

**Tri-County Hazardous Waste & Recycling Program**  
**Steering Committee Meeting Minutes**  
 December 13, 2017  
 Wasco County Planning Department  
 2705 E. 2<sup>nd</sup> Street, The Dalles, OR

**Voting Committee Members Present**

Kevin Liburdy (Vice-Chair, City of Hood River); Cindy Brown (Sherman County); Linda Miller (City of The Dalles); Gordon Zimmerman (Cascade Locks); Pat Bozanich (Mosier); Kathie Richey (City of Maupin); Mike Matthews (Hood River County); Merle Keys (Dufur)

**Absent Members**

Steve Kramer, Chair;

**Non-Voting Committee Members Present**

Bruce Lumper

**Staff Members Present**

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

**Guests Present**

Jim Winterbottom  
 Matt Starkosky (DEQ)  
 Kevin Green

**Summary of Actions Taken**

<b>Motions: Linda Miller motioned to approve the June Minutes as amended. Pat Bozanich 2<sup>nd</sup>. All in favor.</b>	
Vote	7-0-0
Yes	Kevin Liburdy; Cindy Brown, Linda Miller; Gordon Zimmerman; Pat Bozanich; Kathie Richey; Mike Matthews
No	None
Abstained	None

**Motion Carried**

<b>Motion: Gordon Zimmerman motioned to increase Miscellaneous Receipts &amp; Capital Expenditures each by \$5,000. 2<sup>nd</sup> by Linda Miller. All in favor.</b>	
Vote	7-0-0
Yes	Kevin Liburdy; Cindy Brown, Linda Miller; Gordon Zimmerman; Pat Bozanich; Kathie Richey; Mike Matthews
No	None
Abstained	None

**Motion Carried**

<b>Motion: Linda motioned to continue to support a second HHW event in Sherman County. 2<sup>nd</sup> by Pat. All in favor.</b>	
Vote	8-0-0
Yes	Kevin Liburdy; Cindy Brown, Linda Miller; Gordon Zimmerman; Pat Bozanich; Kathie Richey; Mike Matthews; Merle Keys

No	None
Abstained	None

**Motion Carried**

<b>Action Item</b>	<b>Submit budget adjustment to the Wasco County Commissioners to add \$5K to both the Miscellaneous Receipts and Capital Expenditures lines, with the money coming from the contingency or mini-grant funds.</b>
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<b>Action item</b>	<b>Include red line version of the Tri County Program bylaws in the March agenda packet.</b>
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<b>Action Item</b>	<b>Convene committees to work on Budget &amp; Work Plan</b>
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<b>Action Item</b>	<b>Matt to send David copies of other communities contamination plans that identify specific materials that are causes of contamination.</b>
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<b>Action Item</b>	<b>David will send committee member copies of the draft contamination education materials.</b>
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**Welcome**

- Meeting began at 8: 33. Vice Chair Kevin Liburdy welcomed everyone and introductions were made.

**Schedule Future Meetings**

- March 14<sup>th</sup> - confirmed
- June 13<sup>th</sup> confirmed

**Minutes –**

➤ **6/14/17 Meeting**

- Kevin started with June minutes. David said they were somewhat amended. John Z. had been removed from attendance. Kevin noted the numbers stated from Jim Winterbottom regarding the cost of sharps disposal had not been completed. It was decided to generalize the overall cost by adding a note. Jim said it shows Hood River correctly and The Dalles pays about half of that. This information was added to draft minutes to amend.

**Linda motioned, Pat 2<sup>nd</sup> to approve as amended.**

➤ **9/13/17 Meeting**

- September meeting minutes were reviewed. Gordon shared that if there was no quorum then the minutes would be considered notes instead of official minutes. It would be noted as such.

**Fiscal Report**

David said this consolidated report shows the beginning balance. He called out the Health and Dental portion that had incorrectly been under budgeted. It should be at least 1.6 FTE for the fiscal year. David said it will go to the Commissioners to make that change. He shared that Finance had told us that there would be an increase of 5% for the remainder of the fiscal year. David shared what the actual amount should be (Numbers from David's notes).

- Budget change request:

To make a change to the budget, we would need a recommendation from the Committee. Gordon asked if we need to make a recommendation to County Commission or just use funds from somewhere else. David said he would defer to Director Brewer. David reviewed the County's recommendation to fund benefits for the full FTE. Director Brewer said it would be good to have the Committee make a recommendation. Further discussion on where to take the monies from for the recommendation. Gordon said he would support whatever the County recommended. Director Brewer stated Finance department is supposed to send us an updated budget. She asked that the group make a recommendation for which category the Committee would like to see the monies taken from. Consensus vote was to adjust the health and dental to full FTE for this fiscal year, taking the funds from contingency or the mini-grants line item.

It was noted the supplies category is over budget. David said we would pull from the overall Materials and Supplies category, as we haven't been close to over on that category in previous years. Director Brewer explained that some categories were lumped together this year. David reviewed the purchase of the ClearStream recycling containers purchase that had originally been budgeted to come out of two fiscal years, but all came from this fiscal year. David also shared that he had reviewed this with the Finance office, which was in agreement that we could address it if needed.

Bruce asked about the 14 months showing for the fiscal year. Discussion of what that means for how the report is pulled from the system.

David spoke about the capital expenditure that shows \$6,500. This is for the lighting project that is estimated at about \$11,500 with the support of Waste Connections helping to share the expense. We will need to a budget change if we are to be reimbursed from Waste Connection. The other option would be to have Waste Connections pay the vendor directly. Consensus was to be reimbursed by Waste Connections, which would mean we would need to increase both Capital Expenditures & Miscellaneous Receipts each by \$5K. Gordon motioned to adjust Capital Expenditures & Miscellaneous Receipts by \$5K. 2<sup>nd</sup> by Linda. All in favor.

### **Bylaws**

David shared that Steve Kramer is out because of surgery. Steve would like to have a sub-committee convened to review the bylaws. Any changes may have to be approved by the IGA members, which is a big undertaking. David said this has been reviewed in the past, but no actual changes were made. Issues of concern were such things as a lack of quorum that might have a solution to have non-voting members being able to vote if needed to make the quorum. Another issue would be whether members would be allowed to do business via the phone/electronically. There are some issues like grant funding that might need an urgent response, a timeliness of certain issues to enable the group to review and consider without physically convening. A sub-committee would be able to make recommendations to the larger Steering Committee. Also we should have had a work plan group meeting to prepare for the budget cycle.

Discussion returned to the bylaws. Do we want to have another subcommittee during this quarter? David is concerned there is a lot of work already with the budget and work plan committees. Bruce asked if it would be okay to push this forward a little. David said it may depend on the large grant proposal - could we convene and do business by phone? If so, it might be cleaner to update the bylaws. Bruce asked if it is possible to get the changes made in this time frame anyway. Gordon – the question is - would a specific grant be approvable with Wasco county process? Discussion about what was allowable, ability to approve a grant, the County's approval in this process. Bruce suggested getting the County's blessing and delaying the bylaw review by the IGA members until later. It was noted the state allows electronic communications, voting by email. It was noted it doesn't happen that often. It was also noted that any decisions would need to be affirmed at the next quarterly meeting. It could be noticed where there would be an opportunity for public comment. Mike suggested letting all the lawyers look at our red line version and proceed from there. Gordon suggested the changes go out on Commissioner Kramer's letterhead. Gordon suggested we have the red line version included in the packet for the March meeting, so everyone can review. Mike asked about what changes had already taken place. Consensus was there weren't any changes; it was what everyone had seen. Bruce said it could be part of the Road Show. David said there are pieces, updating the language of the program that could be updated, including the non-voting members, the electronic voting, etc.

### **Committees**

- Work Plan:

David is recommended the work plan committee combine with budget committee for this year. Director Brewer shared that she and David has spoken about him highlighting any substantive changes to the Work Plan. Pat shared she doesn't feel just pulling forward what we already have in place is adequate, she would like to do more work to define what we want to work on going forward. David said we are looking for people who are interested in setting on these committees, anyone that is interested in either of these pieces. David reviewed the Work Plan committee from last year – Steve, Pat, Bruce, Mike, David. He asked who would be interested. Responses - Cindy is interested the budget committee. Pat asked for clarification about how many meetings for each of these separate work groups. David shared that these could be combined or separate; he would just like to be sensitive to the time commitment. Gordon said we will need to take care of the budget, possibly without the Work Plan committee things being completed. Kathie said she was interested in being on the Work Plan committee. David asked to clarify - a joint committee or separate committees. Consensus was separate committees.

- Budget Committee will be: Cindy, Pat and Gordon
- Work Plan Committee will be: Kathie, Mike, Pat and Bruce
- It was assumed that Steve would be on both committees. Director Brewer said she would be interested in both.

- Budget: see above

### **Merle Keys joined the meeting at 9:38**

### **Grant Request**

Hood River Valley High School: David said we do not have any grants to review today. He reviewed the school lab cleanout that happened last year. HRVHS had one rep attend the training but have identified other staff they would like trained. We are waiting to hear back from DEQ as to any funding they might have to help pay for this. David said that he had put it as a placeholder so that possibly our small grant

could be used to pay for a trainer for safety training for local schools. Pat asked about costs – David said the estimate was about \$500 for the full training. David said this would be structured as a grant proposal; otherwise we could pull it from somewhere else. David clarified that DEQ paid for this last time but haven't heard back from them for this time. If we do this, all area schools would be invited to attend. Merle asked where the training would take place, David noted we held it in this conference room. David asked for consensus to use small grant funds for this training. He would send out any small grant proposal for the committee to review. Director Brewer asked for more information on how the grants program has been used in the past, in the future. David said the offer for this would be specific for schools, having sent it out to them. We also look for other partners to help funding, supplying, etc. This is a specific request for safety training. David asked – how do we do that? Can we take it out of other line items, etc? Gordon – the question is would this committee support a small grant to support high school safety training. Consensus – of course we would support this. Discussion on how this has worked in the past, noting they had traditionally come to us. Linda noted this one we would want to be pro-active.

Emerald Systems: David said this is associated with the recycling crisis, which has issues with local contamination and made worse by the closing of A&P recycling. A&P had been the primary processor of cardboard. We are at a point where we are on a ration with the MRFs of the actual volume we can take to them. DEQ has decided to send the cardboard instead of contaminated bales of co-mingled. A relief of some of the landfilled items might be assisted with having the cardboard removed from that. Jim explained it cost double to recycle co-mingled than it is to landfill it. Contamination has been a problem – items that are not accepted and items that are accepted but are not properly prepared (cleaned). Some MRFs will take this, some will take that. Jim said he thinks they will go with a MRF that takes fewer items, so not to get in this situation again. Bruce clarified that the comingled curbside is the largest problem with contamination. Jim said it is easier to control when they come to the transfer station. Mike asked if the way out of this is to get a bailer, and getting our comingled cleaned up. Linda noted we still need to work on educating the public. Some discussion about glass and other items.

Gordon asked who is Emerald Systems and what do they want. David explained the business is trying to take the place of A&P. Julie Tucker is the proprietor. She is renting Mel's Sanitary and has a premium service for source separated items. She is currently getting overwhelmed with cardboard, having only a small bailer. The County and Commissioner Kramer, Jim and David have spent a lot of time working to help get this up and going. The problem is the availability of commercial properties for her business. Gordon provided an update, she has signed with Cascade Locks for a 3K square foot building that hasn't been built yet. David said procedurally, we need more group think on this. The markets are not going to resolve this. Who is going to process the cardboard and where will they do this? Gordon said he understood it to be Julie collecting the materials and bringing it to the location to process. He wants to know what is she asking for, does she want us to get her a bailer? David explained that such a (bailer) machine could be owned by the Program, let out for a certain purposes and if not used per stipulations, the machine would come back to the Program.

David said there is a bailer that has been identified; the folks who are selling it (speaking to Emerald Systems) might possibly be interested in giving it to a Non-Profit. David spoke with the County's Finance Director who said as a non-profit, the County could give them a receipt. It could be then given to another non-profit (or sold a market value. The donors would be responsible for getting a third-party appraisal in advance. If the company didn't succeed, it would revert back to the County that could be

sold on the open market. Director Brewer said it seems less like a grant and more like a community partner, looking for a long term solution. David said he looks at it from a budget standpoint. Gordon asked if Emerald wants to purchase a bailer, but is not asking us to pay for it. There are many details of who would it be given to, which county, where we are going to put the bailer, etc. David – if the County accepted a donation, they would have to sell it to a for-profit organization. David said that for any grants, the staff makes recommendations. He would want to vet out those who have a reasonable expectation of success. Discussion about how the money would be shifted from county, non-profit, program, etc.

Gordon said that since we don't have a request, we should move on regarding a grant request. He said there could be a discussion about the crisis and what solutions might be out there. Discussion on what staff time should be to work on an issue like this. It was noted that this type of thing has happened before, example Dirt Hugger and Opportunity Connections. David clarified he is not asking for moneys, but to have more group think from the stakeholders. He wants to move forward only if it seems viable for everyone involved. In the meantime, we don't want to get too far ahead, but do want to vet out the possibilities. Gordon said that if Emerald wants to do this and everyone is on board but they don't have quite enough money, we could take a look at that. If the county is gifted, they can do what they want, unless there are specific restrictions attached to the gift.

David – Julie Tucker said that an understanding it would be good to have it placed close to markets, she is giving herself 30 days to try to get things dialed in. She might have to quit accepting from customers if she gets too overwhelmed. Jim talked about how the commodities markets work. He noted that the discussion had been going on since June about the toughness of the recycling markets. He noted Julie does not have the infrastructure to handle all the materials he has. Merle noted the city of Dufur is currently in discussion with Emerald for their small bailer. More discussion about the challenges that caused A&P to get overwhelmed. David said it seems like there are two businesses here – the cardboard and the source separated recyclables. If Julie fails, what is the implication of that, as the material is still going to be coming in. Linda noted a lot of cardboard is coming to the landfill. Jim noted that it is a problem with packaging.

Mike asked if there are large bailer companies out there. Jim said they are some in Seattle. He is working on it. Mike was wondering if Julie could partner with someone like that. Jim said they are more interested in selling the bailer than becoming a partner with the markets the way they are. Pat asked if there is a market for cardboard – Jim said yes.

To wrap up the grant agenda item, David said there is the recycling crisis, but there is also a bit of business crisis for Emerald Systems right now. We will need to have a group discussion about this in the future. Kathie asked if Jim's company is going out to Tygh Valley. No they do not.

Pat asked about Azure being a partner for Julie? David said he thought the discussion had mostly been about transportation. Mike asked if there are any businesses in the county that has a large amount of cardboard. Jim said there are, noting Julie has picked up some of them up. Transportation is a very big issue with this. David noted Julie has a lot of passion and enthusiasm but has some logistical issues to be resolved.

## Miscellaneous

- Sherman County: (See Road Show)
- China's National Sword recycling import ban:
  - Contamination Plans:

DEQ has put in place a contamination plan requirement. Matt reviewed this for Hood River and The Dalles. He had asked for plans from other NW communities so he could compare. He thought the local plans submitted were on par with these. He noted this info needs to update the materials that are targeted specifically. He will send David what these other communities have submitted. Matt toured some MRFs. The biggest contaminate is film plastic. He said one of the MRFs will be updated to include robotics to do a better mechanical sort. There is another that has already done some updates to their equipment to do an optical sort. Right now it is very labor intensive. Matt reviewed the components that were submitted for Hood River and The Dalles. Matt noted there will be additional pieces that will be added for roll carts. Jim said the Oops tags would be more specific. David noted we are working on better signage at the transfer stations as well as other updated literature that identifies contaminants. David will send out the draft materials to the committee members so they can see what has been put together. Jim noted we have been working on this for about 18 months. These education contamination reduction plans are due to be in place by January 2018. David also said that the film plastic – Hood River and The Dalles have identified this as an issue, waiting to hear from DEQ about a larger campaign on this issue. They will work with some of the larger supermarkets to work on this issue.

- Waste Connections:

Pat asked Jim how the new curbside program in Hood River was going. Jim said for the most part, things are going very well. He thinks most people are enjoying the yard waste program. Dirt Huger is getting a lot of material and is happy with the cleanliness of the materials.

- Emerald Systems (A&P 2.0) Discussed above

- Legislative Update:

Not a lot happening on this. With the departure of Mark Nystrom, the role of the solid waste sub-committee has changed. It is still under discussion on what and who will do some of this work going forward. David noted that if it concerns solid or hazardous waste, we want to know what is going on and have input on it.

- Road Show:

All Road Shows have been completed. David would like to go out and speak to the City of Wasco, even if they are not part of the IGA. He will do this in the spring. He shared a spreadsheet that showed the history of the Sherman county HHW events. He noted the increase in participation at the Moro event, culminating with an addition of the event in Wasco. He reviewed the numbers – noting that we are getting more customers but our costs don't seem to be increasing, explained by adding the E-Cycles program onto the truck with the benefit to our Program of their cost share. 2016 was an extraordinary year out in Moro. We have figured out how to handle the waste without exceeding our expense. He would like to continue with two events in Sherman County. Cindy thought we should continue for at least another year, noting the changes that have taken place in the county, including the increase of farm chemicals. David thinks we will continue to increase the number of participants we are serving.

Director Brewer asked about the costs for Administration on the spreadsheet. David said it depends on the field lead and where they put that expense.

Linda motioned to support a second event in Sherman County. 2<sup>nd</sup> by Pat. All in favor.

- Other:

David presented a slide show that reviews program activities – HHW events, recycling, EPR for electronics. These collectors for electronics have performance measures that the state holds them to. By inviting them to our events, on our trucks, instead of having their own, we advertise, having about half of what we collect is electronics. David thinks this might taper off but for now it seems to be attracting more hazardous waste. This has added to our disposal cost, but has decreased the labor cost, so there is actually no increase in overall costs. David noted we are also collecting medicines at all our events. Because MCOC is dissolving their programs are being moved to other organizations. STRUT will be relocated to another site. David noted there are many counties that do not have any HHW disposal events.

Bruce asked about the lighting project. David said we have a contractor for the project. We are working on a Purchase Order to get the project moving forward.

Pat asked about the fall newsletter. David said we are doing two mailing a year. The hesitation for the fall mailer has been “what” to send out, with all the unknowns in recycling. David said we are looking to do more conversations (Online, in the newspaper) to explain. We will send out a quarter fold that goes over contamination. David said we hear from the public, asking “*What’s going on with landfilling recyclables?!*” Headlines saying recycling is over. David said it takes a long time to discuss with public about the changing nature of things. Right now the recycling instructions haven’t changed, just a focus on contamination. We hope to get something out by the end of the year. David wanted to explain the hesitation on sending something out before we had good information to share. We will do what we can to explain, with emphasis on the contamination. Jim said there has been a lot of info, some good, some not very accurate. He noted the DEQ website is very good.

David asked Jim what China is actually allowing. He has heard there is a three month lag time. Jim said we still don’t know. Two of the large processors in China have not had their licenses renewed. Jim also noted that we need to get the contamination out sooner than later. If we get it clean enough we may be able to send to domestic markets, not just relying on China.

Director Brewer asked for clarification on who is responsible for the mailer. It was noted that the wastesheds rely on this program to send out the required mailers. David confirmed that we would send out the spring newsletter around February 1<sup>st</sup>. There was discussion about how the information would be shared with the public, in the newspaper, a flier, a narrative, etc. Mike noted it would be better to wait until we know we want them to do in the sort. Pat suggested it would be good to send something to help with all the confusion. The discussion about the timing of when it would be sent and what would be included. David wants to approach newspapers in the area to help the citizens understand what is going on. David noted The Dalles Chronicle did a good job recently. Kevin said the city of Hood River could link to that from their website’s home page. Director Brewer also said we could link to it from the Tri County website. It was noted that The Dalles city council is now live streaming.

**Adjourned at 11:24**

Minutes taken by: Jensi Smith