

Jefferson County
Board of Commissioners
Agenda Request

To: Board of Commissioners
Mark McCauley, County Administrator

From: Monte Reinders, Public Works Director/County Engineer 

Agenda Date: February, 18, 2025

Subject: Solid Waste Advisory Committee (SWAC) By-laws Update

Statement of Issue:

The Jefferson County SWAC recently approved revising the Regular Meeting Schedule in its By-laws. The SWAC By-laws require the Board of County Commissioners' approval for the revision to take effect.

Analysis/Strategic Goals/Pro's & Con's:

At the January 23, 2025 Regular Meeting, all SWAC members in attendance approved a recommendation that SWAC Regular Meetings be held quarterly on the fourth Thursday of January, April, July, and October, instead of six times per year. It was also agreed to increase the meeting time from 90 minutes to 120 minutes.

This recommendation was made in order to facilitate the Solid Waste Management Plan update process scheduled to begin in April, 2025 and lead by staff without the assistance of a consultant. This change will provide staff with the time needed for developing meeting materials and the SWAC with the time needed for material review in between meetings.

Fiscal Impact/Cost Benefit Analysis:

None

Recommendation:

Approve the attached SWAC By-Laws.

Department Contact: Al Cairns X213

Reviewed By:


Mark McCauley, County Administrator


Date

2025

Jefferson County Solid Waste Advisory Committee By-Laws



Jefferson County
Solid Waste Advisory
Committee

*Approved by
Board of County Commissioners*

February 18, 2025

Jefferson County Solid Waste Advisory Committee By-Laws

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Jefferson County Solid Waste Advisory Committee By-Laws

1 AUTHORITY

The Jefferson County Solid Waste Advisory Committee (SWAC) was established on June 9, 1986 by Jefferson County Resolution 46-86. RCW [70A.205.110](#) requires that each county shall establish a local solid waste advisory committee to assist in the development of programs and policies concerning solid waste handling and disposal and to review and comment upon proposed rules, policies, or ordinances prior to their adoption.

2 ROLE OF THE PUBLIC WORKS DEPARTMENT

The Public Works Department (Department) assists the SWAC in its duties through development of agendas, briefings on issues, transmittal of written communication, meeting logistics, and in maintenance of the records of SWAC actions. Records shall be maintained by the Department pursuant to a retention schedule approved by the Jefferson County Records and the State Archivist.

The Department Director, or designee, assigns an individual to serve as the primary staff contact for the SWAC. The primary staff contact for the SWAC shall be called the SWAC Coordinator.

Subject to staffing and budget constraints, the Department may make available additional staff to assist in staffing sub-committees.

Staff shall meet annually with the Chair and Vice-Chair to review staffing and budget constraints.

3 DUTIES OF THE SWAC

Resolution No. [46-86](#) states that the objectives of the SWAC shall be to assist in the development of programs and policies concerning solid waste handling and disposal, and to review and comment upon proposed rules, policies or ordinances prior to their adoption by the Jefferson County Board of Commissioners (Board).

RCW [70A.205.110](#) prohibits Jefferson County from applying funds the state and local improvements revolving account, Waste Disposal Facilities, 1980, under RCW [43.83.350](#), for the preparation, update, or major amendment of a comprehensive solid waste management plan (CSWMP) unless the plan or revision has been prepared with the active assistance and participation of a local solid waste advisory committee.

The SWAC actively participates in the review, revision or amendment of a CSWMP and a hazardous waste management plan (HWMP). As requested by the Solid Waste Coordinator, the SWAC may engage in the following, less formal, advisory roles, including but not limited to: (a) Holding community conversation meetings to solicit community input on solid waste topics; and, (b) Acting as a sounding board, to research and discuss solid waste topics.

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The SWAC is an advisory body only that makes recommendations to the Board on matters it is required to consider prior to adoption by the Board. Before taking final action on a matter on which the SWAC has made a recommendation, the Board shall take final action after considering the SWAC's recommendations and other available information.

4 COMPOSITION OF THE SWAC

Under RCW [70A.205.110](#), the SWAC is an ongoing committee that shall consist of a minimum of nine members that shall represent a balance of interests including, but not limited to, citizens, public interest groups, business, the waste management industry, and local elected public officials.

5 APPOINTMENT AND TERM OF MEMBERS OF THE SWAC

Under Resolution No. [46-86](#), members are appointed to SWAC by the Board and shall serve for a term not to exceed two years.

6 NO COMPENSATION FOR MEMBERS OF THE SWAC

Members of the SWAC shall serve without compensation.

7 SWAC OFFICERS, THEIR DUTIES, AND THEIR TERM OF OFFICE

There shall be a Chair and Vice Chair. Officers shall be elected by the SWAC sitting in regular, open, public meetings.

The Chair shall preside over the SWAC meetings and coordinate development of the agenda with staff representatives of the Solid Waste Division of the Jefferson County Public Works Department. The Chair shall sign all correspondence originated by the SWAC.

The Vice Chair shall preside over the SWAC meetings in the absence of the Chair.

Officers of the SWAC shall serve for one year from the date of election. No officer shall serve for more than two consecutive terms.

8 PROCEDURE FOR REMOVAL OF SWAC OFFICERS

The SWAC may remove any officer whom they elect by the following procedure: Any member of the SWAC may offer a motion for removal at a meeting. If the motion is seconded, it shall be considered and voted on at the next regular meeting of the SWAC. Approval of a motion to remove shall require a two-thirds majority of the members present and voting.

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9 SUBCOMMITTEES OF THE SWAC

The Chair may appoint such standing and ad hoc sub-committees as may be considered useful and appropriate to investigate any matter of interest to the SWAC.

At the Chair's discretion, or by a majority vote of the SWAC voting members, an item may be transmitted to a subcommittee for review and comment. The Chair shall establish a deadline for subcommittee review, provide members with direction or any specific review questions, and schedule regular updates from the subcommittee, as necessary. If the subcommittee fails to meet the review deadline, the SWAC shall proceed to take action without subcommittee or Advisory Group comment.

No sub-committee shall contain more than four SWAC members. A quorum of the subcommittee members is not required for a sub-committee meeting. No SWAC member who is not a member of a sub-committee may attend a sub-committee meeting; otherwise, all OPMA requirements would apply to the sub-committee meeting. If more than four SWAC members are present at a sub-committee meeting, the sub-committee meeting shall be adjourned immediately.

Sub-committees may meet informally, without minutes; however, the Sub-committee shall keep the SWAC Chair informed, and report to the full SWAC at each SWAC meeting which occurs while the sub-committee exists.

10 SWAC MEMBER ROLES AND RESPONSIBILITIES

SWAC members shall:

- Act as a participant, reviewer, and advisor regarding the SWAC's solid waste strategic planning.
- Actively participate in the SWAC discussions and official SWAC comments (*see Section 15*).
- Keep the SWAC discussions and activities focused on services, projects, policies, programs, and communications specific or relevant to the SWAC's duties (*see Section 3*).
- Attend regular and special meetings of the SWAC.
- Read background material, review agenda and notes for each meeting of the SWAC, and prepare questions and comments in advance or response of the meeting as needed.
- Share appropriate information about the Solid Waste Division's services, projects, policies, and programs with their communities.

11 REGULAR MEETING SCHEDULE

Regular Meetings are held in the Jefferson County Public Works Office at 3 p.m. on the fourth Thursday of January, April, July, and October. All regular and special meetings are open to the public as required by Chapter [42.30](#) RCW, the Open Public Meetings Act (OPMA).

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12 QUORUM REQUIREMENT

A quorum is required to be present before an official, regular or special meeting of the SWAC can take place. A simple majority of the members of the SWAC shall constitute a quorum.

13 VOTING

Each member shall be allowed one vote on items considered by the SWAC.

Proxy votes are not permitted.

14 CONFLICT OF INTEREST/APPEARANCE OF FAIRNESS FOR MEMBERS OF THE SWAC

Members of the SWAC shall not be disqualified from participating in any meetings, or in the preparation of any reports, recommendations or correspondence of the SWAC based on any potential or actual conflict of interest. A SWAC member is not prohibited from using their general expertise to educate the SWAC or provide general information to the SWAC on a decision item.

However, members of the SWAC shall disclose personal or business interests to the committee that might tend to prejudice the member's participation in any meetings, reports, recommendations and correspondence of the SWAC. Members of the SWAC shall abstain from voting on any decisions of the SWAC that directly or indirectly benefits them.

15 REPORTS, RECOMMENDATIONS AND CORRESPONDENCE FROM THE SWAC

Reports, recommendations and correspondence from the SWAC shall be made by consensus, if possible, and will seek opportunities to develop group solutions and resolve conflicts. To reach a consensus decision, SWAC members will make proposals, hold additional discussion, and then the Chair will call for the consensus decision on the proposal.

If consensus is not possible, then reports, recommendations and correspondence shall be submitted to the Board on behalf of a majority of the members over the signature of the Chair. Minority reports, if any, shall be attached to, and forwarded with such reports, recommendations or correspondence without comment by the Chair.

Concerning items of less formal advice: after discussion in one or more meetings, the SWAC shall adopt, by consensus, a written report on the SWAC's findings.

16 COMPLIANCE WITH THE OPEN PUBLIC MEETING ACT IS REQUIRED

Because the Board is required to consider SWAC recommendations before taking final action, all meetings of the SWAC are subject to and shall conform with the provisions of the OPMA.

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17 NOTICE OF EACH MEETING OF THE SWAC

A meeting of the SWAC will be either a regular meeting pursuant to the regular meeting schedule in Section 11 or a special meeting.

A meeting of the SWAC that is not conducted in the place or the time posted in the regular meeting schedule is a special meeting. Special meetings shall comply with the special meeting notice requirements in OPMA, RCW [42.30.080](#).

For special meetings, RCW [42.30.080](#) requires at least 24-hour notice that specifies the time and place of the special meeting and the business to be transacted. Notice for a special meeting must be: (a) Posted on an agency's website; (b) Prominently displayed at the main entrance of the agency's principal location and the meeting site if it is not held at the agency's principal location; and, (c) Delivered to each local newspaper of general circulation and local radio or television station that has on file with the Board a written request to be notified of such special meeting or of all special meetings.

18 AGENDA FOR EACH MEETING OF THE SWAC

The Chair shall place the item on an upcoming agenda or may set a date for the SWAC to solicit comment from the community.

The SWAC shall make the agenda of each regular meeting of the governing body available online no later than twenty-four hours in advance of the published start time of the meeting.

SWAC members wishing to review issues not requested by the SWAC Coordinator shall consult with the Chair to have the item placed on a future agenda.

19 ABSENCES

Members will notify the Chair and the SWAC Coordinator if the member is unable to attend a SWAC regular meeting. The Chair, with assistance the SWAC Coordinator, shall document the excuse provided for the absences in question. If no excuse is giving for a particular absence, it shall be considered unexcused.

At the start of each meeting, the Chair will ask Staff to call the roll of SWAC members. For any member absent, the Chair shall announce whether the member's absence is excused or unexcused. Staff will record the roll call, and notify the Chair if a quorum is present.

Staff will maintain an ongoing attendance record for all SWAC members and provide this record to all SWAC members, in writing, at least quarterly.

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A SWAC member who accrues three (3) consecutive, unexcused absences from regular meetings may be recommended to the Board for removal from the SWAC by the Chair with the concurrence of a majority of the members.

20 CONDUCT OF EACH MEETING OF THE SWAC

- a. All meetings of the SWAC shall comply fully with OPMA, including but not limited to: (a) The limitation on taking action on items not listed on the published agenda; and, (b) OPMA's public comment requirements.
- b. Roberts Rules of Order shall apply for the conduct of the SWAC meetings, except where they conflict with these By-laws in which case these By-laws control.
- c. Members and visitors at the meetings will treat each other with respect, will not monopolize meeting time, and will listen to and try to understand each other's views.
- d. The meeting agenda shall be constituted as follows:
 - i. Call to Order and Roll Call
 - ii. Public Comment
 - iii. Approval/Correction of Minutes from Previous Meeting
 - iv. Committee Reports
 - v. Staff Reports
 - vi. Old Business
 - vii. New Business
- e. Committee and Staff reports may be held in abeyance if they relate to old or new business items.
- f. No new agenda item(s) will be taken up after commencement of the meeting.

21 RECORD OF MEETINGS OF THE SWAC

Regular and special meetings of the SWAC shall be electronically recorded by audio or video, and the recording shall be made available online for a minimum of six months.

22 MINUTES OF MEETINGS OF THE SWAC

The minutes of all regular and special meetings of the SWAC, except executive sessions, shall be promptly recorded and such records shall be open to public inspection. Department staff shall prepare minutes which shall be considered, revised (if necessary), and adopted by the SWAC at its next regular meeting.

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23 AMENDMENT OF THESE BY-LAWS

These By-laws may be amended by the SWAC by majority vote of the members, provided the Board approves the minutes by a majority vote.

24 SAVINGS CLAUSE

Should any portion of these By-laws be declared unconstitutional or otherwise contrary to law, such decision shall not affect the validity of the remaining portion of these By-laws.

25 EFFECTIVE DATE

These Bylaws are effective upon immediately after approval by the Board.

ADOPTED THIS 4 DAY OF February, 2025.

SOLID WASTE ADVISORY COMMITTEE



Tracy Grisman, Chair

ADOPTED THIS _____ DAY OF _____, 2025.

JEFFERSON COUNTY BOARD OF COMMISSIONERS

Heidi Eisenhour, Chair

Heather Dudley-Nollette, Member

Greg Brotherton, Member