

SOLID WASTE MANAGEMENT ADVISORY COUNCIL
January 25, 2005, 6:30 PM
Senator Hearing Room – Main Floor – Courthouse Square
555 Court Street NE, Salem OR 97301

ROUTINE BUSINESS: Michael Clark, Chair, called the meeting to order at 6:30 pm.

MEMBERS PRESENT: Robert Anderson, Larry Bevens, Colleen Bromagem, Michael Clark, David Furr, Kurt George, Joe Gordon, Russ Johnston, Mary Kanz, John Matthews, David Phelps, Susan Riches, Nora Schliske, Judy Skinner, Thomas Smith, Ellen Twist, Glenn Zimmerman

MEMBERS EXCUSED: Thomas Smith announced the excused members: Sarah Killion, Karlos Mason, Dennis Nielsen

MEMBERS ABSENT: Kelly Schreiber

MEMBER RESIGNED: Lorolei Brown

PUBLIC SIGNED IN: Bonnie Sullivan

STAFF PRESENT: Jeff Bickford, Carol Ault, Kinsey Reynolds

INTRODUCTIONS: The chair introduced speakers Betty-Coe R. de Broekert and Diane Mekker who will do a presentation on Robert's Rules.

APPROVAL OF MINUTES:

MOTION: Thomas Smith motioned to approve the minutes. Russ Johnston seconded.

Discussion:

--Joe Gordon referred to the bottom of page 5 where Jim Sears is speaking about needing free chlorine to combine and create dioxins. Joe wanted the minutes to show his response afterward for the record was that there is thought that it is organo-chlorine not just any kind of chlorine.

Abstentions: None

Dissentions: None

RESULTS: Minutes approved with changes.

PUBLIC INPUT

None

COUNCIL INPUT/ANNOUNCEMENTS/ NEW BUSINESS

Jeff Bickford introduced the newest member in the Food Processing representative position, Colleen Bromagen. Colleen shared her reasons for wanting to be a member. The owner of the company she works for (Truitt Bros.) asked if she would like to be on the council as a representative. Knowing that they produce a lot of solid waste, she felt it would be better to get it out of the waste stream. Michael Clark explained that he found in the interview process, that Colleen has been very active in the issues of what to do with her waste as well as many other management issues.

Thomas Smith read a letter that was sent to the council members from Lori Brown regarding her immediate resignation. Ms. Brown has already mailed a copy of this letter directly to the SWMAC members.

Robert's Rules of Order and Consensus

Presentation and Informational Training with Instructors Betty-Coe R. de Broekert (Betty Coe) and Diane Mekkers from ExecuSTAF, LLC

The instructors provided explanations and training on Parliamentary Procedure and Public Meeting's Law. They provided informational packets to each council member for a visual accompaniment of their teachings. Betty Coe described the Parliamentary Procedure as "a systematic way of discussing business and issues by reaching decisions in a fair and just manner."

Q: What is business? What is allowed when there is no quorum present?

A: What you **could** do is have the chair call the meeting to order. Then you could recess to try to get a **quorum**. You could then set the time for the next meeting and then go home. You might be able to have a work session and a discussion as long as you did not take action and as long as it was a publicly notified meeting.

Q: How does abstention work in this particular instance, where it is not majority it is more of a consensus?

A: An abstention is not a negative vote, but it can have a negative impact. In the bylaws, it is almost a double layer with the majority and a consensus. In the example of 2 no votes and 2 abstentions in a 14 member quorum, the motion would still not pass due to the lack of majority.

Q: When is a 2/3 vote required on a motion?

A: Whenever you are limiting the rights of any of the members or when you are changing something that has already been approved.

Q: Does the chair participate in a debate?

A: The chair may participate in a debate if they relinquish the chair. The chair may vote to cause a tie or break a tie, but the chair is not compelled to vote.

Q: What happens when a chair hands over the meeting during a training session?

A: The chair can participate in a work session and then resumes the chair once in a formal session.

Diane Mekkers and Betty-Coe enacted a playful scenario and handed out copies of the scenario for all those interested.

Q: When you vote on an amendment to a motion, do you then have to vote on the original motion as well?

A: Absolutely.

Q: When entering a quorum, is it the quorum that is at the beginning of the meeting or is it the quorum you have at the time of the vote? In other words, if people leave throughout the meeting, does it still exist?

A: A quorum is a quorum. It is up to the chair to notice when people leave and there is no longer a quorum.

A copy of the Training Packet will be included for absent members for detailed information about the training.

GROUP UPDATES:

None

OUTSTANDING ITEMS LIST:

Chairperson, Michael Clark, inquired about the most recent draft of the BOC updated bylaws and when they might be available for the subcommittee to review them. Jeff Bickford informed the council that it might be about a week until they would be ready for review. They are still waiting for the BOC's edits and modifications. Then the committee can review it so it could be put on next month's agenda.

Mary Kanz wanted to discuss a few things at the next Bylaw Subcommittee meeting.

- Wording for proxy vote
- Which of the majority vote scenarios to use and when
- The issue of roll call vote requirements
- And the detailing of minutes

Ellen Twist had a late announcement that she wanted to share regarding an environmental conference held at Willamette University. It will be on Thursday and Friday, February 10-11 and will include the author Terry Tempest Williams. She will gladly forward the email to any one who requests it.

Bob Anderson questioned what the appearance of the Bylaws would be like when they received them. Mary Kanz said that they would receive the current Bylaws with lines through any suggestions of deletions and any suggested additions to be in bold.

ROUTINE UPDATE FROM STAFF by Jeff Bickford

- Since the council had already touched on the subject of bylaws, Jeff Bickford started by reporting to the council that he had actually given the Board of Commissioners a clean version without all of the line-outs and edits, due to readability issues. The format is dramatically different, but much of the information is the same. Mary Kanz wondered if they should send out all three versions (the old, the edited, and the clean) to the members. Everyone should have the old version. Members that still need the old version: Ellen Twist and Larry Bevens. The new Bylaws, both edited and clean versions will be sent with the minutes. At the next meeting there will be a discussion about suggestions or comments.
- Jeff Bickford also spoke on the issue of conflict-of-interest. In the Bylaws it has been added that conflict-of-interest comes in two levels: perceived/potential and real/actual. Real or actual conflict-of-interest is basically when it will affect you or your family member. Potential conflict-of-interest occurs when you are unaware of the financial or personal impact. However, once conflict-of-interest has been established, it must be declared. If it is an actual conflict, then that person will state on record and no longer discuss or vote on the topic. Almost half of the members are represented members. It is not a conflict-of-interest if representing industry, only if you or your family will be directly affected. There will be more information at the next meeting.
- The Marion County Environmental Services Master Recycler program has begun. Two SWMAC members, Colleen Bromagem and David Furr **are** have signed up for the class. There was a field trip scheduled for the night of the meeting but the staff made arrangements to have another one so that those who had to miss it due to previous engagements such as the meeting could attend. Anyone who is interested in attending the field trip to Marion Recycling and the Farwest Fiber facility can contact Bonnie for more information. This will be the only Master Recycler class this year.
- HHW Facility is near completion. They are doing a final walk though on Thursday. Staff sought out proposals in December for operations contracts. The contract with Clean Harbors is in the works. The new proposed opening for the facility is the first week in March. Mary Kanz and Jeff Bickford discussed cross-promoting the site through MC ES Department and Mid-Valley Garbage & Recycling Association. Disposal at the facility will be by phone by appointment only. The facility will start by being open every Thursday as well as the 1st Saturday of every month. There will be a special toll free number to call. The contractors will be handling the phone calls as well.
- Judy Skinner asked Jeff Bickford about any new additions to the transfer site and its recycling resources. Jeff informed the council that we now accept plastic bags, both grocery carriers and produce (LDPE plastic), along with nursery pots (HDPE plastic), all of which are being recycled through AGRI-PLAS. On a side note, Joe wanted to point out that he had spoken to Glad Co and found that Glad wrap is PE not PVC as previously thought. In fact, they said none of their products contain PVC. Ellen Twist wanted to know about unmarked plastic, whether it was PVC and what to do with it. John said we could discuss it in a later session when we could get into more detail. Michael Clark said that Ellen Twist's idea of bringing in items that you don't know what to do with was a good idea.

- Jeff Bickford reminded subcommittees to not discuss issues until a scheduled meeting with a public notification.

AGENDA FOR NEXT MEETING:

The chair announced that the next meeting would be held on February 22, 2005.
Need to allow over an hour for review of the Bylaws.

Glenn Zimmerman informed the council that the PVC Reduction Subcommittee would need 15 minutes to report.

MEETING REVIEW:

The chair called for any comments regarding how the meeting went, especially in the area of the training.

David Phelps said it was a good chance to brush up on Robert’s Rules of Order and the Parliamentary procedures. It was all worthwhile and appreciated.

Thomas Smith agreed and thought it was an excellent presentation. For him it created more understanding of meeting structure. He also had one addition to the attendance: **Kelly Schreiber** was absent.

Ellen Twist asked to rescind her comment under approval of the minutes. Council unanimously accepted her request. Note: Comment has been stricken from the minutes.

Mary Kanz brought up a question in the interest of repetition and saving time as to whether it was necessary to read correspondence that has already been mailed to all members prior to the meeting.

Michael Clark replied that it was not required. However, if **it is** something the public has a right or need to hear, it will be read.

<u>ADJOURNMENT:</u>	
MOTION:	Mary moved to adjourn. The motion was seconded.
OPPOSED:	None
ABSTENTIONS:	None
DISSENTIONS:	None
RESULTS:	Motion passed unanimously. Meeting adjourned at 9:10PM.