

LOPEZ SOLID WASTE DISPOSAL DISTRICT REGULAR MANAGING BOARD MEETING

APPROVED MINUTES

THURSDAY, April 21, 2016
LOPEZ ISLAND FIRE HALL MEETING ROOM

3:00 PM to 5:00 PM

Approved 5/19/16

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

Board members absent: none

Others present: Facilities Manager David Zapalac, Facilities Administrator Gary Lawrence, Training Education and Outreach Coordinator Nikyta Palmisani, TIOLI Committee Chair Carol Steckler, Linda Noreen

1. Sandy called the meeting to order at 3:02 PM. All agreed to alter the order of the agenda by taking up "New Business" right after staff reports.
2. **Dan moved to approve the minutes from the March 17, 2016 Board meeting. The motion was approved unanimously.**
3. **Board business:**

Treasurer's report: Several claims and a payroll were signed by Board members present. The quarterly financial statement is in **Appendix 1**.

Bruce has converted our accounting to Quickbooks starting January 2016. **He moved that we begin using the standard Quickbooks year-to-date income statement for posting on our website under Quarterly Reports. The motion was approved unanimously.**

Bruce has bundled Century Link, so our bill is \$25/month less; San Juan Sanitation used the wrong percentage and underpaid the excise tax but will pay the rest of it soon. Gary has assumed responsibility for accounts receivable and weed litter reporting. Our insurance company will not charge us any more for insurance for our office. Bruce noted that SWAP has been paying for the website; **he moved that we start paying for the lopezsolidwaste.org domain and website. The motion was approved unanimously.**

The Board requested that Bruce separate glass from garbage in the financial reports, calling glass a reclamation disposal project.

Insurance approved the claim from worker's compensation. He doesn't know whether it will affect our rates.

The Board noted the need to begin thinking about how we are going to handle bookkeeping and financial matters when Bruce steps off the Board. We will discuss a plan for this during our June meeting.

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

Manager's monthly report is in Appendix 2. David has taken a flagging class, but the rest of the staff does not need to. He will bring this change in their job descriptions to the next Board meeting as well as a proposed change in the title of Nikyta's position. The staff should take a first aid class, and a special CPR class for the staff is scheduled for May 12. Dan will be driving the truck in May because Ron is off. The operations assistant position will be posted; we may need to think about hiring someone sooner.

Administrator's report is in Appendix 3. Year-to-date garbage plus glass is 20 tons more than last year at this time.

Training, Education and Outreach Coordinator's report is in Appendix 4. The Board discussed Nikyta's quarterly work plan, and **Judy moved that the work plan be approved with the wording change that was suggested. The motion was approved unanimously.** The Board suggested that we rethink the number of volunteers needed, i.e. we may need only one person at recycling.

5. **New business**

Chain of Command: The Board is in charge of Lopez Solid Waste Disposal District, and no one else has the authority to tell staff what to do. We are an autonomous entity, and only the County Council has authority over us. The county personnel need to consult and collaborate with the Board, not the staff. The Board agreed to meet with the county's solid waste personnel to discuss these issues. We will begin our May or June board meeting an hour early, and discuss these issues with them from 4 to 5 PM.

OPALCO election: By written secret ballots individual Board members cast votes for OPALCO Board members. Based on the majority vote, **Sandy moved that our one OPALCO vote go to Lauren and Brian for District 2 and Gabriel for District 4. The motion passed unanimously.**

Open meetings: The Board was reminded that emails asking for opinions can be exchanged among individuals, but not to a quorum of the Board. Linda requested that there be a direct link to the agenda on Lopez Rocks and fewer acronyms in the agenda. Judy agreed to do this.

6. Old Business

Plastic Bag Ban: The Board has been asked if they would support a ban on single-use plastic bags. After considerable discussion, the Board agreed that more research is needed before we could support this. Sandy will contact Mark asking for further research into this issue including what neighboring communities are doing.

Office Furniture: The furniture coming in to TIOLI is too large and heavy for our office. Mac Langford has volunteered to construct furniture using Larry's design. **Sandy moved that we authorize purchase of construction materials with a cap of \$650. The motion passed unanimously.**

Parking Update: Sam Gibbony will notify us of their recommendation on or before April 30. After receiving suggestions that a railing along the steps would facilitate parking in Public Works, David agreed to add that project to his work plan.

7. Committee reports:

Operations: Jim is working on a physical model of the site for site planning.

Management: no report

Take It or Leave It: The Board agreed that no additions were needed to the Operations guidelines.

Public Relations: The revised Procedures document will be discussed next month.

8. The meeting was adjourned at 4:50 pm. The next regular board meeting is May 19, 2016.

Respectfully submitted,

Judy Meyer,
Secretary
judym@lopezsolidwaste.org

APPENDIX 1

04/12/16

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

	Jan - Mar '16	Budget	% of Budget
Income			
Tax Levy Revenue	17,073	16,124	106%
Excise Tax Revenue	11,744	9,633	122%
Garbage Tip Fee Revenue	28,727	23,975	120%
Recyclables Sales Revenue	2,800	2,124	132%
Recyclables Tip Fee Revenue	1,171	1,328	88%
Donations	2,222	150	1,481%
Refuse Tax	1,032	864	119%
Total Income	64,769	54,198	120%
Expense			
Wages	23,084	27,485	84%
FICA	1,766	2,102	84%
L&I	1,095	1,539	71%
Retirement	2,389	2,474	97%
Office & Operating Supplies	578	1,251	46%
Fuel	125	797	16%
Small Tools & Equipment	415	1,875	22%
Accounting and Professional	647	1,100	59%
Advertising and Public Outr...	0	249	0%
SJC Admin. and Legacy Fees	7,713	7,250	106%
Communications	430	501	86%
Taxes, Other	532		
Rentals and Leases	640		
Insurance	10,653	9,654	110%
Utility Services	146	225	65%
Garbage Tip Fees Paid	5,348	4,660	115%
Garbage Transportation Exp.	764	1,090	70%
Recyclables Tip Fees Paid	799	545	147%
Recyclables Transportation ...	796	1,051	76%
Repairs and Maintenance	0	3,000	0%
Fees & Dues	35	51	69%
Permits and Licenses	2,059	750	275%
Refuse Tax Payment	1,212		
Debt service, Principal	9,292	9,292	100%
Interest Expense	862	862	100%
Facility Improvements	8,835		
Computer and Software Exp.	32		
Machinery and Equipment	2,157	1,251	172%
Total Expense	82,404	79,054	104%
Net Income	-17,635	-24,856	71%

APPENDIX 2 -- Solid Waste Facility Manager's Monthly Report

Date Issued: April 16, 2016

SAFETY

David has completed Flagging training and has obtained a Washington State Traffic Control 'Flagger' card. David has also completed First Aid training and is on the wait list for the next CPR class.

GENERAL

OPERATIONS/ONGOING ISSUES:

Now that the rainy season is over, Gary and David have been able to do maintenance to the storm water system. Soil that had settled in the drainage swales was removed and used as fill behind the appliance area ecology blocks.

Gary fabricated a new cover for the Z wall parking lot drain to be used in case a spill needs to be contained.

The 20 cubic yard container that had been cleaned out recently by Jim Lombard and his volunteer crew has been set aside to replace the worn out Glass container. It will go into service the next time the glass is hauled to LS&G site. The old container will be filled with scrap steel and sent to SRSR for scrap sale.

The new (used) 4 drawer file cabinet is in place in the office. David has requested an additional office key for Judy M. to have so that meeting notes and minutes can be filed.

Recycling prices have increased since the last time we sold them.

Steel has increased by \$5 to \$20/ton.

Aluminum cans increased by \$0.05 to \$0.30/lb.

Corrugated Cardboard increased by \$7 to \$51/ton.

Bulk Appliance steel increased by \$10 to \$15/ton.

One of our regular TIOLI customers believes she may have accidentally left her husband's wallet in a bag of donated items. She reported this to David the following dump day as well as to the Sheriff's office. The TIOLI volunteers that were on duty at the time were notified by email and asked to report to David if they had any information.

David later notified both the Sheriff Deputy dealing with the incident and the customer that no information had surfaced.

There has been no word yet from Lawson Construction about the scheduling of a date for the Z Wall asphalt resurfacing project.

CUSTOMER/VOLUNTEER FEEDBACK:

Several customers have asked about when the Summer hours will begin. Gary has posted a sign with summer hours on the Kiosk bulletin board.

APPENDIX 3 – Administrator’s Report

Facility Administrator's Board Report
 April 15th, 2016
 Gary Lawrence, Facility Administrator

Lopez Solid Waste Disposal District (LSWDD) 2014-2016

In Tons	Total Year	YTD Through March		
	2013	2014	2015	2016
Aluminum Cans	2.7	0.72	0.27	0.74
Cardboard	48.0	11.68	13.27	11.97
Commingled Recyclables	14.5	5.26	4.20	-
E-Cycle	5.0	-	-	-
Ferrous Metals	30.5	0.68	4.40	11.85
Glass	95.8	-	-	-
Mixed Paper/Newsprint	81.5	23.86	10.90	23.78
Non-Ferrous Metals	1.4	0.19	0.71	0.25
Other	4.9	2.14	3.75	3.33
Plastics	14.0	4.54	3.37	3.57
TIOU Intake	-	-	18.15	31.71
TIOU Discards	-	-	0.47	1.46
Subtotal	298.3	49.1	58.55	85.74
Garbage	425.0	103.04	100.96	94.82
Glass - reclamation project	15.0	16.00	16.00	14.90
Subtotal	440.0	119.0	116.96	109.72
Grand Total	738.3	168.1	175.51	195.45

Full Year Annual Rate	2013 Full Year Rate	2014 Full Year Rate	2015 Full Year Rate
Recycle	40%	29%	39%
Garbage	60%	71%	61%

Year to Date			
Garbage	Tons	Recycle/Reuse	Tons
2014	119	2014	49
2015	117	2015	59
2016	110	2016	88

Garbage Rate	%	Recycle Rate	%
2014	71%	2014	29%
2015	67%	2015	33%
2016	56%	2016	44%

2016 Monthly in lbs	January	February	March	April	May	June	July	August	September	October	November	December	Total	Tons
Aluminum Cans	480	460	541	-	-	-	-	-	-	-	-	-	1,481	0.74
Cardboard	11,437	8,553	3,951	-	-	-	-	-	-	-	-	-	23,941	11.97
Commingled Recyclables	-	-	-	-	-	-	-	-	-	-	-	-	-	-
E-Cycle	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Ferrous Metal	-	-	23,700	-	-	-	-	-	-	-	-	-	23,700	11.85
Mixed Paper	-	24,320	23,240	-	-	-	-	-	-	-	-	-	47,560	23.78
Non-Ferrous Metal	508	-	-	-	-	-	-	-	-	-	-	-	508	0.25
Other	4,300	2,202	150	-	-	-	-	-	-	-	-	-	6,652	3.33
Plastics	2,783	2,394	1,955	-	-	-	-	-	-	-	-	-	7,132	3.57
TIOU Intake	23,016	20,540	19,871	-	-	-	-	-	-	-	-	-	63,427	31.71
TIOU Discards	2,000	776	151	-	-	-	-	-	-	-	-	-	2,927	1.46
Recycle/Reuse Subtotal	40,524	57,693	73,257	-	-	-	-	-	-	-	-	-	171,474	85.74
Garbage	53,480	57,160	79,000	-	-	-	-	-	-	-	-	-	189,640	94.8
Glass - reclamation project	14,790	15,000	-	-	-	-	-	-	-	-	-	-	29,790	14.9
Garbage/Glass Subtotal	68,270	72,160	79,000	-	-	-	-	-	-	-	-	-	219,430	109.72
Grand Total	108,794	129,853	152,257	-	-	-	-	-	-	-	-	-	390,904	195.45

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
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

Facility Administrator's Board Report
 April 15th, 2016
 Gary Lawrence, Facility Administrator

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
TLOLI 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
TLOLI Discards	-	160	773	183	470	1,094	533	514	266	930	1,579	218	6,722	3,36
Recycle/Resuse Subtotal	26,865	55,186	35,043	52,168	68,069	82,471	78,704	94,440	64,705	59,685	58,472	63,920	739,727	369,86
Garbage	54,500	56,400	91,020	72,800	68,700	79,300	121,040	88,880	71,460	72,780	78,460	78,480	931,820	485,91
Glass - reclamation project	16,000	-	16,000	16,000	16,000	15,160	47,370	29,010	17,360	12,470	19,330	30,360	235,060	117,91
Garbage/Glass Subtotal	70,500	56,400	107,020	88,800	82,700	94,460	168,610	117,890	88,820	85,250	97,790	109,400	1,167,640	583,82
Grand Total	97,365	111,586	142,063	140,968	150,769	176,931	247,314	212,330	153,525	144,935	156,262	173,320	1,907,367	953,68

2014 Monthly In lbs	January	February	March	April	May	June	July	August	September	October	November	December	Total	Tons
Aluminum Cans	1,017	427	-	443	449	543	870	932	895	431	-	989	6,996	3,50
Cardboard	10,845	3,569	8,939	6,077	8,643	4,884	16,796	9,040	13,251	7,341	6,315	11,032	106,932	53,50
Commingled Recyclables	10,520	-	-	-	-	-	8,960	-	4,900	-	-	-	24,400	12,20
E-Cycle	-	-	-	5,173	-	-	-	-	7,041	-	-	-	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
TLOLI Intake	-	-	-	-	-	-	-	28,922	15,060	13,212	25,331	12,333	94,858	47,40
Recycle/Resuse Subtotal	55,281	26,667	16,551	102,859	14,634	36,654	109,569	41,964	81,280	46,614	73,256	61,814	663,098	331,30
Garbage	78,940	56,420	70,720	61,460	72,040	94,720	99,500	91,680	100,800	76,160	85,700	53,620	941,760	471,00
Glass - reclamation project	16,000	-	16,000	16,000	16,000	16,000	32,000	16,000	16,000	16,000	16,000	16,000	192,000	96,00
Garbage/Glass Subtotal	94,940	56,420	86,720	77,460	88,040	110,720	131,500	107,680	116,800	92,160	101,700	69,620	1,133,760	567,00
Grand Total	150,221	83,087	103,271	180,319	102,674	147,374	241,069	149,644	198,080	138,774	176,956	131,434	1,796,858	898,30

Notes on Spreadsheet
 Oil Waste is calculated at 7.5 lbs per gallon
 Tires are calculated at 25 lbs each
 2016 Recycling Other contains 3845 lbs of Textiles

APPENDIX 4

April 2016 Board Report --- Training, Education and Outreach Coordinator

Training / Volunteers:

Metrics: 84% shifts filled for February. Goal was 87%.

March 2016 Volunteer Analysis

Volunteer Hours/Rate	
Potential Volunteer Shift Hours	Number of Open Days
208	13
Total Shift Hours Volunteered	Participation Rate
181	87%
Potential TIOLI Shift Hours	Potential Recycle Shift Hours
104	104
TIOLI Shift Hours Volunteered	Recycle Shift Hours Volunteered
100	81
TIOLI Participation Rate	Recycle Participation Rate
96%	78%
Special Project TIOLI	Special Project Recycle
13.75	22

Unfilled Shifts	
All Shifts	
Total	104
Unfilled	17
% Filled	84%
Tioli Shifts	
Total	52
Unfilled	5
Filled %	90%
Recycle Shifts	
Total	52
Unfilled	12
Filled %	77%
Number of Volunteers Participating	
TIOLI	23
Recycling	24

Volunteer Recruitment: 3 volunteer applications received, 2 volunteers scheduled for upcoming training.

2 additional volunteer applications given to promising candidates.

Inquiries are still coming in from service group presentations from individuals who are still considering volunteering.

Education:

- Nikyta is continuing to partner with Alex Nellie's 5th grade math class. Students have identified that paper towel usage in the classroom is their major source of waste. This month, they learned about aerobic vs anaerobic decomposition and how this contributes or does not contribute to climate change. They learned that by diverting paper towels from the waste stream and into the garden compost they are saving 400 pounds of carbon from being released into the atmosphere. They designed a system that will put containers in each classroom for paper towel collection, and will be the labor force needed to collect the paper towels weekly and get them to the designated bin in the garden. Students developed the idea to attach backboards to the waste cans making it into a game called "(Waste) Basket Ball". The slogan they liked was "Shoot for Compost" encouraging other primary

school students to ball up their paper towels and shoot them like basketballs into the waste baskets. They are currently designing the backboards and slogan and will be presenting them to all the primary school students at the Earth Day presentation next Thursday, April 21.

- Nikyta continues to partner with the World Art class at Lopez School in partnership with the BLM and Kwiaht to do education around beach trash, plastics, and the surfactants that stick to the plastics from run off into our Salish Sea. The students are designing sculptures of Salish Sea marine life: one Sculpin fish, one Puffin bird, one Sea Turtle, all out of found beach trash. Artist Kevin Roth, created 2 metal armatures for the sculptures, and one group made their armature out of wood. The sculptures are still in progress will be completed after Earth Day and will be exhibited in the Lopez School Library with detailed descriptions of the process of building them, the issues presented, and local actions being taken to work on solutions—like the GICU.
- The World Art class will be spearheading the “Beach Trash Mosaic” Mural that Nikyta is facilitating for Earth Day Assembly with the secondary (6th-12th grade) students of Lopez School. Student filmmaker Teus Rabel is videotaping the process for a time lapse video he will make of the work. The students are using the beach trash collected in the last few weeks on Lopez and San Juan (thanks to community volunteers, the BLM, and LCTN) and put it on a large canvas with Lopez Island painted on it. The beach trash will follow the coastlines and extend out into the “sea” of the canvas. 6 groups totaling 80-100 students will participate in creating the mosaic over a 2-hour period. The final Earth Day assembly will meet around the mosaic and look at it together, then as a group, deconstruct it as a symbolic act of cleaning the beaches and the oceans. Kwiaht will be doing education about Marine pollution of our Salish Sea and included the challenges posed to local ecology by waste and surfactants. The resulting video of Earth Day events will be posted on the LSWDD website and FB page once complete.
- Textile Recycling education: The TIOLI Committee project of 18’ x 4’ textile mural depicting the Lopez landscape using up-cycled fabrics and textiles is in progress. Five quilt artists are working on their 4’ x 3’ panels (including our own Tytti Langford!). as an art show around the importance of textile recycling. This show will be in conjunction with Trashion Fashion, in the lobby.
- Nikyta continues to educate customers on site, and her textile recycling has inspired 2 individuals to take volunteer applications and pursue volunteering on a regular basis.

Outreach :

Service Groups: are being scheduled for presentations in up coming months.

Events:

- Great Islands Clean Up (GICU) is next Sat, April 23. It is projected to be less well attended due to the multiple events happening concurrently on Lopez (Tour de Lopez), but should still be quite effective. Transition Lopez Island is heading up the next day recycling efforts to divert recyclables out of the waste stream. Nikyta will assist this team in weighing, collecting and recording data which will be sent to the county from 9 am – 12 pm on Sunday April 24.

- Lopez GICU sponsor list continues to expand, now including: Lopez Solid Waste Disposal District, San Juan Islands National Monument, Transition Lopez Island, San Juan County Land Bank, Lopez Library, Lopez Island Family Resource Center, Lopez Fire Department, Blossom Grocery, S.W.A.P., Lopez School, San Juan County Public Works, Lopez Island Conservation Corps, Lopez Community Land Trust
- Earth Day at Lopez School April 21st from 12 pm – 2:45 pm. Any board member interested are welcome to attend, please contact Nikyta to arrange details.

PR Committee:

- Nikyta, Sandy and Judy have finalized the template design for the LSWDD Newsletter, and are continuing to work on designing the updated and new theme for the LSWDD website. We now are working on the Spring newsletter.
- King 5 News was scheduled to interview Nikyta at the TIOLI April 20th, with a focus on encouraging viewers to “Steal this Idea” and replicate it in their own communities. After further consideration, this interview was cancelled.

Ongoing:

Committees:

TIOLI Committee:

- In efforts to continue to recruit sustainable volunteers through Service Groups (like Enchanted Quilters, Lions Club, Garden Club, etc), the committee is working on creating a campaign to invite groups to take on a particular section of the TIOLI that is relevant to their interests. Ex: Quilters and the fabrics and clothes. Garden club will be invited to create a Garden center/corner.
- Spring Cleaning Work Party scheduled for May 6th 1-4 pm
- Special projects are underway, with a few volunteers with building experience to create a structure to hold mattresses and bed frames. At current they often create hazards. Carol has already put the word out and David has approved a small budget for building supplies if needed.

Data Collection:

- Weighing of TIOLI donations was done 3 times in March, numbers are still being calculated.