

LOPEZ SOLID WASTE DISPOSAL DISTRICT REGULAR MANAGING BOARD MEETING

MINUTES

THURSDAY, May 18, 2017
LOPEZ ISLAND FIRE HALL MEETING ROOM
3:00 PM to 5:00 PM
Approved 6/15/17

Board members present: Clark Johnson, Rhea Miller, Judy Meyer, Tytti Langford

Board member absent: none

Others present: District Manager Paul Andersson, Facilities Manager David Zapalac, Training Education and Outreach Coordinator Nikyta Palmisani, SWAP Co-chair Kim Norton

Clark called the meeting to order at 3 PM, noting no changes to agenda.

Tytti moved to approve the minutes from the April 20, 2017 regular meeting. The motion was approved unanimously.

Board business

Financial Officer's report: See Appendix 1 (below). Income is ~20% above budget for the year, and expenses are ~10% below budget.

The following voucher/warrants/electronic payments are approved for payment: Claim numbers: 17014 through 17017, totaling \$7785.56. Payroll: April 1, 2017 through April 30, 2017 totaling \$12,183.32.

Judy moved that we approve resolution 2017-2 (see Appendix 6) appointing Paul Andersson as Auditing Officer. The motion passed unanimously, and all board members signed the resolution.

Paul has developed a calendar showing financial deadlines. The board agreed to schedule a special meeting for June 27, 2017 at 3 PM to consider the 2018 budget so that we can determine what the 2018 levy request should be. Judy will find a meeting room and notify the Board.

Last month Paul requested that we consider getting a LSWDD credit card. He has now decided this will not be needed at present.

He proposes that we join the Washington State Recyclers Association (WSRA), which would give us access to the most current information on recycling in the state. **Clark moved that we join WSRA at a cost of \$240/year. The motion passed unanimously.**

Paul passed out a bar graph showing the net income (or loss) per ton for each of the commodities that we recycle. This takes into account costs of labor and transportation.

District Manager's monthly report: See Appendix 2 (below). The annual report is out and posted online. Paul is doing research on employee health care and has started regular staff meetings. Timesheets will now be done using the county's system.

Facility Manager's monthly report: See Appendix 3 (below). A carrier on Orcas will haul but not process E-cycle items. Details of this are being worked out. David is getting the bid package for the bailer shed extension ready for our June meeting. Putting in the concrete pads in the upper area will be delayed until the chip sealing is done next year. The county has agreed to do the chip sealing and will cover the cost of materials for the concrete pads.

Administrator's report: See Appendix 7 (below). Volumes are going up.

Training, Education and Outreach Coordinator's report: See Appendix 4 (below). LSWDD will report the Great Islands Cleanup volunteers to L&I, which will cost about \$30. Volunteer Appreciation BBQ will be June 22, and board members agreed to bring side dishes, salad, and desserts. Summer hours (11AM – 4 PM) will start June 21. Opening on Mondays for trash and recycling will also start June 21. Staff will be responsible for opening and closing, so volunteer shifts will be 11-130 and 130-4. Nikyta will return to doing training videos as soon as "improving the volunteer experience" work is completed.

Nikyta reported that the theme for the 4th of July parade is "Lopez – Take It or Leave It" and the founding board members will be the grand marshals of the parade. The board agreed that LSWDD should have a float in the parade. Nikyta will speak with islanders about ideas and volunteering to work on the float.

Committee reports (Rhea requested that in future agendas these reports be combined with staff reports, and Judy agreed to do that for our next meeting.)

Operations: The committee met today. They discussed TIOLI gate design, bailer shed expansion, ideas for safety improvements, getting 30 new vests for staff and volunteers, and purchasing 2 new cameras for after hours monitoring. Stormwater improvements have been made, and the report has been turned in.

Management: See Appendix 2 (below). Personnel policies are needed and are being developed. An office key for Board members was given to Rhea. Documentation of roles and responsibilities for each committee is being developed.

Administration: did not meet

Take It Or Leave It: did not meet

Public Relations: See Appendix 2 (below). The committee did not meet. The current procedures seem to be working fine, so they do not need to be changed. The committee will be discussing how to make zero waste opportunities better known and upgrading the website in the future. The newsletter will be coming out soon.

Other reports

Solid Waste Alternatives Program: The new junk bond is out and will be available at the Farmer's Market. SWAP could use help at Farmer's Market. There will be a shirt to skirt workshop on June 1. They are meeting with the school about offering a scholarship for someone with an interest in recycling or repurposing. They are seeking a person to lead the levy campaign. Kim would like to be a part of PR committee because of overlap with what SWAP is doing.

Solid Waste Advisory Committee did not meet.

Old business

Bylaws revision: Board members have given their comments to Paul, and they have been incorporated into the revised version (see Appendix 5, below). **Rhea moved approval of the revised bylaws. The motion passed unanimously.** Paul will send them to the county for their approval.

Emeritus status: The board agreed that the draft procedure and form (see Appendix 6) were appropriate with the District Manager having the responsibility to ask retiring board members if they want this status. The District Manager will also be responsible for assigning access. Paul will use the forms to check with retired board members and see whether they want any access.

L & I Forms: Tytti looked into those that are available on the website. They are also available in Spanish. Only hours are reported, no names. If there is an injury, an incident report needs to be filed within 8 hours. It is not clear if a social security number is needed on the incident report. Paul will look into this further.

New business

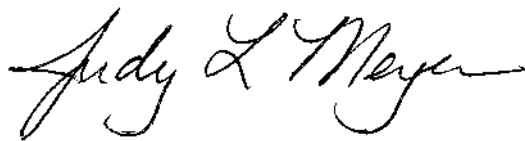
Improving the volunteer experience: Clark has done an analysis of volunteer numbers. Carol does an amazing job of filling the volunteer slots, but we would like to

make it less necessary for her to be sending out last minute email requests. To increase volunteer retention, we propose working on improving the volunteer environment, enhancing volunteer support, and volunteer recognition. Nikyta is in charge of this, and Paul is keeping a list of ideas. The volunteer sign in area has been cleaned up and new vests ordered. Consider a volunteer raffle, getting a raffle ticket each time you volunteer. Consider asking for volunteers for special projects or having a group (club, church) adopt a day. Need to improve communication with the volunteers, finding out how things are going for them. Make it more fun for them. Paul will create a volunteer survey to do this. A metric for success in these efforts would be more shifts filled by Wednesday and less need for Carol to send out urgent emails.

Household hazardous waste will be June 25. We will need volunteers from 1030-1230 and 1230-230.

The meeting was adjourned at 5:04 pm. The next regular board meeting is June 15, 2017.

Respectfully submitted,

A handwritten signature in black ink that reads "Judy L Meyer". The signature is fluid and cursive, with the first letters of each name being capitalized and prominent.

Judy Meyer,
Secretary
judym@lopezsolidwaste.org

Appendix 1

LSWDD			
Profit & Loss Budget vs. Actual			
January through April 2017			
	Jan - Apr 17	Budget	% of Budget
Income			
Tax Levy Revenue	39,433.38	37,197.00	106.0%
Excise Tax Revenue	19,483.72	13,867.00	140.5%
Garbage Tip Fee Revenue	45,254.15	36,135.00	125.2%
Recyclables Sales Revenue	3,941.19	2,940.00	134.1%
Recyclables Tip Fee Revenue	2,480.50	1,839.00	134.9%
Investment Interest, LGIP	426.35		
Donations	200.41	184.00	108.9%
Cash Over (Short)	4.95		
Refuse Tax	1,625.13	1,301.00	124.9%
Total Income	112,849.78	93,463.00	120.7%
Expense			
Wages	44,170.38	48,076.00	91.9%
FICA	3,379.08	3,676.00	91.9%
L&I	4,091.79	2,692.00	152.0%
Retirement	4,012.77	5,288.00	75.9%
Personnel Benefits	41.59	115.00	36.2%
Office & Operating Supplies	260.36	1,168.00	22.3%
Fuel	448.46	980.00	45.8%
Small Tools & Equipment	236.07	2,500.00	9.4%
Accounting and Professional	100.00	1,200.00	8.3%
Advertising and Public Outreach	426.70	400.00	106.7%
SJC Admin. and Legacy Fees	7,936.40	7,938.00	100.0%
Communications	566.90	600.00	94.5%
Taxes, Other	524.95	415.00	126.5%
Rentals and Leases	875.00	800.00	109.4%
Insurance	3,842.46	3,842.00	100.0%
Utility Services	246.06	332.00	74.1%
Garbage Tip Fees Paid	10,932.60	8,332.00	131.2%
Garbage Transportation Exp.	2,008.25	1,702.00	118.0%
Recyclables Tip Fees Paid	0.00	114.00	0.0%
Recyclables Transportation Exp.	1,420.10	1,656.00	85.8%
Reclamation-Disposal Fees Paid	730.80	1,114.00	65.6%
Repairs and Maintenance	2,147.58	5,000.00	43.0%
Fees & Dues	0.00	68.00	0.0%
Hazardous Waste Exp. Allowance	0.00	0.00	0.0%
Permits and Licenses	1,367.00	732.00	186.7%
Refuse Tax Payment	1,193.76	950.00	125.7%
Debt service, Principal	9,570.64	9,750.00	98.2%
Interest Expense	582.85	580.00	100.5%
Facility Improvements	1,055.00	1,055.00	100.0%
Computer and Software Exp.	248.61	332.00	74.9%
Total Expense	102,416.16	111,407.00	91.9%
Net Income	10,433.62	-17,944.00	-58.1%

Appendix 2 District Manager's Report

Board Materials – 5/14/17

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Financial Officer's Report

1. **Financials – Monthly and YTD summary:** We were 10% above budgeted revenues for April and are 20% above budgeted revenues for the year so far. We were 8% below budgeted expenditures for April and are 10% below budgeted expenditures for the year so far. We have \$54,716 in our cash account (\$200,000 invested), which is \$40,249 above what was budgeted.
2. **Resolution 2017-2** declaring Paul as Auditing Officer – attached. Update on prerequisites for being an “Auditing Officer” per Milene Henly.
3. **Annual Financial Calendar** to provide more info on deadlines, etc – Appendix A.
4. **Levy** discussion coming up – Management Committee will take up this conversation in June; special meeting of Board in July; adoption of Levy Measure occurs during regular meeting in July. Judy, please schedule special board meeting to discuss levy measure.
5. **Credit Card** request update – no budget impact; County is ok with credit cards – all expenses need to be itemized and coded by Auditing Officer. David will obtain personal credit card. No action necessary at this time.
6. **WSRA membership-** \$240 - Previously discussed non-budgeted “fees and dues” expenditure. This does not pay for Annual Conference which is between \$400-600/person. See Appendix B.
7. **Bank depository authorization** transfer from Bruce, Sandy, David, Gary to Clark, Paul, David, Gary - complete

Manager's Monthly Report

Documents

Annual Report – posted online, newsletter release

Thank you cards – ongoing progress report; “pass it on” initiative

New Media coverage – none

Policy and Procedure Manual – ongoing

Kiosk Close-out procedures – updated to include simplified version, attached as Appendix C

Questions

File shredder available?

Trainings

Manager proposes establishing regular Staff Meetings, at least for 5 primary employees.

Manager's average workload update

20 hours/week

Next Steps

Employee healthcare research –

Fisherman Bay Sewer – 100% employer paid coverage, between \$200-600/person/month,
Kaiser Permanente

Washington Counties Insurance Fund (WCIF) – require minimum of 5 employees and each must purchase simple life insurance.

Management Committee Report

Management Committee Meeting Notes

May 5, 2017

Attendees: Clark, Rhea, David, Paul

Committee Roles and Responsibilities Review

- Mgmt Committee Roles and Responsibilities were reviewed by the group and agreed upon.
- Roles and responsibilities for all committees should be outlined to include: Roles and Responsibilities, acting chair, and acting members - see attached draft of this document.

Personnel Review

- Employee PERS eligibility review, hours review, paid leave eligibility;
- Paul and David will review staffing needs and coverage in order to determine eligibility of all employees for PERS, paid leave, etc. Eric Blaser currently does not receive PERS or leave due to the seasonal nature of his employment. If this is indeed expected to change over the next several months/years, review will be required.
- Employee health insurance – Paul will research costs, will contact Fisherman Bay Sewer District, WCIF – Washington counties insurance fund; Enduris?;
- Discussion on “labor creep” – Rhea expressed concern over escalating labor costs and how it can be easy to add costs but not subtract. Alternatives to traditional employees were discussed including TIOLI interns/AmeriCorps?; Pete Moe/Exchange intern-share, etc.

Policies

- Discussion on safety – Signs, striping, “engineering out” the hazard, engineering out human interaction with hazards, etc .
- Mandatory annual first aid/cpr training for staff was discussed
- Discussion on volunteer training – make it fun ☐; training with costumes
- Suggestion to have documentation to say what we did with regard to volunteer training - to prove that we trained – prove that we are risk averse.
- Signage ideas will be brought forth
- Personnel policies– Paul will review examples from library and other local resources
- Employee leave policy may require most urgent review.

Documentation

- Records/file review and next steps – Paul is organizing file cabinet according to a Table of Contents developed by Larry Eppenbach during his OPMA training.
- Financial procedures manual and LSWDD Policy and Procedure Handbook are ongoing works in progress.

Financial-Managerial

- Change depositories on bank account – done.

Other

- Ongoing review of traditional board duties for Paul to take on instead (e.g. TEOC work plan quarterly reviews); If it's an internal-facing activity – it's a good candidate for District Manager duty instead of board.
- New office key has been made for board members – Rhea can retain this key

LSWDD Committees and Work Groups

Management Committee

Roles and Responsibilities

Policy/procedure development and recommendations to the board

Employment, employee satisfaction and evaluation, job descriptions

Support for Facility Manager and District Manager (more accessible than the board)

Chairperson (date):

Members (date):

PR Committee

Roles and Responsibilities

See PR Procedures

Chairperson (date):

Members (date):

Admin Committee

Roles and Responsibilities

IT systems, security, infrastructure

Pay booth operations

Material volume tracking and analysis

Chairperson (date):

Members (date):

Operations Committee

Roles and Responsibilities

Site management

Process improvement/troubleshooting

Machinery maintenance

Chairperson (date):

Members (date):

TIOLI Committee

Roles and Responsibilities

TIOLI management

Promotions and improvement

Education, events, special projects

Chairperson (date):

Members (date):

Events Committee (Disappearing Task Force)

Roles and Responsibilities

Larger events

Major fundraisers

Chairperson and membership dependent upon activity.

Admin Committee Report

DID NOT MEET

Topics

Access to Lissy code beyond Povl's ownership

Documents

Lissy privileges for board members emeritus

PR Committee Report

DID NOT MEET

Topics

- Improving the volunteer experience – TEOC will provide update
- Website
 - Web Update Needs
 - Summer hours and messaging; TOEC references; ~~Bruce Creps references; paula@~~ references; content and images; overall cleanup
 - Website design and maintenance – Paul and Nikyta will work together to update website text and appearance.
 - List serve emails – Paul, Nikyta and others will work together to ensure email lists are maintained and correspond to each other (e.g. volunteer list vs. newsletter recipient list.)

Documents

- **PR Procedures** review and edits, still underway
- Zero Waste communication review
- Calendar of known PR dates – to be developed

Appendix A – LSWDD Financial Calendar, 2017

2017 LSWDD Financial Calendar

January							April							July							October						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7							1							1	1	2	3	4	5	6	7
8	9	10	11	12	13	14	2	3	4	5	6	7	8	2	3	4	5	6	7	8	8	9	10	11	12	13	14
15	16	17	18	19	20	21	9	10	11	12	13	14	15	9	10	11	12	13	14	15	15	16	17	18	19	20	21
22	23	24	25	26	27	28	16	17	18	19	20	21	22	16	17	18	19	20	21	22	22	23	24	25	26	27	28
29	30	31					23	24	25	26	27	28	29	23	24	25	26	27	28	29	29	30	31				
							30							30	31												

February							May							August							November						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
			1	2	3	4		1	2	3	4	5	6			1	2	3	4	5				1	2	3	4
5	6	7	8	9	10	11	7	8	9	10	11	12	13	6	7	8	9	10	11	12	5	6	7	8	9	10	11
12	13	14	15	16	17	18	14	15	16	17	18	19	20	13	14	15	16	17	18	19	12	13	14	15	16	17	18
19	20	21	22	23	24	25	21	22	23	24	25	26	27	20	21	22	23	24	25	26	19	20	21	22	23	24	25
26	27	28					28	29	30	31				27	28	29	30	31			26	27	28	29	30		

March							June							September							December						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
			1	2	3	4					1	2	3						1	2						1	2
5	6	7	8	9	10	11	4	5	6	7	8	9	10	3	4	5	6	7	8	9	3	4	5	6	7	8	9
12	13	14	15	16	17	18	11	12	13	14	15	16	17	10	11	12	13	14	15	16	10	11	12	13	14	15	16
19	20	21	22	23	24	25	18	19	20	21	22	23	24	17	18	19	20	21	22	23	17	18	19	20	21	22	23
26	27	28	29	30	31		25	26	27	28	29	30		24	25	26	27	28	29	30	24	25	26	27	28	29	30
																					31						

Board Meeting - 3rd Thursday each month - Financial Officer's Report per usual PR
 Levy/Budget Item

1. At June LSWDD regular board meeting, announce and schedule special levy mtg for LSWDD board, to be held prior to regular July mtg. Solicit requests for next year's capital expenditures, especially from Facility Manager.
2. In mid June contact Ingrid (council clerk) to get on the council agenda on a date shortly after the LSWDD regular meeting in July at which the resolution is approved. If she cannot accommodate a late-July date, schedule LSWDD special meeting and levy resolution earlier to make sure you get on the council agenda in July.
3. Working with Facility Manager and Management Committee, create levy-needs projection (Q&D or something more elaborate), avg garbage revenue per ton report, and other documents to send to LSWDD board in advance of its special levy meeting.
4. In early July, hold the special LSWDD board meeting for levy; allow time for follow up at a second meeting or the regular July board meeting.
5. At regular LSWDD board meeting in July, finish discussion and approve/sign levy resolution, 2 copies. Get signatures at this meeting, since you will need a formally-approved resolution.
6. Scan/email signed levy resolution to SJC Assessor (John K), Council (Ingrid), Auditor (Milene), PA (Jon Cain); include for council/Ingrid any pertinent documents to facilitate your presentation to council (e.g. Q&D calculation of levy need).
7. District Manager makes levy presentation at council meeting in July and gets its (Governing Body's) approval.
8. To be sure, in July District Manager sends notice of approval to SJC Auditor and Doris Schaller, San Juan County Elections Administrator, (360) 370-7563, doriss@sanjuanco.com. Get confirmation in July that we are on the ballot. Do not wait to do any levy steps at or near deadline (normally first week of August).
9. Forward ballot information (e.g. ballot number) and ballot language as created by the PA's office to levy committee. SWAP has traditionally played the supportive role of finding and funding this committee.
10. At October LSWDD regular board meeting, announce and schedule special budget mtg for LSWDD board, to be held prior to regular November mtg. Solicit requests for next year's capital expenditures, labor hours, pay rates, benefits, increases/decreases to expenditures.
11. In mid October contact Ingrid (council clerk) to get on the council agenda on a date shortly after the LSWDD regular meeting in November at which the budget resolution is approved. If she cannot accommodate a late-November date, schedule LSWDD special meeting and levy resolution earlier to make sure you get on the council agenda in November. If Governing Body budget approval spills into December it is not the end of the world, but I believe the Assessor needs (wants?) our signed levy certificate by November 30th.
12. Working with Facility Manager and Management Committee, create reports and pro-forma budget (editable to allow for various scenarios) and send to LSWDD board in advance of its special budget meeting.
13. In early November, hold the special LSWDD board meeting for budget; allow time for follow up at a second meeting or the regular November board meeting.

Appendix B - Membership Proposal - WASHINGTON STATE RECYCLER'S ASSOCIATION (WSRA)

<http://www.wsra.net/levels-benefits>

Membership Benefits and Levels

WSRA has some of the most most advanced and recognized recycling professionals, leaders, innovators, problem-solvers, educators, policy makers and visionaries, representing both the public and private sector.

Membership Benefits:

- Access to **best management practices** for increasing recycling in your business or community
- Networking with hundreds of colleagues in one of the most **collaborative** groups of recycling professionals in the nation
- **Promotion of your business** via WSRA's website, newsletter, weekly digest, press releases and social media channels
- Online **membership directory** available exclusively for members
- Discounts on WSRA educational **seminars**, workshops, and conferences
- Members-only website access to policy forums, **career center**, tools and publications, and online networking opportunities with other members
- Informative and timely **legislative and market information** through members-only publications, including our quarterly newsletter and weekly digest
- Opportunities to **showcase talents and experience** through WSRA committees addressing areas such as marketing, conference planning, policy & advocacy, member programs & services, development and education
- Recognition for outstanding accomplishments with **annual awards** and an appreciative professional network
- "Proud Member of WSRA" paper **certificate** to frame and showcase in lobby or office
- Access to the **WSRA Member logo** to display on printed materials and website

A copy of the current membership brochure can be found [HERE](#).

Membership Levels

Becoming a member of the WSRA provides organizations, businesses, and individuals a number of benefits. Membership dues are based on the size of your organization.

Membership Level	Dues	Qualifications

Large Organization	\$640	Governments serving more than 200,000 households or Businesses with more than 100 employees
Mid-Sized Organization	\$375	Governments serving 80,000 to 200,000 households or Businesses with 25 to 100 employees
Small Organization	\$240	Government serving 80,000 households or fewer or Businesses with 25 employees or fewer
Nonprofit	\$135	Organization with 501(c) designation by the IRS
Individual	\$75	Person not representing a company/entity
Student & Senior Citizen (non-voting members)	\$25	Students enrolled full-time in any school or Individuals age 65 and older

FINANCIAL IMPACT:

2016 fees and dues in review:

LSWDD Account QuickReport January through December 2016						
Type	Date	Name	Memo	Split	Amount	
Fees & Dues (537.00.49.0001)						
Bill	01/04/16	Lopez Island Chamber...	2016 dues	Accounts Pay...	35.00	
Bill	05/16/16	Zapalac, David REIMB...	flagger training, Zapalac	Accounts Pay...	75.00	
Bill	06/13/16	Zapalac, David REIMB...	CPR training	Accounts Pay...	20.00	
▶ General Journal	10/11/16		Austin Cotton 10/1/16 NS...	Cash - SJC T...	12.00	◀
Bill	10/24/16	Lopez Island Chamber...	2017 dues	Accounts Pay...	35.00	
Bill	12/31/16	Creps, Bruce REIMBU...	2016 fees-CPR	Accounts Pay...	40.00	
Total Fees & Dues (537.00.49.0001)					217.00	
TOTAL					217.00	

2017 budget (current): \$200.00 (no expense to date)

Chamber of Commerce - \$35/yr (will be for 2018 membership)

CPR - \$20/person (est. 3 people/yr) = \$60

WSRA - \$240

Total budget proposed= \$335

Difference= \$135

Appendix C – Kiosk Closeout Procedures summary

Lissy Daily Closeout Procedure

4.28.17

This procedure details the process for closing out the cash drawer and kiosk at the end of daily operations.

Summarized Version

1. Count cash/change and the re-establish starting cash drawer.
2. Take a cash counting sheet and note number of each remaining denomination.
3. Open “Lissy Reports” web page on browser and log in (“kill” previous version of browser to ensure fresh page is loaded)
4. Click the “Close” button and on the Cash Drawer Balancing Report click the “Count Cash.” Enter values from cash counting sheet in the table provided. Ensure \$0 discrepancy or provide explanation.
5. “Count Checks” and save
6. Click “Proceed to Transmittal” button to be taken to the Transmittal screen. Click the Click “Complete Close-Out.”
7. “Print Transmittal Report” and “Print Balancing Report” (print 2 copies of Balancing Report)
8. “Return to Desk”. Click on the “Backup” button.
9. Sign the Transmittal Report and both copies of the Balancing Report. Scan Transmittal Report and email to SJC. Subject line should state “Transmittal Month XX, YYYY Deposit Pending.” BCC Facility Manager and District Manager on email.
10. Using the Balancing Report fill out a Bank Deposit slip. White copy of the deposit slip goes with the currency and checks and 1 copy of the Balancing Report in the deposit bag. Place the coins in a blue zippered coin pouch and place in the deposit bag. Lock the deposit bag
11. Take the Transmittal Report and the remaining copy of the Balancing Report and paper clip the Yellow copy of the deposit slip along with the Currency Counting Sheet and any Transaction Receipts for accounts, cancellations, beach, road litter, noxious weeds, and anything else that should be included in the daily record. Place the paper clipped paperwork in the Transmittals section of the yellow inbox on the shelf.
12. Take the currency remaining in the till and place it in the blue zippered bag. Take the till out of the register and place it on the file cabinet underneath the register. Leave the register drawer open to show that there is no currency in it.

Appendix 3

Solid Waste Facility Manager's Monthly Report

Date Issued: May 13, 2017

SAFETY

One of the Arlo wireless cameras was moved so that activity in the Z wall parking lot could be monitored from the Kiosk during operations. Now that the windy season is over, full IBCs are being stacked three high again to allow more room on the site.

GENERAL

OPERATIONS/ONGOING ISSUES:

David had a phone conference with Mark Herrenkohl, Pete Moe of ORS and Dave Bader of Lautenbach to discuss options for handling Ecycle in the county. The facility operators agreed that processing of Ecycle would most likely become the responsibility of each of the facilities and transportation of the materials to Mukilteo would need to be arranged. The state director of WMMFA that oversees the Ecycle program has been receptive to all options for handling the Ecycle from San Juan County and is open to renegotiating payments to facility operators and their carriers in order to keep the program going.

The Baler shed roof extension drawings are being reviewed by the engineer and it is expected that they will be finalized this week and ready for submitting to the County with the permit application. David will be drafting the bid document for Board review at the June meeting.

The pavement request and accompanying site map were sent to Mark Herrenkohl for consideration. Mark has passed the request on to Russ Harvey and has informed David that the chip seal work that was requested will be added to next year's Public Works work schedule and budget.

The TIOLI gates are to be ordered as soon as shipping can be coordinated. The gates are being shipped from a warehouse in Auburn, WA. and can be delivered within a week of purchase. Installation of the gates will be done by staff and is expected to take a couple of days.

Three new carts were purchased for the recycling plaza and are in use now. Many thanks to Trevor Bryant for keeping the old carts patched up and running for so long.

This past Friday a 55 gallon drum containing a few gallons of an unknown liquid was found at the exit gate beside Fisherman Bay Road. The illegal dumping was reported by David to the Sheriff and the drum set aside for disposal at the HHW event in June. The incident will be noted in the Sheriff's log for the week. Additional security cameras and signage are being considered by the OPS committee in order to deter illegal dumping.

Skagit River Steel and Recycling prices for February were:

Corrugated Cardboard \$79/ton (down \$18)
Aluminum Cans \$0.30/lb (down \$0.02)
Irony Aluminum (95% clean) \$0.21/lb. (unchanged)
Bulk appliance steel \$40/ton (down \$20)
#2 Cloudy bottles \$0.09/lb. (unchanged)
#2 copper \$1.75/lb.
All other plastic containers sold \$0.0/lb. (unchanged)

CUSTOMER/VOLUNTEER FEEDBACK:

None to report.

Appendix 4

May 2017 Board Report

Training, Education and Outreach Coordinator

Training / Volunteers:

Metrics: 80 % shifts filled for May. Goal was 82%.

See Administrators report attached.

Training:

Trained 2 volunteers, recruited 4 more. TEOC is actively working on volunteer recruitment, and working with Lisa Geddes from Lopez School to translate volunteer applications into Spanish and set up Spanish translators for training sessions.

Education:

- Re-Make lab presented their work at Earth Day assembly at Lopez School Friday April 21, and at Earth Day for the community in conjunction with the Procession of the Species.
- Extruder is in a second redesign process, Brad Bucanon will be fabricating and is waiting on Page Read to retool shredder to produce more plastic material to test extruder. Page Read has been delayed due to family responsibilities and is working to finish the shredder redesign by June Volunteer Appreciation party.
- TEOC helped Lopez School to set up their 3D printer. They are very excited to begin using recycled plastic filament once it is available.
- TEOC gave a tour to Leadership San Juan Islands group of 20 interisland residents in conjunctions with Ecology Day. As always, groups are impressed with LSWDD and wonder how they can replicate our model on other islands.

Events:

- Great Islands Clean Up (GICU) was a wonderful success with 121 volunteers, nearly 1100 lbs of trash picked up and 310 lbs diverted from the landfill into recycling. A huge thank you to Judy Meyer for all her help in planning and working the event as a one-woman MRF! Our main discovery was that glass did not need to be perfectly clean for the inert glass landfill and thus could be recycled—unlike materials that are baled to be sold.
- Earth Day at Lopez School presented ReMake Lab and participated in Primary and Secondary school Assemblies on April 21.
- June Volunteer Appreciation Texas BBQ scheduled for Thursday June 22. All board members are cordially invited to participate and help David and Gary with set up and clean up if available. Historically staff and LSWDD board members bring the sides, beverages and dessert. SWAP has budgeted funds to purchase the meats for BBQ.

Ongoing:

- TIOLI Committee only meets as needed.
- PR Committee has not met but is working on finalizing Spring Newsletter and language for a PR campaign around “Mondays at the Dump”.
- SWAP Board meeting May 16, 2017. TEOC will attend.

April 2016 Volunteer Analysis

Volunteer Hours/Rate	
Potential Volunteer Shift Hours	Number of Open Days
280	14
Total Shift Hours Volunteered	Participation Rate
224	80%
Potential TIOLI Shift Hours	Potential Recycle Shift Hours
112	112
TIOLI Shift Hours Volunteered	Recycle Shift Hours Volunteered
121.5	102.5
TIOLI Participation Rate	Recycle Participation Rate
108%	92%
Special Project TIOLI	Special Project Recycle
	30
Total Hours Volunteered	
584	

Unfilled Shifts	
All Shifts	
Total	112
Unfilled	27
% Filled	76%

Tioli Shifts	
Total	56
Unfilled	12
Filled %	79%

Recycle Shifts	
Total	56
Unfilled	15
Filled %	73%

Number of Volunteers Participating	
TIOLI	20
Recycling	23

Includes 330 hours for 110 Great Islands Clean Up Volunteers

Appendix 5

BYLAWS OF

LOPEZ SOLID WASTE DISPOSAL DISTRICT MANAGING BOARD

(Created Pursuant to San Juan County Ordinance No. 11 - 2012)

(Amended January 6, 2015)

(Amended May 18, 2017)

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ARTICLE I - INTRODUCTION

The San Juan County Council is *ex officio* of the governing body of the Lopez Solid Waste Disposal District. In Ordinance 11-2012, the San Juan County Council established the Lopez Solid Waste Disposal District (the Lopez District) and created the Lopez District Managing Board. The Managing Board is formalizing its operations and procedures in these Bylaws.

ARTICLE II - BOARD, MEMBERS, AND MEETINGS

Section 1. Governing Body and Managing Board.

The Governing Body of the Lopez District is the legislative authority of San Juan County. The Governing Body has retained certain powers and has delegated other powers to the Managing Board, all as set forth in Ordinance 11-2012.

Section 2. Managing Board Members.

The Managing Board shall consist of a minimum of three and a maximum of seven members (the "Members"), the current number of which shall be determined from time to time by resolution of the Managing Board. All Members shall be appointed by the Governing Body. The Managing Board Members shall be electors who reside on Lopez Island. Each Member shall be entitled to one (1) vote on each matter submitted to a vote at any meeting of the Board.

Section 3. Increase or Decrease in Number of Members.

The minimum and maximum number of members of the Managing Board may be increased or decreased from time to time by the Governing Body. No decrease in Members shall have the effect of shortening the term of any incumbent member. In no event shall a position be allowed to remain vacant for more than 30 days if the number of members is less than three.

Section 4. Powers.

(a) *Powers of the Managing Board.* All powers shall be exercised and the business and affairs of the Lopez District shall be managed under the direction of the Managing Board, subject to the reservation of powers of the Governing Body. The Managing Board will set policy and direction to be implemented by the District Manager of the Lopez District.

(b) *Powers of Managing Board Members.* Except as otherwise authorized by the Board, no individual Board Member may bind, speak, or otherwise act on behalf of the Board or the Lopez District.

Section 5. Term.

The term of each Managing Board Member shall be for four (4) years or until replaced by a majority vote of the Governing Body. The Board should strive to stagger member terms. There shall be no limit on the number of consecutive terms a Member may serve.

Section 6. Nomination and Appointment of Members.

(a) *Initial Members.* The initial Members of the Managing Board shall be appointed by the Governing Body of the Lopez District.

(b) *Vacancy and Appointment of New Members.* Within 30 days after the occurrence of a vacancy in a Member position or the creation of an additional Member position, the Managing Board will notify the Governing Body of the vacant position. The Managing Board shall solicit applications for New Members of the Managing Board and make a recommendation; the Governing Body is expected to promptly fill the position.

Section 7. Removal.

At a meeting called expressly for that purpose, the Managing Board may, by an affirmative vote of a majority of the entire Board, submit a request to the Governing Body to remove a Member. The member may be removed only after affirmative action by the majority of the Governing Body.

Section 8. Meetings.

(a) *Regular Meetings.* Regular meetings of the Managing Board shall be subject to the Open Public Meetings Act, Chapter 42.30 of the Revised Code of Washington, and shall be held at such place and on such day and hour as shall from time to time be fixed by resolution of the Managing Board.

(b) *Special Meetings.* Special meetings of the Managing Board may be called at any time by the Chair or upon written request by any two (2) Members. Notice of the time and place of all special meetings of the Managing Board shall be given in accordance with the Open Public Meetings Act.

Attendance of a Member at a meeting shall constitute a waiver of notice of such meeting, except where a Member attends for the express purpose of objecting to the transaction of any business because the meeting is not lawfully called or convened. A waiver of notice signed by the Member, whether before or after the time stated for the meeting, shall be equivalent to the giving of notice.

Section 10. Quorum, Voting and Adjournment.

(a) A majority of the Members of the Managing Board shall constitute a quorum for the transaction of business at a meeting.

(b) Any action may be taken by a majority affirmative vote of a duly constituted quorum except those explicitly requiring a vote by the entire Managing Board as herein designated.

(c) The Managing Board may meet only to continue a meeting to a date certain, or to adjourn if the number of persons present are not a quorum or if the departure of a member causes the Board to lose the quorum.

Section 11. Presumption of Assent.

A Member who is present at a meeting of the Board at which action is taken shall be presumed to have assented to the action taken unless:

(a) The Member objects at the beginning of the meeting, or promptly upon the Member's arrival, to holding it or transacting business at the meeting;

(b) The Member's dissent or abstention from the action is taken and entered in the minutes of the meeting; or

(c) The Member delivers written notice of the Member's dissent or abstention to the presiding officer of the meeting before its adjournment or within a reasonable time after adjournment of the meeting. The right of dissent or abstention is not available to a Member who votes in favor of the action taken.

Section 12. No Remuneration.

(a) *Per Diem Pay.* The Managing Board may, but is not required to, fix a per diem pay for the Members of the Managing Board for their service as Members.

(b) *Reimbursement for Expenses.* The Managing Board may, but is not required to, reimburse an individual Member for their reasonable expenses provided the Chair of the Managing Board has approved the expenditure in advance or the expenditure is consistent with a written policy or procedure.

Section 13. Code of Ethics and Conflicts of Interest.

(a) *Code of Ethics.* Except as otherwise provided herein, all Members of the Managing Board shall be considered “municipal officers” and subject to the Code of Ethics for Municipal Officers set forth in Chapter 42.23 of the Revised Code of Washington.

(b) *Conflicts of Interest.* If the Managing Board transacts business or takes any action to transact business with any public agency to which a Member is appointed or elected, the Member affiliated with the public agency shall: (1) not participate or observe any Managing Board discussions regarding the transaction of business with the public agency, and (2) recuse themselves from voting on any matter concerning the public agency.

ARTICLE III - TELEPHONIC ATTENDANCE AT BOARD MEETINGS

Section 1. Meetings by Telephone Conference.

Members of the Managing Board may participate in meetings by means of a conference telephone call or similar communications equipment by means of which all persons participating in the meeting (including the Member participating by phone) can hear each other at the same time and the members of the public then in attendance can hear all the Members (including the Member participating by phone). Participation in a meeting by such means shall constitute presence in person at such meeting.

Section 2. Limitations.

The Managing Board may adopt limitations on meetings by conference telephone call or similar communication. The Managing Board may limit how many Board Members may, at the same time, participate in a meeting by conference telephone call or similar communication, and may also limit how often a single Board Member may participate in a meeting by conference telephone call or similar communication. Unless every person on a meeting attends by conference telephone, there is no need to make provisions for the public to attend by conference telephone call.

ARTICLE IV - BOARD OFFICERS

Section 1. Managing Board Officers.

The officers of the Managing Board shall be a Chair, Vice Chair and a Secretary, each of whom shall be a Board Member and each of whom shall be elected by an affirmative vote of a majority of the entire Managing Board.

Section 2. Election, Qualification and Term of Office.

Each of the officers shall be annually elected by the Managing Board at a regular meeting of the Board. The regular term of office shall be from January 1 to December 31 unless otherwise approved by the Managing Board in which case the person shall serve until his or her successor shall have been duly elected and qualified.

Section 3. Powers and Duties.

(a) *Chair.* The Chair of the Managing Board shall: (1) if present, preside at all meetings of the Board; (2) execute official documents on behalf of the Board when authorized to do so by the Board; and (3) exercise and perform such other powers and duties as may be determined from time to time by resolution of the Board.

(b) *Vice Chair.* In the absence of the Chair or his or her inability to act, the Vice Chair of the Managing Board shall act in his or her place and stead and shall have all the powers and authority of the Chair, except as limited by resolution of the Board.

(c) *Secretary.* The Secretary of the Managing Board shall: (1) supervise the transcribing of the minutes of the Board meetings; (2) supervise or prepare the notices and posting or issuance of notices of regular and special meetings and all postponement or continuation of meetings; (3) preside over the Board meetings in the event the Chair and Vice Chair are unable to do so; (4) execute official documents on behalf of the Managing Board when authorized to do so by the Managing Board; and (5) perform other duties as from time to time may be assigned to him or her by the Managing Board.

Section 4. Salaries.

Except for a per diem payment, no salaries shall be paid to the Managing Board Members.

ARTICLE V - DISTRICT MANAGER

Section 1. Appointment.

The Managing Board shall appoint a District Manager (the “District Manager”) to conduct those duties on behalf of the Managing Board and the Lopez District as provided herein. The District Manager shall be an employee of the Lopez District.

Section 2. Delegation of Powers and Duties.

The Managing Board will delegate to the District Manager such administrative powers and duties of the Board as it may deem proper for the efficient and proper management of the Lopez District. Any such delegation shall be authorized by appropriate action of the Board, which will usually be in writing, and will establish guidelines and procedures for the District Manager to follow.

Section 3. Powers and Duties.

The District Manager will perform all other duties as may be prescribed by the District Manager Job Description or by action of a majority of the Managing Board.

The District Manager provides leadership and guidance to advance LSWDD's mission; serves as Board liaison; fosters a collaborative work environment; supervises staff as detailed below; manages the financial, legal, and regulatory affairs of LSWDD; ensures all accounting and reporting is done in an accurate, timely, and auditable manner; ensures all county, state, and federal laws and regulations related to employment, financial reporting, and public records are adhered to; and is responsible for community, business, and agency relations, program and project development, and strategic planning. Work is performed independently under the general direction of the Board, referring unusual or sensitive issues to the Board for resolution.

The District Manager’s delegation of powers and duties may include, but not be limited to, the following:

- (a) Oversee the day-to-day operations of the Lopez District;
- (b) Handle the day-to-day receipts and deposits of money consistent with the Cash Handling Policy of San Juan County;
- (c) Recommend contracts for approval of the Managing Board;
- (d) Assist the Secretary to ensure that all notices are duly given in accordance with the provisions of these Bylaws or as required by law;
- (e) Assist the Secretary to prepare agendas for Board meetings;
- (f) Hire, fire, discipline and manage Lopez District employees and volunteers;
- (g) Respond to and handle routine correspondence and emails;

- (h) Respond to and handle correspondence of special interest to the Board by drafting replies in advance for Board approval, seeking instructions for reply when necessary, and preparing correspondence as the Board directs;
- (i) Maintain a calendar of the Boards' unfinished business;
- (j) Be custodian of the Lopez District records; and
- (k) Perform all other duties as may be prescribed by the District Manager Job Description or by action of a majority of the Managing Board.

Section 4. Removal.

The District Manager shall be subject to removal by an affirmative vote of a majority of the entire Managing Board.

Section 5. Salary and Benefits.

The salary and benefits of the District Manager shall be fixed by the Managing Board.

ARTICLE VI - BUDGET, OPERATIONS REPORT, AND PUBLIC FUNDS

Section 1. Budget.

(a) *Annual Budget and Operations Report.* The District Manager will, when requested, prepare and submit to the Managing Board an annual operational budget and report for approval. Upon approval by the Managing Board, the annual operational budget and report shall be submitted to the Governing Body for approval as part of the San Juan County Council's usual budget approval process.

(b) *Quarterly Report.* The District Manager will, when requested, prepare and submit to the Managing Board for approval a quarterly financial report detailing the Lopez District's activity and expenditures of funds for the previous quarter or at such intervals as the Board may otherwise direct. Upon approval of the Managing Board, the quarterly financial report shall be submitted to the Governing Body.

Section 2. Deposits.

Subject to direction of the San Juan County Treasurer the monies of the Lopez District shall be deposited in the name of the Lopez District in such bank or banks as the Board shall designate, and shall be drawn from such accounts only by check, warrants, or other order for payment of money approved by the Managing Board.

Section 3. Public Funds.

All funds of the Lopez District shall be deemed public funds without regard to their source and shall be accounted for and expended in conformity with the laws of the state of Washington relating to public funds. All questions regarding expenditure of the funds should be referred to the San Juan County Auditor or Washington State Auditor.

ARTICLE VII - NOTICES

Except as may otherwise be required by law, any notice to any Managing Member may be delivered personally or by mail. If mailed, the notice shall be deemed to have been delivered when deposited in the United States mail, addressed to the addressee at his or her last known address in the records of the Lopez District, postage prepaid.

ARTICLE VIII - INDEMNIFICATION OF MEMBERS, OFFICERS AND EMPLOYEES

The Governing Body of the Lopez District, the Managing Board, the employees and the elected officials of San Juan County shall have no liability to the Lopez District for conduct as a Governing Body Member, Managing Board Member, officer, or employee except for: (1) acts or omissions that involve intentional misconduct by the Member, officer, or employee, (2) a knowing violation of the law by the Member, officer, or employee, or (3) any transaction from which the Member, officer, or employee will personally receive a benefit in money, property or services to which the Member, officer, or employee is not legally entitled.

ARTICLE IX - INITIAL STATEMENT OF OPERATION POLICIES AND PROCEDURES

Pursuant to Chapter 70.95 RCW, and consistent with SJCC 8.12.020 the Lopez Solid Waste Facility Disposal Facility established by SJCC 8.12.010(B)(3)(a) shall not be altered, expanded, improved, operated or maintained without prior compliance with the following:

1. The disposal site, facilities and proposed method of operations shall be consistent with the San Juan County Solid Waste Management Plan.
2. The disposal site shall be constructed, operated, and maintained in accordance with terms of a permit issued by the health department and such other permits as are required by law.
3. The Managing Board shall be the oversight or operating authority for all solid waste disposal sites located on Lopez Island. Nothing herein shall prohibit the Managing Board or the Governing Body from contracting with another entity, public or private, to own, construct and/or operate a disposal site, transfer station or facility. The Managing Board shall prepare operating regulations for solid waste disposal sites on Lopez Island. These regulations shall govern all other matters necessary to assure compliance with federal, state, and local regulations applicable to such sites. The Managing Board reserves the right to provide in said operating rules that certain solid wastes, such as bulky wastes, problem wastes, and wood waste, based on source, type or volume, shall not be accepted, or only conditionally accepted, at sites owned or operated by the Lopez District.
4. Every vehicle delivering solid waste to a solid waste handling site or disposal facility on Lopez Island shall have its load tied, covered, or confined in a manner that will prevent any part of the load from leaving the vehicle while the vehicle is in motion. In addition to any other penalty that may be applicable under state law, if, in the opinion of solid waste facility staff, the load is not secured in such manner and the vehicle is not exempt pursuant to subsection (c) below, the operator of the vehicle delivering the load shall pay a surcharge at the solid waste handling site or disposal site according to the following scale:
 - (a) Cars (vehicles with passenger license plates) \$3.00
Trucks (vehicles with truck license plates) \$5.00
 - (b) Surcharges collected under this section shall be deposited into the Lopez Solid Waste Disposal District Fund, together with daily solid waste facility receipts.
 - (c) A vehicle transporting sand, dirt, or gravel in compliance with the provisions of RCW 46.61.655 as now existing or hereafter amended, shall not be required to secure or cover a load or pay a fee pursuant to this section.
5. The Lopez Solid Waste Facility shall be operated in accordance with the rules and regulations promulgated by the San Juan County health department and in accordance with the rules and regulations promulgated by the Department of Ecology as set forth in Chapter 173-304 WAC.
6. Hours of operation of the facilities operated by the Lopez District shall be set by the Managing Board.
7. Disposal rates shall be established by the Managing Board of the Lopez District and shall be reviewed and approved by the County Council as the Governing Body of the solid waste disposal districts in the county during the County's annual budget process or more frequently if necessary. Disposal rates together with other revenues shall generate sufficient revenue to cover costs of operation, capital expenses, long term debt expenses, and reserves.

8. All other federal, state, and local laws, ordinances and regulations regarding solid waste handling shall be met.

ARTICLE X - BOOKS AND RECORDS

Section 1. Books and Records.

The Managing Board shall keep correct and complete books and records of accounts and shall keep minutes of the proceedings of the Board and of the Lopez District and all resolutions of the Managing Board and the Lopez District; and shall keep at its principal place of business a record of its Board Members, giving the names and addresses of all Board Members.

Section 2. Policy Manuals.

The District Manager will, when requested, compile the policies and procedures adopted by the Board into a Lopez District Policy and Procedure Manual. The District Manager shall be responsible for updating the Manual with the assistance of the Managing Board. The Manual shall be kept at the registered office or principal place of business of the Lopez District and shall be maintained by all Board Members, officers, and any other person designated by the Board.

Section 3. Public Records.

All records of the Lopez District shall be deemed "public records." The Managing Board, or the District Manager when requested, shall keep all books and records of the Lopez District in compliance with applicable laws, including but not limited to the Public Records Act, Chapter 42.56 of the Revised Code of Washington. Record retention and disposition will follow in accordance with recommendations provided by Washington State Archives.

ARTICLE XI - LOPEZ DISTRICT SEAL

The Managing Board may provide for a seal which shall have inscribed thereon the name of the Lopez District, the year, County, and State of establishment and the words "Lopez Solid Waste Disposal District seal."

ARTICLE XII - AMENDMENT OF BYLAWS

These Bylaws may be amended, altered, or repealed at any regular or special meeting of the Managing Board by an affirmative vote of the majority of the entire Board.

ARTICLE XIII - FISCAL YEAR

The fiscal year of the Lopez District shall be the fiscal year used by San Juan County.

ARTICLE XIV - RULES OF ORDER

The Managing Board shall conduct business by first reading the proposed motion or resolution, followed by discussion wherein all Board Members (except those who have removed themselves) have the right to voice their opinions and then a vote will be called by the Chair. No second shall be required. Any matter may be continued to a specified meeting or tabled indefinitely by a majority vote of the Board Members then present. However, a tabled matter may only be brought before the Board again by a majority vote of the Board.

The undersigned Chair of the Lopez Solid Waste Disposal District Managing Board does hereby certify that the above and foregoing Bylaws of said Managing Board were adopted by the Members as the Bylaws, that the same do now constitute the Bylaws of this Managing Board.

DATED this 18th day of May, 2017.

Attest:

Managing Board Chair

Managing Board Member

Managing Board Member

Managing Board Member

Appendix 6

LOPEZ SOLID WASTE DISPOSAL DISTRICT
SAN JUAN COUNTY, WASHINGTON

RESOLUTION #2017-2


A RESOLUTION ESTABLISHING NEW FINANCIAL AUDITING OFFICER

Whereas the Lopez Solid Waste Disposal District Managing Board held a duly-called meeting after proper notice on 5/18/2017 to discuss transferring the title of LSWDD Financial Auditing Officer to Paul Andersson, District Manager, and

Whereas the Managing Board determined the District Manager should assume all financial reporting and auditing duties,

Now therefore be it resolved that the Lopez Solid Waste Disposal District Managing Board establishes Paul Andersson as the official Financial Auditing Officer.

Adopted this 18th day of May 2017 at a duly called meeting of the LSWDD Managing Board, with a quorum present of the undersigned directors


Clark Johnson


Tytti Langford


Rhea Miller


Judy Meyer

Appendix 7 – Facility Administrator’s Report

Facility Administrator's Board Report
Through April 2017
Gary Lawrence, Facility Administrator

Lopez Solid Waste Disposal District (LSWDD) 2014-2017

In Tons	Total Year 2013	YTD Through				April
		2014	2015	2016	2017	
Aluminum Cans	2.7	0.94	0.27	0.74	1.16	
Cardboard	48.0	14.72	16.17	14.56	21.20	
Commingled Recyclables	14.5	5.26	4.20	-	-	
E-Cycle	5.0	1.64	-	2.47	3.21	
Ferrous Metals	30.5	18.34	4.40	11.85	19.33	
Glass	95.8	-	-	-	-	
Mixed Paper/Newsprint	81.5	47.52	22.62	23.78	28.89	
Non-Ferrous Metals	1.4	0.68	0.71	2.35	0.61	
Other	4.9	3.19	4.27	3.49	4.48	
Plastics	14.0	6.66	3.37	4.58	6.05	
Recycle Subtotal	298.3	98.9	56.0	63.83	94.9	
Garbage	425.0	133.77	137.27	129.51	152.54	
Glass - reclamation project	15.0	24.00	24.00	30.39	36.86	
Garbage/Glass Subtotal	440.0	157.8	161.27	159.90	189.39	
Grand Total Without TIOLI	738.3	256.7	217.28	223.73	274.31	
TIOLI Intake	-	-	20.17	42.47	44.04	
TIOLI Discards	-	-	(0.56)	(1.95)	(1.40)	
Grand Total With TIOLI	-	-	245.90	264.26	316.95	

Full Year Annual Rate	2013 Full Year Rate	2014 Full Year Rate	2015 Full Year Rate	2016 Full Year Rate
Recycle/Reuse	40%	37%	39%	40%
Garbage/Glass	60%	63%	61%	60%

Year to Date			
Garbage/Glass	Tons	Recycle/Reuse	Tons
2014	158	2014	96
2015	161	2015	85
2016	160	2016	104
2017	189	2017	128

Garbage/Glass	%	Recycle/Reuse	%
2014	61%	2014	39%
2015	66%	2015	34%
2016	61%	2016	39%
2017	60%	2017	40%

2017 Monthly in lbs	January	February	March	April	May	June	July	August	September	October	November	December	Total	Tons
Aluminum Cans	940	-	457	924	-	-	-	-	-	-	-	-	2,321	1.18
Cardboard	15,395	5,636	9,462	11,907	-	-	-	-	-	-	-	-	42,400	21.20
Commingled Recyclables	-	-	-	-	-	-	-	-	-	-	-	-	-	-
E-Cycle	-	-	-	6,412	-	-	-	-	-	-	-	-	6,412	3.21
Ferrous Metal	12,500	319	11,140	14,700	-	-	-	-	-	-	-	-	38,659	19.33
Mixed Paper	16,040	-	25,200	16,534	-	-	-	-	-	-	-	-	57,774	28.89
Non-Ferrous Metal	97	371	377	383	-	-	-	-	-	-	-	-	1,228	0.61
Other	1,134	4,256	3,390	170	-	-	-	-	-	-	-	-	8,950	4.48
Plastics	3,678	1,681	1,112	5,629	-	-	-	-	-	-	-	-	12,100	6.05
Recycle Subtotal	49,784	12,263	51,138	56,659	-	-	-	-	-	-	-	-	169,844	84.92
Garbage	74,700	70,750	84,740	74,880	-	-	-	-	-	-	-	-	305,070	152.5
Glass - reclamation project	27,680	14,080	16,270	15,680	-	-	-	-	-	-	-	-	73,710	36.9
Garbage/Glass Subtotal	102,380	84,830	101,010	90,560	-	-	-	-	-	-	-	-	378,780	189.39
Grand Total Without TIOLI	152,164	97,093	152,148	147,219	-	-	-	-	-	-	-	-	548,624	274.31
TIOLI Intake	22,376	16,567	19,478	29,659	-	-	-	-	-	-	-	-	88,080	44.04
TIOLI Discards	(483)	(605)	(915)	(795)	-	-	-	-	-	-	-	-	(2,798)	(1.40)
Grand Total with TIOLI	174,057	113,055	170,711	176,083	-	-	-	-	-	-	-	-	633,906	316.95

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	802	1,339	459	980	496	7,765	3.88
Cardboard	11,437	8,553	3,932	5,206	15,522	10,319	15,378	11,102	16,445	9,137	13,692	7,202	127,944	63.97
Commingled Recyclables	-	-	-	-	-	-	-	-	-	-	8,560	-	8,560	4.28
E-Cycle	-	-	-	4,936	-	-	5,200	-	-	-	5,200	-	15,336	7.67
Ferrous Metal	-	-	23,700	-	13,640	10,600	11,200	11,170	14,580	23,600	13,580	-	122,070	61.04

Facility Administrator's Board Report
Through April 2017
Gary Lawrence, Facility Administrator

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	67	6,912	3.46
Other	4,300	2,202	150	322	4,485	2,855	1,825	240	6,891	152	2,265	2,685	28,372	14.19
Plastics	2,783	2,394	1,955	2,037	6,455	1,930	4,250	4,777	5,318	2,168	4,308	3,642	42,017	21.01
Recycle Subtotal	19,318	37,929	53,537	16,701	63,916	47,389	57,830	47,892	63,173	35,999	76,330	33,732	555,836	277.92
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	995,531	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	121,651	146,490	122,320	124,660	127,910	75,340	91,580	1,241,011	620.33
Grand Total Without TIOLI	87,778	110,089	132,537	117,071	173,106	169,039	204,320	170,402	189,733	163,909	132,670	125,312	1,886,847	898.43
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	162,257	137,620	196,533	188,820	236,376	199,834	217,088	185,472	172,674	134,223	2,000,944	1,030.53

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	326	482	523	6,419	3.21
Cardboard	7,713	9,049	9,769	5,817	6,325	16,033	13,216	13,194	14,054	8,407	9,464	9,831	124,981	62.49
Commingled Recyclables	-	-	8,400	-	-	-	5,460	-	-	-	-	8,400	22,260	11.13
E-Cycle	-	-	-	-	3,522	-	-	5,204	-	-	-	4,783	13,319	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	231,147	125.07
TIOLI Discards	-	(160)	(775)	(183)	(470)	(1,094)	(533)	(514)	(266)	(930)	(1,579)	(218)	(6,722)	(3.36)
Recycle/Reuse Subtotal	26,865	55,166	35,043	52,168	67,879	92,471	76,804	84,440	84,705	59,495	58,472	63,901	739,727	369.86
Garbage	54,310	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	13,260	47,370	29,010	17,360	12,470	19,330	30,360	233,160	117.91
Garbage/Glass Subtotal	70,310	56,400	107,020	88,800	82,700	94,460	168,610	117,890	88,820	85,231	97,790	109,400	1,164,980	583.82
Grand Total	97,365	111,566	142,063	140,968	151,769	176,931	247,314	212,330	153,525	144,935	156,262	173,320	2,165,907	1,082.68

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	13,232	7,341	6,315	11,032	106,932	53.50
Commingled Recyclables	10,520	-	-	-	-	-	8,980	-	4,900	-	-	-	24,400	12.20
E-Cycle	-	-	-	3,273	-	-	-	-	7,041	-	-	-	14,536	7.30
Ferrous Metal	1,360	-	-	35,310	-	-	33,480	-	16,680	-	16,700	-	103,720	32.90
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	-	3,431	825	2,125	80	7,268	2,025	40	605	2,373	2,735	21,628	10,560	5.28
Plastics	4,603	1,277	3,199	4,245	5,462	2,919	8,798	3,030	5,535	2,177	2,445	1,632	45,341	22.60
TIOLI Intake	55,281	26,667	16,532	102,859	14,634	36,654	109,569	28,922	13,160	13,212	25,331	12,333	94,858	47.40
Recycle/Reuse Subtotal	79,940	56,420	70,720	61,460	72,040	94,720	89,310	91,680	100,800	76,160	85,700	53,620	941,760	471.00
Garbage	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	131,310	107,680	116,800	92,160	101,700	69,620	1,133,760	567.00
Grand Total	131,221	83,067	103,271	180,319	162,674	147,374	241,069	149,644	198,080	138,774	176,956	131,434	2,165,520	1,082.68

Notes on 2017
Other is composed of Aluminum Foil, Electric Motors, Electric Wire, Fluorescent Lights, Lead Acid Batteries, Rechargeable Batteries, Oil Waste, Refrigerators, Textiles, Tires, Non-Ecycle Electronics