

LOPEZ SOLID WASTE DISPOSAL DISTRICT REGULAR MANAGING BOARD MEETING

MINUTES

THURSDAY, September 15, 2016
LOPEZ ISLAND FIRE HALL MEETING ROOM
3:00 PM to 5:00 PM
Approved at 10/13/16 meeting

Board members present: Sandy Bishop, Bruce Creps, Judy Meyer, Dan Post, David Williams

Board member absent: Tytti Langford

Others present: Facilities Manager David Zapalac, Training Education and Outreach Coordinator Nikyta Palmisani, Clark Johnson

1. Sandy called the meeting to order at 3 PM, noting no changes to agenda and introducing Clark as an invited guest and prospective board member.
2. **Dan moved to approve the minutes from 8/18/16. The motion was approved unanimously.**
3. Board business:

Treasurer's report: See Appendix 1 (below).

The following voucher/warrants/electronic payments are approved for payment:
 Claim numbers: 16033 through 16036, totaling \$20260.22.
 Payroll dates: 7/26/16 – 8/25 through 8/25/16 totaling \$9984.21.

The Board was informed of a Chamber of Commerce membership meeting. In response to a question, Bruce stated that the payroll was below budget because some driving and bookkeeping are being done by volunteers.

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

Manager's monthly report: see Appendix 2 (below). Prices received for baled cardboard went up from \$63 to \$72/ton; aluminum is \$0.30/lb; mixed paper is \$10/ton; #2 cloudy is \$0.09/lb.; copper is \$1.40/lb; irony brass is \$0.65/lb.

Administrator's report not available this month because invoice not received from Skagit Recycling in time. The report for next month's meeting will include information from two months.

Training, Education and Outreach Coordinator's report: See Appendix 3 (below). The Board discussed Nikyta's proposed fall work schedule, in particular the plans for the Tinker Lab in the school with an extruder that will convert #2 plastic to filaments that are used in 3D printers. The next step will be an MOU from the school clarifying what they want from us and who is providing funds. We will budget 20 minutes to meet with Dave Sather about this at our October regular board meeting. We also clarified that Nikyta will be training Thrift Store volunteers in the hope that there will be less sent to the dump as garbage. After discussion, **Bruce moved that we approve the workplan. The motion was approved unanimously.**

5. Committee reports:

Operations (1) Response to neighbor's request to extend the privacy fence. **Dan moved that we accept the recommendation of the OPS committee and extend the fence by 34 feet at an estimated cost of \$1200.** Considerable discussion followed in which some members voiced their concern with the expenditure, noted a preference for planting rather than a fence, suggested sharing the expense with the neighbors, voiced an interest in maintain good relations with the neighbors, and noted that we are already putting in cameras, lighting and fencing at TIOLI to mitigate their concerns. Hearing this discussion, **Dan withdrew the motion.** David W agreed to draft a letter that Sandy will send to the neighbors telling them what we are doing to mitigate their concerns and suggesting they contact Public Works, who are the owners of the property. If the neighbors wish to erect a privacy fence on their property, they are free to do so. (2) It is not clear if we will need a permit to construct the expanding fence for TIOLI. David Z will clarify with Jason. (3) OPS was asked to provide a firm date for the summer schedule. They propose that the summer schedule begin the Friday after Memorial Day and end the Sunday before Labor Day. Concern was expressed about these dates. David Z noted that there is less congestion and confusion if we keep customer numbers to 35 cars/hour. Bruce will provide a table of historical information on number of cars, and we will put this item on the agenda for the October regular board meeting. (4) Larry Eppenbach has made an attractive cedar backing for the new "The Dump" sign and will put it on the fence to the left of the entry gate.

Management: David W. attended the meeting to review policy needs and will be working on volunteer policy. The Board discussed the need for greater administrative support given that some of the founding board members will no longer be on the board and that we have not identified individuals willing to volunteer tens of hours per week to doing the work of truck driving, bookkeeping, financial planning, interacting with state and county financial officers and auditors, and general administration that has been done by Dan, Bruce, and Sandy. Several members voiced support for an administrative position, perhaps called District Administrator that would fill the void being left by the departure of these Board members. Prior to becoming a junior taxing district, these

financial and administrative functions were handled by county employees. The management committee will meet to draft a job description that meets these needs and emphasizes our collaborative mode of operation. They will present this at a special meeting on October 13, 3 to 5 PM. Judy will arrange for a meeting place and provide public notice of the meeting.

Administration has been working on updating LISSY and other IT matters.

6. Other reports –

Solid Waste Alternatives Project (see Appendix 4 for their report).

Solid Waste Advisory Committee: The Board clarified that David represents us on this committee. He voted to give Mark the authority to be on the Solid Waste Caucus with other solid waste managers to give them some lobbying power, which may be helpful given concerns with proposed new Ecology regulations. SWAC voted for the plastic bag ban. It is important that David make it clear that this Board does not support the ban as stated because it does not include a fee for paper bags.

7. Old business –

Recruiting new Board members: Clark Johnson told the board about his extensive experience in managing a company and doing data analysis; he also responded to questions from the Board. The Board told him the procedure for applying to be on the Board and encouraged him to do so.

Because of time constraints, we postponed the other items on the agenda under new and old business until our October 13 special meeting.

The meeting was adjourned at 5 pm. The next regular board meeting is October 20; there will be a special board meeting on October 13.

Respectfully submitted,

Judy Meyer,
Secretary

judym@lopezsolidwaste.org

Appendix 1

09/15/16

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

	Jan - Aug '...	Budget	% of Budget
Income			
Tax Levy Revenue (311.10.00.0000)	70,727	70,271	101%
Timber Harvest Tax Revenue (317.40.00.0000)	19		
Excise Tax Revenue (318.45.00.0000)	37,411	34,913	107%
Garbage Tip Fee Revenue (343.70.00.0000)	107,220	91,023	118%
Recyclables Sales Revenue (343.70.00.0001)	8,335	8,064	103%
Recyclables Tip Fee Revenue (343.70.00.0002)	5,403	5,042	107%
Donations (367.00.00.0000)	2,729	400	682%
Cash Over (Short) (369.81.00.0000)	1		
Refuse Tax (386.37.00.0000)	3,851	3,279	117%
Total Income	235,696	212,992	111%
Expense			
Wages (537.00.10.0000)	70,912	81,748	87%
Overtime (537.00.10.0001)	108		
FICA (537.00.20.0001)	5,433	6,254	87%
L&I (537.00.20.0002)	3,735	4,578	82%
Retirement (537.00.20.0003)	7,157	7,357	97%
Personnel Benefits (537.00.20.0009)	64	600	11%
Office & Operating Supplies (537.00.31.0000)	1,369	3,336	41%
Fuel (537.00.32.0000)	930	3,026	31%
Small Tools & Equipment (537.00.35.0000)	1,849	5,000	37%
Accounting and Professional (537.00.41.0000)	1,952	3,200	61%
Advertising and Public Outreach (537.00.41....)	788	664	119%
SJC Admin. and Legacy Fees (537.00.41.0099)	15,426	14,500	106%
Communications (537.00.42.0000)	973	1,336	73%
Taxes, Other (537.00.44.0000)	1,597	897	178%
Rentals and Leases (537.00.45.0000)	1,515		
Insurance (537.00.46.0000)	20,059	9,654	208%
Utility Services (537.00.47.0000)	402	600	67%
Garbage Tip Fees Paid (537.00.47.0001)	26,429	23,342	113%
Garbage Transportation Exp. (537.00.47.0002)	4,999	5,460	92%
Recyclables Tip Fees Paid (537.00.47.0003)	320	7,930	4%
Recyclables Transportation Exp. (537.00.47....)	4,820	4,705	102%
Reclamation-Disposal Fees Paid (537.00.47....)	2,473		
Repairs and Maintenance (537.00.48.0000)	85	8,000	1%
Fees & Dues (537.00.49.0001)	130	136	96%
Hazardous Waste Exp. Allowance (537.00.49....)	49	250	20%
Permits and Licenses (537.00.51.0000)	2,856	2,000	143%
Ballot and Levy Measures (537.00.51.0001)	0	1,000	0%
Refuse Tax Payment (586.00.44.0000)	3,670	2,045	179%
Debt service, Principal (591.37.70.0000)	9,292	9,292	100%
Interest Expense (592.37.80.0000)	862	862	100%
Facility Improvements (594.37.63.0000)	31,835	25,000	127%
Computer and Software Exp. (594.37.64.0000)	79		
Machinery and Equipment (594.37.64.0001)	2,157	3,336	65%
Total Expense	224,326	236,108	95%
Net Income	11,370	-23,116	-49%

Appendix 2

Solid Waste Facility Manager's Monthly Report

Date Issued: September 10,2016

SAFETY

New taller traffic safety cones have been ordered which will replace the faded old Public Works cones that have been in use since the District began operations. A motion detecting security light was also purchased for TIOLI.

GENERAL

OPERATIONS/ONGOING ISSUES:

Eric Blaser was hired for the temporary position of Operations Assistant. Eric will be with us until the beginning of October and may return to assist later this year as the staff take vacations.

The permit for Phase II of the East lot expansion project is expected to be ready by mid September. Lopez Sand and Gravel will be hired to perform the excavation work as well as some of the grading and compacting. The materials list for Phase II has been submitted to Public Works and materials are expected to be on site next door by the end of this week.

Volunteer shift times for the coming Fall-Winter-Spring period have been set and the LISSY schedule updated for the new times. There will be two volunteer positions for each of the TIOLI and Recycle areas as before. The shift times are 10:30am – 1pm and 1pm – 3:30pm. Carol has notified the volunteers of the changes.

A bicycle parking rack from Lopez Bicycle Works has been set up in the bike area near the exit driveway. An additional bicycle rack has been requested from Lopez Village Cycles and should be available for use before next Summer.

Since the price of steel has dropped we have had no demand for our empty propane tanks as they are. A tool has been purchased that will allow us to remove the valves from the tanks so that they can be processed for sale to SRSR.

Recycling prices in August for materials delivered were not yet available at the time this report was written.

CUSTOMER/VOLUNTEER FEEDBACK:

The owner of the property that borders the Public Works sites has brought to David's attention an incident where clothes and flooring materials, presumably from TIOLI, were left on a trail leading from the facility through the greenbelt to her property. She expressed concern that people were shopping in TIOLI after hours and then trespassing on her property.

Appendix 3

September 2016 Board Report Training, Education and Outreach Coordinator

Training / Volunteers:

Metrics: 82% shifts filled in August. See Administrators report attached.

Training:

- 2 training videos have been delayed pending TIOLI committee meeting for volunteer updates and shift times, and managers approval.
- Trained 2 new volunteers

Volunteer Recruitment:

- 4 volunteer applications given to promising candidates.
- Several past volunteers that were moved to inactive status have asked to be reinstated to sign up for volunteer shifts this fall.
- Many regular volunteers who have been too busy to volunteer this summer have said that they will be signing up for shifts this fall.

Education:

- Have educated many visitors to both Recycle Plaza and TIOLI about recycling protocols.
- Textile Mural is now displayed at the Post Office for month of September.
- Preliminary research has been done on Recyclebots at the STEM lab and with volunteer consultants for 3D printers and the use of HDPE plastics as printer filament. This project is intended to turn #2 HPDE plastic into filament to be used for 3D printers, which will turn a current underused resource (recyclable plastic) into material for localized manufacturing on a small scale. The principal of Lopez School is very excited for this project, and has room in an emerging tinker lab at school for the two machines needed. 3D printers are now available off the shelf for between \$350-2000, depending on the size and quality. A full project proposal is in process with estimated time and financial budgets and is being reviewed by David before presenting to the board.

- Alex Nellie is finalizing the Washington Green School certification as the result of paper towel diversion into compost. Superintendent Auckland was needed for final financial information for the certification.
- TEOC is now in the planning stages with Lopez School teachers to continue in school projects and education. 4th, 5th, and 6th grade teachers have expressed interest, as well as Art instructors for collaborative educational projects.

Outreach :

Service Groups: Follow up email sent to the Lion's Club after the August 4 presentation. Several Lions have requested TEOC to come back and lecture again for members who were not present.

Events:

- Post Trashion Fashion committee meetings
- Textile Mural installed at Post Office for month of September.

PR Committee:

- Summer Newsletter sent out after board approval.
- Website renovations nearly complete. New site is up and being edited, PR committee & SWAP are working on creating new content for new pages.
- Trashion Fashion photos up online

Ongoing:

TIOLI Committee: met this month to discuss new Fall hours and new volunteer shift times.

SWAP board: attended 2 meetings to discuss new direction for SWAP board, with a focus on education. Assisted in transition from old board to new members.

Trashion Fashion Committee: met several times following the event. Many challenges this year, including bad lighting, sound, etc. Decision was made to take a year off next year and regroup. Also discussion about how to best market photos/video post event. A possible calendar may be in the works, but is TBD.

Data Collection: Only 2 days recorded in August due to summer volunteer shortage mainly on Fridays. Average TIOLI donations received in 5 hours: 2747 lbs, averaging 550 lbs an hour.

See administrators report on next page.

August 2016 Volunteer Analysis

Volunteer Hours/Rate	
Potential Volunteer Shift Hours	Number of Open Days
264	12
Total Shift Hours Volunteered	Shift Participation Rate
218.25	83%
Potential TIOLI Shift Hours	Potential Recycle Shift Hours
132	132
TIOLI Shift Hours Volunteered	Recycle Shift Hours Volunteered
122.25	96
TIOLI Participation Rate	Recycle Participation Rate
93%	73%
Special Project TIOLI	Special Project Recycling
23	3
Total Hours Volunteered	
244.25	

Unfilled Shifts	
All Shifts	
Total	120
Unfilled	32
% Filled	73%

Tioli Shifts	
Total	60
Unfilled	13
Filled %	78%

Recycle Shifts	
Total	60
Unfilled	19
Filled %	68%

Number of Shift Volunteers Participating	
TIOLI	17
Recycling	16

Appendix 4

SWAP for September 15th meeting.

The LSWDD is not in the same position that it was over five years ago and in that light and with a **shortage of board members**, SWAP is taking time to determine the best way of supporting LSWDD. We are leaning toward a focus in education; however, have not worked out how that will look.

Part of taking the time means two things for now--we are not planning a Trashion-Fashion Show for 2017. Neither are we planning a Trash to Treasures Auction and Chili Feed for 2016. We will have the Auction in 2017, so keep creating and gathering treasures!

We will send out donation letters in October, have a space at the Preschool Bazaar in November and at the Port Stanley School Bazaar in December.

We are open to ideas as we rethink our focus.