

# Solid Waste Advisory Committee

May 28, 2020 10:00 a.m.

## **Agenda**



#### **Central Texas Solid Waste Advisory Committee (SWAC)**

May 28, 2020 at 10:00 am

Solid Waste Advisory Committee Meeting Thu, May 28, 2020 10:00 AM - 11:30 AM (CDT)

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#### Agenda

- 1. Call to Order.
- 2. Public Comments.
- 3. Staff Update: Air Quality; CTCOG HHW events update.
- 4. Action Item: Approval of March 9, 2020 Meeting Minutes.
- 5. **Action Item:** Consider approval of recommended designees.
- 6. Action Item: Determine use of FY21 Solid Waste funds.
- 7. **Action Item:** Approve Call for Applications for FY21 HHW events.
- 8. **Action Item:** Select Subcommittee to review Regional Solid Waste Management Plan (RSWMP).
- 9. **Discussion Item:** Surveying the public and gathering data for RSWMP update.
- 10. Member Comments/Discussion.
- 11. Set Next Meeting Date and Agenda Items.
- 12. Adjournment.

# Item #3: Staff Update



Agenda Item #3

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#### **Staff Update**

Staff will provide the committee with an update regarding the following events:

- March 14, 2020 City of Gatesville HHW event,
- April 2020 Mills County HHW event,
- June 13, 2020 City of Killeen HHW event.

Staff will also provide an update on the timeline and schedule for the 20-year Regional Solid Waste Management Plan (RSWMP) update to be discussed later in this agenda.

#### **CTCOG RSWMP Update Timeline**

#### TASK #1 - Initiate Plan Update Process: December 2019 – June 2020

- 1. Review current plan
- 2. Create plan timeline
- 3. Plan SWAC (regular or electronic) meeting to discuss plan update and subcommittee selection task assignments
- 4. Create contact sheet of regional stakeholders

#### TASK #2 - Plan Language Update: June 2020 - September 2020

- 1. Plan SWAC Subcommittee meeting to review Sections 1 and 3
- 2. Update language in Section 1 Introduction
- 3. Update language in Section 3 Regional Goals, Objectives, and Action Plan

#### TASK #3 - Gather Data: August 2020 – November 2020

- 1. Survey the public regarding the current waste management system
- 2. Plan SWAC Subcommittee meeting to review Section 2
- 3. Contact regional solid waste programs, companies, facilities, etc. to gather current data regarding:
  - Waste Generation and Characterization
  - Waste Management Systems
  - Waste Disposal and Capacity
  - Waste Transfer, Storage, Treatment, and Processing
  - Waste Collection and Transportation Services
  - Recycling Services
  - HHW Services
  - Other Services
  - Litter and Illegal Dumping
  - Facility Siting
  - Closed Landfill Inventory
  - Other MSW Plans
- 4. Gather economic and population data from Census and Central Texas Workforce
- 5. Update data and language in Section 2 Regional Analysis
- 6. Draft letters to citizens, surrounding counties, etc. regarding any facility expansion plans

#### TASK #4 - Review and Update Appendices and Table of Contents: October 2020 – November 2020

- Plan SWAC Subcommittee meeting to review current appendices and TOC for any changes or updates
- 2. Gather any information/data needed
- 3. Compile findings into updated plan

#### TASK #5 - Compile and Format Plan: December 2020

1. Create rough draft version of the plan for the SWAC Subcommittee to review

2. Plan SWAC (electronic) meeting review the draft plan and initiate for public involvement

#### TASK #6 - Initiate 30-Day Public Involvement Period: January 2021

- 1. Initiate public involvement from January 1st-January 30th
- 2. Host two public forums during this time
- 3. Review comments and make changes to plan, if needed
- 4. Package comments and comment implementation into the plan as an appendix

#### TASK #7 - Final Draft and Resolution: May 2021

- 1. Make all final changes to the plan
- 2. Create resolution regarding the RSWMP
- 3. Plan SWAC meeting to review and approve at the final draft and resolution at their Spring 2020 meeting
- 4. Present final draft and resolution to the CTCOG Executive Committee for approval at either their April or May 2021 meeting

#### TASK #8 - Post-Approval: June 2021

- 1. Once approved, format plan for TCEQ submittal
- 2. Submit two hard copies and one electronic to TCEQ, must include:
  - Cover letter requesting desired action on the plan
  - Copies of proposed comprehensive SWMP including facility description and determination of need for any proposed new or expanded SW management facilities
  - Copies of letters notifying adjacent counties of the proposed plan and if the plan includes new or expanded facilities
  - Copies of letter to contiguous property owners
  - Copies of signed certified mail delivery receipts or of any returned certified mail item that is refused or otherwise undeliverable
  - Proof of publication of public notices
  - · Copies of transcript or summary statement of the public hearing
  - Summary statement of any written comments received
  - Written statement of how comments were received and how the comments were ultimately considered
  - Copies of the signed and certified final resolution(s) by local governments approving the RSWMP

#### TASK #9: Plan Adoption by TCEQ: December 31, 2022

#### Plan Implementation: 2023-2043

- 1. Compliance and enforcement
- 2. Plan monitoring by SWAC
- 3. Five-year effectiveness review 2027
- 4. Amendments and renewal

#### Meetings:

- Electronic SWAC Meeting to discuss plan update and subcommittee selection task assignments (January 2020 July 2020)
- SWAC Subcommittee meeting to review Sections 1 and 3 (January 2020 July 2020)
- SWAC Subcommittee meeting to review Section 2 (January 2020 July 2020)
- SWAC Subcommittee meeting to review current appendices (Section 4) and Table of Contents (June 2020 – July 2020)
- SWAC Subcommittee meeting to review draft plan (July 2020)
- Electronic SWAC meeting to review the draft plan and initiate for public involvement (August or September 2020)
- SWAC meeting to review and approve at the final draft and resolution at their (October 2020)
- CTCOG Executive Committee meeting to approve final draft of the plan and resolution (October 2020 or February 2021)

# Item #4: Meeting Minutes



#### SOLID WASTE ADVISORY COMMITTEE

Monday, March 9, 2020 10:00 AM

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

#### 1. Call to Order.

- The meeting was held electronically using a Google Poll. The poll was open from March 9, 2020 to March 11, 2020.
- 2. ACTION ITEM: APPROVAL OF OCTOBER 17, 2019 MEETING MINUTES.

The SWAC voted to approve the October 17, 2019 meeting minutes.

3. ACTION ITEM: APPROVAL OF DECEMBER 5, 2019 ELECTRONIC MEETING MINUTES.

The SWAC voted to approve the December 5, 2019 electronic meeting minutes; the vote was unanimous.

- 4. ACTION ITEM: APPROVAL OF THE FY20-21 CTCOG SOLID WASTE APPLICATION TO TCEQ.
  - This item is our biannual application to TCEQ for approval to continue to receive funding for approved Solid Waste activities.
  - A resolution of support from CTCOG's Executive Committee will be on their March Agenda and following that the SWAC will submit the application and timeline to TCEQ for their approval.
  - The application is a breakdown of how Solid Waste funds are to be spent by CTCOG during the biennium.

The SWAC voted to approve the FY20-21 CTCOG Solid Waste application to TCEQ; the vote was unanimous.

3. ACTION ITEM: APPROVAL OF THE REGIONAL SOLID WASTE MANAGEMENT PLAN UPDATE TIMELINE.

- CTCOG is required to submit a timeline for the Regional Solid Waste Management Plan update to TCEQ by April.
- SWAC approval is not required for timeline submittal, but since SWAC is directly involved in the update, staff added this to the agenda for SWAC's support.

The SWAC voted to approve support of the Regional Solid Waste Management Plan Update timeline; the vote was unanimous.

4. ADJOURNMENT.	
<ul> <li>Voting concluded on Wednesday, M</li> </ul>	larch 11 at 5p.m.
<del></del>	
Zoe Rascoe, SWAC Chair	Uryan Nelson, CTCOG PRS Director

# Item #5: Consider Approval of New Designees



Agenda Item #5

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#### **Approval of New Designees**

CTCOG has solicited new members to fill vacancies on the Solid Waste Advisory Committee.

Action Item: Approval of New Voting Member (s).

From: Randy Hoyer

**Sent:** Friday, May 22, 2020 1:29 PM

To: <u>James McGill</u>
Cc: <u>'Lewis Bridges'</u>

**Subject:** RE: CTCOG Solid Waste Advisory Committee

Mr. McGill,

I am appointing Lampasas County Commissioner, Lewis Bridges to the SWAC. Randy Hoyer, Lampasas County Judge

From: James McGill <james.mcgill@ctcog.org> Sent: Wednesday, May 20, 2020 2:58 PM

To: Randy Hoyer <randy.hoyer@co.lampasas.tx.us>
Cc: Kendra Coufal <kendra.coufal@ctcog.org>
Subject: CTCOG Solid Waste Advisory Committee

#### Good afternoon Judge,

My name is James McGill and I am the Solid Waste Coordinator with CTCOG. I just got off the phone with Zoe Rascoe who said that you would be expecting an email from me regarding possibly appointing someone to the SWAC for our meeting next week. Zoe said that she had presented two options to you to either appoint someone now and maybe change it later or just have someone sit in on our meeting next week before making a decision. If you would please let me know either way what you are going to do that would be great. And if you decide to appoint someone to the position I will need a letter or email from you appointing that person to the SWAC by COB Friday.

Thank you for being interested in what we do and in helping us fill a vacant position on our committee. If you have any questions please feel free to call or email me anytime.

#### Respectfully,

James McGill
Regional Planner
Central Texas Council of Governments
2180 N. Main Street
PO Box 729
Belton, TX 76513
(254) 770-2366
james.mcgill@ctcog.org
http://ctcog.org/
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# Use of FY21 Solid Waste Funds



Agenda Item #6

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#### **Determination of Use for FY21 Solid Waste Funds**

CTCOG's budget for the FY20-21 biennium includes \$60,000 per year for Implementation projects. Previously, SWAC allocated all \$60,000 toward funding Household Hazardous Waste Events.

Staff would like recommendations or feedback from the SWAC on how to utilize Solid Waste Funds for FY21.

Action Item: Determine use of FY21 Solid Waste Funds.

# Item #7: Approve Call for Applications for FY21 HHW Events



Agenda Item #7

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#### Call for Applications for FY2021 HHW Events

If SWAC chooses to continue the HHW program as in previous fiscal years, a call for applications will be held during summer 2020 to select which entities will host an event in FY21. Entities wishing to host an HHW event will be required to fill out an application as approved by SWAC. Representatives from entities will be given the opportunity to present their application at the October/November 2020 meeting with SWAC members selecting entities and funding amounts per entity.

Attached to this meeting packet is the application. Staff is requesting feedback and approval on the call for applications. If approved, staff is seeking a recommendation on the start and end dates for the call. The call for FY20 applications was open for 45 days and ran from June 17<sup>th</sup> through August 1<sup>st</sup>, 2019.

**Action Item:** Approve Call for Applications for FY2021 Household Hazardous Waste Events.

#### **Call for Applications:**

#### Household Hazardous Waste Events - Fiscal Year 2021

The Central Texas Council of Governments (CTCOG) Solid Waste Advisory Committee (SWAC) is requesting applications from cities or counties interested in hosting a Household Hazardous Waste (HHW) collection event during FY 2021. Fiscal Year 2021 begins on September 1, 2020.

This application is due back to CTCOG staff no later than August 1, 2020. The SWAC will vote to select events at their next meeting, in Fall 2020 (Date TBD) at the CTCOG offices. Be prepared to have a representative present to answer questions regarding your site or your ability to contribute funds or labor. Note that on page three of the application form is a selection of background information and lessons learned.

Please contact James McGill if you have any questions: (254)-770-2366 or james.mcgill@ctcog.org.

## HOUSEHOLD HAZARDOUS WASTE EVENT Application for FY 2021

<u>Applications are due to CTCOG by 5 P.M. on August 1, 2020.</u> You may send them via email to <u>james.mcgill@ctcog.org</u>, via fax to (254) 770-2360, or mail a hard copy to:

Central Texas Council of Governments Attn: James McGill, Solid Waste Coordinator 2180 N. Main Street Belton, Texas 76513

CTCOG is located at **2180 North Main Street in Belton, Texas**. For directions, please call **(254) 770-2200**. Applicants should attend the **November 2020** meeting of the **Central Texas Council of Governments Solid Waste Advisory Committee**, in order to present a tentative plan for the event, explain why their location should be selected, and to answer questions from the committee. The meeting will be at 9:30 and be held at the CTCOG offices. The Solid Waste Committee will select the event locations based on the cases presented and funding levels.

Please fill out the questions below to explain why your entity should host a HHW event. Additional space for questions can be found on page 5 of this application and attach any support documentation that is appropriate.

1.	Has your City/County ever held a Household Hazardous Waste Event?  ☐ Yes ☐ No
•	If so, when? (MM/YYYY)
•	If known, how many people attended?
2.	If selected to host an event, how many people do you anticipate will attend? Please provide an explanation on how you got your answer.

requir					
c					
				escribe the facilit	
			accessible to n	nain highways, e	tc.) where
the ev	ent would be he	eld.			
Each o	county/city prov	ides the site and	d volunteers n	ecessary to oper	ate the
event.	In addition, ple	ase indicate the	e amount of fu	inding that your	city or count
is willi	ng to contribute	towards the co	ost of the ever	nt. CTCOG will als	o contribute
towar	ds the cost of th	e event. (Exam	ole. dollar am	ounts for adverti	sing. tire
	tion, electronics				
conce	cion, cicculonics	recycling, etc,			

your	city/county.	
	·	

Additional Space for Answers:	

#### **Information from past events:**

Past CTCOG contribution towards cost: \$15,000 - \$25,000
 Past turnout for urban area (Killeen or Temple): 300-400+ cars
 Past turnout for rural area (Hamilton or Gatesville): 120-300+ cars
 Past total cost for urban events: \$30,000 - \$50,000+
 Past total cost for rural events: \$20,000 - \$50,000+
 Cost for tire trailer provided by contractor: \$1900 (approximate)
 Cost for electronics vendor on site - Depends on vendor / contract

Newspaper advertising – depends on local paper classified ad rates. Ads are most
effective in the community where the event takes place, less so with increasing
distance. (In other words, an ad in the San Saba paper is unlikely to result in anyone
from San Saba attending an event in Cameron). Check with your local paper for cost of
ads based on size, graphics and color.

Most effective advertising: local newspaper, water bill inserts, church announcements, community billboards.

#### **Lessons learned:**

- One way traffic works best having people enter and exit through a single entry point
  can cause traffic jams, confusion to the drivers, and may increase the risk of a car
  striking a pedestrian
- Combined events (HHW in conjunction with a city-wide clean-up) may increase confusion to the public regarding acceptable items for disposal, times, or locations. Staff or volunteers will have to identify the visitor's purpose and direct them to the correct location. It may require traffic to cross paths or have to merge back in line, and can make data collection difficult if people are being counted that aren't bringing hazardous waste. However, it can work given the appropriate location. If you are considering this, please contact your solid waste coordinator for more information.
- Maximize the use of volunteers to help direct traffic, take surveys, hand out promotional items, unload tires, etc. The quicker a car can be received, surveyed, unloaded and moved out, the happier your residents are going to be. Traffic won't back up, tempers won't flare, and you just have a better flow of cars through the site.
- Brief the volunteers and paid employees well before the scheduled opening time. That helps everyone understand how cars will be directed to flow through the site, and what

- their part will be. Also, you can brief them on the safety hazards involved with moving vehicles, hazardous chemicals, heat exhaustion, etc.
- Expect people to begin arriving at the event at least one hour prior to the posted start time, especially in the rural areas.
- Volunteers or paid staff are a necessity.
- Please provide access to bathrooms.
- If your entity is selected, please reserve the event location a few days in advance as so that contractors can set up their stations before the event date.

## Item #8: Select Subcommittee to review RSWMP



Agenda Item #8

#### Select Subcommittee to Review the Regional Solid Waste Management Plan

The Regional Solid Waste Management Plan (RSWMP) is the 20-year planning document that conforms to the State's solid waste management plan. The purpose of the RSWMP is to serve as a guide for permitting decisions, establishing local grant funds, local and sub-regional planning, and directing regional activities in the CTCOG region. The plan provides an overview of solid waste programs and projects in the region as well as an outline of regional plans, objectives, and an action plan.

The current plan is set to expire in 2022 and will need to be renewed for the next twenty year cycle. A rough timeline for the RSWMP renewal and update process was submitted to TCEQ in April and is included in this packet. As part of the RSWMP update process a select subcommittee of the SWAC will assist staff in reviewing the language, goals, and regional analysis of the plan. This process will involve separate subcommittee meetings to go over the different sections of the document. Estimated time frames of subcommittee meetings can be found in the RSWMP update timeline.

**Action Item:** Select subcommittee members.

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# Item #9: Data Gathering for RSWMP Update



Agenda Item #9

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#### **Data Gathering for RSWMP Update**

Section 2 of the RSWMP is an analysis of the region's demographic and economic information, as well as an overview of the waste management systems and services in the CTCOG region. The SWAC and CTCOG are going to need to gather data to update the information presented in this section of the RSWMP. Additionally, a survey of the public will also need to be conducted regarding the current waste management system to help guide the SWAC in updating the regional goals and objectives of the CTCOG RSWMP.

Staff is seeking feedback from the SWAC on the best methods for collecting the information needed and surveying the public regarding the waste management system.

**Discussion Item:** Data collection partnerships/methods, community surveys.

## **SWAC Member List**

	SWAC Members FY 2020-21				
Duane Herrera	254-933-5275	duane.herrera@co.bell.tx.us	Bell County		
Daren Moore	254-223-1001	dmcoryellcounty@gmail.com	Coryell County		
Johnny Wagner	254-386-8542	jwagner@hamiltoncountytx.org	Hamilton County		
Richard Watkins	254-593-3171	mcpct1@farm-market.net	Milam County		
Stan Weik	325-372-5144	weiks@att.net	San Saba County		
Vacant			Lampasas County		
Jed Garren	325-948-3397	commissionerpct2@co.mills.tx.us	Mills County		
Bryan Neaves	254-933-5275	bryan.neaves@co.bell.tx.us	Bell County Alternate		
Jeremy Allamon	254-933-5823	jallamon@beltontexas.gov	City of Belton		
Noel Watson	254-547-4242	nwatson@copperascovetx.gov	City of Copperas Cove		
Bill Parry	254-865-8951	william.parry@ci.gatesville.tx.us	City of Gatesville		
Mark Hyde	254-953-5649	mhyde@ci.harker-heights.tx.us	City of Harker Heights		
William Gould	254-554-7572	wgould@killeentexas.gov	City of Killeen		
Vacant			City of Temple		
Paul Daugereau	512-272-6226	pdaugere@wm.com	Solid Waste Industry Representative		
Zoe Rascoe	254-913-1013	trascoe@hot.rr.com	Private Sector/Citizen Representative		
John M. Trigg, PG	254-207-6827	john.trigg@wilsonart.com	Private Sector/Business Representative		
Velia Key	254-547-4242	vkey@copperascovetx.gov	Ex-OfficioCity of Copperas Cove		
Jeanie Harrison	254-372-4572	harrisonx2@hughes.net	Ex-OfficioHamilton County Recycling		
Scott Perry	254-434-1098	scotchperry@yahoo.com	Ex-OfficioCity of Hico		
David McGinnis	254-526-5541	smvacuumandwaste@hot.rr.com	Ex-OfficioS&M Vacuum and Waste, LTD		
Justin Brantley	254-298-5723	jbrantley@templetx.gov	Ex-OfficioCity of Temple		
Vacant			Ex-OfficioCity of Temple		
Tanya Gray	254-493-4000	tanya@keeptemplebeautiful.org	Ex-OfficioKeep Temple Beautiful		
Trey Buzbee	254-761-3168	tbuzbee@brazos.org	Ex-OfficioBrazos River Authority		
Ryan Polster	254-386-8116	citysecretary@ci.hamilton.tx.us	Ex-OfficioCity of Hamilton		
Jimmy Brown	469-951-9970	environmentalresourcesllc@gmail.com	Ex-OfficioEnvironmental Resources		
Jeff Browning	254-743-0553	jbrowning07@gmail.com	Ex-OfficioCity of Temple		
Cheryl Untermeyer	512-239-6700	cheryl.untermeyer@tceq.texas.gov	Ex-OfficioTCEQ		

## **End of Packet**