

**Tri-County Hazardous Waste & Recycling Program**  
**Steering Committee Meeting Minutes**  
 Wednesday, September 28, 2016  
 Wasco County Planning Department  
 2705 E. 2<sup>nd</sup> 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)

**Absent Members**

Kathie Richey (City of Maupin)

**Non-Voting Committee Members Present**

Bruce Lumper

**Staff Members Present**

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

**Guests Present**

None

**Summary of Actions Taken**

<b>Linda motioned to approved the minutes from 6/22/16 as corrected. Mike 2<sup>nd</sup>.</b>	
Vote	<b>4-0-2</b>
Yes	<b>Mike Matthews, Gordon Zimmerman, Cindy Brown, Kevin Liburdy</b>
No	<b>0</b>
Abstained	<b>Steve Kramer, Linda Miller</b>

**MOTION CARRIED.**

<b>Action Item</b>	Steve will put the rate charges on a future agenda.
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<b>Action item</b>	Steve will put on the Work Plan subcommittee agenda to identify weaknesses in evaluation of the program and staff
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<b>Action Item</b>	David and Steve will send out the document that identifies all of the percentages for employees of the Planning Department that are credited to the Tri-County budget.
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<b>Action Item</b>	David will send out an email/phone poll with status update for lighting at facilities.
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**Welcome and Introductions**

- Meeting began at 8:36. Chair Kramer welcomed everyone to the meeting. Thanked Kevin for Chairing last meeting.

## Schedule Future Meetings

- December 14<sup>th</sup> -Confirmed
- March 8<sup>th</sup> – Confirmed

## Strategic Planning Committee

- Committee Recommendation:
  - David shared the sub-committee met three times to winnow down the strategic plan which he hopes to get finished today. This version of the draft has the structure updated. Pat pointed out some of the language she would like to see condensed and update. David is comfortable with not rushing to finalize the strategic plan. Mike said he would like to hear feedback from the larger group, possibly having the subcommittee get together again for recommended changes.
  - Pat asked about ‘the goals are apt to change’ statement on page 2. David explained the Opportunity to Recycle goals are headed for a change. Mike said Hood River’s is going to go up. David said this is a long-term document so he wanted to point out the rates may change. Discussion to update the language. David made notes on the draft document. Discussion of the county’s requirements to meet DEQ mandates. Cindy asked that the language be clear on the program serving the public. It was noted that some customers at the landfill don’t want to pay fees and taxes. Steve will put the rate charges on a future agenda.
  - Pat questioned the “Weaknesses” section. It doesn’t have a mechanism for evaluating staff or program performance. Discussion on schedule for staff evaluations. Director Brewer stated there are regular check ins, and annual performance reviews. She noted there isn’t a current matrix for program evaluation. She noted the HHW events would be part of that. She asked about having a matrix in place in the past. David said some of that language is embedded in the evaluation part of the document. He noted there are things that we can use to evaluate like pounds collected or costs. Pat gave examples of things that could be identified to help guide what we want to do. David said we will know over time what our strategies will be, examples would be the 2050 Vision, recycling percentages. We don’t need to document some of this, because we don’t know what they will be in the future. He identified things like avoidance, reuse, etc. for things coming up for materials management. Pat would like some of these items identified in the ‘weakness’ section. David stated it would be identified in the work plan. Steve will add it to the agenda for the work plan group. David shared that his most recent review has been the most thorough review he has ever had. Angie shared that the metrics for the review should be tied to the goals and objectives. Pat agreed.
  - Kevin shared that City of Hood River will be looking at their collection policy changes on November 11<sup>th</sup> (?). David said some of these policy changes could be coming for The Dalles as well. Kevin said this might happen before our Strategic Plan is adopted.
  - Vision and Goals statements: Discussion on where the choices came from and what had been combined to winnow down the 4 original statements. It was discussed whether it was this programs responsibility to help families work, play and live well, what areas would be considered part of the Gorge, and what the definition of Materials Management means. Some of the language that was

from DEQ was from a broad stakeholder group. There was discussion on the use of counties verses communities. Pat noted that the reason we do what we do is so people can have a good life here. Steve said he liked #2, it is short and to the point. Director Brewer asked if David had any concern about waste getting into rivers and streams. Discussion ensued about water conditions in the area. David wondered about using the term ‘protects the environment’, as this may be a red flag to some. More discussion on wording for the section. Also discussion on terminology used to assure people may confuse them into thinking their money was being used for those on the other side of the river. *“Mid-Columbia community produces, uses, and disposes materials responsibly, and conserves resources, therefore helping to protect our environment”*. David noted changes. David said our mission is embedded in the concern for watershed protection and human health. We might consider these. Bruce noted it is in the Mission Statement. Pat would like to add something about protecting public health.

- **Mission:** David provided several versions as he did with Vision and Goals. He used the Mission Statement that had been used with the grants program. Discussion on the draft as currently written. Suggestions on combining versions. Discussion about Materials Management, how it is part of our mission for education and outreach. Kevin suggested **“To help protect the citizens and environment of our area by coordinating efforts to reduce the impacts of hazardous waste and improve materials management to benefit human and watershed health.”** Bruce suggested changing ‘our area’ to ‘Mid-Columbia area’ and ‘coordinating efforts’ to ‘providing services’. David noted changes and read them for the group. Steve asked about using ‘our’ instead of ‘the’ citizens (*“To help protect our mid Columbia region by providing services to...”*). David has noted.
- **Values:** Discussion about wording – we don’t want to appear to be cutting corners, noting safety as job #1. All were okay with this.
- **Goals:** Discussion about the alternatives listed on draft. Are there two major goals? David said yes. Bruce asked for clarification on how they are tied together. David said the first major goal being reduce risk. Bruce suggested numbering to clarify. David noted the difference between goals and objectives. Cindy said materials management fits under waste reduction. Director Brewer stated these appear to be achieving two different things. She suggested moving to objectives. There was discussion about materials management and recycling rates, how the wording would be changed to include ‘waste’ or not. Steve said we are not settled on the message about materials management, as the terminology is changing. Bruce suggested using alternative #2, to get it on the table now, maybe not with specific language, but to have a third Goal to address materials management at some point. Gordon said our goal is to increase recycling and reduce waste. David said he agrees that the use of ‘materials management’ might be inferred that we are trying to sway or tell business how to do their job - to regulate them, but it is actually new language about the same thing. We don’t think we are going to change things internationally to affect our counties. Gordon doesn’t want two goals with the same objectives underneath them. Discussion ensued about hazardous waste and recycling. David would like the Goal to be to Increase Recycling and Waste. More discussion was followed on the most appropriate terminology to use. Gordon said ‘Reduce risk in HHW, Increase Recycling, Reduce Waste in the waste stream’. Bruce said maybe we can find a place for material management

under one of these major goals. Kevin suggested it can fit as an objective of increasing recycling rates. David said that major goal #1 would be unchanged. Consensus was that it is okay. Bruce suggested that the subcommittee could work on the specific objectives. Director Brewer said there are specific objectives on page 10. Bruce suggested the subcommittee take on the second set of objectives, working things in to the major goals. David suggested we split reducing recycling and reducing waste, the objectives would be the same. Steering Committee agreed that that was okay.

- Director Brewer suggested the evaluation box could be part of the matrix. Her goal would be to have the work plan align with the objectives and how to meet these objectives. David said we are tasked with bringing it back to the subcommittee, looking at the objectives for goals 2 and three. Pat added that we should be thinking about the way the matrix for evaluation. David said we could do this to transition to the work plan, looking at the goals and objectives. Bruce, Pat, Mike and Steve will be the subcommittee for development of the work plan. Pat left the meeting at 10:05 a.m.

## **Break**

### **Minutes – 6/22/16 Meeting**

Chair Kramer asked if anyone had comments or concerns about the meeting minutes. Kevin had a question about the motion. After discussion, he said it was okay. David asked about having Cindy and Sandy listed separately as members of Sherman County. It was suggested that they both be listed as Sherman County reps for that meeting, with a slash. Correction was made to the minutes.

**Linda Miller motioned to approve the minutes as corrected. Mike 2<sup>nd</sup>. 4 in favor; 2 abstained. Motion carried.**

### **Fiscal Report**

- Yearend 2015-16 corrected fiscal report: (changes highlighted in yellow)

Revenue: The Surcharge is missing one month. With the closing out from the Health District, there was a difference of about \$50 and some additional monies that had something to do with the US Treasury Agreement. David identified the calendar year and fiscal difference. The surcharge fee has increased as well as the tonnage. Sherman County had not been invoiced, so it was rectified and it shows they are paid in full - the \$7200. David explained how the revenue from the equipment sold has changed, noting we sold our first compost bin at the Tygh Valley General Store. Bruce asked about the donations line item. David explained that money came from DEQ reimbursement for the cost of disposal of AG chemicals. We are higher on revenue than anticipated.

Expense: The Director and Code Enforcement allotment in our budget differences were noted. David will up that amount, which will cover the six events that were worked on by Wasco County employees. There was discussion of how the administrative costs are accounted for and what the best practice would be. It was noted the NCPHD had embedded the cost of managing the program in employee FTE. Director Brewer explained that it might be better to not have the employee specific numbers identified, making it more general to the Planning Department. Steve has a document that explains all the

percentages. He will get that brought in, which should help everyone understand what happened with the change from the Health Dist.

**Land Lease** had HHW expenses errantly put in this line item. It has now been moved to **Contracted Services**, putting that line item expense over budget as well. David reviewed the reasons for the cost increase. He also shared the issues resulting in the numbers for the Building Repair & Maintenance line item. He believes this line item should be \$6,000. The overage on these line items will not change the overall amount for expenses. He said we will keep a detailed eye on budget items. We approved a budget that contains more in expenses than expected income. David wants to eye trends out two or three years, looking at how our income might be negatively impacted. Director Brewer asked if our approved budget is over what our income will be. David said we have enough in carryover to cover it.

- **Current year fiscal report:**

Revenue: Three months of income, totaling about \$30K a month. It was noted there wasn't a beginning fund balance, as the printout had a page missing. Gordon noted the amount could not be confirmed anyway until the audit was completed. David noted we will take a look the end of year status, to adjust as needed. Steve said having the Finance Dept. fully staffed will help.

Expense: Gordon asked why contracted services only have a small amount spent. It was explained that the Purchase Order for Contracted Services is in the works. The invoices for these services will be paid as soon as the PO is in place. David noted the vehicle repair and maintenance is a little over, as we needed to get new tires on the Prius.

### **Work Plan**

- **Form a committee:**

- Steve Kramer, Mike Matthews, Pat Bozanich, Bruce Lumper and David Skakel

### **Grants**

- **South Wasco Alliance**

- Good news, the container has been ordered. The SW Alliance has developed a relationship with OBRC which will allow them to bring the bottles and cans to the drop site in Redmond. They will have the revenue automatically credited to their account. They have a blue bag program that allows them to bring up to 100 bags per drop. Steve noted they are looking to expand this. It was noted the value of deposit containers will double in the spring to 10K.

- **Mt. Hood Towne Hall (final expenditure report)**

- Unfortunately the Odell and Mosier recycling sites had to be closed due to gross contamination at the sites. Mt. Hood Towne Hall, on the other hand, has a real community watch taking place at their recycling center, and the community takes pride in their facility. The recycling containers have been repainted and things are looking nice. People treat it as it is presented. We don't have recycling numbers from them yet. They may develop a cooperative arrangement with Mt. Hood Meadows where they will send their items to the Mt. Hood Towne Hall.

- David noted there is a group in The Dalles that would like to be a sorting group. The weakness for these kinds of operations is the sorting pay. A group from Hood River has a community garden that has composting scheme there that is a bit in disrepair and are looking at a new composting system that would get the food scraps from the-nearby FISH community kitchen/food bank. These are folks who have discussed ideas but there are no new grant proposals for us at the current time.

## **Legislation**

- Statewide EPR for household hazardous waste (Metro)

David reported on the AOC subcommittee on Solid Waste. Metro is looking at the 2017 session for an umbrella bill that would cover all HHW for minimally regulated Hazardous Waste. It would be about a quarter of the HHW our program we deals with. It wouldn't include some items like Mercury, Batteries, Lighting (bulbs). Kevin said this is back to the materials management discussion we were having earlier. David said this is a cost share for end of life management.

- Statewide EPR for unwanted medicines (Association of Oregon Counties)

David said the Pharmaceutical lobbyists are formidable foes who are trying to stop the legislation that offers a convenient and affordable way to dispose of medicine. They don't want to pay for it. Some law enforcement agencies are curtailing their programs. People feel more comfortable taking their medicines back to a pharmacy, not the police station. David noted there are counties across the country that have EPR programs for this that have been deemed legal. He noted Washington state is looking at legislation as is Oregon (through the AOC).

## **Miscellaneous**

- Discussion with Waste Connection

David talked with Jim Winterbottom about the lighting at the facilities. The Dalles has some of the lighting updated with LED lighting. They developed a plan for lighting, discussing what the cost share for this would be. They looked at it in Hood River as well. The cost estimates have not come in as the electrical companies are not getting back to Jim. David would like the management in place by February as he doesn't think it will be done by November. We only have \$1000 budgeted for lighting. David thinks it will be more than that. David asked if we think we can get the lighting done before November, how would we go about the approval for these monies? Jim had told David it might cost a couple of thousand dollars. There was a suggestion to only do HR now and TD next year. David said he doesn't want to chose, as safety is an issue for both. Cindy will give David a contact number for an electrician that might be willing and available right now. Gordon suggested approval for up to \$2K, with a phone poll to get approval. Cindy noted that if it is a safety issue, then make it so. Angie said we should move ahead as soon as possible, but if we can't get it, can we limit the hours of the HHW events? Steve suggested that we rent lighting if not finished by the events. The consensus was to get it done, doing a phone/email poll to update members on the status.

- E-Cycles/HHW collection in Tygh Valley

David said he and Steve met with AOC solid waste group. There were some folks there from the E-Waste program. Wasco County is in complete compliance with the DEQ requirements. Their folks talked to our contractor about doing E-Waste collection at some of our HHW events. We did this in Tygh Valley, having about 4500 lbs. come in. It was very successful. We paid additional advertising to make the event work. We saved money because the driving part of the event was paid by the E-Waste program. In the future David would like to see more services bundled for those communities that are further out. As a matter of policy, the Steering Committee sets levels for what we collect. We want to

keep an eye on what we might consider along with Electronics collection going forward. David doesn't want to put something out then take it back. He will keep the group informed.

### **Other**

- Waste Connections now has electronic tablets in their trucks to provide more real time info to their office about customer issues. Hopefully, this approach could improve the customer communication piece too, in regards to what is working/not working at the curb. Linda suggested the truck drivers are not fond of them.
- David would like to commend of those who did so much at the beginning of the program. Many of them played a significant role and he would like to acknowledge their contribution.
- David asked Kevin about the Waste Water Treatment Plant issue (DEQ penalty). David said he would like to talk to someone about the option to pay their fine to the Program as an approved SEP (Supplemental Environmental Project). Kevin said he would share the information with their Public Works Director.
- Gordon has been appointed to the Governor's Cleaner Air Committee. Director Brewer asked if the committee's recommendations would have any teeth? Gordon said they have not yet met yet but will meet 8 times in the year ahead. Gordon will represent the small businesses.
- Steve noted that David has been helping fellow counties. David has helped Commissioner Sweet who will co-chair the solid waste subcommittee with Steve starting in November. David and Steve are meeting with local DEQ folks tomorrow, discussing where to go with the recyclable commodities that there is no market for. They have been asked to present to Metro on our Hazardous Waste program. He gave kudos to members for the work they have done to date.

**Adjourned at 11:27**

Minutes taken by: Jensi Smith