

TRI-COUNTY HWR STEERING COMMITTEE

**Meeting
Date:**

Wednesday March 9th, 2022 9am-11am

Virtual Meeting meet.google.com/ivs-pknj-vsa
Phone Number (US)+1 567-228-0128 PIN: 174 230 112#

COMMITTEE MEMBERS ↓↓↓

**Place ☒ next to
your name & sign**

***All Guests Participated Remotely
in Response to COVID**

GUESTS ↓↓↓

**Please PRINT
name below**

X Steve Kramer

Laurie Gordon, DEQ

X Kevin Liburdy

Jim Winterbottom, Waste Connections

X Jacob Powell

Julie Tucker, Emerald Systems

X Mike Matthews

X Gordon Zimmerman

X Mike Foreaker

X Merle Keys (*53)

X Rich Mays

↓STAFF ↓

X David Skakel

☐ _____

X Kelly Howsley-Glover

X Bruce Lumper _____

X Morgaine Riggins

↓NON-VOTING MEMBERS ↓

Summary of Actions Taken

Motioned to approve 12/18/21 Steering Committee minutes. Seconded.	
Vote	7-0-0
Yes	Steve Kramer, Kevin Liburdy, Jacob Powell, Mike Foreaker, Rich Mays, Merle Keys
No	None
Abstained	None

Motioned to approve 2/9/22 Steering Committee Special Meeting minutes. Seconded.	
Vote	7-0-0
Yes	Steve Kramer, Kevin Liburdy, Jacob Powell, Mike Foreaker, Rich Mays, Merle Keys
No	None
Abstained	None

Motioned to approve FY2022/23 HWR Budget. Seconded.	
Vote	7-0-0
Yes	Steve Kramer, Kevin Liburdy, Jacob Powell, Mike Foreaker, Rich Mays, Merle Keys, Mike Matthews, Gordon Zimmerman
No	None
Abstained	None

Action Item	Approved Financial Report
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Action Item	Approved 12/8/21 Quarterly meeting minutes
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Action Item	Approved 2/9/22 Special Meeting minutes
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Action Item	Approved FY 2022/23 HWR Budget
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Action Item	Denied, Advertising: Billboard
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9 am Welcome

Chair Kramer opened the meeting with a welcome message to Steering Committee members and guests. A round of introductions was done to introduce the group to Rich Mays who was standing in for Linda Miller.

Schedule future meetings

- June 8th confirmed
- September 14th confirmed

(1) Minutes

- Quarterly Meeting Minutes 12.8.21
 - Chair Kramer made amendment recommendation: ORSAC Advisory Council, not advising Council
- Special Meeting 2.9.22
 - Kevin recommended adding to the minutes: who and what the meeting was about (ReCollect Waste Wizard App)
- Merle made a motion, Kevin seconded. Motion carries.

(2) Financial Reports

a. FY 2021/22 Budget-to-Actual

Currently at 65%.

David wanted to mention that we are at 280% for vehicle maintenance, which comes from getting the Prius working since the catalytic converter was stolen.

Ordered 150 compost bins arrived last week. We are currently on track with expense and revenue.

(3) Budget Committee

- a. Budget Committee meeting notes 2.9.22
- b. Draft FY 2022/23 Budget

David provided the Steering Committee with the Budget Committee's report and notes, including excel spreadsheets that show our proposed budget for 2022/23, which has budgeted and actual, and a separate detailed advertising budget. David stated that the budget has increased due to the hiring of the Communications and Outreach Assistant and leveraging the extra help

for outreach. David queried, to what extent inflation would influence the budget, but mentioned that the surcharge is a consistent source of revenue, makes up the lion's share of our revenue, and has a CPI adjustment annually.

David said the Personal Services figures are numbers that were populated from this current year's budget, and to be aware that those numbers are a reasonable estimate, but are not hard numbers. Our finance director, Mike Middleton, will update that.

On the advertising side, we have recommended increasing the budget to \$85K. A couple of things, we are interested in investing in billboard signage, which is expensive – we have reworked our numbers, with one billboard in each town, we are closer to \$89K, and therefore rounded up to \$90K. Given approval by the Steering Committee and the BOC, we will pursue a billboard, as it is contingent upon that. Additionally, David suggests having a \$90K budget due to inflationary concern. Chair Kramer asked where the extra \$5K would come from and David stated that in the Budget Committee meeting it was suggested that it come from "Contingency". Bruce wanted it to be noted that the surcharge comes from the Tri-County area and not from elsewhere. David said he recommends bumping the advertising budget from \$85k to \$90K, and asked if there was further discussion. No further discussion and the \$90K advertising budget was approved.

David motioned to look at page 2 under "Contracted Services". This line item is mostly our costs the contractor, Clean Earth. This figure has been ranging from \$165K annual and we are looking at \$200K due to the reimbursement of refrigerator units. Battery collection has increased significantly. Staff has been using their own manpower to move and ship these, but would require more equipment to safely move collected batteries in the long run. The recommendation is to give back the batteries to our contractor (Clean Earth) for handling. They currently already sort them but the difference is that they would haul them for us, which would be an additional \$10k. It is possible that E-Waste will incur a similar cost due to the shake-up of the EPR on E-Waste, so it is recommended to have an additional \$10K for potential E-Waste collection. David has been informed by the contractor that an increase in rate of 10% will occur, which would create a balance of contracted services to \$220K. Kevin asked if \$210K to \$220K would cover the costs. David said with 10% increase will bring that to \$230K, but it is a matter of how much buffer we want to have due to inflation.

David asked Jim what his thoughts were on how steady the costs will be for disposing refrigerant. Jim said that they are seeing a fuel surcharge, such as on transportation per trip, could leave us slightly higher than 10%. With this knowledge, David suggested bringing it up to \$230K to be safe. Gordon Zimmerman entered the meeting. Chair Kramer stated that we would bring it up to \$230K and take that extra \$20K from contingency. David suggested that we take the money out of "unappropriated" instead of "contingency" since the "contingency" is for if the program were to shut down. Kevin informed Gordon that \$5K would be added to advertising and

\$20k to contracted service. Gordon is ok with adjusting either “unappropriated” or “contingency”.

David included increasing gas and oil to \$2K due to gas prices and having two employees. Gordon asked if the budget needed to be reviewed by finance and David confirmed that it would be. Kevin asked about the line item about hourly wages and remembered being over \$20k, wondering if we know what that is and if we had budgeted correctly to address that. David said we are right where we should be this far into the year. Chair Kramer entertained a motion to move with modifications, Merle made a motion and Gordon seconded, motion carried.

- Billboard

David discussed the billboard (the contract was provided to the Steering Committee) which requires approval by Committee and BOCC. David stated that billboards are hard to come by and currently we have a potential spot in The Dalles. Legal has cleared the contract, which is a one-year contractual agreement. Kevin motioned for billboard, Jacob seconded. Motion denied.

(4) Policy, Regulation & Legislation

- DEQ: Opportunity-2-Recycle reporting

Deadline for getting annual reporting in was February 28th, the reports were given on time.

- E-Cycles

Not a direct part of our mission, but including electronics in our events has helped bring in hazardous waste, specifically at our rural events. Might be affected by contractual changes.

- Medicines

Product stewardship requiring more collection

- Commissioner Kramer’s efforts

Mattress EPR is on Governor’s desk (SB 1576). Several distributors do not participate in 10 cent redeemable and they are now going to be required to help in that collection (SB 1520).

Environmental Justice Task force to be renamed to Environmental Justice Council.

- Batteries

Our program is part of Product Stewardship Institute (PSI) and they have been having recent phone calls about potential EPR for proper disposal of all batteries. The main points David brought to the discussion that were relevant to our point of view, is the safety issue with lithium batteries, and there was consensus and they will meet again to talk about it. The language they had claiming a trend away from HHW events to fixed facilities nationally was covering collection and disposal of batteries from transfer stations and facilities. Mike said some of the

things he's run into the battery going bad but that it could be one cell within the battery – how does repair and remediation work into the equation? David said the material in the batteries are something we want to recycle since they are rare and valuable metals that we need back.

(5) Miscellaneous

- Compost Bin order - \$7500 spent on compost bins, will not need to order some for awhile
- Contracts & Agreements – Billboard info above

David said we will call a meeting between now and June to review all contracts and agreements, and will report to the steering committee in June.

- Other?

The Dalles HHW facility got a deep Spring-cleaning thanks to the Clean Earth crew.

Grantees have been doing wonderful things with the grant moneys funded to them.

Julie Tucker finished DEQ reporting, said it was fun to see the numbers from all the counties, and noted all the materials that were captured from going to the landfill, specifically foam and plastics. Engaged in SWAT analysis, and will now build an advisory council for big decisions. Created an Inventory App for their driver when doing deliveries, which will assist in DEQ reporting. She has attended a Truth in Labeling meeting and has been meeting regularly with the Small Business Development Center. She gave feedback that customers think the new ReCollect app is great.

Chair Kramer mentioned they are working towards getting a replacement for the committee members that have left.

11:00 am Adjourn