



TRI-COUNTY HAZARDOUS WASTE & RECYCLING PROGRAM  
STEERING COMMITTEE MEETING  
HOOD RIVER COUNTY ADMIN BUILDING  
601 STATE STREET, HOOD RIVER, OR

WEDNESDAY, DECEMBER 11, 2013  
9:00 A.M. – 11:27 A.M.

**Committee Members Present:**

**Voting members:** Chair Steve Kramer (Commissioner, Wasco County), Vice Chair Kevin Liburdy (City of Hood River), Mike Matthews (Hood River County), Karen Skiles (City of The Dalles), Sandy Macnab (Sherman County), Gordon Zimmerman (City of Cascade Locks), Tracey Hornung (City of Mosier).

**Non-Voting members:** Bruce Lumper (resident of The Dalles), John Zalaznik (NCPHD)

**Staff Members Present:** David Skakel (NCPHD Tri-County Hazardous Waste & Recycling Coordinator, Sue Stephens (Wasco County Administrative Services Executive Assistant)

At 9:00 a.m. Chair Steve Kramer, Wasco County Commissioner called the Tri-County Hazardous Waste & Recycling Program Steering Committee meeting to order.

Mr. Kramer questioned if future meetings need to be discussed and after no response from the Steering Committee, future meetings will be discussed at a later date.

Financial Report – Revenue

David Skakel, NCPHD Tri-County Hazardous Waste & Recycling Coordinator opened the meeting discussing revenue based on the Household Hazardous Waste (Fund 207), stating that the majority of the revenue, besides revolving funds selling compost bins is provided mainly from surcharge revenue. The figures are based through November and currently within \$1,000 of the projected budget for the year, surcharge revenue based on budget-to-actual for revenue through October. (2:16)

Mike Matthews questioned the last meeting minutes from Wednesday, October 23, 2013, where the HHW Surcharge was at 17% received and based off the Revenue Status Report, now currently 25% (25.3%) received. We discussed how the surcharge

was inflated by \$30,000 in the budgeting process, but stated this was overall acceptable. (2:49)

Mr. Skakel explained how the percentage – annual percentage may vary due to unseen encumbrances in the amount of \$75,000 or more, which is reflected on the expense side which reflects a large portion spent from the actual receipts from November for the landfill, right on target at \$285,000 for the year. (4:04)

Mr. Matthews asked if the totals from the landfill can be differentiated between Wasco and Hood River County. (4:20)

Mr. Skakel said to change calendar to fiscal year so it coincides with the budget; last year's total surcharge income was \$280,000 with a \$15,000 shortage from one month of unaccounted receipts to be received. He said that if we use last year's amount of \$18,000, based upon a lower amount of garbage at the landfill with a CPI adjustment, satisfies projected amount. Percentage based on volume, Hood River County is at 54-55%, Wasco County 45% and Sherman County is 1-1.2% on municipal solid waste disposed at the Wasco County Landfill. (6:24)

Some discussion occurred that sending this information out to Commissioners and partners. (6:58)

Mr. Skakel agreed to distribute (email) spreadsheet to Counties landfill numbers to Steering Committee Board and will provide Road Show updates that include December numbers. (7:14)

#### Financial Report – Expenditure

Sandy Macnab, Sherman & Wasco County Ag/Dryland Cereal Crop, County Leader referred to page 2 and inquired if the \$7,000 revenue fund equipment sold (207.23.7207.420.453) was composting bins and if this is considered fixed assets. (8:00)

Mr. Skakel said the line item equipment sold is being handled as a revolving fund by the County or Health Department dealt with fixed assets and there is corresponding revenue, expense for that particular item, so we purchase as many bins as we sell. (8:35)

Mr. Skakel referenced to contracted service line 47 (207.23.7207.52429) the usage amount of 76-77% (76.85%) from encumbrances in which the \$124,000 (adjusted appropriation) includes (less than) \$30,000 (\$28,701.95) in expenditures provides the total \$94,000. Skakel continued that one year's comparison of quarterly events compared to a previous year of monthly Hazardous Waste events resulted in 20% increase in hazardous waste collected and a 20% decrease in costs. Contracted services have been higher than \$95,000 in the past, but currently costing HHW less to collect more. (10:38)

(The encumbrance of \$124,000 hasn't been expended, which includes \$30,000 of additional expense to correspond with the extra \$30,000 in revenue handled at the Health District and contracted services would be \$30,000 less than this amount, which equals \$95,000 - \$94,000.)

**Advertising – Tri-Fold Flyers – Volunteers**

Mr. Skakel stated the numbers for marketing and advertising are low due to lack of demand, but requested more of the low expense tri-fold flyers formatted to serve our three county areas, which now completely out of at this time. He stressed the cost savings by doing only one printing of the color tri-fold curbside recycling flyers and covers hazardous waste on the inside needing to order 1,000-2,000. These are distributed through Waste Connections, which goes back through the transfer stations, which ranges in costs from \$.60-\$.70 per flyer (rough estimate). The price differs upon cost break purchasing in volume and is considered the core flyer where information does not vastly change. He said that there are approximately 1,000 Spanish flyers, which go out in lower volume and have not been fully distributed for unknown reasons. (13:26)

Some discussion occurred around seeking competitive prices bids and if there will be future mailings. (13:35)

Mr. Skakel replied that competitive bids have fully be utilized and executed, now receiving printing services from Morin Printing (The Dalles) who are no longer in business, Express Color (Portland, OR) who provide reasonable prices, with a local contact. Mailings have decreased to twice a year newsletters with the hazardous waste schedule on the back and a fall newsletter which did not get distributed this time around, since schedules were not set. He said that he will send out a newsletter that will include the 2014 hazardous waste schedule prior to the next events which are the third week of February. Another mailing will go out late January, early February, where the program pays for the printing costs and postage outside the City of The Dalles and Hood River. Waste Connections reimburses the postage incurred in the two population centers. (15:47)

Mr. Macnab questioned if volunteers have been advertised in the newsletters. Volunteers would not handle hazardous waste, but spend a couple hours directing traffic, conducting surveys or distributing flyers to participants. (16:18)

Mr. Skakel replied that he has not directly asked for volunteers in the once a year mailer, but questions how to obtain staff or volunteers for specific dates and four day events, but has noticed a reduction in volunteers and Master Recyclers due to lack of attention over the year. In opinion, individuals are passionate about the industry, but not feeling compelled to participate as much. This group of individuals would be the first group to seek volunteers since they have come forward and completed the necessary course work for a total of six hours, eight days event per year. He said that it would be

beneficial to know someone is available when needed and they do not need to be highly trained individuals since they will not be handling hazardous waste and only needs one individual for a six hour period. (18:13)

Bruce Lumper questioned if the Steering Committee Board can assist with seeking volunteers. (18:40)

Mr. Skakel said that he does not want this Board to become a "Working Board" and commended the Steering Committee for all their work with the Sub-Committee. (19:13)

Some discussion occurred. (19:27)

Mr. Matthews stated that reaching out to other organizations like Rotary, Elks Lodge, Lions, Scout Troops, etc., which are individuals that already volunteer their time to the communities. (19:42)

Mr. Skakel discussed the .6 FTE Solid Waste Specialist position is in next year's budget, which has not been permanently labeled, or activated which may change due to structural changes based upon staff needs. The title will vary from Solid Waste Specialist, Office Specialist or Administrative Assistant which may resolve lack of volunteers to work six hour, four day a year events. He said that he can handle The Dalles events by himself and staff to provide the four events in Hood River. (21:02)

Mr. Kramer requested to discuss this at a later date. (21:07)

Kramer questioned if more discussion needed to occur with the finance and flyers. (21:17)

Mr. Matthews questioned if there needed to be a motion for flyers and the does the expense fall under advertising & promotions (207.23.7207.52101) at 7.62% (Expenditure & Status Report)? (21:24)

Mr. Skakel said no motion needed to be made since this expense is already budgeted for annually and responded that advertising & promotions expense was correct. (21:37)

Gordon Zimmerman commented that the Mayor of Cascade Locks heard about these events through sandwich board advertisements and stated that by placing these boards up prior to an event is efficient advertising. (22:20)

Skakel agreed that this is effective advertising at remote events such as Maupin, Tygh Valley, Dufur, Cascade Locks or the upper valley. Committed to staying within budget, by placing sandwich boards out prior to an event, this has provided double the amount in attendance. (23:26)

**{{{Karen Skiles, City of The Dalles Public Works motioned to accept the financial reports. Sandy Macnab seconded the motion which passed unanimously.}}}**  
**(23:53)**

Minutes

Lead Agency Sub-Committee September, 9, 2013

Chair Kramer asked if there are any corrections. Skiles replied that there are lots of corrections to these minutes. (24:09)

Under the title at the top of the page where it says, "Goals & Policy" and it should reflect "Lead Agency Sub-Committee Minutes". (24:32)

Skiles agreed to correct the Sub-Committee minutes from September 9<sup>th</sup>. (24:39)

Steering Committee October 23, 2013

Under Fiscal Report, the first bullet Surcharge, "All our revenue aside from the sale of compost bins comes from surcharges" and this is incorrect because it also comes from a Sherman County fee. (25:36)

Under Fiscal Report, the third bullet down Tonnage/Surcharge, "Garbage volume has gone down in our in service areas" does not make sense. Remove the extra word "in" to make sentence correct. (27:09)

Under Fiscal Report, on second page under Non-voting members: "Letter of resignation from Kristy Beachamp" does not make sense. (27:32)

Under Lead Agency Committee, under the first bullet, "There were 3 entities interested in becoming a lead agency", and revised to "The City of The Dalles was willing to consider if all else fails". (28:03)

Under Lead Agency Committee, second bullet "In December 2012 committee voted to stay with NCPHD", and revise to "Steering Committee voted to stay with NCHPD" due to it's under the Lead Agencies Sub-Committee heading. (28:31)

Under Lead Agency Committee, second bullet, "After that meeting Karen requested for proposals and sent them" and revise to "Sub-Committee decided to request proposals from Wasco County and North Central". Skiles stated this was not her decision. (29:01)

Under Wasco County Proposal, the fourth bullet down it states ".6 Solid Waste Specialist", Skiles assumed this should be a "Office Specialist". (29:34)

Under Wasco County Proposal, six bullets down it states “Office Specialist will do .60%”, so there appears to be a discrepancy between Solid Waste Specialist & Office Specialist. (30:38)

John Zalaznik stated that pay rates are reflective of skill sets. (31:04)

Skakel commented that the pay scale for Office Specialist, Administrative Assistant and Solid Waste Specialist in rank according to the pay scale. (31:24)

Some discussion surrounded pay rates. (31:49)

Skiles questioned the Wasco County proposal and Kramer responded with a .6 FTE Office Specialist position. (32:06)

Under NCPHD Proposal, bottom of page 2, first bullet “Wasco Co. budget is currently divided up. Not directly involved with hazardous waste costs” does not make sense according to Skiles and Zalaznik. (32:39) Zalaznik said he does not recall making this statement and there should have been another heading there. (Another reference made to last bullet on page 2.) Skiles added that this bullet is the end of Zalaznik’s presentation due to Skakel was referencing to, no matter which Lead Agency is selected, there wouldn’t be changes to the logo, website, so that doesn’t belong under that... (33:38)

Some discussion occurred over second bullet and if there was a recording of the meeting minutes from October 23, 2013. (34:33)

Skakel said that the minutes from October 23<sup>rd</sup>, 2013 can’t be approved today (December 11<sup>th</sup>, 2013) with exceptions as a result of too many corrections. (34:46)

Under Program Updates, under Committees (5<sup>th</sup> bullet), Committees should be Sub-Committees, “All three documents are ready to go”, we never said they are ready to go, “nearly ready to go” is correct. (35:08)

Some discussion occurred over requesting Cynthia to re-visit the recording to make corrections of the October 23<sup>rd</sup> meeting. (34:55)

**{{{Consensus to have Cynthia Villalobos correct October 23<sup>rd</sup>, 2013 Steering Committee minutes.}}}**

Some discussion occurred around whether the October 23<sup>rd</sup> Steering Committee meeting was recorded. Members of the committee agreed that the meeting was recorded.

Goals and Policy Sub-Committee November 18, 2013

Chair Kramer questioned the committee if changes needed to be addressed with the minutes from November 18<sup>th</sup> and everyone agreed that the minutes were acceptable.

**{{{Chair Kramer motioned to accept the HHW Goals and Policy Sub-Committee minutes from November 18th, 2013. Skiles seconded the motion which passed unanimously.}}} (36:59)**

Lead Agency

Mr. Kramer said that he provided a copy of the letter (Lead Agency Request – December 5, 2013) during the Wasco County Board of Commissioners meeting on November 22<sup>nd</sup>, 2013 to request that Wasco County continue to be Lead Agency. The Board of County Commissioners was in consensus to postpone approval of the Tri-County Hazardous Waste Steering Committee letter until all partners had these discussions. In order to continue to writing the next letter that will go out to the 9 IGA partners, NCPHD, Waste Connections, Mel’s Sanitary Service, it was important to address any concerns, some brought up by Teri Thalhofer, NCPHD Public Health Director, prior to the next letter going out to community partners. (39:03)

Some discussion occurred surrounding the content of the lead Agency letter presented to the Steering Committee on behalf of the Wasco County Board of County Commissioners. After a lengthy discussion, it was determined that Wasco County is the Lead Agency, which was mutually agreed upon by the Steering Committee. (43:07)

Ms. Skiles questioned how the transition of the separation of NCPHD and Wasco County was going to affect the function of budget and employees. (43:19)

Matthews said that he had questions regarding the correspondence from Ms. Thalhofer about the legal interpretation at the bottom of the letter, “I agree NCPHD IGA grants districts legal authority over the Hazardous Waste Program.” He assumed that NCPHD and Wasco County signed the legal document in June. The committee responded to Matthews that it did occur in June 2013. (43:51)

Some discussion surrounded the legal specifics around the building. (44:36)

Skiles stated that the documents and practices are inconsistent with the new District IGA and are not legally authorized. She said that our IGA documents currently are out-dated, so legal intervention should occur. (44:59)

Chair Kramer said after having legal interpretation from Mr. Sponsler, Wasco County has inquired into seeking legal representation as of December 11, 2013. (45:33)

Matthews said that the committee needs to move forward since everyone has been contacted verbally, something in writing would be appropriate. (46:42)

Chair Kramer recapped that he has provided a rough draft letter that will be provided to Commissions, Mayors, Councils, Public Health at that request of the HHW & R Steering Committee. There were two applications received at the October meeting to offer services as the Lead Agency for the Steering Committee. The Steering Committee voted to accept Wasco County's application and Wasco County Board of County Commissioners agreed to continue as the Lead Agency on December 4<sup>th</sup>, 2013. The By-Laws and the IGA have been updated and a final draft enclosed for the Steering Committee to review. (48:01)

Skiles stated to have October 23<sup>rd</sup>, 2013 added to the record as the date the Steering Committee voted. (48:20)

Tracey Hornung questioned the first sentence referred to "Jurisdiction over the Steering Committee" and possibly the word "program". The Steering Committee agreed that the word "Jurisdiction" was not used. (48:37)

Bruce Lumper said he agrees with the suggestion of Matthew's correspondence suggestion, and follow-up with a letter to the parties from the Steering Committees, and hold off on the Road Show until legal matters are resolving having more certainty before approaching parties. (49:58)

Some discussion surrounded the date of Glenn Pierce's retirement regarding the original motion made to go with Public Health was made in December 2012 and Mr. Pierce retired in June. (50:38)

Skiles stated that she had in her possession some steps and history in response to Ms. Thalhofer's statements. She said that for the minutes and record, she would like to correct some of the misstatements. (51:08)

***For the record, in December 2012, the Steering Committee voted to stay with the Health District which was becoming North Central Public Health District. (51:21)***

Skiles continued that we worked through the process and some issues arose during discussions in the first half of 2013 and the Health District had issues surrounding the Administrative fee and requested details. She said there were also issues around the wording of the IGA and Health District's liability around employees and budget, which we are currently addressing at this time. During July 3<sup>rd</sup>, 2013 meeting, Ms. Thalhofer at the beginning of the meeting discussed issues and made a comment that other entities would not be interested, so thought was given if other agencies were interested. So, as July 3<sup>rd</sup>, after verifying with Wasco County, she said that she went back to her agency, City of The Dalles and was advised that they would not like to intervene, but would consider it if no other agencies were interested. As Ms. Thalhofer stated that we abandoned our decision to move forward with the Health District and didn't follow the necessary steps to finish our IGA revision. She said we have been working on that since 2011 including several meetings since 2013, so I am not sure what that means. (53:13)



Macnab said progression took place at the July 3<sup>rd</sup> meeting, but transfer uncertainties on dates transpired on the decoupling of the Health District and more questions arose. (53:44)

Skiles said that she has a written memo in possession from Ms. Thalhofer that the buildings would transfer in January 2014, but they transferred in July 2013. (53:55)

54:18 (unknown male voice) questioned the structure that when the Public Health was created, how many employees from Wasco County were transferring to the Public Health District? (54:32)

Mr. Zalaznik responded all the ones that were employed, including Mr. Skakel. (54:37)

(unknown male voice) so he is just a small sub-set of all the employees left? (54:41)

Mr. Zalaznik said correct. (54:33)

(unknown male voice) said so what this committee decided in October 2013 was you get all employees, but we are going to keep Mr. Skakel. He said is this what Wasco County or the Steering Committee decided? (54:54)

Ms. Skiles stated that no timeline was set. (54:57)

(unknown male voice) questioned the first sentence in the larger paragraph, "I have not received any official notification from the Steering Committee," and suggested sending Ms. Thalhofer a letter that we are going to keep the program. He continued to say she has the employees and buildings, but questioned if the buildings come back. (55:19)

Mr. Matthews added yes, the buildings do come back or that is the intent. (55:23)

(unknown male voice asked if they were Hazardous Waste Buildings and not Public Health Clinics. (55:29)

Ms. Skiles said it's the Hazardous Waste Collection Buildings. (55:33)

(unknown male voice) asked if the IGA is reversed. (55:36)

Mr. Matthews stated amending the IGA with this decision and staying with the Lead. He said that after some conversations with Tyler Stone, Wasco County Administrative Officer that the transfer or sign off is paper at this point in time, and has not been a deed transfer. (56:00)

Mr. Zalaznik responded it was not to his knowledge. (56:01)

Mr. Zalaznik stressed concern on whose payroll Mr. Skakel at the first of the year. He went on to state that it's Ms. Thalhofers priority to protect the program and employees, where the committee is not capable of making that decision, nor quick enough to complete everything in a mannerly time frame. Still speaking on behalf of Ms. Thalhofer, Mr. Skakel is still an NCPHD employee and will continue to be an employee of NCPHD in January 2014. (56:50)

Mr. Kramer stated that they will be NCPHD in January, but they are currently being paid by Wasco County. (56:59)

Mr. Zalaznik reiterated that he is still a NCPHD employee as of July 1<sup>st</sup> and the only administrative difference is that he receives pay through Wasco County. He said that the funds that are transferred into fund 207; they will be transferred to NCPHD January 1<sup>st</sup>. There was discussion of the Household Hazardous fund established by Wasco County where money is transferred in and out of in accounting terms. (57:49)

Mr. Kramer questioned who will sign Mr. Zalaznik's payroll check as of January 1<sup>st</sup>. Mr. Zalaznik responded that NCPHD will sign his check. She asked if the Steering Committee can make the executive decision budgetary wise to make this transition. (58:13)

Mr. Kramer stated that he was unfamiliar with the process since he has not been with Wasco County long enough. (58:17)

Ms. Skiles stated this should be brought to the attention of the County Administrator obtain the start date for Mr. Skakel to be paid by Wasco County since January may not be an effective date. (58:29)

Mr. Zalaznik said if funds are not transferred into North Central Public Health, and Mr. Skakel is an employee of Wasco County, and if the funds are not transferred, he will not receive pay which can be a potential problem. (58:52)

(unknown male voice) said that a resolution has to be made and funding follows the employee and Lead Agency. He said that NCPHD is not willing to give up the program and information provided shows they wish to keep the program. (59:15)

Mr. Matthews asked who would provide the answer to the Steering Committee. (59:20)

(unknown male voice) responded that this decision is between the two County Administrators. (59:23)

Mr. Matthews asked how we get fund 207 to stay with the Lead Agency in January or transferred to a different fund that is with the Lead Agency that the Steering Committee has selected. He said does the Steering Committee need to make a motion to determine the answer. (59:40)

Mr. Lumper asked what the future Board of County Commissioners meeting scheduled for the rest of the year. (59:49)

Mr. Kramer said that the Board of County Commissioners has an upcoming meeting on December 18<sup>th</sup> and any other Special Sessions that he needs accommodated. He said that Mr. Stone is out of the office for the rest of the week, but is curious to what legal counsel has to interject on how Wasco County proceeds and it was suggested that he sits down with Ms. Thalhoffer to have a work session. (1:00:29)

Some discussion surrounded the Board of Health Meeting and their willingness to participate and meet with the Board of County Commissioners to work on a solution since it's escalated to an urgent level. (1:00:45)

Ms. Skiles inquired how the Wasco County Finance Department plans on processing the funding. (1:00:58)

(unknown male voice) said depending legal counsel and the two entities agreement, he recommends on holding off of sending out the letter due to unforeseen changes. (1:00:28)

Mr. Matthews questioned if the Steering Committee needs a special meeting or conduct business over email correspondence prior to year-end. (1:01:49)

Ms. Skiles added that we have already made a decision. (1:01:52)

Mr. Matthews recommended email correspondence when answers are obtained, then prepare a draft of the letter and send this out for input. (1:02:05)

Mr. Lumper suggested the Steering Committee be apprised of the Wasco County Board of County Commissioners Special Session with legal counsel. (1:02:25)

Mr. Kramer agreed that the Steering Committee should be a part of that work session and so should all the affected parties. (1:02:30)

Mr. Kramer also stated that the transition will be placed on hold. (1:02:50)

#### Goals & Policy – Sub-Committee

Some discussion surrounding Hazardous Waste & Recycling voting whereas the Lead Agency has put these topics of discussion on hold.

Mr. Zimmerman said everything is on hold for now. (1:04:16)

Mr. Lumper said that even with the Management Plan, recycling issues were brought up in the recent Hood River County Administrators meeting, where recycling has some

prominent changes in the Management Plan document. He continued to say that the committee is authorized to approve the By-Laws, but not the IGA or at least not in that order. As work continued and the committee worked on By-Laws, and how they were structured prior to the Steering Committee was identified as the program. So by taking out the Steering Committee, the By-Laws addressed the program. (1:05:38)

Mr. Skakel explained the process of how the IGA would legally change is through legal review of the nine entities and the authority of Governing Bodies, City Council, County Commissions, etc. The process is to take all three document updates and combine them into one packet for their consideration even though the committee has the authority to change the By-Laws. He said that he recommends reiterate to the group that some changes to the documents consistent with the decision of 2007 to expand the scope of the program. He also suggest to take all the documentation back to City Council, Commissions, County Administrators to reaffirm the direction of updating the documents program to reflect what has been completed since 2007 or collect their policy information on where they would like to see the program in the future. (1:07:37)

Mr. Lumper asked if the language was in the documents. (1:07:42)

Mr. Skakel replied that Management, By-Laws and IGA do not reflect that decision in 2007 by the Steering Committee to expand Hazardous Waste.

Mrs. Skiles asked if the red-lined versions should be given to the IGA Members. (1:08:10)

Mr. Lumper asked if the documents should not change further or be changed further. (1:08:19)

Some discussion among Steering Committee members said they did not feel comfortable taking red-lined documents to their Council and this would complicate matters. The Steering Committee Members suggested taking the final documents to their peers and let them make comparisons if needed. If the red-lined documents are sent out to nine entities, it would possibly take another year for input, slowing down the process. It may take a year to get the documents through the legal channels and it definitely will cause more time consuming questions among peers that are unnecessary, when their peers may not have any impact on the documents.

Mr. Skakel agreed with the Steering Committee on final documents being presented to cause unnecessary delay, questions and time. He said that some of the changes and updates to the Management Plan are to merely update he documents to reflect the decision of 2007. (1:09:47)

Some discussion surrounded approval for the recycling the last time the Steering Committee went to all the entities at the last Road Show. (1:10:24)

Mr. Skakel said no official vote has been cast, but the actual authorizing actions by City Council and County Commissioners signing the IGA. The Steering Committee has made decision, but there have been several Road shows since that decision was made and the last one was with Hood River County in early summer (2013). (1:11:18)

Mr. Matthews said that it wasn't so much seeking their approval, but spending the time to update the Commissioners and educate them on the program since most of them are new about the program. He said that Mr. Skakel wants the Steering Committee to present what the program details and this is what the program does to the new Commissioners. (1:11:40)

Mr. Skakel clarified that a part of the Road Show audio visual presentation, it showed the scope and how the program began, what it expanded into and where we are at today. (1:11:55)

Mr. Lumper said the decision in 2007 to add recycling in Road Shows to update, but subsequent to that, now the entire materials management planning effort by the State of Oregon is coming down channels into the various programs including this one. One or possibly more Commissioners have issues with this and so there are two issues around recycling, the program when this is presented to the parties it may be not sufficient to go with the standard recycling change. The materials management may be an issue to one County Commissioner. (1:12:53)

Mr. Skakel said that it would be beneficial since the Commissioners and Councilors change over a period of time, update the current Commissioners or have this discussion during the Road Show from staff's perspective on the increase between Hazardous Waste, Solid Waste and Recycling. The Solid Waste is where the entire revenue is generated for this program and our recycling efforts are curtailing our funding. (1:13:39)

Mr. Zalaznik asked how the Steering Committee handles it's program direction when representing so many entities that may or may not entirely buy-in on adjustments to the program? (1:13:57)

Mr. Skakel stated when the program was formed, those discussions occurred and referencing to early documents and the Management Plan, the program is possible because of coalescing services over a broad rural area. So by bringing a level of service that wasn't obtainable and it is possible that some of the smaller IGA members remove themselves from the program, the program could survive. He said if Wasco County, Hood River County, or the Cities of The Dalles or Hood River would remove themselves that would be a problem for the stability program. (1:15:07)

Mr. Zalaznik said he is not considering if agencies remove themselves, but questioning if materials management or recycling referring back to the governances explaining how things are added and done. (1:15:24)

Mr. Skakel said that a lot of what the organization does besides collect is provide outreach, educate and inform the public in a diverse area. He said that it's his job to

use language and themes that are universal and acceptable to the entire constituency. The materials and management is a core area which he has personally been made aware of that there was a decision maker who was concerned. He said that he assisted the Commissioner with his concerns by bringing those concerns directly to DEQ, and specifically to the Materials Management Work Group (not staffed with DEQ staff, a network of state-wide group involved in Solid and Hazardous Waste) and approached Commissioner Smith with his concerns. He said that he has informed the constituency of what the vision of the State of Oregon for optimal management of materials and the rest of the network of individuals who handle solid, recycling and hazardous waste are venturing. (1:17:54)

Some questions surrounding if a Commissioner and his Board objected to support the Recycling and Hazardous Waste Program. Also removing the Commission from the program and creating a replica of the program. (1:18:24)

Mr. Kramer explained that this is not a mandated service and this program is what the County and Cities selected to tax ourselves to participate. He emphasized again that the program is not mandated. (1:18:43)

Some discussion occurred of how to keep everyone 100% buy-in when the program is morphing without talking to Governance that you are representing. They will be having that conversation and determining the level of buy-in there is for this morphing and will make some decision if we can all stick together at which level and adjust the program accordingly. (1:19:54)

Mr. Kramer asked if that was the intent of a nine member Board was that each representative from the partner was he information piece that goes back to our individual Cities and Counties and provide information on what is being done by the Committee. He said we talked about this information and this is where the program is moving towards and would like to have your specific input on these topics. It sounds like the Committee has gone away from these intentions, but there is a Dufur community member who is willing to join the Committee, so this is happening. He said that he will be meeting next week with Maupin to try and obtain a member from that area, so that there will be a full Board. He stressed that representation and communication that it seems like the Committee is losing. (1:20:54)

Mr. Zalaznik said that before the Committee voted for Wasco County to be Lead Agency, nobody contacted their Governance. He said that the Committee is acting as a Board instead of a Committee and not going back to their Governance and providing information or asking for their opinion. (1:21:30)

Some discussion from the Committee members on how they approached their Governance and there is not a clear path for Lead Agencies. Some members went to their appropriate contacts and discussion that only some communicated and not the full Boards participation was projected. (1:22:27)

Mr. Skakel stated that he was willing to go before the nine IGA's, Councils and Commissions to provide an update. The intent of the discussion he believes is not offer to go before these agencies, but take action. The decision to put the Fall Road Show on hold at the summer session due to Lead Agency issues, he is going to all nine entities. He said that one is already scheduled in Hood River on January 21<sup>st</sup>.

Mr. Lumper is concerned that that some of these "roadshow" meetings with City Councils and County Commissions are being scheduled prior to solving the Lead Agency entanglement. (1:25:22)

Mr. Kramer stated that these meetings were made prior to the entanglement occurred, so if we are unable to entangle by January 21<sup>st</sup>, we will postpone with the Hood River County Commissioners. (1:25:37)

Mr. Macnab requested information on the Waste Management or Materials Management issue vs. Recycling and what the Commissioners concern were. (1:26:04)

Mr. Skakel said that it's a published document developed by DEQ collaborated by a work group throughout the state, urban, rural, local government, haulers, recycling, garbage, processors, etc., The idea was to recycled and composted 100% of our unwanted stuff that would have an impact on how our carbon footprints are being measured and the solution is upstream. He said that we are too focused on management and recycling. The intent is to look at the full lifecycle of items, so this is the definition of Materials Management at its core. The concern from one Commissioner is that the Management Plan is over reach by state government that comes from the Agenda 21 which is an international protocol of Climate Change Agreement 1996 or 1997. The US did not sign into this agreement. He asked for the specifics and has not received them to date. One complaint the Commissioner had is the state is telling individuals what size house they must live in and is a document that informs people of best practices so they can make better decisions. He said for example, why recycle an aluminum can if they understand the divided energy in he can, it would costs 97% more energy (water, electricity) to make a new one from box site from Chile than place it in the blue bin and make it back into a can. He said this is good information and currently the state through DEQ is giving this type of best practices or information about buildings. The information they are providing is the greenest thing one can do with a building is likely live in a smaller residence. Some have interpreted this information incorrectly and he suggested reading the plan, and stated that this is a work in progress so that's why there is a Materials Management Work Group. He continued by saying that anything that requires energy to operate, whether it is a vehicle or building, the easiest efficiency has less to do materials you made the house with. DEQ is currently looking into placing their diminishing funds into optimal or best practices for a variety of recyclables with organics, plastics and coming up with science based recommendations on do we burn it for energy, recycle it, down cycle it and why. (1:31:41)

Some discussion occurred surrounded by the fear of Government intrusion in private citizen or small business. (1:32:28)

Mr. Skakel reiterated that the basis of his funding and DEQ's funding stems from volumes of locally disposed municipal solid waste and heading into a future of Materials Management, as the programs and manufactures take control over big pieces of traditionally landfill's materials such as carpet, mattresses, packaging, paint, computers. So what's left is organics and a lot need to educate, collect and for HHW, unless we remain involved, a much needed funding occurs, may lead to a dire funding situation eventually. He said that the Materials Management Group is meeting and will have six meetings in a twelve month period and will report back to the Steering Committee. (1:34:21)

Meeting convened for break at 10:34 a.m.

Meeting reconvened at 10:43 a.m.

Misc. – Staffing

Mr. Kramer said he was looking for volunteers for the Budget Subcommittee for the March budget. Steve Kramer, Kevin Liburdy, Bruce Lumper and David Skakel volunteered to participate. (1:44:42)

Mr. Kramer added that staffing will be discussed at a later date at the work session. (1:44:50)

Mr. Skakel elaborated on the upcoming Wasco County budget process and would like to see the following actions taken prior to the next quarterly meeting scheduled for March. He would like a finalized budget for consideration by the Steering Committee prior to presenting it to the Lead Agency. There may be a meeting prior to the quarterly meeting, possibly emailing a draft email so the meeting can meet to discuss the proposed budget. (1:46:18)

Mr. Matthews requested to review job description that was sent out to the Steering Committee. He also requested to discuss the original job assignment from the last meeting on Mr. Skakel's job description. (Mr. Skakel did not have his job description of duties with him at the meeting, but does have that in his possession, therefore it was not discussed). (1:47:27)

Mr. Skakel stated if the program transfers or remains with Wasco County January 1<sup>st</sup>, the implication is the there will be a loss of numerous support staff, supervisors, Administrative Assistants, Secretaries and Financial Managers will have to be reassigned. He said what was budgeted for last year was a .6 FTE Solid Waste Specialist and under the assumption that there is still support from the Health District. This position differs due to pulling together some skill sets in other areas like an Office Specialist, which is someone who has access to financials. He said looking at the job description; his recommendation was to raise the level to Administrative Assistant so it



would obtain the higher pay scale than an Office Specialist, but the skill requirements are greater. The titles are associated with salary ranges and comparing Office Specialist, Administrative Assistant and Solid Waste Specialist budgeted this year at .6 FTE being the highest. He suggested a higher position to attract someone with a higher skill set. The position is currently at a .6 and not a 1.0 FTE due to the Lead Agency issue and those discussions have not taken place in the in the program with the Planning Department about this potential shared position. He continued to state he was uncertain with the Planning Departments needs and it may need to be looked at further since he doesn't know their needs. It may be possible to look in other areas of Wasco County for a shared position with all of the skill sets he requires or might consider this position entirely for this program at a higher FTE, so could be .6 or .8 FTE and dropping the Solid Waste Specialist. He requested feedback from the Steering Committee on input around the position and it may be suggested to have the Goals and Policy Subcommittee to examine this closer. Some items to consider for stability, optimal services and scope of work and the Solid Waste Specialist in the past were Heather Alexander, NCPHD Solid Waste Specialist. He said Ms. Alexander worked on very specific tasks to the program in a full-time position, so now we are taking a 1.0 FTE and splitting it in half, but then adding Secretarial, Office Specialist, some financials. (1:53:49)

Mr. Lumper questioned if this position would also encompass the field position. (1:54:00)

Mr. Skakel replied that it is a field position that is directly tied to the program, which is present every day whether in part or full. This position will be four days a year, maybe eight in the field and if it's a shared program position, there may be an issue due to they may have to pull an employee from the office. (1:54:48)

Mr. Matthews stated that did not have issues with what Mr. Skakel was requesting, but implied that it may be difficult to find someone with this skill set. (1:55:03)

Mr. Skakel has requested to raise position to Administrative Assistant, someone who can provide expert minutes for the program, possibly taking a computer exam to measure skills in Excel and computer based skills. He said someone who can work with financials, not necessarily forming or setting draft budgets, but able to work Excel spreadsheets and help the Coordinator with type of reporting. The ideal individual will have to have the necessary skill set. (1:56:37)

Mr. Lumper asked if Wasco County continues to be the Lead Agency, will Mr. Skakel continue to be a Solid Waste Specialist under that particular salary range. (1:56:49)

Mr. Skakel replied no. (1:56:50)

Mr. Skakel said that he will be a Coordinator. He said that he currently is in a Coordinator position and it is a different salary range than a Solid Waste Specialist. (1:57:16)

Some discussion surrounding how Wasco County positions are advertised – closing dates. (1:59:23)

Misc. – PaintCare

Mr. Skakel explained the core of the PaintCare program, which is almost half of the hazardous waste collected and stated that the contracts for the program will be expiring at the end of June 2014. Some other counties expressed concerns about the terms of the PaintCare agreement and insurance companies would not provide insurance. The issue of the contract is PaintCare is asking for a higher level of liability for the other parties as compared to themselves. He said that if PaintCare and their contractors were ever found negligent, that the counties through these contracts would be unable to take them to task them for Lead Agents. He continued with some issues and concerns with PaintCare under the terms of PaintCare law, which allows charging fees to sell paint fees in Oregon. Further negotiations need to occur regarding transportation costs, collection issue and liability. He said there is a possibility that the program may not be working with a contract for a period and suggested obtaining a legal opinion, but holding off of signing the contract. (2:25:43 )

Meeting adjourned 11:25 a.m.

#### **Summary of Actions:**

#### **Motions Passed**

**Accept Household Hazardous Waste financial report (revenue & expenditures). 23:40**

**Accept HHW Goals and Policies Sub-Committee minutes from November 18, 2014. 36:59**

#### **Consensus**

**Committee requested Cynthia Villalobos (NCPHD) to make corrections to October 23<sup>rd</sup>, 2013 minutes, and Karen Skiles agreed to re-work the September 9<sup>th</sup>, 2013 Lead Agency Sub-Committee minutes. 34:44**

Minutes respectfully submitted

Sue A. Stephens, Executive Assistant