

Tri-County Hazardous Waste & Recycling Program
Steering Committee Meeting Minutes
 Wednesday, March 8, 2017
 Wasco County Planning Department
 2705 E. 2nd Street, The Dalles, OR

Voting Committee Members Present

Steve Kramer, Chair; Kevin Liburdy (Vice-Chair, City of Hood River); Cindy Brown (Sherman County); Mike Matthews (Hood River County); Pat Bozanich (Mosier); Linda Miller (City of The Dalles);

Absent Members

Kathie Richey (City of Maupin)
 Gordon Zimmerman (Cascade Locks)

Non-Voting Committee Members Present

Staff Members Present

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

Guests Present

Jim Winterbottom
 Jamie Jones, DEQ (9:30)

Summary of Actions Taken

Kevin motioned to approve the Minutes with corrections; Mike 2nd. All in favor.	
Vote	4-0-0
Yes	Kevin Liburdy, Cindy Brown, Mike Matthews, Linda Miller
No	None
Abstained	None

MOTION CARRIED

Cindy motioned to approved the amended budget; Linda 2nd All in favor	
Vote	5-0-0
Yes	Kevin Liburdy, Cindy Brown, Mike Matthews, Linda Miller; Pat Bozanich
No	None
Abstained	None

MOTION CARRIED

Action Item	Steve, David and Jensi to get EDEN training to pull financial reports that include the beginning balance.
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Action item	David to check on contractor's bids for facility lighting to assure they are correct.
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Welcome and Introductions

- Meeting began at 8:35. Chair Kramer welcomed everyone to the meeting.

Schedule Future Meetings

- June 14 – confirmed
- September 13 or 27?- September 13th – Confirmed date

David read email to committee from Kathie Ritchie regarding her availability to participate due to family issues. We will send her a card from the group.

Minutes – 1/25/17 Meeting

- Chair Kramer asked if anyone had comments or concerns about the meeting minutes. Kevin noted changes to pages 2 and 3 - correcting Cindy Brown should be changed to Kathy Ritchie on these sections.

Kevin motioned, Mike 2nd to approve the Minutes from 1-25-17 with corrections. All in favor, none opposed and zero abstentions.

Fiscal Report

David noted the surcharge revenue reflects seven months, looking comparative to where we were last year. We are down some on tonnage for last month, but about the same as the last three or four years. Linda said the landfill was closed for bad weather for one day.

Expenses were reviewed. David spoke to the encumbered amount on the contracted services, which is for disposal costs. The contracted services show that 95% of what is encumbered is the PO for Stericycle. We are right where we should be with this line item. David thinks we won't need to do a supplemental budget request this year. David explained this line item is primarily for hazardous waste disposal, but some has gone for website and advertising design.

Kevin asked about the amounts that go to Planning Department staff. David explained he met with the Finance Director, who had suggested that these employee costs be taken out in one chunk instead of parsed out. Kevin asked the status of the beginning balance not showing on the fiscal reports. There was discussion about what kind of report needs to be pulled to have the beginning balance shown. Steve shared he has requested to have EDEN training so he would be able to access these reports also. David and Jeni will work to get the training as well.

The fiscal report was accepted by the committee.

Committees

- Work Plan: David stated the committee has met and will meet again to finalize. He reviewed the format, showing the comments sections which address the evaluation goal from the Strategic Plan. First we need to pass a preliminary budget and then a preliminary work plan. He shared the timeline for this. David would like to have the work plan approved by June. This document will be used internally but also as a reporting document for the Steering Committee and a reference for DEQ reporting. There are also tabs for administrative and grant programs. David will look for approval at the June meeting.
- Budget: David shared an updated budget document, reviewing the numbers. The budget committee has met, noting the difference here is the blue highlighted cells. David spoke about the beginning balance issue. David shared that the new Finance Director has identified that our balance is about \$80K different than what we had identified in our internal tracking. The budget committee used the lower amount to begin the work on next year's budget. The Finance Director will meet with a rep from the Health District to get it resolved. David doesn't believe that it is necessarily a difference of opinion with the Health District, as they haven't met yet. David said that we have identified there is a discrepancy but will need to do some digging to figure out what happened. The Finance Director believes it goes back to that time when the program was in transition. More information should be available at the June meeting. Our budget needs to be approved so it can move forward with Wasco county approval.

They discussed the increased contribution from Sherman County. David and Cindy met with Sherman County, which has added the additional \$5K to its budget, which is still being approved. The group also discussed the move of \$2K to Miscellaneous. David explained this line item for the sale of compost bins was moved at the Finance Departments request. It was discussed that staff tracks where bins are sold, noting The Dalles has been slower than Hood River. It was noted Hood River sales may drop with the changes coming there. It was decided that we should track this to see if an adjustment is needed on budget projections for next year.

David said the Surcharge Revenue is a conservative number. The lost tonnage from Hood River could potentially decrease Revenue. Mike said it is good to be conservative but isn't sure it will be that big of a loss. Linda asked about the CPI adjustment offsetting the loss. David explained that the change to the CPI comes in half way through the fiscal year. Mike noted that construction has taken off again, so he thinks we will see more debris from this. David thinks we will know a lot more by this time next year.

David stated the insurance cost went down. Steve and Cindy said it was because David had opted out of the insurance. Cindy said she thinks he should stay with the insurance, as if

someone else were to come into the position that money would be needed to insure them. Mike agreed. There was more discussion on why to have the insurance costs included, options get the insurance back or get an increase in salary. It was decided that the monies should be put back into this line item, to have available. The group discussed where to pull the money from, and that it will be a 6% increase in the second half of the next fiscal year. David is proposing the current year plus 3% for the next fiscal year. Cindy agreed that the \$10K Steve suggested seemed like a close number. David made notes to the specific amounts for health, dental. The change would come to General Grants (\$15K to stay in this category) taking those dollars to increase the 3% increase for Coordinator's benefits. David recorded specific amounts. Steve got numbers from the Planning Coordinator for projected benefits amounts. He reviewed them with the group (adjusted appropriation). Kevin asked if PERS has been dealt with. David and Steve shared it has been adjusted. Mike asked about conferences and trainings. David said last year had an extra event, but not so for this year.

David said the Contracted Services will be only for Stericycle for the next fiscal year. He said the new bundled services should not increase the amount we need to budget for disposal. The advertising budget was discussed with David explained some of the changes that may be expected for next year. Kevin asked about the building and repair budget amount, is this for the lighting? Steve confirmed the increase was for lighting. David reviewed the bid process and current status. David noted the Equipment Office item – this would be for a tablet for the program. (Pat joined the meeting at 9:42). David explained the tablet has been ordered but put it in the budget in case it doesn't get purchased before the beginning of the fiscal year.

Cindy motioned to approve the amended budget; Linda 2nd. All in favor, none apposed, zero abstentions.

Facilities

- **Lighting:** Steve noted the budget committee has moved to have the lighting included in the budget, it is important for safety. David shared photos from when he set up the portable lighting in different positions at the most recent event at both facilities. He took notes after the experiment. These included hazards for moving equipment around; noisy; the need for staff to remain later; the need for two program vehicles; transportation hazard to move it between locations; unpredictable (it may not be needed, but would need to be rented in case you need it). Mike asked if we are good until next fall. Steve noted we could get it ready for the installation and start as soon as the new fiscal year starts. Jim said he would need a couple of months to get dialed in. Kevin asked about bids. David compiled the bids, stating we had a commitment from Waste Connections for \$5K and we budgeted for \$6,500. Steve recommended we check in with the contractors to see if the amounts are correct, ratifying this at the June meeting. David will check with contractors and report back. There was

consensus to move this forward. Steve recommended waiting until June to approve when we have an actual number.

Break

Miscellaneous

- Opportunity to Recycle: Steve introduced Jamie Jones to present on the Opportunity to Recycle.

Jamie shared changes coming due to SB 263. Summary – basically changes from a requirement to goal. The local watershed goals were shared, with Jamie noting the menu has changed. There are four new items for elements – if you don't like what you have selected, you can choose new ones. This also eliminates 2% credits, reporting actual recycling rates. Jamie reviewed the statewide map of watersheds. She noted the more rural communities have lower goals. Current elements were reviewed. Expanded recycling education was called out. Jamie noted the new requirements associated with this. David shared a handout from the DEQ website regarding this. Changes were discussed. Jamie said there are lots of options, a checklist style plan and the assessment part. The rule requires it to be assessed, at the customer generator location or the MRF or transfer station. This is an element requested by the haulers. It is a serious issue in the recycling community, lowering the value of the commodities. The second part of it is education. DEQ is suggesting that we provide a reason why for this new requirement. Tagging containers is helpful. Jamie explained what the process of 'lifting the lid' is. New opportunities were reviewed. Jamie said if we are already doing any of these, we can take credit for them. Wasco and Hood River Counties will need to add a Contamination Reduction Plan element, if continuing with Expanded Education. These were presented on slides to the group, showing which ones we are currently doing. There was discussion on what is mandatory and which ones are currently being done voluntarily. The Dalles and Hood River cities were reviewed. She will dive deeper into the compliance of these rules and will send out more info to each waste shed. She will contact waste shed reps if there are questions or she needs documentation of claims. Jamie hopes to have this review completed by June. There was discussion of un-funded mandates and where the monies would come from to cover costs. Jamie further explained how the non-required elements could be used. She noted that the goals were selected by the communities themselves. She advocated for sharing successes from other communities. She said she would meet with waste shed representatives to explain what is required to provide proof of compliance of chosen elements. Jamie reviewed the rules associated with population and the deadlines for these changes. Jamie would like to work with the reps to get the plans in place by January 1st, so compliance can be done by the deadline. She is very interested in feedback to understand what it is for those in the field. She would like to see a common sense approach. There was a discussion about where to check on contamination amounts and what it is, including whether to do it at the MRF or transfer station. David said this has been discussed at the stakeholder meetings. David noted it is difficult to do a composition study, asking that DEQ help with their resources. Jamie has asked for the eastern region to be part of the study. Jim shared that for the most part, the recycle trucks are with the same drivers, on the same route days. He

said a lot of the contamination comes from self haulers, as the lot employees can't police it all the time.

Jamie will touch base with folks from Wasco watershed regarding multi-family recycling. She noted that the only changes for The Dalles & Hood River are that they will have to develop a Contamination Reduction Education Plan. David said our strategy would be to convene a work group for each watershed.

- City of Hood River: They are moving forward with roll carts to include curbside organics in May. The free yard debris day will no longer be available from that date. It was only designed to be for the City of Hood River, which has been confusing for county residents. The bins can be kept or repurposed. Their garbage cans are disposed of if the customer wishes.
- Roadshow: David has begun visiting the nine IGA members. He went to Sherman County and Cascade Locks. He will schedule with others soon, contacting the steering committee members with prospective dates.
- Sherman County fees and service: This was noted earlier.
- Legislative update: There are two product stewardship bills. The HHW EPR (HB 3105) is moving its way through committees. AOC is sponsoring a bill for unwanted medicines. David and Steve will have a call tomorrow for the sub-committee. Steve noted there is another bill (HB 2645) pertaining to Secure Medicine Takeback. There should be an update during tomorrow's call. Steve spoke to some care facilities that are supporting (HB 2645). David noted the HHW bill could cover about 25% of our disposal costs and PaintCare is even more than that. It would exclude things that might be under other EPR – like mercury, batteries & bulbs, etc.
- Other? –
- Responses to DEQ requirements – getting stakeholders together to make sure everyone is on the same page.
- Steve about the conversation on licensing large event (above 3000 people) - Environmental Health permits. Discussion about what that would entail. Mike noted that they might be able to help facilitate the recycling at these types of events.

Adjourned at 11:23

Minutes taken by: Jensi Smith