

LOPEZ SOLID WASTE DISPOSAL DISTRICT REGULAR MANAGING BOARD MEETING

MINUTES

THURSDAY, May 19, 2016

LOPEZ ISLAND FIRE HALL MEETING ROOM

2:00 PM to 5:00 PM

Approved at 6/16/16 Board Meeting

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

Board members absent: none

Others present: Facilities Manager David Zapalac, Facilities Administrator Gary Lawrence, Volunteer Coordinator Carol Steckler, San Juan County Solid Waste Program Administrator Mark Herrenkohl (until 3 PM), and Linda Noreen. Training Education and Outreach Coordinator Nikyta Palmisani and SWAP Chair Kim Norton joined at 3 PM.

1. Sandy called the meeting to order at 2:04 PM, noting no changes to agenda.
2. Dan noted that the agenda for this meeting was not posted on the LSWDD website. Judy and Gary agreed to figure out what went wrong.
3. Mark Herrenkohl outlined the ideas suggested after visits to the site by Brian Vincent, Russ Harvey and himself. They propose creating 3-4 additional parking spots in front of the Public Works building and 6-8 spots between the buildings on one side of the western building. Using the scale model built by Jim, David outlined Operations' proposal. They propose adding spaces in the lower lot across from the garbage dumpsters and creating additional space for containers east of the kiosk in the upper lot. This would put e-waste closer to the recycle plaza and make it possible to add the parking spaces in the lower lot. After considerable discussion, Mark stated that the county could provide gravel and bring in up to 30 eco blocks. LSWDD would have to do the grading of the upper site. Mark agreed to ask if the county's engineers could help with the construction plan and if the county would provide the concrete runners for the large containers. The Board expressed their appreciation to Jim for creating the model, which has greatly helped our deliberations on this issue.

We discussed implementing this plan on June 21 when we change to summer hours. Jim expressed the opinion that it would be better to phase in the parking changes, allowing parking on the west side of Fisherman Bay.

4. We then discussed roles and responsibilities and the chain of command. We agreed that one board member (Dan) will be the liaison with the Solid Waste Program Administrator. Mark should contact Dan, who can then contact the appropriate staff or Board as necessary. Before leaving the meeting, Mark stated that he will be doing quarterly storm water inspections.
5. **Tytti moved to approve the minutes from the April 21, 2016 meeting with a correction (David Williams was not a board member at that meeting). The motion was approved unanimously. Jim moved to approve the minutes from the May 13 meeting. The motion was approved unanimously.**
6. Board business:

Treasurer's report:

See Appendix 1 (below).

The following voucher/warrants/electronic payments are approved for payment:
Claim numbers: 16020 through 16021, totaling \$5755.37.
Payroll dates: 3/26/16 through 4/25/16 totaling \$8567.51.

Regulations from the State Auditor's Office require us to have an Auditing Officer. **Bruce moved that he serve as Auditing Officer with the chair as backup.** After discussing what this position involves, **the motion was approved unanimously**

Bruce noted that the discrepancy between garbage revenue and expense will be reevaluated in June when more data are available. He also noted that we have 6 months cash reserve, whereas our goal is 3 months cash reserve. If customer numbers and congestion result in our going to 4 days a week, we may need those funds. Dan proposed that we consider having only one capital project per year. The proposals for providing parking and moving dumpsters around may change what needs to be done to the bailer shed, so that project is postponed until Operations can more fully evaluate what will work best with the new arrangements. Operations was asked to present us with proposed changes in capital project timelines sometime this summer.

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

Manager's monthly report:

See Appendix 2 (below). The well is being bailed on May 20. We discussed the problem of off-hours visits to TIOLI, and Sandy noted that she has a web camera that we could install. We will try doing that.

Administrator's report:

See Appendix 3 (below). Gary was asked to separate glass and garbage on the year-to-date part of the report. He noted that many of the April bales went out in May. Dan noted that thanks to the work of the volunteers separating metal, we got \$1000 for recycled aluminum and \$400 for copper. The Board expressed their appreciation to the volunteers for doing that work.

We discussed the need to begin advertising the position for Temporary Assistant Operator. **Judy moved that the position be advertised at \$15/hour.** The person will work about 18 hours/week, and the position does not include benefits. **The motion passed unanimously.** Sandy will work with David to advertise the position so that we get someone no later than June 21.

Training, Education and Outreach Coordinator's report

See Appendix 4 (below): The Board suggested including a spotlight on volunteers for the next newsletter. Nikyta is developing a new method to better determine how many volunteers are needed for each shift. The Board expressed thanks to David Williams and the other volunteers who have cleaned out the "man cave" and the electronics section of TIOLI. After a brief discussion of requests to post flyers at TIOLI, **Judy moved that only dump-related flyers can be posted at the LSWDD facility. The motion passed unanimously.** The Management Committee needs to put this in the policy manual. The Board agreed to provide side dishes for the Volunteer Barbeque on June 17.

8. **Solid Waste Alternatives Project:** Kim Norton, the new Chair, expressed her appreciation to Sarah Eppenbach for the extensive records she kept, and noted that the Board is on a steep learning curve this year. The Board members are Kim, Alex Nellie, and Ashi Bartolucci. The new Board has assigned terms and are looking for additional Board members so that there will not be a complete turnover of members next time. They are working on the Trashion Fashion show (August 6) and have a good start on a volunteer crew. They will be at Farmers Market on big weekends and at the pre-school bazaar and Port Stanley holiday market. Alex Nellie is the Board member doing the books.

9. Committee reports:

Take It Or Leave It: The committee did not meet this month. Carol reported that there seems to be fewer volunteer vacancies.

Operations: Board members conducted an informal poll to volunteers and customers about changing our schedule to Friday, Saturday, Sunday, which would enable us to use parking at Public Works and eliminate the need for parking along Fisherman Bay Road. We had 113 responses, 84% yes, 12 % no,

and 4% squishy. **Dan moved that LSWDD change its hours of operation to Friday, Saturday, Sunday starting June 21, 2016. The motion passed unanimously.** This change will not present a problem with baling. PR will come up with a plan for how to publicize the change no later than June 1. **Bruce moved that we spend up to \$10,000 to create new parking areas.** Considerable discussion followed about what needs to be done to create the parking needed at the site. **Bruce withdrew the motion.** The Board agreed to create a specific scope of work with clear delineation of what LSWDD will be responsible for and what the County will be responsible for. We agreed to go over this at a special meeting at 4 PM at the site on May 26. Sandy will write the scope after input on what is needed from David and Jim.

The Board expressed thanks to Dan for all the driving he has done during May while our regular driver was on vacation.

Management: did not meet this month.

Administration: nothing to report.

Public Relations: **Judy moved that we accept the April 27, 2016 version of the PR Procedures document,** which was circulated to the Board prior to this meeting. Sandy suggested a revision to enable 48 hours for Board review if the review is over a weekend. **With that revision, the motion passed unanimously.** Management Committee will include the document in the Procedures Manual.

10. Other reports –

Solid Waste Advisory Committee: There is a meeting at 8:30 AM May 26. Sandy will report on what transpired at our next meeting.

11. Old business: dealt with under Operations.

12. New business: none

Meeting was adjourned at 5:02 pm. There is a special meeting May 26, and the next regular board meeting is June 16, 2016.

Respectfully submitted,

Judy Meyer,
Secretary
judym@lopezsolidwaste.org

Appendix 1

05/17/16

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

	Jan – Apr '16	Budget	% of Budget
Income			
Tax Levy Revenue	53,185	53,354	100%
Excise Tax Revenue	13,208	13,399	99%
Garbage Tip Fee Revenue	37,871	33,592	113%
Recyclables Sales Revenue	3,284	2,976	110%
Recyclables Tip Fee Revenue	1,659	1,861	89%
Donations	2,287	200	1,143%
Refuse Tax	1,360	1,210	112%
Total Income	112,853	106,592	106%
Expense			
Wages	31,652	37,821	84%
FICA	2,421	2,893	84%
L&I	1,682	2,118	79%
Retirement	3,267	3,404	96%
Personnel Benefits	30	275	11%
Office & Operating Supplies	598	1,668	36%
Fuel	428	1,117	38%
Small Tools & Equipment	432	2,500	17%
Accounting and Professional	647	1,700	38%
Advertising and Public Outr...	0	332	0%
SJC Admin. and Legacy Fees	7,713	7,250	106%
Communications	535	668	80%
Taxes, Other	980	379	259%
Rentals and Leases	640		
Insurance	10,653	9,654	110%
Utility Services	209	300	70%
Garbage Tip Fees Paid	9,100	7,567	120%
Garbage Transportation Exp.	1,274	1,770	72%
Recyclables Tip Fees Paid	799	885	90%
Recyclables Transportation ...	1,565	1,619	97%
Reclamation-Disposal Fees ...	312		
Repairs and Maintenance	0	4,000	0%
Fees & Dues	35	68	51%
Permits and Licenses	2,059	1,000	206%
Refuse Tax Payment	2,247	864	260%
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	1,668	129%
Total Expense	100,456	101,674	99%
Net Income	12,397	4,918	252%

Appendix 2

Solid Waste Facility Manager's Monthly Report

Date Issued: May 15,2016

SAFETY

David, Gary and Nikyta completed the CPR training course on May 12th.

All but one of the new signs have been delivered by Wadeco and are installed.

The facility's fire extinguishers have been inspected and re-certified for another year.

New safety straps for the Z-wall have been ordered.

GENERAL

OPERATIONS/ONGOING ISSUES:

Gary has filed the annual stormwater report for 2015. The Z-wall resurfacing projects were cited in the report.

Lawson Construction will begin work on the Z-wall asphalt resurfacing project May 20th with a scheduled completion date of May 24th. Project activity should have minimal impact on operations at the facility.

Mac Langford and Larry Eppenbach have been working with Nikyta and David on the office shelving concept. Materials will be purchased in the next two weeks. A used office desk has been purchased and installed in the LWSDD office.

Recycling prices in April for materials delivered are as follows:

Corrugated Cardboard increased by \$2 to \$53/ton.

Clean Aluminum scrap sold for \$.23 to \$.38/lb. depending on grade.

Irony Aluminum scrap sold for \$.15/lb.

#2 (clean) Copper sold for \$1.60/lb.

There has been an increase in after hours visits to the TIOLI area. So far, only one occurrence left more than just a minor mess to clean up.

CUSTOMER/VOLUNTEER FEEDBACK:

Several customers have made comments about the glass disposal issue. Most of those comments have been generally supportive of LSWDD's decision to send the glass to the Lopez Sand and Gravel site.

Appendix 3

Facility Administrator's Board Report
May 13th, 2016
Gary Lawrence, Facility Administrator

Lopez Solid Waste Disposal District (LSWDD) 2014-2016

In Tons	Total Year	YTD Through April		
	2013	2014	2015	2016
Aluminum Cans	2.7	0.94	0.27	0.74
Cardboard	48.0	14.72	16.17	14.57
Commingled Recyclables	14.5	15.26	4.20	-
E-Cycle	5.0	2.59	-	2.47
Ferrous Metals	30.5	18.43	4.40	11.85
Glass	95.8	-	-	-
Mixed Paper/Newsprint	81.5	47.52	22.62	23.78
Non-Ferrous Metals	1.4	0.68	0.71	2.35
Other	4.9	3.20	4.27	3.49
Plastics	14.0	6.66	3.37	4.58
Recycle Subtotal	298.3	100.0	56.0	63.8
Garbage	425.0	133.77	137.36	129.51
Glass - reclamation project	15.0	24.00	24.00	30.39
Garbage/Glass Subtotal	440.0	157.8	161.36	159.90
Grand Total Without TIOLI	738.3	257.8	217.38	223.74
TIOLI Intake	-	-	29.17	42.47
TIOLI Discards	-	-	(0.56)	(1.95)
Grand Total With TIOLI	-	-	245.99	264.26

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

Year to Date			
Garbage	Tons	Recycle/Reuse	Tons
2014	158	2014	100
2015	161	2015	86
2016	160	2016	108

Garbage Rate	%	Recycle Rate	%
2014	61%	2014	39%
2015	65%	2015	35%
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	-	-	-	-	-	-	-	-	-	1,481	0.74
Cardboard	11,437	8,553	3,951	5,206	-	-	-	-	-	-	-	-	29,147	14.57
Commingled Recyclables	-	-	-	-	-	-	-	-	-	-	-	-	-	-
E-Cycle	-	-	-	4,936	-	-	-	-	-	-	-	-	4,936	2.47
Ferrous Metal	-	-	23,700	-	-	-	-	-	-	-	-	-	23,700	11.85
Mixed Paper	-	24,320	23,240	-	-	-	-	-	-	-	-	-	47,560	23.78
Non-Ferrous Metal	508	-	-	4,200	-	-	-	-	-	-	-	-	4,708	2.35
Other	4,300	2,202	150	322	-	-	-	-	-	-	-	-	6,974	3.49
Plastics	2,783	2,394	1,955	2,037	-	-	-	-	-	-	-	-	9,169	4.58
Recycle Subtotal	19,508	37,929	53,537	16,701	-	-	-	-	-	-	-	-	127,675	63.84
Garbage	53,460	57,160	79,000	69,380	-	-	-	-	-	-	-	-	259,020	129.51
Glass - reclamation project	14,790	15,000	30,990	30,990	-	-	-	-	-	-	-	-	80,780	30.4
Garbage/Glass Subtotal	68,270	72,160	79,000	100,370	-	-	-	-	-	-	-	-	319,800	159.90
Grand Total Without TIOLI	87,778	110,089	132,537	117,071	-	-	-	-	-	-	-	-	447,475	223.74
TIOLI Intake	23,016	20,540	19,871	21,514	-	-	-	-	-	-	-	-	84,941	42.47
TIOLI Discards	(2,000)	(776)	(151)	(965)	-	-	-	-	-	-	-	-	(3,892)	(1.95)
Grand Total with TIOLI	108,794	129,853	152,257	137,620	-	-	-	-	-	-	-	-	528,524	264.26

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	2,864	3,036	3,486	40,006	20.00	
TLOI 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	
TLOI Discards	-	(160)	(775)	(183)	(470)	(1,094)	(533)	(514)	(286)	(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	
TLOI 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
 Tons are calculated at 25 lbs each
 2016 Recycling Other contains 3645 lbs of Textiles

Appendix 4

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

Training / Volunteers:

Metrics: 83% shifts filled for April. Goal was 86%.

See Administrators report attached.

Still in the process of planning the 30 minute volunteer monthly trainings with the Facilities Manager.

Volunteer Recruitment:

- 3 volunteer applications received
- 2 volunteers scheduled for upcoming training
- 3 additional volunteer applications given to promising candidates
- 2 new volunteers trained

- 1 volunteer in process of scheduling training

Education:

- Lopez School Earth Day Assemblies for both primary and secondary schools went very well. The school wide discussion about the causes of beach and marine trash as well as possible solutions was robust and well thought out. Students suggested reusing items like water bottles and to-go cups, being more aware of their belongings when at the beach/ocean, decreasing packaging and in the big picture consumption. For the full descriptions, photos and videos, please see these links on our website:
- <http://www.lopezsolidwaste.org/general/lopez-school-earth-day-art-for-marine-waste-education/>
- <http://www.lopezsolidwaste.org/general/5th-grade-paper-towel-waste-diversion-project/>
- TEOC taught two classes in Jewelry Up-cycling to middle school girls art class. Met with huge success. Jaime Terada, Art teacher, reported that this is the most engaged the students have been in any project all year. She would like to repeat the class next year. Discussion was conducted about how this is another form of reuse and recycling that helps decrease consumption of new items while making reuse fun and exciting. One student has an entrepreneurial enterprise to continue jewelry upcycling for a Farmers Market booth in the summer.
- Trashion Fashion “How to get Started” workshop scheduled for May 14th & 28th.
- Textile Recycling education: Textile Mural still in process. Trashion Fashion Steering Committee has been very motivated to continue textile recycling awareness, perhaps with fabric/textiles as the theme for next year’s Trashion Fashion show.
- Nikyta continues to educate customers on site, especially during weigh days.

Outreach :

Service Groups:

- Gave hour long tour to Transition Lopez Island group for post GICU event recycling and sorting. Also used this as a volunteer recruitment invitation.
- Spring Cleaning work parties went **very** well! Come to the TIOLI and see the incredible clean and organized work while it lasts!
- Gave hour long tour to Realms 8th graders who then participated in an hour long service project and organized all the sporting goods.
- Lions club presentation rescheduled for July.
-

Events:

- Great Islands Clean Up- a big success considering how busy the island was that day. Please read about it here: <http://www.lopezsolidwaste.org/general/great-islands-clean-up-2016/>
- Post Event media about the event posted on the website, Lopez Rocks, and Facebook page.

PR Committee:

- Nikyta, Sandy and Judy met with Ann Palmer to continue website renovations

Ongoing:

Committees:

TIOLI Committee: Did not meet in April. Textile Mural work continues independently. A HUGE thanks to Carol for helping arrange the Spring Cleaning work party and post GICU recycling sort. Huge thanks to our dedicated volunteers for their tireless work keeping the TIOLI clean and organized! We have 2 new volunteers who have taken on organization of the electronics dept, and soon the tool and equipment area.

Data Collection: weighed 3 times in April, large amounts of donations came in ranging from 1100 lbs – 2400 lbs in a 3 hour period. We continue to see an average of 500 lbs an hour come into TIOLI.

April 2016 Volunteer Analysis

Volunteer Hours/Rate	
Potential Volunteer Shift Hours	Number of Open Days
208	13
Total Shift Hours Volunteered	Participation Rate
189.5	91%
Potential TIOLI Shift Hours	Potential Recycle Shift Hours
104	104
TIOLI Shift Hours Volunteered	Recycle Shift Hours Volunteered
95.5	94
TIOLI Participation Rate	Recycle Participation Rate
92%	90%
Special Project TIOLI	Special Project Recycle
	48
Total Hours Volunteered	
237.5	

Unfilled Shifts	
All Shifts	
Total	104
Unfilled	18
% Filled	83%

Tioli Shifts	
Total	52
Unfilled	11
Filled %	79%

Recycle Shifts	
Total	52
Unfilled	7
Filled %	87%

Number of Volunteers Participating	
TIOLI	23
Recycling	24

Appendix 5?