

Tri-County Hazardous Waste & Recycling Program
Steering Committee Meeting Minutes
 Wednesday, January 25, 2017
 Wasco County Planning Department
 2705 E. 2nd Street, The Dalles, OR

Voting Committee Members Present

Steve Kramer, Chair; Kevin Liburdy (Vic-Chair, City of Hood River); Cindy Brown (Sherman County); Mike Matthews (Hood River County); Pat Bozanich (Mosier); Gordon Zimmerman (Cascade Locks); Linda Miller (City of The Dalles) Kathie Richey (City of Maupin)

Absent Members

Non-Voting Committee Members Present

Staff Members Present

David Skakel, Coordinator
 Jensi Smith, Program Assistant
 Angie Brewer, Planning Director

Guests Present

Jim Winterbottom, Waste Connections

Summary of Actions Taken

Linda motioned to approve the minutes from 9/28/16 as corrected. Pat 2nd	
Vote	7-0-0
Yes	Mike Matthews, Gordon Zimmerman, Cindy Brown, Kevin Liburdy, Linda Miller, Pat Bozanich, Kathie Richey
No	0
Abstained	0

MOTION CARRIED.

Gordon motioned to approve the Strategic Plan, amended with four edits. Linda 2nd.	
Vote	7-0-0
Yes	Mike Matthews, Gordon Zimmerman, Cindy Brown, Kevin Liburdy, Linda Miller, Pat Bozanich, Kathie Richey
No	0
Abstained	0

MOTION CARRIED.

Gordon motioned to purchase sharps containers and envelopes, along with sharing some literature about the proper disposal methods. Pat 2nd.	
Vote	7-0-0
Yes	Mike Matthews, Gordon Zimmerman, Cindy Brown, Kevin Liburdy, Linda Miller, Pat Bozanich, Kathie Richey
No	0
Abstained	0

MOTION CARRIED.

Action item	Budget committee to look for ways to help situations like Maupin
Action Item	Steve to look for a new format for fiscal reports
Action Item	Check with Jamie Jones at DEQ about required mailings for the Opportunity to Recycle.
Action Item	Create literature on the proper disposal of sharps/containers – to share at collection events

Welcome

- Meeting began at 8:32 am. Chair Kramer welcomed everyone to the meeting.

Schedule Future Meetings

- March 8th – Confirmed
- June 14 or 28th.

Steve asked for recommendations for the June meeting. Consensus was to have the meeting on the 14th of June.

- **Minutes – 9/28/16 Meeting**
- Chair Kramer asked if anyone had comments or concerns about the meeting minutes. Pat asked about a section that she wasn't clear about. David commented that the portion was part of the discussion of the Strategic Plan. It was noted there was a word not translated correctly. It should be metrics not matrix. David noted on draft copy of the minutes. (pg. 2, Strategic Plan section, bullet #3)

Linda motioned to approve the minutes from 9/28/16 with the correct spelling of metrics. Pat 2nd. All in favor.

Fiscal Report

David reviewed the revenue, indicating most income was from the surcharge fee. There was some confusion as to why the Sherman County invoiced amount was twice the usual amount. The group discussed whether the amount listed was double, entered twice, not received, etc. It was noted the invoice has been sent but has not yet been received.

David said we are basically where we should be. He has reviewed the surcharge reports and for this fiscal year, we have six month worth in the bank. Gordon inquired if there was an increase during the summer months. Linda indicated there is, with less disposed of in the winter. The land fill taking in more due to the weather, the locks are closed. It was noted that a lot of this trash is out of area. David said that compared to last year, we are at 54% from what we budgeted. Linda asked what we are selling. David shared that we are selling compost bins. David said we purchase a large amount every couple years.

Kathie asked about if we are going to help Maupin with refundables? Steve asked for clarification. Kathie clarified she was talking about recycling. Would Wasco County help with this, as Maupin is

always going in the hole? Steve said there has been off-line conversation, and he is willing to continue the dialog. Kathie said she would talk to Lynn to see if she might be able to get more info. David said that there have been brainstorming sessions to see at possible solutions. The program will avail itself to help find solution. David said in the past, that the program has shied away for an on-going hauling situation, wanting to help communities find sustainable solutions. Gordon didn't want to create any kind of anticipation by putting something in the budget. Kathie noted that maybe we need to raise the fee at our end to help out to stabilize this situation. She is curious if it is considered in the budget. Steve said we will move it forward to the budget committee, looking for a way to move forward.

David identified the three line items that are over budget: Materials and Service; Agency license/Assess/Permits and Contracted Services. The extra money from Agency license was used to support Product Steward Institute's (PSI) effort to encourage Product Stewardship for HHW, which is ongoing right now. They are currently working on this in Oregon. David shared PSI is a leading non-profit that shepherds product stewardship. Steve and David clarified that we supported them with an expanded membership, they help lobby for us. Pat asked if it is like a donation. David explained that it was invoiced like an expanded membership. David said they are a facilitator. He explained some of the activities that PSI is involved with. Gordon asked if this is an ongoing membership fee. David said he hasn't pondered that yet, explaining that we have a regular membership, not sure if we will continue with the expanded membership.

David explained the Chamber expenses were put under memberships but it might be better to have this under advertising. With the county process, it is not easy to move money around. David also explained GuideStar membership, where we had invested in working with the group to help look at the PaintCare program and issues that have arisen with them. David also shared some of the details of the PC program, and our responsibility to make sure they are on track. He said the Chamber memberships would be moved to another line item next year, with no GuideStar expense for next year.

Contracted service is the last item. David explained this is an encumbered amount, as it is on a PO. We need to keep a close eye on this line item. David said there was an issue when this program came over from the Health District. Two event invoices did not get paid out of last year's budget. He thought it best to pay them out of this year's budget, so we need to look closely as we go into budget planning. We may need more money in this line item.

David explained that the County is self insured. There was a question of what the expense for insurance and bonds is. David shared we didn't purchase anything so he will look into it and let everyone know by email. David explained that in "vehicle repair" line item, monies were used to purchase new snow tires. We also had to replace the windshield, so we are over on this line item. He anticipates that we will continue with the Prius but he feels that we will need new all season tires next year.

Gordon asked about the carryover from last year. It does not show on these reports, so this would be another question for our Finance department. Cindy said that it has been an ongoing issue with the way the budget is laid out.

David said he will find out if we can get a financial report that shows the beginning balance. Gordon said it should be reflected in the expense and revenue. David said he keeps an excel spreadsheet so he can anticipate where we are for the upcoming budget. Steve shared that he has sent an email to the Finance department with the request to have the beginning balance included in the revenue and expense reports. David asked about a motion to approve the fiscal report. Steve asked if we even need to. Gordon said he doesn't like this report, we can accept it or not. Steve pointed out that we don't need a motion for fiscal reports. Steve said we will look for a new format for the next meeting.

Gordon asked about postage. Conversation about how many mailings we are going to do each year. Angie shared that the postage for the day to day things have been coming out of the Planning Department budget, which has been changed so going forward it will be credited to the Tri County program. David said the next newsletter will be sent out a couple weeks before our next event. Angie asked to clarify about how often the newsletter will be sent out. Steve noted we need to check with Jamie at DEQ to find out if the Opportunity to Recycle still required two mailings. David reviewed previous practice, noting the frequency of our mailings. David said we will maintain budget for two mailings a year. Gordon agreed, as we may be required to. David shared that the state seems to be interested in campaigns for things, which may be an area where we do a mailing as well.

Committees

- Strategic Planning Committee

David reviewed the work of committee members to get the draft Strategic Plan together. The big change since last time was to change pages 7 and 8. We split our second goal into two goals. They ended up having some cross over, but have some differences in their specific objectives.

David asked for comments. He shared that it has been a long time since there has been a road show, which periodically should be done. It would be appropriate to get on the IGA member's agenda to share the Strategic Plan. Pat said both the strategic and the work plan. She thinks we need to add two things to the Strategic Plan. Pat suggested more goals. Angie said some of what Pat shared could be included under the management section. Gordon said that some of those are part of management plan, not really goals. Angie shared ways to do it where it would be aligned with the countywide strategic plan. Angie asked if the mission statement is included in the document. She thinks it should be up front on the document. It was agreed to add it to the front page, but also leave it where it currently resides, everyone was ok with redundancy.

Discussion about how the strategic plan and work plan align, where the goals are acknowledged. Angie asked if Pat was looking for an evaluation metric. Pat said yes. There was more discussion on if the

Strategic Plan addressed this specifically enough. Pat asked if we have the accountability in there. Angie shared that if we have complied with performance metrics it would help with our DEQ reporting. More discussion about whether the metric/performance evaluation is related to the program or the staff, how the metric is laid out in the work plan, whether it needs to be specific or flexible. Angie said we are all ultimately responsible to implement requirements of law. She likes to be able to message this to others to show we are doing our job to meet the requirements. Angie said she would like a work plan that complies with regulations. Pat said the work plan identifies the things that people do, we need to budget time for them to do this. More discussion on how it would be laid out, the place to make the statements. David said the work plan is not the staff's document, it is from the Steering Committee, prioritizing time and resources, hashing it out in the work plan.

Angie asked if a motion had to be made to revise the Strategic Plan. She recommended under evaluation to add a bullet that says compliance with regulatory requirements (pg 8). There would be four revisions to the Strategic Plan: The mission will be moved to front page; page 5 on last bullet point, threats second bullet point, and addition of a bullet point on the evaluation (David noted)

Gordon motioned to approve draft Strategic Plan, with four edited amendments. Linda 2nd. All in favor

Further Discussion on wording of Strategic Plan: Kevin asked about the SWOT analysis, will this be updated each year. Steve said he hopes that things will change and it would be reevaluated regularly. Also noted a spelling change needed, (metric v. matrix); another question about policy change, specific or general? The rollout for the City of Hood River with organics added. (Pg 6, threats, funding reduction, potential policy changes). David suggested it be more general, more broad and inclusive. Amended to: *Funding reduction – potential policy changes that might reduce local municipal solid waste coming to the landfill.

Organizational tenets: Do we want to specific households, ag and business hazardous waste. David said we looked at that, it was too specific. He noted the sentence right under the mission statement, we don't mention Households, business and Ag. It is listed. So not to be redundant. Kevin said it was okay as long as the group was in agreement.

- Work Plan

The Work Plan is really an extension of the Strategic Plan. We have meetings coming up for work plan and budget.

- Budget

We will be meeting on March 8th to hopefully pass the budget.

Facilities

- Lighting

David reviewed the safety issue, balanced with cost. There is inadequate lighting at the facilities. We have three bids from contractors, ranged from 5K to 17K. For optimal lighting at both facilities it would

be plausible if we did a cost share. He has spoken to Jim Winterbottom about this. David is concerned about the safety issue. We can rent a unit for \$130 for a three day weekend, moving it between HR and TD. David doesn't think it's a great solution, as the HR site needs lighting all around the building. To have one light, it won't cover all the area needed to be lit. Linda shared that the lighting from one of these is like daylight. She said it takes a lot of rentals to equal the cost of purchasing the on-building lighting. Gordon asked how much it costs to purchase a unit. David said he hasn't looked into it. Angie asked if we could do a dry run at the February event. David said we could and report back. Jim said that the portable unit is diesel powered, which will take maintenance if purchased. David said he would rent one unit and take to both facilities, but won't be using the Prius. Angie asked about David using his personal vehicle? He said there are other options, possibly using one of the county vehicles? Mike asked what kind of lighting that was part of the bid. David said it is exterior lighting, with some being on the Waste Connections (WC) building at The Dalles facility. It would be all around the building in Hood River. He shared there is only lighting in the lockers at the Hood River facility. Linda shared that it would take 80 some events to equal the purchasing costs. Steve isn't excited about David having to transport back and forth. The partnership with a WC split is a good investment. Cindy said that when you own buildings you make upgrades as they are needed. Gordon suggested that Jim write a grant, including the WC cost share that could be taken out of the small grant program. Jim shared he wasn't sure if he could answer about the grant proposal. David said this is something that has been discussed for a while and he would like to do the test and come back to the group with feedback, including photos. Steve shared he would prefer to have two units instead of one, but would go with the consensus of the group.

Break

HHW Events for 2017

- New services

Steve and David have discussed a second event for Sherman County. David looked at the info from the last event there and with some early advertising, the event almost doubled. Steve said that they had discussed where it might be held. Cindy said Wasco would be good. David shared photos from the last event. The only thing done differently than previous years was to advertise in Wasco. David said the question is if an additional event is needed. He said a summary has been put together of the three waste sheds to see if there is equity. David shared a slide with the group that had info on total population, % of population served and the % of households for comparison. The latest event brought Sherman County up to almost 9% of households served. David also shared that it is always busier in Hood River. He said that there is more work to do in Wasco County, not needing more events in Wasco, but enhance the events. He would like to get Wasco % numbers up. He thinks what we did in 2016 was adequate but should it be split up more in Sherman County. He thinks Sherman's numbers are good but it is getting too cumbersome for one site. We might do two, splitting them up to a different location. Cindy shared that not much garbage from Sherman goes through the landfill, noting that with the surcharge and additional \$7200, those monies have been spent with the one event. Cindy suggested Sherman County should be paying more if they have a second event. Gordon asked if we would increase the amount of hazardous waste and improve recycling if we did a second event there. David said a % of what is collected at the event is recycled. David said we have outgrown the current site. We need to split it to

two events or find a different location. He shared how the costs are broken down, including the cost of staffing. Cindy had shared it might be very successful to do it on a Friday. David has checked with Stericycle for availability, which they are. Discussion about the amount that would be collected if there was a second event. David said it looks like there would be more cost whether it was split up or just more labor cost with a large event. More discussion about whether one or two events would be to our best advantage. Pat asked about the soil and water conservation district helping with costs. David clarified that we are the only ones in our area that is doing the collection of the AG waste. He said these pilot programs for pesticide stewardship are focused on underserved communities. David explained there is no guarantee that we will get additional funding. Cindy noted that some of the increase in the waste is attributed to farming practice changes. She also noted that there is more awareness and having the boards out early has made a difference.

David suggested we try another event, if we support it on its merits, and come back next year, review and see what we learned. Was it a good strategy? Alternative would be to hold a larger event. Cindy said the Product Stewardship piece might be worth having a discussion with the farm chemical businesses to see if they are willing to host an event. David said some do container take backs, but not sure if they do that in Sherman County.

Steve wanted to clarify that Cindy, as the Sherman rep, is suggesting that Sherman County contribute more? Cindy said it was an easy ask, as there was hard data to show the need.

Gordon suggested that we should try to get the funding, but we should do it if we think we can get more from doing it. Gordon asked if we need a motion. Steve said we should do the ask to Sherman County for more contribution and see what we can get. Gordon suggested we do the ask and then make a decision if we want to do the second event, or do a larger event. If they do not want to increase the contribution, then the group would need to decide if they want to go forward with an additional event anyway. A suggestion that a letter from the group, making the official request, including the info table that David presented. David noted the direct cost for the event. He said that Sherman county kicks in about the same amount as the direct costs, but there are other costs too. David asked if he should go to them right now to expand the program or go forth and do it and come back next year and show that our cost quite exceed their contribution. Cindy recommended we ask for the funds and include the table presented, with a letter from David.

Steve asked if he had authority from the committee to sign the letter. The committee agreed that Steve sign the letter. David said they could also ask to get on the agenda to help explain the numbers. Steve said that David, Cindy and Steve could work on the letter and get it out.

- Pricing

David shared the pricing sheet, noting this is the core of what we do. David said he sees it as a bundled service. We are expanding the services we offer with little or no additional cost to the program. Adding the latex has brought in more HHW. David thinks the pilot of the E-waste is promising. We collected 4500 pound of electronics. It expanded the things we collected, added no additional cost to the program and helps us with the safety issue. He explained that there used to be one truck and two employees but have had a need to commit to two trucks and more staffing. Bringing in the PaintCare and E-waste program, these stewardship programs have said they will cover the cost for us to do the collection. The

rural events will show up with two trucks and three people, but we won't be paying for the second truck and third person. Collectively they are bringing in a lot of bulk, but also a need for additional safety. There is a convenience factor by bringing on the electronics.

For the mercury containing lighting, we have pushed them on costs. David came up with other options, so Stericycle came up with an alternative that will save us about \$5000 a year. David shared that we had been paying by the foot, now we will be paying by the pound.

David said there needs to be a discussion on alkaline batteries. These have a lot of carbon in them. Right now we have been able to burn them, recycling to make rebar. David said there is a new technology out there that has been vetted. It is low heat/low energy. David is asking if the group is interested in this, noting there is more cost to it. He also shared that we have partnered with retail sites. David shared that he picks up the batteries. Pat said she doesn't understand why we are dealing with alkaline batteries, they are safe to go into the garbage. She doesn't know why we are setting up sites to get more of them. David said if we don't do it, it they would be land filled. He also noted that other batteries come in with the alkaline batteries. Pat noted there are retail sites that take the hazardous batteries. Gordon asked if the batteries come in separated. David said no. Gordon said he believes we need to do it. Discussion about whether to continue our current practice or change to more environmentally-beneficial solution?

David went back to the E-waste, noting it will make the logistics more difficult but will be cost neutral.

David thinks there is way for us to provide collection of meds at our events. The contractors have trained staff that can differentiate between controlled and non-controlled. The items that we can't handle, we give them a mail back pouch which includes postage and disposal costs. They are \$6 each this would be mostly for the rural events, pointing people to current drop sites at the bigger events held at the transfer station sites. Angie asked if there are any partnerships for funding, taking a proactive approach. She said this might be a way to address additional costs. David said he doesn't think it would be more than \$500 a year, using a pilot to see what it really is. Steve said there has been a conversation with Debbie Jones at Youthink, so she can use it in her messaging. David said the bundling will bring in more stuff, using the PaintCare as an example.

David said the last one is sharps. He said that more are being taken at fixed locations. The main thing he hears, it is legal to throw sharps in the land fill. Some of the solid waste handlers had been injured. David looked at costs and it is too expensive to start taking these at our events. He shared that other folks have people who show up with milk jugs, etc, is to tell them they can be taken to the transfer station in approved containers. David suggested we give them an approved container to dispose of the sharps. Jim said the medical community needs to better educate folks. He doesn't let his people handle any of the unapproved containers, do to risk. David said that he thinks we need to help, with some supplemented alternatives. Mike suggested we give them some sort of information on where to purchase or dispose of the full containers. Angie asked if Public Health has any program to get these containers to people who need them. Steve said he has a meeting with Representative Huffman and he will bring up. Pat said if we do medicine, we will get more sharps. Cindy said diabetes is growing, with sharps in many households. David said if we move forward, he wants to purchase the containers to hand out at our events, not advertising but a move forward - letting our partners know, maybe partner with us to see if

they can help. Steve noted that Rep. Huffman is now employed by MCMC so he would like to wait to see if they can help with purchase of the containers before we go buy some.

Discussion about why we are considering taking the medicines at the events and who should be responsible for the education piece. Steve said David is looking to purchase the sharps containers and envelopes for mail back of medicines. David said we won't collect the sharps at our events.

Gordon motioned to purchase containers and envelopes, along with sharing some literature about the proper disposal methods. Pat 2nd. All in Favor.

Miscellaneous

- Roadshow

DEQ had the school clean pushed forward with the help of Maggie Connelly. Dave Waddell came in to do the clean outs and a training for local educators. David shared slides from the training and clean outs. He shared some of the issues that were found at the schools, including chemicals and safety equipment. The only expense to the program was some break snacks. David was very happy to get them into our local schools. David suggested that we could be proactive about this; for the most part small metal cabinets are need, which might fit our small grants program. There might also be a need of an eye wash station. He would like to reach out to the area schools to see if we can help with their needs. David said that we need to keep up on this, as sometimes the teachers who are trained move on and new ones may need to be trained.

- Legislative update> Association of Oregon Counties

David talked about EPR for Pharma product stewardship. We are participating and tracking this discussion. He said there is parallel legislation for HHW. 35-40% of our total budget goes for the disposal of HHW. David noted this is budget neutral for the state, somewhat like PaintCare. Angie suggested for the work plan committee work, maybe we switch to a fiscal year schedule instead of a calendar year schedule. If we are making decisions on budget consideration, we might need to make these decisions based on the budget process. Gordon said that if we are making additions to the program activities, we wouldn't know if we had the budget for the extra expenses.

- Other?

Angie shared that the code compliance received a DEQ grant to partner with Youth Services and HHW program to purchase a vehicle that will be available to help with shared goals. Angie said it won't be purchased until after the funds are secured in April. David said it is a truck and trailer, which may potentially be available for large event recycling (ClearStreams).

Steve asked Kevin when the rollout will be in Hood River. Kevin said May 1st, potentially June 1st. Jim shared it was a unanimous vote at the Hood River council meeting. Kevin asked if we should look to Portland and others to see how the budget could be affected with the curbside organics program. Consensus was we should take a look at it. Jim shared that it has been slow to get into this area, with the location of the processor being a huge factor. We wouldn't be doing it if we didn't have a processor close by.

Pat thanked David for the Summary Report. Cindy asked about the phone log. David shared that both staff members have a log to track calls as well as a spreadsheet for the email requests.

Adjourned at 11:27 Minutes taken by: Jensi Smith