

**Integrated Solid Waste System Strategic Plan  
Development of Montgomery County's Solid Waste  
Task Force**

**MEETING MINUTES  
June 5, 2018**

**ATTENDANCE**

**TASK FORCE (TF) MEMBERS**

Caroline Taylor  
Chaz Miller  
Ken Lavish  
Lauren Greenberger  
Peter Ettinger  
Robin Wiener  
Sara Bixby  
Ex-officio: Keith Levchenko, County Council Staff

**COUNTY STAFF - DSWS**

Joy Nurmi, Special Assistant to the County Executive  
Patty Bubar, Acting Director DEP  
Willie Wainer, Division Chief DSWS  
Marilu Enciso, Senior Planning Specialist DSWS  
Robin Ennis, Chief, Solid Waste Collection DSWS  
Eileen Kao, Chief Waste Reduction and Recycling DSWS  
Cat Lee IT Specialist, Web and Social Media DSWS  
Anthony Skinner, Business Unit DSWS

**GUESTS**

Bruce Howie, Project Principal HDR  
Christine Roarke, Project Manager HDR  
Chris Skaggs, Executive Director, Northeast Maryland Waste Disposal Authority  
Mike Ewall, Energy Justice Network  
Susan Eisendrath, Food Council Environmental Impact Working Group, Sierra Club  
Debbie Spielberg, Council member Marc Elrich

The kickoff meeting of the Strategic Plan Task Force was called to order by Willie Wainer, Division Chief Chair at 5:05 PM on June 5, 2018 in the 6th Floor Conference Room at the Executive Office Building (EOB).

## **AGENDA**

- ▶ INTRODUCTIONS
- ▶ DISCUSSION OF TASK FORCE’S PURPOSE AND LOGISTICS
- ▶ PRESENTATION OF DEVELOPMENT OF THE SOLID WASTE MASTER PLAN
- ▶ NEXT STEPS
- ▶ OPEN DISCUSSION

## **INTRODUCTIONS**

Task Force members, County Staff and other guests

## **DISCUSSION OF TASK FORCE PURPOSE AND LOGISTICS**

Purpose: To provide advice and guidance to the Division of Solid Waste Services (DSWS) during the development of the Solid Waste Master Plan

Communications:

The Task Force will interact with the Chief of the DSWS.

HDR will develop and maintain a webpage to be hosted on DEP’s website to provide information to the Task Force and the public on the Master Plan development.

The development of the Master Plan includes monthly updates, as well as monthly deliverables.

Duration: June 2018 - August 2019 (tentative)

Considerations:

- Everyone’s perspective is valuable, and everyone’s input is important
- Consider all relevant information
- Strive for consensus
- If there is no consensus, find the best alternative – one that most everyone can live with
- Ultimately, it is the responsibility of the County to recommend strategies that balance all interests to bring about the greatest good for all
- It is expected that the Task Force will select a Chairperson to communicate Task Force decisions and input to DEP as related to the Master Plan
- The County respectfully requests that the Task Force respond with a set of consolidated comments within seven (7) days after the receipt of the deliverables

## **MASTER PLAN – PRESENTATION BY HDR**

- ▶ **HDR Project Team members**
  - MSW Consulting
  - Coker Composting and Consulting
  - Kasa Consulting

► **Solid Waste Master Plan - Objectives**

- Develop a clear and realistic future vision of Montgomery County’s solid waste and recycling program and operations with the goal of maximizing waste reduction, reuse/repair, recycling, and sustainable management of materials
- Develop actionable strategies (with projected costs, timelines, and outcomes) to achieve this goal
- Identify impacts on existing solid waste management programs, facilities and operations, including new investments, initiatives, changes in methods of operations, and retiring or replacement of existing facilities

► **Solid Waste Master Plan: Deliverables & Schedule**

- Task 1. Current state assessment
- Task 2. Benchmarking & best practices
- Task 3. Stakeholder, citizen and expert engagement plan (SEP)\*
- Task 4. Website content and branding
- Task 5. Improvements to current diversion / recycling systems
- Task 6. Summarize info and findings of previous tasks
- Task 7. Draft Master Plan for public review
- Task 8. Review of existing processing facilities
- Task 9. Options for collection and disposal of "What is left"
- Task 10. Prepare Master Plan
- Task 11. Presentation of the Plan

**Duration: 15 months approximately**

Task Force to provide advice and guidance on Tasks 2, 3, 4, 5, 7, 9 and 10

**NEXT STEPS FOR THE TASK FORCE**

► **Task 2.** Benchmarking and best practices

- ❖ Review the list of jurisdictions pre-selected as a comparative sample group

► **Task 3.** Stakeholder, Resident and Expert Engagement Plan

- ❖ Provide names of stakeholders that should be part of the strategic planning process

► **Task 4.** Website content and branding

- ❖ Provide input on logo/branding and website content

## **OPEN DISCUSSION (including public comments)**

- Document Sharing - Establish a way to share documents (i.e. GoogleDocs) among county staff and Task Force members. HDR will look into a file sharing site for TF members and Project Team staff. DSWS will create site in the DSWS web to inform stakeholders about the development of the Master Plan.
- TF Meeting format – Members inquired about the possibility of meetings to discuss major deliverables in order to meet the requested 7 day turnaround time for feedback on deliverables. DSWS to consider this as part of the Stakeholder Engagement Plan.
- Introduction to Montgomery County Waste Management – Discussion of providing a webinar to introduce TF members to Montgomery County Waste-related programs and services. DSWS to investigate when/how this can be done.
- TF Meeting Dates and Deliverables – HDR and Montgomery County will develop a high level schedule to indicate when meetings may occur and feedback on deliverables would be required.
- Meeting Rules - DSWS to provide the public meeting rules that the TF members should follow. The TF meeting dates must be published in the County's web site dedicated to Strategic Plan.
- Meeting attendance - Conflicts with vacation schedules during the summer months are most likely to happen. Members may attend via teleconference using a conference call number to be provided by the County or HDR.
- TF Mandate - Discussion about the Zero Waste and the Press Release issued by Montgomery County on April 5, 2018. It was explained by County staff that the County Executive clarified the scope of work of the TF in a memo sent on May 30, 2018 to the Council President. The Master Plan will look into what is realistic and achievable and that the TF would be providing guidance.
- Study objectives – Discussion of options to be examined including the benefits of upstream programs, the effects of establishing procurement procedures to reduce the solid waste stream and promote the use of reusable materials and compost, and community composting (including DC community composting programs) and backyard composting, among others.
- Discussion of the definition of Zero Waste and how it fits into this Master Plan.
- Stakeholder list – HDR and the County will prepare an initial list of stakeholders for review by the TF for suggestions on additional stakeholders.
- Discussion of documents that would be helpful for TF members to review and which could be put on the file sharing site, including, a list of links to planning documents, budgets, scope documents etc.
- The TF could benefit of reading the Council packet prepared by DEP and County Council Staff for the FY19 DEP-Solid Waste budget presented to the T&E Committee on April 23, 2018. This information may be helpful background information for Committee members
- Election of a Chairperson - The TF members elected Chaz Miller as the Chairperson

## **ADJOURNMENT**

Meeting was adjourned at approximately 7:05 p.m. The TF Chairperson will organize the next meeting.

## **ACRONYMS**

CC County Council  
CE County Executive  
DEP Department of Environmental Protection  
DSWS Division of Solid Waste Services  
FY Fiscal Year  
ERP Enterprise Resource Planning  
EOB Executive Office Building  
T&E Transportation and Environment Committee  
HDR Engineering, Inc.  
TF Integrated Waste System Strategic Plan Task Force