

LOPEZ SOLID WASTE DISPOSAL DISTRICT REGULAR MANAGING BOARD MEETING

MINUTES

THURSDAY, January 19, 2017
LOPEZ FIRE HALL MEETING ROOM
2:30 PM to 5:00 PM
Approved 2/16/17

Board members present: David Williams, Clark Johnson, Rhea Miller, Bruce Creps, Tytti Langford, Judy Meyer via SKYPE

Board members absent: none

Others present: Facilities Manager David Zapalac, SWAP Co-Chair Kim Norton, Facilities Administrator Gary Lawrence, Training Education and Outreach Coordinator Nikyta Palmisani

Dave W called the meeting to order at 2:30 PM, noting no changes to agenda.

2:35 Executive Session was called to order to review candidates for District Manager position [RCW 42.30110(g)]. David Z was asked to stay for the Executive Session. Paul Andersson's qualifications and references were discussed.

3:05 Ended Executive Session and public meeting was resumed. **Rhea moved that we make Paul Andersson an offer for the job of District Manager with the agreement that he will take financial accounting classes and learn Quickbooks, which is the software used by LSWDD. His performance will be evaluated in three months after starting the job. The motion passed 5-0-1** (Judy abstained since she hasn't met him). Dave W will make the offer.

Tytti moved to approved the minutes of the December 15, 2016 Regular Meeting. The motion passed 4-0-2 (Bruce and Rhea abstained). **Rhea moved to approve the minutes of the Special Meeting on January 3, 2017 with a wording change to "Bruce will further interview Paul Andersson with a focus on financial accounting issues." The motion passed 5-0-1** (Judy abstained since she was absent for that meeting.)

Board Business:

Financial Officer's report: The following voucher/warrants/electronic payments are approved for payment: Claim numbers 16048 through 16052 and 17001 through 17002 totaling \$14266.26. Payroll dates: 11/26/16 through 12/22/16 totaling \$8963.76.

DOE is increasing the cost of our wastewater permit. LSWDD contribution to employee retirement has increased from 6.12 to 7.38%. We scheduled a special meeting on February 9 at 3 PM to go over financial procedures to inform new board members and the District Manager.

Manager's report see Appendix 1. The forklift is now in the repair shop and will be gone for 3 weeks. Employee evaluations will be done in January. Facility Manager evaluation will be done by the Board in an Executive Session as part of the February 9, 2017 special meeting. Board members should fill out evaluation forms and return to David W. before the meeting.

Administrator's report See Appendix 4. The additional information in the commodity report is appreciated, and the Board will continue to receive these.

Training, Education and Outreach Coordinator's report - see Appendix 2. Nikyta will be developing a revised winter work plan. The next training video will likely be helping train customers about sorting procedures. The Founding Board appreciation party will be rescheduled using a Doodle poll.

Committee reports:

Operations – The committee decided to remove the commingled tippler bin during the slow season and set up the Murfing table again now that the volume of commingled is so low since tetra-paks and waxy containers have been eliminated. The 3 cubic yard tippler was not really needed, and it was difficult for the volunteers to pick items out of it for recycling because of the high walls. David Z is having a new metal sign made for electronics recycling using our standard sign format.

Management – no report

Administration – no report

Take It Or Leave It – no report

Public Relations – Tytti will be the new member

Other reports:

SWAP (Solid Waste Alternative Project) New board member is Renee Koplan, of Dessert Peddler Cakery. A DVD entitled Landfill Harmonic is available at the library. It features instruments made from recycled materials. Kim will write something about it for the website. SWAP will be contacting people about volunteer opportunities, one of which is installing patio stones at the recycle plaza.

SWAC (Solid Waste Advisory Committee) – no meeting held

Old business:

Employee reimbursement for use of personal computer was discussed. **Clark moved that the management committee be asked to review the available information on county procedures and provide the board with a plan for this reimbursement. The motion passed unanimously.**

Board portfolios and use of wiki for board policy documents were tabled

until April so the new District Manager will have had time to consider these issues.

New business:

The board discussed the usefulness of monthly budgets, and Bruce agreed to provide a draft of monthly budgets for 2017 for the February regular board meeting.

Rhea moved that we open a position for another truck driver . The motion passed unanimously. Bruce moved that we adopt the Driver job description as drafted (see Appendix 3). The motion passed unanimously.

Clark introduced the concept of an “idea pot” to provide an opportunity at each meeting to introduce new ideas and stimulate us to think about the future. We will know we have to take one of the ideas seriously when someone takes responsibility for it, provides a report, and places it on a meeting agenda. After discussion, the board asked the secretary to put a spot for an “idea pot” on the agenda of each regular meeting.

Meeting was adjourned at 4:53 PM.

There will be a special meeting on February 9, 2017 at 3 PM for an overview of financial operations and an executive session for the annual evaluation of Facility Manager. The next regular board meeting is February 16, 2017.

Respectfully submitted (with thanks to Tytti for taking notes),

Judy Meyer, Secretary
judym@lopezsolidwaste.org

Appendix 1

Solid Waste Facility Manager's Monthly Report

Date Issued: January 15, 2017

SAFETY

Numerous windstorms have required the staff to spend extra time securing the site on several occasions. Ice and snow have also had to be dealt with on the site prior to opening on a couple of days. A broadcast spreader was used to spread rock salt on icy ground. Because of the extreme cold, the facility manager has purchased a portable propane tank top heater to be used in the TIOLI intake area as well as a case of disposable, non-toxic hand warmer packets to be used inside of gloves for staff and volunteers.

GENERAL

OPERATIONS/ONGOING ISSUES:

The effort to eliminate tetra-pack and waxed paper containers from the commingled recyclables is going well. Customers have been receptive to the change and have mostly been well informed. The question that is heard most often is “What is a tetra-pack?”. Two signs have been set out which feature samples of the items that are now excluded.

The forklift repair work has been delayed by one month due to staffing issues at the mechanic's shop. It is now scheduled to be delivered to the mechanic on January 16th.

Many volunteer shifts have gone unfilled since the holidays due mainly to illness and vacations. Operations are relying heavily on paid staff, particularly TIOLI, which has had very heavy usage since the holidays.

Eric Blaser has stepped in to work Nikyta's on-site shifts while she takes time off during the month of January.

A TIOLI customer reported to the facility manager that his wallet had been taken from his car while it was parked below the Z-Wall during a previous visit. The customer has reported the theft to the Sheriff.

Skagit River Steel and Recycling prices for December were:

Clean Aluminum \$0.29/lb. (67 pounds sold)

Aluminum cans \$0.30/lb. (down a penny)

Corrugated Cardboard \$74/ton (up \$7 per ton)

Mixed Paper \$25/ton (up \$10 per ton)

All other plastic containers sold \$0.0/lb. (no #2 cloudy sold this time)

CUSTOMER/VOLUNTEER FEEDBACK:

Six customers have mentioned to staff that they intend to change the way they purchase certain products packaged in tetra-pack and waxed paper containers because the containers are not recyclable. One customer said that we should have put signs on the gates stating that we were closed Christmas Day and New Years Day.

Appendix 2

January 2017 Board Report -- Training, Education and Outreach Coordinator

Training / Volunteers: Metrics: 72% shifts filled for. Goal was 82%. See Administrators report attached.

Training: 1 volunteer trained this month

Volunteer Recruitment: 3 potential volunteers recruited, still waiting for applications to be submitted.

Education:

- ReMake Team field trip to Friday Harbor STEM lab on Dec 13 with Dream Team and volunteers. Students experienced Virtual Reality for the first time, really enjoyed the Augmented Reality table that shows topography and simulates changes in terrain, rainfall and erosion patterns. We also attempted a 3D scan, which has prompted us to work with 3D scanning in our meetings on Lopez. Many apps exist to use cameras built into iPads, tablets, and smart phones to create 3D models from photos.
- Took 48 Elementary students to tour the STEM Lab on Jan 11. Teachers Brian Goff, 2nd Grade and Lori Swanson 4th grade, as well as 10 parents attended (55 folks in all!). The youth had designed silk screen designs for each of the classes and brought their own t-shirts, so after the tour 3 parents helped TEOC to silkscreen and dry all 50 shirts and each went home with the youth. Examples were made and will be sent to Jan 19 board meeting. The reuse of existing t-shirts was discussed with students to emphasize the need to reimagine other uses for pre-existing objects and textiles. A short textile recycling lecturette was given.
- Brian Goff and Lorri Swanson toured the recycle plaza and TIOLI Jan 5, 2017. The textile mural inspired Lorri to create a textile mural for her classroom and she took the needed fabrics. Moving forward, teachers will be welcomed to use materials gathered at each plaza for in school education and “manipulatables” for science models, etc.
- Re-Make lab:
- Extruder is still in process, Brad Bucanon will be fabricating most of the parts in his home shop, then we will show the Dream Team what was done and how. The team will be visiting Brad’s shop at the end of January. Page Read is gone for the month of January.
- SWAP and TEOC are working in conjunction to curriculum replicating the 5th grade class work done with Alex Nellie last year. This will be used for future 5th grade math classes in Lopez School. TEOC attended SWAP’s Jan 8, 2017 Visioning meeting and is working collaboratively with SWAP on future projects. SWAP has approved projected budget for volunteer appreciation parties, printing, Levy fees, future Weekly ads, gifts for Board Appreciation party, and misc supplies for events.

Events: Board Appreciation Party will be rescheduled, and an announcement sent out that the Jan 28th, 2017 date is off.

Ongoing:

- TIOLI Committee only meets as needed.
- PR Committee: is working on media materials for Board Appreciation. Gretchen Wing wrote an article and when the date is rescheduled this will be submitted to PR committee for approval before Board review.
- SWAP Board meeting Jan 17, 2017. TEOC will attend if possible.

December 2016 Volunteer Analysis

Volunteer Hours/Rate	
Potential Volunteer Shift Hours	Number of Open Days
240	12
Total Shift Hours Volunteered	Shift Participation Rate
197.5	82%
Potential TIOLI Shift Hours	Potential Recycle Shift Hours
120	120
TIOLI Shift Hours Volunteered	Recycle Shift Hours Volunteered
97.5	100
TIOLI Participation Rate	Recycle Participation Rate
81%	83%
Special Project TIOLI	Special Project Recycling
1.5	11
Total Hours Volunteered	
210	

Unfilled Shifts	
All Shifts	
Total	96
Unfilled	27
% Filled	72%

Tioli Shifts	
Total	48
Unfilled	12
Filled %	75%

Recycle Shifts	
Total	48
Unfilled	15
Filled %	69%

Number of Shift Volunteers Participating	
TIOLI	21
Recycling	16

APPENDIX 3 and APPENDIX 4 see next pages

JOB DESCRIPTION

Adopted by the Board (1/19/2017)

Position Title: Truck Driver

Date: January 14, 2017

Reports to: Facility Manager or designee

Collaborates with Facility Manager and other truck drivers

BASIC FUNCTION:

Operates the LSWDD roll-off container truck (truck) in a safe and responsible manner for the purpose of transporting garbage and recyclable materials from the LSWDD facility to other facilities for disposal or processing.

MINIMUM QUALIFICATIONS:

Must be familiar with LSWDD site and be a team player. Must have email access and be competent in computer use and programs as necessary to perform the job. Must possess a current Washington State commercial driver's license with an endorsement of Class B or higher. Must have proven work experience as a truck driver. Must have knowledge of applicable truck driving rules and regulations for Washington State.

PRINCIPAL DUTIES:

1. Operates the truck for the purpose of transporting materials in from the LSWDD site over land and by ferry to facilities, on and off of Lopez Island, for disposal or processing. Operates truck for the purpose of re-arranging or positioning containers at the LSWDD site. Drives truck for the purpose of delivering it to and from maintenance facilities. Occasionally operates the forklift at the LSWDD site.
2. Performs truck safety inspections for daily operation. Maintains truck fluid levels and tire pressure. Fuels truck as needed. Ensures that all container loads are secure prior to transporting.
3. Keeps detailed records of all pertinent trip information by maintaining the Driver's Log. Keeps records of fuel usage and any unscheduled maintenance or maintenance-related purchases.
4. Works with Facility Manager or designee to coordinate LSWDD facility trucking needs. Collaborates with other LSWDD truck driver(s) for the purpose of ensuring that LSWDD facility trucking needs are met in a timely manner. Coordinates trip times based on LSWDD site operation constraints and ferry schedules. Plans driving routes and uses the WSDOT ferry reservation system.
5. Reports to the Facility Manager or designee all trip planning and information as needed. Reports trip metrics to the LSWDD Administrator as needed.
6. Reports all machinery defects, safety issues, accidents, or traffic violations to the Facility Manager or designee.

PHYSICAL AND MENTAL REQUIREMENTS:

Requires frequent standing, walking, sitting, climbing, bending, and twisting. Must be able to frequently lift, lower, push, and pull items up to 50 lbs. Must be able to carry objects with both hands and arms. Must be able to talk and listen and understand written and oral communication and understand and follow verbal and written instructions.

WORKING CONDITIONS:

Performs strenuous work out of doors for extended periods of time in all weather conditions. May be required to work some weekends and some holidays. Exposure to solid waste, recyclable materials, diesel fuel, oils and solvents, odors, fumes, dust and various debris. May be required to wear boots and gloves, face shield, hearing protection, and particle mask.

In Tons	Total Year 2013	YTD Through December		
		2014	2015	2016
Aluminum Cans	2.7	3.50	3.21	4.11
Cardboard	48.0	53.37	62.49	66.50
Commingled Recyclables	14.5	12.20	11.13	4.28
E-Cycle	5.0	7.27	6.75	7.95
Ferrous Metals	30.5	51.86	39.56	61.04
Glass	95.8	-	-	-
Mixed Paper/Newsprint	81.5	119.22	88.78	98.43
Non-Ferrous Metals	1.4	3.12	2.62	3.42
Other	4.9	10.80	13.60	14.61
Plastics	14.0	22.67	20.00	21.71
Recycle Subtotal	298.3	284.0	248.2	282.04
Garbage	425.0	470.88	465.91	497.78
Glass - reclamation project	15.0	96.00	117.53	122.74
Garbage/Glass Subtotal	440.0	566.9	583.44	620.52
Grand Total Without TIOLI	738.3	850.9	831.59	902.55
TIOLI Intake	-	47.43	125.07	138.54
TIOLI Discards	-	-	(3.36)	(6.44)
Grand Total With TIOLI	-	898.32	953.30	1,034.65

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

Year to Date				
Garbage/Glass	Tons		Recycle/Reuse	Tons
2014	567		2014	331
2015	583		2015	370
2016	621		2016	414
Garbage/Glass Rate	%		Recycle/Reuse Rate	%
2014	63%		2014	37%
2015	61%		2015	39%
2016	60%		2016	40%

2016 Monthly in lbs	January	February	March	April	May	June	July	August	September	October	November	December	Total	Tons
Aluminum Cans	480	460	541	-	906	874	877	802	1,339	459	980	496	8,214	4.11
Cardboard	11,437	8,553	3,951	5,206	15,522	15,382	15,378	11,102	16,445	9,137	13,692	7,202	133,007	66.50
Commingled Recyclables	-	-	-	-	-	-	-	-	-	-	8,560	-	8,560	4.28
E-Cycle	-	-	-	4,936	-	-	5,759	-	-	-	5,200	-	15,895	7.95
Ferrous Metal	-	-	23,700	-	13,640	10,600	11,200	11,170	14,580	23,600	13,580	-	122,070	61.04
Mixed Paper	-	24,320	23,240	-	22,180	21,260	19,100	19,360	20,500	-	27,260	19,640	196,860	98.43
Non-Ferrous Metal	508	-	-	4,200	728	-	-	441	-	483	485	-	6,845	3.42
Other	4,300	2,202	150	322	4,485	3,790	1,825	240	6,891	152	2,115	2,752	29,224	14.61
Plastics	2,783	2,394	1,955	2,037	6,455	3,336	4,250	4,777	5,318	2,168	4,308	3,642	43,423	21.71
Recycle Subtotal	19,508	37,929	53,537	16,701	63,916	55,242	58,389	47,892	65,073	35,999	76,180	33,732	564,098	282.05
Garbage	53,480	57,160	79,000	69,380	93,960	102,340	99,140	89,500	105,490	117,240	54,000	74,860	995,550	497.8
Glass - reclamation project	14,790	15,000	-	30,990	17,130	19,310	47,350	33,010	19,170	10,670	21,340	16,720	245,480	122.7
Garbage/Glass Subtotal	68,270	72,160	79,000	100,370	111,090	121,650	146,490	122,510	124,660	127,910	75,340	91,580	1,241,030	620.52
Grand Total Without TIOLI	87,778	110,089	132,537	117,071	175,006	176,892	204,879	170,402	189,733	163,909	151,520	125,312	1,805,128	902.56
TIOLI Intake	23,016	20,540	19,871	21,514	24,200	20,556	33,061	30,137	28,765	23,938	21,649	9,836	277,083	138.54
TIOLI Discards	(2,000)	(776)	(151)	(965)	(1,154)	(775)	(1,005)	(705)	(1,410)	(2,375)	(645)	(925)	(12,886)	(6.44)
Grand Total with TIOLI	108,794	129,853	152,257	137,620	198,052	196,673	236,935	199,834	217,088	185,472	172,524	134,223	2,069,325	1,034.66

2015 Monthly in lbs	January	February	March	April	May	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	
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	
Commingled 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 lbs	January	February	March	April	May	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
Other is composed of Aluminum Foil, Electric Motors, Electrick Wire, Flourescent lights, Lead Acid Batteries, Rechargable Batteries, Oil Waste, Refridgerators, Textiles, Tires, Non-Ecycle Electronics