

LOPEZ SOLID WASTE DISPOSAL DISTRICT REGULAR MANAGING BOARD MEETING

MINUTES

THURSDAY, MAY 21, 2015
LOPEZ ISLAND FIRE HALL MEETING ROOM
3:00 PM to 5:00 PM

Approved at 6/18/2015 Regular Managing Board Meeting

Board members present: Sandy Bishop, Bruce Creps, Dan Post, Tytti Langford

Board member absent: Judy Meyer, Jim Lombard

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

1. Sandy called the meeting to order at 3:07 noting no changes to agenda.
2. **Motions were made to approve the minutes from April 16, 2015** regular meeting, the special board meeting 4/24/2015 and the special meeting 5/16/2015. **All motions approved 4/0/0.**
3. Board business:

Treasurer's report:

See attachment 1.

Items for payment were approved and signed.

Bruce proposed that all non-cash contribution requests from SWAP come via the LSWDD manager/or board, either at budget time or during a board meeting, with specific dollar amounts asked for. **Approved 4/0/0.**

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

Manager's monthly report:

See attachment 2.

2 bids for Z-wall construction were received. **Bruce proposed** that David be authorized to expend up to \$23,000.00 plus tax for lower lot concrete work as put out to bid, and that he verify both bids are to our original spec and/or Alternate A and/or Alternate A with larger rebar and that Sandy review the contract. **Approved 4/0/0.**

It was noted that the board has stated at previous meetings that we would like to make the outreach and education a permanent position after the June 30, DOE grant is expended.. The board acknowledged the manager's request for 32 hours in the summer and 24 in the off season. Prior to a vote a full job description and a more comprehensive analysis of the financial implications will be submitted to the full board. These will be presented at the next board meeting. Bruce and Sandy volunteered to meet with David to prepare.

Administrator's report:

See attachment 3.

The volunteer appreciation BBQ will be held at Hummel House grounds on 6/5/2015. Gretchen Wing is writing an article for 6/2/2015 The Weekly on volunteers.

Sandy proposed that we approve up to \$500.00 from SWAP to cover the cost of food and beverages for the BBQ. **Approved 4/0/0.**

The employee and volunteer guidelines were discussed and will be clarified before approval.

The WSRA Recycle Award was shown to the board along with the SJC Council paper certificate. They will be on display at the kiosk. Nikyta and Dave gave a summary of the events and reported that there was great interest and enthusiasm for the Lopez model of recycling. The board expressed appreciation to David and Nikyta for attending.

5. Committee reports:

OPS – was covered in the managers report

TIOLI – Put two volunteer appreciation days in the SWAP budget. Becca will take car seats and recycle them. TIOLI will store them. At the time when they are no longer being taken for recycling, the board will need to consider/approve a \$4.00 garbage fee to dispose them.

SIGN – The new signs are much appreciated by customers.

SWAP – The Trashion/Fashion show will be on Sunday, 8/9/2015 at 5:30 pm.

6. Other reports -

The County Council discussed an award of \$1,800.00, to the Lopez Chamber for comingled and garbage collection by San Juan Sanitation. LSWDD will be in contact with San Juan County Parks and the Chamber to discuss the details.

7. Old business – none
8. New business – Tytti will take the training for records maintenance. All board members are required to take Washington State’s two new OPMA training sessions.
9. Meeting was adjourned at 5:07 pm. Next regular board meeting June 18, 2015.

Respectfully submitted,

Tytti Langford,
Secretary
tyttil@lopezsolidwaste.org

Attachment 1 See attached pdf document

Attachment 2

Solid Waste Facility Manager's Monthly Report

Date Issued: May 17, 2015

ITEMS NEEDING TO BE ADDRESSED/DISCUSSED BY THE BOARD

Employee Guidelines

In response to guidelines for volunteer conduct and appearance being adopted by the TIOLI Committee, Employee Guidelines for Conduct and Appearance have been drafted. The Manager requests that these guidelines be approved and adopted by the Managing Board.

Personnel Requirements

On December 31st, 2015 Lopez Solid Waste lost the equivalent of 1 full time employee when Page Read And Larry Eppenbach’s terms on the managing board expired. Both Page and Larry spent a significant amount of time on site during open hours helping with the operation of the facility. Their direct labor

allowed the facility to get organized, run more smoothly and make many improvements. During the grant period, Nikyta Palmisani has been present at the TIOLI managing the intake of items, educating the public, and providing guidance and leadership to the staff of TIOLI volunteers. As a result, TIOLI has been operating smoothly and with much less waste to discard, even though usage of the facility has been increasing and meager volunteer participation has persisted.

It has long been the desire of the people associated with creating and sustaining the TIOLI operation, that it should be directed and operated by volunteers. Though the concept of the TIOLI space remains the same, it's popularity has increased to the point where, without adequate and continuous leadership on site, the operation can get beyond control very rapidly. Data collected by Nikyta has shown that TIOLI receives an average of 1,400 pounds of donations each three hour period it is open. It should also be noted that the equivalent amount of donations need to leave the facility during roughly the same time period in order for the concept to work. The logistics of moving all of these items in (mostly by vehicle) and out (mostly on foot) creates a situation that requires intense oversight in order to maintain safety and smooth traffic flow at the site. This is compounded in the Summer when visitors, many of whom are unfamiliar with the flow of traffic, are meandering in and out.

The DOE grant that provides funding for Nikyta's position will expire June 30th. As manager, I feel that the increase in usage of TIOLI, as well as the increase in business that the rest of the operation is experiencing, warrants the creation of a permanent position for Nikyta. This position would allow her to continue her oversight at TIOLI when needed as well as perform other tasks vital to operations, such as filling in as cashier and directing traffic. Furthermore, I believe that creating a position that would allow Nikyta to continue her work in public education and outreach is absolutely vital to the District's efforts to move towards zero waste. The need for this position is further reinforced by the fact that we will be entering the busy Summer season soon without the additional volunteer support of Page Read and Larry Eppenbach that we were fortunate enough to have last Summer.

I am recommending that the Board consider the creation of and approval of funds for a position at 32 hours per week for the Summer open period. This would allow 18 hours on site per week and 14 hours of educational and public outreach activities.

During the rest of the year I am recommending a total of 24 hours per week be approved. This would allow 12 hours on site per week and 12 hours of educational and public outreach activities.

The additional costs to LSWDD is estimated as follows with the above hours and a wage of \$20 plus benefits of \$4:

2015

July 1st to Sept 21st	\$8,996.57
Sept 22nd to Dec 31st	\$8,228.57
Total 2015	\$17,225.14

2016

Spring/Fall/Winter	\$22,299.43
Summer	\$10,093.71
Total 2016	\$32,393.14

SAFETY

An eye wash station has now been located at the north end of the pay kiosk. A sign will be ordered to identify it's location.

Bright yellow straps have been hung across the fronts of dumpsters A and B. We have straps for C and D but they have not yet been installed as it requires a welding project. Only one negative comment has been received.

GENERAL

OPERATIONS/ONGOING ISSUES:

A total of 4 requests for bids went out the last week in April for the Zwall concrete pads. One off island contractor saw the notice on Lopez Rocks and came by to pick up the bid documents and view the site . Another Lopez contractor picked up a bid package late (5/17). We have received no bids to date but one of the recipients has indicated that he intends to respond by the weekend of May 17.

We are currently holding 9 bales and monitoring prices to determine when we will ship these to Skagit Steel.

We need to transport the appliance steel bin to Skagit River Steel in the next 10 days. This will allow us to relocate the appliance bin on return to the north east corner. We will then relocate the #2 Cloudy plastic bin to where the appliance steel was located.

Additionally, we are relocating the roll-off truck parking to the area below the Zwall. This will allow us to move the tool bin to the former truck parking spot. Finally we will move the E-cycle bin to where tool bin was.

These relocations will put all recycling in the within the boundaries of the recycle plaza. It will free up TIOLI visitor parking as volunteers can now park along the east boundary and will allow limited parking in the area on the east end of the Zwall area for overflow TIOLI loading/unloading.

LSWDD - Monthly Report 05/14/15
Nikyta Palmisani and Gary Lawrence

Start date: April 1st, 2015

Date of report: May 15th , 2015

Total Available DOE Grant Hours: 1248

Accumulated Prior Period DOE Grant Hours Used: 955.89

DOE Grant hours used Current Period: GL – 9.59; NP – 178.50

Purchase of Scale in Grant Hours: 15.7

April Overtime adjustment: 7

DOE Grant hours remaining as of May 1st: 269.43

2015 Apr-15

2015 Recycling/Reuse	28 Tons
2015 Recycle/Reuse Rate	39%
2014 Recycle/Reuse Rate	57%
2015 Garbage/Glass	44 Tons
2015 Garbage Rate	61%
2014 Garbage Rate	43%
Volunteers Recruited Actual	3
Potential Volunteers Contacted	17
Volunteers Trained	3
Discards	183
Pounds Diverted through TIOLI	22,039
Residential Contacts Offsite	110
Residential Contacts Onsite	85
Residential Participants in Events	245
Educational Contacts	127
Business Contacts	12
Business Participants	12
Public Presentations & Events	3

Attendance at Public Presentations

250

Farmer's Market

-

Notes on Evaluation chart above:

2014 Recycle/Reuse Rate is heavily skewed because 2 mixed paper bins and both appliance steel and steel bins were sent out for recycling. This also effected the 2014 Garbage Rate as well.

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 may contain material from the previous and/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.

Lopez Farmers Market begins in May.

Description of tasks according to job description and grant requirements**Education:**

Great Islands Clean Up: 110 participants, 2165 lbs of road and beach trash collected, 624 of that recycled, with a 35% reduction in waste. It was a *very* successful event. 14 people participated in the pre-event yoga class.

Watch the slideshow here: <http://youtu.be/YOV9wrWyli8>

Nikyta did Outreach and Education to the Transitions Group for their Climate Change lecture series following a video from the "Living Dangerously" Series. Approximately 35 people in attendance, excellent audience participation and feedback.

Lopez School: as part of Earth Day, created curriculum and designed age appropriate activities to teach the 3R's to Kindergarten, 1st and 2nd Grades individually through art, music, theater, and discussion. Youth loved it. Approximately 69 students in these classes cumulatively.

Facilitated the Earth Day assembly at Lopez School for grades K through 5. Approximately 115 students participated, including the Robotics Club. This event was the culmination of several months of planning with the Robotics Club around Electronics waste education and research. Nate Zapalac fulfilled his community service hours by creating a set for the robotics course out of recycled e-waste that lit up with LED's. He also edited the video we created for the Earth Day assembly. See the video here:

<https://www.youtube.com/watch?v=ImWMIbldbkM>

The Robotics Club also did a live demonstration where the robots followed the same course design to open up the dialogue with students to include more R's: Repair, Rethink, Redesign. All the students loved this too! See photos attached.

Lopez Talks: Nikyta gave 4 minute talk on Planned Obsolescence as a design issue that is creating unnecessary waste using a printer and ink cartridges as a prime example. The focus of this short talk was to encourage citizens to support Extended Producer Responsibility in both policy and voting, as well as thinking and buying smart towards Zero Waste.

Volunteer Recruitment

We have been actively focused on volunteer recruitment: 4 new volunteers have been recruited this month, 6 applications have been given to potential volunteers, and an additional 12 people have stayed informally to help at the TIOLI and encouraged to become formal volunteers. 2 of these are youth who lend a hand while their parents are shopping!

The TIOLI committee has agreed to write a newspaper article around the weighing and data collection efforts and resulting averages to thank the informal volunteers who stayed after we closed on May 6 and 9th, and to encourage more islanders to volunteer as we head into summer months.

David and Gary organized a Texas BBQ Volunteer Appreciation Party scheduled for June 5 at Hummel House.

Business consultations:

Blossom requested a recycling and waste reduction consultation. Currently, they are paying San Juan Sanitation \$250-300/month for co-mingled recycling, 75% of which is cardboard. We have been looking for solutions to their transportation issues and have recommended that a mini-baler, similar to what the South End General Store uses may be a first step for them. We are continuing to work with them and look for more long-term solutions as they plan to open a much bigger store at the beginning of 2016.

Working with Midnight's Farm on recycling and waste reduction consulting for their field house which is for short term stays. We are experimenting with best practices in signage and verbiage to educate and inform guests about

LSWDD's award winning facilities and the culture around responsible waste disposal, recycling, and reuse on Lopez.

To this end, Gary and Nikyta are creating a tri-fold brochure for summer rentals. This will educate short term stay guests about our programs, and encourage a visit to our facilities. We will be promoting VOLUNTOURISM to the short time visitors by asking them to become involved as a volunteer even for one day. This will need board approval before it gets sent out to rentals. We will send it digitally when the first draft is completed for review and approval.

Nikyta is working with the small business salon to create a village wide education campaign that informs summer tourists why there are no public trash cans, to encourage clean recycling, to discourage illegal dumping (or stashing of trash) and to inform visitors of the location and the open hours of LSWDD. Jim Lombard and Kate Scott are working with Nikyta for adding creative graphics.

Nikyta is joining SWAP at the farmers market for the next 5 weeks to achieve the grant objectives. She will be focusing on education and volunteer recruitment.

As part of business consultation, we are helping the farmers market to have onsite recycling. We are working with the farmers market board in creating an infrastructure for this to become a reality.

David and Nikyta created a power point presentation for the WSRA Awards banquet which the board will review in the special meeting to take place on May 16. We are looking forward to the industry specific education, networking, and information sharing opportunities the conference offers.

David and Nikyta gave an educational tour to the Realms students who did volunteer work projects as part of their Lopez visit. One student focused his research project on LSWDD and interviewed both David and Nikyta. See their adorable 2 minute response to our facility here: <https://www.youtube.com/watch?v=yFQ-ENRX9LU>

Purchased a 700 lb capacity scale with digital readout and the ability to link with a computer for weighing items taken into the TIOLI as part of the grant.

CUSTOMER/VOLUNTEER FEEDBACK:

There have been no requests for information through our info@lopezsolidwaste.org email address or the TIOLI suggestion box for the time period.