

LOPEZ SOLID WASTE DISPOSAL DISTRICT REGULAR MANAGING BOARD MEETING

APPROVED JANUARY 16, 2019

**WEDNESDAY, December 19, 2018
LOPEZ ISLAND FIRE HALL MEETING ROOM
1:00 PM to 3:00 PM**

Board members present: Clark Johnson, Rhea Miller, Judy Meyer, Larry Bailey, Clay Smith

Board member absent: none

Others present: District Manager Paul Andersson, Facilities Manager David Zapalac, SWAP Chair Kim Norton, Guest Linda Noreen

Clark called the meeting to order at 1:04 PM; no changes to the agenda were requested. Linda was asked if she wanted to say anything, and she declined.

Larry moved to approve the minutes from the November 20, 2018 regular meeting. The motion was approved unanimously.

Status Reports

Financial Officer's report: See Appendix 1 and 2 (below) The following voucher/warrants/electronic payments are approved for payment: Claim numbers 18047 through 18051 totaling \$10, 625.95 and November 2018 payroll totaling \$10,969.51.

Paul informed the board that all board members present at a meeting need to sign the claim forms, and they must be signed at the meeting. He noted that we are entering a busy period for claims.

Solid Waste Alternatives Program: Kim noted that SWAP was able to contribute over \$3700 to the cost of the new glass dumpster thanks to several generous contributions. SWAP made \$1249 from sales at two holiday bazaars. There will be a skirt workshop in March. Bags at Blossom are working well. She will check with the levy campaign committee to see if there are additional bills needing to be paid.

Solid Waste Advisory Committee: There was a presentation on bio-digesters at the last meeting (waste to fuels technology). This is unlikely to be useful to LSWDD because of the volume of waste needed. Upgrades to transfer stations on both San

Juan and Orcas are occurring. Hazardous Waste Roundup on Lopez will be Saturday, June 22, 2019. SWAC is sending a letter in support of the statewide plastic bag ban.

Staff Reports

Facility Manager's monthly report: See Appendix 3 (below). They are preparing for the likely increase in mixed paper after Christmas. Two current needs are a dry place for storing recycled textiles and a better space for Recycle Dogs to work.

Operations Committee: see discussion under Idea Pot (below).

District Manager's monthly report: See Appendix 2 (below). No current newspaper articles are in the works. The Board thanked Paul for putting the thank you ad for volunteers in the paper.

Administrator's report: See Appendix 5 (below).

Training, Education and Outreach Coordinator's report: See Appendix 4 (below). The board noted what a wonderful job Nikyta did with holiday volunteer appreciation event.

Old business

Secretary responsibilities: Using the document Judy prepared as a starting point, Paul will prepare a more detailed version for the LSWDD policies and procedures manual. He will bring it to the board in January.

New business

New Board Members: All board members have received the application from Gene Helfman. **Rhea moved that the LSWDD Managing Board request the Governing Board to approve Gene Helfman's appointment. The motion passed unanimously.** Clark will send his application with a cover letter to the Governing Board noting the Managing Board's request that he be appointed .

Diversity Recruitment: There will be two board member positions open if Gene's appointment is approved. The Board discussed ways to reach out to a broad demographic. Paul and Nikyta will work on developing a bilingual poster that can be put up around the community and a notice on Lopez Rocks.

Year in Review: Clark asked the board what was spectacular about the year, and many achievements and contributions were noted. David has kept the site running well despite the significant increase in traffic and volume of material handled, kept the staff functioning well together, and expertly handled the situation with the car over the edge of the dumpster. There have been no safety issues this year, and LSWDD has a

new, safer glass dumpster. Paul's efficient handling of finances and well-written articles in the paper have greatly helped the board. Nikyta has done an outstanding job in educating the community about zero waste and promoting the ReMake Lab. Kim's leadership has resulted in SWAP successes. Eric has done well handling TIOLI. The Recycle Dogs have helped immensely and have become an essential part of the operation. It is important that the community understands how important volunteers are to the dump's success.

End of the year loose ends: Paul outlined some of the things he will be doing in the next couple months: creating a public meetings page on the LSWDD website, continuing to develop clear guidance on policies and procedures, and bringing a new board member on board. Capital projects include improving TIOLI lighting, buying a cover for the appliances, chipsealing, and Z wall railings. The board will revisit its staff evaluation procedures at the January meeting.

Idea pot

Dump 2.0 – Creating a vision for the future: At the council meeting where our budget was approved, the council recognized that the Public Works transition would be occurring in the future, and they wanted to be sure LSWDD was preparing for this. At today's Operations Committee meeting, Clark, David, Paul, and Jim Lombard discussed some possible future scenarios, which Clark shared with the board. The discussion centered around how to take incremental steps that would increase the safety and efficiency of the site. The committee will be working on two tracks – short term and long term. Three priorities were identified for the short term: 1) Establish an area for volunteer parking so that there will not be parking between the dumpsters as well as creating a space for a covered area (perhaps a prefab metal building) in the back of the lot. 2) Have David get a commercial driver's license so he can drive the truck on the road. 3) Consider purchasing a small truck that could be used for textile dry storage and a means to take textiles to the mainland. Paul will investigate the cost of such a vehicle. These ideas will be refined and a document presented to the board at its January meeting. Paul will take the lead on developing this.

The meeting was adjourned at 3 pm. The next regular board meeting is January 16, 2019.

Respectfully submitted,



Judy Meyer,
Secretary
judym@lopezsolidwaste.org

Appendix 1

LSWDD			
Profit & Loss Budget vs. Actual			
January through November 2018			
	Jan - Nov ...	Budget	% of Budget
Income			
SJC Capital Grants (6671.337.00.00.4017)	5,000.00		
Tax Levy Revenue (311.10.00.0000)	103,785.90	104,262.00	99.5%
Leasehold Tax Revenue (317.20.00.0000)	285.25		
Timber Harvest Tax Revenue (317.40.00.0000)	18.85	0.00	100.0%
Excise Tax Revenue (318.45.00.0000)	57,022.62	64,211.00	88.8%
Garbage Tip Fee Revenue (343.70.00.0000)	172,579.60	159,204.00	108.4%
Recyclables Sales Revenue (343.70.00.0001)	11,703.00	14,274.00	82.0%
Recyclables Tip Fee Revenue (343.70.00.0002)	8,638.50	8,403.00	102.8%
Investment Interest, LGIP (361.11.00.0000)	3,131.05	913.00	342.9%
Donations (367.00.00.0000)	4,402.57	0.00	100.0%
Cash Over (Short) (369.81.00.0000)	-6.60	0.00	100.0%
Late and NSF Fees, Penalties (369.90.00.0000)	0.60	0.00	100.0%
Refuse Tax (386.37.00.0000)	6,196.98	5,706.00	108.6%
Total Income	372,758.32	356,973.00	104.4%
Gross Profit	372,758.32	356,973.00	104.4%
Expense			
Wages (537.00.10.0000)	137,068.99	142,924.00	95.9%
Overtime (537.00.10.0001)	0.00	0.00	0.0%
FICA (537.00.20.0001)	10,485.83	10,934.00	95.9%
L&I (537.00.20.0002)	6,137.97	8,007.00	76.7%
Retirement (537.00.20.0003)	13,933.59	15,722.00	88.6%
Medical Benefits (6675.537.00.20.0020)	8,250.00	8,250.00	100.0%
Personnel Benefits (537.00.20.0009)	195.08	264.00	73.9%
Office & Operating Supplies (537.00.31.0000)	3,342.71	3,208.33	104.2%
Fuel (537.00.32.0000)	3,173.26	3,720.00	85.3%
Small Tools & Equipment (537.00.35.0000)	3,090.41	4,583.33	67.4%
Accounting and Professional (537.00.41.0000)	9,310.10	6,400.00	145.5%
Advertising and Public Outreach (537.00.41.0000)	185.55	1,000.00	18.6%
SJC Admin. and Legacy Fees (537.00.41.0099)	26,828.94	18,936.00	141.7%
Communications (537.00.42.0000)	1,217.51	2,354.00	51.7%
Travel (537.00.43.0000)	325.50	1,200.00	27.1%
Taxes, Other (537.00.44.0000)	2,774.73	1,796.00	155.4%
Rentals and Leases (537.00.45.0000)	2,100.00	2,200.00	95.5%
Insurance (537.00.46.0000)	12,110.62	14,921.00	81.2%
Utility Services (537.00.47.0000)	697.13	913.00	76.4%
Garbage Tip Fees Paid (537.00.47.0001)	47,140.85	48,658.00	96.9%
Garbage Transportation Exp. (537.00.47.0002)	9,858.70	8,931.00	110.4%
Recyclables Tip Fees Paid (537.00.47.0003)	1,050.60	1,101.00	95.4%
Recyclables Transportation Exp. (537.00.47.0004)	8,199.80	8,617.00	95.2%
Reclamation-Disposal Fees Paid (537.00.47.0005)	3,121.48	4,232.00	73.8%
Repairs and Maintenance (537.00.48.0000)	1,403.52	11,000.00	12.8%
Fees & Dues (537.00.49.0001)	1,321.49	400.00	330.4%
Hazardous Waste Exp. Allowance (537.00.49.0002)	52.00	250.00	20.8%
Permits and Licenses (537.00.51.0000)	2,313.50	2,013.00	114.9%
Refuse Tax Payment (586.00.44.0000)	6,355.65	4,734.00	134.3%
Debt service, Principal (591.37.70.0000)	9,857.74	9,570.00	103.0%
Interest Expense (592.37.80.0000)	295.74	580.00	51.0%
Facility Improvements (594.37.63.0000)	13,666.58	10,087.00	135.5%
Computer and Software Exp. (594.37.64.0000)	570.93	693.00	82.4%
Machinery and Equipment (594.37.64.0001)	0.00	0.00	0.0%
Total Expense	346,436.50	358,188.66	96.7%
Net Income	26,321.82	-1,215.66	-2,165.2%

Appendix 2

Board Materials – 12/19/18

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Financial Officer's Report

1. Financial Updates – Monthly and YTD summary:

Summary:

We were 11% above budgeted revenues for November. We are at 104% of budgeted revenues for the year to date. November expenditures were 26% below budgeted. Year to date expenditures are 3% below budget.

We are holding \$200,000 in investments.

At the end of November we had \$47,100 in our cash account; \$247,100 total.

(Reference Income Statements and Statement of Cash Flows attached.)

2. Claims and Payroll

Claims and Payroll requiring board signature include:

18047 – 1,393.03

18048 – \$477.91

18049 – \$7178.46

18050 – \$410.38

18051 - \$1166.17

3. Discussions

2018 Ending Cash– update on our proximity to predicted ending cash.

Manager's Monthly Report

1. Actions

NONE

2. Discussions

a. 2018 loose ends wrap-up

i. Website –

- a. Paul will publish a “Public Meetings” web page listing all planned dates for board meetings in 2019.
- b. Paul will double check that minutes are updated and that bylaws are published

ii. Capital Projects

- a. TIOLI lighting not complete – electrician has been contacted, planned for 2019
- b. Z-wall railing fabrication and dumpster skirts delayed to 2019

iii. Procedures –

- a. Secretary roles and monthly procedures update
- b. New board member on-boarding procedure update

b. Dump 2.0 Strategic Planning – A “Table of Contents” for a strategic plan

- i. Funding – capital needs, grants, donations, revenue increases
- ii. Budgeting – staffing needs, maintenance needs, revenue needs
- iii. Operations – develop three site layout options with Ops Committee
- iv. Communications – branding this effort as a positive community development

Management Committee Report

COMMITTEE DID NOT MEET

Admin Committee Report

COMMITTEE DID NOT MEET

PR Committee Report

COMMITTEE DID NOT MEET

TIOLI Committee Report

COMMITTEE DID NOT MEET

Plastics Solutions Committee Report

Committee met on December 10th. Nikyta will provide a report on meeting discussion.

Appendix 3 Solid Waste Facility Manager's Monthly Report

Date Issued: December 15, 2018

SAFETY.

The truck brake actuator that failed last month has been replaced with a new unit. Despite the difficult timing of the needed repair with the heavy holiday traffic, our drivers were able to get reservations and haul the garbage without any disruption to operations.

GENERAL

OPERATIONS/ONGOING ISSUES:

Traffic continues to be fairly heavy on Sundays, particularly at TIOLI where furniture items continue to arrive by the truckload.

A series of Winter storms with high winds has hampered operations for the past week. Staff has had to allow extra time preparing the site for winds during opening hours and securing the site after closing.

Gary was able to take a stormwater sample this past week for the quarterly stormwater report.

The Recycle Dogs continue to provide the operation with excellent support in the area of metals processing. Their efforts have now become a vital part of operations as LSWDD's intake of scrap metal items continues to grow.

Textile recycling as a result of TIOLI intake still remains high with shipments to Goodwill Industries roughly every three weeks. This is definitely one area of operations that the Operations Committee can look at for increasing efficiency. Handling and storage of bagged textiles has become increasing problematic and time consuming when volumes are this high. Lopez Island Freight is not always able to haul the textiles for us as often as needed and extra storage area in the baler shed is at a premium.

Skagit River Steel and Recycling prices are as follows:

Corrugated Cardboard \$40/ton (unchanged)

Aluminum cans \$0.34/lb. (unchanged)

Bulk appliances \$30/ton (unchanged)

Stainless steel \$0.32/lb. (unchanged)

Irony Aluminum \$0.07/lb.

Lead acid batteries \$0.17/lb.

Note: Paper recycling cost was \$731.25 for the month of November.

CUSTOMER/VOLUNTEER FEEDBACK:

Many customers have remarked that they appreciate the convenience of the new red tippler in the recycle plaza, however its use still remains low overall. The tippler does make it easier for the second shift volunteers and staff to close at the end of the day.

Brian Silverstein has suggested that LSWDD use one of the Eycled tv screens to run a continuous loop of informative videos for the customers in the recycle plaza. The video displayed would focus on reducing plastic consumption.

Appendix 4 Training, Education and Outreach Coordinator

November 2018 Board Report

Training / Volunteers:

Metrics: 93% shifts filled.

Training & Recruitment:

- 4 new volunteers recruited, 2 scheduled to be training in December
- 1 new volunteer trained
- Just a note that this month unique volunteers were back up to 16 in recycle plaza and 19 in TIOLI, and we continue to recruit new faces!

Education:

- TEOC participated in the WSRA school skill share roundtable at our quarterly meeting on Nov 20 and shared Lopez school's paper towel diversion project. The working group continues to be impressed with our community, and many ask to model and replicate our programs.
- ReMake Lab is still working on drying #1 PET, and with suggestion from ORS, we may try to shred ABS and turn that into filament.
- On Site signs working to inform and educate customers about new glass dumpster, new red tippler for ½ bags of paid garbage, Recycle plaza reuse center that moved.
- In our newsletter, public was informed about multiple streams of diversion into community reuse projects: blankets to the fire station to wrap patients in who are flown off, mugs to Lopez Coffeeshop, reusable bags to blossom bin, t-shirts to skirts.

Events:

- First Fix it Café happened on November 12 at Grace Hall. Next one is in the planning stages, with projected date around the beginning of February.
- Winter Volunteer Appreciation party planning for Dec 13. SWAP has been very supportive and enthusiastic. Year in Review slideshow was made to show an overview of many of our programs and changes.

Outreach:

- "Plastics Free Salish Sea" Mini Documentary released Dec 5. Shown widely all over the county, spread on our FB page and in our newsletter . Very well received.
- Fall Newsletter sent out with great tips and updates on new on site equipment and changes, as well as stories high lighting the recycle dogs.

Ongoing:

- **Lopez Island Tool Lending Library** Committee planned meeting for Dec 13.
- **PR Committee** published 1 newspaper articles, Y2Z programming, and current FB.
- **Plastics Committee:** will meet Dec 12.
- **TIOLI:** looks better than ever thanks to Georgeane and Monte and other awesome volunteers!

November 2018 Volunteer Analysis

Volunteer Hours/Rate	
Potential Volunteer Shift Hours	Number of Open Days
260	13
Total Shift Hours Volunteered	Total Shift Participation Rate
241.8	93%
Potential TIOLI Shift Hours	Potential Recycle Shift Hours
130	130
TIOLI Shift Hours Volunteered	Recycle Shift Hours Volunteered
154.25	87.50
TIOLI Participation Rate	Recycle Participation Rate
119%	67%
Special Project TIOLI	Special Project Recycling
7.0	18.0
Total Hours Volunteered	
266.75	

Unfilled Shifts	
All Shifts	
Total	104
Unfilled	22
% Filled	79%

Tioli Shifts	
Total	48
Unfilled	5
Filled %	90%

Recycle Shifts	
Total	48
Unfilled	17
Filled %	65%

Number of Shift Volunteers Participating	
TIOLI	19
Recycling	16
Total	35

Appendix 5 (See next pages)