

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

Wednesday, March 12, 2014
Northern Wasco County PUD
2345 River Road, The Dalles, OR

Committee Members Present

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

Non-Voting Members Present

John Zalaznik (NCPHD EH Supervisor), Bruce Lumper (The Dalles)

Staff Members Present

David Skakel (NCPHD/Tri-County HWR), Kathi Hall (NCPHD Business Manager), Gloria Perry (NCPHD Admin Assistant), John Zalaznik (NCPHD EH Supervisor), Teri Thalhofer (NCPHD Director).

Guests

Commissioner Mike Smith (Sherman County), Neita Cecil (The Dalles Chronicle), Dan Spatz (The Dalles City Council), Larry Brown (DEQ)

Minutes Taken By: Gloria Perry

At 9:05 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 Gordon Zimmerman, second by Kevin Liburdy to adopt the budget with the changes in the contracting services increase of \$1,800.00.

Vote: 8-0

Yes: Commissioner Steve Kramer, Tracie Hornung, Kevin Liburdy, Sandy Macnab, Mike Matthews, Gordon Zimmerman, Karen Skiles, Mike Miles

No: 0

Abstain: 0

Motion Carried

Motion Sandy Macnab, second Kevin Liburdy to accept the minutes from the December 5, 2012 steering committee as corrected.

Vote: 5-0

Yes: Tracie Hornung, Kevin Liburdy, Sandy Macnab, Mike Matthews, Karen Skiles
No: 0
Abstain: Commissioner Steve Kramer, Mike Miles, Gordon Zimmerman
Motion Carried

Motion Karen Skiles, second Sandy Macnab to accept the minutes from the October 23, 2013 steering committee meeting as corrected.

Vote: 7-0
Yes: Commissioner Steve Kramer, Tracie Hornung, Kevin Liburdy, Sandy Macnab, Mike Matthews, Gordon Zimmerman, Karen Skiles
No: 0
Abstain: Mike Miles
Motion Carried

Motion Tracie Hornung, second Karen Skiles to accept the minutes from the December 11, 2013 steering committee meeting as corrected.

Vote: 7-0
Yes: Commissioner Steve Kramer, Tracie Hornung, Kevin Liburdy, Sandy Macnab, Mike Matthews, Gordon Zimmerman, Karen Skiles
No: 0
Abstain: Mike Miles
Motion Carried

Welcome and Introductions

- Steve Kramer welcomed everyone and introductions were made around the room.

Schedule Future Meetings

- The next regularly scheduled steering committee meeting will be on Wednesday, June 4th from 8:30 a.m. to 11:30 a.m. (Location to be determined)
- It was the consensus of the steering committee that going forward from the June meeting, all future meetings will be held in the 3rd month of each quarter on the 2nd Wednesday from 8:30 a.m. to 11:30 a.m.

Fiscal Report

- Kathi Hall gave an update on YTD revenue.
 - ✓ First 6 months of the fiscal year was under Wasco County's system. The 12/31/13 balances were transferred into NCPHD's system. Reports will look the same as they are using the same fiscal system.
 - ✓ Not reflected on this report is a surcharge in the amount of \$17,865.09 for January. It went to Wasco County and they transferred it to NCPHD in February.

- ✓ Total revenue is \$135,547.62; with revenue received in January total revenue is \$161,594.32
- David Skakel gave an update on YTD expenditures.
 - ✓ Contracted Services is on track. A large percentage of this expenditure is for our contracted services with PSC to collect hazardous waste.
 - ✓ No red flags.
- Kathi asked if there were any questions or comments.
 - ✓ David stated that one of the larger expenses the program has is for the yearly newsletter. However, Waste Connections does reimburse the program for postage within the Cities of Hood River and The Dalles, which together comprise a large majority of our postage cost. Had to order an additional 3,000 copies of the tri-fold brochure on “How to Recycle” in English. Will be ordering 3,000 additional copies in Spanish. This expense is around \$700-\$800.
- Kathi was asked to explain the negative \$160,000.00.
 - ✓ She explained when Wasco County made the transfer they put it in as an expense to Wasco County. On 12/31/13, NCPHD transferred that \$160,000.00 negative balance. But it’s actually revenue to the district. In February’s fiscal report it will show as reversed.

NCPHD Board of Health

- Commissioner Mike Smith of Sherman County who is the Chair on the NCPHD Board of Health spoke about the board’s decision and the direction the board is moving to in regards to the request from the steering committee to have Wasco County be the lead agency for the HWR program that is currently housed under the umbrella of public health.

Concerns Voiced:

- ✓ Discussion held regarding the issues around the ORS that states when you transfer from one agency to another agency, the employee’s themselves that are supported by that, must be held harmless.
- ✓ Discussion held regarding if it is the will of the steering committee to stay with Wasco County that public health will go along with that for the next budget cycle.
- ✓ Discussion held regarding who is actually the current lead agency.
- ✓ Discussion held regarding the vote on October 23rd that it was unanimous and it was based on receiving proposals that were reviewed in depth.
- ✓ Discussion held regarding Wasco County’s proposal. In it they are charging for administration in-kind and these are services Wasco County was.
- ✓ Discussion held regarding the time frame of transition. IGA states 180-day notice is required.
- ✓ Discussion held on whether or not all the steering committee members have notified their respective governances to get their approval in repositioning the HWR program.

- ✓ Discussion held on Teri Thalhofer's conversation with the Hood River City Manager regarding justification of admin FTE's.
- ✓ Dan Spatz stated as a member of The Dalles City Council this issue has not come up in a public session in The Dalles council and he would like to see it in discussion on the floor at The City of The Dalles.
- ✓ Discussion held regarding whether or not to start the process of rewriting the By-laws and IGA. Public Health has concern about spending money for legal fees for an IGA that might not be accepted by the governing entities that are going to sign it.

Consensus of the Steering Committee

After a lengthy discussion regarding the issues surrounding moving the lead agency to Wasco County, it is the consensus of the steering committee to have a sub-committee consisting of Karen Skiles, Mike Matthews, Gordon Zimmerman and anyone else on the steering committee interested in participating to put together a summary statement of the steering committee's decision on their choice for a lead agency. It was suggested by Mr. Zimmerman the information to be included would be the two proposals, how the steering committee made their decision in choosing Wasco County's proposal, and their recommendation to the governing boards to follow the proposal the steering committee made. Each steering committee member will present this summary statement to their respective entities. Time frame to hear back from each of the nine entities is 60 days. This issue will be readdressed at the June 4, 2014 steering committee meeting.

Budget Committee

- David presented the draft 2014/15 budget.

Comments / concerns voiced:

- ✓ Budget will need to go through NCPHD's budget process.
- ✓ Draft amounts on personnel costs that Kathi Hall provided are included.
- ✓ David recommends that we do not hire additional staff until the issue of the lead agency is resolved.
- ✓ Waste Connections
 - In the maintenance fee we pay to Waste Connections, it includes weekly inspections of our facilities.
 - Waste Connection staff is not currently trained to do this.
 - Training is in the works
 - Projected savings of \$1,000.00 from our maintenance fee this year from what we had budgeted since Waste Connections is not providing inspections.
- ✓ Recommend an increase in the training budget from \$3,000.00 to \$4,000.00, in consideration of possible added staff during FY2014/15.
- ✓ Mel's Sanitary Service

- Currently paying a subsidy of approximately \$150.00 / month for hauling recyclables from the south county (Tygh Valley).
 - David suggested a round table discussion needs to happen with Mel's Sanitary Service regarding this subsidy and whether or not it should continue.
 - This fee is not reflected in the budget presented.
 - David recommends increasing contracted services by \$1,800.00 for the possibility of the continuation of payments for hauling recyclables.
- ✓ David reviewed what the financial impact to the program would be if Sherman County were to withdrawal.
 - Long term this would be \$5,500.00 annual net loss to the operating budget that we're currently using to support staff, programming, etc.
- ✓ Reserve
 - There is \$6,000.00 held in reserve for a new vehicle for the program. Recommendation of the budget committee is to reserve an additional \$6,000 each subsequent year.
 - Current vehicle is a 2004 Prius with 55,000 miles.
- ✓ PERS Increase
 - To be eligible for a discount an entity has to have history. Because NCPHD is a new entity they do not have a history established, therefore are not entitled to a discount. As they develop a history, their PERS rate will go down.
 - There is an added employee in that amount (specialist position)
- ✓ Health Insurance Rates
 - Rates went down due to:
 - NCPHD has lower rates due to being in a larger pool.
 - David no longer has coverage for his spouse or dependents.

Minutes

- December 5, 2012 Meeting Minutes
 - ✓ Correct Kevin Liburdy's name
 - ✓ Page 1, Minutes, 2nd sentence, replace with: Kevin brought up the \$1,000 committed in the 2012-13 budget to cover registration costs for people in our service area taking the Recycling 101 class. Expecting 15 hours volunteering as payback and that was to be paid for with an increase in compost bin costs. We estimated increase going up from \$40 to \$50.
 - ✓ Page 1, Minutes, 3rd sentence: should include a note on this discussion of curbside compost service that we need to outreach.
 - ✓ Page 1, Minutes, 4th sentence, change to: Bruce asked about an updated master recycler program and more information about the plausibility of unwanted food for human consumption.
 - ✓ Page 2, 5th bullet: The word spate should be separate.
 - ✓ Page 2, Miscellaneous, 2nd bullet: Change 5 to .85

- October 23, 2013 Meeting Minutes
 - ✓ Page 4, Program Updates, 2nd bullet, last sentence. Change to: David will follow up on grant funding administration inclusive of Loss Lake specifically.
 - ✓ Page 4, Legislative, 36:22 needs to be restated to expand on that.
 - ✓ Page 3, Further Discussion, add John Zalaznik's comment after the 4th bullet: Before the vote, John Zalaznik asked the steering committee if members had conferred with their agencies on the lead agency proposals.

- December 11, 2013 Meeting Minutes
 - ✓ Under Committee Members Present: Add Tracie Hornung as present.
 - ✓ Under Committee Members Present: Correct Mike Matthews's title to Hood River County Representative.
 - ✓ Under Committee Members Present: Correct Sandy Macnab's title to Sherman County Representative.
 - ✓ Under Committee Members Present: Correct Karen Skiles title to City of The Dalles Representative)
 - ✓ John Zalaznik's name should be moved from Staff Members Present to Non-Voting Members.
 - ✓ Page 2, 1st paragraph, 1st sentence: Remove REHS Environmental Health Supervisor, City of Hood River
 - ✓ Page 5, last paragraph delete *was a* and replace with *should be*
 - ✓ Page 6, 2nd paragraph: change rate to rates and add at the end of the sentence are *reflective of skill set*.
 - ✓ Page 6, paragraph under the bold writing, 1st sentence should read *Some discussion occurred around whether the October 23rd Steering Committee meeting was recorded.*
 - ✓ Page 7, 2nd paragraph from the bottom: Sponslor should be Sponsler and remove (spelling?)
 - ✓ Page 8, 3rd paragraph. Replace Unknown female voice with Tracie Hornung.
 - ✓ Page 10, 4th paragraph, 1st sentence: Replace Ms. Skiles with Mr. Kramer. 2nd sentence change she to *he*. 24:40 Note: Need to check the audio recording to verify that this was Mr. Kramer who said this.
 - ✓ Page 10, 7th paragraph, change the word he (in front of the word funds) to *if the*
 - ✓ Page 10, 8th paragraph. Need to identify the unknown male voice. Mr. Commissioner Kramer and David Skakel will listen to the audio recording.
 - ✓ Page 11, 5th paragraph. Need to identify the unknown male voice. Mr. Kramer and David Skakel will listen to the audio recording.
 - ✓ Page 11, 9th paragraph change the word comprised to *apprised*.
 - ✓ Page 13, 6th paragraph. John does not believe this is what he said. Mr. Kramer and David Skakel will listen to the audio recording to verify his statement.
 - ✓ Page 14, 1st paragraph, 2nd sentence. Change expectable to acceptable.
 - ✓ Page 14, 3rd paragraph, 1st sentence. Change his to this.

- ✓ Page 14, 4th paragraph, 1st sentence. Change o to to and change by-in to buy-in.
- ✓ Page 14, 4th paragraph, 2nd sentence. Change by-in to buy-in.
- ✓ Page 15, 2nd paragraph. Mr. Lumper does not believe this is what he said. Mr. Kramer and David Skakel will listen to the audio recording to verify his statement.
- ✓ Page 16, Under Misc. – Staffing, 1st paragraph. Sentence should read: *Mr. Kramer said he was looking for volunteers for the budget sub-committee.*
- ✓ Page 16, Under Misc. – Staffing, 3rd paragraph, 2nd sentence. Delete the words *commissioners and ultimately to the*, and change the word Agencies to Agency.

It was the consensus of the steering committee that going forward from this meeting, the minute taker will forward the draft minutes to David Skakel for his review prior to them being sent out to the steering committee. He will be checking for spelling errors and grammar.

Teri Thalhofer stated that staff has 7 business days to present draft minutes to program staff for review.

Additions to Agenda

Presentation by Larry Brown of DEQ

- Recycled Glass Processing Center Opens in Portland
 - ✓ Owen-Illinois and eCullet have put together a joint venture to create a manufacturing and recycling plant in Oregon that will accept recycled glass.
 - ✓ They will be employing about 200 employees and are predicting to produce about 1 million bottles per day.
 - ✓ They will be paying for glass loads. From what he has heard, they will be paying \$.15 cents per ton for mixed glass and \$.30 cents per ton for separated glass.
 - ✓ It was asked what the landfills will use for road base now.
 - ✓ Mr. Brown stated he has been selected as a project leader to evaluate that. He will be working with ORRA (Oregon Refuse & Recycling Association) trying to figure out what kind of process and/or re-evaluation.
- Dirt Hugger Update
 - ✓ They are in the transition stage of moving across to Washington. They are predicting they will be starting up some of the operations in June. They should be finished closing up in the Port by December.
 - ✓ They are hoping their new location in Washington will be a final location.

Goals & Policy Sub-Committee

- David stated between now and the June meeting he would like to recommend to the Chair that we re-engage the goals and policy sub-committee with two objectives in mind:
 - To enter into a discussion with Mel's Sanitary about the status of the future of program subsidies for hauling recyclables from South County and,

- secondly, to make a recommendation to the full steering committee for a strategic plan update for next fiscal year.
- Commissioner Kramer stated the current goals and policy sub-committee members are Sandy Macnab, Karen Skiles and Bruce Lumper.
- Karen Skiles would like to withdrawal from this sub-committee.
- It was asked who would like to volunteer to take Karen's place on this committee.
- Commissioner Kramer will participate.
- The goals and policy sub-committee members are Commissioner Kramer, Sandy Macnab and Bruce Lumper.

Note: Due to time constraints items listed under Miscellaneous will not be discussed at today's meeting. If anyone has questions about those items, contact David Skakel.

Motion to adjourn was made and the meeting was adjourned at 11:54 a.m.