

LOPEZ SOLID WASTE DISPOSAL DISTRICT REGULAR MANAGING BOARD MEETING

MINUTES

THURSDAY, December 15 , 2016
LOPEZ ISLAND FIRE HALL MEETING ROOM
3:00 PM to 5:00 PM
Approved 1/19/17

Board members present: Sandy Bishop, Judy Meyer, Dan Post, David Williams, Clark Johnson, Tytti Langford

Board member absent: Bruce Creps

Others present: Facilities Manager David Zapalac, Facilities Administrator Gary Lawrence, Training Education and Outreach Coordinator Nikyta Palmisani, SWAP Co-chair Kim Norton, incoming board member Rhea Miller, Volunteer Coordinator Carol Steckler

1. Sandy called the meeting to order at 3:01 PM and received approval for slight changes in the order of staff reports.
2. **Clark moved to approve the minutes from the November 17, 2016 Regular Meeting.** Sandy noted that Road Scholar should be used on p. 2 instead of Elderhostel. **The minutes with that correction were approved unanimously. David W. moved to approve the minutes from the December 7, 2016 Special Meeting. The minutes were approved unanimously.**
3. Board business:

Financial Officer's report: In response to a request from Bruce, the LSWDD Auditing Officer, **Judy moved that the LSWDD Auditing Officer be authorized to transfer funds to and from the State LGIP fund, for the purpose of earning interest, in amounts that preserve adequate working capital. The motion passed unanimously.**

The following voucher/warrants/electronic payments are approved for payment:
 Claim numbers: 16045 through 16047, totaling \$17,034.04.
 Payroll dates: 10/26/16 through 11/25/16 totaling \$9653.36.

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

Training, Education and Outreach Coordinator's (TEOC) report: See Appendix 1 (below). We discussed Nikyta's Winter 2017 work plan. PR committee will approve the talking points that Nikyta will use in the training videos. Sandy asked if volunteer metrics were helpful, and Nikyta stated that they were. Carol noted the highly successful presentation of the ReMake lab by Page Read and Nikyta to the School Board, and we agreed that we would like to see the presentation so we can learn more about this activity, perhaps during or after the January Board meeting. **Judy moved approval of the TEOC Winter 2017 Work Plan. The motion passed unanimously.**

Administrator's report: See Appendix 4 (below). Sandy noted how much the Board appreciates getting this report each month.

Manager's monthly report: See Appendix 2 (below). David presented a job description for an assistant operator. Dan moved we accept it. During the discussion, wording changes were proposed: add "solid waste" in #7, add "(as defined by Washington Department of Ecology)" after "moderate risk waste" in #8, under minimum qualifications require that the person have the first aid card by the first day of work and add the following sentence to this section: "A personal history suitable for bonding to handle cash." Dan withdrew his motion. **Tytti moved approval of the Assistant Operator Job Description with the changes just described. The motion passed unanimously.** The approved job description is attached as **Appendix 3** (below).

5. Committee reports:

Operations – All of the knowledgeable people contacted about waxed paper containers and tetrapaks have said that they are garbage and that no one in the western US is able to recycle these. These items contaminate the mixed paper stream and end up as garbage. LSWDD's policy is that if changes in our operating guidelines are necessary, they will be made January 1 or July 1. **Judy moved that as of January 1, 2017 tetrapaks and waxed paper cartons are no longer allowed as co-mingled recyclables. They are considered garbage. The motion passed unanimously.** PR and SWAP will work to get the message out through the webpage and ads in the paper.

Management - no report

Administration – no report

Take It Or Leave It – Carol noted that it is getting more difficult to find volunteers to fill vacant slots. She will make phone calls only when there is an urgent need for volunteers.

Public Relations – The committee has reviewed the Fall/Winter Newsletter.

6. Other reports –

Solid Waste Alternatives Project -- They sold items and had lots of conversations about sorting recyclables at home at the Preschool and Port Stanley School bazaars. On average it takes 6 minutes when recyclables are separated at home and up to 2.5 hours when they are not. Those who like to socialize at the Dump are encouraged to volunteer! SWAP is planning a whole day meeting to articulate their goals, discuss education in the school and community, go over finances and budget. More work getting demonstrations set up is needed for the Sunday home recycling demonstration for it to be effective.

Solid Waste Advisory Committee – The December meeting was on Orcas. David Z and Clark attended by phone. Bill Watson will replace Bob Jarman on the committee. The hazardous waste roundup will be Sunday, June 25, 2017 from 11 to 2. Our new District Manager position was announced at the meeting. They discussed how Oregon is instituting a paint recycling program paid for by a \$0.75/gallon charge when paint is purchased. The paint industry supports this.

7. New business –

Board member terms

Judy moved that board member terms be as follows:

Position 1: Rhea Miller 12/31/2020

Position 2: Bruce Creps 2/28/2017

Position 3: vacant

Position 4: Tytti Langford 12/31/2018

Position 5: Clark Johnson 12/31/2020

Position 6: Judy Meyer 12/31/2018

Position 7: David Williams 12/31/2019

The motion passed unanimously. Judy will inform the County.

Policy on reimbursement for employee use of personal computers

Judy and David Z have discussed this and propose that we reimburse employees \$100/year for use of their personal computer. This amount is based on a 6-year replacement time and 50% use. Board discussion involved whether this should be considered part of the benefits package, which employees would receive this, and whether there could be a cash reimbursement. Although there was general agreement with the proposal, this proposal was tabled until some of these issues could be resolved. A written proposal will be presented at the January board meeting.

Plan for staff evaluations

These will be done in January 2017. As done last year, David Z will evaluate the employees, and the Board will meet with David Z for his evaluation. The board will fill out evaluation sheets ahead of time. David W will be the point person for sending out evaluation sheets and setting up a time for a special meeting for the evaluation in executive session.

Petition on Community Treasures: This was discussed and the Board decided not to be involved.

8. Old business –

Board recruitment and transition

We currently have one vacancy, and Tytti agreed to contact a person who has indicated an interest.

We discussed the positions needing to be filled for the 2017 Board. After discussion **Judy moved approval of the following slate:**

Chair – David Williams

Vice-chair – Clark Johnson

Secretary – Judy Meyer

The motion was approved unanimously.

Individuals volunteered for the following committee openings:

Operations committee member – Clark Johnson

Management committee members – Rhea Miller and David Williams

Public relations committee members – Judy Meyer and Tytti Langford

Administration Committee member – Clark Johnson

Bruce will remain our Financial Officer, and we will fill this position after a District Manager is hired.

Board member “portfolios”

Clark proposed this concept at our last meeting. Each board member would agree to become and remain informed on contacts and issues involved in each portfolio. Possible portfolios include insurance, human resources, regulatory affairs, financial, and operations. Rhea expressed an interest in human resources and Clark in financial. We need to define a reasonable set of portfolios and what board member responsibility would be. Rhea and Clark will work on polishing this idea for discussion at our January meeting.

District Manager position

We received another application for this position and decided to invite this person for an interview. Some concern was expressed that he is not a resident of Lopez.

Use of wiki for making policy manual easily available

This was tabled until our January meeting.

THANKS

The Board expressed their sincere appreciation for the incredible contributions that Sandy and Dan have made as founding board members. LSWDD is able to operate a successful and popular facility on Lopez because of the vision, commitment, and skills that they have devoted to this organization. Their presence on the board will be sorely missed.

The meeting was adjourned at 4:48 pm. The next regular board meeting is January 19, 2017.

Respectfully submitted,

Judy Meyer,
Secretary
judym@lopezsolidwaste.org

Appendix 1 -- Training, Education and Outreach Coordinator

December 2016 Board Report

Training / Volunteers:

Metrics: 79% shifts filled for. Goal was 87%.

See Administrators report attached.

Training:

- 3 volunteers trained this month
- Guest instructor Kunal Dovedy trained the ReMake team: students, Dave Zapalac, Page Read & Brad in 3D printing & applicable software
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Volunteer Recruitment:

2 new volunteers recruited, still waiting for applications to be submitted.

Education:

- ReMake Team field trip to Friday Harbor STEM lab scheduled for Dec 13 with Dream Team and volunteers. Another tour with Elementary students schedule for Jan 11 with Brian Goff, 2nd Grade and Lori Swanson 3-5th grade.
- Brian Goff is collecting items for the Tinker Lab at the school, and connecting with Page Read to get old motors, electronics, etc.
- Teacher tour of TIOLI for materials scheduled for Jan 5, 2017.
- Re-Make lab: first 3D prints done after training with guest instructor. 3D printer is now living in the LSWDD office, and Lopez school is purchasing an identical printer (perhaps 2). Dream Team was training, and came exceptionally well

prepared with items they wanted, and did, print. In the continuing conversation about important applications of 3D printing, Nora Zapalac came up with the best application yet: printing parts to construct a 3D scanner. When we tour the Friday Harbor STEM lab, we will examine theirs in depth to see how it is made.

- Extruder is still in process, Brad Bucanon will be fabricating most of the parts in his home shop, then we will show the Dream Team what was done and how. This will save liability of teaching students in a private residence, as well as save production time.
- Principle Dave Sather has purchased 3D printer. We are waiting for it to arrive.
- SWAP and TEOC are working in conjunction to create a possible future class for Lopez School and Internship Program. TEOC will be sharing the ideas brainstormed last year regarding Internship at SWAP's Jan 8, 2017 Visioning meeting.

Outreach :

- Sundays in December are for educating the public in conjunction with Kim Norton, Chair of SWAP, about how to improve home and business recycling, as well as other recycling tips. We are offering hot tea and cookies compliments of SWAP. This effort also doubles as volunteer recruitment and holiday wrapping paper education.

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Events:

- Volunteer Appreciation party was a big success on Dec 2, 5-7 pm at Grace Hall. Thank you to all the board members who made it out and helped set up/ clean up!

Ongoing:

- TIOLI Committee only meets as needed.
- PR Committee: is finalizing Winter Newsletter and sent out job description to LSWDD list serve.
- SWAP Board meeting scheduled Jan 8, 2017. TEOC will attend.
- TIOLI donation weight data collected for November, only 2 days collected due to lack of full volunteer staffing and TEOC vacation schedule.

November 2016 Volunteer Analysis

Volunteer Hours/Rate	
Potential Volunteer Shift Hours	Number of Open Days
240	12
Total Shift Hours Volunteered	Shift Participation Rate
217	90%
Potential TIOLI Shift Hours	Potential Recycle Shift Hours
120	120
TIOLI Shift Hours Volunteered	Recycle Shift Hours Volunteered
115	102
TIOLI Participation Rate	Recycle Participation Rate
96%	85%
Special Project TIOLI	Special Project Recycling
15	29
Total Hours Volunteered	
261	

Unfilled Shifts	
All Shifts	
Total	96
Unfilled	22
% Filled	77%
Tioli Shifts	
Total	48
Unfilled	10
Filled %	79%
Recycle Shifts	
Total	48
Unfilled	12
Filled %	75%
Number of Shift Volunteers Participating	
TIOLI	20
Recycling	15

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

Date Issued: December 11, 2016

GENERAL

OPERATIONS/ONGOING ISSUES:

Volunteers have been “murfing” the commingled recyclables tippler to remove all but the tetra pack and waxy paper containers. Approximately 1.5 cubic yards of materials per week are being disposed of as a result of this practice.

The forklift is scheduled to go into the shop for maintenance beginning this week. It is expected that the work will take three weeks to complete. David and Gary have reorganized the recycle plaza to allow operations to continue with as little inconvenience as possible. The site will be arranged so that the backhoe and pallet jacks can be used to move IBC's and tipplers. Customers will use the stairs to empty their mixed paper directly into the 40 cubic yard container located in the recycle plaza and both steel dumpsters will be located at the C and D positions at the Z wall. All IBC containers have been emptied and placed in locations easily accessible with pallet jacks and all available tipplers set aside for storage of the #2 cloudy bottles.

At TIOLI, the large stockpile of stored Christmas items have been set out for the holidays. Eric and Nikyta have decorated the TIOLI and the pay booth and signs have been set out reminding customers that certain wrapping paper is not recyclable and that we will be open Christmas eve and New Years eve.

Skagit River Steel and Recycling prices November were as follows:

Corrugated cardboard \$67/ton (unchanged)

Aluminum cans increased a penny to \$0.31/lb.

Bulk Appliance steel increased \$10 to \$30/ton.

#2 copper (mostly copper pipe) sold for \$1.70/lb.

Irony Aluminum \$0.15/lb.

Mixed Paper \$15/ton.

#2 Cloudy bottles unchanged at \$.09/lb.

All other plastic containers and LDPE plastic still \$0/lb.

CUSTOMER/VOLUNTEER FEEDBACK:

No comments were received in the TIOLI drop box or the website.

One of our regular commercial customers, a contractor, inquired about whether they could be allowed to use a dump bed trailer to haul in loads of garbage during the early opening time period. David offered to work with the customer to allow this service.

Appendix 3

JOB DESCRIPTION

Adopted by the Board 12-15-16

Position Title: Assistant Operator

Date: December 15, 2016

Reports to: Facility Manager or designee

Collaborates with: LSWDD staff, volunteers and board

BASIC FUNCTION:

Assists LSWDD Manager and staff with facility operations with an emphasis on customer service and safety. Temporary position from June 21- Sept. 21 or as otherwise determined.

MINIMUM QUALIFICATIONS:

A personal history suitable for bonding to handle cash. Must be familiar with LSWDD site and be a team player. Must have email access and be competent in computer use and programs, as necessary to perform the job. Must possess excellent communication skills and be able to effectively direct vehicle and pedestrian traffic in a hectic and crowded environment. Must have a current first aid card and CPR training prior to the first day of employment .

PRINCIPAL DUTIES:

1. Assist LSWDD staff with vehicle traffic control at the facility with an emphasis on safety and customer service.
2. Assist customers with recycling, garbage, and Take It Or Leave It (TIOLI) activities.
3. Inform customers and visitors about LSWDD facility operations and mission.
4. Work with volunteers to provide customer service and assistance with facility operations.
5. Assist LSWDD staff with various facility operations tasks, including site cleanup, recycling, data collection, fee assessment and volunteer recruitment, primarily during business hours.
6. Operate the pay booth as a relief cashier during business hours.

7. Operate the baler, forklift and backhoe to prepare recyclables and solid waste for transportation.
8. Remove small quantities of moderate risk waste (as defined by Washington State Dept. of Ecology) from individual deliveries.

PHYSICAL AND MENTAL REQUIREMENTS:

Requires frequent standing, walking, sitting, climbing, bending, and twisting. Must be able to frequently lift, lower, push, and pull items up to 50 lbs. Must be able to carry objects with both hands and arms. Must be able to talk and listen and understand written and oral communication and understand and follow verbal and written instructions. Must be able to present information and direction clearly and effectively.

WORKING CONDITIONS:

Performs strenuous work out of doors for extended periods of time in all weather conditions. Requires public speaking and event management ability. Works weekends and some holidays. Facility may not include running water. Exposure to solid waste, used goods and recyclables, odors, fumes, dust, and various debris. May be required to wear boots and gloves, face shield, hearing protection, and particle mask.

Appendix 4: see the next page for the Administrator's report

Lopez Solid Waste Disposal District (LSWDD) 2014-2016

In Tons	Total Year	YTD Through November		
	2013	2014	2015	2016
Aluminum Cans	2.7	3.00	2.95	3.63
Cardboard	48.0	47.85	57.57	60.37
Commingled Recyclables	14.5	12.20	6.93	4.28
E-Cycle	5.0	6.11	6.75	7.67
Ferrous Metals	30.5	51.86	39.41	61.04
Glass	95.8	-	-	-
Mixed Paper/Newsprint	81.5	107.98	77.44	88.61
Non-Ferrous Metals	1.4	1.06	1.12	3.42
Other	4.9	9.44	12.97	12.84
Plastics	14.0	21.85	18.26	19.19
Recycle Subtotal	298.3	261.3	223.4	261.1
Garbage	425.0	444.07	426.67	460.35
Glass - reclamation project	15.0	88.00	102.35	114.38
Garbage/Glass Subtotal	440.0	532.1	529.02	574.73
Grand Total Without TIOLI	738.3	793.4	752.42	835.78
TIOLI Intake	-	41.26	117.76	133.62
TIOLI Discards	-	-	(3.25)	(5.98)
Grand Total With TIOLI	-	834.67	866.92	963.42

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	532		2014	303
2015	529		2015	338
2016	575		2016	389
Garbage/Glass Rate	%		Recycle/Reuse Rate	%
2014	64%		2014	36%
2015	61%		2015	39%
2016	60%		2016	40%

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	-	7,269	3.63
Cardboard	11,437	8,553	3,951	5,206	15,522	10,319	15,378	11,102	16,445	9,137	13,692	-	120,742	60.37
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
Mixed Paper	-	24,320	23,240	-	22,180	21,260	19,100	19,360	20,500	-	27,260	-	177,220	88.61
Non-Ferrous Metal	508	-	-	4,200	728	-	-	441	-	483	485	-	6,845	3.42
Other	4,300	2,202	150	322	4,485	2,855	1,825	240	6,891	152	2,265	-	25,687	12.84
Plastics	2,783	2,394	1,955	2,037	6,455	1,930	4,250	4,777	5,318	2,168	4,308	-	38,375	19.19
Recycle Subtotal	19,508	37,929	53,537	16,701	63,916	47,389	57,830	47,892	65,073	35,999	76,330	-	522,104	261.05
Garbage	53,480	57,160	79,000	69,380	93,960	102,340	99,140	89,500	105,490	117,240	54,000	-	920,690	460.35
Glass - reclamation project	14,790	15,000	-	30,990	17,130	19,310	47,350	33,010	19,170	10,670	21,340	-	228,760	114.4
Garbage/Glass Subtotal	68,270	72,160	79,000	100,370	111,090	121,650	146,490	122,510	124,660	127,910	75,340	-	1,149,450	574.73
Grand Total Without TIOLI	87,778	110,089	132,537	117,071	175,006	169,039	204,320	170,402	189,733	163,909	151,670	-	1,671,554	835.78
TIOLI Intake	23,016	20,540	19,871	21,514	24,200	20,556	33,061	30,137	28,765	23,938	21,649	-	267,247	133.62
TIOLI Discards	(2,000)	(776)	(151)	(965)	(1,154)	(775)	(1,005)	(705)	(1,410)	(2,375)	(645)	-	(11,961)	(5.98)
Grand Total with TIOLI	108,794	129,853	152,257	137,620	198,052	188,820	236,376	199,834	217,088	185,472	172,674	-	1,926,840	963.42

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)	
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	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	
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	-	-	-	-	-	8,980	-	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
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 2016

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