



**Tillamook County**  
**PUBLIC WORKS DEPARTMENT**  
*Department of Solid Waste*  
*Waste Prevention and Recycling*

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*Land of Cheese, Trees, and Ocean Breeze*

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**Solid Waste Advisory Committee Meeting Minutes**

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**DATE:** March 14, 2023

**PLACE:** Port of Tillamook Bay (POTB) Conference Room, 4000 Blimp Blvd., Tillamook *and*  
Virtually: Phone # (971)254-3149 ID: 362 784 139#

**MEMBERS PRESENT:** Ken Henson, Public at Large, Chair; Robert Poppe, Solid Waste Franchisee; Tim Hall, Incorporated Cities (until 4:00 pm); and Tom Jayred, Public at Large (joined 3:23 pm)

**MEMBERS ABSENT:** John Longfellow, Construction Industry; and Justin Kanoff, Dairy/Farming Industry

**STAFF PRESENT:** David McCall, SW Program Manager; and Rebekah Hopkins, Accounting Technician

**GUESTS PRESENT:** Nicholas Macias, City Sanitary Service; Scott Miethe, Recology; and Jessi Just, Public (Heart of Cartm)

**AGENDA ITEM 1 - CALL TO ORDER AND WELCOME AND INTRODUCTIONS:**

**Chair Henson** called the meeting to order at 3:07 pm without a quorum present. Introductions and discussion of agenda items continued until a quorum was achieved upon Tom Jayred's arrival at 3:23 pm.

**AGENDA ITEM 2 – APPROVAL OF MINUTES for January 17, 2023:**

The minutes of January 17, 2023 were presented. Following a motion made by **Robert Poppe** and seconded by **Tim Hall**, the minutes of January 17, 2023 were approved as submitted. (4/0)

**AGENDA ITEM 3 – NVSS Franchise Transfer Request**

**David McCall** provided the committee with a written request from Sandra Dye's attorney requesting approval for the transfer of ownership of the Solid Waste collection franchise agreement from Eleanor Dye to Sandra Dye due to the succession of ownership of Nestucca Valley Sanitary Service (identified in the letter as Nestucca Valley Recycling-Garbage Service, Inc.) following Eleanor Dye's death.

**Chair Henson** asked whether Sandra Dye's residence outside the county would be a problem.

**Robert Poppe** echoed **David McCall's** reply that she has been managing the business from that location for some time. Mr. McCall remarked that Recology is headquartered in San Francisco.

**Robert Poppe** made a motion to recommend to the Board of County Commissioners approval of Sandra Dye's request to assume ownership of Nestucca Valley Sanitary Service's Solid Waste collection franchise agreement with Tillamook County. **Tim Hall** seconded the motion. The motion passed unanimously. (4/0)

#### **AGENDA ITEM 4 – Elect New Vice-Chair**

The resignation of the former Vice-Chair necessitates the election of a new Vice-Chair. **Tim Hall** asked whether a temporary assumption of the position is possible, and what the term of office is.

**David McCall** replied that the Chair serves for two years, after which the Vice-Chair assumes the Chair position.

**Tim Hall** volunteered to serve as Vice-Chair, under the condition that it will be a temporary position and that the committee understands that he has no intention to serve as Committee Chair.

**Robert Poppe** nominated **Tim Hall** to serve as Solid Waste Committee Vice-Chair. **Tom Jayred** seconded the motion. The motion passed unanimously. (4/0)

#### **AGENDA ITEM 5 – Transfer to Sinking Fund Recommendation**

**David McCall** advised the committee that construction costs for the Manzanita Transfer Station (MTS) have exceeded expectations. If the Pacific City Transfer Station (PCTS) engineering contract work is completed prior to June 30, costs will exceed the budget in the Sinking Fund by about \$100,000.00. Due to lower-than-average costs in the Operating Budget he expects an ending fund balance which will be \$550,000.00 higher than originally projected. The advisory committee can recommend to the budget committee a one-time transfer of \$250,000.00 from the Operating Fund to the Sinking Fund prior to the end of this fiscal year to "balance" the budgets. This would provide an additional benefit of starting the next fiscal year with a more healthy beginning fund balance in the Sinking Fund. The State Application Boards reviewing State Revolving Fund applications may look more favorably on projects which have a healthy fund balance to support them.

**Robert Poppe** made a motion to recommend to the Solid Waste Budget Committee a transfer of \$250,000.00 from the Operating Fund to the Sinking Fund prior to the end of this fiscal year. **Tim Hall** seconded the motion, which passed unanimously. (4/0)

#### **AGENDA ITEM 6 – Disposal and Minimum Fees for FY 2023-2024**

**David McCall** explained the strategy used to create the Disposal Fee Revenue Projections spreadsheet and reported that the Oregon Department of Forestry (ODF) is planning to begin the Yard Debris voucher program early this year, making it active from April 1, 2023 through October 31, 2023. This was the basis for the estimated 5 percent increase in Yard Debris disposal as opposed to the 3 percent increase estimated for Municipal Solid Waste (MSW) disposal. That 3 percent is based on an average of the prior two years' increases. He recommended a 5 percent increase in disposal fees to match the 5 percent increase in fees paid to Don Averill Recycling as required by their contract. This would result in a one dollar increase in the minimum fee paid at each transfer station.

**Robert Poppe** expressed his support of the 5 percent increase and moved to increase the Solid Waste fee structure by 5 percent, with a \$1.00 increase in the minimum fee as presented in the 5 percent increase column in the Disposal Fee Revenue Projections spreadsheet. **Tom Jayred** seconded the motion. The motion passed unanimously. (4/0)

## **AGENDA ITEM 7 – FY 2023-24 Budget**

**David McCall** presented the proposed budget for fiscal year 2023-2024, explaining that it was developed based on the fee structure proposed in agenda item 6. It contains budgeting for the desired staffing level despite a continuing inability to recruit the desired staff. He noted an increase of indirect cost allocation in the Administrative Expense budget, explaining that it is the cost allocated by the Treasurer's office for services rendered by administrative county departments. \$50,000.00 in the vehicles capital asset budget is included because the vehicle he wanted to purchase in the current fiscal year won't be purchased until the next fiscal year. Contracted services expense in the Transfer Station expense budget increased due to the contract with Averill. He noted an increase in the Recycling/Household Hazardous Waste expense budget and explained that he intends to use the Code Enforcement line item more frequently than in the past, as he did for the East Beaver Creek cleanup.

**Robert Poppe** asked about the Sand Lake Road clean up, and **David McCall** explained that the Board of County Commissioners (BOCC) covered the costs of that clean up, as they do for any foreclosed properties. The Department of Solid Waste covers the costs of enforcing clean ups of non-foreclosed properties, which the BOCC typically reimburses if the property is subsequently foreclosed, or would be reimbursed at the time of sale through a lien on the property.

**David McCall** proceeded to the sinking fund budget, explaining that the \$2.5 million revenue projection in the fund reflects anticipated revenue from state revolving fund applications. This revenue is offset in the expense budget with \$250,000.00 allocated to consultant services for the Tillamook Transfer Station (TTS) project, \$150,000.00 allocated to electrical services for the MTS and PCTS projects, and \$1.9 million allocated to complete the PCTS project. He reminded the committee that fifty percent of the loans are forgivable and that repayments of \$110,000.00 per year for twenty years will repay the other half of the loans.

He advised the committee that this year interest accrued in the Post-Closure reserve fund will be transferred to the operating fund.

**Tim Hall** made a motion to recommend to the budget committee approval of the proposed budget as presented with the exception of a transfer of \$10,000.00 from recycling services to code enforcement.

**Robert Poppe** seconded the motion, which passed unanimously. (4/0)

## **AGENDA ITEM 8 – SB582 (RMA), Truth in Labeling, etc. updates**

**David McCall** reported that the Needs Assessment meeting was well-attended and that the questionnaires are due on April 14, 2023.

## **AGENDA ITEM 9 – Franchised Hauler Updates**

**Robert Poppe** reported on behalf of City Sanitary Service (CSS) that despite experiencing more snowfall than the city has ever had before, all customers were served despite some delays. He expressed that the county's Emergency Management Plan is a matter of concern to haulers, specifically where they would take the considerable amount of storm cleanup debris which would accumulate following a large-scale disaster which cuts off transportation routes.

## **AGENDA ITEM 10 – Transfer Station Reports**

**David McCall** reported that construction at MTS should be completed by April 1, 2023 except for asphalt, which depends on the asphalt plant being operational, which is weather-dependent.

He reported that when he assumed his position, the closed landfill permit at TTS had been expired for fourteen years. This year the environmental monitoring plan for the closed landfill was approved, which will reduce some of the monitoring that is currently required. The renewal request of the current permit has been submitted to DEQ.

He shared DEQ's preliminary numbers for recycling recovery rates in Tillamook. He noted concern about their cardboard recycling numbers, which are not reflected in the data coming from the transfer stations.

**Robert Poppe** remarked that companies such as Werner, Safeway, Fred Meyer, and Pelican are baling and hauling their own cardboard, which may explain the increase in DEQ's numbers without a corresponding increase in the transfer station numbers.

### **AGENDA ITEM 11 – Staff Report**

**David McCall** referenced the written staff report in the agenda packet, reiterated that the ODF yard debris voucher program would be starting soon, and confirmed that the vouchers are intended for residential, non-commercial quantities and usage. He listed upcoming events, including the Childrens' Clean Water Festival, the Home and Garden Show, and Master Recycler classes.

**Chair Henson** asked how the DEA Drug Takeback Day affects the Solid Waste department. **David McCall** replied that he provides a staff person to accompany a deputy in order to accept sharps, and that the Health Department usually attends to provide vaccines.

### **AGENDA ITEM 12 – Public Comment**

**Jessi Just** suggested that small businesses might be able to use recycling services money for covering recycle collection areas.

**Robert Poppe** asked if there were any applicants for committee vacancies and **David McCall** replied that there was one applicant for the Solid Waste Advisory Committee (franchised hauler), and two applicants for the Solid Waste Budget Committee.

**Rebekah Hopkins** asked about obstacles to offering composting services. **David McCall** replied that approximately seven to nine years ago composting rules changed, making it difficult to establish a site to dispose of food waste. **Chair Henson** replied that he is working on a project which would include composting of commercial food waste. **Robert Poppe** added that over ten years ago the Solid Waste department promoted backyard composting which included offering composters for sale, but it wasn't successful for very long. **Scott Miethe** added that North Plains only offers residential curbside compost waste. **Chair Henson** remarked that the Oregon Coast Visitors Association offers grants to subsidize efforts which will cut greenhouse gas emissions.

### **AGENDA ITEM 13 – Adjourn**

**Chair Henson** adjourned the meeting at 4:35 pm. The next meeting will be held April 11, 2023.

*Minutes submitted by Rebekah Hopkins*