

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

Wednesday, September 10, 2014
Mid-Columbia Fire & Rescue
1400 West 8th St., 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); and Karen Skiles (City of The Dalles).

Non-Voting Members Present

John Zalaznik (NCPHD EH Supervisor)

Staff Members Present

David Skakel (NCPHD/Tri-County HWR) and Gloria Perry (NCPHD Admin Assistant)

Guests

Shari Harris-Dunning – DEQ

Minutes Taken By: Gloria Perry

At 8:32 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 Sandy Macnab, second Kevin Liburdy to accept the fiscal reports as presented.

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

Motion by Sandy Macnab, second by Tracie Hornung to accept the minutes from the June 4, 2014 steering committee as corrected.

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

Welcome and Introductions

- Steve Kramer welcomed everyone.

Schedule Future Meetings

- The next regularly scheduled steering committee meeting will be on Wednesday, December 10th from 8:30 a.m. to 11:30 a.m. (Location to be determined)
- Future quarterly meetings are scheduled for March 11, 2015. Will schedule additional future meetings at the December 10, 2014 meeting.

Fiscal Report

- David reviewed the revenue and expenditure reports for the period of July 2014 (1st month of the fiscal year).
 - Revenue
 - David has been tracking the surcharge revenue that comes in monthly from the landfill and to-date we are just about where we should be. Note: Surcharge funds are still going to Wasco County.
 - The tonnages keep dropping steadily a little bit but the CPI adjustments make up for it. A possible reason for the continued drop in tonnage could be that the rural areas haven't recovered as well from the recession. Another possible reason is consumers are recycling more and some of that garbage is going in the recycling stream. And the introduction of commercial composting in our area has resulted in reduced landfilling too.
 - Expenditures
 - No questions on the expenditures.

Minutes

- Correction on page 5 under Maintenance Fee 1st bullet. Add the word inspections at the end of the last sentence.

Lead Agency

- Steve Kramer reported that we are moving forward. North Central Public Health has asked for a plan for the lead agency to move to Wasco County and at this time it's in the works, however it's not completed so he doesn't have enough information to present today. We are still shooting for the end of the year. As soon as we get this put together it will be presented to Teri Thalhofer and the board of health to move this project forward.
- Steve asked the steering committee to contact him with any concerns or questions they may have.
- Sandy Macnab stated there is a 'line item' in there that we need to give them a 6 month notice of this. He asked if all the other partners have been informed that this is ongoing and that the six months has already kicked in so we can make the change.
- Steve Kramer stated specifically he can't answer that but Judge Shaffer is on board with the separation. Mr. Smith is still kind of caught in the middle but as of

the other conversations that we've had they seem to be moving in that direction in his opinion.

- Sandy Macnab stated he just didn't want to hit January 1st and find out we couldn't transfer.

Goals & Policy Sub-Committee

- Mel's Sanitary Service
 - Did not discuss as planned at the last sub-committee meeting. David has pulled together as much information as he could historically and this will be added to the agenda for the next sub-committee meeting. David will work on scheduling this meeting.
- Strategic Plan Update
 - The core role of the steering committee is to give general guidance on the direction of the program. The sub-committee's task is to make recommendations to the full steering committee as to what we should be doing this year.
 - Recommendations:
 - Maintain and improve essential services of a) providing hazardous waste collection and, b) basic education/outreach pertaining to hazardous waste, recycling and waste reduction.
 - Pursue part-time solid waste specialist position.
 - Shift \$5,000 into the "Small Grants" program for fiscal year 2014/15.
 - Refer to handout "Goals & Policy Meeting 9/5/14" for further details on these recommendations.
 - Sandy Macnab stated the spelling of his last name in the meeting notes needs to be corrected and it should be noted that in pursuing the .6 FTE position, it was discussed not to overlook the possibility of contracting that position even for a short period of time.
 - Steve Kramer suggested that instead of hiring a .6 FTE we could hire a .5 FTE as a non-benefit temporary position.
 - David Skakel stated that there were two essential things discussed at the sub-committee meeting. One was the scope of work and that led to a recommendation to hire a solid waste specialist, contractor or employed, to help out. It will take some time to discuss the hiring piece and he would like to, at this time, discuss the direction piece and the focus areas.
 - Additional items not listed under #2 on the meeting notes:
 - Marketing and advertising.
 - Almost 3/5 of our marketing budget is unspent for last fiscal year. With additional staff, a clear and understandable marketing plan could be created focusing on the issues and concerns of today and who that audience is and how we can reach them.
 - Improved Access for Drug Take Back
 - The recommendation by the goals & policy sub-committee is to try to improve access for Hood River and Sherman

County for unwanted medicines disposal. In regards to this, David stated that there was big news nationally reported this last week-end regarding updates on TSCA (Toxic Substance Control Act) which is the federal rule that requires local law enforcement be involved in taking back controlled substances. Their rules have finally been adopted at the federal level with the suggested changes that were made by the State of Oregon and others. This is good news. What it means is pharmacies could now accept, without the aid of law enforcement, controlled substances. The question becomes: Who pays for the disposal? David is going to research to see if a medical clinic could be a drop off location which would be beneficial out in Sherman County.

- David discussed the importance of making sure there is equitable access to disposal of unwanted medicines in our three county areas. Currently the City of The Dalles police department has a drop box. David has purposely not marketed that because he doesn't think it's fair to tell everybody in three counties to go to the City of The Dalles police department and overwhelm them.
- Karen Skiles reported she sent out a newsletter to all sewer customers this summer that had an article about taking medicine disposal to The Dalles City police department.
- There will be a Drug Take Back Day September 27th in Hood River at the Hood River Fire Department coordinated by HR Fire, Police and County.
- Monitor state-wide policies relating to cost avoidance of the hazardous waste collection that our program does.
- Collecting food waste in the community.
 - Mike Matthews asked if there were numbers available from Metro or someone who has done this already. He thinks there are certain targets such as apartment complexes that would make more sense to target than the average homeowner who has one of our black compost bins in their backyard already.
 - David Skakel said this is something we really need to put our 'thinking caps' on a bit before going down this road. We will want to compare our situation to other similar rural attempts at implementing curbside food waste collection. This is a big piece that we are going to be looking at over the next 5+ years.
- David asked for questions/comments/concerns regarding the recommended focus areas.
 - Gordon Zimmerman stated he thought the targeted focus areas are really good, however his concern is back to the personnel piece. If we hire a temporary less than half time position and that changes

every summer you lose the consistency for instance on item 2c, monitoring state-wide policies that would have to go back to David. But if you had a half-time person who is there year-round then he thinks this works.

- Sandy Macnab stated that is one of the reasons we talked about contracting because one of the things that takes up a lot of David's time is participating in each collection event. It's usually 8 days a year but those dates fall on a week-end and the other one was doing the on-site inspections.
- Gordon Zimmerman stated he understood that but he was concerned about the monitoring of state-wide policies. This has to be year-to-year ongoing.
- Karen Skiles stated that the items on the list require a certain level of skill in marketing and evaluation but it doesn't mean the new person would do that. A new person would free David's time up to do these things.
- David stated the marketing piece is something that he and a new hire would do together. He envisions them both developing a marketing plan but he would then delegate a large portion of that to the new employee. Some tasks that David plans on pushing off his desk would be expenditure submittals, some event recycling happenings, and updating our website with marketing tidbits.

Miscellaneous

- Staffing
 - Kevin Liburdy inquired about the .5 FTE. He thought NCPHD had a problem with hiring less than a .6 FTE.
 - David stated that is correct. He explained that at his request the Solid Waste Specialist position has been unfilled since the last staff. However as time goes by and the transfer of the lead agency remains unresolved, David recently met with Teri Thalhofer to ask her to consider filling the position at this time.
 - NCPHD's board of health met yesterday and Commissioner Mike Smith and Teri Thalhofer have written a letter to the steering committee regarding this request. This letter addresses two areas of concern. One being contracting vs. employment and the other is the difference in the job description for the position within the two lead agency proposals.
 - 1) Consideration of a Contract worker. If a desk, computer and office supplies are given to the staff, it is an employee/employer relationship. This would require hiring an employee.
 - 2) Job Description. The Wasco County lead agency proposal includes the Coordinator and a clerical staff person; The NCPHD proposal allows for a Solid Waste Specialist in addition to the Coordinator. The cost and skills required for the positions are very different. If the Solid Waste Specialist position is filled at this time, it is unclear how this would be accommodated when

- the program transitions to Wasco County since their proposal includes only clerical staff. NCPHD is not willing to take on the liability for the unemployment expense that potentially would be created if the Solid Waste Specialist position were eliminated.
- Currently, NCPHD Board of Health is waiting for a transition plan from either Wasco County or the HWR Steering Committee. The NCPHD Board has stated they would be glad to meet with the TriCo Steering Committee if that would be helpful.
 - In-depth conversations were held regarding the following:
 - The possibility of hiring a contractor vs. David continuing to do the hazardous waste events and the two weekly site inspections. Also whether or not it was important to the program to have David continue doing the events since he has the institutional knowledge and is the 'face' of the program.
 - The difference between the job descriptions and skill set requirements in the two lead agency proposals. The skill set in the Wasco County proposal is for a clerical staff person and NCPHD's proposal includes a solid waste coordinator which has higher skill set requirements than a clerical staff person.
 - There is not a clear picture of what David wants to hire vs. what he wants them to do. There is concern that David is leaning more towards the solid waste specialist and that is not in Wasco County's proposal. The steering committee would like David to clarify the job description that he envisions.
 - The timing issue in regards to the transition of the lead agency and the hiring of an employee. It was recommended to hold off hiring until after the transition has occurred and a job description has been written that fits what the program needs.
 - The goals and policy sub-committee will meet prior to the December steering committee meeting to review and discuss the job description; it will then be brought back to the full steering committee at the December 2014 meeting. Steve Kramer extended an invitation out to the steering committee if anyone else would like to take part in the next goals & policy committee meeting they are more than welcome to join. Date/time will be sent out to the steering committee as soon as it has been determined.
 - PaintCare Update
 - A letter was mailed out on 7/28/14 to PaintCare advising them of Tri-County Hazardous Waste & Recycling Program's desire to participate in the PaintCare program.
 - Product Stewardship Institute
 - Metro hired Product Stewardship Institute who is a nationwide company who facilitates product stewardship activity state-by-state. Metro is interested in a statewide Oregon based EPR (extended producer responsibility) for a broad array of hazardous waste.
 - The report David shared was recently compiled for Metro. It examines two product stewardship programs (enacted by law) in B.C. and Manitoba.

- One important implication is that such EPR legislation would likely shift additional hazardous waste transportation and disposal costs away from our program to manufacturers.
- David will continue to monitor this and keep the steering committee updated if there is any movement on this concept in the Oregon legislature this year.
- David will email this report out to the steering committee.
- Maintenance fee
 - Discussion about Waste Connections' ongoing inability to perform the two weekly inspections of our hazardous waste collection facilities, and the resultant reimbursement to our program for our cost to do that.
- Recycling Recovery Rate
 - David, Shari Harris-Dunning and David Allaway of DEQ are meeting this afternoon with representatives from Wasco County, Hood River County, and the City of The Dalles to go over DEQ's review of the recycling and recovery rate increase.
- DEQ Funds
 - While at a conference that David attended over the summer he was informed by DEQ that we are earmarked for \$7,500 that our program will receive this year for actively collecting agricultural pesticides. The reason for this is the state has increased the amount of funding for the pesticide stewardship pilot programs that they do.
 - This money is not reflected in our approved budget for this fiscal year; this will be additional revenue.
- Compost Bin Sales
 - Sales are down. A couple of possible reasons for sales being down could be 1) the market is saturated and, 2) we used to sell bins at the farmers markets which is no longer being done (due to the curtailment of the Master Recycler program).
 - In 2012 the cost of the bins went from \$35 to \$50.
 - Sandy Macnab suggested changing the retail sites. David could check with Rosauers to see if they would sell them.
 - Mike Matthews suggested partnering more with the schools. The middle school is very involved with Michael Becker's program at the Thursday farmers market in Hood River and this would be a good fit to have them available at least at this market. There is a new market on Saturdays in Odell. Maybe we can get kids from the middle school up there involved in that one.
- Lost Lake Grant
 - In 2011 we offered a grant to the forest service for recycling at Lost Lake. In large part due to a new concessioner at the lake, mid-summer they started offering recycling service around the lake. We provided a cargo trailer for hauling out the recycling. This is an example of an under-served area that has done well.
 - They are interested in doing more than just bottles & cans. David will regroup with them to further discuss a broader mix of recyclables.

- Association of Oregon Counties' Solid Waste Sub-Committee
 - This is a committee that David sits on. They look at proposed legislation.
 - In the past this committee took on a project to pursue product stewardship improvement. What this means is really putting some heads together and looking at what would ideal product stewardship look like here in Oregon vs. what's currently in play and through that lens, look at any new proposals. This committee is finally getting some 'traction' on that. Commissioner Tim Josi of Tillamook County is the chair of this committee.
- Drug Take Back Day
 - 9/27/14 at Hood River Fire Department. This event is being coordinated by HR EMS, HR Police & HR County.
- Tri- County Recycling Education
 - David informed the steering committee that he has been in contact with Steve Trash, a national recycling education performer.
- Tracie Hornung is tentatively moving out of Mosier and will be resigning her position as the Mosier representative if she moves. She was thanked for her 6 years of voluntary service of serving on the Tri-Co steering committee.
- Clear Stream Recycling Containers
 - Program is running short on these containers.
 - David stated he knows that Teri Thalhofer is concerned about tracking our public spending and where the bins are going.
 - The bins are largely parked in the schools. David worked on getting as many of the bins back from the schools over the summer to handle events but we're still short on them.
 - David would like to purchase 10 more bins at a cost of \$50.00/ea for a total of \$500.00. This amount is budgeted for. On occasion, he has had to tell people we don't have enough for their event.
- Steve Trash
 - David informed the steering committee that with the funds we are not leveraging and the strategic plan that we have had in place in our role as regional coordinator for Oregon Green Schools in the three counties and knowing that we are not really doing anything in the schools right now – having little or no impact, a very effective marketing campaign has sent several mailers to David about a national recycling performer named Steve Trash. David has researched him online and checked reviews on him and he is coming out to the northwest in November. David put out 'feelers' to the elementary schools, which is his audience, to see if there was interest and there was robust interest in school districts in all three counties. David went ahead and tentatively booked this performer for 3 days at 6 or 7 schools for a full school auditorium show. Cascade Locks, Hood River Valley, Mosier, and The Dalles, not sure about South County but Sherman County elementary school as well.
 - John Zalaznik asked David what the cost for this is.
 - David stated it would be close to \$3,000.00 for the 3-day event.
 - Sandy Macnab asked if the schools have funds to help cost share this.

- David stated there is no cost to the schools; the program is paying for this through our advertising.
- Performances will be the week of November 17th. David doesn't have specific times yet but once confirmed he will email that information out to the steering committee.
- David stated he could easily see a reprimand for a large spending like this but the tempo for organizing and scheduling this event and trying to get it to happen with 6 or 7 schools in three counties required him to make a tentative commitment to doing it.
- Gordon Zimmerman stated consider yourself reprimanded "good job".

Motion to adjourn was made and the meeting was adjourned at 10:52am

{Copy of Revenue & Expenditure Status Reports; June 4, 2014 meeting minutes; September 5, 2014 Goals & Policy Meeting Minutes; Letter from NCPHD Board of Health; Letter to PaintCare; Compost Bin Sales Report; Drug Take Back Day Flyer and Product Stewardship Report distributed and attached and made part of this record.}