

SPU Solid Waste Advisory Committee (SWAC)



January 7, 2026, Meeting Summary
5:30 pm – 7:30 pm

Chair: Melanie Coerver
Vice-Chair: Lisa Watkins
Secretary: Travis Close

Committee Members	Present	SPU Staff /Guests	Role
Joe Camero	Y	Casey Colley	SPU – SWAC Program Coordinator
Melanie Coerver	Y	Katie Swanson	SPU-Solid Waste Lead Planner
Tareq Fayyad	Y	Mckenna Morrigan	SPU- Strategic Advisor, Waste Prevention and Solid Waste Policy
Mike VanReken	N	Katie Jerauld	Guest-Ecology
Caitlin Singer	N	Lucie Harpster	
Lisa Watkins	Y	Fatima Krubally	SPU- Administrative Staff Analyst
Alissa Campbell	N		
Travis Close	Y		
Marcus Johnson	Y		
Phil Churilla	N		
Jacob Melaragno	Y		
Erin Gagnon	N		
Paige Madden	Y		
Chelsey Evans	Y		
Karia Wong	Y		

1. Introductions and Icebreaker

2. Announcements & Officer Transitions

New 2026 officers were announced and welcomed:

- Chair: Melanie Coerver
- Co-Chair: Lisa Watkins
- Secretary: Travis Close
- A February Teams meeting will be scheduled to include both outgoing and incoming officers for role transition.
- Congratulations extended to all newly elected officers.

3. SW-310: Seattle Transfer Station Code of Conduct Presented by Lucie Harpster

Lucie presented the proposed Director's Rule establishing a Seattle Transfer Station Code of Conduct to SWAC members, to shine light on the safety, equity, clarity, and enforcement consistency at North and South Transfer Stations.

Equity & Workforce Safety Considerations

- Frontline staff frequently experience:
 - Racial, gender-based, and verbal harassment
 - Unsafe interactions with the public
- Many incidents go underreported due to:
 - Lack of clear reporting processes
 - Perception that reporting does not lead to action
- The primary purpose of the Code of Conduct is to:
 - Support frontline staff
 - Provide consistent expectations for behavior
 - Reduce reliance on individual discretion
 - Improve transparency and accountability

Need for a Code of Conduct

- Unlike other city facilities (libraries, parks, City Hall), transfer stations previously had **no formal code of conduct**.
- The stations are complex, public-facing environments that include:
 - Disposal operations
 - Public parks
 - Viewing rooms
 - Conference and community spaces
 - Contractors, vendors, and city employees
- The Code of Conduct applies **to everyone** using or accessing the facilities.

Policy Recommendation

- Adoption of a **Director's Rule** establishing the Seattle Transfer Station Code of Conduct.
- Modeled after other public-facing city departments.

- Includes:
 - Defined prohibited behaviors
 - Enforcement authority
 - Exclusion (trespass) processes
 - Appeal mechanisms for longer exclusions
- Tailored to the unique safety risks of transfer stations.
- Aligned with broader city standards.

Implementation Considerations

Key components required for implementation:

- Case documentation and review protocols
- Exclusion notification and appeal processes
- Clear designation of enforcement authority
- Staff training
- Public communications and signage
- Data retention and coordination
- External-facing educational materials

Infrastructure Limitations

- Existing scale and access systems are outdated.
- Bans currently apply only to vehicles/license plates, not individuals.
- System modernization is underway but not yet complete.

Public Comment Process (Director's Rules)

- Required steps:
 - Posting notice in the **Daily Journal of Commerce**
 - Minimum **two-week public comment period**
- The department is not legally required to respond to comments but does review them.
- Best practice includes:
 - Sharing drafts with affected stakeholders

- Seeking additional feedback beyond required posting
- Acknowledgement that this rule was not brought to SWAC before public comment; commitment made to include SWAC earlier in future processes.

Summary of Public Comment Received

- One public comment was submitted.
- Key suggestions:
 1. Felony or weapons violations:
 - Commenter questioned why exclusion is limited to up to one year rather than permanent.
 2. First-time violations:
 - Suggested increasing exclusion from **up to 7 days** to **30 days** to better deter behavior.

Enforcement & Appeals

- Possible enforcement actions include:
 - Verbal or written notice to leave
 - Administrative exclusion
 - Citations or other legal actions
- Appeals:
 - Required for exclusions longer than 7 days
 - Written request within 7 business days
 - Exclusion remains in effect during review
- Proposal discussed to create a **review panel** to avoid decisions resting with a single individual.

Review Panel & Next Steps

- Concept of a review panel discussed:
 - Modeled after SPU safety review panels
 - Potential inclusion of:
 - SPU staff
 - Leadership
 - A SWAC or community representative

- Goals:
 - Increase equity and transparency
 - Reduce individual bias
 - Provide consistent outcomes
- Interest expressed by participants in continued involvement.

Status & Timeline

- Public comment period closed **December 15**.
- Cover letter and final package currently being prepared.
- Review by senior leadership (Andrew Lee) pending.
- Target for director's signature: **mid-month**, with flexibility for limited revisions if needed.

4. Timeline & Next Steps for Code of Conduct Review

- SWAC members discussed whether additional time was needed to review the proposed Code of Conduct.
- SWAC members were asked if anyone wanted to take a deeper look at the document.
- Consensus was that one additional week would be sufficient for review.

Agreed Timeline

- Review deadline: Wednesday the 14th
- The project timeline will be adjusted to allow for this additional review period.

Action Items

- Casey to distribute the Code of Conduct document to the group.
 - Send a follow-up email the next morning
 - CC Lucie and all attendees
 - Include the Code of Conduct and a clear due date for comments
 - Invite questions, requests for clarification, and feedback

5. 2025 Accomplishments, 2026 Look Ahead, and Intake Form Workshop

SWAC Recruitment

- Five open seats were available; **21 applications** were received.
- Applications were evaluated by a panel of SWAC members, SPU staff, and an Equity Team representative.
- Eight top candidates were interviewed.

- Five members were selected based on interview scores and statutory **balance-of-interest requirements** (per RCW):
- Community-Based Organizations (CBOs)
- Business Interest Associations (BIAs)
- Businesses
- At-large or interest-based individuals
- Recruitment met balance-of-interest targets for three of four categories.

Charter Update

- Major charter revisions initiated in 2024 and completed in 2025.
- Key changes:
 - Meeting cadence adjusted from monthly to bi-monthly, with ad hoc virtual meetings as needed.
 - Language revised to reflect member-based participation (no formal appointments).
 - Absence policy revised to three absences total (non-consecutive).
 - Hyperlinks embedded for easier navigation.
- Charter approved in May 2025 by Andrew Lee.

Annual Letter to City Council

- Drafted collaboratively with Katie Swanson.
- Submitted **on time** (improvement over prior year).
- Process will restart in August 2026 with a virtual ad hoc review.
- Travis will lead the next drafting cycle.

Seattle Municipal Code (SMC) Update

- Reviewed and supported a land use code ordinance update focused on improving safety and access for solid waste haulers.
- SWAC submitted a support letter to City Council.
- Ordinance approved in **September 2025**, following multiple prior attempts.
- SWAC participation was viewed as impactful in advancing approval.

Legislative Updates

- March: Maggie provided a legislative session overview and guidance on individual engagement.
- September: Legislative outcomes and priorities for the next year were shared.
- Acknowledged challenging budget environment for the upcoming session.
- Additional updates anticipated during 2026 meetings.

Tours and Educational Activities

- **Redmond facility tour** (construction and demolition focus).

- Construction & Demolition (C&D) briefing:
 - Required recyclable materials
 - Data trends (2007–2023)
 - Deconstruction benefits and pilot rebate program
- DTG C&D recycling facility tour conducted.
- Nucor facility tour completed later in the year.
- Additional 2025 topics included:
 - Battery collection pilot
 - Waste prevention strategies
 - Contract renewals and service disruption communications
 - “Beyond the Bin” discussions
 - Material priorities and next steps for waste prevention

2026 Look Ahead

Scheduled Activities

- **February 10:** Goodwill Seattle tour (Tuesday at 11:00 a.m.)
 - Logistics to be sent via email.
- **March 4 Meeting:**
 - SPU updates from Jeff Fowler
 - Attendance expected from Andrew Lee
 - Proposed Q&A segment with Andrew Lee

Future Tours (Poll Results)

- Silveco
- Recology recycling facility (pending procurement considerations)
- Household Hazardous Waste facility
- Target: approximately one tour per quarter

Work Planning

- Officers discussed increased member involvement in shaping the **annual SWAC work plan**.
- Possible virtual ad hoc meeting planned to review and prioritize focus areas.
- Division-level work plans expected by end of month; potential mid-February virtual meeting anticipated.
- Additional Director’s Rules anticipated in Q1–Q3, including follow-up items related to the land use code.

Meeting Intake Form Workshop

Purpose

- Develop a structured intake form for SPU staff submitting items to SWAC.

- Goals:
 - Clarify SWAC's role and expectations
 - Improve consistency and preparedness
 - Reduce staff burden while ensuring adequate background information
- Form will ultimately be implemented in **Microsoft Forms**.

Discussion Highlights

- Suggestions included:
 - Indicating whether a pre-read is required
 - Identifying timelines for council submissions or public release
 - Improving formatting for user-friendliness
- Draft forms were distributed in print and digitally.

Next Steps

- Members will review the draft intake form offline.
- Feedback requested within **one week**.
- Comments, questions, and recommendations to be submitted via email.

6. Announcements and Sharing

One member shared that **Waste Management (WM)** is offering a **virtual facility tour**:

- **Date:** Friday, January 23
- **Time:** 12:00–1:00 PM
- **Facility:** CRC facility in Woodland (new or renovated facility)
- The tour will be hosted by a WM outreach specialist and will allow for live questions.

Upcoming Events

- **Washington Department of Ecology – Community of Practice**
 - **Date:** January 29
 - **Time:** 11:00 AM–12:00 PM
 - **Topic:** Waste reduction in schools
 - Purpose: Share barriers, implementation strategies, and success stories.
- **Zero Waste Washington Webinar**
 - **Date:** January 26
 - **Time:** 8:00–9:15 AM
 - **Topic:** Book milk dispensers in schools to reduce packaging waste
 - Content includes best practices, lessons learned, and tools for implementation.

Recycling Reform Act Update

- Service providers are required to **register with the Department of Ecology by January 31, 2026** under the Recycling Reform Act.
- The registration portal is now live.
- Ecology will offer office hours to answer questions related to registration and compliance.
- Links and additional information will be shared with the group.

7. Meeting adjourned at 7:30PM