

BEFORE THE BOARD OF COUNTY COMMISSIONERS

FOR COLUMBIA COUNTY, OREGON

In the Matter of Amending the Policy for Waiving
Transfer Station Tipping Fees to Include Qualified
Nonprofit Organizations Involved in the Collection of
Donated Goods

ORDER NO. 70-2016

WHEREAS, pursuant to its authority to regulate solid waste under ORS 459.085 and its authority to set rates for waste disposal under Section 5.01 of the Columbia County Solid Waste Management Ordinance, the Board of County Commissioners adopted Board Order No. 79-2010, "In the Matter of Adopting a Policy and Procedure for Approving Transfer Station Fee Waivers for Community Clean-Up Events"; and

WHEREAS, the Policy, which provides consistency in the approval of fee waivers to ensure that tipping fees are waived only for purposes that serve the best interest of the public, currently allows tipping fees to be waived for certain community clean-up events; and

WHEREAS, the Board finds that waiving transfer station tipping fees for nonprofit organizations that have a recycling or reuse rate of 50 percent or better also serve the public interest because such organizations reduce the amount of waste disposed of at the transfer station; and

NOW, THEREFORE, IT IS HEREBY ORDERED that the Solid Waste Division Policy and Procedure on the Waiver of Tipping Fees for Community Clean-Up Events is hereby amended as shown in Exhibit A, which is attached hereto and incorporated herein by this reference.

DATED this 17th day of December, 2016.

BOARD OF COUNTY COMMISSIONERS FOR
COLUMBIA COUNTY, OREGON

By: Not Present
Anthony Hyde, Chair

By: [Signature]
Henry Heimuller, Commissioner

By: [Signature]
Earl Fisher, Commissioner

Approved as to Form
By: [Signature]
Office of County Counsel

EXHIBIT A

The following policy is amended, as follows, with added text shown in underline and deleted text shown in ~~strikethrough~~.

COLUMBIA COUNTY

DEPARTMENT OF LAND DEVELOPMENT SERVICES

STANDARD ADMINISTRATIVE POLICIES AND PROCEDURES

DIVISION: Solid Waste Division

PROGRAM: Solid Waste/Transfer Station

SUBJECT: Waiver of tipping fees for community clean-up events and qualified non-profit organizations

PURPOSE: To set forth a clear policy and procedures for the review and approval of requests from the community to waive Transfer Station tipping fees for community clean-up events and qualified non-profit organizations.

AUTHORITY: Board of County Commissioners Order No. 79-2010 and Order No. 70-2016

POLICY: It is in the best interest of the county to encourage certain non-profit organizations and community clean-up events by waiving tipping fees for disposal of solid waste at the Columbia County Transfer Station. However, because the County incurs a cost to transport and dispose of all Solid Waste, the Board of County Commissioners has determined that only certain types of waste and only pre-approved events and non-profit organizations should be eligible for transfer station tipping fee waivers. Accordingly, the Solid Waste Administrator may waive tipping fees only for events and non-profit organizations meeting the criteria, below.

Fee waivers are issued at the discretion of the County in order to encourage community clean-up events and non-profit organizations. A fee waiver therefore shall not be construed as a right or entitlement. The County may suspend this policy at anytime, including upon the determination that a fee waiver will negatively impact the services and/or operation of the Columbia County Transfer Station, the Solid Waste Program, or the Solid Waste Fund.

CRITERIA:

Community Clean-Up Events

- The event shall benefit the public at large through the collection of waste from public areas and spaces, not from private property, UNLESS the collection event is sponsored by a City or the County (e.g.- City Bulk Clean Up Events).
- Events shall be pre-approved under the procedures set forth below.
- County funds must be available to cover the cost of the waste disposal.
- Waste shall be transported to the Transfer Station in Franchised Hauler containers.
- Pre-approval of collection site and cleanup plan is required.
- Pre-approval of collection site recycling plan is required.
- Unless pre-approved for an additional tonnage fee waiver by the Solid Waste Administrator, transfer station fee waivers are limited to a maximum of 10 tons of waste per event.
- The Applicant must agree to comply with the Community Clean Up Policy and Procedures.
- Fund raising events are not eligible for tipping fee waivers.

Non-Profit Organizations

- Registered non-profit organizations within Columbia County involved in the collection of donated goods for charitable purposes and that have a recycling or reuse rate of 50 percent or better have an opportunity to receive a tipping waiver of fees for those materials that they are unable to put back into the community or recycle;
- Materials that are considered Recyclable Materials will not be considered for any tipping fee waiver.
- The organization or business must clearly demonstrate practice of due diligence to minimize the amount of reusable waste for discard through its business operation and/or by participation in community reuse event opportunities within the community. These practices will be confirmed through regular contact and site visits by solid waste and waste reduction county staff.
- The benefits of the organization's program(s) must include measurable waste reduction and recycle components through reuse, recycle or repair.
- Organizations must have proper fencing, signage and policy that prevent illegal dumping of non-reusable material such as household garbage and recyclable materials
- Events shall be pre-approved under the procedures set forth below.
- County funds must be available to cover the cost of the waste disposal.
- Waste shall be transported to the Transfer Station in Franchised Hauler containers.
- Pre-approval of collection site and cleanup plan is required.
- Pre-approval of collection site recycling plan is required.
- Unless pre-approved for an additional tonnage fee waiver by the Solid Waste Administrator, transfer station fee waivers are limited to a maximum of 10 tons of waste per event.
- The Applicant must agree to comply with the Policy and Procedures.
- Fund raising events are not eligible for tipping fee waivers.

PROCEDURE:

1. ~~A~~ Solid Waste Fee Waiver Request Forms, attached hereto as Attachments 1 and 3, and incorporated herein by this reference, must be submitted for review no less than 60 days before the event.
2. Applications will be approved or denied based on criteria listed above and attached to the Solid Waste Fee Waiver Request Form.
3. Notification of approval or denial will be transmitted to applicant no later than 30 days prior to event date.
4. The Solid Waste Division will forward approved Solid Waste Waiver Request Forms to the following:
 - a. Applicant
 - b. Finance Department
 - c. Scale House Attendant at Columbia County Transfer Station
 - d. Appropriate County Franchised drop box/roll off hauler.
5. Fee waiver requests that are denied by the Solid Waste Administrator may be reviewed by the Board of County Commissioners following a written request by the applicant.

ATTACHMENTS:

1. Solid Waste Fee Waiver Request Form for Community Clean-Up
2. Solid Waste Fee Waiver Request Form for Non-Profit Organizations
3. Community Clean-Up and Non-Profit Organization Policies and Procedures

COLUMBIA COUNTY SOLID WASTE DIVISION OF LAND DEVELOPMENT SERVICES
230 STRAND STREET ST. HELENS, OREGON 97051

Solid Waste Tipping Fee Waiver Request Form

This is a request for a waiver from the established tipping fees at the Columbia County Transfer Station in St. Helens, OR. The waiver covers solid waste generated by a Community Clean Up Event to include municipal solid waste, CFC-Appliances, HHW, tires and recyclables. The County may approve a solid waste tipping fee waiver pursuant to the policy and procedures in Order No. 79-2010, adopted by the Columbia County Board of Commissioners. The waiving of solid waste tipping fees is for organizations conducting a single event to benefit the public of Columbia County, Oregon. Each organization is allowed a waiver for no more than two (2) events per calendar year. The County may grant waivers for projects that meet the fee waiver criteria and benefit the public at large. Tipping fees cannot be waived for Fund Raising Events.

The following information should be completely filled out and submitted to the County Solid Waste Division no less than 60 days prior to the event:

Organization Name _____ Representative _____

Mailing address _____

Contact Person _____ Phone Number & Email _____

Date of Event _____ Name of Event _____

Type of waste(s) to be generated by clean up event: _____

Transportation Hauler of Waste(s) to be land filled: _____

Justification for the event: (How will waiving tipping fees associated with the proposed event benefit the general public at large?) _____

The applicant by acceptance of a fee waiver, if approved, agrees to comply with all requirements of the tipping fee waiver policy adopted by the Board of County Commissioners pursuant to Order No. 79-2010, including but not limited to the following: a) Limitation of two (2) events per year, b) Limitation of no more than five (5) tons of solid waste per event (unless pre-approved by Solid Waste Administrator for additional tonnage); c) Compliance with the County's Community Clean Up Policy and Procedures and separation regulations and recycling guidelines.

The Approved Waiver Form Must be Submitted to Scale Attendant when Waste is Delivered to the Transfer Station

Applicant Representative's Signature

For Official Use only below this line

THIS APPLICATION HAS BEEN REVIEWED AND IS:

_____ APPROVED
_____ DENIED

BY: _____ DATE: _____

**Columbia County Transfer Station
Annual Tipping Fee Waiver Application for Non-Profit Organizations**

Waiving the Solid Waste Tipping Fee

The Requesting Organization Must:

- Complete a SOLID WASTE TIPPING FEE WAIVER REQUEST FORM
- Each Waiver Request Form must be completed in full.
- The organization must be a registered nonprofit within Columbia County registered non-profit organizations within Columbia County involved in the collection of donated goods for charitable purposes and that have a recycling or reuse rate of 50 percent or better an opportunity to receive a tipping waiver of fees for those materials that they are unable to put back into the community or recycle; and
 - Materials that are considered Recyclable Materials will not be considered for any tipping fee waiver.
 - The organization or business must clearly demonstrate practice of due diligence to minimize the amount of reusable waste for discard through its business operation and/or by participation in community reuse event opportunities within the community. These practices will be confirmed through regular contact and site visits by solid waste and waste reduction county staff.
 - The benefits of the organization's program(s) must include measurable waste reduction and recycle components through reuse, recycle or repair.
- If the waiver is denied, the organization may appeal to the Land Development Services Director. Then, if denied, further appeal may be made to the Board of County Commissioners.
- Organization must follow the County's Separation regulations and recycling guidelines.

THE WAIVER WILL BE RESCINDED IF THESE GUIDELINES ARE NOT FOLLOWED UPON RECEIPT AT THE TRANSFER STATION.

- Organization is limited to a waiver of no more than ten (10) tons annually.
- The waiving of the Solid Waste Tipping Fees is for Columbia County Non-Profit organizations benefit the public of Columbia County.
- The waiver will be granted only to those organizations whose project benefits the general public at large.

The County maintains the right to suspend this policy without notice anytime it determines such action to be in the best interest of the public. The County also may suspend this policy if a determination is made that waiving fees at a particular time could negatively impact the payment of any dept service associated with the Columbia County Transfer Station operations or Columbia County Solid Waste Fund.

When approved, The Solid Waste Waiver Request Form will be distributed by the approving agency to the following:

- Applicant (Organization)
- County Administration Office
- Finance Department
- Solid Waste Division of Land Development Services
- Scale House Attendant at Columbia County Transfer Station
- Appropriate County Franchised drop box/roll off hauler

**Columbia County Transfer Station
Annual Tipping Fee Waiver Application for Non-Profit Organizations**

APPLICANT INFORMATION

Forward your completed application to the attention of the **Solid Waste Program Coordinator**.
Columbia County Solid Waste Program; Land Development Services; 230 Strand ST, St Helens, OR 97051

Please allow up to eight weeks to process this application. Date: _____

Organization Name:	
Address:	
Phone:	Fax:
Email:	
Website:	

Contact:	
Title:	
Phone:	Email:
Has your organization applied for a waiver previously? <input type="checkbox"/> New Applicant <input type="checkbox"/> Previous Applicant	
Is your organization a registered 501(c)(3) non-profit organization? <input type="checkbox"/> YES <input type="checkbox"/> NO	

Community Clean-Up and Non-Profit Organization Policies and Procedures

A. PURPOSE

The County recognizes the work of nonprofit organizations who receive materials that are not brought to the landfill, but are sent back into the community for beneficial reuse. The County also recognizes the work of similar community groups and organizations that help to beautify our County and natural surroundings by cleaning up litter and illegally dumped garbage on public lands. To set forth a clear policy and procedures for the review and approval of requests from the community to waive Transfer Station tipping fees for community clean-up events and non-profit organizations. To foster waste reduction, community participation and a cleaner safer Columbia County.

The purpose of this policy is to provide:

- a) registered non-profit organizations within Columbia County involved in the collection of donated goods for charitable purposes and that have a recycling or reuse rate of 50 percent or better an opportunity to receive a tipping waiver of fees for those materials that they are unable to put back into the community or recycle; and
- b) Organizations and community groups within Columbia County planning a community clean up or beautification event within the county, an opportunity to apply for a tipping fee waiver.

B. POLICY GUIDELINES

1. **Waivers**

a) Annual Waiver:

- Non-profit organizations or businesses must be a registered nonprofit within Columbia County and provide a service of redistributing goods for beneficial reuse in the community.
- Materials that are considered Recyclable Materials will not be considered for any tipping fee waiver.
- The organization or business must clearly demonstrate practice of due diligence to minimize the amount of reusable waste for discard through its business operation and/or by participation in community reuse event opportunities within the community. These practices will be confirmed through regular contact and site visits by solid waste and waste reduction county staff.
- The benefits of the organization's program(s) must include measurable waste reduction and recycle components through reuse, recycle or repair.
- Organizations must have proper fencing, signage and policy that prevent illegal dumping of non-reusable material such as household garbage and recyclable materials

b) Event Waiver:

- All community clean up events must take place on public property in Columbia County.
- Tipping fee waivers may also be granted to organizations, groups or businesses engaged in a community clean up event that picks up litter or illegally dumped garbage on public lands within Columbia County.

2. **Policy and Procedures**

a) Non-Profit Organization

- A Tip Fee Waiver form (Attachment No. 1) must be filled out to request annual

waiver (all or partial fees) of Transfer Station Tip Fees and submitted to the Solid Waste Administrator of Land Development Services Department two months prior to the date for start of request for waiver.

- *For more Information call:*
 - Todd Dugdale - Land Development Services Director 503.397.7207
 - *For Drop Box Services call:*
 - Scappoose/Vernonia./St. Helens/Columbia City - Waste Management, Inc. at 877.567.2974
 - Rainier/Prescott/Clatskanie - Waste Connections Inc., at 503.397.1534

- **The Non-profit Organization is required to do the following.** The outline below has been developed to ensure a successful clean up event based on the County's past experience

The Non-profit Organization Shall:

- Contact Columbia County Solid Waste Division of LDS to inform County of request to waiver disposal fee. The disposal waiver covers only the tip fees for municipal solid waste at the Columbia County Transfer Station in St. Helens, OR. The waiver form does not waive drop box/roll off fees. Contact your franchised drop box company listed above to request drop box/roll off service.
- Fee waiver applications will require up to (8) weeks for processing. Please ensure the application is received by the Solid Waste Program at least four (8) weeks prior requested start date for the waiver.
- Waste must be contained in a franchised area roll-off/drop box. Personal vehicles cannot transport municipal solid waste (MSW) for waiver of disposal fees. Personal vehicles can transport recyclable materials listed below and household hazardous waste found at the clean-up site.
- The annual waiver must be renewed
- The Waiver is not to exceed 10 tons, annually

Collected Material Must Be Separated at Collection Site as Follows:

- MSW (Municipal Solid Waste): Trash, garbage, insulation, gypsum board, sweepings, construction debris, bathroom fixtures, household items, concrete blocks, tile, shingles, glass, doors, windows, screens, bicycle tires and furniture.
- Yard Trash/Landscape Debris: Branches, shrubs, trimmings, grass clippings, and clean building wood (no nails or paint).
- White Goods: Water heaters, stoves, washers, dryers. These can be recycled at the Columbia County Transfer Station.
- Household Hazardous Waste (HHW): Marine and Automotive Paints, solvents, pool chemicals, pesticides, propane tanks, medical sharps, fluorescent lights, vehicle and rechargeable batteries, mercury, motor oil/fuels and antifreeze: Must coordinate drop off with Solid Waste Coordinator. HHW must be processed at the County HHW Facility at the Columbia County Transfer Station in St. Helens, OR. For a complete list of HHW items, contact the Solid Waste Coordinator.
- Tires: On and off rim. Tires cannot be landfilled or placed into the MSW container(s).
- Recyclables: Latex and Oil based Paint, Cooking Oil, Scrap metal, glass bottles, electronics, TV's, monitors, Non-CFC Appliances (i.e., White Goods) can be recycled at the Columbia County Transfer

Station in St. Helens, OR at no charge. TV's, computers and monitors cannot be land-filled or placed into the MSW container(s).

- **If you intend to collect all the above, you must have a separate container for each category or separate delivery method in order to comply with regulatory prohibitions. IT IS AGAINST OREGON LAW TO LANDFILL COMPUTERS, MONITORS, TV'S, TIRES AND LIQUID WASTES. Mixing these items voids the waiver and the material will not be accepted.**

b) Community Clean Up

- **A Tip Fee Waiver form** (Attachment No. 2) must be filled out to request waiver (all or partial fees) of Transfer Station Tip Fees and submitted to the Solid Waste Administrator of Land Development Services Department two months prior to the event. Tip Fees CANNOT be waived if the Clean Up activities are for a Fund Raising Event.
 - *For more Information call:*
 - Todd Dugdale - Land Development Services Director 503.397.7207
 - *For Drop Box Services call:*
 - Scappoose/Vernonia./St. Helens/Columbia City - Waste Management, Inc. at 877.567.2974
 - Rainier/Prescott/Clatskanie - Waste Connections Inc., at 503.397.1534
- **The community/civic association or neighborhood is required to do the following. The outline below has been developed to ensure a successful clean up event based on the County's past experience**

The Community Clean Up Coordinator Shall:

- Contact Columbia County Solid Waste Division of LDS to inform County of desired clean-up activities and location.
- Identify the event date, staging area and Community Clean Up Group (i.e., SOLV; Annual Bulk Clean Up Event; Kiwanis, Rotary, etc.).
- Note the date and staging area. Staging location must be appropriate to accommodate containers (approximately 10' X 20'), collection equipment and vehicle access for unloading.
- Propose the perimeter of the cleanup area (i.e. – major streets) and the major cleanup sites (i.e., major streets) in that area
- May request a waiver of the disposal fee (Attachment 2). The disposal waiver covers only the tip fees for municipal solid waste at the Columbia County Transfer Station in St. Helens, OR. The waiver form does not waive drop box/roll off fees. Contact your franchised drop box company listed above to request drop box/roll off service.

- The form should be submitted two months prior to the planned clean up event date and forwarded to the County's Solid Waste Division.
- Waste must be contained in a franchised area roll-off/drop box. Personal vehicles cannot transport municipal solid waste (MSW) for waiver of disposal fees.
- Personal vehicles can transport recyclable materials listed below and household hazardous waste found at the clean-up site.

The Community Clean Up Group Shall:

- Collect debris that is in the best interest of the public for community safety and environmental protection. Debris collected cannot be personal household waste, unless the Community Clean-Up Event is sponsored by a City or Columbia County.

Collected Material Must Be Separated at Collection Site as Follows:

- **MSW (Municipal Solid Waste):** Trash, garbage, insulation, gypsum board, sweepings, construction debris, bathroom fixtures, household items, concrete blocks, tile, shingles, glass, doors, windows, screens, bicycle tires and furniture.
- **Yard Trash/Landscape Debris:** Branches, shrubs, trimmings, grass clippings, and clean building wood (no nails or paint).
- **White Goods:** Water heaters, stoves, washers, dryers. These can be recycled at the Columbia County Transfer Station.
- **Household Hazardous Waste (HHW):** Marine and Automotive Paints, solvents, pool chemicals, pesticides, propane tanks, medical sharps, fluorescent lights, vehicle and rechargeable batteries, mercury, motor oil/fuels and antifreeze: Must coordinate drop off with Solid Waste Coordinator. HHW must be processed at the County HHW Facility at the Columbia County Transfer Station in St. Helens, OR. For a complete list of HHW items, contact the Solid Waste Coordinator.
- **Tires: On and off rim.** Tires cannot be landfilled or placed into the MSW container(s).
- **Recyclables:** Latex and Oil based Paint, Cooking Oil, Scrap metal, glass bottles, electronics, TV's, monitors, Non-CFC Appliances (i.e., White Goods) can be recycled at the Columbia County Transfer Station in St. Helens, OR at no charge. TV's, computers and monitors cannot be land-filled or placed into the MSW container(s).
- **If you intend to collect all the above, you must have a separate container for each category or separate delivery method in order to comply with regulatory prohibitions. IT IS AGAINST OREGON LAW TO LANDFILL COMPUTERS, MONITORS, TV'S, TIRES AND LIQUID WASTES. Mixing these items voids the waiver and the material will not be accepted.**