Tri-County Hazardous Waste & Recycling Program
Steering Committee Meeting Wednesday
March 12, 2025 9 AM
Wasco County Public Works Building, Conference Room

In Attendance (in person and virtual): Kristina Fiebig, Kelly Howsley-Glover, Chair Jeff Justesen, Jim Winterbottom, Colin Teem, Bruce Lumper, Kevin Liburdy, Mike Matthews, Andrea Rogers, Jacob Powell

9 am Start

Chair Justesen calls the meeting to order and starts with a round of introductions.

Justesen motions to approve the December 11 minutes. Liburdy inputs his recommendations for edits on the minutes.

Howsley-Glover inquires to confirm June 11th as the next quarterly steering committee meeting date. Powell voices his continuous issue with the June 11 date, so Glover proposes moving the date to Wednesday, June 25. With no objections, the date is set.

Liburdy shares his screen with the edits to the December minutes. Matthews motions to approve the minutes amended by Liburdy, Rogers seconds the motion, and the motion passes.

Financial Reports

Howsley-Glover presents a report keeping on track with the budget and notes that under contracted services, there are some pending bills from CleanEarth from the November Events. Starting again in March, we will see the contracted services number closer to the original appropriations. With no flags to mention, Howsley-Glover inquires if anyone has questions on the year-to-date report.

Lumper inquires for clarification that under contracted services, expenses of 190.4% have been utilized, but only about 25% of the budget amount has been utilized.

Howsley-Glover clarifies that finance structures contracted service as an encumbrance under that line item for the full amount of 450 because of the anticipation of large purchase orders. This allows it to look like an encumbrance to put us at a surplus, but in actuality, it's currently closer to 200k.

Lumper clarifies that half of it has been spent, and Howsley-Glover confirms.

Lumper, moving on to a minor item, asks for clarification as to why some expenses show they have been 100% utilized, but there was no budgeted amount for them in the original budget. Examples are unemployment insurance, overtime, legal notices, and publications.

Howsley-Glover clarifies that generally there is no budget for overtime and requests that staff flex their time, but due to staffing transitions, Fiebig needed to work some overtime. There was no budget for it however, there is money in the budget since the staff is considerably under the hourly and salary to compensate, as it reflects overtime. Howsley-Glover continues that typically there is no budget for unemployment insurance, but a prior staff member may have filed for brief unemployment insurance.

Lumper rephrases his question as to why those items do not show up as negative in the budgeting amount that has been spent on those, since there was no budget, but money was spent, so it should show up as a negative.

Howsley-Glover states she will bring it up to the finance director to ensure he reconciles it by pulling it out of the salary. Howsley-Glover clarifies that employee-related expenses are those that staff do not influence, since the finance department manages it. Howsley-Glover then mentioned the flag on legal notices, since there is new staff at finance as well as Fiebig being trained. Howsley-Glover has identified where some bills are being misplaced on certain line items and will follow up on those to be placed on the correct line items.

Lumper inquires about the income total that has come in, showing 184 when it should be 24.9, which should be the amount, percentage, and total percentage. Howsley-Glover confirms that it was a mistake.

Liburdy comments that he saw a number of those errors as well and will send his notes along with the minutes' notes over to Fiebig and Howsley-Glover.

Justesen mentioned that he is sitting in on the budget meetings with the department head to learn how their operations work to assist Howsley-Glover in understanding the budgeting.

Policy, Regulation, Legislation, and RMA Updates

Howsley-Glover mentions that Winterbottom communicated where the program is in the reporting that DEQ requested, since our area is a few years out from the RMA rollout. Winterbottom confirms that the information is still ongoing. July 1st is the Universal Statewide Collection List (USCL) rollout date, which will allow for other materials to be on the comingled stream, also known as the Producer Responsibility Organization (PRO-mix or depot).

Howsley-Glover on state legislation highlighted the relevant bills since there are over 4,000 bills. For any partners who want to submit testimony then it needs to be submitted soon. The Battery EPR is the most important, even though there has not been any current movement on the bill.

Howsley-Glover has submitted testimony for House Bill 2062 and is willing to track the bill and send out periodic updates on the Battery EPR. Lumper asks to be kept in the loop, and Howsley-Glover confirms she will.

Justesen reminds the group that if there are any questions, legislators to speak to, or testimonies to give inform him to arrange.

Miscellaneous

Howsley-Glover informs that in 2019, the program did a collection event at an In Lieu site. An individual from CRITFC reached out to set up another event at an In Lieu Site to collect the overstock of motor oil. Due to budget implications, Howsley-Glover is looking for approval to do this collection event, which would range from $6k-10k. There is room in the budget for an event to be held in June or July, which CleanEarth is willing to do.

Lumper gives his support.

Liburdy mentions that there is $82,767 unappropriated in the budget; however, inquires if there are other options down the road to avoid an event since motor oil is recyclable, but is in support of this effort.

Justesen is in support of this effort and asks for consensus to go through with this event, as it is within the budget. Then asks for those opposed, with none, the consensus passes.

Howsley-Glover mentions that over the last few years, the staff has shown interest in investing in the Oregon Green School K-12 program, but will need an additional FTE from AmeriCorps. We are interested in hiring an individual to do this work with a $27,000 match for a one-year commitment in the next fiscal year. Howsley-Glover asks for a consensus to either hold off or move forward with the application.

Liburdy asks if it would be a one-year commitment or longer. Howsley-Glover confirms it is typically only one year.

Justesen asks for comments and questions that would lead the group to believe it would not be a good idea to pursue but believes it’s a good idea for outreach.

Liburdy mentions that with all the changes from the RMA, it would be good to have that position. Lumper also agrees.

Justesen confirms the consensus to pursue.

Howsley-Glover also mentions the challenges of receiving a replacement for Keyes as our past representative from Dufur, due to a new mayor and new council member, but is working diligently to find a seat replacement.

Justesen mentions assisting in finding a replacement and then asks for anything for the good of the order.

Teem mentions with the RMA rollout on July 1st that Rachel Vanwart is our regional technical assistant specialist. All cities should be working on the funding. DEQ, Vanwart, and Teem are willing to sit in that room to ensure that all stature is understood, benign applied, and all information is true and accurate, as most local governments do not know their help exists. However, they will not negotiate on the county's or city's behalf.

With nothing else for the good of the order, Justesen closes the meeting.

The meeting adjourned at 9:32 am.