

# LOPEZ SOLID WASTE DISPOSAL DISTRICT REGULAR MANAGING BOARD MEETING

## MINUTES

THURSDAY, August 20, 2015  
LOPEZ ISLAND FIRE HALL MEETING ROOM  
3:00 PM to 5:00 PM

Approved 9/25/2015

Board members present: Sandy Bishop, Bruce Creps, Dan Post, Judy Meyer, Jim Lombard,  
Tytti Langford

Board member absent: none

Others present: , Manager Dave Zapalac, TIOLI Chair Carol Steckler, Education and  
Outreach Coordinator Nikyta Palmisani

1. Sandy called the meeting to order at 3:04 PM, noting no changes to agenda.
2. **Jim moved to approve the minutes from the July 16, 2015 regular board meeting. The motion passed unanimously.**
3. Board business:

Treasurer's report: **See attachment 1.** The board thanked Bruce for all his work and for providing the financial statements to us prior to the meeting so we have plenty of time to look them over.

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

**Manager's monthly report: See attachment 2.** David talked with the county noxious weed personnel to see about getting reed canary grass listed as forage. They agreed to reconsider its listing as a noxious weed. Volunteer sign-in and vests have been moved to the upper kiosk, closer to the new volunteer parking area.

**Administrator's and Education/Outreach report: See attachment 3.** The Board asked Nikyta to make sure the summer brochures were distributed to the Chamber and real estate offices as well as bike shops.

We thanked Nikyta for her work in locating the written records and discussed our system for record keeping. Bruce has all employee, vendor, and customer files as well as the truck title; Judy (as secretary) and Gary (on the website) keep electronic copies of agendas and minutes; Carol keeps volunteer records at her house. The new Labor and Industry records will be kept in the lower kiosk, which is locked when no one is present. All board members need to take the document training; Dan has done it. We may want to return to the topic of record keeping once all members have taken the training.

We discussed whether the board wants more involvement in things like the interviews Nikyta has given in the past month. We agreed that publicity is good and part of her job and that guidelines would be helpful. The board has confidence in the person in the job now, but thinks it prudent to have guidelines in place for future occupants of that position. These are the kinds of things the PR committee needs to discuss with Nikyta.

As part of a discussion of Nikyta's proposed work plan, the Board had a wide-ranging discussion of what it means to be a zero waste facility. What are our goals? Is it simply waste reduction? How do we balance a goal of zero waste with fiscal responsibility? Taxes and garbage tip fees currently finance our operation. Is job creation on Lopez part of our goal? Nikyta shared the Wikipedia definition of zero waste: "The internationally recognized definition of Zero Waste adopted by the Zero Waste International Alliance is: Zero Waste is a goal that is ethical, economical, efficient and visionary, to guide people in changing their lifestyles and practices to emulate sustainable natural cycles, where all discarded materials are designed to become resources for others to use." Dan presented the following financial analyses of our recycling operation: taking labor and transportation into account, we make \$87 on each bale of aluminum cans and \$55 on each bale of milk jugs; #1 PETE costs us \$142/bale, clamshells would cost us \$106/bale; we pay \$160/ton for garbage and \$208/ton for co-mingled. Hence it costs us more to recycle than to treat things as garbage, in part because externalities have not been accounted for in these calculations and because the government subsidizes garbage and not recycling. As a board we need to define what we mean by zero waste and what actions we want to take to achieve that goal. We recognized that would be a good topic for a board retreat and asked Jim to find a date and venue for us to do that.

**Bruce moved to approve Nikyta's workplan as written. The motion passed unanimously.**

5. Committee reports:

SWAP **See Attachment 4**. The Board cheered the work done by Sarah and the SWAP committee and thanked them profusely for yet another WONDERFUL trashion fashion show.–

SIGNS Thanks to Jim for all his work on creating signs. He is now off this committee.

TIOLI No meetings this summer; will resume in the fall.

ADMIN We are working on an update of LISSY that is local and not internet dependent; it would run locally after a short download time, so we would be less vulnerable to the internet going down.

OPS –Jim is looking into getting a compactor for clamshells. We are uncertain what we will be doing with batteries as Ace is starting to charge for them. The tear down table is being worked on. As we prepare the budget, we should consider the option of getting a whole new building rather than just refitting the old. TIOLI needs some lighting upgrades. We should look into updating Neil's 8-10 page report on operations. Bruce will email it to the entire board.

6. Other reports –

SWAC – Still no solid waste manager for the county.

NEW COMMITTEE: Sandy proposed that an executive committee be formed. It would be Bruce, David and Sandy, and its goal would be to transfer information on procedures from outgoing board members to the manager. Board members suggested calling it a management committee rather than an executive committee. **Judy moved that we form a Management Committee (two board members and the Manager) whose purpose is to facilitate information transfer to the Manager. The motion passed unanimously.**

7. Old business –

Jim shared a preliminary review of e-waste and noted that we need to have Frank from Community Treasures come here and give us advice on streamlining our procedures.

The revised guidelines for volunteers and staff will hopefully be ready by next month.

The discussion of whether and how to identify different types of customers will be part of the proposed board retreat.

8. New business –

The board reviewed the list of secretary duties (**Attachment 5**), found it complete, and thanked Bruce for compiling this list.

Sandy was asked to notify Lopez Rocks and put an ad in the Weekly noting when summer hours are changing.

Meeting was adjourned at 5:05 pm. Next regular board meeting is September 17, 2015, 3-5 PM at the firehall.

Respectfully submitted,

Judy Meyer,  
Secretary  
judym@lopezsolidwaste.org

## Attachment 2

### **Solid Waste Facility Manager's Monthly Report**

Date Issued: August 14, 2015

#### **SAFETY**

The roll-off truck was pulled aside at a weigh station for a safety inspection where several issues were cited. This resulted in the truck having the rear brakes adjusted, some minor welding to the frame, and replacement of a wheel lug stud. A compliance statement was signed and returned to WSDOT. Later, a more thorough inspection of the rear brakes revealed that the truck was due for a complete rear brake job. The work was done by Motor Trucks in Mount Vernon.

Yellow jackets have been heavy. We have mostly managed to stay on top of them by using traps and removing nests, but a few stings have been reported. We have updated our First Aid Kit with sting reliever swabs.

A cat managed to lock itself along with the keys in a car at the recycling plaza. We threw a tarp over the car to give it some shade while the car owner got a ride home to get a spare set of keys. The cat was safely removed when the keys arrived.

#### **GENERAL**

##### **OPERATIONS/ONGOING ISSUES:**

Since the roll-off truck was down for almost a week for repairs, we had to move some 40 yard containers around so that we had enough container space to handle the garbage intake. Our commingle bin, which had recently been dumped, was converted to a garbage bin during this time.

Summer traffic has been heavy, mostly steady but manageable. Besides the occasional garbage contamination of the commingle sort, and a couple of instances where visitors drove the wrong direction, things are running fairly smoothly.

Parking stripes have been painted along at the base of the z-wall and signs have been strategically placed to help manage parking at the TIOLI. Additionally, volunteers have been asked to park in the

area along the driveway just east of the recycle plaza. A laminated sheet describing where to park, along with a map created by Jim Lombard, are displayed at the exit gate and at the intake table for TIOLI.

We have rescheduled a meeting with Todd Reynolds from Skagit River Steel and Recycling for August 21<sup>st</sup> at the facility. This meeting will be an opportunity to discuss the current recycling market and how we can optimize our program to deliver the best recycle sort to optimize our revenue.

Carol Steckler attended our monthly staff meeting and we were able to address several issues with regards to volunteer paperwork and training. The meeting also resulted in a draft work plan for the Education and Outreach Coordinator for the third quarter of 2015. The work plan is submitted for review by the Board.

The D.O.E. Grant report was completed by Gary and submitted to the county in early August.

Closing guidelines for the recycling volunteers were drafted by Nikyta and have been posted in the Recycle Plaza.

#### LOOKING AHEAD:

We have received verbal estimates for both the paving project at the garbage plaza and the roof extension at the baler shed. These projects have been tentatively scheduled for spring of 2016.

#### CUSTOMER/VOLUNTEER FEEDBACK:

We received a comment from the website that requested information concerning parking along Fisherman Bay Rd. during open hours. A response was made by Gary. We have also received a couple of verbal comments from customers approving of our attempts to make the TIOLI parking situation safer.

### **Attachment 3 : Outreach and education coordinator's report**

New volunteers recruited this month: 4

Volunteers trained: 3

Events: 1: Trashion Fashion

Workshops: 3: 21 participants total

Videoed Interviews: 2

Description:

Trashion Fashion workshops were a success: many parents and youth in attendance. Many were very interested, but were unable to participate in the show for various reasons. Most were simply due to summer busy-ness. 21 people in attendance overall. For next year, SWAP board members and Nikyta discussed perhaps going through the Family Resource Center to design Trashion Fashion costumes as a class. This might help add structure to the class, and give adults who are nervous about designing a more committed way into the process.

Trashion-Fashion was a sold out success! There were 14 entries, all of whom received specialized awards. Joanne Bryant made a pitch for volunteer recruitment in with her "Orange is the New Black" costume, and showed off a volunteer orange vest when she interacted with the judges. The

"Flash Trash" interlude that Nikyta designed went very well: 5 young ladies came forward to be "models" and then selected audience members joined them to design outfits in 12 minutes. This was designed to fill the space where the judges deliberated. It went exceptionally well, the youth were elated to be included, it just the right amount of time and there was no lag in the show. The theme was "Paper vs Plastic" which was designed also as a educational moment: so when at the grocery store when asked "Paper or Plastic" the right answer is really "I brought my own bag". A plug for the up cycled feed bags sold at the SWAP booth was then added at the end.

Aluminum vs Glass educational campaign: was put on hold for further discussion as information is gathered regarding aluminum cans being lined with BPA (a toxic plastic now banned from baby bottles, etc). Josh Ratza from Blossom has contacted some beer companies, and received one email stating that that particular company stopped using BPA lined cans. This topic merits further discussion.

Volunteer recruitment, training and retention: we have had 4 new volunteers recruited this month, and 3 already trained and doing shifts! As a team we are working on strategies to encourage volunteers to sign up in advance for shifts, take regular weekly shifts, and communicate with us what works best for them. We are working toward less crisis management communications and more regular and dependable volunteer work force. We would like to plan an end of the summer volunteer appreciation event to thank them all for their hard work.

David has created parking spaces up above, and the storage container now has loaner rain jackets, sun hats, vests and gloves for volunteers in the recycle plaza.

Nikyta gave two interviews that were documented: one for the Hippocrates Institute for Health, and another for a web series focused on solutions for climate change. Both were spontaneous and on the same day! We will send links as soon as they arrive to us.

Summer tourists continue to be impressed by LSWDD, and the Summer Use Guide has been widely distributed.

Nikyta is continuing to work on designing a monthly newsletter that includes links to the website. The goal is to have the first one come out in September.

Nikyta organized all LSWDD records and filed them on site in the lower kiosk. All previous board minutes, documents, etc are now stored there for reference.

#### **Attachment 4**

#### **SWAP REPORT: LSWDD Board Meeting 8/20/15**

#### **Activities**

Trashion-Fashion 2015 proved to be another sold-out, crowd-pleasing event with totally amazing outfits created from trash and recyclables. If you missed seeing these remarkable creations, I am sorry for you! We carved out 250 audience seats in a theatre-in-the-round riser set-up—so many seats in fact that we needed to borrow 20 chairs from Woodmen Hall. We expect to net approximately \$4500 in direct revenues (gate and bar) from the event. As in past years we distributed donation cards and envelopes and have so far received \$470 in direct response to the show. Together with all of that, we spread joy and positive feelings about LSWDD and recycling/repurposing to the community. So many people helped. If you know any of them, please thank them.

We appreciated the help from Judy Meyer, who volunteered as a greeter, and Dan Post, who volunteered for clean-up, as well as Nikyta's substantial contribution, including the Trashion workshops, participation on the organizing committee, help with the music, and as a participant in the show. Her "Trash-Flash: Paper or Plastic?" audience participation segment during the judging interlude involved both children and adults and was a huge success with everyone. Also, thanks to Nikyta's guidance, our bar servers offered beverages in reusable jelly jars. We saved these and will augment the collection for future SWAP and community events. Thank you also to Nathan Zapalac for stepping up to the videographer's job! We hope to post Glenda Pugerude's photos on our website soon and produce a DVD incorporating them and Nathan's footage.

The Library will host an exhibit of Trashion "couture" September 25-November 6. We hope for smaller exhibits in Paper Scissors and Déjà vu as well.

Our next event will be the Trash-to-Treasures Auction and Chili Feed at Woodmen Hall on November 14.

### **Lopez Farmers Market and other markets**

We will continue to staff our booth for the remaining four market days of the season. Our gross market revenues (sales plus donations) total \$3851 to date. We have distributed all but two of the LSWDD summer usage brochures.

We plan to develop one or more new items to sell at the Thanksgiving and holiday markets.

### **Finances**

SWAP contributed \$3500 to the Citizens for Lopez Solid Waste Levy campaign. Our current account balance is \$8188. We do not anticipate difficulty in contributing our pledged amount of \$10,000 in 2015.

### **Fundraising**

We plan to mail our annual solicitation newsletter in October with a focus of “helping with repaving expenses.”

### **Board members**

We continue to seek new board members and welcome any suggestions.

Sarah Eppenbach

Chair

### **Attachment 5**

**Secretary duties** Reviewed 8/20/15

1. Agenda.

1a. Track tabled motions and discussion for future meetings.

1b. Track requested agenda additions during the month.

1c. One week before the meeting, send draft agenda to Chair for finalizing.



1d. Three days before the regular meeting, email the agenda to Staff Assistant to the Council (currently Sue Kollet, [sueko@sanjuanco.com](mailto:sueko@sanjuanco.com)); and include in board packet to send to board, staff, Volunteer Coordinator, SWAP rep, and other regular attendees of meetings.

## 2. Notice.

2a. Create notice for postings compliant with Open Public Meetings Act (OPMA). State time and place of the meeting, and whether it is a regular or special meeting; include the agenda or a link to it.

2b. Post notice on [lopezsolidwaste.org](http://lopezsolidwaste.org) (send to Gary for posting) and the calendar of [Salishrocks.org](http://Salishrocks.org) (secretary does this) once agenda is finalized, at least three days before the regular meeting.

2c. Notice poster. Create a notice poster. At the top, state in large bold font “LSWDD REGULAR [SPECIAL] BOARD MEETING” along with date, time, and location. Below that, show the agenda; fit to one page if possible. Post this at the pay station and TIOLI desk, at least three days before the regular meeting.

2d. Create, place and recover physical signage, compliant with OPMA. Place sign board readable from street announcing a meeting at the facility front gate before the meeting, and at the meeting place on meeting day.

## 3. Minutes.

3a. Prepare draft minutes compliant with OPMA. Include all motions with name of person making motion and the vote shown as in-favor/opposed/abstention (e.g. 6/0/0). Record name of persons opposed or abstaining. Keep sign-in visitor log.

3b. After minutes are approved create an official copy of minutes showing any amendments, date approved, and Secretary signature. Include manager report, other staff reports, financial statement, and any other relevant appendices.

3c. Post approved minutes with appendices on [lopezsolidwaste.org](http://lopezsolidwaste.org) and send to Staff Assistant to the Council.

## 4. Miscellaneous

4a. Special meetings. Treat agenda, notice, and minutes the same as regular meetings, except that a minimum of 24 hours notice is required. Refer to OPMA.

4b. Meeting room. Reserve space for regular and special meetings well in advance of meeting. Lopez Main Fire Hall is the first choice. Backup locations include the library meeting room and LSWDD site.

4c. Record keeping. Approved agenda, minutes and appendices are filed in calendar binder, in a

manner consistent with current records-management and audit requirements.

4d. Other. Duties to be performed or delegated by Secretary. Ensure adherence to bylaws, including calling and notice of meetings, quorum, voting. Incorporate OPMA changes. Ensure duties are fully covered in any absence.