

Agenda



Metro

600 NE Grand Ave.
Portland, OR 97232-2736

Meeting: Waste Fee Policy Task Force
Date: Thurs., Nov. 30, 2023
Time: 2:00 to 3:30 p.m.
Place: MRC 228 (formerly 270), Metro Regional Center, 600 NE Grand Ave., Portland
Purpose: Task force kick-off meeting, welcome members, provide background information on how the Metro Council sets solid waste fees, and identify group information needs.
Outcome(s): Shared understanding of task force charge and Metro solid waste fee policies; and provide feedback on group working agreements and draft decision-making process.

- 2 p.m. **Welcome and introductions --**
Metro Council President Lynn Peterson
Metro Councilor Mary Nolan, Task Force Chair
- 2:10 **Task force charge, deliverables, and schedule**
Meeting pre-read: Waste Fee Policy Task Charge
- 2:25 **Working agreements, roles and decision-making process**
Meeting pre-read: Task force Working Agreements and Protocol
- 2:35 **Metro Solid Waste Fee Policy**
Meeting pre-read: Solid Waste Fee Policy Overview
Objective: Shared understanding of Metro solid waste fee policy.
- 3:10 **Task Force Information Needs Discussion**
Objective: Shared understanding of the group's information needs to inform future agendas and presentations.
- 3:25 Next steps
- 3:30 p.m. Adjourn



Waste Fee Policy Task Force Charge

Background

The solid waste fee setting process is guided by a core set of criteria used to ensure effective management of the regional solid waste system. The Metro Council adopted fee setting criteria in February 2018 that advance fiscal responsibility, economic impact and affordability, accountability, and public benefit. The fee setting criteria were revised in 2021 to reflect Council direction related to affordability, equity considerations and transparency.

Task Force Purpose

The Waste Fee Policy Task Force will provide recommendations to Metro Council for solid waste fee policy. The purpose of the task force is to review Metro's solid waste fee setting policy and provide recommendations the Metro Council to guide development of FY 24-25 solid waste fees.

As a member of the Waste Fee Policy Task Force, you and fellow members will review existing fee policy criteria, consider primary policy drivers for fee setting, including material subsidies and incentives for waste reduction. As you advise the Metro Council on these issues you will consider the following questions:

- Are there additional policy objectives and outcomes that the Council should consider in their fee setting process?
- Should criteria for fee setting be prioritized?

These are important questions. To answer them, the Task Force will rely on honest, solutions-focused dialogue. You will represent the needs and interests of your constituency and community by sharing the Task Force's deliberations regularly with those you work with and represent, and by receiving their input to guide you in these deliberations.

Task Force Membership

The task force membership includes staff and stakeholders with relevant subject matter expertise and the time and interest to participate fully. Members are drawn from those who actively participate in the broader garbage and recycling system.

Mary Nolan, Task Force Chair
Christine Lewis, Task Force Vice Chair
Ashton Simpson
Tim Rosener
Pam Treece

Metro Councilor
Metro Councilor
Metro Councilor
City of Sherwood Mayor
Washington County Commissioner

Arianne Sperry
Wendy Lawton
Will Mathias
AJ Simpson
Jason Jordan
Terrell Garrett
Beth Vargas Duncan
Laura Kutner
Jackie Kirouac-Fram

Oregon Dept. of Environmental Quality
East County System User
B&B Leasing Company
City of Roses
Republic
Greenway Recycling
Oregon Refuse and Recycling Association
Trash for Peace
ReBuilding Center

Timeline and tasks

The Task Force will convene in November 2023 and will be asked to make recommendations to the Metro Council by the end of February 2024. This timeline will allow the Metro Council to consider the Task Force's recommendations as part of their fee setting process for fiscal year 2024-25. The Task Force will meet at the dates and times noted below. Topics and deliverables for each meeting are noted.

Meeting Overview

Meeting 1: Kickoff and Fee Policy Overview

November 30, 2023, 2:00 p.m. to 3:30 p.m.

Build understanding of task force charge, decision-making process and solid waste fee policy.

Deliverable: Working agreements

Meetings 2: System Overview

December 11, 2023, 9:30 a.m. to 11:00 a.m.

Provide overview of garbage and recycling system financing and application of fee policy and criteria.

Deliverable: Summary of preliminary discussion

Meetings 3 and 4: Fee Policy Discussion

January 9, 2023, 2:00 p.m. to 3:30 p.m. and January 30, 2023, 2:00 p.m. to 3:30 p.m.

Continue discussion of fee policy and evaluation of primary policy drivers and material subsidies.

Deliverable: Summary of discussion

Meetings 5 and 6: Fee Policy Recommendations

February 13, 2023, 2:00 p.m. to 3:30 p.m. and February 27, 2023 2:00 p.m. to 3:30 p.m.

Discuss recommendation for fee policy and considerations for Metro Council.

Deliverable: Fee policy recommendations

Metro Waste Fee Policy Task Force
Task Force Working Agreements and Protocols
Nov. 27, 2023

Background

This document describes how the Waste Fee Policy Task Force will work together and includes working agreements, the group's decision-making process, and descriptions of the roles of group members and support staff.

Working agreements

All participants agree to act in good faith in all aspects of decision making and to do your best to represent the needs of your community, and work to find consensus. This also includes behavior outside of meetings. Expectations include:

- Attend meetings in-person, if possible, by phone or online if necessary, and notify staff if you have an unavoidable conflict.
- Prepare for meetings by reading materials in advance and arriving on time.
- Share the air – only one person will speak at a time, and we will allow others to speak once before we speak twice.
- Express our own views or those of our constituents.
- Respect the views and opinions of others.
- Agree and abide by previous Task Force decisions.
- Seek to find common ground with each other and consider the needs and concerns of the local community and the larger region.

Making recommendations

A three-quarters (3/4) majority of the voting members present will be required for an outcome to be represented as a recommendation of the Task Force. If this level of agreement cannot be reached, then all perspectives on the recommendation will be forwarded for consideration by the Metro Council. A majority of members, attending either in person, will constitute a quorum for any decisions made at that meeting.

Decisions will be respected as final to avoid backtracking, unless the Task Force agrees there is sufficient added information to reconsider a previous decision. Because of the pace of decision-making in this task force, members are encouraged to make every effort to be present for meetings (either physically, online or by phone).

Task Force Roles

Members

All participants agree to act in good faith in all aspects of decision making and to do your best to represent the needs of your community. This also includes behavior outside of meetings. Expectations include:

- Attend meetings in person, if possible, by phone or online if necessary, and notify staff if you have an unavoidable conflict.
- Prepare for meetings by reading materials in advance and arriving on time.

Chair and Vice-Chair

A Chairperson of the task force will lead the group and a Vice-Chairperson will serve as an alternate when needed. The Chairperson's responsibilities are to:

- Allow the facilitator to lead discussions and keep the group to time and task.
- Provides guidance and direction, when needed, on meeting agendas, content, and ideas to meet the group's goals.
- Participates fully and equally - voices objections and agreements.
- Speak for the Task Force in any requests for comment from the Task Force.

Additional Roles and Responsibilities

Metro Council: Metro Council will review Task Force recommendations as part of their solid waste fee setting and budget decision making process.

Metro staff: Metro staff will provide key policy information and context as needed to the Task Force. Staff will provide context and information for members who are unable to attend a meeting, to help ensure that members are prepared for decision-making points. Staff will aim to send materials to the Task Force digitally ahead of meetings with ample time for review. The goal for delivery of materials will be five days, with the recognition that might not be possible in all scenarios.

Facilitator: A neutral facilitator will support Task Force meeting and the group process to develop recommendations. The facilitator will be responsible for the group process, and will not advocate on behalf of any issue, interest group or member.

Public Comment

While the primary purpose of the Task Force meetings is to provide a forum for the deliberation of the Task Force, meetings will be open to the public for observation. Interested members of the public may provide comments to the Task Force members in writing and via email. All comments will be shared with Task Force members.



Solid Waste Fee Policy

Overview

Metro establishes Solid Waste fees based on principles that are generally accepted and widely followed throughout the utility industry. Three key analyses are done: 1) revenue requirement -which identifies the total revenue to fully fund the department on a standalone basis; 2) cost of service – which establishes how to distribute the costs to the end user of the service (or customer class); and 3) fee design – which develops a fee structure that generates sufficient revenue to meet the system’s revenue requirement and Solid Waste Fee pricing objectives.

Metro’s legal authority as determined by the Metro Code and Oregon Revised Statute, as well as policies adopted by the Metro Council guide solid waste fee setting. Per Metro Code 5.03.060, the solid waste fee setting process is guided by a core set of criteria used to ensure effective management of the regional solid waste system. The fee setting criteria was updated in 2018 and 2021 with the most recent criteria below.

Solid Waste Fee Setting Criteria

Fiscal Responsibility

- A. Credit Rating Impacts: The fee structure should not negatively impact Metro’s credit rating.
- B. Authority to Implement: Metro should ensure that it has the legal ability to implement the fee structure; or, if such authority is not already held, evaluate the relative difficulty of obtaining the authority. And, fees should be readily enforceable.
- C. Revenue Adequacy: Fees should be sufficient to generate revenues that fund the costs of the solid waste system, including reserves.

Accountability

- A. Reliability: Anticipated revenues used in the fee setting process should be considered stable and unlikely to deviate from financial plan expectations.
- B. Predictability: Metro fee adjustments should be predictable and orderly to allow local governments, haulers, and rate payers to perform effective planning.

- C. Transparency: Metro fee setting should be transparent, reflect policy guidance and provide visibility into the decision-making process.

Public Benefit

- A. Administration: Fee setting should evaluate the relative cost and benefits of administering the fees with financial and policy goals.
- B. Service Provision: Charges to users of the waste disposal system should be directly related to disposal services received. Fee impacts to residents of the Metro service district who may not be direct users of the disposal system should be related to other benefits received.
- C. Affordability. Fee setting should consider the economic effects and distribution of benefits on the various types of users in the Solid Waste System, including the cost of living on residential waste generators and the cost of doing business on non-residential generators, as well as the economic effect on others in the region.
- D. Consistency: Solid waste fee setting should be consistent with Metro's agency-wide planning policies and objectives, including but not limited to the Regional Waste Plan.
- E. Waste Reduction: The rate structure should encourage waste reduction, reuse, and recycling.