

**BOCC Minutes-05/17/21**

**084349 THE BOARD OF WHITMAN COUNTY COMMISSIONERS** met in their Chambers in the Whitman County Courthouse, Colfax, Washington for **Monday, 17, 2021 at 9:00 a.m.** Arthur D Swannack, Chairman, Michael Largent (remotely) and Tom Handy (remotely) Commissioners, Maribeth Becker, CMC, Clerk of the Board (remotely) and Corey Mitzimberg, Deputy Clerk of the Board attended.

**9:00 a.m. - Call to Order/Board Business/BOCC Workshop.**

Remote Attendance:

Staff: Abigail Dallas, Bailey Wiedmer, Bill Tensfeld, Brandy Brown, Brandy Dean, Chris Nelson, Cynthia Hayward, Fletcher Aukerman, Grace DiBiase, Jessica Jensema, Kelli Campbell, Lance Bishop, Mark Storey, Sandy Jamison, Sharron Cunningham and Wraylee Flodin.

Guests: Mary Collins and Andrew Wolfe, Jacob Jones, WC Gazette/phone 397-4333.

**084350-084350A 1.** The following items were discussed but no action was taken.

- Kamiache Creek Flooding in Ewan
- Masking Rules
- Malden Clean-up
- Candidate Fillings
- Building Inspector Advertising
- Property Tax Postcards
- McKinstry Update
- ARPA Update

**9:50 a.m. - Recess.**

**10:15 a.m. - Reconvene/Board Business Continued/Flag Salute**

Staff: Bailey Wiedmer, Brandy Brown, Fletcher Aukerman, Jessica Jensema, Kelli Campbell, Lance Bishop and Sharron Cunningham.

Guests: Mary Collins, Lydia Fletcher and WC Gazette/phone 397-4333.

**D084350B 2. Pledge of Allegiance.**

**Consent Agenda:**

**084351 3.** Commissioner Largent **moved** Commissioner Handy **seconded** the motion and **carried** to accept the consent agenda as presented.

**084352 4.** Treasurer's Wire Transfers and Check Report in the amount of **\$0.00** and General Claims/Veterans' Relief warrants numbered **354732-354791** for **\$200,094.40** approved.

**084353 5.** May 3, 2021 minutes approved.

**084354-084360 6.** Personnel change orders approved.

**084361 7.** Commissioner Largent **moved** Commissioner Handy **seconded** the motion and **carried** to sign a resolution revising Commissioners' meeting schedule.

**RESOLUTION NO. 084361  
BEFORE THE BOARD OF WHITMAN COUNTY COMMISSIONERS**

WHEREAS, the Whitman County Commissioners met in regular session on May 17, 2021; and,

WHEREAS, it is deemed necessary to revise the Commissioners regular session meeting schedule; and,

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WHEREAS, there will be no interruptions or changes to the county's financial matters, including claims or payroll, because of this action.

WHEREAS, all persons desiring to introduce an item for the Commissioners discussion, consideration or action must first submit the issue to the Clerk of the Board no later than 12:00 p.m. on Wednesday preceding the meeting by using an *Agenda Meeting Request* form; and,

NOW THEREFORE, IT IS HEREBY RESOLVED by the Whitman County Commissioners that the Board will assemble in regular session as follows, unless otherwise noted:

- The first Monday of each month from 9:00 a.m. to 5:00 p.m. and continued to the 2<sup>nd</sup> Monday of the month beginning at 9:00 a.m. for approval of claims, payroll and personnel change orders followed by a workshop.
- The third Monday of each month from 9:00 a.m. to 5:00 p.m. and continued to the 4<sup>th</sup> Monday of the month for approval of claims, payroll and personnel change orders followed by a workshop.
- The fifth Monday of each month from 9:00 a.m. to 5:00 p.m.
- Meetings will take place on Tuesday if Monday is a holiday unless otherwise noted.

Dated this 17<sup>th</sup> day of May 2021 and effective as of this date.

BOARD OF COUNTY COMMISSIONERS  
OF WHITMAN COUNTY, WASHINGTON

\_\_\_\_\_  
Arthur D Swannack, Chairman

ATTEST:

\_\_\_\_\_  
Tom Handy, Commissioner

\_\_\_\_\_  
Maribeth Becker, CMC  
Clerk of the Board

\_\_\_\_\_  
Michael Largent, Commissioner

**084362**        **8.**        Commissioner Largent **moved** Commissioner Handy **seconded** the motion and **carried** to sign a resolution to establish a new Restricted Revenue Fund for ARPA, 146.012.000.

**RESOLUTION NO. 084362**

**OF**

**THE BOARD OF WHITMAN COUNTY COMMISSIONERS  
FOR WHITMAN COUNTY, STATE OF WASHINGTON**

WHEREAS, the Board of County Commissioners for Whitman County, State of Washington, met in regular session on Monday, May 17, 2021; and

WHEREAS, the Board of County Commissioners for Whitman County, State of Washington recognizes the need for a restricted special revenue fund to account for the American Rescue Plan Act, enacted on March 11, 2021; and

WHEREAS, the Board of County Commissioners believe that a separate fund is the proper procedure to account for these revenues and expenditures; and

WHEREAS, interest earned, if allowable, will remain in the fund.

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NOW, THEREFORE, IT HEREBY RESOLVED that a Restricted Special Revenue Fund numbered 146.012.000 be hereby created.

PASSED, APPROVED AND ADOPTED this 17th day of May, 2020.

BOARD OF COUNTY COMMISSIONERS  
OF WHITMAN COUNTY, WASHINGTON

\_\_\_\_\_  
Arthur D Swannack, Chairman

\_\_\_\_\_  
Tom Handy, Commissioner

\_\_\_\_\_  
Michael Largent, Commissioner

ATTEST:

\_\_\_\_\_  
Maribeth Becker, CMC  
Clerk of the Board

**084363**      **9.**      Commissioner Largent **moved** Commissioner Handy **seconded** the motion and **carried** to sign a resolution creating an Asset Acquisition Fund, 300.010.001.

**RESOLUTION NO. 084363**  
**OF**  
**THE BOARD OF COUNTY COMMISSIONERS**  
**FOR WHITMAN COUNTY, STATE OF WASHINGTON**

**WHEREAS**, the Board of County Commissioners for Whitman County met in regular session on Monday May 17, 2021; and,

**WHEREAS**, the Whitman County Commissioners recognize the need to reinstate Capital Projects fund 300.010.001 for asset acquisitions that was previously closed by Resolution #078274 on December 31, 2016.

**NOW, THEREFORE, BE IT HEREBY RESOLVED** by the Whitman County Commissioners that fund 300.010.001 is again available for use.

**PASSED, APPROVED, AND ADOPTED** this 17<sup>th</sup> day of May, 2021.

BOARD OF COUNTY COMMISSIONERS  
OF WHITMAN COUNTY, WASHINGTON

\_\_\_\_\_  
Arthur D Swannack, Chairman

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Tom Handy, Commissioner

\_\_\_\_\_  
Michael Largent, Commissioner

ATTEST:

\_\_\_\_\_  
Maribeth Becker, CMC  
Clerk of the Board  
Corey Mitzimberg  
Deputy Clerk of the Board

**084364**      **10.**      Budget amendment #2 was before the Board for their consideration. Jessica Jensema provided the following report:

Current Expense overall adjustment to revenue exceeded the expenses by almost \$935,000.00

- General Government (010); just cleanup of object codes, zero net affect;
- Administrative Services Department, revenue increase for the Palouse and Garfield Criminal Justice contracts and a 1% increase for Administrative Services Director;
- The Clerk's office (040), has an increase due to filling a position that was left vacant since August 2020 due to COVID-19 and reduction of revenue. Additional expenses came from court ordered advertising (RCW 133.40.90). There is no increase in revenue at this time, however an increase in revenue should

come from the Blake ruling as well as from ARPA funds that may assist in paying the wages of an additional employee;

- The Extension office (240) is adjusting wages/benefits based on 2021 Union contract;
- The Health Department is seeing multiple sources of income coming from COVID-19 and other grants. This has created a \$1.1 million increase in revenue. Most grants were not available until 2021 and are still being researched on how best to distribute funds; and,
- The Fair office (300) adjustment is from an excise tax error that wasn't found until 2021. This will be corrected with a prior period adjustment. An increase in expenses was also submitted however there is no change in the bottom line.

Non-Current Expense

- Public Facilities Improvement Fund (112) adjustment of \$2.1 million for a potential property purchase;
- The Paths and Trails and Bill Chipman Trail funds (123), have submitted an amendment for the purchase of an ATV;
- Commissioners' Reserve Fund (133), no transfer is needed; and,
- ARPA monies have been received; determination on how to use these funds is still pending.

**084365** 11. Commissioner Largent **moved** Commissioner Handy **seconded** the motion and **carried** to adopt the 2021 budget amendment #2 as presented.

**RESOLUTION NO. 084365**  
**OF**  
**THE BOARD OF WHITMAN COUNTY COMMISSIONERS**  
**FOR WHITMAN COUNTY, STATE OF WASHINGTON**  
**2021 BUDGET AMENDMENT #2**

WHEREAS, the Board of County Commissioners for Whitman County, State of Washington, met in regular session on Monday, May 17, 2021; and,

WHEREAS, any and all taxpayers appearing at the hearing held this date, to be heard for or against any part of the budget amendment have been given the opportunity to be heard; and,

WHEREAS, the Auditor estimates that these amendments are necessary for the operation of the specified funds.

NOW, THEREFORE, BE IT HEREBY RESOLVED that the authorized appropriations for these funds of Whitman County for fiscal year 2021 be amended by the amounts indicated as attached; and,

BE IT FURTHER RESOLVED that the appropriate entries to the accounting records be made to reflect the aforementioned budget amendment.

PASSED, APPROVED AND ADOPTED this 17th day of May, 2021.

ATTEST:

\_\_\_\_\_  
Arthur D Swannack, Chairman

\_\_\_\_\_  
Tom Handy, Commissioner

\_\_\_\_\_  
Maribeth Becker, CMC  
Clerk of the Board

\_\_\_\_\_  
Michael Largent, Commissioner

DEPARTMENT	2021 Adopted Expenditure Budget	BA #1 Revenue	BA #1 Expenditures	2021 Amended Expenditure Budget after BA #1	BA #2 Revenue	BA #2 Expenditures	2021 Amended Expenditure Budget after BA #2
090 Commissioners	429,181	-	68,300	497,481			497,481
010 General Government	3,095,844	-	1,060,000	4,155,844	-	-	4,155,844
012 Administrative Services	209,543	300,000	300,155	509,698	3,800	630	510,328
013 Human Resources	242,785	-	1,857	244,642			244,642
020 Superior Court	250,931	-	618	251,549			251,549
030 District Court	912,613			912,613			912,613
040 Clerk	296,222			296,222		26,502	322,724
050 Treasurer	476,776			476,776			476,776
060 Auditor	1,218,072			1,218,072			1,218,072
080 Assessor	464,932			464,932			464,932
100 Prosecuting Attorney	811,700			811,700			811,700
105 Child Support Enf.	111,350			111,350			111,350
120 Facilities Management	745,902			745,902			745,902
140 Sheriff	4,174,226			4,174,226			4,174,226
170 Juvenile	583,442	-	-	583,442			583,442
200 Weed Control	92,985			92,985			92,985
220 Coroner	195,135			195,135			195,135
240 Extension	144,114			144,114		1,114	145,228
260 Emergency Mngmt.	284,545	5,646	62,979	347,524			347,524
280 Health	731,660	330,871	300,000	1,031,660	1,118,100	155,793	1,187,453
300 Fair	434,878			434,878		2,988	437,866
310 Parks and Rec	261,134			261,134			261,134

Note 2

Note 1

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320 IT	860,890			860,890			860,890
<b>Fund Balance Adjustment</b>		1,157,392		-	(934,873)		-
	17,028,860	1,793,909	1,793,909	18,822,769	187,027	187,027	19,009,796

**Note 1** - Budget Amendment #1--Expense adjustments result in a zero-net effect

**Note 2** - Budget Amendment #2--Expense adjustments result in a zero-net effect

DEPARTMENT	2021 Adopted Budget	BA #1 2021 Revenues & Expenditures	2021 Amended Budget BA #1	BA #2 2021 Revenues & Expenditures	2021 Amended Budget BA #2	
Building & Development-PW	233,561		233,561		233,561	102.400.000
Countywide Planning-PW	531,421		531,421		531,421	103.400.000
Developmental Services	924,481		924,481		924,481	104.340.000
Veterans Relief	145,500		145,500		145,500	108.060.000
Homeless Housing Plan	340,000		340,000		340,000	109.012.000
County Road-PW	13,557,898		13,557,898		13,557,898	110.400.000
Public Facilities Improvement	4,254,573		4,254,573	-	4,254,573	112.010.000 <b>Note 5</b>
Hotel/Motel Tax	33,000		33,000		33,000	115.300.000
Domestic Violence Services	1,200		1,200		1,200	116.010.000
Boating Safety	125,000		125,000		125,000	117.140.000
Inmate Welfare	53,000		53,000		53,000	118.140.000
Historic Preservation/Program	64,000		64,000		64,000	120.010.000
Sheriff K-9 Unit	13,500		13,500		13,500	122.140.000
Paths & Trails-General	233,500		233,500	-	233,500	123.310.00X <b>Note 4</b>
REET Technology	223,600		223,600		223,600	124.050.000
Donations & Planned Giving-Fair	8,000		8,000		8,000	125.300.000
Donations & Planned Giving-Parks	348,500		348,500		348,500	125.310.000
Treasurer M&O	175,000		175,000		175,000	126.050.000
Quad-City	401,000		401,000		401,000	127.140.000
Crime Victims/Witness	142,452		142,452		142,452	128.100.000
Juvenile Special Revenue Funds	53,126		53,126		53,126	129.170.000
Inter-Local Drug Fund	18,500		18,500		18,500	130.140.000
Auditor's Document Preservation	264,000		264,000		264,000	132.060.000
Commissioners Special Revenue	500,000		500,000		500,000	133.010.002
Elections Reserve	188,000	27,000	215,000	600	215,600	134.060.000 <b>Note 3</b>
Prosecutor Stop Grant	32,238	509	32,747		32,747	135.100.000
District Court-Elec Monitoring	45,000		45,000		45,000	136.030.001
Federal Equitable Sharing	250,500		250,500		250,500	138.140.000
Washington Housing-SHB 2060	40,000		40,000		40,000	141.012.000
Trial Court Improvement-Superior	47,000		47,000		47,000	143.020.000
Trial Court Improvement-District	115,800		115,800		115,800	143.030.000
Emergency Communications	1,110,000		1,110,000		1,110,000	144.260.001

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Affordable \$ Supportive Housing	130,000		130,000		130,000	145.012.000
American Rescue Plan Act	-		-	4,866,058	4,866,058	146.012.000
Debt Service External-PSB Bond	166,892	-	166,892		166,892	200.010.003 <b>Note 1</b>
Capital Projects	1,592,886	50,000	1,642,886	2,115,000	3,757,886	300.010.00x <b>Note 2</b>
Capital Projects--E.C.	-	1,000,000	1,000,000		1,000,000	300.260.000
Capital Projects-Fair	13,586		13,586		13,586	310.300.000
Solid Waste - PW	6,612,500		6,612,500		6,612,500	400.400.000
Solid Waste Reserve - PW	1,917,000		1,917,000		1,917,000	410.400.000
Equipment Rental & Revolv.	6,896,000		6,896,000		6,896,000	501.400.000
Unemployment	158,000		158,000		158,000	511.012.000
	<b>41,960,214</b>	<b>1,077,509</b>	<b>43,037,723</b>	<b>6,981,658</b>	<b>50,019,381</b>	

**Note 1**-Budget Amendment #1--Zero net effect

**Note 2**- Budget Amendment #1--Zero net effect for 300.010.005

**Note 3**-Budget Amendment #2--An error in the adopted budget total on this document was discovered after BA #1

was adopted. The adopted budget should have been 215,000 instead of 242,600. The adopted total was corrected in New World prior to the amendments. The clerical error has been corrected on this document.

**Note 4**-Budget Amendment #2--Zero net effects; adjusts both 123.310.000 and 123.310.001

**Note 5**-Budget Amendment #2--Zero net effect

**084366**      **12.**    Commissioner Largent **moved** Commissioner Handy **seconded** the motion and carried to ratify the Real Estate Purchase and Sale Agreement with KK Class-A, LLC signed by Commissioner Tom Handy, for the purchase of buildings, land and all personal property on the premises located at 2305-2325 NE Hopkins Court, Pullman, WA in the amount of \$2,100,000.00 plus all County required fees associated with this purchase.

**084367**      **13.**    Commissioner Largent **moved** Commissioner Handy **seconded** the motion and **carried** to sign a letter of support for the Port of Whitman/WSU Steam Plant collaboration.

**10:30 a.m. - Recess.**

**10:40 a.m. - Reconvene/Board Business Continued.**

**084368**      **13A.**    The following Public Works related issues approved/updated:

**ACTION ITEMS:**

**084369**      **14.**    Chairman Swannack presented the Public Works Director/Engineer with the County Road Administration Board a Certificate of Good Practice.

**084370**      **15.**    The regular meeting was recessed and the hearing convened by the Chairman for proposed revision to the Solid Waste Management Plan. Staff report provided by Mark Storey as follows:

- Update to Solid Waste Management plan to include wording required by the Department of Ecology that refers to the Recycling Contamination Reduction and Outreach Plan (CROP) as noted in RCW70A.205.045-10.  
RCW 70A.205.045
  - (10) A contamination reduction and outreach plan. The contamination reduction and outreach plan must address reducing contamination in recycling. Except for counties with a population of twenty-five thousand or fewer, by July 1, 2021, a contamination reduction and outreach plan must be included in each

solid waste management plan by a plan amendment or included when revising or updating a solid waste management plan developed under this chapter. Jurisdictions may adopt the state's contamination reduction and outreach plan as developed under RCW 70A.205.070 in lieu of creating their own plan. A recycling contamination reduction and outreach plan must include the following:

- (a) A list of actions for reducing contamination in recycling programs for single-family and multiple-family residences, commercial locations, and drop boxes depending on the jurisdictions system components;
  - (b) A list of key contaminants identified by the jurisdiction or identified by the department;
  - (c) A discussion of problem contaminants and the contaminants' impact on the collection system;
  - (d) An analysis of the costs and other impacts associated with contaminants to the recycling system; and,
  - (e) An implementation schedule and details of how outreach is to be conducted. Contamination reduction education methods may include sharing community-wide messaging through newsletters, articles, mailers, social media, web sites, or community events, informing recycling drop box customers about contamination, and improving signage; per recommendation from the Department of Ecology, remove glass from the list of recyclables, section 4.8.1 in the blue bin program on page 60 of the Solid Waste Management Plan.
- o Glass is reused not recycled

The hearing was opened to public comment.

Mr. Storey recommended the Board adopt the revisions as presented.

There being no further comments the hearing was adjourned and the regular meeting reconvened.

**084371** 16. Commissioner Largent **moved** Commissioner Handy **seconded** the motion and **carried** to approve the resolution amending the Solid Waste Management Plan (SWMP) as presented.

**BEFORE THE BOARD OF COUNTY COMMISSIONERS  
OF WHITMAN COUNTY, WASHINGTON**

In the Matter of Revising the	)	
Solid Waste Management Plan	)	<b>RESOLUTION No. <u>084371</u></b>
Whitman County Public Works	)	
Whitman County, Washington	)	

BEFORE THE BOARD OF COUNTY COMMISSIONERS of Whitman County, Washington in the matter of adopting revisions to the countywide Solid Waste Management Plan,

WHEREAS, Whitman County owns and operates the only fully permitted and professionally operated municipal solid waste handling facility in Whitman County, and

WHEREAS, the State Department of Ecology regularly requires each County to prepare and adopt a Solid Waste Management Plan (SWMP), and

WHEREAS, the Whitman County Department of Public Works and Solid Waste Advisory Committee finished such a document in late 2019, and the Board of County Commissioners adopted the Solid Waste Management Plan December of 2019, and



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WHEREAS, the Washington State Department of Ecology, mandated through RCW 70A.205.045(10), requires the County to amend the SWMP to include a Contamination Reduction and Outreach Plan (CROP), which is included in the proposed revisions, and

WHEREAS, it is recommended by staff and Department of Ecology that the list of "designated recyclables" not include glass, as it is not recycled, but rather re-used, which is included in the revisions,

NOW THEREFORE, IT IS HERBY RESOLVED THAT the Whitman County Board of County Commissioners formally adopt the April 14, 2021 revisions to the 2019 Whitman County Solid Waste Management Plan.

ADOPTED this 17th day of May 2021.

BOARD OF COUNTY COMMISSIONERS  
OF WHITMAN COUNTY, WASHINGTON

ATTEST:

\_\_\_\_\_  
Arthur D Swannack, Chairman

\_\_\_\_\_  
Maribeth Becker, CMC  
Clerk of the Board

\_\_\_\_\_  
Tom Handy, Commissioner

\_\_\_\_\_  
Michael Largent, Commission

**WHITMAN COUNTY  
Recycling Contamination Reduction and Outreach Plan (CROP)**

The goal of the CROP is to reduce contamination of the materials collected in Whitman County's single-family, multi-family, drop box, and commercial recycling programs. This, in turn, helps Whitman County more fully realize the economic, environmental, social, and public health benefits of these programs. The CROP does not specifically include strategies to reduce contamination of other material streams such as organics or construction and demolition debris. However, many of the same strategies apply to these streams and may be included in future CROP updates.

The CROP intends to meet the requirement in [RCW 70A.205.045\(10\)](#) that counties with a population of more than 25,000, and cities within these counties with independent Solid Waste Management Plans (SWMP), include a CROP in their SWMP by July 1, 2021.

This CROP includes ten action steps and is a framework for developing a more detailed and customized implementation plan in the future. In addition, it also identifies the need to align the CROP with the SWMP, and secure and allocate funding for ongoing planning and implementation.

**Step 1: Inventory current recycling collection services and programs**

Whitman County operates a recycle drop off collection site at the landfill/transfer station 252 Landfill Road. Whitman County also operates a recycle drop box program currently in five small towns (St. John, Endicott, Lacrosse, Garfield, and Rosalia). Whitman County's goal is to provide the remaining small towns with a drop box in the near future. City of Pullman offers curbside co-mingle recycling for commercial, single family, and multifamily residents through Pullman Disposal. Pullman Disposal also offers a recycling drop off area at their premises 135 NW Harold Drive. City of Colfax offers curbside co-mingle recycling for commercial, single family, and multifamily residents through Empire Disposal. Washington State University offers curbside co-mingle recycling for commercial, single family, and multifamily residents on their campus. Whitman County processes all of the collected material in Whitman County with the exception of

Washington State University who processes their own material. Whitman County then brokers and loads this material for the different entities.

Recycling material allowed into the co-mingle stream includes:

- Ferrous and non-ferrous metals
- Cardboard (OCC)
- Paper products (colored, computer, magazines, newspapers, phone books, white ledger)
- Steel cans
- Aluminum
- Plastic products (1-7)
- Whitman County allows glass bottles and jars to be recycled separately at their drop off location

Whitman County will identify differences or inconsistencies across contracts and agreements for recycling programs, and in the information provided to residents and businesses about what to recycle and how it should be prepared for collection. Whitman County will use this data to identify opportunities for more consistent and aligned programs. The data will also be used to help determine what specific contamination reduction strategies to implement.

**Step 2: Develop scope of work with stakeholders**

Whitman County will work with key stakeholders to develop a scope of work for the CROP addressing the specific challenges and opportunities associated with local recycling contamination. To begin this scoping process, the information learned in Step 1 will be shared with the Solid Waste Advisory Committee (SWAC) and they will be tasked with reviewing and advising the County with appropriate recommendations.

These stakeholders may include, but are not limited to:

- SWAC members;
- Elected officials and key staff from other local governments, including potential regional partners in the same MRF-shed
- Garbage and recycling collection companies and their front-line staff
- Organizations representing homeowners, tenants, and multi-family and business interests
- Material recovery facilities (MRF) and transfer station operators
- End markets for recovered materials
- Whitman County's Ecology Regional Planner and grant manager
- Non-governmental organizations and community groups
- Regional, statewide, and national organizations that can provide technical assistance and/or financial support

**Step 3: Prioritize the recycling program(s) to focus on first**

Whitman County and key stakeholders have identified the following priorities of our recycling programs to focus on first.

1. Continue to fund our current education consultant Palouse-Clearwater Environmental Institute (PCEI) to educate our residents and children which items are recyclable and how to minimize cross-contamination.
2. Develop a consistent all-inclusive list of recyclables for all of our collecting partners to mail, attach, and distribute to all constituents they are servicing in the County.
3. Capitalize on markets that will pay for the products generated by the programs in our County.

**Step 4: Establish acceptable materials lists**

Starting with the highest-priority program(s), Whitman County will establish lists of acceptable materials. This effort will be coordinated with the SWAC, MRF operators,

collectors, end markets, and other key stakeholders. Criteria for determining the acceptable materials lists may include, but are not limited to:

- Alignment with the SWMP mission and goals, and community values
- Degree of uniformity across local programs, regionally, and statewide
- Diversion potential
- Cost to collect and process relative to other management options
- Strength and long-term viability and stability of end markets
- Environmental, social, and other benefits and costs
- Potential to cross-contaminate or lower the value of other materials
- Potential to cause customer confusion

The Washington State Association of Counties Solid Waste Managers Affiliate, the Washington State Refuse and Recycling Association, and the Department of Ecology have supported the establishment of regional, and if possible, statewide uniformity in what materials are accepted for recycling and how they should be prepared. More harmonization across programs reduces customer confusion and contamination. To that end, they identified these four priority materials for statewide recovery:

1. Paper (including office and notebook paper, newspaper, mail, catalogues, magazines, and cereal or cracker boxes)
2. Cardboard
3. Plastic bottles and jugs (clear, colored, and natural)
4. Steel and aluminum cans

The resources and guidelines developed by these organizations to establish their list of priority materials will help guide the development of Whitman County's acceptable materials list. [Ecology's Resource Library](#) contains this information and, along with [Ecology's Best Management practices \(BMPs\) and Resources document](#), includes other resources to assist in developing an accepted materials list. This includes information on the specific challenges and opportunities associated with collecting glass and aseptic and polycoat containers, which some recycling programs in Washington accept.

**Step 5: Define what data to collect to determine baseline levels of recycling contamination**

Starting with the highest priority program(s), and based on the review completed in Step 1, Whitman County has identified what the acceptable materials are and what is considered contamination for the purposes of establishing a baseline recycling contamination rate. Whitman County has the ability to determine how much contamination it is receiving as it processes all of the material that is collected by its collection partners. This data will also inform decisions about what, if any, changes to make to the accepted materials list in the future.

**Step 6: Gather baseline recycling contamination data**

Starting with the highest-priority program(s), Whitman County will establish baseline levels and types of recycling contamination. Recycling contamination rates can vary significantly across different programs and communities. Nationally, The Recycling Partnership (TRP) estimated an average contamination rate of about 17% across 197 programs that participated in their 2019 State of Curbside Survey. In Washington State, TRP's 2019 survey of seven MRFs found inbound levels of contamination from commingled recycling collection programs ranging from 5%-20% by weight. Recent drop-off programs and cart lid-lift audits in Washington showed rates as high as 40%. For this reason, it is important to gather data on local recycling contamination levels.

In discussions with stakeholders, and building on the information in the State CROP and [Ecology's Resource Library](#), and on the work completed in Step 5 Whitman County will identify and develop ways to track specific contaminants. For example, tracking the number of carts containing plastic bags may be a more useful metric than an estimated overall percentage of contamination by volume.



Data collection methods may include, but are not limited to:

- Recycling stream composition studies
- Survey of transfer stations and MRF operators
- Tracking contamination using on-board truck or container-mounted cameras by our collection partners
- Drop box composition studies or visual audits
- Container lid-lift audits for residential, multi-family and commercial accounts by our collection partners
  - o *Legal questions have been raised about lid-lift audits. The Measurement and Reporting section of [Ecology's BMPs](#) provides more details.*

**Step 7: Identify key contaminants and their costs and impacts**

Based on the data collected in Step 6 and collaborating with key stakeholders, Whitman County will identify the most problematic and costly contaminants starting with the highest-priority program(s). Although the types and impacts of contamination don't vary as much as the levels of contamination across different communities and programs, it is still important to gather locally specific data. This data is critical to designing outreach campaigns and other strategies targeting the most problematic materials. It can also be helpful in calculating the economic and other benefits of removing problematic materials from the recycling stream.

In recent surveys, such as the one conducted by the TRP in 2019, MRFs and cities in Washington identified the following recycling contaminants as the most problematic and costly to manage:

- Plastic bags and film
- Tanglers including rope, cords, chains, and hoses
- Food and liquids
- Shredded paper
- Bagged garbage
- Non-program plastics including clamshells and polystyrene foam
- Hypodermic needles

These contaminants can:

- Slow down the sorting and processing of materials
- Reduce the quality and value of secondary material feedstocks
- Result in costly shutdowns
- Damage collection, processing, and remanufacturing equipment
- Cause serious injuries to collection and processing facility staff

According to TRP, the greatest costs associated with managing a contaminated recycling stream at MRFs nationally come from the following and represent 80% of total contamination-related costs:

- 40% for disposal of residuals
- 26% in value lost from contaminated recyclables
- 14% in labor to remove contamination from sorting equipment, etc.

**Step 8: Develop and implement education and outreach strategies to reduce contamination**

Whitman County has developed and implemented education and outreach strategies based on best practices. This starts with addressing any inconsistencies in recycling information and messaging identified in Step 1. All new outreach materials and messages will be aligned and consistent across all platforms.

Depending on the type of recycling program, outreach and education strategies may include, but are not limited to:

- Moving toward uniformity in cart and container colors (or at least lids)
  - o Blue for recycling, gray or black for garbage, and green for organics
- Visual, easy-to-understand signage using photos and universal pictures and symbols
- Cart-tagging and cart rejection
- On-route monitoring tools, including apps and cameras
- Pairing right-sized recycling and trash bins
- On-site assistance and outreach at drop-off sites
- Up-to-date, and easy-to-find and access websites with clear, consistent messaging
- Social media posts, campaigns, mailings, brochures, and other communications
- Online apps for residents and businesses to get answers to their recycling questions
- Community presentations, tabling, and activities at community events
- School presentations and activities focused on recycling right
- Translation and transcreation of educational materials and campaigns to ensure recycling information is clearly understood by all audiences
- Social marketing campaigns to effectively promote long-term behavior change

Where possible, free and customizable resources will be utilized, including [Ecology's Recycle Right](#) campaign materials and [The Recycling Partnership's Anti-Contamination Kit](#). [Ecology's Contamination Reduction Best Management Practices & Resources](#) document and [Resource Library](#) have examples of successful anti-contamination programs. Whitman County will continue to contract with Palouse-Clearwater Environmental Institute (PCEI) for our outreach and education strategies.

**Step 9: Evaluate the effectiveness of anti-contamination strategies and set next steps**

Whitman County will conduct periodic assessments on the effectiveness of recycling contamination reduction programs and strategies, and share the results with key stakeholders and the public. These assessments will use, at least in part, the same methodology used in Step 6 to establish baseline contamination levels.

The assessment results inform what is working and what adjustments to make for better results. This includes reducing contamination in other recycling programs that were not a focus during the initial CROP implementation.

Whitman County will continue to assess the contamination with our operators at the point of processing the material. This is the most effective way to analyze contamination of this material.

**Step 10: Explore contamination reduction strategies beyond education and outreach**

As part of a statewide effort, Whitman County will work with Ecology and other partners to explore strategies and solutions beyond education and outreach. These could address regional planning, operations and collection, contracting, incentives, pricing, policies, mandates, enhanced data collection, etc. Based on this evaluation, Whitman County will identify and pursue the most promising initiatives.

These options may include, but are not limited to:

- Regional planning and aligned or joint contracting for services to harmonize messaging, lower program costs, and improve program performance
- Evaluating the costs and benefits of operational changes, including collection frequency, level of source-separation at the curb, and innovative drop-off container designs on contamination levels and overall program performance
- Product bans or restrictions

- Strengthening contracts with haulers and MRFs to include provisions focused on reducing contamination, collecting and reporting data on program performance and ensuring materials on the accepted materials list are responsibly recycled. Consult [The Recycling Partnership's BMPs for MRF contracting](#) and their [supporting materials](#) for guidance

**Ensure alignment of the CROP and SWMP and secure and allocate funding to implement the CROP:** This work will occur throughout the process as needed. Updates to the CROP can occur during SWMP revisions, including the required five-year revision process.

This work includes involving key stakeholders in reviewing, and if necessary, updating related elements in the SWMP to ensure they are aligned and consistent with the contents of the CROP and implementation work. This information may include, but is not limited to:

- Designated recyclables list
- Recycling facilities including transfer stations, drop-off sites, and MRFs
- Recycling collection services and providers, and collection systems and fees
- Waste reduction and recycling education and outreach strategies
- Funding sources and mechanisms for recycling programs and services

During this process, Whitman County will also work with Ecology and other key stakeholders to identify and secure new and/or allocate existing funding, and forge partnerships with agencies and organizations to provide technical and financial assistance.

The State CROP and [Ecology's Resource Library](#) are tools to get started on implementing the CROP. The library includes contamination reduction best management practices, contracting guides, MRF-shed maps, materials from successful programs in Washington State and across the country, and more.

An initial 3-year implementation schedule for all ten steps in the CROP is included below. As Whitman County clarifies and defines the scope of work, and identifies the resources to complete the work, a more detailed and refined implementation plan, schedule and budget will be developed.

#### **CROP Implementation Schedule**

##### **Year 1 (2021)**

- Continue to educate citizens and school children on appropriate recyclables through (PCEI)
- Inventory of current recycling collection services and programs
- Develop scope of work with stakeholders
- Prioritize the recycling program(s) to focus on first
- Establish acceptable materials list

##### **Year 2 (2022)**

- Continue to educate citizens and school children on appropriate recyclables through (PCEI)
- Define what data to collect to determine baseline levels of recycling contamination.
- Gather baseline recycling contamination data
- Identify key contaminants and their costs and impacts

##### **Year 3 (2023)**

- Continue to educate citizens and school children on appropriate recyclables through (PCEI)
- Develop and implement education and outreach strategies to reduce contamination with (PCEI)
- Evaluate the effectiveness of anti-contamination strategies and set next steps

- Explore contamination reduction strategies beyond education and outreach

**Ensure alignment of the CROP and SWMP and identify and secure or allocate funding to implement the CROP** - These are steps that will be addressed throughout the process as needed.

**084372** 17. Commissioner Largent **moved** Commissioner Handy **seconded** the motion and **carried** to sign the Rural Arterial Program (RAP) Amendment No. 1 for the Pullman Airport Road.

**DIVISION UPDATES:**

**D084372A** 18. The following division updates provided by Public Works staff.

**Engineering Division:**

**D084372B** 18A. The contractor was unable to begin the Cherry Cove crushing project last week, but it is hoped the project will commence this week.

**Maintenance Division:**

**D084372C** 18B. Road crews are spraying, hauling rock, performing asphalt work and working on the Johnson Road and Malden clean up.

**D084382D** 18C. Commissioner Swannack inquired about road grading during current dry conditions and the Director responded there are no plans as of now to grade.

**084373** 18D. Through the Small Works Roster process TrueNorth Steel, Missoula, MT was awarded the quote for 2021 culverts and bands in the base bid amount of \$15,928.91.

**084374** 19. There were no COVID-19 related discussions/decisions.

**CORRESPONDENCE:**

**D084374A** 20. The following correspondence was received:

**084375** 20A. Notice was received from the Washington State Liquor and Cannabis Board advising of a corporate officer/stockholder change for Cloud 9 Good Budz.

**084376** 20B. Notice was received from the Washington State Liquor and Cannabis Board advising of marijuana licenses due to expire 10/31/2021.

**084377** 20C. An executed copy of the Military Department contract amendment #E21-042(A) was received.

**084378** 21. Commissioners' pending list reviewed.

**D084378A** 22. Approved documents signed.

**11:10 a.m. - Recess.**

**1:30 p.m. - Reconvene/Board Business Continued/BOCC Workshop.**

Remote Attendance: Jessica Jensema, Sharron Cunningham, Brandy Brown, Fletcher Aukerman, Mary Collins, Kelli Fullerman, Jeff Guyett and Lydia Fletcher.

**084379** 23. The following item was discussed but no action was taken.

- ARPA Funds/Uses.

**2:45 p.m. - Recess.**

**D084379A** **THE BOARD OF WHITMAN COUNTY COMMISSIONERS** met in their Chambers in the Whitman County Courthouse, Colfax, Washington for **Monday, May 24, 2021 at 9:00 a.m.**



**BOCC Minutes-05/17/21**

Arthur D Swannack, Chairman, Michael Largent (remotely) and Tom Handy (remotely) Commissioners, Maribeth Becker, CMC, Clerk of the Board (remotely) and Corey Mitzimberg, Deputy Clerk of the Board attended.

**9:00 a.m. - Reconvene/Board Business Continued.**

**D084379B 24.** Approved consent agenda items signed.

**084380 25.** Treasurers Wire Transfers and Check Report in the amount of **\$334,423.73**, Payroll warrants numbered **354802-354710** for **\$452,138.11** and General/Veterans' Relief/Payroll warrants numbered **354835-354951** for **\$531,690.48** approved.

**084381-084390, 084393-084394 26.** Personnel change orders approved.

**9:05 a.m. - BOCC Workshop.**

**Remote Attendance:**

**Staff:** Chris Nelson, Fletcher Aukerman, Bailey Wiedmer, Kelli Campbell, Brandon Kruger, Sandy Jamison, Sharron Cunningham, Maribeth Becker, Brandy Dean, Lance Bishop and Chris Skidmore.

**Guests:** Anthony Kuipers, Jacob Jones and WC Gazette/phone 397-4333.

**084395-084397 27.** The following items were discussed but no action was taken.

- Columbia County Sawn Lumber Ordinance
- ARPA Fund Estimate/Rules Overview
- Malden Tax Title Property
- Mask Mandate Governor/Attorney General

**9:35 a.m. - Adjournment.**

**D084397A** Commissioner Largent **moved** to adjourn the **May 17** and **May 24, 2021** meeting. Motion **seconded** by Commissioner Handy and **carried**. The Board will meet in regular session, in their Chambers', in the Whitman County Courthouse, Colfax, Washington, on **June 7, 2021**. The foregoing action made this **24th** day of **May 2021**.

ss/ TOM HANDY, COMMISSIONER  
ss/ MICHAEL LARGENT, COMMISSIONER

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MARIBETH BECKER, CMC  
Clerk of the Board  
By: Corey Mitzimberg  
Deputy Clerk of the Board

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ARTHUR D. SWANNACK, CHAIRMAN  
Board of County Commissioners