917.36
COG Cost	\$62,041.21
Remaining Budget	\$10,547.79

Agenda Item VI

Action Item: Temple Landfill Expansion Permit Conformance/Non-Conformance to the Regional Solid Waste Management Plan

This section contains the following items:

1. Regional Solid Waste Management Plan Process of Review—Summary
2. Process of Review of MSW Facility Applications (Excerpt from Regional Plan)
3. Regional Goals and Objectives of the Regional Solid Waste Management Plan
4. Complete Solid Waste Management Plan Checklist
5. Temple Landfill Expansion Permit—Summary of Events
6. Minutes from June 15, 2015 SWAC Meeting
7. Minutes from July 21, 2015 SWAC Meeting
8. Letter from CTCOG to Waste Management

The following items must be submitted to CTCOG by the applicant:

1. Copy of the application to TCEQ, Parts I and II—**Available at CTCOG**
2. Solid Waste Plan Conformance Checklist—
3. Complete compliance history of the applicant and its owners—**Will be distributed at the May 4, 2017 SWAC meeting**
4. Cover letter with contact information for the applicant, the applicant's engineer, and TCEQ staff person—**Available at CTCOG**
5. A map showing the physical location of the proposed or existing facility—**Available at CTCOG**

Temple Landfill Expansion Permit

Regional Solid Waste Management Plan Process of Review—Summary

1. Applicants must complete checklist from CTCOG
2. SWAC will consider:
 - Conformance to the goals and objectives of the Regional Plan
 - Proposed method of operation
 - Compliance history of the company
 - General compatibility of the proposed facility with surrounding land use
3. Applicants shall request a conformance review of their registration or permit application by submitting the following to CTCOG:
 - Copy of the application to TCEQ, Parts I and II
 - Solid Waste Plan Conformance Checklist
 - Complete compliance history of the applicant and its owners
 - Cover letter with contact information for the applicant, the applicant's engineer, and TCEQ staff person
 - A map showing the physical location of the proposed or existing facility
4. SWAC will recommend one of the following:
 - I. The permit or registration conforms to the Plan.
 - a) The Committee recommends approval of the permit or registration
 - b) The Committee recommends approval with specific conditions attached
 - c) The Committee requires additional information before making a final recommendation
 - II. The permit or registration does not conform to the Plan
 - a) The Committee recommends denial of the permit or registration
 - b) The Committee recommends withholding approval until specified deficiencies are corrected
 - c) The Committee recommends additional action by the TCEQ before making a determination on the permit or registration
 - d) The Committee has an objection to the permit or registration
 - III. The Committee lacks sufficient information to make a qualified conformance Determination
5. CTCOG has 10 days from the review meeting to send a letter signed by the SWAC Chairperson to TCEQ relating SWAC's findings, recommendations, and concerns.

Action Plan

Process of Review of MSW Facility Applications:

According to §363.066 of the Texas Health and Safety Code and 30 TAC §330.556, state municipal solid waste regulatory activity must conform to the COGs' adopted regional solid waste management plan. In other words, all applicants seeking a Municipal Solid Waste (MSW) facility permit or registration within CTCOG's region are required to demonstrate conformance to its Regional Solid Waste Management Plan. Under current policy, the COGs are asked to provide a recommendation to the TCEQ regarding the conformance of a municipal solid waste permit or registration application with the regional plan. This recommendation is considered by the TCEQ in making a decision on the application. Per 30 TAC §330.563(a)(4), the regional plan may not prohibit, in fact or by effect, the importation or exportation of waste from one political subdivision into another. The need for a MSW facility will not be considered as part of the conformance review, including the need for additional capacity.

CTCOG and its Solid Waste Advisory Committee (SWAC) will review permit and registration applications filed with the TCEQ to assess their conformance to the Regional Plan. All applicants must complete a checklist, provided by CTCOG, which also covers TCEQ requirements. This checklist can be obtained from CTCOG's Planning and Regional Services Department. Please submit requests for copies of the checklist to CTCOG, Attn: Resource Conservation Program, PO Box 729, Belton, TX 76513..

Impacts of a Facility Site on Residents and the Community

The Regional Plan and the SWAC's conformance review of a permit or registration application will be of assistance to the TCEQ in considering the possible impacts of a proposed facility site on a city, community, group of property owners, or individuals, as directed under TCEQ regulations §330.53(b)(8), by beginning the discussion among stakeholders earlier in the permit application process. Conforming facilities within CTCOG's region provide opportunities toward achieving regional goals along with the opportunity for early coordination and communication to express concerns of a local nature.

The SWAC will consider the following factors when reviewing permits and registration applications:

1. Conformance to the goals and objectives of the Regional Plan
2. Proposed method of operation
3. Compliance history of the company
4. General compatibility of the proposed facility with surrounding land use

The SWAC will review and comment on the appropriateness of the proposed facility in relation to surrounding land use. A primary concern is that the use of any land for a municipal solid waste site not adversely impact human health or the environment. The impact of the site upon a city, community, group of property owners, or individuals shall be considered in terms of compatibility of land use, zoning in the vicinity, community growth patterns, and other

factors associated with public interest. In considering the facility's compatibility with existing and proposed land use, the following factors will be examined:

- a. Compliance with zoning or siting ordinances in the vicinity. If the site requires approval as a nonconforming use or a special permit from the local government having jurisdiction, a copy of such approval shall be submitted;
- b. Character of surrounding land uses within one mile of the proposed facility;
- c. Growth trends of the nearest community and directions of major development;
- d. Proximity to residences and other uses. Give the approximate number of residences and business establishments within one mile of the proposed facility including the distances and directions to the nearest residences and businesses;
- e. Description and discussion of all known wells within 500 feet of the proposed site
- f. Impact of proposed facility on traffic patterns;
- g. Proposed fill height and its impact on the appearance of the surrounding area;
- h. The measures that will be taken, if necessary, to blend the appearance and operation of the proposed facility in with its surroundings

The SWAC reserves the right to solicit comments from individuals, organizations, and local governments located within the proposed facility's impact area when considering the general land use compatibility factor.

Conformance with Local Solid Waste Management Plans

The review for conformance with the Regional Plan will need to include consideration of any applicable local plans.

Voluntary Pre-Application Review

A potential permit or registration applicant may request a meeting with the Central Texas Council of Governments' staff to discuss an impending application, its conformance with the Regional Plan, and steps that may be taken to meet the region's solid waste planning goals. Staff will provide a copy of the Regional Solid Waste Management Plan, will review plans for proposed facilities, and will explain the review process. This pre-application meeting is recommended but not required.

Process of Review of MSW Facility Applications

Subchapter E of the TCEQ's permitting procedures (§330.51 (b)(10)) states that it is the responsibility of the applicant to demonstrate compliance with the Regional Solid Waste Management Plan. Applicants shall request a conformance review of their registration or permit application by submitting the following information to CTCOG:

1. A copy of the Application to the TCEQ for Permit or Registration, Parts 1 and 2.
2. Solid Waste Plan Conformance Checklist. The applicant will complete the form to the best of his or her ability to indicate how the proposed facility will help in promoting the goals and objectives of the Regional Plan. The chief administrative officer of the applicant organization must sign the form to attest to the accuracy and truthfulness of the information presented.

3. Complete compliance history of the applicant and its owner(s), including all facilities owned or operated by the applicant in the State of Texas.
4. A cover letter with contact information for the applicant, the applicant's engineer and the TCEQ staff person to whom all review-related correspondence should be sent. Contact information should include name, phone number, mailing address, and the email address (if available).
5. A map showing the physical location of the proposed or existing facility.
6. Any additional information the applicant wishes to provide to facilitate the SWAC/CTCOG review process.

Requests for permit or registration review shall be submitted to:

Central Texas Council of Governments
Attn: Resource Conservation Program
PO Box 729
Belton, TX 76513

The review and comment period will not begin until all required information has been submitted in its completed form. Once it has been determined that the information has been properly filed, CTCOG will confirm its receipt in writing to the applicant and schedule a meeting of the SWAC to review the application at the earliest possible date. Applicants will be notified in writing of the application review date and are strongly encouraged to attend the SWAC review meeting in order to present their application to the Committee.

Plan Conformance and Recommendations

The SWAC will determine whether the proposed facility conforms to the Regional Solid Waste Management Plan and recommend a course of action to the TCEQ. The Committee does not approve or deny applications. Instead, it provides a means for the TCEQ to obtain qualified opinions from local governments in the affected region.

Once the application has been reviewed, the SWAC will offer one of the following recommendations:

1. The permit or registration conforms to the Plan.
 - a) The Committee recommends approval of the permit or registration
 - b) The Committee recommends approval with specific conditions attached
 - c) The Committee requires additional information before making a final recommendation
2. The permit or registration does not conform to the Plan.
 - a) The Committee recommends denial of the permit or registration
 - b) The Committee recommends withholding approval until specified deficiencies are corrected
 - c) The Committee recommends additional action by the TCEQ before making a determination on the permit or registration
 - d) The committee has no objection to the permit or registration

3. The Committee lacks sufficient information to make a qualified conformance determination.

Report on SWAC Review Findings

CTCOG will be responsible for communicating the SWAC's findings in writing to all affected parties. Within 10 days of the review meeting, CTCOG will send a letter signed by the SWAC chairperson or its designee to the TCEQ relating the SWAC's findings, recommendation, and concerns. Copies of the letter will be sent to the applicant.

Appeals Process

An applicant may appeal the SWAC recommendations if the application review is not processed and treated in accordance with the procedures set forth in this section. Appeals must be submitted to the CTCOG Executive Director in writing, including the specific alleged procedural violation(s). The Executive Director will investigate the allegation, forward it to the Executive Committee, and place the appeal on the agenda of the Executive Committee.

SWAC members will receive copies of the appeal and select a representative to attend the Executive Committee meeting. The protesting applicant will be notified of the time and date for consideration of the appeal.

An appeal can be filed at any time during the 10-day period following the SWAC's review meeting and decision. Any appeal received after that date will not be considered and the SWAC recommendation letter will be immediately forwarded to the TCEQ.

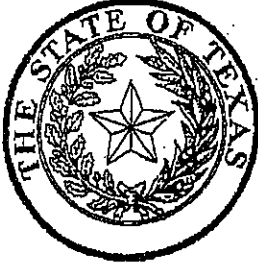
Grants Funding Plan

As directed in §361.014 of the TX. Health & Safety Code, one-half of the Municipal Solid Waste fee revenue collected by the TCEQ is dedicated to grants to support regional programs and local projects consistent with the regional solid waste management plans prepared by the Councils of Governments.

The following information will dictate how these grant funds will be allocated for the CTCOG region. It is important to note that in accordance with Section 361.014(b) of the TX. Health & Safety Code, a project or service funded under this program must promote cooperation between public and private entities and may not be otherwise readily available or create a competitive advantage over a private industry that provides recycling or solid waste services.

In accordance with Section 361.014(b) of the TX. Health & Safety Code, the grant funds are authorized for use by local governments and regional planning commissions. Accordingly, the following types of entities located in Texas are eligible to receive grant funding:

1. Cities
2. Counties
3. Public schools and school districts (not including universities or post-secondary education institutions)



TEXAS COMMISSION ON ENVIRONMENTAL QUALITY

VOLUME I: REGIONAL SOLID WASTE MANAGEMENT PLAN
adopted under provisions of Texas
Health & Safety Code Ann.
Chapter 363 (Vernon)

Name of Council of Governments:

Central Texas Council of Governments
P. O. Box 729
Belton, TX 76513

Regional Solid Waste Management Plans provide the structure for implementing regional and local solid waste management programs. The requirements and contents of Regional Solid Waste Management Plans are specified in Texas Health & Safety Code, Section 363.064.

This plan is adopted subject to the rules and orders of the Commission and laws of the State of Texas and it replaces any previously approved plan. Nothing in this plan exempts the Council of Governments from compliance with other applicable rules and regulations of the Texas Commission on Environmental Quality. This plan is valid until canceled, amended, or revoked by the Commission.

This plan is adopted by reference into Title 30, Texas Administrative Code, Chapter 330, Subchapter O as specified in Title 30, Texas Administrative Code, Section 330.647(a).

ADOPTED in accordance with Title 30 Texas Administrative Code Chapter 330.

ADOPTION DATE: MAY 31 2007

Charles H. White
For the Commission

VOLUME I: REGIONAL SOLID WASTE MANAGEMENT PLAN

SECTION I – NAME AND DESCRIPTION OF COUNCIL OF GOVERNMENTS

- A. This Regional Plan pertains to Central Texas Council of Governments (hereafter called CTCOG). The counties covered under this plan include Bell, Coryell, Hamilton, Lampasas, Milam, Mills, and San Saba.
- B. This Regional Plan is based on the materials dated August 22, 2002, as revised on May 12, 2006. These materials are incorporated into this Regional Plan as if fully set out herein.

SECTION II – REGIONAL PLAN

A. Regional Goals

- (1) Goal 1: Promote the proper and safe disposal of household hazardous waste (HHW) and scrap tires.

- Objective 1A: Coordinate and encourage the establishment of a permanent regional HHW collection facility.

- Objective 1B: Develop and implement on-going public education programs about the importance of properly disposing of HHW and scrap tires.

- Objective 1C: Coordinate and encourage the development of local and/or regional HHW and scrap tire collection events.

- Objective 1D: Coordinate and encourage the establishment of a HHW collection facility with mobile capability within the region.

- (2) Goal 2: Promote recycling and composting programs as viable ways to reduce the waste stream and increase landfill longevity.

- Objective 2A: Coordinate and encourage the establishment of new recycling and composting facilities.

- Objective 2B: Coordinate and encourage the expansion of existing recycling and composting facilities.

- Objective 2C: Develop and implement on-going public education programs about the importance of recycling and composting.

- Objective 2D: Develop and implement on-going public education programs about the proper ways to recycle and compost.

- Objective 2E: Coordinate and encourage the expansion and development of curbside recycling.

- (3) Goal 3: Increase awareness of the harmful effects of illegal dumping and promote proper waste disposal.

- Objective 3A: Establish a long-term public educational campaign about the importance of the proper disposal of waste and scrap tires.

- Objective 3B: Support the establishment of citizens' collection stations for rural residents.

Objective 3C: Coordinate and encourage the use of litter abatement officers to manage illegal dumping.

Objective 3D: Coordinate and encourage training and education of peace officers, judges, and prosecutors.

Goal 4: Promote the development of local solid waste management plans.

Objective 4A: Coordinate and encourage CTCOG member entities to develop their own local solid waste management plans based on their more immediate local needs.

Objective 4B: Coordinate and encourage the use of the CTCOG Solid Waste Regional Plan as a model for the format and content of the local solid waste management plan.

Objective 4C: Coordinate and encourage member entities to update their local plans on a regular basis. It is suggested that local plans be updated on a schedule similar to the Regional Plan updates.

B. Waste Minimization, Waste Reuse, Recycling & Education

- (1) The CTCOG region has made several efforts to minimize municipal solid waste. Several public and private recycling centers exist throughout the region, each serving a particular service area. The types of accepted materials for recycling vary with each facility. Accepted materials include newspaper, cardboard, plastic, used oil, batteries, glass, scrap metal, metals, and aluminum and steel cans.

Also, several entities provide curbside recycling collection for residential and commercial customers. Composting and chipping programs also exist throughout the region. Yard and brush trimmings are composted and/or chipped and converted into beneficial use.

Several facilities also collect automotive waste. The type of waste collected varies from facility to facility, and wastes are recycled and processed accordingly. Wastes collected include used oil, oil filters, antifreeze, tires, and batteries. These facilities are located primarily in incorporated areas, leaving rural residents with no convenient opportunity to recycle.

Approximately eight million tons of wet sludge from municipal water and wastewater treatment plants and septic tanks are generated each year in Texas, according to the TCEQ. Within the region, there are liquid waste and sludge transporters. Several active registered sludge land application sites exist within the region.

Current efforts in the region to minimize municipal solid waste, sludge, and to reuse and recycle waste appear to be adequate at this time.

- (2) CTCOG is anticipating an increase of waste generation as the region's population is expected to rise. Currently curbside recycling is limited within a few communities. Rural residents need to have access to recycling facilities. Public education on the benefits of recycling and composting is also needed. Current facilities may not be sufficient for the future. Composting programs also need to be expanded.

CTCOG is planning to establish new recycling and composting facilities, as well as encourage the expansion of existing facilities. Also, CTCOG plans to develop and implement public education programs on the proper ways to recycle and compost. CTCOG anticipates expanding current and developing new curbside recycling programs.

- (3) Household hazardous waste (HHW) collection services are in great need within the region. There are currently no permanent collection centers, and there have been sporadic collection events. Recent collection events have had a significant public response and a great need exists for HHW facilities. Also, there is a need to increase public education on the dangers of improperly disposing of HHW.

CTCOG plans to establish a permanent HHW collection facility and a mobile collection facility within the region. CTCOG also plans to develop and implement an on-going public education program about proper disposal of HHW and scrap tires. CTCOG will also encourage local collection events.

- (4) CTCOG will establish a recycling rate goal appropriate to the region.
- (5) CTCOG recommends composting programs for yard waste and related organic wastes that may include:
 - (A) Creation and use of community composting centers;
 - (B) Adoption of the "Don't Bag It" program for lawn clippings developed by the Texas Agricultural Extension Service; and
 - (C) Development and promotion of education programs on home composting, community composting, and the separation of yard waste for use as mulch.
- (6) CTCOG solid waste program includes a public education/outreach component.

C. Municipal Solid Waste Facilities – CTCOG will:

- (1) encourage cooperative efforts between local governments in the siting of landfills for the disposal of solid waste;
- (2) assess the need for new waste disposal capacity;
- (3) consider the need to transport waste between municipalities, from a municipality to an area in the jurisdiction of a county, or between counties, particularly if a technically suitable site for a landfill does not exist in a particular area;
- (4) allow a local government to justify the need for a landfill in its jurisdiction to dispose of the solid waste generated in the jurisdiction of another local government that does not have a technically suitable site for a landfill in its jurisdiction; and
- (5) complete and maintain an inventory of closed municipal solid waste landfill units and update it as needed; provide one copy to the TCEQ and to the chief planning official of each municipality and county in which a unit is located; and

-
- (6) develop a guidance document to review municipal solid waste registration and permit applications to determine conformance with the goals and objectives outlined in *Volume II: Regional Solid Waste Management Plan Implementation Guideline*.

Temple Landfill Expansion Permit—Summary of Events

June 15, 2015 SWAC Meeting:

- Presentation by Waste Management
- Waste Management handed out maps and copies of draft Conformance Checklist
- City has purchased land and initial soil and groundwater testing has begun
- City intends to annex the expanded facility boundary into the city limits
- Expansion will expand the permitted area from 269 acres to 497 acres and actual disposal acreage from 108-239—extending the site lifespan by as much as 98 years
- SWAC decided it wanted time to review the Regional Plan, details of the permit application, and the conformance checklist
- Tabled until next SWAC meeting

July 21, 2015 SWAC Meeting:

- Waste Management went through the Conformance Checklist with the SWAC and answered questions
- There will be no change in types of waste accepted at the landfill
- Waste Management passed out zoning map of the area around the current and proposed extension of the landfill
- Land use around the area is agricultural, undeveloped, industrial use, and a small portion of single family homes

Chuck Rivette of Waste Management received an unsigned letter from Jimmy Martin (CTCOG) stating that the SWAC “found the proposed major permit amendment consistent with the goals of our Regional Solid Waste Management Plan based upon our review of the Solid Waste Plan Conformance Checklist. When TCEQ determines the application to be Technically Complete, CTCOG will be asked to give a final determination of consistency with the Regional Plan.”



Central Texas Council of Governments
Solid Waste Advisory Committee
Meeting Minutes
Monday June 15th, 2015

Members in Attendance:

Comm. Daren Moore, Coryell County
Comm. Opey Watkins, Milam County
Comm. Robert Vincent, Lampasas County
Duane Herrera, Bell County
Lisa Sebek, City of Temple

Noel Watson, City of Copperas Cove
Paul Dagerau, Solid Waste Industry Representative
Regina Corley, Private Sector/Business Representative
Zoe Rascoe, Citizen Representative

Others in Attendance:

Michael Cleghorn, City of Killeen
Jayson Lang, Waste Management
Steve Jacobs, Waste Management
Chuck Rivette, Waste Management

Jason Deckman, CTCOG
Jim Martin, CTCOG
Cheryl Maxwell, CTCOG

- I. **Introduction:** Zoe Rascoe called meeting to order at 1:30 p.m.
- II. **Opportunity for Public Comment:** No public comments received.
- III. **Review Minutes from the August 7, 2014 Meeting:** Duane Herrera moved to accept the minutes, seconded by Noel Watson. Minutes were unanimously approved.
- IV. **Discussion and possible action item – Temple Landfill Expansion:** The City of Temple is preparing an application to expand the Temple Recycling and Disposal Facility (RDF). The TCEQ permitting process requires a review of the project and approval by SWAC and CTCOG to ensure that the operation and expansion of the facility will conform to the goals stated in the Regional Solid Waste Plan. Zoe Rascoe stated that while SWAC reviewed several landfill closure permits, they have not reviewed a landfill expansion.

Chuck Rivette from Waste Management, began his presentation by handing out maps and copies of a draft conformance checklist to all present. Waste Management currently operates the Temple RDF under contract with the City of Temple. The city has purchased the land, and initial soil and groundwater testing has begun. The intent is that the City will annex the expanded facility boundary into the city limits. The site is bounded to the north and south by creeks, to the east by Bob White Road, and to the west by the existing landfill. The expansion will expand the permitted area from 269 to 497 acres, and actual disposal acreage from 108 to 239 acres – roughly doubling the capacity, extending the site lifespan by as much as 98 years, based on disposal volume. Waste Management is still preparing the checklist, but a partial draft was made available to show conformance with regional goals.

Zoe asked what specific regulatory requirements needed to be met. Chuck Rivette stated that groundwater and landfill gas monitoring was already in place, and additional monitors would be added to encompass the entire site. If state or federal regulations changed in the future, Waste Management would adjust operations to remain compliant. Lisa Sebek stated that no additional traffic is expected, as the expansion should not impact waste generation rates. HDR Engineering is conducting a traffic study that should be complete in July 2015. Lisa Sebek stated that entities outside of the CTCOG region (i.e. Falls County) may request to dispose of waste at the Temple RDF, but that it is subject to approval. Chuck Rivette added that less than 1% of waste volume is coming from outside the region. Duane Herrera asked about surface water or impacts to floodplains. Chuck Rivette explained that the expansion footprint, by design, does not intersect the 100-year floodplain. There are several retention ponds located on the site to control stormwater runoff, with permitted discharges under TCEQ rules.

Jason Deckman explained that SWAC may choose to vote on a letter expressing approval of the permit application, which will be forwarded to the CTCOG Executive Committee for final review and approval. Zoe Rascoe expressed a desire to review both the CTCOG Regional Solid Waste Plan and details of the permit application and conformance checklist. Pending approval of the initial concept, Waste Management will submit the application to TCEQ. The SWAC and CTCOG Executive Committee may grant conditional approval, as long as there are no significant changes discovered in the final application.

Temple RDF expansion continued: Commissioner Moore asked about public hearings. The answer was that once TCEQ reviews the application for technical completeness, comments will be accepted through the entire permit review process. Public meetings or hearings are not mandatory but may be requested. Lisa stated that no opposition to the project has been noted by the city up to this point. Michael Cleghorn expressed his opinion that it's the job of SWAC and CTCOG to perform a conceptual review, not a detailed technical review. The committee's obligation is to ensure that the project meets the goals as written in the Regional Solid Waste Plan. For any questions that arise during review of the materials presented during the meeting, CTCOG staff will compile and forward those questions to Waste Management. Specific details, such as land use or number of homes affected, will be provided as the permit application is completed. Zoe would like all members of SWAC to have an opportunity to review and ask questions, considering that some members were unable to attend the meeting. The topic was tabled to allow further review, and staff will send out a meeting request for early July in order to allow more SWAC members to attend.

- V. **Discussion – HHW results:** Jason presented a compilation of data from the 2014-15 biennium showing attendance, advertising methods and cost of the events hosted by SWAC. Newspaper continues to be the single most successful single source, but if city/county websites and social media are combined, they account for the second greatest amount of people contacted, but it's a distant second place. Types of waste are much more difficult to identify trends, because variables such as weather and length of time from past events affect how many people attend and what they bring. For example, if more people bring tires and don't bring hazardous waste, that drives down the invoices that SWAC pays for.

VI. **Discussion and Possible Action Item**

- a. **Selection of projects for FY16/17:** Staff is asking SWAC to set priorities for types of projects, and how those projects are selected for the next biennium. In the past, members used a scoring matrix, but did not tally scores. In 2013, staff went through a scoring/ranking process, which proved to be difficult for everyone. In 2014, SWAC asked staff to give a total dollar amount available for projects with the ability to allocate funding as they see fit to support smaller communities with limited resources. Staff identified that the application process as laid out in the plan, stipulates a 60-day submission/review time period. As SWAC has determined that a shorter, more streamlined process is preferred, staff is requesting SWAC for direction on the HHW event selection process. CTCOG Executive Committee will grant final approval since normal procedures are being modified. Discussion resulted in a motion from Noel Watson to direct staff to suspend the accepted plan and move to allow 30 days for all projects submitted to SWAC. Motion was seconded by Lisa Sebek and passed unanimously. Zoe Rascoe clarified that SWAC may still accept requests for funding for other projects. Commissioner Moore moved that SWAC's priority for the next biennium is to continue to focus on hosting and funding HHW events. Motion was seconded by Commissioner Watkins and passed unanimously.
- b. **Guidance to staff on contractor selection process for HHW events:** The contract with Stericycle has expired and is up for renewal. Staff is following CTCOG procurement policy and would like to know how involved SWAC would like to be in the vendor selection process. Zoe Rascoe indicated that staff should rank contractors and take into account a preference for a vendor who offers a smooth and workable process for scheduling and billing and simply take the cheapest option. Duane Herrera indicated that staff may choose to limit the number of proposals that they bring back to SWAC with a ranked recommendation for final approval.

- VII. **Discussion and Possible Action Item – open nomination period:** Two nominations were received. Dawn Orange for Ex-Officio, and Regina Corley for Private Sector/Business Representative. Motion for Dawn Orange was made by Noel Watson, seconded by Duane Herrera, and was unanimously approved. Motion for Regina Corley was made by Noel Watson, seconded by Commissioner Moore and unanimously approved.

- VIII. **Staff Update:** Jim Martin will replace Jason Deckman as the CTCOG Solid Waste Coordinator for the 2016-17 biennium. Commissioner Moore asked for time to make a couple announcements. First, he let the members know that Brandon Emmons, former Gatesville City Manager and previous member of SWAC, had recently passed away. He also informed the committee that Roger Mumby had retired and the new Gatesville City Manager is William "Bill" Parry III. Lastly, he described a parcel of land on FM 1783 in Coryell County that is littered with a massive amount of used tires. He asked if there were any grants or funding opportunities to help clean up and remediate that parcel. Staff offered to help search for money or assistance.

- IX. **Adjournment:** Meeting was adjourned at 3:25 p.m.

Members in Attendance:

Comm. Opey Watkins, Milam County
Comm. Robert Vincent, Lampasas County
Stan Weik, Sab Saba County
Lisa Sebek, City of Temple

Peter DiLillo, City of Killeen
Zoe Rascoe, Citizen Rep.
Regina Corley, Private Sector-Business Rep.
Paul Daugerau, Solid Waste Rep.

Others in Attendance:

Charles Rivette, Waste Management
Nicole Torralva, City of Temple
Dawn Orange, City of Temple

Jason Deckman, CTCOG
Jim Martin, CTCOG
Cheryl Maxwell, CTCOG

- I. **Introduction:** Vice Chair Zoe Rascoe called meeting to order at 9:32 AM.
- II. **Opportunity for Public Comment:** No Public Comments received.
- III. **Review Minutes from June 15th 2015 meeting:** Robert Vincent moved to accept minutes, seconded by Lisa Sebek. Minutes were unanimously approved.
- IV. **Discussion and Possible Action Item: : City of Temple application to expand landfill-request for regional plan consistency letter:** Waste Management (WM) representative Chuck Rivette went through the CTCOG Regional Solid Waste Management Plan Conformance Checklist and addressed those items where questions were raised by SWAC members.

Chuck explained that rather than call the project an “expansion”, it should be identified as an “extension”. He also addressed the question of a change to the waste “types” accepted and said there would be no change. On that same line of questions and answers, he said WM does accept waste water waste but does not accept whole tires unless they are left at the work face. In such cases WM takes the tires and quarters them for recycle. Lisa Sebek added that the city of Temple accepts tires for a small fee and has Liberty Tire or Reliable Tire haul them off.

Peter asked Lisa what materials are banned by the City of Temple. Lisa responded that they follow State of Texas guidelines. Chuck also affirmed that the state sets those guidelines. Chuck commented that many localities incinerate the tires at their locations.

Regarding HHW events, Chuck deferred to Lisa who stated that the City of Temple does an annual HHW event and educational programs. This year the event will be partially funded by SWAC.

Chuck stated WM thinks the Q&A on the Conformance Checklist should be “slowed down” and reevaluated in conjunction with the City of Temple application. Chuck then passed out a zoning map of the area around the current and proposed extension of the land fill. He described the land around the area as undeveloped, agricultural, industrial use, and a small portion of single-family homes. Peter asked if the two streams adjacent to the current and proposed landfill were continuous or intermittent. Chuck said research over the last four years show they are primarily intermittent. Chuck also stated the traffic flow around current and proposed land fill will not change.

Zoe asked for a timetable to submit full package to TCEQ. Chuck responded it should be submitted by September, 2015. He estimated it should take approximately one year to complete the process, barring any formal opposition.

- V. Staff Update: (a) Selection of Projects for FY 16/17:** Jason stated that we have received three Household Hazardous Waste (HHW) event applications (Cities of Temple, Gatesville and Hamilton). Hamilton and Gatesville propose to hold their events in the spring of 2016 and Temple plans to hold their event this October. The events will be open to all seven CTCOG counties. Zoe suggested one more call out to the local communities for projects.
- (b) Selection of contractor for HHW events:** Jason informed the members that so far only VEOLIA Environmental Services has submitted a proposal to the Contractor Request for Proposals.
- VI. Discussion and Possible Action Item: Open period to nominate/approve officers. Voting members or ex-officio membership:** Staff will follow up on this matter after checking the Bylaw's.
- VII. Discussion regarding next meeting:** Staff will send out a Doodle Poll for member input; tentative date is September 10, 2015.
- VIII. Adjournment:** Motion to adjourn by Lisa Sebek, seconded by Zoe Rascoe. Meeting was adjourned at 10:25 AM.



July 21, 2015

Mr. Chuck Rivette
Waste Management, Inc.
1001 Fannin Street Suite 4000
Houston, TX 77002

RE: PERMIT AMENDMENT MSW-692B, TEMPLE RECYCLING AND DISPOSAL FACILITY

Dear Mr. Rivette:

Thank you for your presentation and information packet provided to the Solid Waste Advisory Committee (SWAC) regarding Permit Amendment No. MSW-692B for the Temple Recycling and Disposal Facility, in Bell County, Texas. As you know, the Central Texas Council of Governments (CTCOG) has been directed by the Texas Commission on Environmental Quality (TCEQ) to determine the consistency of solid waste permit applications and amendments, and registration applications with the Regional Plan.

This letter is to confirm that at the July 21, 2015 SWAC meeting, we found the proposed major permit amendment consistent with the goals of our Regional Solid Waste Management Plan based upon our review of the Solid Waste Plan Conformance Checklist. When TCEQ determines the application to be Technically Complete, CTCOG will be asked to give a final determination of consistency with the Regional Plan. At that time, the following information will be required for our review:

- Copy of the TCEQ Application for Permit or Registration, Parts 1 and 2;
- Solid Waste Plan Conformance Checklist (if revised);
- Complete compliance history;
- Cover letter with contact information for applicant and all parties to whom review-related correspondence should be sent; and
- Map showing physical location of proposed and existing facility.

Unless there are significant changes to the final permit amendment from those outlined in your presentation and information packet, we do not anticipate this determination changing.



Mr. Chuck Rivette

Page 2

July 21, 2015

If you have any questions regarding CTCOG's consistency review procedures, please contact Jim Martin by phone at 254-770-2364 or by email at jimmy.martin@ctcog.org.

Sincerely,

Name

Title

xc: Lisa Sebek, Solid Waste Services Director
City of Temple
3210 East Avenue H, Bldg A, Ste 130
Temple, TX 76501

Agenda Item VII

Discussion of Re-Trac Connect and HHW Data Management

ReTrac

Dan O'Connor | Business Development

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re-trac.com

ReTrac allows you to measure and manage waste and recycling programs. Extract valuable insights in seconds with Re-TRAC's™ analytical reports. Answer questions, measure key performance indicators, and discover opportunities for improvement. Easily get all the information you need to effectively manage your program.

Material Management Report: Summarize your collection data by material, waste stream, activity, and more. Gain valuable insights at-a-glance or dive deeper to get the answers you need to improve your diversion rate.

Trend Report: Identify patterns in your data to facilitate smart planning and uncover new opportunities. Measure your key performance indicators by month or year.

Diversion Rate Report: Calculate your overall diversion rate or compare diversion rates by month or year. Stay informed about the total tons your organization has diverted and disposed

GHG Equivalency Report: Translate your successes into a language everyone can understand. GHG (greenhouse gas) equivalency analytics convert complex data into everyday terms including tree seedlings planted, vehicles taken off the road, and more.

Program Analysis Report: Get the "big picture" by analyzing how respondents answered specific survey questions. The program analysis report provides large-scale data aggregation at a glance.

Survey Summary Report: Export all program data for further analysis using the survey summary report.

Three Plans: Tracker Light, Tracker, Leader

Tracker Light is Free

Tracker is \$1,750/year would include set-up and support

Leader is \$3,606/year would include a customized, integrated system.

You can do a cost share—there is no limit on reporting entities and each partner could manage their own group.

WCTCOG MEASURES REGIONAL DIVERSION PERFORMANCE WITH RE-TRAC CONNECT

WEST CENTRAL TEXAS
COUNCIL OF GOVERNMENT



OVERVIEW

Established in 1966, the West Central Texas Council of Governments (WCTCOG) is a voluntary association of local governments formed under Texas law. WCTCOG serves 19 counties, including cities and other districts in a rural area encompassing 18,000 square miles.

WCTCOG is the state-designated planning agency for solid waste management issues in the region. It assesses disposal strategies of local governments and develops source reduction, waste minimization, reuse, recycling, and composting programs, to conserve disposal capacity and resources.

Each year WCTCOG provides oversight on Texas Commission on Environmental Quality (TCEQ) funding for local government projects, including source reduction, recycling, local illegal dumping enforcement, solid waste studies, household hazardous waste collections, and public education efforts. It also provides technical assistance to local governments on solid waste issues and continuing education opportunities for local governments and solid waste professionals.



SAVES TIME



**CENTRALIZED
DATA**



**INCREASED
EFFICIENCY**

The Challenge

For years WCTCOG staff used a series of Excel spreadsheets to track the annual diversion efforts for each of the 19 counties in the region. At the beginning of each new year, they copied and pasted formulas from the old spreadsheet to the new one. Occasionally, they would end up with a lot of circular references and calculation errors. They also tried using Microsoft Access but still found that neither of these systems could provide what WCTCOG needed.

To make matters worse, sometimes their systems would crash. They had server back-ups but recovering the files was a major headache. On one occasion their server also crashed resulting in unrecoverable data loss.

“Occasionally, they would end up with a lot of circular references and calculation errors.”

The Solution

In 2012, Regional Services Director Wendy Allen visited the Re-TRAC Connect™ booth at the Annual STAR Summit. After learning how Re-TRAC Connect simplifies data tracking and analysis, she requested to see a Tracker demo.

Wendy started by establishing baseline diversion rates for each county. From there she began tracking each county's progress toward reducing waste. The results were also cross-referenced with WCTCOG's education campaigns to measure the impact they're having on diversion.

“ After learning how Re-TRAC Connect simplifies data tracking and analysis, she requested to see a Tracker demo. ”

The Results

Wendy and her team enjoy how Re-TRAC Connect centralizes their data. They can log in to track and analyze their data from anywhere, at any time. The fear of losing data was also eliminated since all data entered into Re-TRAC is backed up on a daily basis.

Wendy saves time with data analysis too. Re-TRAC's Best Practice Reports provide her with the insights she needs to measure the region's recycling and diversion performance. On average, Re-TRAC saves WCTCOG 1-2 days of administration time per month compared to their former data tracking system.

Re-TRAC's data validation feature has eliminated errors formerly introduced by human intervention using the spreadsheet system.

**ON AVERAGE, RE-TRAC
SAVES WCTCOG 1-2 DAYS
OF ADMINISTRATION
TIME PER MONTH
COMPARED TO THEIR
FORMER DATA
TRACKING SYSTEM.**

“WCTCOG staff is grateful for RE-TRAC connect! The software performs excellent analysis of county and regional diversion rates and is a cost-saving, proficient, effective product.”

- Wendy Allen, Director

Regional Services | WEST CENTRAL TEXAS COUNCIL OF GOVERNMENT

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Invite:**Josue Ventura**

Stericycle

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End of Packet