

## TRI-COUNTY HWR STEERING COMMITTEE

Meeting  
Date:

Wednesday April 22nd, 2020 from 8:30 a.m. to 11:00 a.m.

Virtual Meeting <https://meet.google.com/dku-rtnq-cbc> 1-316-746-4429 PIN: 624 014 550#

<b>COMMITTEE MEMBERS</b> ↓↓↓ Place <input checked="" type="checkbox"/> next to your name & sign  <b>*All Guests Participated Remotely in Response to                      COVID</b>	<b>GUESTS</b> ↓↓↓ Please PRINT name below
X Steve Kramer _____	GUEST (please print name)
X Kevin Liburdy _____	GUEST (please print name)
X Jacob Powell _____	GUEST (please print name)
X Mike Matthews _____	GUEST (please print name)
X Gordon Zimmerman _____	GUEST (please print name)
X Mike Foreaker _____	GUEST (please print name)
X Linda Miller _____	GUEST (please print name)
X Pat Bozanich _____	GUEST (please print name)
<input type="checkbox"/> Merle Keys <u>Absent</u>	GUEST (please print name)
<b>↓STAFF ↓</b>	<b>↓NON-VOTING MEMBERS ↓</b>
X David Skakel _____	<input type="checkbox"/> _____
X Angie Brewer _____	X Bruce Lumper _____
<input type="checkbox"/> _____	
<input type="checkbox"/> _____	
<input type="checkbox"/> _____	
<input type="checkbox"/> _____	

## Summary of Actions Taken

**Vice Chair Kevin Liburdy motioned to approve the minutes as amended by Pat Bozanich to include the memo shared at the meeting. Pat Bozanich voiced a 2<sup>nd</sup>. Voice vote was called: All in favor and none opposed.**

Vote	<b>7-0-0</b>
Yes	<b>Steve Kramer, Kevin Liburdy, Jacob Powell, Linda Miller, Pat Bozanich, Mike Matthews , Mike Foreaker</b>
No	<b>None</b>
Abstained	<b>None</b>

**Pat Bozanich motioned to approve financial report as presented. Mike Foreaker 2<sup>nd</sup>. Voice vote was called: All in favor and none opposed.**

Vote	<b>7-0-0</b>
Yes	<b>Steve Kramer, Kevin Liburdy, Jacob Powell, Linda Miller, Pat Bozanich, Mike Matthews , Mike Foreaker</b>
No	<b>None</b>
Abstained	<b>None</b>

**Mike Matthews moved to approve the budget as amended; Pat Bozanich second. Voice vote and chat vote called, all in Favor, none opposed.**

Vote	<b>7-0-0</b>
Yes	<b>Steve Kramer, Kevin Liburdy, Jacob Powell, Linda Miller, Pat Bozanich, Mike Matthews , Mike Foreaker</b>
No	<b>None</b>
Abstained	<b>None</b>

<b>Action Item</b>	December 11, 2019 meeting minutes approved
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<b>Action Item</b>	Approved Financial Report
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<b>Action Item</b>	Approve Proposed FY 20/21 Budget
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## Meeting Opened

Chair Kramer opened the meeting at 8:30am; David Skakel provided an overview of how to use the Google Hangouts Meet (GHM) tools. David noted that the meeting is being recorded. David asked attendees to note their attendance using the chat feature of the GHM. Chair Kramer requested that participants mute themselves unless they are speaking; David explained how to use the mute feature.

## Schedule future meetings

- June 10<sup>th</sup> - Confirmed

- September 9<sup>th</sup> or 23<sup>rd</sup>?

Chair Kramer confirmed the June 10<sup>th</sup> meeting date and asked for feedback for the September date. Participants confirmed the 23<sup>rd</sup> is the preferred date.

## **Introductions**

David suggested a round of introductions because there is a new Steering Committee member (Jacob Powell) and several DEQ staff in attendance. Chair Kramer read the list of participants and each provided a brief self-introduction. A telephone number ending in number 82 chose to not respond; Bruce Lumper, Nancy Mitchell, and Ron Doughton also remained silent upon opportunity to introduce themselves.

## **Quarterly Meeting Minutes 12.11.19**

Chair Kramer confirmed all members had an opportunity to review the draft minutes for the December 11, 2019 Steering Committee meeting. Pat Bozanich requested the memo distributed at that meeting be added to the minutes. Vice Chair, Kevin Liburdy motioned to approve the minutes as amended by Pat Bozanich; Pat Bozanich voiced a second. Chair Kramer called for a voice vote. The motion was unanimously approved.

## **Financial Report**

David provided presentation of the financial report; Mike Middleton was present for questions and discussion. David referred to the attachment labeled *Document 3 Financial Report*.

Revenue: David shared that the hazardous waste surcharge is on par, and ahead from where we were last year at this time. He shared concerns regarding COVID related changes in the industry and possible reduction in solid waste in our area. He said that as of right now, there is no change. Jim Winterbottom confirmed it's too early to predict any major changes. He shared the number one concern is whether the revenue will change. David shared he's keeping an eye on it and will keep the Steering Committee apprised.

David shared an overview of the adjustment to Sherman County's contribution. He offered to Jacob Powell that he is available if he'd like more information regarding those changes.

Compost bins sales show an additional \$1,600 from a city in our jurisdiction that paid its DEQ fines towards our program. David asked if there were any questions, hearing none, he moved to expenditures.

Expenditures: David noted Jensi Smith's role has changed and the HWR program is now receiving accounting services directly from the Finance Department. David then discussed program marketing, advertising and outreach – noting changes at Eagle Newspapers. He provided an update on available grant funds, sharing that we still have \$10,000 available until the end of the fiscal year. He explained that encumbrances are like a purchase order with a portion of the funds are set aside for a specific use. He said that there are no red flags, it is just a question of where we are going with our future HW collection events. Mike Middleton added on first page, the revenues are at 86% but when you compare to expenditures, the budget is about 45% expended. We would be expecting to see more expenditures at this point, but we aren't so the fund is very healthy. Mike elaborated on encumbrances; the money is 'marked' (committed) so it not accidentally spent twice. David explained he was unexpectedly a presenter at the National NAHMMMA conference in Denver, and that's why we have exceeded conference and travel budget. He also noted the Supplies funds are underspent to date.

Pat Bozanich moved to approve the financial report as presented; second by Mike Foreakre. Chair Kramer called for further discussion. There was none. A voice vote was called, resulting in a unanimous approval.

## **Budget Committee**

David pointed to two documents: (1) Budget Committee Meeting Notes from 2/26/20 and (2) the HWR Draft FY20.21 Budget.

Budget Committee Notes describe the sub-committee's work to develop a program budget for consideration of the Steering Committee. David noted a CPI adjustment and its implications, maintained staffing funds, and

capital improvements including the addition of a shed roof to the HWR building located at the Hood River Transfer Station. David explained the need and value of the proposed shed roof, citing significant safety improvements. Stericycle has a new name: *Clean Earth*. David noted an increase in marketing and outreach in anticipation of the new FTE's role and focus on community outreach. He clarified it does not increase the scope of the Program. The Budget Committee suggested earmarking \$30,000 for an independent review of the pros and cons of (1) transfer of the Program to Waste Connections while developing a baling facility versus (2) retaining the Program as is while developing the same facility.

Pat Bozanich suggested revising the way the study is described assumes the baling facility is confirmed or currently exists. She said she would like to see it revised to describe a feasibility study of a regional baling facility first, before the program can be accurately evaluated. David shared that the materials note a past conversation, and that the Steering Committee has room to revise and approve the scope of any contract moving forward. Chair Kramer confirmed that the description shared today simply reflects the discussion at the February Budget Committee meeting, and that the scope of the study would be developed by the Steering Committee. The main point was to set aside some money for the Steering Committee to pursue this process. Vice Chair Liburdy shared that he is okay with the way it's drafted, noting that the last sentence is critical in that it confirms the scope of the study would be developed by the Steering Committee.

Bruce Lumper experienced technical difficulties (a loud echo) and agreed to having Chair Kramer read the written comment which he provided by email this morning. In brief, Bruce's comments voice opposition to the current description of the use of the \$30,000 and suggested revising it to pursuing a Recycling System Study and add a note to ensure the Steering Committee retains complete discretion of the scope of the study. David agreed to append that email to the official minutes.

David pointed to FY2020/21 Draft Budget document and provided an overview of the information, how the information was developed and how to navigate the document. He noted the budget is fairly similar to last year with some increase for outreach, capital improvements, and the study. He also noted that we've historically underspent and the budget supports these expenses. Mike Middleton shared the addition of the accounting clerk changes personnel expenses by \$2,883 – increasing the actual budget to \$152,362. Chair Kramer confirmed the County will adopt the final budget in June of this year.

Mike Matthews moved to approve the budget as amended; Pat Bozanich second. Chair Kramer called for discussion, and there was none. Chair Kramer thanked the Budget Committee for their work and called for a vote. A voice vote was called, but some participants appeared to be struggling with the mute function. To ensure a quorum of members voted in favor, Chair Kramer requested participants vote by the chat feature. He then read through the chat responses and tallied the votes to confirm at least five members voting in favor of the motion; he provided time for other members to oppose – none were received. Between the voice vote and the chat vote, it appears all members voted in favor.

## **Break 9:34am to 9:38am**

### **COVID Implications**

David provided an update on how COVID has impacted collection events. He asked Jim Winterbottom to provide his insights as to how the virus has impacted the world of solid waste. Jim shared changes to routine of his staff. David shared that we've postponed and cancelled collection events until August of this year and will re-evaluate as safety conditions change or stay the same this fall. He noted that Stericycle will also need to confirm their willingness to participate under those conditions. David shared he's working from home and that he's playing his participation in upcoming conferences by ear. David is assisting with HWR facility inspections. David also noted that our local papers have consolidated and clarified that we have maintained our agreements for advertising and social media through that company. David is working to develop an Instagram account to reach younger audiences. He provided an update that Dirt Hugger is still operating but that the Gorge Rebuild-It Center has chosen to close their doors indefinitely. David noted that the Rebuild-It Center used their HWR grant

funds well, and made significant progress, but COVID related impacts have caused them to close for now. Portland area bottle redemption centers are struggling to keep up because local redemption centers have closed. David also noted single-use shopping bags are legally being used (paper and plastic) in response to COVID (safety measure).

## **Recycling Updates**

- Statewide Recycling Steering Committee (RSC)

David provided a summary of his experience with this DEQ hosted committee. The goals of the committee are to respond to the changes in recycling markets resulting from the Chinese Sword and develop strategies to move forward. He expects some form of legislative proposal that includes some form of extended user responsibility. He'll have more to report at the end of June, based on the timeline of the committee. Cat Rhodes confirmed legislative concepts must be prepared and submitted for consideration in June. Ron Doughton was in attendance but having trouble unmuting himself. Mike Foreakre suggested dialing \*6 as another mechanism to unmute themselves. Ron participated by chat feature and agreed with Cat's comments.

Gordon Zimmerman joined the meeting at 9:55am.

- Future of HWR Recycling Program

Chair Kramer suggested Steering Committee members think about the scope of the study to evaluate the program, and be prepared to participate fully at the June Steering Committee meeting. He asked for comments and suggestions. Vice Chair Liburdy suggested that it would help the Committee members prepare for that discussion if the proposal of the concept could be shared. Chair Kramer responded that he would like to see multiple proposals considered. Chair Kramer requested any additional questions, thoughts, requests, and information be shared with him via email and he will compile for Steering Committee discussion.

## **Legislative Update**

David shared the recent short session included a mattress EPR bill, another potential bill that would likely have impacted the incinerator Covanta and possibly lead to its closure and a potential bottle bill fix to address lined aluminum cans. All three fell by the wayside in the short session but may come back in the next session. David has recently participated in recent conversations about future legislative concepts around plastic containers and paper packaging; Product Stewardship organizations have been involved in discussions particularly in flexible packaging products. He appreciates the inclusion of local governments in these concepts as of late and hopes it will provide for a more successful path forward. Chair Kramer shared that his legislative work through AOC is focused on public meeting law, budgets, and COVID.

## **Capital Projects**

- Hood River-Eyewash Shower Unit
- Hood River- Shed Roof

David reiterated updates on the capital projects, confirming funds are available for the eyewash shower unit in this fiscal year. He shared difficulties in receiving bids from qualified contractors as contractors remain very busy. He will follow up with Jim Winterbottom and bring an update to the June meeting. Jim agreed the project is still needed and looks forward to future discussions to move it forward. Chair Kramer echoed Jim and David's comments regarding the need for these safety improvement projects. He suggested that having more refined numbers (bids) would be helpful for the June meeting to move them forward.

## **Miscellaneous**

- Compost bins

David shared that he previously anticipated running out of compost bins, but COVID may be have an impact on their recent sales. Jim confirmed that his staff will still sell them and load them into private vehicles but there have not been many requests recently. He also confirmed that the organics collections have increased as a result of so many people working from home.

- Other?

Using the chat feature, Bruce Lumper requested an update from DEQ/Ron on the County/City response to DEQ. Ron was still on mute, so Chair Kramer provided an update on the County's work. He said he met with Julie Kreuger yesterday and that David and Angie Brewer are drafting a written response to summarize our efforts.

David shared Stericycle has reached out to see if we'd like to add shredding service to our facilities and collection events. He clarified it would be for households, not businesses and we could possibly limit contributions to one box per vehicle. Pat asked if there any costs identified. David responded a minimum charge of \$25 a month. Kevin said he'd be interested in learning more and thinks it's a neat opportunity. David agree to spend some more time investigating it.

- **Grants Requests**

Two grant requests have been received very recently. Although the first application is incomplete at this time, David has had recent discussions with Anson of Anson's Bike Buddies. This program is run by a 13 year old boy who repairs and reuses old bikes. Anson is requesting \$5,000 to stabilize his organization and explore retail outlets, like the Gorge Re-Build It Center. The second request was received yesterday from the Columbia Center for the Arts. The request is for \$10,000 request to fund an artists-in-residence program that focuses on art made from recycled materials. David has asked them both to highlight COVID impacts to their use of the funds. Cat Rhodes noted that DEQ also has small grants available for re-use and repair activities. She suggested sharing that information with Anson.

David suggested a special meeting to discuss these proposals within the next month. The Steering Committee achieved consensus and agreed to a special meeting. David said he will arrange for that.

**Conclusion:**

David requested that any feedback on how this first remote meeting went. Several thanked David in the chat feature. No suggestions or concerns were voiced.

Chair Kramer encouraged Committee members to reach out to him with any questions or concerns about the materials on and off the agenda. He asked for any other additions before adjourning the meeting. Nothing was added verbally or by chat feature. He thanked participants and ended the meeting.

Meeting adjourned at 10:28am.