

Tri-County Hazardous Waste & Recycling Program
Steering Committee Meeting
Wednesday March 13th, 2024
Public Works Conference Room

Meeting ID: <https://meet.google.com/hhv-rytv-qxm>

Phone Number: (1) 573-569-9436

PIN: 257 863 929#

Meeting Minutes

In attendance: Steve Kramer (Commissioner/Chair), Kelly Howsley-Glover (Director), Brittney Sanders (Tri-County HHW), Merle Keys (City of Dufur), Jim Winterbottom (Waste Connections), Bruce Lumper, Kevin Liburdy (City of Hood River), Scott Randall (City of The Dalles), Michael Foraker (City of Maupin), Jayme Bennett (City of Mosier), Laurie Gordon (DEQ), Mike Matthews (Hood River County), Jordan Bennett (Cascade Locks City Administration), Jacob Powell (OSU AG-Extension)

Absent: Morgaine Riggins (Solid Waste Specialist Tri-County HHW), Matthew Klebes (City of The Dalles)

9:00 am Welcome

Kramer opens up the meeting with a greeting to the committee. Would like to confirm the future meeting date of June as there is a conflict. Turns it over to Howsley-Glover to discuss the conflict.

Minutes

Howsley-Glover states the correct dates should have been June 12th and shares that we have a couple of options and can start ½ hour earlier at 8:30 to 10:30 instead or send out a doodle poll with some other options. Asked what would work best for everyone.

Kramer goes around the room to ask if 8:30 am works for everyone on June 12th. Everyone is in favor of 8:30 am to 10:30 am on June 12th for the next Steering Committee meeting. Asks the committee to approve the quarterly minutes for December 13th, 2023 and if no changes or edits would like to entertain a motion for approval.

Keys motions to approve, Powell seconds the motion, no questions, no nay votes, motion carries.

Financial Reports

Year to Date Budget

Howsley-Glover states that there are two financial documents in the packet (provided via email/in person) the first is the year to date budget and shares that we still have some months to go in the fiscal year. We are fairly on track the exception being contracted services with some of those rate increases but otherwise we seem to be on track. The advertising and promotion is still a little bit under as we still have to send out the March newsletter which will be going out towards the beginning of next month. Let the committee know she is happy to answer any questions.

Kramer calls for questions on the year to date.

No questions on the year to date budget.

FY25 Budget Final

Howsley-Glover states the Budget Committee met and everyone has received a final in their packet and subsequently has had some additional updates from the finance director. Has highlighted in black all the line items that we will see an increase or decrease in compared to 2024. We budgeted almost double the amount for contracted services to cover the rate increases and added professional services about 8k to cover legal expenses because we have entered contract negotiations and that has some costs associated with it. We have had a lot of program expenses as things have worn out their life and have budgeted additional funds for program expenses. Per the steering committee's direction we have put the grant program on hold; we have zeroed out those accounts to reallocate that and stabilize contracted services. The other thing is the contingency looks like it has exploded but that is based on a projection on year to date but we do anticipate with the collection event season in April and those rate hikes that our beginning fund balance will be closer to the 7k. It makes it look like we are flusher than we are but generally thinks the discussion was great that we had with the budget committee and the finance director and is feeling pretty confident that we have a plan to move forward in keeping the program stable and resilient. Happy to answer any questions.

Questions/Comments:

Liburdy states with respect to professional services if we are going to get into an IGA or Management Plan update we talked about a consultant to help us with that and would like to know where that would fit into the budget.

Howsley-Glover states that we would likely have to likely do an adjustment based on cost quotes that we get from folks. We didn't allocate that in this budget cycle and didn't have a discussion about that at the budget committee this year.

Liburdy asks if it is too late to add that or add in something.

Howlsey-Glover states the difficulty from her perspective is that we have no way to anticipate what that cost would be and looking at ballparks would be about 100k-200k so that could potentially substantially reduce the contingency fund.

Kramer states we are getting very close to the implementation of the modernization act and the PRO application is due at the end of the month. The ORSAC has divided up all of their special tasks and that they will do to review this plan to get it up and running. Does not see a huge need for extra expenditures just to update the IGA and thinks it is an easy fix as all of us moving forward with that would like the same expectations. States we would all like to move forward to be able to utilize those dollars not only for hazardous waste but for recycling efforts and are not sure that we need a lot of money for that.

Liburdy states this was a hot topic at the last quarterly meeting and just wanted to make sure that we were revisiting it and it was addressed in the minutes that we just passed. Shared at that time we discussed as a part of this budget preparing for some updates. If the steering committee doesn't think it is necessary to move forward with updates to the IGA and Management plan at this time to budget for and if we do need to do those things then we should budget for it.

Kramer asks where our legal line item went.

Howsley-Glover shared it went into professional services

Liburdy and Howsley-Glover both state that 8k went into that category.

Powell asks what that is going to cover.

Howsley-Glover states that will cover attorney fees for contract negotiations with whatever vendor that we end up with as we are also looking at an alternative vendor to Clean Earth.

Lumper asks Kramer if he can hear him and apologizes as he had to switch over to his phone. Stated in line with what Liburdy was saying his understanding was they were going to get this off the ground this fiscal year and there will not be a whole lot of expenditures as of yet because one of the suggestions from Liburdy back at the last meeting is that we request requalification. Does not see that as a real expensive thing to do and that was more focused on the management plan but that could also be something where we have someone facilitate that process for the IGA update as there is going to be language there and getting feedback from all of the legal counsels for all of the signatures to the IGA and thinks that not much money will be expended in that direction at least for much of the upcoming fiscal year.

Kramer turns it back over to Liburdy and asks if he has a number he thinks we should plug in for those potentials.

Liburdy states he thinks 8k which is the same amount that we are spending on legal fees for negotiations with Clean Earth.

Kramer asks where he would like to plug that in.

Liburdy states to add it into professional services that way Howsley-Glover would have the ability to dip into that if she needs it in association to going out for an RFQ and any additional work that might occur. Agrees with Lumper at this point if all we accomplished in this next fiscal year is finding a consultant to help us in starting that discussion then we would be primed to move forward as they can give us cost estimates and we can move forward in the following fiscal year if the timing is correct after

implementation of the RMA.

Kramer states what we ought to do for ease of these numbers is to take the extra 8k out of the contracted services.

Liburdy states if we have contingency we can take it from and assumes Howsley-Glover has the 450k in contracted services because she needs it.

Howsley-Glover states she would have to talk to the finance director as they have got the budget committee meeting at the end of this week.

Powell agrees with Liburdy and Kramer as he thinks we do need something in there just to cover themselves and agrees with Kramer that we don't need a huge amount but something wouldn't hurt to be available for the time being.

Liburdy states that maybe if not from contingency then from unappropriated and lets Howsley-Glover know that he agrees and if she wants to talk to Middleton about where the best place for that to come from then it makes sense to him.

Kramer asks if that is the consensus of the group and if anyone is opposed to giving a nay. No nays. States that they have consensus is to move the 8k to contracted services/professional for potential outside work.

Liburdy asks Howsley-Glover if she has any concerns, if it makes sense and if it is a sufficient number to help start this process.

Howsley-Glover states she honestly has no idea as she isn't sure how much to anticipate.

Liburdy shares he thinks it is a good start, then we have something in there to get started.

Kramer states that everyone is in uniform on that and asks if there is anything else on this budget discussion so we can move forward with finalizing the process.

Powell stated that we have quite a jump in contracted services general and wants to know if we have enough contingency to cover that's not going to be a huge overfill.

Howsley-Glover states that we took 100k from the grant program and we zeroed out those line items and pulled some from contingency. You will see some increases in rate pay and also interest that helped buffer and reduce advertising and promotions by about 30k and we reduce a couple of other line items to cover those increased vendor costs. The other thing she would like to call out is we did reduce the capital expenditures by 3/4 for doing a site visit with Winterbottom at the Hood River facility reviewing requirements and having a discussion about what our vendor provides and felt that installing a permanent eyewash station at the Hood River facility wasn't really addressing the need because of the locations of what that facility has available are some distance from where the collection actually happens. Our contractor actually brings a portable eyewash station with them and Winterbottom has also created a temporary cover so we are keeping 25k in and one proposal we have is for the program to purchase a portable eyewash station so we have one as backup for any events that staff is at. Wants to make it clear that staff doesn't ever touch the hazardous wastes and it is more of a risk for our vendors and the other thing is wanting to maintain some budget in there to help Winterbottom replace those

temporary covers as they are a limited term product and wanted to safeguard that to support Winterbottom to replace that covering for the facility. Stated to Powell that we did take 75k out of that line item as well.

Kramer calls for any other questions or comments.

Liburdy states that he thinks this came up at the budget subcommittee meeting and just wanted to touch base as we received as a steering committee at the last quarterly meeting the cost estimate increases from Clean Earth which resulted in this proposal for 450k to be in this next budget cycle for contracted services. Shared after that through the state of Oregon they learned there was another outfit called Act Enviro out of California that may be an alternative to provide a similar service and wanted to know if there has been any progress on working with another entity and if there was a way to reduce costs for contracted services.

Kramer thanks Liburdy for bringing that up as through conversation in our team meetings we have concluded that the rates are not much different from Pact Enviro. Determined that it may help us with the negotiation side of things as we go into the next year as we felt sticking with Clean Earth this year was our best viable option. Moving forward, we would have an opportunity with Clean Earth to open up those conversations to try to get some negotiated pricing to better our program. That is where we have got it at this point and we are briefly starting those conversations with Clean Earth and we are setting the stage.

Liburdy thanks both Kramer and Howsley-Glover.

Kramer asked instead of consensus on this would like to instead entertain a motion for the revisions for moving this budget forward to the county to incorporate into the final works. Liburdy motions to approve the budget as proposed by staff with the amendment to add an additional 8k to contracted/professional services or purposes of RFQ related to updating the management plan and IGA, Keys 2nd the motion. Kramer calls for further discussion-none, nay vote-none. Motion carried anonymously and thanked everyone for their work on that.

Upcoming Event Schedule Agriplas Overview

Sanders states for a quick overview we have partnered with AgriPlas to hold a collection event to collect the agricultural triple washed chemical containers and it will be held at The Dalles Disposal on Wednesday May 29th from 8:00am-12:00pm. We highly encourage everyone to share that information with your jurisdictions and anybody wanting to participate will need to register online. Stated that if anyone needs the information to send an email and she can get that over to them.

Questions/Comments

Howsley-Glover asks for any questions about the AgriPlas event for the triple washed containers which is a free event.

Powell commented that it is free and there is no registration required.

Howsley-Glover states that they do need to register and the earlier the better as we have to commit to 1,000 containers minimum.

Powell states that he has been advertising fairly aggressively to his folks and hopes that people will start signing up.

Howsley-Glover extends the offer to Keys if he would like to sign up to get signed up.

Keys asks where the event will be held and the committee answers with The Dalles Disposal.

Liburdy asked if there were any promotional materials or if he should reach out to Sanders.

Howsley-Glover let's Liburdy know that Sanders has flyers and handouts.

Sanders states to Liburdy that she can email those over to him.

Liburdy thanks Sanders and states that he will share those locally.

Kramer calls for further questions or comments on the upcoming event.

Matthews asks Sanders to also be included when that email gets sent out.

Kramer asks for a mass email to be sent to the committee.

Sanders lets everyone know that she will send out a mass email so that everyone has it.

Policy, Regulation & Legislation Updated

Kramer states that a lot has happened in Salem this year and The Right to Repair Act did pass with bipartisan support and thinks the numbers were pretty good so we will start seeing that stuff popping up and it will be easier for us to use somebody else to get cheaper repair for our appliances. That was the only legislation in the short session and it went very well this year and it was more to the fixes of issues and work on the budgetary side and a lot were happy with the leadership and the way things turned out. ORSAC met two weeks ago and everyone has their tasks for delving into the PRO application and believes there are 7 different groups that will scrutinize this plan and will make recommendations to DEQ and PRO for potential changes. Those will commence next month, extra meetings and more to come on that. Opened up for questions and comments and notes we are setting ourselves up for 2025 and if they think of something to get a hold of him offline. Makes a statement that this is his last year and he is working with AOC to find someone else to take his place at the ORSAC and to try to keep the East side of the state involved in all of these conversations. Shares to please not hesitate if anyone has any questions, comments or concerns as we move forward into a new year.

Questions/Comments

Winterbottom states that DEQ sent out a quick survey and explanation of what a PRO is and all jurisdictions should have received it and also talks about the LGs are going to be able to recoup funds how they are going to be involved in the RMA process and is not sure who everyone's contact is but

wants to make sure that somebody in their jurisdiction is completing that in a timely manner completed so that they stay in the loop.

Kramer asks when that went out as he missed that one.

Winterbottom shared that it went out late last week.

Kramer states that it is good to know and thanks Winterbottom.

Liburdy states to look for a March 8th email.

Miscellaneous

Contracts

Howsley-Glover states she thinks we are done with our WCI contacts with Waste Connections.

Winterbottom states they are signed and done.

Howsley-Glover states it has been a long process for an uncontroversial and very friendly contract negotiation so that has been completed. As we have alluded to a couple of times, we are going to open up contract negotiations for Clean Earth and we have been trying to get the ducks in a row with respect for Act Enviro. Shared our meetings with Pete Pasternak from DEQ to get more information on states process and how that might help us at least at a minimum to be a leverage tool for those negotiations. Anticipates we will be opening that up shortly and will have more to report come June.

Kramer states that on that if anyone has an opportunity or run across DEQ Rep Pete to not forget to thank him as he put in a lot of effort into looking all of this over and helping us with the recommendation to make sure that this organization is moving forward in the proper direction and gives Kudos to Pete on this.

Howsley-Glover states that he has been incredibly helpful and passes on to Gordon at DEQ to share as he was incredibly helpful.

Recruitment

Howsley-Glover shares that she is not sure if everyone knows this but Sanders was so sweet and wonderful to give us a really long lead when she found out that her husband was going to be transferred back to the Willamette Valley. She will be leaving us sometime in the first weeks of May so we have opened up recruitment for her position and so far we haven't received a lot of applicants so interviews have not been scheduled yet. Asked the committee if they know of anyone who may be interested to take this program and run with it as there is a lot of opportunity for the position. We did go through a slight promotion for that position so it does have a slightly higher salary and it is a great position for someone who likes to do a little bit of everything especially if they love customer service, talking to people and getting creative. That recruitment is posted right now and we are advertising it at several places and appreciate everyone sharing in their networks that we do have that position open. The hope is that we are going to be able to hire somebody by April so that we can cross train but in the event that we are not able to, Riggins and Sanders have developed a lot of training materials that can be used to train that person. States that her staff for the planning program will continue to service overflow support

staff for collection events and this year we have got it down to just needing two people at Hood River facility with registration and one in The Dalles. Clean Earth has been doing all of the rural events and that has been really effective in reducing the stress on the planning staff and they are more than happy to help on the overflow and shouldn't negatively impact our events.

Waste Wizard

Howsley-Glover states we have not planned to continue Waste Wizard into the next fiscal year as we just haven't found it to be as effective as we hoped long term. We are having a contract dispute as Recollect was purchased by a subsidiary company sometime last year so it is likely that we will have to pay for another year which will come out of this year's budget in which we did allocate for. Some of that underage that you will see advertising and promotions actually covers the Waste Wizard. If we continue based on contract discussions then it should sunset in about March of next year. In all likelihood we will have it for another calendar year and then will be discontinuing that and will be referring folks to the Waste Wizard that is available on Winterbottom's Waste Connections websites as they have a lot of robust information on there and people preferred using those. Asks for questions?

Kramer calls for questions or comments.

Questions/Comments

Liburdy asks Kramer if we could back up really quickly as he may not get a chance to send kudos to Sanders for all of her work if we are not going to see her in June. Checked the Wasco County jobs pages and wanted to clarify that the Solid Waste Coordinator position is what we want to pass around. Howsley-Glover lets him know that is correct. Liburdy thanks Sanders for all of her work.

Sanders thanks Liburdy and lets him know she appreciates his kind words.

Howsley-Glover states that Sanders has been an outstanding member for our team and has an amazing attitude and is a really hard worker and thinks has gotten along with our citizens and vendors and shares that it is a big loss for us.

Strategic/Marketing Plans

Howsley-Glover states after discussions with staff since we are not moving forward with the management plan update they really feel like it is important to have some sort of strategic documentation that builds on the approved work plan that is more of a how to for staff of what we are doing in this program, what our objectives are and how to move forward. That translates into the marketing and promotions that make up a significant portion of the program. What we have before you is using a state identified method, a strategic plan plan for the year and again this is based on our approved work plan. Staff has used some of that feedback that we got from the steering committee but also our own insights of doing a Pestle and a SWOT analysis to identify some strengths and weaknesses and things we are watching in the landscape that really have an impact on our program goals. We developed a couple of program goals as a result none of these should be a big surprise except for goals #4 and #5. Goal #4 is increase IGA partner and steering committee literacy about the program and that is just in recognition that we have had some turnover and that we want to continue to invest in that institutional knowledge among our steering committee members and also we recognize there has been some turn over with our IGA partners in terms of elected so making sure we are at least doing that

annual road show and evangelizing all of the hard and amazing work that our program does. The other thing that staff has identified and we expect to be born in the survey that we have out in the community now is a desire to increase marginalized communities participation particularly people who have limited English proficiencies, transportation or low income access issues that may prohibit their participation at our events. That is one of the epidice behind doing the survey and something we are thinking about really strategically and Riggins has been doing a fantastic job of trying to make sure that everything we are doing is in Spanish even including the registration so that folks feel welcome and are able to participate in those things. Essentially that is what the strategic plan does and wanted to share that so you know how staff is operationalizing the priorities that the committee set for us and that document translations into the marketing outreach and analytics plan to give staff a more of that step by step action plan for the year. It will be easier when we have new staff coming on board to know what the identified priorities are, what the steps are that they need to take and how they should be evaluating it from an analytics prospective. Stated she wanted to share those two things with the committee and is happy to answer any questions or entertain any feedback anyone has about those two documents.

Kramer asks for comments. States the team has done a lot of good work and if something comes to anyone after the meeting don't hesitate to reach out about what we have going on so we can continue this great work that we are doing and getting the hazardous waste out of the environment. Stated we have quite a bit of time and asked if anyone would like to do a round robin.

HHW Spring Survey

Howsley-Glover stated before we jump into round robin there is one more plug that we did not put on here and as she mentioned the survey is currently underway and thinks Sanders has sent everybody a message with a link to that survey. Asks Sanders what the survey respondent count currently is.

Sanders states currently there are about 231 responses.

Howsley-Glover we are doing a raffle so folks can be put in to win some gift cards and it has already been very fascinating to see the results. We are going to definitely go through a qualitative analysis approach to summarize that for everyone as that is why we do not have revelations today but we have been combing through it and have been really interested. As much as everyone can help us promote that we really appreciate that as we do want really good feedback. Shared that it was in the chamber blasts today and are continuing to promote it through social media and and thinks also of some of the committees jurisdictional website. States to the committee if they have any other suggestions or ways to help us promote that survey, we are all ears and we are also in a little bit of a competition with our natural hazards mitigation team members who are killing it in terms of their survey. Let everyone know she is happy to answer any questions about the survey.

Kramer calls for questions.

Questions/Comments:

Powell asked if Sanders sent the link out to everyone on the steering committee as he is not sure that he received the link.

Howsley-Glover stated it has been several weeks and can have her resent that if it's helpful.

Powell asked for the date in which it was sent.

Sanders stated she sent it a few days ago and can definitely resend it again if everyone wants an email blast with a link in it.

Powell stated that would be helpful and thanked Sanders.

Sanders stated that she will get that sent out.

Kramer states he will plug in with the natural mitigation hazards team if you have time today between 11:00am and 6:00pm. Our team has taken over the cinema and we are going to be showing disaster movies today and talking about all things natural hazards. Shared that if you have got an opportunity to swing by and visit with the team they would love to hear from you.

Howsley-Glover shared that it is free movies.

Round Robin

Kramer asked the committee if they have anything special going on in their communities that they would like to share with the group today. Hearing none. Calls the meeting and gives back time to everyone, thanks everyone and states we will see you all before the next meeting.

Liburdy asks if there is anything else that staff wanted to go over on the marketing outreach and analytics plan.

Kramer states no.

Kramer shares that we want your input if there is anything you see that needs addressed to certainly reach out anytime. Appreciates everyone and their association with this group. States to Gordon that they will have an offline conversation and thanks her for all of her help on the solid waste and he has an update for her on that.

Meeting Adjourned 8:47am