

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

Wednesday, December 10, 2014
Mid-Columbia Fire & Rescue
1400 West 8th 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).

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 Sandy Macnab, second by Karen Skiles to accept the minutes from the September 10, 2014 steering committee meeting as corrected.

Vote: 7-0
Yes: 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 adopt the Tri-County Hazardous Waste & Recycling small grants program with items 3, 4, 5 & 6 revised as discussed.

Vote: 7-0
Yes: 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 Mike Matthews to authorize an \$8,000.00 budget adjustment from the Advertising & Promotions line item to a new line item entitled Small Grants.

Vote: 7-0
Yes: 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 and introduced Pat Bozanich as the new Mosier representative.

Schedule Future Meetings

- The next regularly scheduled steering committee meeting will be on Wednesday, March 11, 2015 from 8:30 a.m. to 11:30 a.m. (Location to be determined)
- Future quarterly meeting tentatively scheduled for June 24, 2015. (Note: The 2015/16 budget will need to be approved at the June meeting).

Fiscal Report

- Kathi Hall presented the revenue & expenditure reports up through 11/30/14.
- A handout was distributed by David Skakel showing a comparison from 2012-2014 of HWR program tonnage and revenue.

Approval of Meeting Minutes

- Page 4, 4th bullet change sentence to read: Monitor waste collection that our program does.
- Page 4, 7th bullet. David stated this comment does not make sense to him and he will listen to the audio recording to ascertain what it was that he was trying to say and will revise this statement based on the audio.
- Page 5 under miscellaneous, 2nd bullet, 2nd sentence. Change to read: At his request, Solid Waste Specialist position has been unfilled since the last staff resigned.
- Page 7 under compost bin sales, 1st bullet. Add the following at the end of the last sentence: Due to the curtailment of the master recycler program.
- Page 9 under Steve Trash, 7th bullet change to read: 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.

- It was suggested that meeting minutes for the last 2 years be put on the Tri-County HWR website www.tricountyrecycle.com. Going forward, once minutes have been approved, David will email the approved meeting minutes to the steering committee for their own record keeping.

Lead Agency

- Steve Kramer stated that he is still very hopeful that the two attorneys can get things worked out by the end of the month. He also stated that at the NCPHD board of health meeting held on 12/9 it was agreed by all to let the attorneys handle this. Wasco County will be instructing their attorney to contact NCPHD's attorney. He stated it was also agreed to that if necessary, an emergency meeting can be held by the end of this calendar year.
- Pat Bozanich asked where will program be placed in Wasco County and who will the program report to and would it be its own department or part of another department?
- Steve stated the program will be housed in the public works building and right now the plan is for this program to be in the Planning department.

Goals & Policy Sub-Committee

- Minutes from the 11/14/14 goals & policy sub-committee meeting were shared and discussed with the steering committee.
 - Job Description
 - David reviewed with steering committee the job description that he developed for a Program Assistant (.6 FTE).
 - Mel's Sanitary Service
 - Mel's is no longer hauling co-mingled recycling from South County so the issue regarding our program providing a subsidy to Mel's for this service no longer exists.
 - Small Grants Program
 - David gave an overview of the Small Grants Program and the difference between it and the Large Grants Program. A draft Small Grants Program policy was presented to the steering committee. The steering committee recommended the following changes to the presented policy:
 - **#3 – Grants Review Process.** *Completed applications will be reviewed by staff, who will then make recommendations to the Steering Committee Supervisor of the Program Coordinator as to selection, or not, or partial funding etc. (with a summary supporting the recommendation).*
 - **#4 - Grant Decision Making.** *The Steering Committee Supervisor of the Tri-County Hazardous Waste & Recycling Program's Coordinator is authorized to fund grant requests under \$5,000, to the degree that funds are available in the Small Grants budget.*

- **#5 – Grant Application Deadline.** ~~“Rolling”, meaning the Applications may be submitted at anytime.~~ Upon review, staff may request further information from applicant prior to making a formal recommendation to the ~~Program Coordinator’s Supervisor Steering Committee, which meets four times per year.~~
- **#6 – Who may apply?** Any organization or company residing within Sherman, Wasco or Hood River Counties ~~that is currently registered with the Oregon Corporate Division~~ may apply. In order for a grant request to be considered:
 - a. The grant request must clearly relate to our stated grant program goal.
 - b. No grant recipient may receive funds until providing us with a current W-9 form.
 - c. For-profit companies are required to provide a minimum of fifty percent match for cost of project or item.
- Currently there is a zero balance in the small grants budget. This line item has been unfunded for about 2 to 3 years. David would like to transfer \$8,000 from Advertising & Promotions budget to the Small Grants budget to cover the two small grant applications he recently received. If approved, this would be a budget adjustment.
- David currently has two small grant applications which will be reviewed at the next quarterly steering committee meeting.
- Pat shared that the citizens of Mosier and the surrounding area are concerned that so little public outreach and public education has been done over the last few years. There are supposed to be twice a year notifications to people about where and how to recycle and those notices have not been received. There was a discussion about whose responsibility this is and whether it’s something the program should be doing or the hauler as well as possible ways to get information out to the residents of Mosier. This topic will be a future agenda item.
- Sherman County
 - Discussed issues David raised in trying to understand if there is parity or equity between Sherman County and the other two counties. Will focus on improving the marketing in Moro.
 - Currently we subsidize the collection & disposal of Sharp’s that are collected at Hood River Garbage & The Dalles Disposal. This is not being done in Sherman County; we need to figure a way to make this happen in Sherman County as well.
 - We also need to find a place in Sherman County for unwanted medicine drop off.

Miscellaneous

- Budget Committee
 - In order to ensure we have an approved budget prior to the start of the new fiscal year (7/1/15), we need to appoint a budget committee who will need to meet before the March 2015 steering committee meeting.
 - Budget committee members will be: Steve Kramer, Bruce Lumper, Pat Bozanich, David Skakel and Kathi Hall.
 - Sandy Macnab asked David to send out a reminder to the steering committee of when the budget meetings will take place.
- Steve Trash
 - David presented a slide show of the performances conducted at six schools in the tri-county area over a 3-day period. He also shared thank you letters received from some of the students and teachers. The performance was greatly received by all schools.
- Future of Recycling Packaging
 - David shared two slide presentations from the December 2nd Association of Oregon Recyclers Winter forum.
 - Oregon Department of Environmental Quality's *Plastics Recovery Assessment Project*.
 - *The Future of the Curbside Bin*, Amy Roth of Green Spectrum Consulting.
 - Also shared was a graph from David Allaway (Oregon DEQ) illustrating some significant delinking of waste generation from economic activity.
- 2015 Schedule
 - David handed out the 2015 hazardous waste collection event schedule.
- Dirt Hugger Update
 - While the new site in Dallesport is being developed, Dirt Hugger is still working at the Port of The Dalles location.
- School Lab Clean-out
 - There are two schools interested in having their labs inventoried and cleaned up. David doesn't feel this is something that our program should be advising on. There was a discussion on who might be able to do this type of assessment and/or provide the necessary training to school staff. David will follow up with Maggie and David Waddell to determine what the cost would be for him to come down here and for these two interested schools to do this training.
- Staffing
- PaintCare Update
 - Still trying to iron some issues.
- AOC Solid Waste Sub-Committee
 - A placeholder has been held for a possible fix on PaintCare legislation.
- Karen Skiles announced that she will be retiring sometime between Jan and June of 2015. Once she retires, she will no longer be on the steering committee.

11:18 a.m. Meeting Adjourned