

**Tri-County Hazardous Waste and Recycling Program
Steering Committee Meeting Minutes**

Wednesday, October 23, 2013 from 09:00 a.m. - 12:00 p.m.
Northern Wasco County PUD, The Dalles, Oregon

Committee Members Present: Steve Kramer (Chair, Wasco County), Kevin Liburdy (Vice Chair, City of Hood River), Sandy Macnab (Sherman County), Mike Matthews (Hood River County EH), Tracie Hornung (Mosier), Gordon Zimmerman (City Manager, Cascade Locks), Karen Skiles (City of The Dalles).

Staff Members Present: David Skakel (NCPHD/Tri-County HWR), Cynthia Villalobos (NCPHD), and John Zalaznik (NCPHD)

Others Present:

Bruce Lumper, Larry Brown (DEQ), Tyler Stone (Wasco County), Jim Winterbottom (The Dalles Disposal/ Hood River Garbage)

Minutes Taken By: Cynthia Villalobos, and edited by Karen Skiles and David Skakel

Welcome and Introductions:

Meeting called to order at 9:05 am by Commissioner Steve Kramer. Introductions were made. Date for next meeting will be discussed at the end.

Review Quarterly June 19th Meeting Minutes & Lead Agency Meeting Sept. 9th:

- Sandy Macnab had a few corrections to make. The wording on motions was incorrect
- Mike Matthews moved to accept the June 19th Steering Committee Meeting Minutes as corrected. Tracy Hornung seconded. All in favor. Motion passed.
- Lead Agency Subcommittee Minutes from September 9th meeting not available at this time.

Fiscal Report:

- **Explanation about budgeted Surcharge:** Though the budgeted amount for annual surcharge revenue is \$315,750, the actual projected amount is \$285,750. In our budget, we inflated our revenue projection by \$30,000 annually. We did this so that we would be able to spend revenue that may exceed projected income, as we are unable to spend unbudgeted amounts. Most all of our revenue comes from the hhw surcharge on locally disposed municipal solid waste (MSW), with the exception of some Sherman County general fund monies, and the sale of compost bins.
- **Revenue-to-date = \$54,000 (17%).** The number is correct, but the percentage is somewhat misleading because that reflects 17% of the combined ‘projected annual revenue + the \$30,000 inflated amount’. Thus revenue-to-date is actually closer to 19%.
- **Tonnage/Surcharge:** year-to-date compared to last year, garbage volume has gone down in our “in-service” area which includes Hood River, Sherman, and Wasco Counties. Whereas the annual CPI adjustment on our hhw surcharge has resulted in approximately a 1% revenue increase.
- **Expenses:** confident that we are on par with spending – at the last meeting David presented a graph report of the result from going to quarterly events saved 20% of disposal contracting expense – at the same time increased waste collected by 20%. The only

explanation David had for these results is that since there was less access to the monthly events people were prone to bring in more waste, thinking it was a service that was going away.

- Contracted Services are budgeted at \$124,000 annually. Whereas we project no more than \$94,000 expense for that line item, based on previous years. The lion's share of 'contracted services' expense is attributed to paying our hazardous waste contractor PSC for collection, transportation and disposal of hazardous waste. In explanation, we inflated the contracted services line item by \$30,000 beyond projected expense in order to match the \$30,000 inflated amount for surcharge revenue.

Members:

- Letter of resignation from Kristy Beachamp. Efforts are being made to elevate participation from Dufur and Maupin.
- According to the bylaws each of the nine IGA members has right to assign a member to the Steering Committee. Interested citizens are invited/allowed to become non-voting member participants.
- Bruce Lumper – Formal request in becoming a non-voting member. Committee will vote. Sandy Macnab moved to appoint Bruce Lumper as a non-voting member of the Steering Committee Mike Matthews seconded. All in favor. Motion passed.

Lead Agency Sub-Committee (Report & Discussion):

- Lead Agency Sub-Committee has met twice. The last meeting was on Sept. 9th, 2013. There were three entities willing to consider becoming the lead agency: Wasco County, North Central Public Health District & City of The Dalles.
- In December 2012, Steering Committee voted to stay with NCPHD as their lead agency. Working through that and trying to come to an agreement there were two big areas that we were discussing - (1) FTE that are associated with the program and (2) also pinning down the administrative fees. The Sub-Committee decided to request for proposals from Wasco County and North Central Public Health District. They were due by October 18th and we did receive complete proposals from both entities, which will be presented today.
- **Wasco County Proposal:** Tyler Stone is presenting. A sheet was provided outlining the administrative formula and how it's calculated. It's the same formula used for grants or other external agencies.
- In answer to a question regarding the IT portion of the administrative fee:
 - PC inventory changes every year. Tech support is included & cost for licenses as of last year's inventory there are 4 PCs for HHW use.
 - Some things do trend upward. Other things remain fairly stable. All work stations are on 3 year rotations.
 - Depending on position there are 95 % desktops and 5% laptops. Purchases of the computer are not in this formula.
- Assumed revenue was going to stay steady. Changed some personnel costs in expenses. Budget based on 1 fte program coordinator, plus a .6 fte office specialist (program secretary). There is enough money to add a .6 Solid Waste Specialist or another program coordinator on top of overall budget.

- The ending balance projected at \$170,000; still have enough money to move around, depending on what you want to do. Recommended to put some in a reserve account.
- There were questions from the Steering Committee on details of what the office specialist will do. 6% of the time helping David how? A job description will have to be designed. David wrote up a job description and sent it to the county. Needs someone paid that David can rely on to have available at hazardous waste events – doesn't need hazardous waste training. Will be working at least four Saturdays a year, but work schedule could be adjusted. Possibly have funds leftover for a part-time position later in the future.
- **NCPHD Proposal:** John Zalaznik is presenting. He strongly believes it's an Environmental Health program. Started with Wasco-Sherman. FTE could be adjusted over time depending on how much work comes in. Having fewer events in 2014 could have an effect on money spent on FTE. EH has a really strong role in helping the program move forward. With Wasco Co. the program would be housed at the Planning Dept. or stay where they currently are.
- Wasco County budget is currently divided up. Not directly involved. Hazardous waste costs live in personnel. A question was brought up on where are we at with transfer of buildings. Currently on paper ownership has been transferred to NCPHD, not entirely.
- Sandy Macnab asked John how this will affect his own job and what's going to happen and if he has time with all he does already. He shifted time around – John is committed on program and has an understanding on what David does & wants.
- John supported the call for a time study to ensure program gets what it pays for from personnel. Whereas, Teri previously did not support that.

Further Discussion:

- Regardless of which entity is chosen as lead agency, there will be no changes to program logo, advertising, website, etc...
- David has been clear to both NCPHD and Wasco Co. letting them know what is lacking and what is needed. Reworking of the funds to allow this program to have more direct staffing.
- Gordon asked if we are going to decide based on money or philosophy. The two proposals are only about ten thousand dollars different.
- Karen noted David and Heather's statewide questionnaire which confirmed that county hazardous waste programs are housed in numerous different departments.
- Before the vote, John Zalaznik asked the steering committee if members had conferred with their agencies on the lead agency proposals.
- Mike Matthews confirmed with his administrator that Public Health will be represented regardless of which way the program goes, with Hood River County's commitment to having their environmental health supervisor as representative on steering committee.
- Karen favors Wasco County proposal for three reasons:
 - County's proposal seems more transparent in regards to FTE allocation,
 - Tyler does not have same concerns that Teri expressed about binding authority of steering committee in IGA language, especially as pertains to financial liability of lead agency,
 - Allocated FTE is more available due to consolidating into a position working beside program coordinator versus NCPHD's scattered approach.
- Wasco County Planning Director John Roberts has no issues with housing hazardous waste.
- John Zalaznik asked if Steering Committee members had conferred with their own governing bodies about the Lead Agency proposals.

- Karen Skiles, as Chair of the Lead Agency Sub-Committee, and having discussed the proposals with City (of The Dalles) officials, comparing proposals, and taking input, moved to select Wasco County as lead agency. Sandy Macnab seconded. All in favor. Motion passed.

Program Updates: Jim Winterbottom has accepted a new position in Gresham. Not sure who his replacement will be, but will make sure they are actively present at meetings and working with David.

- John Zalaznik asked if the Steering Committee sees a benefit to him being a representative for NCPHD. The committee would like to have him stay. He has the knowledge and background. Sandy Macnab moved to have John become a non-voting member, Gordon Zimmerman seconded. All in favor, motion passed.
- Master Recycler program is on ice. David tries to send out newsletter. Scheduling next year's events. David will follow up on grant funding administration inclusive of Loss Lake specifically.
- **Legislative:** Relevant legislative activity seems to be increasing. It's important to keep an eye on it, because of the implications to our own funding and because of resource management decisions that occur statewide which are then implemented locally. DEQ established a Materials Management Workgroup – David is participating in the funding committee. Plus, David is active participant on the Association of Oregon Counties (AOC) solid waste subcommittee.
- **Recycling 101:** Program running online via OSU. David will get data on how many have signed up for the class. Have some local teachers interested in online class.
- **Sub-Committees:** Goals & Policy Sub-Committee will meet once before quarterly meeting.
 - All three documents (Management Plan, IGA & Bylaws) are nearly ready to go. Will send out poll to meet in early November. Will need to fill Kristy's position in the sub-committees she was part of (Goals & Policies Sub-Committee and Lead Agency Sub-Committee).
 - Mike Matthews moved that Bruce Lumper replace Kristy Beachamp on Goals & Policies Sub-Committee. Sandy Macnab seconded. All in favor, motion passed.

Miscellaneous: Schedule December Quarterly Meeting – shorter meeting to discuss and work on updates to the three guiding program documents.

- David will send out a meeting poll with possible dates for both meetings (Goals & Policies meeting mid-November and December Steering Committee Meetings)
- After the Sub-Committee meets will talk about getting legal counsel to review documents.
- Will set dates for January/February to do a road show with newly drafted IGA.

Meeting adjourned 11:37 a.m.