

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

Wednesday, March 11, 2015  
Mid-Columbia Fire & Rescue  
1400 West 8<sup>th</sup> St., The Dalles, OR

**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); Gordon Zimmerman (City Administrator, Cascade Locks); Karen Skiles (City of The Dalles); Pat Bozanich (Mosier).

**Non-Voting Members Present**

John Zalaznik (EH Supervisor, NCPHD); Bruce Lumper

**Staff Members Present**

David Skakel (NCPHD/Tri-County HWR), Kathi Hall (Finance Manager, NCPHD) and Gloria Perry (Executive Assistant, NCPHD).

**Guests Present**

Neita Cecil – The Dalles Chronicle, Shari Harris-Dunning - DEQ, Monica Morris – Wasco County, Erwin Swetnam – Waste Connections, Joanna Kemper – City of The Dalles; Frank Kay - City of Maupin.

Minutes taken by Gloria Perry

At 8:30 a.m. Chair Steve Kramer, Wasco County Commissioner called the Tri-County Hazardous Waste & Recycling Program Steering Committee meeting to order.

**Summary of Actions Taken**

**Motion by Karen Skiles, second by Pat Bozanich to approve the minutes from the December 10, 2014 steering committee meeting as presented.**

Vote: 7-0  
Yes: Commissioner Steve Kramer, Kevin Liburdy, Sandy Macnab, Mike Matthews, Gordon Zimmerman, Karen Skiles, and Pat Bozanich.  
No: 0  
Abstain: 0  
Motion Carried.

**Motion by Karen Skiles, second by Sandy Macnab to proceed with the Memo and Resolution in the matter of payment for refurbishments of office space for the solid waste coordinator as presented.**

Vote: 7-0  
Yes: Commissioner Steve Kramer, Kevin Liburdy, Sandy Macnab, Mike Matthews, Gordon Zimmerman, Karen Skiles, and Pat Bozanich.  
No: 0  
Abstain: 0  
Motion Carried

**Motion by Gordon Zimmeramn, second by Pat Bozanich to adopt the proposed 2015-16 budget with the following changes: Change line item name Code Compliance Support to Program Support, Contingency fund of \$75,000.00, Unappropriated fund of \$125,000.00, Reserve fund for a vehicle of \$28,093.00 and delete Reserve – Shutdown line item.**

Vote: 7-0  
Yes: Commissioner Steve Kramer, Kevin Liburdy, Sandy Macnab, Mike Matthews, Gordon Zimmerman, Karen Skiles, and Pat Bozanich.  
No: 0  
Abstain: 0  
Motion Carried

**Motion by Gordon Zimmerman, second by Karen Skiles to approve the necessary cost out of line item supplies-equipment for the purchase of a medical disposal box to be used in Sherman County. This medical disposal box should be similar to the type of box currently being used by the City of The Dalles Police Department.**

Vote: 7-0  
Yes: Commissioner Steve Kramer, Kevin Liburdy, Sandy Macnab, Mike Matthews, Gordon Zimmerman, Karen Skiles, and Pat Bozanich.  
No: 0  
Abstain: 0  
Motion Carried.

**Motion by Gordon Zimmerman, second by Pat Bozanich to approve the Sharps program for Sherman County.**

Vote: 7-0  
Yes: Commissioner Steve Kramer, Kevin Liburdy, Sandy Macnab, Mike Matthews, Gordon Zimmerman, Karen Skiles, and Pat Bozanich.  
No: 0  
Abstain: 0  
Motion Carried

## **Welcome and Introductions**

- Steve Kramer welcomed everyone.
- Karen Skiles announced that she is retiring from the City of The Dalles and would not be a member of the steering committee after today's meeting. She introduced Jo Kemper of the City of The Dalles as her replacement. Jo has not yet been officially appointed by the City of The Dalles but should be before the next quarterly meeting.
- Steve introduced Frank Kay who will be representing the City of Maupin. Frank has not yet been officially appointed by the City of Maupin but should be by the next quarterly meeting.

## **Schedule Future Meetings**

- The next regularly scheduled steering committee meeting will be on Wednesday, June 24, 2015 from 8:30 a.m. to 11:30 a.m. (Location will be at Wasco County's Planning Department)
- Future quarterly meeting scheduled for September 23, 2015.

## **Fiscal Report**

- Kathi Hall presented a year-to-date fiscal report.
  - It was the consensus of the steering committee to accept the fiscal report as presented.

## **Approval of Meeting Minutes**

- With a motion, minutes were approved as presented.

## **Lead Agency**

- Commissioner Kramer stated that a draft resolution transferring the household hazardous waste program to Wasco County was presented to the North Central Public Health District (NCPHD) board at their 3/10/15 board meeting. There was full consensus to transfer the program as of 7/1/15. This is so that all budgets can move forward so that there is no interruption with the fiscal and with the employees.
- The next steps are the transition with the contracts, with the employee, making sure sensitive information is excluded from anything transferred over.
- The goal is to have the draft resolution signed at the next board of health meeting which is in April.
  - Resolution & Memo
    - At this time, Commissioner Kramer distributed a memo addressed to Teri Thalhofer, Director of NCPHD along with a Resolution in the matter of payment for refurbishments of office space for the solid waste coordinator.
    - With David's consent, Commissioner Kramer had emailed to the steering committee a copy of the charges filed against David by the District Attorney.

- This charge is in regards to an unauthorized purchase David made for paint and supplies for the office he will be using at a Wasco County facility after the program transfers to Wasco County.
- Commissioner Kramer advised the steering committee that County Counsel has reviewed the resolution and memo and is supportive of this direction.
- It was asked if this resolution and memo would take care of the legal issue for David and Commissioner Kramer stated he hoped so.
- It was also asked if this resolution and memo would retroactively take into account the purchase of \$54.00? Commissioner Kramer stated that was the intent.
- Kathi Hall asked why Wasco County did not pay for the paint since it's a Wasco County building as that has been their practice.
- Commissioner Kramer stated because Wasco County didn't know anything about it and he also stated that this is hazardous waste money that is being provided for the program. He further stated that we used these funds from our hazardous waste program to take care of our hazardous waste program because our employee will be providing that service from there.
- After further discussion a motion was made to accept and sign the resolution.

### **Budget Sub-Committee**

- David presented to the steering committee a proposed budget for the 2015/16 fiscal year created by the budget sub-committee which consists of Commissioner Kramer, David Skakel, Bruce Lumper and Pat Bozanich.
- Monica Morris, Finance Director of Wasco County presented a Budget 101 with a Q&A.
- After discussion, a motion was made to adopt the budget as presented with the following changes:
  - Change line item name Code Compliance Support to Program Support
  - Contingency fund of \$75,000.00
  - Unappropriated fund of \$125,000.00
  - Reserve for a vehicle of \$28,093.00
  - No reserve for a shut down

### **Grants**

- Before any small grant is approved, Commissioner Kramer asked that he be given time to find and review Wasco County's small grants policy to ensure the small grants policy approved by the steering committee aligns with Wasco County's. This has to do with possible liability issues that were brought to his attention during NCPHD's board meeting on 3/10/15 by Teri Thalhofer. This was brought up for the protection of all.

- It was asked if the policy written by the steering committee agrees with North Central Public Health's small grants policy. Commissioner Kramer stated he didn't know because he couldn't find the policy.
- David was concerned that since the pending grant applications would not be reviewed / approved until the June 24<sup>th</sup> steering committee meeting that there may not be time to dispense the funds in the current fiscal year before the next fiscal year starts and that would deplete this line item at the very beginning of the new fiscal year.
  - It was discussed that there are mechanisms that will allow for the expense to be charged against the 2014/15 FY if they are paid in FY 2015/16.
- After discussion, it was the consensus of the steering committee to allow Commissioner Kramer one month to sort this out and obtain legal opinion regarding any liability issues.

### **Miscellaneous**

- Green Schools
  - David asked the steering committee to approve a conference sponsorship for Oregon Green Schools summit taking place on April 3 in Salem.
  - After discussion, it was the consensus of the steering committee not to approve this request.
- Hood River Waste Work Group
  - The City Administrator in Hood River has organized a waste work group with Erwin Swetnam representing Waste Connections and Hood River Garbage, David Skakel representing the program, Dirt Hugger Commercial Composters, folks from the short-term rental market in Hood River, Restaurateur's and Hood River City staff Kevin Liburdy. This group is looking at scenarios for updated services possibly including a switch from blue bins to roll carts and including possibly organics management at the curb, i.e. food waste – yard waste.
- Sherman County
  - Unwanted Medicines.
    - Currently the City of The Dalles Police department and Hood River County Sheriff's office drop-off sites for unwanted medicine.
    - The Sherman County Sheriff's office has agreed to be a drop site for this as long as we provide the box. The cost of a MedReturn box is approximately \$700.00. Sherman County Sheriff's office would commit to the disposal cost which would be staff time to drop off at the disposal site. This cost would come out of Supplies - Program.
    - After discussion a motion was made for the approval of this purchase.
  - Sharps Disposal
    - Our program currently underwrites the cost of Sharps disposal in Hood River and Wasco County. Currently we do not have a drop-site for Sharps in Sherman County; however, Sandy Macnab has identified the Moro Medical Clinic as a possible drop-site for Sharps

in Sherman County. At a recent Moro Medical Clinic board meeting they voted and agreed to be a drop-site for Sharps disposal in Sherman County under the condition that this program would pay the disposal cost for the Sharps they collect. The anticipated cost would be around \$500.00.

- David asked the steering committee for approval for covering the cost of Sharps disposal in Sherman County. This would be effective immediately.
  - After discussion a motion was made to approve Sharps disposal in Sherman County.
- AOC Solid Waste Sub-Committee / PaintCare Update
    - Continuing to focus on a legislative fix of the PaintCare program.
  - School Lab Clean Outs
    - In regards to the proposal by Maggie Conley at DEQ to get an expert at school lab clean outs to provide trainings to the science teachers at schools. David has pushed really hard on this in the three-county area with the school superintendents and only received interest from two schools. Feedback from some of the schools was their modern labs aren't very chemical based and their teachers are well trained.
    - The two schools that were interested in the training and having this expert go through the whole lab and preparing what needs to go and setting up a safer system for moving forward and identifying all of their chemicals and keeping them properly separated. However, two schools is not critical mass enough to bring in someone from Seattle. The cost for our program would be approximately \$1,500.00 to do this. David has advised Maggie that our program would not promise to put in funds to this. DEQ actually requires a contract/agreement with the local government, and David does not think this is the best time for the program to get involved in a contract with DEQ (due to transition of program). David gave Maggie the name of the two schools that are interested and they may go forth on their own. David told DEQ, if these schools go through the training with this expert they are welcome to bring any of their unwanted hazardous waste to our events or they can schedule an appointment with David to do this at no cost.

**11:30 a.m. Meeting Adjourned**