LOPEZ SOLID WASTE DISPOSAL DISTRICT REGULAR MANAGING BOARD MEETING

MINUTES

THURSDAY, June 16, 2016 LOPEZ ISLAND FIRE HALL MEETING ROOM 3:00 PM to 5:00 PM Approved 7/21/16

<u>Board members present</u>: Sandy Bishop, Bruce Creps, Judy Meyer, Jim Lombard, Dan Post, Tytti Langford <u>Board member absent</u>: David Williams <u>Others present</u>: Facilities Manager David Zapalac, Facilities Administrator Gary Lawrence, Training Education and Outreach Coordinator Nikyta Palmisani

- 1. Sandy called the meeting to order at 3:01 PM, noting no changes to the agenda.
- 2. Dan moved to approve the minutes from May 19, 2016. Bruce stated the total claims should be \$5755.37. With that correction, the minutes were approved unanimously.

Dan moved to approve the minutes from May 26, 2016. Bruce noted that in item 2, the estimated soil removal stated should be more than 200 cubic yards, not 100 cubic yards. **With that correction, the minutes were approved unanimously.**

Dan moved to approve the minutes from June 2, 2016. The minutes were approved unanimously.

3. Board business:

Treasurer's report:

See Appendix 1 (below). Year-to-date (YTD) Garbage Tip Fee Revenue (115% of budget) is close to even with YTD Garbage Tip Fees Paid (117%), which means that we are close to our budgeted \$360 net revenue per ton of garbage. YTD Taxes, Other and Refuse Tax Payment are high because the county wasn't able to book our 4th quarter 2015 expenses in 2015; thus they are in 2016. Donations are high because SWAP's year-end 2015 donation of \$2,000

didn't arrive until January. Machinery and Equipment expense is high because the 2015 tippler purchase of \$2,157 didn't get completed/billed until January.

Bruce gave us the opportunity to cast a vote for Enduris Board of Directors. We declined to take the opportunity.

The following voucher/warrants/electronic payments are approved for payment: Claim numbers: 16022 through 16025, totaling \$38,706.96. Payroll dates: 4/26/16 through 5/25/16 totaling \$8096.41.

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

Manager's monthly report: **See Appendix 2** (below). Phase 1 of the construction project has begun with 5 truckloads of soil removed and transported by Dan. Holes have been cut for the railing, materials are in, and the railing will be complete by June 21. Yesterday was Gary Vaughn's first day as Operations Assistant. In general, the paving went very well. One person tripped on a small lip in the paving, but was not injured. David will smooth out the lip. We discussed whether to make an ADA parking space. We will put this on the agenda for next month after we have more experience with the new parking arrangements.

Training, Education and Outreach Coordinator's report: See Appendix 3 (below). Nikyta hopes to continue working with the same group of students next year. After learning that the volunteers polled do not see a need for the proposed 30 minute training session, we discussed other training options and concluded making a training video and/or powerpoint presentation and putting updates on the website would be a good way to proceed. Training can be labor intensive, and we need to evaluate whether we are using resources wisely to seek more volunteers (which require training) rather than hiring more staff. We will return to this topic in a future meeting.

Administrator's report: See Appendix 4 (below).

5. Committee reports:

Operations: Mark Herrenkohl has what is needed for the agreement on parking modifications to go to County Council for their approval. We have to change the interlocal agreement. Judy moved that we authorize the **Management Team (Sandy, Bruce, David Z) to review the interlocal agreement and either approve it or call a special board meeting if significant changes are needed. The motion passed unanimously.** Operations has decided not to do the covered storage project this year. They propose doing it next year, although they still need to decide on a specific plan. This project will be in next year's budget so we need to identify the amount needed for the project by July. For budget discussions we also need to make a

decision whether to expand days or hours and whether we need to hire more staff.

Management did not meet.

Administration has no issues to report.

Take It Or Leave It: The textile mural will go up July 1. TIOLI is cleaner and more organized than ever before!

Public Relations: The committee continues to work with Ann Palmer on the website. We met twice to draft the ad and article for the paper. The Board agreed that we did not need a longer article in the paper, but that a temporary large banner or sign that can be easily read by folks driving by indicating our new days and hours is needed. Nikyta and Sandy agreed to work on it.

6. Other reports –

Solid Waste Alternatives Project: Trashion-Fashion moves along. November 12th is the Trash to Treasures Chili Dinner Auction date.

Solid Waste Advisory Committee: Tytti moved that David Z replace Sandy as our representative on this committee. The motion passed unanimously.

7. Old business –

Do we support the proposal to ban single-use plastic bags in San Juan County? Each person voiced his/her opinion on the subject. The board recognizes that both plastic and paper bags have significant environmental costs. If banning single use plastic bags results in increased consumption of paper bags, the ban will be less effective in reducing our impact on the environment. Bellingham has had positive results with a ban on plastic coupled with a charge for paper; it has resulted in people bringing their own reusable bags. That is the result we wish to see in San Juan County. Tytti moved that we ban single use plastic bags. All voted against the motion. Dan moved that we don't participate in a plastic bag ban. Dan voted for it, the rest of the board voted against it. Bruce moved the following: The Managing Board of the Lopez Solid Waste Disposal District supports a ban of single-use plastic grocery bags in San Juan County combined with a fee for single-use paper grocery bags. The motion passed with 5 yes and 1 (Dan) no vote.

We agreed to postpone to our July meeting the discussion of our options when parking is no longer available at Public Works on Fridays.

8. New business: We agreed to extend the meeting to 5:30 to discuss the following:

We began a discussion of the levy. We will need to decide on the amount at our July meeting. Operations will need to make recommendations on staffing for that meeting. We agreed to have a special meeting from 4-5 PM on July 13 for preliminary budget discussions. Judy will find a place for that meeting.

Tytti agreed to identify a person who is willing to head up the levy campaign committee. Rhea Miller has done it in the past and will do it again if we use the same materials.

We began a discussion of the board transition when the terms of Sandy, Bruce and Dan are over. We identified several duties of LSWDD and discussed whether these should be board or staff responsibilities. We agreed that the target for volunteer board member participation should be around 3 hours per week.

Financial (dealing with county treasurer and state auditor): we agreed that staff should be responsible with oversight from the board. Bruce will meet with David Z and Gary to discuss how to meet this staff responsibility.

Administration (policy and procedures): oversight is board responsibility Leadership (council/governance, SWAC, DOE): board and staff (SWAC) Operations: staff with board consultation

We need to begin identifying possible board members with the expertise needed to fill these board responsibilities.

Jim stated that he will step down from the board at the end of the month. The board accepted his decision reluctantly, recognizing how valuable his skills have been, and with a big thanks for all of the work that he has done.

Tytti noted she sought more responsibility. The board recognized her important contribution as acting secretary when Judy is gone and noted it would be helpful if she could be our liaison with TIOLI and SWAP.

Meeting was adjourned at 5:33 pm. There will be a special board meeting about the 2017 budget on July 13, and the next regular board meeting is July 21, 2016.

Respectfully submitted,

Judy Meyer, Secretary judym@lopezsolidwaste.org

APPENDIX 1

06/08/16

LSWDD Profit and Loss Budget vs. Actual January through May 2016

	Jan – May '	Budget	% of Budget
Income			
Tax Levy Revenue	68,118	68,523	99%
Excise Tax Revenue	18,229	17,755	103%
Garbage Tip Fee Revenue	52,342	45,647	115%
Recyclables Sales Revenue	5,122	4,044	127%
Recyclables Tip Fee Revenue	2,014	2,529	80%
Donations	2,427	250	971%
Cash Over (Short)	-0		
Refuse Tax	1,812	1,644	110%
Total Income	150,063	140,392	107%
Expense			
Wages	39,748	47,135	84%
FICA	3,041	3,606	84%
L&I	2,175	2,640	82%
Retirement	4,172	4,242	98%
Personnel Benefits	30	275	11%
Office & Operating Supplies	605	2,085	29%
Fuel	428	1,518	28%
Small Tools & Equipment	688	3,125	22%
Accounting and Professional	1,465	2,000	73%
Advertising and Public Outr	0	415	0%
SJC Admin. and Legacy Fees	7,713	7,250	106%
Communications	555	835	66%
Taxes, Other	980	379	259%
Rentals and Leases	990		
Insurance	10,653	9,654	110%
Utilitiy Services	262	375	70%
Garbage Tip Fees Paid	12,396	10,602	117%
Garbage Transportation Exp.	1,783	2,480	72%
Recyclables Tip Fees Paid	799	1,240	64%
Recyclables Transportation	1,693	2,213	76%
Reclamation-Disposal Fees	542		
Repairs and Maintenance	0	5,000	0%
Fees & Dues	110	85	129%
Permits and Licenses	2,059	1,250	165%
Refuse Tax Payment	2,247	864	260%
Debt service, Principal	9,292	9,292	100%
Interest Expense	862	862	100%
Facility Improvements	8,835		
Computer and Software Exp.	47		
Machinery and Equipment	2,157	2,085	103%
Total Expense	116,326	121,507	96%
Net Income	33,737	18,885	179%

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APPENDIX 2

Solid Waste Facility Manager's Monthly Report

Date Issued: June 12, 2016.

SAFETY

New safety straps have been installed at the Z wall. A new two-way radio has been purchased for the pay kiosk. This radio is permanently mounted above the computer and has an external antenna mounted on a pole above the kiosk roof for better transmitting and reception.

GENERAL

OPERATIONS/ONGOING ISSUES:

The Z Wall asphalt pavement project was completed on schedule and within bid with no disruption to business operations. The contractor has recommended waiting one year before applying a seal coating. Extra material was added to the perimeter of the existing surface to increase the driveway width and the parking area. Extra material was also added to decrease the slope at the TIOLI loading zone. Additionally, the potholes in the upper lot were filled.

While the pavement project was underway, work on the water system was also occurring. Thanks to Lopez Sand and Gravel and the use of their water tank and truck, the pavement work was able to continue on schedule even though the water well was out of service. Rain has occurred since the pavement was completed and the surface appears to be draining well.

Nine parking stops were purchased from Lopez Ready Mix and are in place in the Z Wall parking lot. Striping should be finished within the next week, weather permitting.

Gary Vaughn was hired for the temporary position of Operations Assistant. Gary is one of our dedicated TIOLI volunteers who, in addition to being a marathon runner, also has experience as a forklift operator. The staff is looking forward to having Gary join our team this summer. Gary's first day as an employee will be June 15th.

Excavation of the first phase of the east lot expansion project will begin the week of June 12th, weather permitting. Public works has ordered the first loads of fill materials and ecology blocks which will allow us to complete Phase One of the project.

Recycling prices in May for materials delivered are as follows:

Corrugated Cardboard decreased by \$5 to \$48/ton.

Aluminum cans were up \$.02 to \$.32/lb.

#2 HDPE Cloudy increased by one cent to \$.09/lb.

Irony Stainless Steel brought \$.15/lb.

Bulk Appliance Steel doubled in price to \$30/ton, but SRSR has said that this was a short-lived increase and prices for steel are back down to where they were a couple of months ago.

CUSTOMER/VOLUNTEER FEEDBACK:

Many customers have expressed that they are pleased with the new pavement. With regards to the change in operating days, most every customer who has commented has expressed approval and many have remarked that it is a good thing that LSWDD is addressing the congestion problem on Fisherman Bay Road.

APPENDIX 3

May Board Report: Training, Education and Outreach Coordinator

Training / Volunteers:

<u>Metrics</u>: 110% shifts filled for. Goal was 88%. High participation in TIOLI shift hours increased the total participation rate to above 100%. This seems to be because volunteers are encouraged to jump in and help to fill empty shifts while visiting the TIOLI. 2 TIOLI volunteers are responsible for 35% of the TIOLI shift hours volunteered. 10 are responsible for 77%.

*We have also had one volunteer doing community service mainly at TIOLI and this has increased shift coverage immensely.

See Administrators report attached.

Volunteer Recruitment & Training:

- 3 volunteer applications received,
- 2 volunteers scheduled for upcoming training.
- 3 additional volunteer applications given to promising candidates.
- 30 minute volunteer training scheduled for June 23, following volunteer appreciation party. Subsequent trainings will be held on the third Thursdays at 5:15 following LSWDD board meetings.

Education:

- To conclude the "deep dive" year long work with the 5th grade, Nikyta will be going into the classroom on the morning of June 16th to debrief the year of learning and discuss how the class would like to continue their composting of paper towel project in the upcoming 2017 school year.
- "Flash Trash" Mini Trashion Fashion for Lopez School's Discovery Days (see events)
- On Going education on site during weigh days and for general public of landfill diversion through various recycling and reuse streams.
- Primary education has been of customers of LSWDD regarding parking and upcoming change in days/hours of operations.

Outreach :

Service Groups:

• Have spoken to Lane Langford, Commodore of Lopez Island Yacht Club

to book at time to come speak. He was not very enthusaiastic about the idea of recruiting volunteers from the yacht club, so I am instead focusing on what other yacht clubs are doing to help clean marine waste and be of service to cleaning beaches and oceans. Will follow up in this new tack.

- Spoke to Pat from Master Gardeners, Glenda Pugerude informed me that there will not be any Lopez Island Garden Club meeting until September, so I will focus again on education around reducing waste and other models of what is being done to reuse items. At the end of the presentation I will give a plug for creating a garden center for reuse of items and how much we need voluteers.
- Speaking at the Lions Club meeting has been rescheduled for August.

Events:

- Taught 2 workshops for Trashion Fashion costume making. Both were well attended, and Trashion Fashion seems to be well underway to having some excellent entries.
- Discovery Days at Lopez School June 8 from 12 pm 12:45 pm. TEOC facilitated a mini Trashion Fashion, assisted by Kim Norton, new Chair of SWAP Board. This experience was for ~30 children from grades K-4. This was done to educate on recycling and encourage children to make costumes for Trashion Fashion for entry this year. 20 entry forms were given to interested children, and photos were taken. Photo will be used in upcoming article in the newspaper about Trashion Fashion.

PR Committee:

- Participated in the educating the public about the new days of operation and parking. Made verbal announcements in TIOLI, made multiple white board signs on site, posted 8.5 x 11 posters of changes, handed out small 1/3 page flyers at TIOLI and Recycle Plaza, and informed multiple individuals verbally and answered questions.
- Continued work on renovating the LWSDD website.

Ongoing:

TIOLI Committee: Did not meet in June, hopefully meeting June 13. This committee is also helping host the upcoming Volunteer Appreciation party on June 17th (Thank you, LSWDD Board Members for bringing Side Dishes to the party. 30 have RSVP'ed so far.)

Volunteer Hours/Rate									
Potential Volunteer Shift									
Hours	Number of Open Days								
208	13								
Total Shift Hours									
Volunteered	Participation Rate								
229.75	110%								
Potential TIOLI Shift Hours	Potential Recycle Shift Hours								
104	104								
104	104								
TIOLI Shift Hours Volunteered	Recycle Shift Hours Volunteered								
143.75	86								
TIOLI Participation Rate	Recycle Participation Rate								
138%	83%								
	1								
Special Project TIOLI	Special Project Recycle								
33									
Total Hours Volunteered									

Unfilled Shifts

All Shifts

Total	104
Unfilled	12
% Filled	88%

Tioli Shifts

Total	52
Unfilled	3
Filled %	94%

Recycle Shifts

Total	52
Unfilled	9
Filled %	83%

Number of Volunteers Participating

TIOLI	27
Recycling	19

Notes: High participation in TIOLI shift hours increased the total participation rate to above 100%. This seems to be because volunteers are encouraged to jump in and help to fill empty shifts while visiting the TIOLI. 2 TIOLI volunteers are responsible for 35% of the TIOLI shift hours volunteered. 10 are responsible for 77%.

APPENDIX 4

ADMINISTRATOR'S REPORT (SEE NEXT PAGE)

Lopez Solid Waste Disposal District (LSWDD) 2014-2016

	Total Year	YTD	Through	Мау
In Tons	2013	2014	2015	2016
Aluminum Cans	2.7	1.17	0.27	1.19
Cardboard	48.0	19.04	19.43	22.33
Commingled Recyclables	14.5	5.26	4.20	-
E-Cycle	5.0	2.59	1.76	2.47
Ferrous Metals	30.5	18.43	15.70	18.67
Glass	95.8	-	-	-
Mixed Paper/Newsprint	81.5	47.52	22.62	34.87
Non-Ferrous Metals	1.4	0.68	0.71	2.72
Other	4.9	3.24	5.63	5.73
Plastics	14.0	9.39	4.19	7.81
Recycle Subtotal	298.3	107.3	74.5	95.8
Garbage	425.0	169.79	170.71	176.49
Glass - reclamation project	15.0	32.00	32.00	38.96
Garbage/Glass Subtotal	440.0	201.8	202.71	215.45
Grand Total Without TIOLI	738.3	309.1	277.21	311.24
TIOLI Intake	-	-	44.96	54.57
TIOLI Discards		-	(0.79)	(2.52)
Grand Total With TIOLI	-	-	321.38	363.29

Full Year Annual Rate	2013 Full Year Rate	2014 Full Year Rate	2015 Full Year Rate			
Recycle	40%	37%	39%			
Garbage/Glass	60%	63%	61%			

Year to Date										
Garbage/Glass	Tons	Recycle/Reuse	Tons							
2014	202	2014	107							
2015	203	2015	119							
2016	215	2016	148							
Garbage/Glass Rate	%	Recycle/Reuse Rate	%							
Garbage/Glass Rate 2014	<mark>%</mark> 65%	Recycle/Reuse Rate 2014	% 359							
	-	· ·	,-							

2016 Monthly in Ibs	January	February	March	April	May	June	July	August	September	October	November	December	Total	Tons
Aluminum Cans	480	460	541	-	906	-	-	-	-	-	-	-	2,387	1.19
Cardboard	11,437	8,553	3,951	5,206	15,522	-	-	-	-	-	-	-	44,669	22.33
Commingle Recyclables	-	-	-	-	-	-	-	-	-	-	-	-	-	-
E-Cycle	-	-	-	4,936	-	-	-	-	-	-	-	-	4,936	2.47
Ferrous Metal	-	-	23,700	-	13,640	-	-	-	-	-	-	-	37,340	18.67
Mixed Paper	-	24,320	23,240	-	22,180	-	-	-	-	-	-	-	69,740	34.87
Non-Ferrous Metal	508	-	-	4,200	728	-	-	-	-	-	-	-	5,436	2.72
Other	4,300	2,202	150	322	4,485	-	-	-	-	-	-	-	11,459	5.73
Plastics	2,783	2,394	1,955	2,037	6,455	-	-	-	-	-	-	-	15,624	7.81
Recycle Subtotal	19,508	37,929	53,537	16,701	63,916	-	-	-	-	-	-	-	191,591	95.80
Garbage	53,480	57,160	79,000	69,380	93,960	-	-	-	-	-	-	-	352,980	176.5
Glass - reclamation project	14,790	15,000	-	30,990	17,130	-	-	-	-	-	-	-	77,910	39.0
Garbage/Glass Subtotal	68,270	72,160	79,000	100,370	111,090	-	-	-	-	-	-	-	430,890	215.45
Grand Total Without TIOLI	87,778	110,089	132,537	117,071	175,006	-	-	-	-	-	-	-	622,481	311.24
TIOLI Intake	23,016	20,540	19,871	21,514	24,200	-	-	-	-	-	-	-	109,141	54.57
TIOLI Discards	(2,000)	(776)	(151)	(965)	(1,154)	-	-	-	-	-	-	-	(5,046)	(2.52)
Grand Total with TIOLI	108,794	129,853	152,257	137,620	198,052	-	-	-	-	-	-	-	726,576	363.29
2015 Monthly in Ibs	January	February	March	April	Мау	June	July	August	September	October	November	December	Total	Tons
Aluminum Cans	-	541	-	-	-	1,789	867	1,270	431	516	482	523	6,419	3.21

Facility Administrator's Board Report June 10th, 2016 Gary Lawrence; Facility Administrator

Cardboard	7,713	9,049	9,769	5,817	6,515	16,033	15,116	13,194	14,054	8,407	9,464	9,850	124,981	62.49
Commingle Recyclables	-	-	8,400	-	-	-	5,460	-	-	-		8,400	22,260	11.13
E-Cycle	-	-	-	-	3,522	-	-	5,204	-	-	4,783	-	13,509	6.73
Ferrous Metal	-	8,800	-	-	22,600	-	-	22,584	-	-	24,829	300	79,113	39.56
Mixed Paper	-	21,800	-	23,440	-	22,320	21,280	21,260	20,560	24,220	-	22,688	177,368	88.78
Non-Ferrous Metal	1,291	123	-	-	-	234	-	183	97	73	236	3,000	5,237	2.62
Other	3,037	560	3,895	1,055	2,707	6,364	2,354	1,430	884	2,979	679	1,265	27,209	13.60
Plastics	3,943	2,380	422	-	1,627	9,349	4,153	4,852	4,074	2,684	3,036	3,486	40,006	20.00
TIOLI Intake	10,881	12,093	13,332	22,039	31,568	27,476	30,007	24,977	24,871	21,736	16,542	14,626	250,147	125.07
TIOLI Discards	-	(160)	(775)	(183)	(470)	(1,094)	(533)	(514)	(266)	(930)	(1,579)	(218)	(6,722)	(3.36)
Recycle/Resuse Subtotal	26,865	55,186	35,043	52,168	68,069	82,471	78,704	94,440	64,705	59,685	58,472	63,920	739,727	369.86
Garbage	54,500	56,400	91,020	72,800	66,700	79,300	121,040	88,880	71,460	72,780	78,460	78,480	931,820	465.91
Glass - reclamation project	16,000	-	16,000	16,000	16,000	15,160	47,370	29,010	17,360	12,470	19,330	30,360	235,060	117.91
Garbage/Glass Subtotal	70,500	56,400	107,020	88,800	82,700	94,460	168,610	117,890	88,820	85,250	97,790	109,400	1,167,640	583.82
Grand Total	97,365	111,586	142,063	140,968	150,769	176,931	247,314	212,330	153,525	144,935	156,262	173,320	1,907,367	953.68

2014 Monthly In Ibs	January	February	March	April	Мау	June	July	August	September	October	November	December	Total	Tons
Aluminum Cans	1,017	427	-	443	449	543	870	932	895	431	-	989	6,996	3.50
Cardboard	10,845	3,569	8,939	6,077	8,643	4,884	16,796	9,040	13,251	7,341	6,315	11,032	106,932	53.50
Commingled Recyclables	10,520	-			-	-	8,980	-	4,900				24,400	12.20
E-Cycle	-	-	-	5,173	-	-	-	-	7,041	-	-	2,320	14,536	7.30
Ferrous Metal	1,360	-	-	35,500	-	-	33,480	-	16,680	-	16,700	-	103,720	51.90
Mixed Paper	26,936	17,944	2,846	47,318	-	21,040	38,620	-	17,640	22,260	21,360	22,480	238,444	119.20
Non-Ferrous Metal	-	-	371	988	-	-	-	-	198	194	365	4,127	6,243	3.10
Other	-	3,450	825	2,125	80	7,268	2,025	40	80	605	2,373	2,735	21,628	10.50
Plastics	4,603	1,277	3,199	4,245	5,462	2,919	8,798	3,030	5,535	2,177	2,445	1,651	45,341	22.60
TIOLI Intake								28,922	15,060	13,212	25,331	12,333	94,858	47.40
Recycle/Resuse Subtotal	55,281	26,667	16,551	102,859	14,634	36,654	109,569	41,964	81,280	46,614	73,256	61,814	663,098	331.30
Garbage	78,940	56,420	70,720	61,460	72,040	94,720	99,500	91,680	100,800	76,160	85,700	53,620	941,760	471.00
Glass - reclamation project	16,000		16,000	16,000	16,000	16,000	32,000	16,000	16,000	16,000	16,000	16,000	192,000	96.00
Garbage/Glass Subtotal	94,940	56,420	86,720	77,460	88,040	110,720	131,500	107,680	116,800	92,160	101,700	69,620	1,133,760	567.00
Grand Total	150,221	83,087	103,271	180,319	102,674	147,374	241,069	149,644	198,080	138,774	176,956	131,434	1,796,858	898.30

Notes on 2016 May cardboard is skewed as 4200 lbs shipped in early May, collected in April 7.76 Tons of garbage shipped on May 2nd was collected in April