



1. **Convene meeting:** Vice Chair Laura Zeisel convened the meeting at 5:04 PM with committee members Gerhard Postpischil and Ellen Cheney present and Chair Lee Cattaneo participating by phone. Carl Witke (Operations Manager), Cassandra Hemenway (Outreach Manager), Brenna Toman (School Zero Waste Coordinator), Bruce Westcott (General Manager) and Cathleen Gent (Planning Analyst) attended. Cathleen Gent took notes.
2. **Revisions to Agenda** – Laura Zeisel changed the order of several agenda items, in response to a request from Cathleen Gent
3. **Approve Meeting Minutes –October 4:** *Gerhard Postpischil made a motion to approve the minutes, seconded by Lee Cattaneo. Voting in favor: Unanimous (no roll call vote needed).*
4. **FY19 Special Collections Program Plan**  
Carl Witke reviewed the draft plan with the POC. He discussed some of the factors that affect materials volumes and user participation: the fact that CVSWMD charges a fee for HHW events; that individual do have options for dropping off paint, batteries, and bulbs besides CVSWMD. He added that we plan to do better and more signage at special events for the calendar year 2018 season. Carl Witke noted that Table 2 about HHW volumes may be updated prior to being distributed to the full Board. The POC suggested that staff do more education with residents about upcoming events and local options for their special materials. With respect to schools and libraries, the POC agreed that CVSWMD should have the option of levying a fee via the Memo of Understanding if a school or library does not have agreed-upon materials ready for pick up, however, education with the institution should take place.  
*Motion by Ellen Cheney seconded by Lee Cattaneo, to recommend the FY19 Special Collections Program Plan to the full Board, as amended with changes related to Table 2 and changing “will” to “may” levy a fee per MOUs with schools and libraries that do not have materials ready for pick up. Voting in favor: Unanimous (no roll call vote needed).*
5. **Municipal Services Program Plan -** Cathleen Gent briefly highlighted portions of her memo for the POC. The POC agreed with Lee Cattaneo that the hub and spoke component of the plan should be more developed. The POC did not take any action, in anticipation that the committee will see the plan again.
6. **Ordinance and Policies RE: Licensing, Fees, and Enforcement** – The POC reviewed Cathleen Gent’s memo and Bruce Westcott joined the POC for this discussion.
  - a. **Section 4.3** – The POC agreed with staff’s interpretation about the CVSWMD requirement that commercial haulers collect food scraps from customers, namely that the requirement is not currently in effect because, under Act 148, the timeframe for commercial hauler requirements was delayed until July 2018 or possibly further.
  - b. **Section 6.1** – The POC agreed with the plan to revise the license application to get information from the hauler about which tipping facility they use. Based on that information, CVSWMD may get information about tonnage and fees from the transfer station.
  - c. **Section 7.5** – The POC confirmed that, similar to Section 6.1, CVSWMD will utilize the application form to get information about the facility or facilities where the commercial hauler brings the materials.

- d. Section 9.4.a. – The POC agreed that a hauler would not be required to submit receipts in instances where the facility reports to CVSWMD on tonnage and fees. The POC asked staff to analyze any reports received in order to document that tonnage and fees are being reported consistently.
- e. Section 9.4.b. – The POC indicated that CVSWMD does not need to collect information about the municipality in which the materials are generated or collected, unless that is required somewhere in our ordinance or policies.

The POC also discussed the question of whether to continue to require that haulers put stickers on their hauling vehicles. After discussion, the POC recommended informally that staff send out the stickers for the 2018 hauling year, and encourage haulers to display them. Staff said they are not aware of any ordinance or policy that requires haulers to display the annual permit sticker.

Staff will bring additional questions pertaining to the ordinance and policies to the next POC meeting. Lee Cattaneo and Bruce Westcott left the meeting at this time.

7. **School Zero Waste Program FY19 Plan** – Brenna Toman referenced the draft plan and noted the two changes made since the last POC meeting, pertaining to listing additional staff positions and to adding language under the farmers markets education section that staff will coordinate with the Outreach team to explore strengthening compost and recycling collections at farmers markets.  
*Motion made by Ellen Cheney, seconded by Gerhard Postpischil, to recommend the School Zero Waste Program FY19 Plan to the full Board for approval. Voting in favor: Unanimous.*
8. **Public Relations/Outreach Program FY19 Plan** – Cassandra Hemenway reviewed the changes made since the POC discussed the program plan previously. The POC and Cassandra discussed a number of committee members' questions pertaining to reaching target audiences and analyzing, the master composting program, and the effectiveness of outreach. The POC specifically discussed Activity #9, pertaining to farmers markets, and requested that the term "market manager" be replaced with "a representative for the farmers market"  
*Motion by Laura Zeisel, seconded by Ellen Cheney, to recommend the Public Relations/Outreach program FY19 Plan – with one change in activity #9 -- to the full Board for approval. Voting in favor: Unanimous.*
9. **Adjournment** – At 6:25 PM, Ellen Cheney made a motion to adjourn the meeting, seconded by Gerhard Postpischil, and the meeting adjourned.



Respectfully submitted by Cathleen Gent