



# STARK-TUSCARAWAS-WAYNE JOINT SOLID WASTE MANAGEMENT DISTRICT

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David Held                      Erica Wright  
*Executive Director*              *Finance Director*

## POLICY COMMITTEE MEETING MINUTES

Friday, September 16, 2016 @ 9:30am

### **1. Roll Call**

Chairperson Creighton called the meeting to order at 9:37am with the following present:

#### ➤ **Policy Committee Members:**

Matt Bender, Tuscarawas County Commercial, Industrial or Institutional Representative  
Elaine Campbell, Stark County Commercial, Industrial or Institutional Representative  
Michael Chek, Tuscarawas County Health Department Representative  
Mark Cozy, Stark County Public Representative  
Janet Weir Creighton, Chairperson, Stark County Commissioner  
Joel Day, City of New Philadelphia Representative  
Belle Everett, Tuscarawas County Commissioner  
Lee Finley, Tuscarawas County Public Representative – No Conflict  
Brian Gentry, Wayne County Public Representative  
Bob Holland, Wayne County Public Representative – No Conflict  
Kirk Norris, Stark County Health Department Representative  
City of Wooster Representative  
Matt Ritterbeck, Tuscarawas County Township Representative  
Carl Rose, Stark County Public Representative – No Conflict

#### ➤ **Staff Members**

Executive Director David Held  
Finance Director Erica Wright  
Board Secretary Rachel Rothacher  
Recycling Coordinator Brett Pendleton

#### ➤ **Absent:**

Bill Bartos, City of Canton Representative  
Doug Baum, Stark County Township Representative  
David Bennett, Tuscarawas County Public Representative  
Nicholas Cascarelli, Wayne County Health Department Representative  
Bill Cletzer Wayne County Township Representative  
Scott Wiggam, Wayne County Commissioner  
Deb Wilcox, Wayne County Commercial, Industrial or Institutional Representative

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### BOARD of DIRECTORS

<i>Stark</i>	<i>Tuscarawas</i>	<i>Wayne</i>
David Bridenstine	Chris Abbuhl	Ann Obrecht
Janet Weir Creighton	Belle Everett	Sue Smail
Richard Regula	Kerry Metzger	Scott Wiggam

**2. Approve September 16, 2016 Policy Committee Meeting Agenda**

- ❖ **Resolution PCM-2016-7:** *Member Cozy moved and Member Everett seconded a motion to approve the September 16, 2016, Policy Committee meeting agenda. The motion passed unanimously.*

**3. Approve January 15, 2016 Policy Committee Meeting Minutes**

- ❖ **Resolution PCM-2016-8:** *Member Rose moved and Member Norris seconded a motion to approve the January 15, 2016 Policy Committee meeting minutes. The motion passed unanimously.*

**4. Introduction of Policy Committee Members**

**5. Presentation by Jim Skora, GT Environmental Inc.**

- STW, Policy Committee, Board of Directors, and Ohio Environmental Protection Agency relationship
  - Ohio Environmental Protection Agency guides the process of the Plan Update and regulates.
  - The Materials Management Advisory Council develops the state solid waste district plan.
  - The Policy Committee develops the District Plan. The regulatory compliance issues that must be met in our plan all fall under the state's plan.
  - The Board of Directors comprises the three commissioners from each of the District's counties. They are responsible for implementing the Plan once approved.
  - The 108 political subdivisions of the District's three counties must ratify the plan (60% ratification needed for Plan approval). This is the built-in check and balance.
  - The District has a relatively small staff that runs the-day-to-day operations, so it contracts out work like the writing of the Plan to GT Environmental.
- Policy Committee Responsibilities
  - Prepares the solid waste management plan of the District
  - Select a chairperson and vice chairperson from its members
  - Retains consultants to assist it with preparation of the plan
  - May establish a technical advisory committee
  - Creates disposal and generation fees (The District is currently at the lowest tier of tipping fees allowable: \$1/in-District ton of waste, \$2/out-of-District ton of waste, and \$1/out-of-state ton of waste. Maximum tipping fee tier is \$2-\$4-\$2.)
  - Abolishes District disposal and generation fees if ever needed
  - The Policy Committee does not manage the District.
  - The Policy Committee does not have fiduciary responsibilities for the District though the overall budget is set forth in the Plan.
  - The Policy Committee is responsible for annually reviewing the solid waste plan implementation and reporting to the District's Board of Directors (9 County Commissioners).
  - The County Commissioners are charged with implementing the solid waste plan, paying bills, signing contracts, determining material change, designating facilities, adopting rules, establishing rates and charges, and managing the District Executive Director.

## September 16, 2016 Policy Committee Meeting Minutes cont.

- Drafts plan per prescribed format (currently version 4.0) to meet the following state goals:
    - a) Goal # 1 –Recycling Infrastructure
    - b) Goal # 2 -Waste Reduction and Recycling Rates
    - c) Goal # 3 –Outreach and Education –Minimum Programs
    - d) Goal # 4 –Outreach and Education Plan
    - e) Goal # 5 -Restricted Wastes, Household Hazardous Waste and Electronics
    - f) Goal # 6 -Economic Incentives
    - g) Goal # 7 –Measuring Greenhouse Gas Reduction
    - h) Goal # 8 -Market Development Strategy
    - i) Goal # 9 -Reporting
  - Sends draft plan to Ohio EPA for a written non-binding advisory opinion
  - Revises plan based on non-binding advisory opinion.
  - Conducts 30-day comment period
  - Conducts public hearing within 15 days of comment period
  - Modifies plan based on public comments
  - Formerly adopts draft plan
  - Within 30 days after adoption of the plan, begins ratification process
  - Plan is ratified if the county commissioners approve plan in each county, the largest city (Canton, New Philadelphia, Wooster) approves the plan in each county and the communities representing 60% of the population of the District approve the plan. **Last plan approval was 87%.** (The District ultimately had 100% ratification, but some communities just didn't respond by deadline because of timing of meetings, etc. There were no objections.)
  - Upon ratification of the draft plan, the Policy Committee shall submit it to OEPA for their final approval.
  - If the plan is disapproved, the Policy Committee must submit a revised Plan within 90 days. The Policy Committee may request a one-time additional sixty days' extension.
- State Solid Waste Plan Overview
- Version 4.0 Format Overview
    - a) 6 Chapters –written for public audience (more summative and less detail oriented, so these are written last)
    - b) 17 Appendices –written for Ohio EPA (all the details are found here so this is done first)
    - c) Work Book –spreadsheet of all data for plan
    - d) 23 deliverable documents (as compared to 9 in previous format 3.0)
  - Version 4.0 Format - Appendices
    - a) Appendix A –Reference year, planning period, goal statement, material change in circumstance
    - b) Appendix B –Recycling infrastructure inventory
    - c) Appendix C –Population data and projections
    - d) Appendix D –Disposal data and projections
    - e) Appendix E –Residential/commercial reduction and recycling data and projections
    - f) Appendix F –Industrial reduction and recycling data and projections
    - g) Appendix G –Waste generation and projections
    - h) Appendix H –Existing program and infrastructure analysis (In old Plan format version, District would identify strengths and weaknesses of the programs; in version 4.0, 13 separate analyses of the District are done in this appendix. GT Environmental will conduct the analyses and will share the results with the Policy Committee.)

**September 16, 2016 Policy Committee Meeting Minutes cont.**

- i. Residential sector analysis
  - ii. Commercial sector analysis
  - iii. Industrial sector analysis
  - iv. Waste composition analysis
  - v. Economic incentive analysis
  - vi. Restricted and difficult to manage waste analysis
  - vii. Diversion analysis
  - viii. Special program needs analysis
  - ix. Regional analysis
  - x. Population analysis
  - xi. Data collection analysis
  - xii. Processing capacity analysis
- i) Appendix I –Conclusions, priorities and programs (The state wants the District to identify the issues with the programs or new programs even if they are out of reach and then prioritize which they think can be done. The Policy Committee may help guide the priorities.)
  - j) Appendix J –Goal # 1 demonstration
  - k) Appendix K –Goal # 2 demonstration
  - l) Appendix L –Education program demonstration
  - m) Appendix M –Capacity demonstrations
  - n) Appendix N –Greenhouse gas emissions reduction (GT will use the US EPA’s WARM model (Waste Reduction Model), where tonnages of diversion are plugged in and it produces several environmental benefits.)
  - o) Appendix O –Financial data
  - p) Appendix P –Ratification Results
  - q) Appendix Q -District rules
- Chapter I – Introduction
    - a) Introduction
    - b) District Overview
    - c) Waste Reduction and Recycling Goals
  - Chapter II – District Profile
    - a) Profile of Political Subdivisions
    - b) Population
    - c) Profile of Waste Management Infrastructure
    - d) Profile of Commercial and Institutional Sector
    - e) Profile of Industrial Sector
    - f) Other Characteristics
  - Chapter III – Waste Generation (This can be affected by many factors-economic recessions etc.)
    - a) Solid Waste Generation in Reference Year
    - b) Historical Waste Generated
    - c) Waste Generation Projections
  - Chapter IV – Waste Management
    - a) Waste Management Overview
    - b) Profile of Waste Management Infrastructure
    - c) Solid Waste Facilities Used in Reference Year
    - d) Use of Solid Waste Facilities During Planning Period
    - e) Designation

## September 16, 2016 Policy Committee Meeting Minutes cont.

- Chapter V – Waste Reduction and Recycling
  - a) Program Evaluations and Priorities
  - b) Program Descriptions
  - c) Waste Reduction and Recycling Rates
- Chapter VI – Budget
  - a) Overview of District Budget
  - b) Revenue
  - c) Expenses
  - d) Budget Summary
  - e) Alternative Budget
  - f) Major Facility Project
- Key Issues for New Plan
  - Appendix H Program Evaluations
  - Yard Waste Drop-off Program
  - Curbside Recycling Program in Villages and Townships
  - Household Hazardous Waste
  - Tipping Fee Increase
    - a) HHW isn't regulated the way industrial hazardous waste is. Residents are permitted to just throw away this waste.
    - b) Turnout for the past HHW collection program was high but the program cost \$1 million.
    - c) Yard waste collection program is also an expensive but popular program that is not required by the state. Stark County program saw a reduction in sites from 15 to 10.
    - d) Policy Committee could consider increasing tipping fees to ensure funding is available for these programs. Otherwise, subdivisions may have to ask residents to fund programs through levies or eliminate them.
    - e) In-District and Out-of-State tipping fees must match due to interstate commerce laws
    - f) Policy Committee could also explore the option of designation, which is allowable under the current Plan but hasn't been done. This means that any waste produced in-District would have to go to designated facilities (this process is outlined in the Ohio Revised Code). The District would form contractual agreements with landfills to accept the in-District waste and at the same time charge more for the out-of-state waste.
    - g) Out-of-state waste volume is very low in our District.
    - h) The District will provide the Policy Committee a summary of what the other Districts in the state are charging for tipping, generation, and contract fees at the next meeting.
- New Solid Waste Plan Schedule
  - OEPA Published Start Date: 9/24/2016
  - Draft Due: 12/24/2017
  - Final Draft Due to OEPA: 3/26/2019
  - Final Approval by OEPA: 6/24/2019 (This date cannot be exceeded.)
  - Complete schedule includes projections of when GT Environmental will be meeting with the Policy Committee as well as meeting with District staff. The dates could change.

**September 16, 2016 Policy Committee Meeting Minutes cont.**

- Second part of the schedule is the public process (public comment, hearing, revision of Plan based on comments) and ratification, so there is less involvement of the Policy Committee.
  - Schedule includes projections for when ratification might be done but this will likely change.
  - If GT Environmental gets ahead of the schedule, they will create slack in the second part of the schedule in case of any hiccups.
  - Some of the documents are only a few pages long and others could be as many as fifty. All will be included in the Plan package.
- Next Steps
- Next Policy Committee Meeting Date for Plan (January 20, 2017)
  - Appendices A-G
  - Appendix H and I

**6. Other Business**

**7. Adjournment**

- ❖ **Resolution PCM-2016-9**: *Member Cozy moved and Member Gentry seconded a motion to adjourn the meeting at 10:35am. The motion passed unanimously.*



1-20-17

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Rachel Rothacher, Administrative Director

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Date