

Tri-County Hazardous Waste & Recycling Program
Steering Committee Meeting Minutes
 Wednesday, March 14, 2018
 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); Mike Matthews (Hood River County); Pat Bozanich (Mosier); Gordon Zimmerman (Cascade Locks); Linda Miller (City of The Dalles); Merle Keys (Dufur)

Absent Members

Cindy Brown (Sherman County); Kathie Richey (City of Maupin)

Non-Voting Committee Members Present

Bruce Lumper
 John Zalaznik

Guests Present

Jim Winterbottom, Waste Connections
 Matt Slafkosky, DEQ
 Kevin Green, Wasco County Landfill

Staff Members Present

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

Summary of Actions Taken

Linda Miller motioned to approve Minutes from 12.13.17 as submitted. Kevin Liburdy 2nd. All in favor.	
Vote	7-0-1
Yes	Liburdy, Matthews, Bozanich, Zimmerman, Miller, Keys
No	None
Abstained	Steve Kramer

MOTION CARRIED.

Gordon Zimmerman motioned to approve proposed budget. Linda Miller 2nd. All in favor.	
Vote	8-0-0
Yes	Steve Kramer, Kevin Liburdy, Mike Matthews, Pat Bozanich, Gordon Zimmerman, Linda Miller, Merle Keys
No	0
Abstained	0

Action item	David to send out draft minutes soon after meetings.
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Action Item	Add (parenthesis) to the budget doc to show the amount of FTE
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Action Item	Bylaws will be updated and draft will be sent to group with draft minutes. Any revisions will be presented to group in June.
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Welcome

- Meeting began at 8:33. Chair Kramer welcomed everyone to the meeting. He introduced Matt Slafkosky from DEQ. Everyone introduced themselves.

Schedule Future Meetings

- June 27th – confirmed
- September 12th - confirmed

Minutes – 12/13/17 Meeting

Steve asked for discussion on minutes from December. Linda requested the draft minutes to be sent sooner. David will send them out closer to the time of the meeting.

Linda Miller motioned to approve Minutes from December as submitted. Kevin Liburdy 2nd 7 in favor; 0 opposed; 1 abstention

Fiscal Report

David reviewed the financial documents, noting the surcharge, sharing that we have another month not listed, approximately \$27K. He is predicting that we will have \$400K in surcharge if things continue the current trend. Gordon asked why we have these increases. David responded the tonnage from the commingled at the landfill isn't significant. Jim said that in landfill volume, the recyclables isn't that much. Matt shared state-wide data, trending the same. Linda shared that the dams have had some closures causing extra trash to come to the Wasco landfill and for the most part is out of the area.

David shared that we did get the postage reimbursement that just came in yesterday, so was not included in the revenue report. He also noted the overage for the health benefits due to an error in the budget creation. Director Brewer noted this was not the only department to have this issue, which should be resolved for the coming year budget. David also noted the 'supplies' item. He said it was due in part to the large purchase of Clearstream containers. It shouldn't cause an issue for the larger line item.

Capital expense – this is for lighting. The project is started, with the contractor on board to start the work at The Dalles Disposal this week.

Committees

- Work Plan – David noted the document continues to evolve, with some components changing, it's still outlined with the three goals and an administrative section. He noted this will be re-formatted in the near future, to catch items that might meet more than one goal. Noting the increase in proposed revenue, he will ask for some additional FTE, which will affect the work plan and the ability of staff to complete some of these items. David demonstrated the 'comments' that are embedded in the cells of the excel sheet, sharing there are extensive notes on some of these. Pat commented she thought we had set aside the food-related items for now, to not take on any new projects. David said the food

waste reduction had been kept for the school sharing tables only, not other campaigns. The program would not be looking to do other activities that would take more time and money for now. Linda asked how the school sharing table idea was working out. John said that from a regulatory standpoint, it is difficult. John shared some of the challenges, as the Dept. of Ed does not have guidelines to follow. Director Brewer asked what our role would be as an action item for the staff. David said it would be to vet it out, see what others are doing, what guidance we could get from the Oregon Green School. It would be light duty for the program. David said that we shouldn't infer that because it is on the work plan, it doesn't mean it has been vetted out or that we are planning to do these. Director Brewer said that there is a future list for things that we would like to pursue. Gordon said we are not regulatory, why would we get into something that the Dept. of Ed and Dept. of Health need to spend time figuring out? He doesn't want the program getting deep into vetting this. He is okay to push out the info to local schools. Bruce said it is good to have info available, knowing what is happening with it. Gordon noted that if it is vetted and then we can publish it, and if they need assistance, we can point them to the grants program. Bruce asked if the food waste would be part of the new FTE, David said yes, the food waste reduction would be part of the marketing and outreach campaign. Pat asked what this would entail. David said it would be publishing (print media) adapted to our locale. It would be sharing info on food prep, shopping, etc. David will contact Gorge Grown to see if they would like to take this on? Director Brewer asked what the time commitment is, is it medium or low? David said it is medium to low. Some of the info isn't easy to adapt, so we have to spend some time to get it dialed in but then it is easy to manipulate. David said it could take a medium amount of time to get it started. Steve said it will take a lot of folks to get things rolling, stating that campaign is a good title. David said that we are sharing things that are readymade, but it will take time to adapt. Pat asked how we would measure the campaign. David said he doesn't have thoughts on that now, but there are indicators from people in other studies that this has saved time and money. Gordon asked about Ag pesticides on first goal – marijuana growers. David said this is just acknowledging, noting that a core of what we do is collect hazardous waste, with the marijuana growers being a new sub-group of the Ag community. This is something that has come up at conferences, so this is something we need to keep up on, in case we need to act. David said he is not confident what chemicals are being generated and in what phase of the process. He thinks these chemicals are coming to our events, so we need to be mindful and vet out our role.

John asked about the repair café. David said this is also a trending thing, with someone pulling together volunteers with skills to do repairs on items to make them usable again. It is usually event driven, but he hopes that it can become something that businesses do on a regular basis. Right now the Mosier School is doing this as part of Earth Day. Gordon talked about the Renewal Work Shop that is located in Cascade Locks. They work with companies to collect and repair damaged sporting good items so they can be sold online. Steve thanked the committee for their work. Gordon asked if a motion is needed. The consensus was the group approved of the updated Work Plan, with Steve noting that is all that is needed.

- **Budget** - Steve said on April 3rd the county will review the budget. David reviewed the line items. The Solid Waste Specialist – an increase to staff to recapture some of the FTE we had in the past, and to help accomplish items on the work plan. David explained that Jeni would possibly move to Planning. She will continue doing the financial activities for the program. That would leave a full time position, in addition to David, that would be doing more marketing and outreach. This position would work events, and expand our visibility in the community. It would take on a lite version of the Master Recyclers program. David has spoken to some of the past program members, and they seem willing to be involved again. David is concerned about the training part for the Master Recyclers. He felt that we could use the Recycling 101 that is provided online. It is organized much like the Master Recyclers program. Bruce asked where Wasco County is with this proposal. David said he would defer to Steve and Director Brewer, as the County will go through their budgeting process to discuss what resources, needs, etc. would be required. Moving forward, David would like to look at the ad budget and quantify what we are going to do with those monies. He feels that it makes sense to accomplish goals to have staff structured this way. John asked about the FTE, what portion of Jeni's position would be charged to the program. David explained how the position is split now, with Jeni doing the financials with the .2 FTE of the Planning position being paid by the program. Gordon suggested putting the FTE in parenthesis to clarify each position.

David reviewed the health and dental, stating he thinks what the real numbers would be for next year. **Advertising** – an additional \$7K has been added to this line item with \$5K just for printing costs. He noted that Waste Connections pays for most of the postage to mail the newsletters out. **Grants** – the committee committed to keeping the small grants at \$15K, capping each at \$5K to spread the money around. The big news is the **General Grants** – this is something we can now afford to do, and these grants could be used for things like our current recycling crisis. David shared that the Rebuild It Center in Hood River is forming a new board to decide if it is a viable business. If it moves forward, they will most likely be looking for staff. **Contracted Services** – to be safe, it was increased some. David noted that the additional items to our menu haven't cost us more since our cost saving is helping to pay for the additional hazardous waste that is coming in. David explained how the e-cycles are collected at events. We don't pay for it, David also noted that we needed to move to more staff and materials at the events for safety, but there isn't additional cost – it's pretty much a net zero. **Office Supplies** – this is three former line items that have been combined. Pat noted that we could use some moneys to purchase promotional displays. David said this will be the year that we will print signage for the transfer stations and anywhere else it is needed. This is partly in response to the DEQ required contamination plans. David noted that we have budgeted \$30K for a car. The other capital expense listed is for an eye wash unit at the Hood River Transfer Station. Gordon asked if this was a match, with Waste Connections paying too. Steve said we were looking at this from a safety standpoint. It was agreed to pursue, see what it will take to get it installed and if needed, Waste Connections could apply for a grant to pay for a portion. Director Brewer asked why

we wouldn't pay for it from supplies. Discussion about how it would best work to fund unfunded portion.

David said for this year, we are spending \$50K+ more than what we are bringing in, including \$30K for the car, also stating that without this expense and diminishing the General Grants, we would be at a balanced budget. David explained previous year's budget outcomes, saying when you look at what has actually happened; it is different than what the budget projections were. David reviewed the **Contingency** line item. David said we don't have a reserve fund. Some other areas are doing this to draw from when needed, instead of raising rates. David said if there are excess monies, we could put it in a reserve for a downturn in the economy. Bruce said if we had done this in the last recession, we could have weathered it out without making cuts.

Pat asked about the **Unappropriated**. David said you budget what you reasonably expect to spend. Gordon said there are very strict rules for using that, like a natural disaster. If it is not touched, it is left for use in the next year. David said if that number grows, with more unaccounted funds, we could take some of the money out for a rainy day fund. Director Brewer asked if we needed to make any adjustment to this budget, as it is not final yet. Director Brewer is willing to talk to Finance to see if money can be taken to be used for a reserve fund. David said that there should be a deep discussion with the commissioners and the Finance Manager before doing something like this. Steve said that these monies are program monies, and not Wasco County funds. With his dual roles, he can share the group's wishes with other County leaders. Gordon said it might raise flags to have too much in Contingency. David noted this is in a dedicated fund; it can't be taken out by someone else. More discussion about getting the money back out to the constituents, to do more for the community and the goals we have for the community. Gordon said the committee tried to get monies placed that would be there if the revenue were to stop, so that the program could run for almost a year. David said it would help having some reserve funds to pull from to carry the additional FTE. Kevin asked if we are going to work on the reserve account? Director Brewer said if we want it to happen this year, the change would have to happen now. Consensus is to wait until next year to make the change.

Gordon motioned to approve proposed budget; Linda 2nd. All in favor. (8) None opposed, No abstentions.

- Recycling Advisory Committee - David said it was recommended that we form this group, with anyone who is a stakeholder to come together with any changes to the recycling menu, so that we are all on the same page, timelines, how things are disseminated, etc. David is hoping to get this going during summer. The cardboard baling is a factor. We need to come up with a statement about what is happening in recycling in our area. He said it could be from the Steering Committee or it could be from the Program. David wants Jim Winterbottom to weigh in. David would like to have a version

that would be a deeper statement to help better understand what is going on and why. Linda asked who the audience would be. David said it is an acknowledgement to any/all that are interested, plus an information basis for the sub-committee, the IGA members, and the media. Steve added that it would be helpful for the DEQ. He thinks this work needs to start from our committee. Steve is willing to volunteer for this sub-committee and would like to start sooner rather than later. Steve noted there were 62 folks at a previous meeting with DEQ about the recycling crisis. Steve also noted that at AOC, the sub-committee for materials management has been put on the back burner. But he was told that if we come up with an action item, the AOC will work with it. Linda asked if the goal of the proposed committee would be to influence DEQ. Steve said yes, he would like to help them understand that we are partners with them. He would like to get this recycling issue figured out, with the stakeholders at the table. Matt shared that he believed the stakeholder meetings are being taken over by Metro. With all the MRFs in Portland, he said they will eventually stop taking all plastics. Some of the bigger cities are sending plastics to Portland, but it isn't being taken to China, but other countries. Jim said they are doing a 'positive' sort. Steve thinks the Committee will help get the conversation started. Director Brewer asked if it is a Sub-Committee of this group, regional group or statewide group. Steve said he would like to take the info David had started. Gordon noted that we are the advisory group for recycling. He feels that Steve should go ahead.

Mike asked if plastics will be taken out of the sort? Jim said that Metro has great influence on what might happen in that regard. He explained how they are currently doing their process, noting a lot of material is setting out in the weather and being compromised. John said he was looking at the longevity of the Wasco Landfill. Jim said that the meeting he attended, they concluded the issue was driven by the consumer. Steve noted that we also need to get the processors to the table. Jim said China wants to process their own recyclables, to have another export. Director Brewer asked if Amazon had been approached. Linda said she believes they have, with some changes having been made already to their recycling system. Jim spoke to the quality of the cardboard used by Amazon.

Gordon said he would like the info from Jim and David to be shared by Steve at the AOC. David said he wants to get agreement from stakeholders to be able to create local guidance to advertise our recycling menu. Steve said we would need that info to bring it to the AOC. Jim said the menu seems to be (statewide) paper, plastics 1 & 2 (without caps) and tin cans. That will be it, he believes. David and Jim will work out recommendations for Steve to take to the AOC. Consensus of the committee is to move it forward this way. Jim noted that other stakeholders like the processors and DEQ will need to be in the loop. Steve said again that the DEQ is our partner.

- Recycling Crisis Statement – David said if the group is comfortable with this, he could float this out into the community. Pat asked if she could do some copy editing. Director Brewer said that if we need to edit it, we can. Director Brewer, Steve and David will get it out to everyone and agree on it before moving it further.

Mike asked for an update on Emerald Systems, the new start-up recycling service in the Mid-Columbia area. Merle shared about his interaction with them in Dufur and said their principal, Julie is excited about setting up her building in Cascade Locks. Gordon shared the building is up. David said the informal quest is to get cardboard baling up and going in The Dalles, which hasn't been successful due to no acceptable location being found. Jim is looking at doing it at The Dalles Disposal. Julie is still interested in doing the large cardboard baling, if she can find a place.

Bylaws

David said what is driving this discussion is the possible changes needed for voting. There is some concern because our bylaws don't speak to doing meetings by phone or electronic voting. The quorum is also a concern, where non-voting members would be allowed to vote if needed. The question came up as to how non-voting members were appointed. Bruce and John noted they were appointed by Wasco County. Director Brewer read from the bylaws – noting that if there are people with expertise, they could become non-voting members with Steering Committee's approval. It was suggested that the non-voting members could be allowed to vote with *permission* for the meeting for which they were approved.

David said that at MCCOG they had set it up where the county/city could appoint a substitute member. He noted that we can do it one way or the other or both. Gordon asked how often this has happened where a quorum was not present at a meeting. David said twice. David said he would like to have the option to vote electronically or have phone meetings for special meetings with specific needs. Gordon said state law allows us to define what a quorum is. Three would be required, at a minimum. Steve said that the phone might be best used for our regular meetings, putting it in our by-laws just in case. Director Brewer noted items on page 2 – they are more related to the “recycling” – noting the language change, thinking it might change the geographic scope of the program with the term “mid-Columbia” region. There was discussion that this language is consistent with other documents, like our strategic plan. Director Brewer said if there is consistency, she is good with the language. Pat asked if the group was going to review the document. Steve asked if folks are good with the red revisions. Pat asked about adding the word household. David shared that there are concerns about hazardous waste verses household hazardous waste, noting the exempt generators. David said he agreed with Pat about household. Bruce said he likes the edits. Director Brewer said just to be consistent with what is in the IGA. Director Brewer would like to add language that says meetings will be “noticed” to the public. Executive sessions need to be noticed as well. David read from MCCOG's bylaws. A discussion was held about the best way to state this. Gordon noted that we are an advisory group, stating to make changes to ‘executive session’ when making revisions to by-laws. Director Brewer read from the current by-laws sharing that the group can vote changes to the by-laws with a vote from the group with a quorum. Pat said she liked the idea of an alternate member for each appointed member of the Steering Committee. Steve stated that each municipality would need to be the ones to appoint the alternate. It was noted that this would be important to add language during the revision, about the power and authority of an alternate. David read again the language used in the bylaws from MCCOG.

Quorum issue was discussed, and the language of may verses shall. Gordon said that if we are going to allow telephone participation and we can't make quorum, we shouldn't meet. Discussion of majorities was held - total members of the group vs. members present. It was decided to drop section #4 and use

the redline version in section #3 in the edited bylaws. Consensus was to do that. David came back to the name “household”. David suggested that we look at what it had been changed from and use that former title. The updates to the bylaws will be made and brought back to group in June for review. David will send out the draft minutes and a draft version of the edited bylaws along with them.

Miscellaneous

- **Legislative Update – House Bill #4126**

EPR legislation did not go anywhere. The Opioid takeback piece was not presented. There is a taskforce that is requesting a mandatory reporting for prescribers noting 20% of the prescribers were issuing 80% of the prescriptions. There will be more to follow on this. David said Vermont has a bill moving forward for HHW takeback.

- **DEQ**

- **Opportunity to Recycle reporting** – The reporting is done for Wasco and assistance has been provided to Sherman and Hood River for their reporting.
- **Contamination Plan(s)** – Starting in January, these have been in place for Hood River and The Dalles. David explained we are working with the haulers to get print material out on this.
- **Asbestos Rulemaking** – Dave McCall from Tillamook has been keeping up on this. There are new rules out (or being developed?) on how to manage asbestos. We are monitoring. Wasco landfill does take asbestos. Linda noted there are new rules on this coming to the landfill. Buildings have to go through an abatement process. Question about if it is taken at our Hazardous Waste Event. Jim noted asbestos is special waste, not hazardous waste. If it is brought to transfer station from a home owner, they take it to the landfill. Jim explained the difference between owner and contractors rules. David noted the legislation may be trying to tighten things up regarding the exemptions for the home owner. He said people ask for guidance and we need to be able to give them current info.
- **Multi-Tenant Recycling Opportunity Stakeholders** – This is a new requirement coming from DEQ. David wasn’t sure of the timeline on this. The City of Hood River adopted requirements 10 years ago. The Dalles has not adopted any requirement as of yet.
- **Matt** – State may have funds to clean up illegal dump sites. They are taking comments right now. David said the cost to dispose of refrigerants might be something to look at funding. Pat noted the Energy Trust of Oregon will pay people to take their refrigerator. It was noted that it doesn’t cover our entire region. Jim shared with the group about the process they use when a fridge is brought in to the Transfer Stations.

- **Reuse/Repair** – covered earlier.

- **School Lab Safety Training** – David shared that we are still working on a training. The trainer has been out for medical reasons, but we should be able to get this going this spring.

- **Other**

Adjourned at 11:25

Minutes taken by: Jensi Smith