

Tri-County Hazardous Waste and Recycling Program
Steering Committee Meeting Minutes
Wednesday, June 19th, 2013 from 09:00 a.m. - 12:00 p.m.
Mid-Columbia Fire & Rescue, The Dalles, Oregon

Committee Members Present: Kevin Libury (Chair, City of Hood River), Sandy Macnab (Vice-Chair, Sherman County), Mike Matthews (Hood River County EH), Tracie Hornung (Mosier), Gordon Zimmerman (City Manager, Cascade Locks), Kristy Beachamp (City of Dufur),

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

Other Present:

Bruce Lumper (DEQ), & Larry Brown (DEQ)

Minutes Taken By: Cynthia Villalobos

Welcome and Introductions:

Introductions were made. With Glenn's retirement, current vice-chair becomes chair. In this case is Kevin Liburdy. A temporary vice-chair will now have to be selected, until the county appoints a new chair. Kevin moved to nominate Sandy Macnab as vice-chair. Tracy seconded, all in favor.

Schedule December Quarterly Meeting

- The next Tri-County Steering Committee meeting will be held on Wednesday September 18th, 2013 from 9am-12pm.

Review March 6th Meeting Minutes:

- Kristy noticed a typo on page 3 second bullet point.
- Sandy pointed out the wording was different in the minutes when someone moved a motion. In the minutes it said "made motion" should be "moved motion"
- Sandy moved to approve minutes as corrected, Kristy seconded. All in favor.

Fiscal Report

- Revenue: beginning fund doesn't change throughout the year.
- We budgeted at \$124,000, came in at \$131,000
- Licenses/fees/permits - Surcharge YTD revenue \$229,083.74. That's 10 months of revenue. In May it was \$28,869.13, which brings us up to \$257,952.87.
- Kathi looked through previous history for surcharge; 2009 \$407,000 – 2010 \$293,000 – 2011 \$282,000 – 2012 \$276,000. Looks like we are going to be closer to the 2012 amount by the end of the year, so we have one more month of surcharge.
- Equipment sold is at 53%, is there any more revenue? Compost bins are being sold in Hood River & The Dalles, they not really selling in The Dalles. There are fewer bins being sold at a higher price, but they are selling. David picks up money on a quarterly basis usually when he does events, will go more frequently. Total revenue is at 83%.
- Expenditures through May: we should be 83% of budget year.
- Personal Services is at 77%. Balance \$38,000 due to Heather's position not being filled, so we have some savings in Personal Services.

- David asked why we are over in Workers Comp – Sandy clarified that they charge their rates to our benefit.
- Materials & Services: we are at over 100% for those lines (Advertising, Agency Licenses, & Postage) we are not going to spend out of those lines for the rest of the year.
- Building Repair/Maintenance amount was not budgeted, so it shows quite an overage – David said that’s where we are allotting expense for maintenance fee.
- 85% total for the year (Materials & Services) Total for all expenditures is at 65%.
- Kathi ran a trial balance (revenue less expenses) so far, through the end of May it’s \$117,082.79 is the ending balance. It will look about the same at the end of the fiscal year because we are spending as much as we are bringing in. We will have an estimated carry-over of \$125,000.
- Sandy moved to approve fiscal report, Mike seconded. All in favor.

Goals & Policy Sub-Committee Report:

- Memo from Karen Skiles – revise bylaws, IGA and management plan, look into finances
- Before we move forward, get IGA reviewed by legal counsel, & make sure everyone is on the same page. But first we need to consider who the lead agency is.
- Kristy suggested there needs to be a serious discussion between NCPHD, the agencies that are in the IGA and legal counsel to visit where we actually stand.
- We need to take the original IGA from 2003 & have it legally reviewed. Then have it go back to the counties to be re-adopted.
- Is the cost for legal counsel something we can take out of our budget? Yes, from contracted services. Kathi will get prices.
- Sandy moved to get legal counsel for program IGA review. Mike seconded. Sandy later withdrew motion.
- Lead Agency Committee: will decide what changed need to be made. Come up with questions for the attorney. Examine carefully what IGA says right now. What kind of direction do we want it to go? How do we bring it before our cities & counties? How do we need to interface with NCPHD to make sure we are on the same page?
- Kristy moved to form a lead agency sub-committee to pursue the options for resolution of the lead agency designation prior to de-coupling, and to provide broad authority to address the legal questions surrounding the program IGA. With legal services not to exceed \$3,750 and if an excess of that, to return to steering committee for approval. Sandy seconded the motion. All in favor.
- Lead Agency Sub-Committee will be formed by the same group who forms the Goals & Policy Sub-Committee with the addition of John Zalaznik. Karen Skiles will be the Chair. They will meet Wednesday July 3rd 9am-12pm. David will find a location for the meeting & check with Karen on date & time.

Meeting adjourned 12:05 p.m.