

approved 2/19/15

LOPEZ SOLID WASTE DISPOSAL DISTRICT REGULAR MANAGING BOARD MEETING

MINUTES

January 15, 2015

LOPEZ FIRE HALL MEETING ROOM

3:00 PM to 5:00 PM

Board members present: Sandy Bishop, Bruce Creps, Dan Post and Jim Lombard

Board members absent: Tytti Langford, Judy Meyer

Others present: Facilities Manager David Zapalac, Administrator Gary Lawrence, Community Outreach and Training Coordinator Nikyta Palmisani. Volunteer Coordinator Carol Steckler, volunteer Linda Noreen; SWAP Chair Sarah Eppenbach arrived part way through meeting.

Minutes: Bruce Creps

Note: Line numbers relate to Agenda sequence.

1. Sandy called the meeting to order at 3:00PM noting no changes to the agenda.
2. **A motion was made to approve minutes from the December 18, 2014 regular meeting. Vote = 4/0/0. Approved.**
3. Preliminary committee appointments were agreed upon. Jim will be on Signs and Ops committees, Dan on Ops, Bruce on Admin, Sandy on Solid Waste Advisory Committee (SWAC) and Signs. Further discussion of committees and officers was tabled until the full board can be present. **A motion was made to approve Sandy Bishop as Board Chair. Vote = 4/0/0. Approved.** Bruce agreed to take on the Secretary's meeting tasks until a Secretary is appointed. **A motion was made to schedule regular board meetings during 2015 on the 3rd Thursday of each month, at 3:00 pm, in the Fire Hall (subject to availability). Vote = 4/0/0. Approved.**

Bruce presented eight claims for payment requiring board signatures. He was unable to present the December 2014 financial report because the county had not yet closed its 2014 books. Bruce reviewed a draft 2015 monthly budget. After discussion, **a motion was made to approve the budget as drafted. Vote = 4/0/0. Approved.**

4. Manager's Report:
David reviewed his manager's report for December, attached as Appendix 1. Because of Tri-County will no longer accept commingles, this may require up to 4 container trips per year to Woodinville--up from 2.5 trips per year, due to our new inclusion of clamshell plastics. He is working on specs and getting bids for concrete pads at the z-wall, and may seek feedback from the SJC engineering dept. The new plastic sort is going fairly smoothly, the tippler has been ordered, the new Light Cycle fluorescent program is under way, and David is seeking pricing on larger pads for the backhoe.

Gary and Nikyta's grant report is attached as Appendix 2. The community dishware program needs to worked out further. TIOLI material receipts are being weighed three days per month. There is good feedback on the article describing the new plastic sort. There is a new 3-minute educational video on the plastics sort that will be sent via email to the board for review. Nikyta is holding an upcycle class, and a 10-week workshop on recycled-material art under the aegis of the LIFRC.

5. Committee reports:
 - SWAP. Sarah reported they are still getting responses from their end-of-year mailing, and overall there was much financial support from the community. In the next month she would like to discuss with the board a) how to coordinate promotion and education activities, including grant activities, with SWAP; and b) who will be responsible for all District updates and publications.
 - SWAC. This county committee needs a public (non-staff, non-board) member from Lopez. Meetings are quarterly.
 - OPS. Ecology blocks will be installed by the lower booth to prevent anyone from backing down the embankment. The committee discussed whether to expand the baler roof. Waste oil has been drained, truck brakes adjusted. David explained that propane (ammonia-based) refrigerators are not subject to the \$56 refrigerated appliance fee.
 - SIGN. Jim displayed four sandwich-board sign concepts: clean, pre-sort, TIOLI, and general. The committee will proceed and get board feedback on final signs.
6. The annual litter pickup day(s) will need a coordinator. This will be scheduled on/about Earth Day. SWAP may have a role in this.
5. Continued.
 - TIOLI. The committee met on January 13, and needs a policy to give Carol authority to intervene on a volunteer-hygiene issue. In addition to hygiene there are issue with this volunteer of yelling, swearing, and not putting material away properly. There was support for developing a general policy after gathering more information and recommendations. **A motion was made to support intervention by Carol, giving the volunteer 2-week notice to remedy hygiene issues while volunteering. Vote = 4/0/0. Approved.** If this intervention doesn't resolve things, the board agreed to review the issue either at a special meeting or at its next regular meeting.
7. Sandy adjourned the meeting at 5:00 PM, noting the next regular Board meeting will be February 19, 2015.

Appendix 1: Manager's Report
Solid Waste Facility Manager's Monthly Report

Date Issued: January 10, 2015

GENERAL:

OPERATIONS:

It has been brought to our attention that Tri-County has shut down it's commingled recycling operations. We are currently looking for another company to receive our commingle recyclables.

Discussions have begun within the Operations Committee how best to proceed with installing concrete slabs along the Zwall in preparation for requesting bids.

The new plastic sort has been implemented. Volunteer participation has been high and has made the transition smoother than expected.

A 3 cubic yard tippler has been ordered and is being fabricated. It should be available in 3rd the week of January. This tippler will be used as the commingle bin and will allow us to have the current commingle tippler (a 4 cubic yard tippler) back as a 2nd mixed paper bin.

We have made our first bales of #2 cloudy and #2 solid color (and white) plastic. These will be shipped to Skagit River Steel and Recvcling the week of Januarv the 11th.

The state LightCycle program has provided us with prepaid shipping boxes and instructions for collecting and shipping fluorescent bulbs. We have shipped our first box of fluorescent tubes (via FedEx) to their recycling facility.

LOOKING AHEAD:

PERSONNEL:

A tremendous amount of volunteer effort went into the overhaul of the recycle plaza, signage, and public outreach. The January 2nd volunteer day to revamp the sort was well attended. Excellent volunteer participation made the first week of the new recycle sort run smoothly. We want to thank everyone who had a part in this effort.

ONGOING ISSUES:

We are waiting for drier conditions prior to starting ground work at the Northeast corner of the facility. This project will create a neater and more efficient appliance storage area. We will update the Board when this work is completed.

CUSTOMER/VOLUNTEER FEEDBACK:

There have been no suggestions through the TIOLI suggestion box.

There have been 2 requests for information through our info@lopezsolidwaste.org email address for the time period. One request concerned information on the new plastics sort. One requested more information on how the glass was being used locally. Both were responded to and no further follow-up requests were received.

OTHER:

We want to sincerely thank Page Read and Larry Eppenbach for all the time and hard work they put into making the Lopez Transfer Facility something that the community can be proud of and a model for the other islands.

Appendix 2: Grant Report

Start date: December 1st, 2014

Date of report: January 13, 2015

Total Available DOE Hours: 1248

Accumulated Prior Period DOE Hours Used: 267.75

DOE hours used Current Period: GL - 16; NP – 82.5

DOE hours remaining as of January 1st: 881.75

Description of tasks according to job description and grant requirements

Education:

- Educated 75 people on reasons for TIOLI weighing. Many folks are astonished how much we keep out of the waste stream via TIOLI reuse.
- Publicized and held an Ugly Sweater event- educated 40 people on zero waste events, waste management, recycling plaza guidelines & safety.
- Organized and held an Volunteer Appreciation party: 45 in attendance
- Published article in the Islander regarding new changes to the self-sorting process at the recycling plaza

Same information was published on Salish on the Rock website, Facebook and on www.lopezsolidwaste.org.

- Published educational resource article on lopezsolidwaste.org for public education about recycling market values of different types of plastics for readers reference following newspaper article.
- Filmed dancer and violinist in humorous instructional video to show new self-sorting recycle changes via online media: Facebook, website, youtube. Will write follow up article with photos for Islander newspaper to continue to educate the public about recycling markets, and the importance of self sorting for higher value plastics.
- Created up-cycled sweater class in collaboration with local textile artist scheduled for end of January.
- Collaborated with Family Resource Center to offer classes utilizing recycled materials to transform into arts through community classes.
- Curated, organized, and recruited artists to begin working on Creative Reuse Salons for 10 weeks beginning Jan 14. Working in conjunction with Lopez Artist Guild to have the culmination of the group end in an art show at the Lopez Community Center on March 28, 2015.
- Went to Lopez School Robotics Club to work with elementary school kids using robotics for e-waste research project. Students will use safely deconstructed e-waste parts in conjunction with robotics to use playful ways to visualize the future of waste management. National Lego League Tournament scheduled for fall of 2015 which has a national focus on Trash as the research theme.
- Spoke to Lopez based researcher for KWIAHT Madrona Murphy on collaboration for research projects involving students to develop an engineering plan for water run off remediation for the Solid Waste Disposal District. We also discussed a plan to develop a possible survey to research if Lopezians have changed their purchasing behavior of products with packaging based on self-sorting practices. Discussed creating a survey to collect data.
- Planned meeting with Lopez School principles has been rescheduled for Jan 13, 2015. We will discuss the certifying process to make Lopez School a certified Washington Green School. In addition, we will discuss educational tours of the Solid Waste Disposal site and Earth Day activities.
- Began collecting items from donations at the Take It or Leave It to begin a Zero Waste event cabinet of dishes and glassware. The goal is to create collection of items the community can access for events. These items will then be washed and returned to the TIOLI where they will be reused. This will reduce the use of paper and plastic dishware.
- The Recycle/Disposal Guide has been finished, printed and is being distributed at the Pay Station. Over 300 were distributed during the last week of December.

Volunteer recruitment and retention:

- Potential volunteer contacts: 4 (Many people off island due to holidays)

Number of pounds diverted through TIOLI:

- There were 3 days in December where we were able to weigh items coming into the TIOLI. December 3rd – 1276 lbs, December 20th – 904 lbs, December 21st – 666 lbs for a total of 2846 lbs for an average of 949 lbs. There were 13 open days in December and using the average of the 3 days which we weighed items to extrapolate would result in 12,333 lbs entering the TIOLI

General

- Attended all board meetings, both Lopez Solid Waste and SWAP
- This January report corrects a math error for the number of hours in the December report.
Accumulated prior period grant hours used should have been: 267.75
Grant hours used current period should have been: 77

Grant hours remaining as of December 1st should have been: 980.25

All hours are now taken directly from LSWDD payroll records