

Tri-County Hazardous Waste & Recycling Program
Steering Committee Meeting Minutes
 Wednesday, June 22, 2016
 Wasco County Planning Department
 2705 E. 2nd Street, The Dalles, OR

Voting Committee Members Present

Kevin Liburdy (Chair Pro Tempore, City of Hood River); Sandy Macnab/Cindy Brown (Sherman County); Mike Matthews (Hood River County); Pat Bozanich (Mosier); Kathie Richey (City of Maupin); Gordon Zimmerman (Cascade Locks);

Non-Voting Committee Members Present

John Zalaznik (NCPHD)

Staff Members Present

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

Guests Present

Jamie Jones, DEQ
 Sue Knapp, South Wasco Alliance

Summary of Actions Taken

Kevin motioned to re-categorize capital outlay to cover expenditures, subject to approval from the County's finance department. Kathie 2nd.	
Vote	5-0
Yes	Kevin Liburdy , Sandy Macnab, Mike Matthew, Kathie Richey, Gordon Zimmerman
No	0
Abstained	0

MOTION CARRIED.

Motion by Gordon to approve the Interim Work Plan for fiscal year 2016-17 as presented. 2nd by Mike.	
Vote	5-0
Yes	Kevin Liburdy , Sandy Macnab, Mike Matthew, Kathie Richey, Gordon Zimmerman
No	0
Abstained	0

MOTION CARRIED.

Motion by Mike to continue the work of developing a strategic plan for consideration by the Steering Committee. Kathie 2nd.	
Vote	5-0
Yes	Kevin Liburdy , Sandy Macnab, Mike Matthew, Kathie Richey, Gordon Zimmerman
No	0
Abstained	0

MOTION CARRIED.

Motion by Pat to approve the fiscal report, noting the invoice issue for Sherman County. Sandy 2nd.	
Vote	6-0
Yes	Kevin Liburdy , Sandy Macnab, Mike Matthew, Pat Bozanich, Kathie Richey, Gordon Zimmerman
No	0
Abstained:	0

MOTION CARRIED.

Motion by Gordon to approve the grant of \$5K for a 12 x 20 shed for the South Wasco alliance, plus up to \$300 from our advertising budget to be used for signage if needed. Pat 2nd.	
Vote	6-0
Yes	Kevin Liburdy , Sandy Macnab, Mike Matthew, Pat Bozanich, Kathie Richey, Gordon Zimmerman
No	0
Abstained:	0

MOTION CARRIED.

Motion by Gordon to approve the minutes as presented. Sandy 2nd.	
Vote	5-0
Yes	Kevin Liburdy , Sandy Macnab, Mike Matthew, Kathie Richey, Gordon Zimmerman
No	0
Abstained:	0

MOTION CARRIED.

Motion by Gordon Zimmerman to approve the grant procedure as amended. Sandy 2nd.	
Vote	6-0
Yes	Kevin Liburdy , Sandy Macnab, Mike Matthew, Pat Bozanich, Kathie Richey, Gordon Zimmerman
No	0
Abstained:	0

MOTION CARRIED.

Action Item	David will schedule monthly meetings of the Strategic Planning Committee
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Action item	David to follow up with Sherman County regarding their annual payment due of \$7,200
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Action Item	David to discuss lighting options with Jim Winterbottom, and report back at next meeting
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Action Item	Angie to clarify County policy about awarding grants, and report back at next meeting
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Action Item	Sue Knapp will look into liability issue of locating shed on private property
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Action Item	Pat Bozanich will find out more about the repair café in White Salmon, Washington
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Welcome and Introductions

- Acting Chair, Kevin Liburdy called the meeting came to order at 8:32am

Schedule Future Meetings

- September 28th and December 14th confirmed

Budget Committee

- Supplemental budget request – Angie Brewer:

Gordon asked about the supplemental budget request, stating a resolution might be used to get the monies moved. David suggested that there might be some procedural problems, not sure what Wasco County might require. Angie asked if this group had used a resolution in the past. She stated that the amount would need to be identified. Sandy asked about Sherman county’s payment for the year. It didn’t look like there was any money noted in the budget showing the payment had been made. He suggested we invoice Sherman County before the beginning of the new fiscal year. Angie asked if there was a consensus to move money from the capital outlay. Angie stated she would prefer that to taking it out of the contingency fund. Kevin then motioned to re-categorize capital outlay to cover expenditures, subject to approval from the county’s finance department.

- FY 2016/17 Program Budget

David reviewed budget documents, and explained the increases in both expenses and revenue. Even though we will be fine with the end of the year carryover, we still need to review what activities are taking place to understand the trends. There has been an increase in the participation. PaintCare has helped offset some of the expense.

Strategic Planning Committee

David shared information about the strategic planning subcommittee meeting. Those involved with the meeting were: Steve, Mike, Pat, Jensi, David. The recommendations from that group were to get a clear strategic plan identified. Noting the Strategic Plan would be different than the Interim Work Plan. The first order of business was to get approval for the work that is already on the staff’s desk. He reviewed the documents that had been discussed. The second order would be to identify a strategic plan, and to support the strategic planning subcommittee request to meet monthly to identify projects that would be approved by the whole steering committee. David discussed the format of this document, noting that Wasco County is in the middle of doing a strategic planning process also.

Angie stated that Wasco County has been working on same. Their goal is to have a document that easily & concisely defines who we are, what our goals are, what action items are attached to these goals. She shared that we have a lot of the ‘meat’ already. She said it is sometimes difficult to identify that when looking with new eyes. She wants to be transparent, making sure we are doing a good job of telling our

story. Pieces of the county's procedure might be good for this group. Our program's mission statement is specific to the Gorge. What strategies do we need to get where we want to go? What are we lacking and what tools do we have to reach these goals? What are we lacking to message to the general public? Angie talked about having a document that links things together. She said David has been great in getting her the info. The county would like all the departments finished by the end of Sept. There could be some flexibility for this group.

Cindy suggested we identify and clarify further how the constituents are being served.

David said that currently we are doing activities without specific approval. We want a strategic plan that tells the basic story, things that are tied to the work activities. Angie noted that it is helpful when you want to get grants. David said if the group was okay approving the Interim Work Plan, it would give them the flexibility to make changes later. He would like some concrete approval of the things we are currently doing. We will also work to make updates on the Strategic Plan. Angie asked if anyone had strong feelings about what should be included in the strategic Plan.

Gordon noted we are fee based, not tax dollars. We are providing a service to people who are paying for the service. David suggested that some of the costs will be paid by the manufactures in the future. Industry will help pay for some of these activities. David noted recent example of unusually busy HHW event in Parkdale. Despite more than double the attendance, cost went up only slightly thanks to cost avoidance due to Paintcare. Sandy liked that the non-taxpayer base.

Discussion about what is our role in an emergency. Our role would be background help - storing hazardous waste versus solid waste. Angie asked Jamie about DEQ's role in a disaster, who we would prep for a disaster. Jamie talked about 'Cascadia'. They did a mock event coordinated with other agency in the state. She described the exercise; identifying most of the problems would be more on the coast. Sandy said it would be possible it could affect the east side of the state as well. Angie noted that we are the evacuation site, so we would be involved. Jamie said she would look at this. David said we should map out where hazardous waste is stored in our region, to help first responders know where there are dangers. David noted that it is not regulatory, so individuals are not required to report. It was noted that there are some rules about having this sent to the local fire marshals. We should have a discussion with them.

David said we are looking to improve the Interim Work Plan, which can always be reviewed. The Strategic Planning committee would like to continue to meet to develop a strategic plan. Kevin asked if prioritization would take place for the Interim Work Plan. David then shared it with the group, noting it will be an internal document. It will be kept tight, with comments added, so it will be a historical document. It will be broken out by county, making it helpful in reporting to DEQ as well. Then motion to approve the Interim Work.

David asked for a motion for the strategic planning committee to continue developing a strategic plan to be presented to the full Steering Committee.

Angie hopes that after some other projects are completed that she would like to be more involved in the future. If there is any overlap between work from this group and the planning department, please let her know. She may bring some ideas to them as well.

Minutes – 3/9/16 Meeting

Kevin asked if anyone had comments or concerns about the meeting minutes. Motion to approve.

Fiscal Report

*Pat joined the meeting. David reviewed revenue and expenses reports. David shared it has been challenging to manage budget issues without access to the County's financial system. Both staff members will be given access soon, which should improve things.

David reviewed the budget for the year. Sandy asked about any penalties to the RR for the oil spill. Jamie shared she is not able to comment on it. David said that if someone is fined by DEQ, up to 80% of the fine can be given to an SEP approved project, noting a previous time when we had received such monies. David suggested that we broaden our SEP, to include all our cleanup costs. Jamie shared that the investigation is on-going. Sandy asked about the four rail cars that were destroyed, were they recycled? According to Pat, yes.

Pat had a question about the total revenue on the 16/17 budget. David said revenues and expenses will both be higher. Gordon clarified that it doesn't change our budget, at this point. Motion to approve the fiscal report, noting the Sherman County invoicing issue.

Grants

- South Wasco Alliance

Sue Knapp joined the meeting to discuss the grant application. Sue introduced herself. She is with the city of Maupin. She submitted a grant to purchase a shed for refundable containers. They have raised around \$7K in the past. They need to get more organized. She thinks the shed will be ideal. Sandy asked where it will be located. Sue said it will be on private property. Gordon asked about liability issues. Sue said she will check into it.

David shared some photos. A discussion about the size of the shed. David said the original request was for \$5K, but amended to \$4,600 to purchase a smaller shed and adequate signage. He said there are two things to consider for cost, the larger shed and adequate signage. The larger shed would leave no money for signage. David shared that we have the ability to support the signage- like we did for Mt. Hood town hall. Keeping the ceiling of \$5K and recommending the other dollars taken from advertising to pay for signage. We want to give them the capacity to success. He recommends they go for the full \$5K, and we make sure they have the signage, with stipulations (probably around a few hundred dollars)

Kathy shared that there is some signage already there. (Viewed the current site photo). David asked about if other signage is needed. The current site in Maupin is still there. There are some barrels there now that feed into the afterschool project currently. There usually are no deposit bottles at the Maupin site, but some cans. David shared more of the photos, explaining what is there. Maupin recycling seems to be focused on the city park area. Other areas in south Wasco have impacted the Maupin site. More discussion about where the proposed site will be. Questions about where the cans will be pulled from.

Volunteers will pull from strategic sites. Kathy asked if we will be able to keep the containers where they currently are to use for the afterschool program. David said the reason why he supports this grant (having vetted it out with OBRC about rural sites-there will be a bottle drop site somewhere in the area) because of the way the system works, giving many choices on how to drop the containers and get the monies credited. David described the current system using the bottle drop sites. There are some other things – the nickel will turn to a dime. In 2017 more containers will be added to the redemption system. He feels the shed will be needed for infrastructure, no matter what the state does. If something happens, the shed can be moved. John asked about having all the collection be at one site. Sue shared that some other communities are causing the issues by bringing their stuff to Maupin. She noted that many of the donations are coming from those in the communities that know about it. Others just stumble on them, so they use it. Pat noted the Maupin City site has changed from the original site. Sue said there are some unwanted items left there. Kathy said there is some sorting involved. She said as we get close to Labor Day they made \$600, many coming from the current site they are using. Other communities are using it as well. It is picked up every 3 days. Sue said people have been trained to leave their containers there.

David asked about the students from other communities. Do they go to school in Maupin? Yes, they do. David suggested doing some outreach to train locals in other communities, to use the site for the afterschool program, then taking the non-refundable to the City site. John asked about putting it in our newsletter. David said yes, but there would need to be a campaign to help, providing assistance to get the message out.

Gordon commented he had real concern about having it placed on private property, with South Wasco Alliance owning the shed. He would like something in writing to avoid issues down the road. Kevin noted that we need to check in with the Planning department to see if a permit is required.

Motion to approve the grant of \$5K for a 12 x 20 shed for the South Wasco Alliance, plus up to \$300 available from the advertising budget if needed for signage.

Pat asked how much is left in the small grants. David said \$700. She asked if it carries over. David said not directly in that line item, but into the general monies in the carryover.

- Large Grants program policies and procedures

David shared that the approved budget for next year has \$15K in a large (general) grants program. We haven't used that in a long time. The general grants line is a little fuzzy. On these, the thinking was to use these for infrastructure, rural recycling, etc. Mel's leaving has created problems in South County. The monies would be available for proposals from any group in the service area. The funds are there if a proposal arises the committee would support. He would like a policy and procedure to spend the money, if the committee were to approve. David shared the document he revised from the small grants policy. There isn't a lot of difference. He asked the group to approve these, with any requested changes or to have a sub committee to look at them. Gordon would like to have some changes, including language that says the large grants would be over \$5K, to the degree the funds are available. Large will be changed to "general". David emphasized it is not a call to action or to spend money, but to use as a tool to use if it becomes warranted. There are four other documents. No changes needed to change the grant application. Gordon agreed. Gordon asked if the county needs to approve for large amounts. Would the commissioners have to approve to spend the money? He asked if David has the authority to write a check for a large amount. David shared that he didn't know but would find out. It was established that Tri-Co needs to go through the County's process. Cindy reviewed how the large grants for Dirt Hugger and

Shred4Less were processed. Gordon would like the county policy clarified. Sandy asked if someone could apply for both the small and large grants. Gordon said he would want to see their budget. The \$5K would be considered a project grant. Gordon said we would need to look at it on case by case basis. Motion to approve the grant procedures as amended.

Pat mentioned she was curious about Waste Connections commitment to serve South County. David noted it isn't required to provide recycling in unincorporated areas. He can't speak for them. John said he could bring it up in the Solid Waste Subcommittee. Mike asked if the group making the contract with them could require it. More discussion about the hauling. Mike said the next time the contract is up for negotiation they could ask for this.

David shared the depressed commodities markets has been affecting this. Pat asked if it is a contamination, sorting issue. David shared info that was received at the AOR conference, further explaining the issue of recycling commodities. The discussion is very narrow between DEQ and local government haulers, looking at the definition of 'recyclable' – cost the same or less to get to market. David would like to expand what tools are available. He described the rate stabilizing funds – they largely approve a target margin of profit for the haulers. They go back and if there is anything above it, they take the money back for a rainy day fund for bad markets. The forecast right now it will be a couple more years under the current conditions. There are other innovations to handle rural areas. Commodities have low value, but higher costs to get to markets. The whole thing is challenging. This is the changing nature of the industry.

David shared an update on EPR laws. They have managed to get brand owners to pay into the system in Canada. The manufactures are paying half for recyclables. Are there other things to look at? A rainy day fund would be nice. Paper/packaging EPR may be coming to Oregon.

Pat asked if they have made a commitment in South Wasco. David shared he couldn't speak for them. She asked if they purchased the equipment. David said he didn't know.

Break

Miscellaneous

- General Update
- AOR Conference

David presented a PP from the conference. He shared that we nominated Mt. Hood Meadows for the Recycler of the Year for Business, which they won. He gave a brief of their operations that warranted the nomination. It was neat to have them win, with the award having been made in Mosier. David shared the draft column that will be in the Home and Garden section of the newspaper. It is hoped this will start a good to share the issues highlighted at the conference.

DEQ is hot about reuse and repair and food rescue. He shared some photos of reuse and repair that was demonstrated at the conference. Pat shared it is happening in White Salmon, trying to do it on a regular basis. Sandy asked if they are charged for this service. David shared they are free, usually do it on a quarterly basis. Pat will do some research about the one in White Salmon. Jamie shared 'right to repair' workshop – really good info about different materials, opportunities to reduce and repair, how to handle materials. About 10 topics about what to support. She reviewed the conversations from the meeting. There were many items noted. Thinking about how manufactures produce so that repair is more likely. She said the DEQ is interested to hear from the stakeholders on how they can help.

- HHW Operations>Lighting

David reviewed the issue of the two sites not having good lighting. The Stericycle folks are there late with the big events. During the winter events, there is a safety need for adequate lighting. Waste Connections is supposed to be reviewing their lighting, but David hasn't received a report on it. Previous discussion suggested looking at renting the lighting. David shared they are 'loud' lighting. The other thing is that the footprint on both sites, especially Hood River, we would need light all the way around the building. He shared the average costs of the lighting. There is also the transportation of the portable lighting between sites. Should the event times be changed? Mike asked about squeezing the timing of the events, to avoid the times where there are issues with darkness. David said he thinks there isn't any way to not have at least one event during that time. He also shared some other options. David suggested getting more info and bringing it back to a further agenda.

Pat asked about who is attending the events. David said most of the time it is pretty even. Pat shared that if changing the dates wouldn't have a great impact; we could change it to another day/date. David said once the schedule is set and agreed on by Stericycle, it is difficult to change. Mike said we did see the impact of changing to the quarterly events. David said that he thinks maybe doing more events may help. He noted the conditions from the last Hood River event. He thought maybe every other month, though that would add considerable cost. He thinks adding staff has helped with the safety issue. He will check in with Waste Connections to get a status update. There was also a discussion about having limited space at the sites to put portable lighting. David said transportation is also definitely an issue.

*Gordon left the meeting – 11:00

- AOC Solid Waste Sub-Committee

David shared that this committee has some sway, with this particular subcommittee not previously chaired by a commissioner. He told the group that Commissioner Kramer and Commissioner Sweet from Coos County have agreed to Co-Chair the committee. David reported on the EPR for HHW legislation that Metro will propose to the State legislature next year.

- Other

It was noted that Sandy had been involved with recycling since 1991. He said he came today to introduce Cindy as his replacement. Sandy said he liked working with the group and appreciated the group's commitment and dedication. The group thanked Sandy for his participation on the committee.

- Adjournment

Kevin adjourned the meeting at 11:15

Minutes taken by: Jensi Smith