

# LOPEZ SOLID WASTE DISPOSAL DISTRICT REGULAR MANAGING BOARD MEETING

## APPROVED MINUTES

THURSDAY, August 18, 2016

Lopez Fire Hall

3:00 PM to 5:00 PM

Approved 9/15/16

Board members present: Sandy Bishop, Bruce Creps, Dan Post, David Williams,  
Tytti Langford

Board member absent: Judy Meyer

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

Sandy called the meeting to order at 3:03 PM, noting a change to add Thrift Shop communication to agenda.

**Dan moved to approve the minutes from July 21, 2016, with one change to section 3:** "Bruce noted that volunteer reporting requirements have been expanded by the state; we now have the option to report all volunteers at 100 hours/year without tracking hours. This is not in LSWDD's favor." Bruce noted that in the same section the payroll dates are thru 6/25/16, and that in discussion about parking Dan would ask to retain road-shop parking out front. **The motion was approved unanimously.**

### MANAGEMENT REPORTS:

**Treasurer's report** was approved (attachment 1.) with note that July recycling was 185% of budget due to a surge in appliance recycling.

The following voucher/warrants/electronic payments are approved for payment: Claim numbers: 16030 through 16032, totaling \$18956.48. Payroll dates: 6/26/16 through 7/25/16 totaling \$11857.45.

**Manager's report** ( attachment 2.) The camera shows that there is some trespassing during night time. Sandy suggested that a barrier with motion detector lights be erected in the front. Bruce recommended a fence for TIOLI to keep trespassers out. David Z will look into it. Letter from neighboring property owners requesting a fence was discussed. Since most of the adjoining property belongs to

Public Works, Sandy will invite LSWDD and PW to walk the property. David will contact Mark Herrenkohl with letter how PW responds. Our board liaison with PW will be discussed at the September board meeting. Also ADA parking was tabled until then.

**Administrator's report** attachment 4.

**Training, Education and Outreach Coordinator's report** attachment 3.

## **OTHER REPORTS**

**TIOLI** - no report

**SWAP** - Trashion Fashion event was successful with over 50 volunteers involved. Concerns are safety checks and intermission. Trash to treasures auction will be held on November 12.

**Public Relations** - Continue with on line training for volunteers. Sandy suggested we follow the PR review procedures for the online training seminars and evaluate the talking points so we make sure they are factual before filming. Nikyta and David were hesitant to follow procedures because it slows down the process. We all agreed it is best to follow the procedures.

**Solid Waste Advisory Committee** - David Z will report at September meeting.

## **OLD BUSINESS**

Bruce will update finding a bookkeeper part time for next year at our next meeting. There is no specific written agreement with the Thrift Shop about bringing items to TIOLI. David W reported discussions with Thrift Shop's Bill Brimmer, about the situation. Discussion about setting an annual dollar limit was tabled for the September meeting.

Think of new member recruitment for LSWDD board for September meeting.

Cash donations at TIOLI could be a problem with the auditors. **Dan motioned to have all cash donations given at the booth. The motion was carried 5/0/0.**

**Dan moved to make non-summer hours (starting 9/22) from 11-3, instead of 12-3 as in past years. The motion was approved unanimously.**

**Sandy moved to make summer work days (starting in 2017) Fri-Sat-Sun-Mon, which adds Monday as a fourth day. Summer hours will remain at 11-4. TIOLI will be closed on Mondays. The motion was approved unanimously.** David Z. explained that three dumpsters will be adequate to handle this additional work day; purchase of a 4th dumpster tabled until a need is determined. Possible changes to the summer dates (currently 6/21 - 9/21 inclusive) was tabled pending research and a recommendation by David Z.

**EXECUTIVE SESSION** was opened from 4:45 to 4:58 including David Z.

Following the executive session the board accepted David's recommendation to terminate the discussed employee. He might get feedback from Sandy regarding written notice. David will try to find a new part time employee, check references and inform the board of his decision

Meeting was adjourned at 5:05.

Next regular board meeting will be on September 15, 2016 at the Fire Hall meeting room.

Respectfully submitted,

Tytti Langford,  
Acting Secretary  
tyttil@lopezsolidwaste.org

# Appendix 1

07/20/16

LSWDD  
Profit and Loss Budget vs. Actual  
June 2016

	Jun '16	Budget	% of Budget
<b>Income</b>			
Tax Levy Revenue (311.10.00.0000)	1,238	382	324%
Excise Tax Revenue (318.45.00.0000)	7,156	4,746	151%
Garbage Tip Fee Revenue (343.70.00.0000)	15,936	11,107	143%
Recyclables Sales Revenue (343.70.00.0001)	1,143	984	116%
Recyclables Tip Fee Revenue (343.70.00.0002)	746	615	121%
Donations (367.00.00.0000)	6	50	12%
Cash Over (Short) (369.81.00.0000)	-8		
Refuse Tax (386.37.00.0000)	641	400	160%
<b>Total Income</b>	<b>26,858</b>	<b>18,284</b>	<b>147%</b>
<b>Expense</b>			
Wages (537.00.10.0000)	9,429	8,579	110%
FICA (537.00.20.0001)	721	656	110%
L&I (537.00.20.0002)	584	480	122%
Retirement (537.00.20.0003)	935	772	121%
Office & Operating Supplies (537.00.31.0000)	52	417	12%
Fuel (537.00.32.0000)	132	369	36%
Small Tools & Equipment (537.00.35.0000)	211	625	34%
Accounting and Professional (537.00.41.0000)	95	300	32%
Advertising and Public Outreach (537.00.41....)	48	83	58%
SJC Admin. and Legacy Fees (537.00.41.0099)	7,713	7,250	106%
Communications (537.00.42.0000)	205	167	123%
Rentals and Leases (537.00.45.0000)	175		
Utility Services (537.00.47.0000)	48	75	64%
Garbage Tip Fees Paid (537.00.47.0001)	4,463	3,805	117%
Garbage Transportation Exp. (537.00.47.0002)	1,071	890	120%
Recyclables Tip Fees Paid (537.00.47.0003)	0	5,645	0%
Recyclables Transportation Exp. (537.00.47....)	1,287	744	173%
Reclamation-Disposal Fees Paid (537.00.47....)	300		
Repairs and Maintenance (537.00.48.0000)	85	1,000	8%
Fees & Dues (537.00.49.0001)	20	17	118%
Hazardous Waste Exp. Allowance (537.00.49....)	49	250	20%
Permits and Licenses (537.00.51.0000)	0	250	0%
Facility Improvements (594.37.63.0000)	23,000	25,000	92%
Computer and Software Exp. (594.37.64.0000)	12		
Machinery and Equipment (594.37.64.0001)	0	417	0%
<b>Total Expense</b>	<b>50,635</b>	<b>57,791</b>	<b>88%</b>
<b>Net Income</b>	<b>-23,777</b>	<b>-39,507</b>	<b>60%</b>

## **Appendix 2**

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

Date Issued: August 15, 2016

#### **SAFETY**

There has been an increase in the number of wasp stings this year due to a more aggressive type of wasp nesting around the site. The more docile yellow jackets that have been so common in past Summers are rarely seen now. Staff has stocked the first aid kits with "sting kill" swabs for treatment of stings and purchased spray to eliminate nests.

Additional chain link fencing is planned for the top of the hill behind the lower office to discourage the customer use of the steep foot path from the street level parking behind the Public Works shop to the Zwall lot and TIOLI.

#### **GENERAL**

OPERATIONS/ONGOING ISSUES: Phase 1 of the East lot expansion is complete. Phase 2 will begin as soon as the permit is issued by the County. This is expected to be no sooner than the end of August. The phase 1 area is currently being used for staff and volunteer parking.

The tool room container contents have been transferred to the new tool room and the E-cycle is now being accepted in the recycle plaza.

Two monitoring cameras have been installed in the TIOLI shed. These cameras are wireless and are set to record activity after hours when triggered by motion. The cameras also have night vision capability. The system is "Cloud" based and does not require the use of the Kiosk computer. A plastic barrier fence is now being used to close off the TIOLI shed after hours to discourage people and a neighborhood dog from entering.

The metals recycling volunteers are continuing to improve their methods for breaking down and separating the more valuable metal components from appliances and other metal items. A new table top shear has been purchased for this purpose and Skagit River Steel and recycling has loaned LSWDD six collapsible shipping/storage containers that can be used to store and transport the separated high grade materials to SRSR.

The tool used to flip the metal aprons at the Z wall cubs has gone missing. Gary L. has posted a message on Lopez Rocks to the public asking for its return.

Summer traffic flows through the facility have started to become somewhat more predictable as the island residents adjust their weekly routines to the new Dump operating days. Fridays are typically busy days with fairly steady traffic flows. Saturdays are relatively slow in terms of car traffic however the pedestrian traffic at the TIOLI shed can be fairly heavy. Sundays have typically been very busy overall with peak traffic flows occurring after 2p.m.

Recycling prices in July for materials delivered are as follows:

Corrugated Cardboard increased from \$48/ton to \$62/ton.

Aluminum cans remained unchanged at \$0.30/lb.

#2 solid color bottles sold for \$0.045/lb.

#1 PET bottles, #1-7 mix and LDPE (bags and film) were all unchanged \$0.0 per lb.

Aluminum foil sold for \$0.08/lb.

Appliance steel dropped from \$30/ton to \$20/ton.

CUSTOMER/VOLUNTEER FEEDBACK: None to report from the website.

## Appendix 3

### August 2016 Board Report -- Training, Education and Outreach Coordinator

#### Training / Volunteers:

Metrics: 81% shifts filled in July. See Administrators report attached.

#### Training:

- 2 training videos were shot by a volunteer professional videographer, will be sent out to volunteers via Carol once approved
- Trained 4 new volunteers
- Trained 3 single day volunteers (as guests of regular volunteers)
- 

#### Volunteer Recruitment:

- 4 volunteer applications received
- Gave presentation to Lions Club, and have a follow up email ask for more volunteer recruitment.

#### Education:

- Educated Lions Club about the intersection between their service club and our opportunities to volunteer at a community run transfer station. Also the history of recycling, and an overview on planned obsolescence leading into the importance of shopping smart, reusing, reducing, and repurposing.
- Educated Trashion Fashion audiences for 15 minutes about Textile Recycling, how LSWDD contributes to textile reuse, repurposing and recycling, and conducted a Re-Runway Show or Rerun-Way show with audience members wearing upcycled, reused, or repurposed garments.
- Have educated many visitors to both Recycle Plaza and TIOLI about recycling protocols
- Textile Mural is serving it's role as engaging viewers and leading to education about textile recycling. Many tourists and locals alike take photos.

#### Outreach

**Service Groups:** Presented at the Lion's Club August 4, 2016 to 27 club members.

#### Events:

1. Trashion Fashion went well, sold out show. many happy participants.

2. We made trophies with TIOLI volunteers and SWAP board out of the surplus of lamps at TIOLI and also made reusable mason jars with dressed up trophy toppers and up-cycled sock cozies (for hot beverages) with hand painted "Trashion Fashion 2016" on them.

**PR Committee:**

- Working on Summer 2016 newsletter with a focus on Textile Recycling  
Continuing work on the website updates and renovations

**Ongoing:** TIOLI Committee: has not met this month. Have emails into Carol to get regular meetings back up again.

See administrators report on next page.



### July 2016 Volunteer Analysis

Volunteer Hours/Rate	
<b>Potential Volunteer Shift Hours</b>	<b>Number of Open Days</b>
330	15
<b>Total Shift Hours Volunteered</b>	<b>Shift Participation Rate</b>
285.5	87%
<b>Potential TIOLI Shift Hours</b>	<b>Potential Recycle Shift Hours</b>
165	165
<b>TIOLI Shift Hours Volunteered</b>	<b>Recycle Shift Hours Volunteered</b>
166.5	119
<b>TIOLI Participation Rate</b>	<b>Recycle Participation Rate</b>
101%	72%
<b>Special Project TIOLI</b>	<b>Special Project Recycling</b>
45	24
<b>Total Hours Volunteered</b>	
354.5	

Unfilled Shifts	
All Shifts	
Total	150
Unfilled	28
% Filled	81%

Tioli Shifts	
Total	75
Unfilled	5
Filled %	93%

Recycle Shifts	
Total	75
Unfilled	23
Filled %	69%

Number of Shift Volunteers Participating	
TIOLI	23
Recycling	14

Appendix 4 – see next page

Lopez Solid Waste Disposal District (LSWDD) 2014-2016

In Tons	Total Year	YTD Through July		
	2013	2014	2015	2016
Aluminum Cans	2.7	1.87	1.60	1.84
Cardboard	48.0	29.88	35.01	35.18
Commingled Recyclables	14.5	9.75	6.93	-
E-Cycle	5.0	2.59	1.76	5.07
Ferrous Metals	30.5	35.17	15.70	29.57
Glass	95.8	-	-	-
Mixed Paper/Newsprint	81.5	77.35	44.42	55.05
Non-Ferrous Metals	1.4	0.68	0.82	2.72
Other	4.9	7.89	9.99	8.07
Plastics	14.0	15.25	10.94	10.90
<b>Recycle Subtotal</b>	<b>298.3</b>	<b>180.4</b>	<b>127.2</b>	<b>148.4</b>
Garbage	425.0	266.90	270.88	277.23
Glass - reclamation project	15.0	56.00	63.27	72.29
<b>Garbage/Glass Subtotal</b>	<b>440.0</b>	<b>322.9</b>	<b>334.15</b>	<b>349.52</b>
<b>Grand Total Without TIOLI</b>	<b>738.3</b>	<b>503.3</b>	<b>461.31</b>	<b>497.92</b>
TIOLI Intake	-	-	73.70	81.38
TIOLI Discards	-	-	(1.61)	(3.41)
<b>Grand Total With TIOLI</b>	<b>-</b>	<b>-</b>	<b>533.40</b>	<b>575.89</b>

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

Year to Date				
Garbage/Glass	Tons		Recycle/Reuse	Tons
2014	323		2014	180
2015	334		2015	199
2016	350		2016	226
Garbage/Glass Rate	%		Recycle/Reuse Rate	%
2014	64%		2014	36%
2015	63%		2015	37%
2016	61%		2016	39%

2016 Monthly in lbs	January	February	March	April	May	June	July	August	September	October	November	December	Total	Tons
Aluminum Cans	480	460	541	-	906	425	877	-	-	-	-	-	3,689	1.84
Cardboard	11,437	8,553	3,951	5,206	15,522	10,319	15,378	-	-	-	-	-	70,366	35.18
Commingled Recyclables	-	-	-	-	-	-	-	-	-	-	-	-	-	-
E-Cycle	-	-	-	4,936	-	-	5,200	-	-	-	-	-	10,136	5.07
Ferrous Metal	-	-	23,700	-	13,640	10,600	11,200	-	-	-	-	-	59,140	29.57
Mixed Paper	-	24,320	23,240	-	22,180	21,260	19,100	-	-	-	-	-	110,100	55.05
Non-Ferrous Metal	508	-	-	4,200	728	-	-	-	-	-	-	-	5,436	2.72
Other	4,300	2,202	150	322	4,485	2,855	1,825	-	-	-	-	-	16,139	8.07
Plastics	2,783	2,394	1,955	2,037	6,455	1,930	4,250	-	-	-	-	-	21,804	10.90
<b>Recycle Subtotal</b>	<b>19,508</b>	<b>37,929</b>	<b>53,537</b>	<b>16,701</b>	<b>63,916</b>	<b>47,389</b>	<b>57,830</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>296,810</b>	<b>148.41</b>
Garbage	53,480	57,160	79,000	69,380	93,960	102,340	99,140	-	-	-	-	-	554,460	277.2
Glass - reclamation project	14,790	15,000	-	30,990	17,130	19,310	47,350	-	-	-	-	-	144,570	72.3
<b>Garbage/Glass Subtotal</b>	<b>68,270</b>	<b>72,160</b>	<b>79,000</b>	<b>100,370</b>	<b>111,090</b>	<b>121,650</b>	<b>146,490</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>699,030</b>	<b>349.52</b>
<b>Grand Total Without TIOLI</b>	<b>87,778</b>	<b>110,089</b>	<b>132,537</b>	<b>117,071</b>	<b>175,006</b>	<b>169,039</b>	<b>204,320</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>995,840</b>	<b>497.92</b>
TIOLI Intake	23,016	20,540	19,871	21,514	24,200	20,556	33,061	-	-	-	-	-	162,758	81.38
TIOLI Discards	(2,000)	(776)	(151)	(965)	(1,154)	(775)	(1,005)	-	-	-	-	-	(6,826)	(3.41)
<b>Grand Total with TIOLI</b>	<b>108,794</b>	<b>129,853</b>	<b>152,257</b>	<b>137,620</b>	<b>198,052</b>	<b>188,820</b>	<b>236,376</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,151,772</b>	<b>575.89</b>

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)	
<b>Recycle/Resuse Subtotal</b>	<b>26,865</b>	<b>55,186</b>	<b>35,043</b>	<b>52,168</b>	<b>68,069</b>	<b>82,471</b>	<b>78,704</b>	<b>94,440</b>	<b>64,705</b>	<b>59,685</b>	<b>58,472</b>	<b>63,920</b>	<b>739,727</b>	<b>369.86</b>	
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	
<b>Garbage/Glass Subtotal</b>	<b>70,500</b>	<b>56,400</b>	<b>107,020</b>	<b>88,800</b>	<b>82,700</b>	<b>94,460</b>	<b>168,610</b>	<b>117,890</b>	<b>88,820</b>	<b>85,250</b>	<b>97,790</b>	<b>109,400</b>	<b>1,167,640</b>	<b>583.82</b>	
<b>Grand Total</b>	<b>97,365</b>	<b>111,586</b>	<b>142,063</b>	<b>140,968</b>	<b>150,769</b>	<b>176,931</b>	<b>247,314</b>	<b>212,330</b>	<b>153,525</b>	<b>144,935</b>	<b>156,262</b>	<b>173,320</b>	<b>1,907,367</b>	<b>953.68</b>	

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
<b>Recycle/Resuse Subtotal</b>	<b>55,281</b>	<b>26,667</b>	<b>16,551</b>	<b>102,859</b>	<b>14,634</b>	<b>36,654</b>	<b>109,569</b>	<b>41,964</b>	<b>81,280</b>	<b>46,614</b>	<b>73,256</b>	<b>61,814</b>	<b>663,098</b>	<b>331.30</b>
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
<b>Garbage/Glass Subtotal</b>	<b>94,940</b>	<b>56,420</b>	<b>86,720</b>	<b>77,460</b>	<b>88,040</b>	<b>110,720</b>	<b>131,500</b>	<b>107,680</b>	<b>116,800</b>	<b>92,160</b>	<b>101,700</b>	<b>69,620</b>	<b>1,133,760</b>	<b>567.00</b>
<b>Grand Total</b>	<b>150,221</b>	<b>83,087</b>	<b>103,271</b>	<b>180,319</b>	<b>102,674</b>	<b>147,374</b>	<b>241,069</b>	<b>149,644</b>	<b>198,080</b>	<b>138,774</b>	<b>176,956</b>	<b>131,434</b>	<b>1,796,858</b>	<b>898.30</b>

Notes on 2016