

# LOPEZ SOLID WASTE DISPOSAL DISTRICT REGULAR MANAGING BOARD MEETING

## MINUTES

THURSDAY, July 16, 2015  
LOPEZ ISLAND FIRE HALL MEETING ROOM  
3:00 PM to 5:00 PM

**Approved at 8/20/15 Regular Managing Board Meeting**

Board members present: Sandy Bishop, Bruce Creps, Dan Post, Judy Meyer, Jim Lombard, Tytti Langford

Board member absent: none

Others present: Facilities Administrator Gary Lawrence, Manager Dave Zapalac, SWAP Chair Sarah Eppenbach, TIOLI Chair Carol Steckler, Education and Outreach Coordinator Nikyta Palmisani

1. Sandy called the meeting to order at 3:02 PM, noting no changes to agenda.
2. **A motion was made to approve the minutes from the June 18, 2015 regular board meeting. The motion was approved 6/0/0.**
3. Board business:

**A motion was made** to approve Judy Meyer as Board Secretary with Tytti Langford as her backup when Judy cannot be present. **Motion passed 6/0/0.**

### **Treasurer's report:**

**See attachment 1.**

We agreed to continue to include the monthly financial statement with the minutes that are sent to the county.

We discussed how to prepare for the time when Bruce is no longer on the Board and whether we should start training staff to take on his responsibilities or whether we should hire a bookkeeper. We also discussed problems with LISSY (thanking Gary for doing invoices by hand after LISSY crashed) and whether we should look for different software for keeping the books. No decisions were made.

4. Staff reports and Board action if noted in report or requested:

**Manager's monthly report:**

**See attachment 2.**

David was asked to provide data from previous year's hazardous waste roundup for comparison to the numbers from this year. This information should be posted on the website. He was also asked to provide the Board with a spreadsheet showing how the prices we receive for recycled material had changed over the past year.

David has been contacted by the Northwest Products Stewardship Council about a bill being put before the WA legislature. The bill would require paint manufacturers to account for the cost of paint disposal in their initial pricing of the product. **A motion was made asking David to write Kevin Ranker in support of this legislation. The motion passed 6/0/0.**

**Administrator's report:**

**See attachment 3.**

Some information was missing from the table provided to the Board at this meeting, and Nikyta and Gary will complete the table before these minutes are finalized next month.

Last month we agreed that David, Gary, and Sandy would work with Nikyta to provide her workplan for each quarter and that the plan would be available 30 days before the start of the quarter. The plan for the whole quarter is not available yet, but for the next 30 days Nikyta will focus on the following: volunteer training and retention, Trashion Fashion workshops and show, glass campaign, work at TIOLI and recycle plaza, and develop a newsletter. The Board agreed with these priorities and discussed the newsletter, which would focus on one or two topics each time and direct readers to our website for further information. Judy and Sandy volunteered to help Nikyta with this effort.

Niikyta showed copies of the summer brochure, which is available at the Farmer's Market. An electronic version has been sent to businesses so they can print them. She also showed examples of former coffee cans that have been decorated and can be used for bulk food storage.

5. Committee reports:

**SWAP** – Sales at the Farmer's Market have raised \$1900 . Donations have been harder to get, and Sarah showed an example of a poster about the Z-wall paving designed to foster donations for specific projects. The Board agreed that a targeted request for donations like the poster is a good idea.

**TIOLI** –The committee has not met in June or July. They realize they still have a task to develop a process for dealing with individuals who do not meet the guidelines. Problems with the number of volunteers signing up were discussed.

**OPS** –A new, mobile sorting and disassembly table is needed with dedicated equipment (e.g. ,vice and power tools).. The board agreed that this was needed and noted that there

were funds in this year's budget to support that. Jim will provide a design and work with David to make this happen.

Dan explained the emergency repairs required on the truck. These were a result of a full inspection at a truck weighing station. More repairs are needed and will happen next week.

Problems with co-mingled recycling were discussed. If we are able to keep glass out of our co-mingled recycling, Skagit Recycling is likely to take it. How to deal with the high volume of clamshells was discussed, and David provided several options including: throw clamshells in the garbage, separate them out at no cost to consumer, dispose of separately (requiring purchase of a new tippler), set up a compacter (Skagit has one we may be able to lease or borrow) but that requires more space and electrical connections. OPS will consider the options and bring a recommendation to the Board next month. The Board agreed with the following principles: we don't want to landfill clamshells, and we don't want to put co-mingles in garbage. Hence we need to keep the glass out of co-mingles so we can take it to Skagit and we need to separate out clamshells. Bruce noted there were funds in the budget to purchase a 3 cubic yard tippler. **A motion was made** to approve up to an additional \$2500 to purchase either two 4-yard tipplers or a 3-yard and a 4-yard tippler. **Motion was approved 6/0/0.**

**SIGN** – This committee has nothing on their agenda. Contact Sandy if a sign is needed.

6. Other reports –

**SWAC** – has not reconvened because the county does not have an official solid waste director.

7.. Old business –

We have to provide the county with our levy request by July 24. We were guided in our discussion by a spreadsheet Bruce provided. We agreed on the following: we will continue to budget for 430 tons of garbage at \$367/ton, we don't want to cut it too close as the economy could change, we will need ~\$55,000 for paving and building addition and \$5000 for equipment. Our levy request was \$115,000 for the past two years. Concern was expressed that it is difficult to increase a levy once it has been lowered, and we have only a limited history to establish trends that would help in making budgeting decisions.

**Sandy made a motion to make a levy request for \$105,000, and forego some construction projects. The motion failed 2/3/1. Judy, Jim, Tytti opposed and Dan abstained.**

**Judy made a motion to make a levy request for \$115,000. The motion was approved 5/1/0.. Dan opposed.**

Swap has agreed to provide \$2000 for the levy campaign with a possible additional \$2000 if it is needed..

The following topics were postponed until the next regular meeting: discussion of whether and how to identify different types of customers and how to develop a long-range

financial plan that incorporates moving toward zero waste; revised guidelines for staff and volunteers; proposal for e-waste.

The meeting was adjourned at 5:05 pm. Next regular board meeting is August 20, 2015, 3 - 5 PM at the Fire Hall.

Respectfully submitted,

Judy Meyer,  
Secretary  
judym@lopezsolidwaste.org

## **ATTACHMENT 2**

### **Solid Waste Facility Manager's Monthly Report**

Date Issued: July 13, 2015

#### **SAFETY**

The corner post at the Z wall between the C and D dumpsters has been installed. Safety straps are now in place on all four Z wall dumpsters.

#### **GENERAL**

##### **OPERATIONS/ONGOING ISSUES:**

Summer hours are in effect. Traffic through the site has dramatically increased and we are very busy keeping up with the summer increase.

Work began on June 1<sup>st</sup> to replace the damaged asphalt along the Z wall with concrete slabs. On July 3 we removed the last barrier and opened all four Z wall dumpsters in time for July 4<sup>th</sup> holiday traffic. A significant amount of employee and volunteer effort went into managing the repercussions of having the Z wall partially accessible for the entire month of June.

The new entrance sign was installed at the entrance driveway at Fisherman Bay Road.

The annual Household Hazardous Waste Round-up was held on June 28<sup>th</sup> and was very successful. 9,969.5 lbs. of harmful material was hauled off of Lopez Island. We had a vehicle count of 125 and we billed \$607.50 to San Juan County for 3 tipplers worth of garbage generated at the round up. The new traffic arrangement that we implemented succeeded in keeping the the waiting line organized and off of Fisherman Bay Road.

Work is continuing on the east side clearing space for parking spaces for staff and volunteers. The County has installed new signs between the overhead doors of the road shop next door which allow for parking there on the weekends.

A local paving contractor was contacted and asked to give an estimate for the re-paving of the Z wall parking lot. We expect to have a site visit by the contractor prior to the board meeting.

#### LOOKING AHEAD:

The OPS committee has started the process of conceptualizing the roof addition on the baler shed. A local contractor was invited to be a part of the process and visited the site.

#### CUSTOMER/VOLUNTEER FEEDBACK:

We were sent an email asking why we have quit posting financials to our website. Since this had been an oversight on our part we responded and posted all quarterly financials to the website.

## ATTACHMENT 3

LSWDD - Monthly Report 07/13/15  
Nikyta Palmisani and Gary Lawrence

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Start date: June 1st, 2015

Date of report: July 15<sup>th</sup>, 2015

Total Available DOE Grant Hours: 1248

Accumulated Prior Period DOE Grant Hours Used: 1189.18

DOE Grant hours used Current Period: GL – 1.58; NP – 98.5

Purchase of Scale in Grant Hours: 15.7

DOE Grant hours remaining as of July 1<sup>st</sup>: 43.14

Hours remaining do not include Grant hours worked 6/26 to 6/30 because of the way LSWDD payroll pay period works.

	<b>2015</b>	<b>Apr</b>	<b>May</b>	<b>June</b>
<b>2015 Recycle/Reuse Tons</b>	26	34	41	
<b>2015 Garbage/Glass Tons</b>	44	41	47	
<b>2015 Recycle/Reuse Rate</b>	37%	45%	47%	
<b>2015 Garbage/Glass Rate</b>	63%	55%	53%	
<b>Volunteers Recruited Actual</b>	3	11		
<b>Potential Volunteers Contacted</b>	17	1961	28	
<b>Volunteers Trained</b>	3	2	2	
<b>Discards in Pounds</b>	183	470	1,094	
<b>Pounds Diverted through TIOLI</b>	22,039	31,568	27,476	
<b>Residential Contacts Offsite</b>	110	1961	90	
<b>Residential Contacts Onsite</b>	85	60	94	

<b>Residential Participants in Events</b>	245		
<b>Educational Contacts</b>	127	165	77
<b>Business Contacts</b>	12	12	6
<b>Business Participants</b>	12	12	6
<b>Public Presentations &amp; Events</b>	3	1	3
<b>Attendance at Public Presentations</b>	250	55	30
<b>Farmer's Market Educational         Contacts</b>		110	90
<b>Farmer's Market Booth Staffing</b>	-	5	3

Notes on Evaluation chart above:

Recycle and garbage rates fluctuate from month to month because of the timing of transportation off of Lopez. Drop boxes are not transported until they are packed and completely full. This means that in any particular month, one month's garbage or recycling as reported may contain material from the previous or next month. Weights and volume are noted when the material is moved off of the facility.

Discards are items that are taken in to the Take-It-Or-Leave-It (TIOLI) and then after a period of time discarded in the waste stream for lack of interest in the item.

### **Description of tasks according to job description and grant requirements**

Education & Outreach:

Farmers market: attended 3 Saturday's, education an average of 30 people per day (90 total)

Helped community volunteers set up recycling at the farmers market with infrastructure and volunteer staffing for set up, take down, and recycling disposal.

Gave 4 educational tours:

- CARTM board members, executive director and staff (6)
- Camp Nor'Wester teen boys, 12 and two counselors came for a tour and work party: worked for 3 hours helping organize and cull items from the TIOLI. They especially enjoyed shopping when they were done!
- 2 tours of visiting guests totaling 12 people.

## Education:

Discovery days education of elementary school kids & creation of a 3-D letter to the world. 45 children

Creative reuse salon concluded this month. Artists focused on issues of Zero Waste. Created reusable containers for bulk foods for zero waste challenge (periods of time one spends creating zero waste and documenting the process).

Took a zero waste road trip to Spokane and documented the process on the Lopez Island Dump Facebook page. 8 participating artists finalized our session with a zero waste educational collage mural at the TIOLI now on view.

Finalized summer brochure and awaiting final edits before going to print.

Summer educational campaign flyers distributed to the participating businesses in the village.

Continuing to recruit new volunteers for summer.

Continuing to educate existing volunteers and provide support, encouragement and gratitude as well as continuing education and training.