

# MINUTES

## LOPEZ SOLID WASTE DISPOSAL DISTRICT REGULAR MANAGING BOARD MEETING

THURSDAY March 26, 2015  
LOPEZ VILLAGE FIRE HALL  
3:00 PM to 5:00 PM

Board members present: Sandy Bishop, Bruce Creps, Dan Post, Jim Lombard, Tytti Langford, Judy Meyer  
Others present: Facilities Manager Dave Zapalac, COTC Nikyta Palmisani, SWAP Chair Sarah Eppenbach, Volunteer Coordinator Carol Steckler, Facility Administrator Gary Lawrence

- Sandy called the meeting to order at 3:02 noting new changes to agenda.
- A motion was made to approve the minutes from February 19, 2015 regular meeting. Approved 6/0/0
- Board business:

Treasurer's report: **Attached as Appendix 1**

Discussion of possible April Board retreat: tabled

Special board meeting scheduled for orientation of finances for new board members 3/30/2015

Donation box to be kept at the kiosk

- TIOLI: guidelines for staff and volunteers was discussed

- Staff:

Manager's report: **Attached as Appendix 2**

**A motion was made to install the chain and caution/hazard signs on the Z-wall.**

**It was carried 6/0/0**

Reminder that the Hazardous waste pick-up will be on Sunday, June 28. Tytti Langford will coordinate with Jim Lombard and Elizabeth Anderson

Administrator's report: **Attached as Appendix 3**

Grant report is in administrator's report.

Committee reports:

Operations – Jim Lombard is researching recycling lids

Dan Post will suggest to road department of changes in customer and volunteer parking.

**A motion was made for recommendation to the county of parking changes.**

**Carried 6/0/0.**

Dan P also recommended the Z-wall striping and will be looking into safety measures for glass recycling procedures.

SWAP Sarah informed the board that Nikyta Palmisani and Gary Lawrence are in charge of posting information on the LSWDD web site. There was discussion about whether volunteers could buy their own vests from SWAP if they wish to do so.

Signs Sandy informed that signs need painting and parking signs are needed

Old business: Great Islands Clean Up sponsors will each bring five people to the event.. There are 20 sites. Crew leaders will report to Nikyta for training. The county will reimburse for comingled or other expenses we pay for. Everything will be weighed.

New business: **A motion was made to approve policy recommended by Bill Clemens regarding accounts for former employees, volunteers, and board members:**

- 1. In the case of LopezSolidWaste.org email accounts, change the password to disable access by the former account holder. Forward any mail received in the account to info@LopezSolidWaste.org for disposition, since any mail sent to a lsw.org email address can be presumed to be LSWDD business.**
- 2. In the case of LISSY accounts, either inactivate the account or change the properties and permissions on the account, as needed on a case-by-case basis. For example, Page and Larry are no longer board members and should (and have) had any board-related permissions removed, but they are still active volunteers and all those properties and access to their accounts should be (and have been) retained. For another example, Bob Chonka left the island and his LISSY account was inactivated.**

**Carried 6/0/0.**

The meeting was adjourned at 5:00 pm. Next regular meeting on Thursday, April 16, 2015

Respectfully submitted.

Tytti Langford

Secretary

# Appendix 1

## Treasurer's Report

25-Mar-15

### LSWDD Income Statement, as of February 28, 2015 (unaudited)

INCOME STATEMENT -- CASH BASIS	2015 Budget	Feb	ACTUAL Total YTD	Feb	BUDGET Total YTD	%
<b>REVENUE:</b>						
Beginning Cash	114,819	132,869	-----	85,274	-----	
Tax Levy Revenue	115,000	2,306	2,593	4,025	4,140	63%
Leasehold Tax Revenue	-	-	-	-	-	
Excise Tax Revenue	48,860	3,828	7,800	3,025	6,050	129%
Grant Revenue - DOE	17,959	-	-	-	-	
Garbage Tip Fee Revenue	118,650	8,646	19,434	6,407	12,814	152%
Recyclables Sales Revenue	14,000	-	1,436	756	1,512	95%
Recyclables Tip Fee Revenue	8,300	192	704	448	896	79%
Donations	10,000	42	55	50	100	55%
Cash Over (Short)		(12)	(4)		-	
Late and NSF Fees, Penalties		-	-		-	
Misc. Revenue		-	-		-	
Refuse Tax	4,270	310	698	231	462	151%
Proceeds of Long-Term Debt--other		-	-		-	
Intergovernmental Loan		2	2		-	
<b>Total Revenue</b>	<b>337,039</b>	<b>15,314</b>	<b>32,719</b>		<b>25,974</b>	<b>126%</b>
<b>Total Revenue and Beginning Cash</b>	<b>451,858</b>	<b>148,183</b>	<b>-----</b>	<b>100,216</b>	<b>-----</b>	
<b>EXPENDITURES:</b>						
Wages	117,470	7,955	15,016	10,800	21,600	70%
Overtime	-	-	-		-	
FICA	8,990	609	1,149	827	1,654	69%
L&I	6,580	409	825	605	1,210	68%
Retirement	9,400	447	906	864	1,728	52%
Medical Benefits	-	-	-		-	
Personnel Benefits	1,410	-	260		-	
Office & Operating Supplies	8,000	36	36	667	1,334	3%
Fuel	5,000	37	37	270	540	7%
Small Tools & Equipment	9,000	8	8	750	1,500	1%
Accounting and Professional Services	7,500	-	-	100	200	0%
Advertising and Public Outreach	1,000	-	-	83	166	0%
SJC Admin. and Legacy Fees	38,302	-	-		-	
Communications	1,800	104	207	150	300	69%
Taxes, Other	2,500	-	-		-	
Insurance	16,500	-	13,615		13,615	100%
Utility Services	900	63	63	75	150	42%

Garbage Tip Fees Paid	40,850	2,589	2,589	2,206	2,206	117%
Garbage Transportation Expenditure	10,000	372	372	540	540	69%
Recyclables Tip Fees Paid	5,700	280	280	308	308	91%
Recyclables Transportation Exp.	8,000	228	432	432	432	100%
Repairs and Maintenance	12,000	46	46	1,000	2,000	2%
Fees & Dues	200	-	41	17	34	121%
Volunteer Expenditure	-	-	-	-	-	
Hazardous Waste Expense Allowance	3,000	-	-	100	200	0%
Permits and Licenses	3,000	-	719	250	500	144%
Ballot and Levy Measures	1,000	-	-	-	-	
Interfund Loan Payment	-	-	-	-	-	
Refuse Tax Payment	4,270	-	-	-	-	
Debt Service: Principal	9,021	-	9,021	-	9,021	100%
Interest Expense	1,133	-	1,132	-	1,133	100%
Interest, Intergovernmental	-	-	-	-	-	
Facility Improvements	32,000	-	-	8,000	8,000	
Computer and Software Expenditure	-	-	-	-	-	
Machinery and Equipment	3,000	1,413	1,413	250	500	283%
<b>Total Expenditures</b>	<b>367,526</b>	<b>14,595</b>	<b>48,168</b>	<b>28,294</b>	<b>68,871</b>	<b>70%</b>
Ending Cash	84,332	133,588	-----	71,922	-----	
<b>Total Expenditures and Ending Cash</b>	<b>451,858</b>	<b>148,183</b>	<b>-----</b>	<b>100,216</b>	<b>-----</b>	

**NOTES: 1. Reconciled with County**

## Appendix 2

### Solid Waste Facility Manager's Monthly Report

Date Issued: March 21, 2015

#### ITEMS NEEDING TO BE ADDRESSED/DISCUSSED BY THE BOARD

During the Operations Committee meeting we reviewed our safety recommendations concerning the Z wall and prevention of accidents:

1. Painting high visibility striping on the curb all along the Z wall so that customers are better able to see it in their rear view mirrors.
2. Installing a safety chain across the opening to the dumpsters at a height above the curb that would allow customers to pour their garbage out underneath the chain. The chain would be temporarily removable in certain instances where it interfered with the unloading of larger trucks.
3. Installing non-skid taping on the C and D dumpster curbs and labeling each section of all of the curb's top surfaces with the words "NO STEP" to discourage customers from using the curb as a step.
4. Adding a post at the corner between the C and D dumpsters to allow for a chain to be hung above the curb for those two dumpsters.

Items 1 and 3 are being implemented. The OPS committee is requesting that the Board re-consider and approve implementation of item 2 at this time.

SAFETY

As mentioned above, the Z wall safety items approved at the February board meeting are being implemented. High visibility striping and additional non skid tape are being applied to the curb and should be completed by the meeting on Thursday. Since item 4 above would only be needed if chains were used, a post is not being installed at this time. The OPS committee is aware, however, that the Z wall curb corner between the C and D dumpsters will need to have a safety railing installed if chains are not used.

The OPS committee agreed that having additional signage at the Z wall warning the customers of a fall hazard would be a good idea. David will order one sign for each of the four dumpsters.

Our fire extinguishers are scheduled for their annual inspection.

There was a double stacked 3-foot ecology block at the glass dumpster that has been removed. It had been observed that young children liked to climb on the block and peer into the glass dumpster and even throw bottles and jars into the dumpster.

The OPS committee is exploring other ideas to improve the customer's safety at the glass dumpster.

## **GENERAL**

### **OPERATIONS:**

Jim Lombard has completed the drawing of the area around the Z wall and worked with Lopez Ready Mix and various people at SJC to create specifications in accordance to local codes. The drawing and specifications are now with Ed Hale, Utility Manager for SJC.

On March 2<sup>nd</sup>, Sandy, David, Gary and Nikyta took a trip to visit the other county solid waste facilities and meet with management. On San Juan island we visited the Lautenbach Industries facility and Community Treasures facility. We then went to Orcas island to visit Orcas Recycling Services. It was a very informative trip and we came back with several ideas that will be pursued. For example, we have contacted the Interstate Batteries dealer in Seattle to find out more information concerning their battery recycling program that is being used on Orcas.

The dockworker strike mentioned in last month's report has been resolved and we have received payment for recyclables shipped in January and February. At this point prices for recycled plastic has slipped by approximately 30% across the board. We are holding 1 bale of #2 Cloudy and 1 bale of #1 Lightly Tinted and monitoring the prices.

The new 3 yard tippler has been delivered. This has greatly increased the efficiency of dealing with commingle and mixed paper.

### **ONGOING ISSUES:**

We are still considering what to do with commingled recyclables and Dan continues to investigate options. The 40 cubic yard dumpster at the Z wall is about 7/8 full. Dan is working on having Waste Management in Woodinville to do an assessment of our mix.

Work continues on the appliance unloading/storage area in the Northeast corner of the lot. The corner has been excavated and all of the ecology blocks have been set in place. The next step is to acquire some gravel to lay down in the excavated area and remove the grass that has grown over the East perimeter of the driveway.

### **CUSTOMER/VOLUNTEER FEEDBACK:**

There have been 2 comments through the TIOLI suggestion box. Both comments related to TIOLI workers setting aside some of the items received at the TIOLI desk for a local nonprofit organization's fundraiser sale. One was from an unnamed volunteer. Both thought it was unfair.

There have been no requests for information through our info@lopezsolidwaste.org email address for the time period.

### Appendix 3

#### March Grant Report

Start date: February 1st, 2015

Date of report: March 21<sup>st</sup>, 2015

Total Available DOE Grant Hours: 1248

Accumulated Prior Period DOE Grant Hours Used: 595.25

DOE Grant hours used Current Period: GL – 14.75; NP – 130.50

DOE Grant hours remaining as of March 1<sup>st</sup>: 652.75

Grant Evaluation Monthly & QTD	Jan-15	Feb-15	Mar-15	QTD Total
Recycle/Reuse Rate	37%	43%		40%
Change of Recycle/Reuse Rate from 2014	-55%	62%		3%
Change of Garbage Rate from 2014	-31%	0%		-15%
Volunteers Recruited Actual	7	2		9
Potential Volunteers Contacted	5	4		9
Volunteers Trained	5	4		9
Discards		160		160
Tons Diverted through TIOLI	10,881	12,093		22,974
Residential Contacts Offsite				
Residential Contacts Onsite	260	220		480
Residential Participants in Events	17	15		32
Educational Contacts	125			125
Business Contacts	2	33		35

## Business Participants

Public Presentations & Events

3

3

Farmer's Market

Notes on Evaluation chart above:

All percentages noted above in the QTD Total column are averages up to this point in the quarter. All other numbers in the column are totals for the quarter.

Recycle and garbage rates fluctuate from month to month because of the timing of transportation off of Lopez. Drop boxes are not transported until they are packed and completely full. This means that in any particular month, one month's garbage or recycling may contain material from the previous and/or next month. Weights and volume are noted when the material is moved off of the facility.

Discard category was started in February.

Description of tasks according to job description and grant requirements

### **Education:**

- Nikyta and Sandy are coordinating Lopez events for Great Islands Clean Up (GICU). LSWDD is partnering with Nick Teague from BLM, and Orcas island coordinator for a unified event April 18, building relationships for island solidarity in waste removal, education, and community participation. All three islands are using the same logo and flyers for this purpose.
- Nikyta spoke at Chamber of Commerce meeting, announcing GICU which will have roadside litter clean up one week previous to Chamber's Tour du Lopez. Nikyta also offered free recycling consultation for chamber members to reduce waste and increase recycling efforts. This increased business contacts.
- Sent out sponsorship letter to include local organization in creating teams of 5 or more for GICU. LIFRC, LCLT, National Monument, and Transitions group are already committed. Chamber of Commerce also included sponsorship letter for all their members, and will continue to advertise in all newsletters previous to event.
- GICU registration day organized at LCCA on April 18. Will include all levels, gentle yoga class 8-8:45 am, registration from 9-10 am and event will be 10 am - 2 pm. Event will include waste mapping app which will help us create a baseline by crowd sourced data collection. App includes materials and locations, geo locates them to a global waste map, and can be used if devices have coverage or not. There will be trainings for participants to download and use the app previous to the event and at the registration day.
- Arranged "No time to WASTE" art show at Lopez Center for Creative Reuse Salons, Opening March 27, 5-7 pm. Primary goal of the show is education of both artists and viewers. Over 20 pieces appearing in the show, all constructed out of Lopez trash. Expecting a good turn out for the opening.
- The Take it or Leave It (TIOLI) committee approved that when the art show closes at LCCA May 5, selected pieces will be moved to the TIOLI to educate summer tourists. Will have a combined art opening and Spring volunteer appreciation party estimated for May 15. Goal is to acknowledge

and support existing volunteers, and recruit new volunteers for summer season.

- 17 artists participated in the 10 week sessions leading up to “No time to WASTE”. Many community members have expressed interest in participating, so a second session is planned to begin April 29 and run through June 30, with a focus on creating work for a show July 4.
- In collaboration with Lopez School’s Robotics Club, Nikyta is using the robots to show metaphors in electronics waste issues. Nate Zapalac, for part of his senior community service project, is designing the 4’x 8’ table the robots will operate on and will use old electronics to simulate a weigh station, e-waste disposal site, repair station, and future design station. The youth in the club are elementary school children who will build and design and program the Lego robots. A video of the project as well as live demonstrations are planned for Earth Day events at Lopez School.
- Met with new superintendent of Lopez School and discussed our plan to educate elementary grades K-2 on recycling. Nikyta will come into classes, teach a 1 day 2 hour workshop on recycling for kids and incorporate a recycling mascot art project. These mascots will also be displayed for Earth Day events at the school before the children take them home.
- Continued project working with Alex Nellie and 3rd, 4th, 5<sup>th</sup> grade math classes. Children are weighing their classroom paper towels daily, and diverting these to compost via the school garden project, quantifying how much this small action will increase over time and how much would be saved if all classrooms participated. Students will also be weighing their household waste and recycling, quantifying and comparing it to other towns and cities, nationally and globally.
- Nikyta is meeting with Farmers Market group to discuss recycling at the market, and the possibility of using compostable disposables.
- Began sewing skill share to teach skills for repairing garments, to reduce fabric waste and increase reusability. Group meets 2<sup>nd</sup> and 4<sup>th</sup> Mondays. First meeting had 3 participants, more estimated for second meeting this month.
- Published second newspaper article of changes at Recycle Plaza for returning Summer residents, and included announcement of “New Recycle Dance” Video to increase website traffic. 62 views of video have occurred since.
- Gary and Nikyta were trained in website administration in order to facilitate in-house changes to the web page.
- Our Lopez team (Sandy, Gary, David, and Nikyta) toured all other island facilities- Lautenbach and Community Treasures on San Juan and Orcas Recycling Services on Orcas.