

Tri-County Hazardous Waste and Recycling Program
Steering Committee Meeting Minutes
Wednesday, March, 6th 2013 from 09:00 a.m. - 12:00 p.m.
Mid-Columbia Fire & rescue

Committee Members Present: Kevin Liburdy (Vice Chair, City of Hood River), Sandy Macnab (Sherman County), Mike Matthews (Hood River County EH), Tracie Hornung (Mosier), Glenn Pierce (Chair, Wasco County/NCPHD), Karen Skiles (City of The Dalles), Jim Winterbottom (Waste Connections), Kristy Beachamp (City of Dufur) and Gordon Zimmerman (City Manager, Cascade Locks)

Staff Members Present: Kathi Hall (NCPHD), David Skakel (NCPHD/Tri-County HWR, and Teri Thalhofner (NCPHD)

Minutes Taken By: Cynthia Villalobos

Welcome and Introductions

Glenn welcomed everyone, introduced Gordon Zimmerman City Manager for Cascade locks. Introductions were made around the room. A brief overview was done about what Tri-Co. HWR is all about.

Schedule December Quarterly Meeting

The next Tri-County Steering Committee meeting will be held on Wednesday June 19th, 2013 from 9am-12pm. This will be Glenn's last meeting, he will be retiring.

Members will review the meeting minutes from the December 5th meeting in June, since they were not available at this time.

Fiscal Report

- Kathi Hall reviewed report. Revenue & expenditures.
- Revenue status in January; beginning fund balance \$124,013 came in higher at \$131,000. \$7,000 above from what we budgeted.
- HHW surcharge 47% for the year, a little low. Sherman Co. 100% paid.
- Equipment sold 23%, postage reimbursement 43%.
- Total Revenue at 64%.
- Expenditure Status for January; Personal Services 56%, Agency Licenses budgeted \$1,500 is at \$1,542, Contract Services about 50% \$24,000 includes 52,000 purchase order for PSC, doesn't include last event. David will have a more detailed report in the future.
- Building repair/maintenance budgeted \$1,000. Whereas, Actual needs to also include \$6,000 maintenance fee. So more like \$7,000 for year total.
- 75% materials/services.
- 53% total for the year.
- We purchased a large amount of home compost bins, we went over the budgeted \$7,000, due to purchasing a load of kitchen buckets too. The price was increased from \$35 to \$50.
- David got feedback from The Dalles Disposal that the price for the bins are too high there.

- Sandy Macnab moved that the Fiscal Report be approved. Tracie Hornung seconded the motion and the motion was passed by the group.

Funding Committee Recommendations:

- The Sub-Committee has met a few times in the last few weeks.
- Would like to establish a committee chair. Glenn will appoint a chair for each committee that is formed.
- There was a discussion around the IGA & talk about shifting costs. Taking in so many of certain materials. Possibly user fees at events?
- Sub-Committee around goals & policy: Karen Skiles (Chair); other members interested, Kristy Beachamp, Sandy Macnab, Mike Matthews, & Tracie Hornung. Meet once per month for about 2 hours until done through June or July. Some work can be done via e-mail.
- Management plan, IGA, Bylaws (3 Documents). Before end of year – we could get help from the committee on policy changes & cost sharing with customers.
- **Maintenance Fees:** Jim Winterbottom offered that Waste Connections wishes to continue with providing maintenance service. When asked what needs to be done on a regular basis in The Dalles & Hood River?:
 - Annual Recertification of fire extinguishers
 - Residential Sharps Program (Hood River only)
 - Garbage & recycling provided during hazardous waste collection events at both sites.
 - Weekly facility inspections (as required by DEQ). Need HAZWOPER 24-hr. certification for that, plus 8-hr annual refresher.
- The Dalles doesn't take business sharps for free, Hood River does. They only take residential sharps. Each facility takes residential sharps. Stericycle picks up on a quarterly basis.
- Hood River pays \$9.74 for each sharps container and then sells them to the public for \$11.00, The Dalles doesn't sell them. A new container is needed each time; you can't re-use the same one.
- Asking the committee to propose a policy on the residential sharps containers.
- Kevin Liburdy moved to include residential sharps only in cost of maintenance fee in Hood River. Glenn Pierce seconded the motion, and the motion was passed by the group.
- **Staffing:** Posted Heather Alexander's position. Will hold off on the hiring process until a future date. .6 employee starting July 1st or any time after that.
- Sandy Macnab would like to see a breakdown of job description of coordinator & Heather's position.
- Pharmaceutical event (4 counties). NCPHD includes Gilliam Co. Tri-Co HWR can't help with that this year due to staff reductions.
- Possibly doing away with newsletter? Awaiting clarification with DEQ on that.
- **Budget:** Actual cost projection. Savings from Heather's position benefit savings \$12,000. Budget a cost increase: \$700 copier lease and maintenance. Travel & Mileage \$500, office supplies budgeted \$700 (equipment), program supplies \$2,000 only spent \$400. To cover costs for Recycling 101 we added another \$1,000 to spend.
- Weekly inspections to continue with sharps containers in The Dalles & Hood River, still paying disposal cost for residential sharps in Hood River.
- Glenn Pierce proposed a motion to continue maintenance fee of \$6,000 to provide services to take affect no later than July 1st, 2013. Karen Skiles moved the motion, Kevin Liburdy seconded the motion, and the motion was passed by the group.

- \$103,000 – for contractors/professional services. The switch to quarterly is saving us money.
- Total pounds went up 20% since switching to quarterly. Total cost went down almost 20%.
- At this rate we are saving around \$16,000-\$17,000 between The Dalles & Hood River combined. We are projecting the same amount, which can be adjusted.
- Unappropriated is the same as monthly expense. Next year beginning balance includes addition of unappropriated from previous year.
- PERS will go down next year due to there being less staff.
- No projected change for insurance. There is a CPI adjustment. We will be in a different pool, it's projected that our amount will go down, but it's still unknown at the moment.
- Adding a 'buffer' in case revenue exceeds expectation. \$30,000 – revenue in hhw surcharge , \$30,000 – expenses in contracted services.
- Re 'de-coupling', we were hoping it would go through the Wasco Co. budget on July 1st, but it's looking like it won't be until January 1st.
- Approve budget as presented for 2013-14 with addition of \$30,000 in & \$30,000 out (revenue & expense adjustment). Glenn Pierce moved to approve the budget as presented, Karen Skiles seconded the motion, and the motion was passed by the group.
- Another motion was proposed that Teri Thalsofer contact Hood River city administrator to discuss personnel issues. Glenn Pierce moved the motion. Kevin Liburdy seconded the motion, and the motion was passed by the group.

Miscellaneous:

- **Current Staff Focus:** Problems with volunteers to help at the events? David said he hasn't had any issues so far at the last couple events.
- There are already about 50 Master Recyclers out there, so there isn't a need to get new ones.
- The events for the rest of the fiscal year: there is a big one in May in The Dalles and Hood River. Then 5 rural events.
- Volunteers don't need much training; David can provide all the training needed.
- Mike Matthews knows a group of boy scouts that can probably help out at the events, if needed.
- What David needs is 1 adult for the 2 big events for the full day!
- Teri Thalsofer said that if needed it is possible to move around NCPHD staff to help David out those 2 days, if no volunteers are found.
- David will e-mail out a poll of possible dates of the next few Sub-Committee Meetings.

Meeting adjourned 11:40 a.m.