

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

Wednesday, March 9, 2016

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); Gordon Zimmerman (City of Cascade Locks); Linda Miller (City of The Dalles); and Kathie Richey (City of Maupin).

Non-Voting Members Present

Bruce Lumper

Staff Members Present

David Skakel, Tri-County HWR
Angie Brewer, Planning Director

Guests Present

Jim Winterbottom, Waste Connections
Jamie Jones, D.E.Q.

At 8:30 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 Linda Miller, second by Kathie Richey to approve the minutes from the December 9, 2015 steering committee meeting with correction to page #4.

Vote: 7-0
Yes: Steve Kramer, Kevin Liburdy, Mike Matthews, Gordon Zimmerman,
Sandy Macnab, Linda Miller, Kathie Richey
No: 0
Abstain: 0
Motion Carried.

Motion by Sandy Macnab, second by Linda Miller to approve the Financial Report with noted adjustments.

Vote: 7-0
Yes: Steve Kramer, Kevin Liburdy, Mike Matthews, Gordon Zimmerman,
Sandy Macnab, Linda Miller, Kathie Richey
No: 0
Abstain: 0
Motion Carried.

Motion by Gordon Zimmerman, second by Sandy Macnab to instruct staff to review during May of 2016 whether any Supplemental Budget requests are needed.

Vote: 7-0
Yes: Steve Kramer, Kevin Liburdy, Mike Matthews, Gordon Zimmerman, Sandy Macnab, Linda Miller, Kathie Richey
No: 0
Abstain: 0
Motion Carried.

Motion by Gordon Zimmerman, second by Sandy Macnab to approve proposed FY2016/17 Program Budget with noted adjustment on expense (change ‘Code Enforcement Officer’ to five days salary), and including any Wasco County-controlled changes to Personal Services cost basis, and with caveat not to make adjustments to Contingency nor to Unappropriated

Vote: 7-0
Yes: Steve Kramer, Kevin Liburdy, Mike Matthews, Gordon Zimmerman, Sandy Macnab, Linda Miller, Kathie Richey
No: 0
Abstain: 0
Motion Carried.

Motion by Gordon Zimmerman, second by Linda Miller to authorize request by Mt. Hood Town Hall (MHTH) to adjust their purchase relating to the grant awarded to MHTH.

Vote: 7-0
Yes: Steve Kramer, Kevin Liburdy, Mike Matthews, Gordon Zimmerman, Sandy Macnab, Linda Miller, Kathie Richey
No: 0
Abstain: 0
Motion Carried.

Welcome and Introductions

- Steve Kramer welcomed everyone. Round table introductions, including Jamie Jones who is DEQ’s new representative to our program.

Schedule Future Meetings

- The next regularly scheduled steering committee meeting will be on Wednesday, June 22, 2016 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, September 28th, 2016 from 8:30 a.m. to 11:30 a.m. (Location will be at Wasco County’s Planning Department).

Fiscal Report

- David reviewed the revenue and expenses.
 - Motion to approve with noted changes and caveat.

Approval of Meeting Minutes

- A motion to approve the minutes from the December 9, 2015 meeting was approved with correction to a typo on pg. 4 (change MacNab to Macnab, “*because any good Scotsman wouldn’t waste the ink*”).

Budget Committee

- Supplemental budget request: Discussed two expense overages (‘postage’ and ‘cell phone allowance’), and a third category that may likely over expense by year’s end (‘contracted services’). Consensus to hold off on any related supplemental budget request, but for staff to re-assess in May which would give enough time to go through a supplemental budget request by the end of this fiscal year if needed.
- FY2016/17 program budget: David presented the proposed budget, along with a graph chart showing the complex volatility of revenue and expense over the life of this program. In an effort to explain the unruly budget course year-to-year and reminding that the program uniquely needs to reside within its dedicated fund (not able to access general fund monies), here is a verbatim explanatory which was noted with the budget:

“Expense exceeds revenue by (\$62,000). That seems like a lot... However, here's some context: For this current fiscal year (FY2015/16, we budgeted a \$26,000 shortfall. Whereas, present predictions suggest we will end the year with \$26,000 increased cash flow from beginning balance (\$52,000 higher than budgeted). Suggestion: We have two one-time proposed expenses (large grants @ \$25,000, and vehicle @ \$28,093). So disregarding those two expenses, our budget is over by \$9,500. And consider that our conference budget (registrations, meals, lodging) will go back down by \$2,000 to \$4,000 in future years. So trending our budget out a few years at this pace, we can afford to over expense by \$7,000 per year for another thirteen years (from the \$95,000 in "Unappropriated"), while retaining \$75,000 in "Contingency". Meanwhile, our strategy continues to focus on reducing our contracted services expenses (thru product stewardship initiatives) and dealing with our increasing revenue loss which is due to landfill avoidance (attributed to composting and any increased recycling or waste reduction). Suggestion: We best focus on “managing our carryover” versus “balanced budget”.

Grants

- **MHTH grant adjustment:** Mt. Hood Town Hall was awarded grant funds recently to purchase a mobile trailer for collecting and hauling deposit bottles and cans to Opportunity Connections in Pine Grove. After being awarded the funds, MHTH decided it better to purchase a larger fixed metal drop box, which will allow them to collect and

sort on site (thus avoiding transporting, while earning full value of each deposit). Steering Committee unanimously agreed.

- **Mosier:** David reported that he met with Brain Schimel of Mosier School, and that Mosier School is interested in applying for a grant to help set up a bottle/can drop site on school property for the benefit of the school.
- **Memaloose:** David also reported that he and Jensi met with the new manager of Memaloose State Park who is keen on increasing access to recycling at that park. Our tour verified that much of the plastic and glass bottles and aluminum cans are deposit containers. The Park manager seemed positive about another entity setting up a bottle/can drop site there. Likewise, Mosier School did show interest in servicing Memaloose Park if it goes ahead with establishing a Mosier site first.

BREAK

Miscellaneous

- **General Update**
 - With additional staff, we can focus on training and preparation for events, with focus on the outreach. We are currently the Green Schools coordinator, but will not be able to go to all the area schools.
 - We don't have the capacity to start the Master Recyclers program, but possibly reach out to those who were involved in the past.
- **DEQ Opportunity to Recycle reporting**
 - Discussion was had about the detailed reporting for 2015 in our three watersheds, as well as curiosity/concern about expanded requirements starting in 2017. Jamie Jones (DEQ) acknowledged that she is new to this DEQ role, but that she is enthused and committed to helping us clarify and succeed at future Opportunity-to-Recycle objectives and requirements.
- **Sherman County representation**
 - Sherman County has twice advertised a replacement for Sandy Macnab, who is technically retired. But nobody has so far expressed interest.
- **HHW Operations Lighting**
 - Jim Winterbottom has nothing to report at this time. He is aware of our needs, and will follow up with David once he gets an estimate from electrical contractors.
 - Otherwise, David noted that he would be concerned about a cheaper route of using tripod-mounted lighting with extension cords draped on the ground amidst forklifts, heavy trucks and hand-trucks.
- **AOC Solid Waste Sub-Committee**
 - David reported about monthly calls going on to discuss two main subjects:

- Pharmaceutical take-back efforts (locally and nationally). Statewide epr legislation is being proposed in Massachusetts. Similar epr bills are also being proposed at the county level in New York State and elsewhere. Meanwhile, federal epr legislation is being introduced too (by Congresswoman Slaughter of N.Y.S). Also, Walgreen’s pharmacy just announced that they will volunteer to establish medicine takeback at some of their stores. This will only happen at 24-hour stores however. So of the several thousand Walgreen’s stores nationwide, that maybe only affect 1-3 stores in Oregon.
 - Extended producer responsibility law, which Metro will likely propose for Oregon during the 2017 legislature. In advance of that measure, Metro is hosting a stakeholder group which will meet at least three times. David represents our program in that process.
- **Strategic Planning**
 - Consensus to re-start a ‘strategic planning’ committee, charged with developing a strategic plan update for consideration at our June Steering Committee meeting.
 - Steve Kramer, Bruce Lumper, Mike Matthews and David Skakel agreed to be on that committee, which will likely meet once prior to June. David will schedule that meeting.
- **WT Festival**
 - David noted that “What the Festival” has expanded their permit to up to 7,500 people this year. This could present a significant sudden spike in garbage and recycling service. Jim Winterbottom said he is working with the event coordinator Tatyana to ensure the solid waste side of that event is planned out in advance.

11:20 a.m. Meeting Adjourned

Minutes taken by David Skakel