

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

Wednesday, September 23rd, 2015
Wasco County Planning Department
2705 E. 2nd Street, 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); Pat Bozanich (Mosier); and Kathie Richey (City of Maupin).

Non-Voting Members Present

Staff Members Present

David Skakel, Tri-County HWR
Angie Brewer, Planning Director, WC Planning Department
Brenda Jenkins, Planning Coordinator, WC Planning Department

Guests Present

None

Minutes taken by Brenda Jenkins

At 8:37 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 Pat Bozanich to approve the minutes from the June 24, 2015 steering committee meeting as submitted.

Vote: 6-0
Yes: Steve Kramer, Kevin Liburdy, Sandy Macnab, Mike Matthews, Pat Bozanich, Kathie Richey
No: 0
Abstain: 0
Motion Carried.

Welcome and Introductions

- Steve Kramer welcomed everyone.
- Angie Brewer, Planning Director for Wasco County, introduced herself and Senior Planner Dustin Nilsen and Code Compliance Officer Joseph Ramirez.

Schedule Future Meetings

- The next regularly scheduled steering committee meeting will be on Wednesday, December 9, 2015 from 8:30 a.m. to 11:30 a.m. (Location will be at Wasco County's Planning Department)
- Future quarterly meeting scheduled for Wednesday, March 9, 2016 from 8:30 a.m. to 11:30 a.m. (Location will be at Wasco County's Planning Department)

Fiscal Report

- David Skakel discussed the transition from the North Central Public Health Department to the Wasco County Planning Department.
 - He explained that due to the transition, as well as the departure of Finance Director Monica Morris, some budget issues need to be clarified. He stated that he will be meeting with Angie Brewer, Planning Director, and Debbie Smith-Wagar, Interim Finance Director, to go through the budget and verify the carryover from last year, as well as determining what/if any remaining dedicated program funds still at NCPHD. He will report back to the group.
- Steve Kramer gave a brief description of Debbie Smith-Wagar's efforts with the Treasurer Reports and stated that they hope to have reports soon.
- David Skakel stated that the only anomaly in the Expenditure Budget is in regards to the cell phone. The County is currently giving a \$25.00 cell phone allowance every pay period to compensate for David's use of his cell phone. He stated that if they continue that practice the line item will be over budget.
 - The Committee was in support of the cell phone allowance for the Program Coordinator.
 - The Committee also stated they were in support of combining the two current fund line items (relating to phones) and allowing any necessary fund transfer to cover the cost of the cell phone allowance.
 - David Skakel will put this discussion back on the agenda for the December 9, 2015 meeting.
- David also stated that he had purchased 10 additional event recycle bins from Clearstream. He explained that the program was perpetually short on bins.
- Angie Brewer also discussed whether to update to the program's website 'in house' or continue to use Webrock Design. That may depend on the skill set of the anticipated new shared hire.
- Pat Bozanich asked when the Committee will see the numbers on the participants of the events. David will put a reporting of the numbers on the agenda for the December 9, 2015 meeting.

Approval of Meeting Minutes

- With a motion, the minutes from the June 24, 2015 meeting were approved as submitted.

Staff Position

- David gave a brief update on the new part-time staff position. He stated that recently there has been 2.6 fte, but due to budget and other considerations it is now back to the original 1 fte, plus the assistance by the Code Compliance Officer Joe Ramirez at event days.
 - He explained the new position will be a shared position with the County Planning Department.
 - Angie Brewer described the position as a combination of planning and hazardous waste programs with a background in environmental issues and customer service. She anticipates the job posting will be going out in a couple weeks.
 - Sandy Macnab asked how the hours will be tracked for the position. A discussion on possible tracking options followed.
- Pat Bozanich stated that she had concerns that the job description seemed heavy on the planning and light on the environmental side. A discussion on the job description followed.
 - Kevin Liburdy pointed out an error in the job description.
 - Second page, second bullet. The sentence just ends, needs to be finished.
- Angie Brewer is going to check with Debbie Smith-Wagar, County Interim Finance Director, to see whether adjusting the position fte time between programs will cause problems with the dedicated funding.
- Kevin Liburdy asked about the mission statement listed on the job description. He didn't remember the Committee adopting a mission statement. Angie Brewer stated that she took the statement directly off the program website.
 - The Committee would like to make a new mission statement an agenda item.

Goals & Policy Sub-Committee

- David Skakel submitted the revised goals and policy to the committee. There was a brief discussion on the proposed goals and policy document.
- Steve Kramer suggested reconvening the subcommittee asked for direction from the group on having two programs: 1) small grant for business; and 2) small grant for non profits. He thinks the subcommittee needs to clarify both pieces, and needs to define each with separate criteria.
- Pat Bozanich and Sandy Macnab both volunteered to be on the sub-committee.

The Committee reached a consensus to go with 2 programs.

Grants

David Skakel presented a grant request from Home-At-Last (HAL) for a grant to fund the purchase of a recycling shed. The cost would be paid primarily with funds from the HWR program with volunteer labor from HAL.

- Staff Recommendation is to hold off on the decision for the grant until the grant program requirements have been finalized.

The Committee consensus was not to fund the request at this time. Also to continue to move forward with the small grant policy and clarify the program. However they did not want to put a moratorium on all grant requests.

Miscellaneous

- Steve Kramer and David Skakel went to a meeting at Metro, including tours of 2 sites (Metro Paint and Agilyx (reverse engineer plastics into petroleum). They presented a slideshow of the tours.
- Sherman County (sharps and meds)
David Skakel explained that the HHW program currently subsidizes the sharps disposal in Wasco and Hood River counties. Sherman County Public Health has agreed to be a drop site for sharps, if our program pay disposal. The Steering Committee already approved the funds for the disposal in Sherman County. So no motion is required to approve this request. Consensus of the Committee is to go ahead and subsidize the cost of the disposal of the sharps for Sherman County, at the same rate as we provide for Hood River and Wasco Counties.
- **General Update**
 - Powerpoint to update on the past events held by the HHW program.
 - Federal regulations on transporting batteries. Currently the program collects them and sorts and tapes the batteries. This has resulted in a backlog which will require 2 staffers dedicated to batteries to just get caught up.
- **Mel's Sanitary Service**
 - Waste Connections has a strong presence in the service area. Mels Sanitary Service provides service for South County in the Tygh Valley, Dufur, Wamic and Pine Hollow areas. Franchise for Mels Sanitary Service has now transferred to Waste Connections. This means South County loses the transfer station in Tygh Valley and drop site for South County.
 - For future discussion:What is the strategy for South County moving forward?
 - Pat Bozanich asked why the franchise agreement didn't include recycling. Steve Kramer explained that recycling is not required in unincorporated areas or in for cities under under 4000. He has a meeting with Waste Connections to discuss resolution and will report back to the committee.

- **Recycling Tri-fold (as mailer?)**
 - David Skakel wants to put out a recycling tri-fold adding to the marketing. He had wanted to send it out now, but the program needs to get together with Waste Connections to come up with plan for South County first.

- **Hood River Waste Work Group**
 - The City of Hood River continues to consider a switch from blue recycling bins to larger roll carts and possible curbside organics management (yard waste/food waste). David has been asked to continue participating on the City's Waste Work group advisory meetings.

- HHW Events: Odell, Tygh Valley and Mosier attendance all solid.

- Recycler Program outreach: David has spent limited time setting up Master Recycler booth at local farmers markets.

- AOC Solid Waste Sub-Committee: Commissioner Kramer is monitoring the dialogue, and attending calls and in-person meetings. Committee is currently discussing:
 - Extender Producer Responsibility (EPR) for HHW in Oregon
 - EPR for unwanted pharmaceuticals nationally and here in Oregon.
 - DEQ grants programs.

- Dirthugger photos were presented of the new Dirt Hugger site, and their process. We will plan to schedule a tour of their new site in Dallesport.

11:45 a.m. Meeting Adjourned