LOPEZ SOLID WASTE DISPOSAL DISTRICT REGULAR MANAGING BOARD MEETING

MINUTES

Approved 11/9/16

THURSDAY, October 20, 2016 LOPEZ ISLAND FIRE HALL MEETING ROOM 3:00 PM to 5:00 PM

<u>Board members present</u>: Sandy Bishop, Bruce Creps, Judy Meyer, Tytti Langford, Dan Post, David Williams

Board member absent: none

Others present: Facilities Manager David Zapalac, Facilities Administrator Gary Lawrence, Training Education and Outreach Coordinator Nikyta Palmisani, Solid Waste Alternatives Program Chair Kim Norton, Clark Johnson, Pat Johnson representing the Thrift Store.

- 1. Sandy called the meeting to order at 3 PM. Judy moved to alter the agenda so that the discussion of Thrift Store garbage would occur earlier in the meeting. The motion passed unanimously.
- 2. Tytti moved to approve the minutes from 13 October 2016. The motion was approved unanimously.
- 3. Old business: Thrift Store garbage

We explained the Board's concern about the amount of garbage the Thrift Store is bringing to the dump without charge (~\$1200/year) and that some of what is brought as garbage could be recycled. For example, Nikyta recently helped a Thrift Store volunteer go through 6 bags of garbage and was able to reduce it to 2 bags by taking out material that could be recycled. Pat Johnson noted that Thrift Store volunteers are not aware of all of the recycling options available. Nikyta agreed to meet with the 3 teams that process material to teach them about recycling availability. Dan moved that in 2017 there will be a \$900 limit on garbage from the Thrift Store for which they will not be charged. The motion passed unanimously. Sandy will notify Bill Brimmer of this decision.

4. Board business:

Treasurer's report: **See Appendix** 1 (below). The following voucher/warrants/electronic payments are approved for payment: Claim numbers: 16037 through 16040, totaling \$7466.89. Payroll dates: 8/26 through 9/25 totaling \$11331.56.

The county will be considering our 2017 budget for approval on November 29. We agreed to call a special meeting to prepare a budget on November 9.

Bruce reported on the exit conference call regarding the Department of Revenue's Retirement System audit, which Sandy and relevant county employees also attended. The auditors emphasized that they use these audits to educate and inform. Three issues were raised and are being dealt with:

- 1) Retirement credit needs to given to any employee who works more than 70 hours/month for any 5 months for both of the 2 previous years. In response, an evaluation of this will be included in the budget discussions each year, and Nikyta's service credit has been restored.
- 2) One additional form is required for our driver, who was retired and is returning to service. We now have all of the needed forms.
- 3) The retirement system wants hours on a calendar month basis, but the county records hours from the 26th of one month to the 25th of the next. Bruce is in discussion with the county as to how to resolve this.
- 5. Staff reports and Board action if noted in report or requested:

Manager's monthly report: See Appendix 2 (below). The Board was pleased to learn that Public Works has continued to allow parking in front of their building on Fridays. In response to the issue of renters trying to dump garbage on Mondays, Nikyta was asked to notify rental agencies again about our days and hours of operations. David Z. will extend Eric's appointment until the end of the year to help while he is on vacation and to relieve Nikyta at TIOLI every other Saturday. Because this is within the current budget, Board approval is not needed although the Manager should inform the Board, which he has done.

Administrator's report: See Appendix 4 (below).

Training, Education and Outreach Coordinator's report See Appendix 3 (below). Nikyta informed us that she will be using her Mac to do training videos in the future. We discussed whether Nikyta should encourage future facility tours for the Road Scholar program. Sandy and Nikyta will discuss with Skagit Valley College how Nikyta's time could be compensated for these tours. Nikyta reported on the work being done with the school on the extruder and 3D printer. She will bring a proposed MOU with the school for this project to our next regular meeting.

6. Committee reports:

Operations – Thanks to Bruce and Clark's analyses of cars/day over the past several years, the committee thinks the summer hours and days should remain as they were this year. Their recommendation is that summer hours will

begin June 21 and end September 21. This would not include Memorial Day, but it would include Labor Day.

The committee recommends that the roof extension project be done in 2017. To meet a fall construction window, they will try to have plans drawn by May. The current estimate is that this will cost ~\$25,000.

LSWDD has been informed that the noxious weed budget has reached its limit for the year. Sandy moved that between now and our next regular meeting we will accept noxious weeds without charge to our customers. The motion passed unanimously. Dan will talk to Mark about whether additional funds will be made available.

Comingled garbage is taking up valuable container space. The 40-yard container has been in use since December and is now finally ready to be dumped. When that container is taken in, it will be replaced with a container for garbage. The container has to be taken to Woodinville at \$600/trip. Because the Board has agreed that it will introduce new programs to customers only in January and July, we will ask volunteers to remove the valuable material from the comingled container in the recycle plaza through the end of the year. What is left will be thrown in the garbage. The Board asked the committee to provide a plan for what is to be done with comingled at our November regular meeting. Nikyta will investigate whether Tetrapak has product stewardship captured in their pricing.

Management – The revised District Manager job description was discussed. Several Board members expressed a concern that the description was too broad, which would dissuade applicants, and not true to our original intent, which was to hire an administrator. At the November 9 meeting, the Board will consider a revision that makes it clearer that an ability to run operations in David Z's absence is desirable but not necessary.

Administration -- no report

Take It Or Leave It – The committee will not be meeting monthly, but will meet as needed. David Z and Nikyta will meet with Carol monthly.

Public Relations – did not meet.

7. Other reports –

Solid Waste Alternatives Program – Funding appeal letters are being prepared. They are working on getting an internship set up at the school. They plan on regular meetings held before our monthly meeting and are looking for more board members. They hope to find individuals willing to work at Farmer's Market on some Saturdays. They are coordinating with Nikyta on education.

Solid Waste Advisory Committee will meet in December.

8. Old business –

New Board Member – Judy moved to recommend to our Governing Board that Clark Johnson be appointed as a Board Member. The motion passed unanimously. Bruce will contact the Governing Board about this nomination.

Other Old Business items on the agenda have already been dealt with. We still need to be recruiting new board members whose terms would begin in January 2017.

9. New business – none.

The meeting was adjourned at 4:55 pm. There will be a special meeting on November 9, and the next regular board meeting is November 17, 2016.

Respectfully submitted,

Judy Meyer, Secretary judym@lopezsolidwaste.org

Appendix 1

10/18/16

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

	Jan - Sep '16	Budget	% of Budget
Income			
Tax Levy Revenue	73,707	72,983	101%
Timber Harvest Tax Revenue	19		
Excise Tax Revenue	42,801	39,941	107%
Garbage Tip Fee Revenue	120,900	103,620	117%
Recyclables Sales Revenue	9,691	9,180	106%
Recyclables Tip Fee Revenue	6,174	5,740	108%
Donations	2,876	1,400	205%
Cash Over (Short)	2		
Refuse Tax	4,342	3,733	116%
Total Income	260,512	236,597	110%
Expense			
Wages	82,243	93,791	88%
Overtime	108	33,732	00,0
FICA	6,300	7,175	88%
L&I	4,214	5,252	80%
Retirement	8,206	8,441	97%
Personnel Benefits	64	600	11%
Office & Operating Supplies	1,417	3,753	38%
Fuel	1,164	3,445	34%
Small Tools & Equipment	2,502	5,625	44%
Accounting and Professional	1,952	3,500	56%
Advertising and Public Outre	788	747	106%
SJC Admin. and Legacy Fees	23,140	21,750	106%
Communications	1,080	1,503	72%
Taxes, Other	1,597	897	178%
Rentals and Leases	1,690	057	170/0
Insurance	20,059	17,500	115%
Utilitiy Services	448	675	66%
Garbage Tip Fees Paid	30,681	28,729	107%
Garbage Transportation Exp.	5,892	6,720	88%
Recyclables Tip Fees Paid	320	8,560	4%
Recyclables Transportation E	5,457	5,758	95%
Reclamation-Disposal Fees P	8,405	3,730	3370
Repairs and Maintenance	85	9,000	1%
Fees & Dues	130	153	85%
Hazardous Waste Exp. Allow	49	250	20%
Permits and Licenses	2,856	2,250	127%
Ballot and Levy Measures	0	1,000	0%
Refuse Tax Payment	3,670	2,045	179%
Debt service, Principal	9,292	9,292	100%
Interest Expense	862	862	100%
Facility Improvements	31,835	25,000	127%
Computer and Software Exp.	79	,	
Machinery and Equipment	2,157	3,753	57%
Total Expense	258,742	278,026	93%
Net Income	1,770	-41,429	-4%
ace medine	1,770	71,729	-4/0

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Appendix 2

Solid Waste Facility Manager's Monthly Report

Date Issued: October 16, 2016

SAFETY

October has brought windy weather which requires special preparations at the LSWDD facility. IBC containers must be rearranged to minimize their exposure to wind and secured with ratchet straps. Loose items must be tied down or weighted with cinder blocks. Items in front of TIOLI must either be discarded or stowed in the shed. Drainage ditches kept clear, etc. For the storm on the 15th, the Facility Manager made the decision to close at 1 p.m. so that these preparations could be made by staff prior to the wind warning period beginning at 3 p.m. The decision was made in light of concerns by the Fire Chief and County Emergency Management personell that Lopez residents, including our volunteers and staff, be in their homes by 3 p.m. At 9:45 a.m. temporary signs were placed by the side of Fisherman Bay Road and at the entrance to TIOLI notifying the public that the facility would close at 1pm. for storm preparation.

GENERAL

OPERATIONS/ONGOING ISSUES:

With the exception of the concrete pads, Phase II of the East lot expansion project was completed on October 6th, one day before the beginning of the rainy period. The containers will now be arranged in their positions for the season using temporary wooden pads. Once this task is complete, the area north of the baler shed can be arranged for more efficient storage of IBC containers and processed recylclable materials.

The Public Works shop next door returned to a five day work week at the beginning of October. The loss of parking behind the shop on Fridays has not had an impact on our operations. Public works has agreed to let TIOLI customers continue to use the available spaces in front of their shop in Fridays. This includes the parallel spaces directly in front of the shop doors (which still have not been marked) as well.

The Recycle Dawgs have been perfecting their techniques for dealing with the large backlog of propane cylinders to be recycled. Once the cylinders are properly prepared they can be recycled in with the appliance steel mix.

Sundays continue to be our busiest day. The flow of traffic through the facility is also greatly affected by the Seahawks game schedule on Sundays.

After nearly a year, the commingled recycling container at the Zwall has reached capacity and will be sent to the recycler in the next week or two.

Eric Blaser will return at the end of October to work while the Facility Manager is on vacation.

Skagit River Steel and Recycling prices for August were as follows:

Bulk appliance steel \$20/ton

Corrugated Cardboard \$72/ton

#2 Cloudy bottles \$0.09/lb.

#2 Copper \$1.40/lb.

Irony brass \$0.65/lb.

Aluminum cans \$0.30/lb.

Mixed paper \$10/ton

All other plastics are still at \$0/lb.

For September deliveries:

#2 bulk steel \$25/ton

Corrugated Cardboard \$59/ton

Mixed paper \$0/ton

Aluminum cans and #2 Cloudy bottles unchanged

All other plastics still \$0/ton

CUSTOMER/VOLUNTEER FEEDBACK:

Randy, the mechanic at the Public Works shop, mentioned that he has had several instances on Mondays where people have driven into the area behind their shop with the idea that LSWDD was open on Mondays. After speaking with these people he learned that they were visitors to Lopez who were not well informed about how to deal with their garbage when vacating their rental properties.

Appendix 3

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

Training / Volunteers: Metrics: 75% shifts filled for. Goal was 87%. See Administrators report attached.

Training: 2 training videos were shot by a volunteer professional videographer. 1 was successful, 2 still need to be reshot. TEOC will be training 2 new on island volunteers once applications are processed through Volunteer Coordinator.

Volunteer Recruitment:

- 4 volunteer applications received, 2 for on island persons and 2 for one day only volunteers.
- 3 volunteer applications given to promising candidates.

Education:

- Educating Road Scholar tour on Sunday Oct 16, also educating Road Scholars staff for potential voluntourism work projects in 2016/2017.
- Re-Make lab preliminary questions have been answered regarding funding, housing, and partnering the school. Dave Sather is on board to fund and house the projects at Lopez School, Page Read and Brad Bucanan are on board for mechanical engineering and construction assistance and educational process, and "Dream Team" of 3 high school students are on board with executing the project. Whole team meeting scheduled for Oct 20 at 12 pm.
- Working with Lopez School teachers to collaborate on in school education regarding waste and recycling. The Re-Make hopes re-invigorate efforts from the school to recycle and use their #1 Pete bottles for use in making the 3D filament.
- Nikyta had an informal meeting with art teacher regarding possible future projects of students making signage for the Re-Make Lab, as in plastic bottle cap mosaics.
- Textile mural is back from being on display at the post office, and is back at TIOLI.
- Working on a designing system for recycling signage for businesses and home.
- TEOC will be meeting with Jeanna Carter in the next few weeks to work on Senior Projects and Internships at LSWDD, as well as community service hours for students.

Outreach:

Service Groups: TEOC is giving a lecture and tour to Road Scholars through Skagit College. We are in discussions about arranging future voluntourism work projects, which Road Scholars team is very excited about.

Ongoing: TIOLI Committee: has not met this month. PR Committee: has not met this month. TIOLI donation weight data collected for September.

September 2016 Volunteer Analysis

Volunteer Hours/Rate									
Potential Volunteer Shift Hours	Number of Open Days								
286	13								
Total Shift Hours Volunteered	Shift Participation Rate								
213.5	75%								
Potential TIOLI Shift Hours	Potential Recycle Shift Hours								
143	143								
TIOLI Shift Hours Volunteered	Recycle Shift Hours Volunteered								
108	105.5								
TIOLI Participation Rate	Recycle Participation Rate								
76%	74%								
Special Project TIOLI	Special Project Recycling								
34.75	9								
Total Hours Volunteered									
25	57.25								

Unfilled 9	Shifts
All Shi	its
Total	122
Unfilled	31
% Filled	75%
Tioli Sh	ifts
Total	61
Unfilled	15
Filled %	75%
Recycle S	Shifts
Total	61
Unfilled	16
Filled %	74%
Number of Shift Volunte	ers Participating
TIOLI	19
Recycling	14

Appendix 4 (see next page)

Lopez Solid Waste Disposal District (LSWDD) 2014-2016

	Total Year	YTD	Through	September	
In Tons	2013	2014	2015	2016	
Aluminum Cans	2.7	2.79	2.45	2.92	
Cardboard	48.0	41.02	48.63	48.96	
Commingled Recyclables	14.5	12.20	6.93	-	
E-Cycle	5.0	6.11	4.36	5.07	
Ferrous Metals	30.5	43.51	26.99	42.45	
Glass	95.8	-	-	-	
Mixed Paper/Newsprint	81.5	86.17	65.33	74.98	
Non-Ferrous Metals	1.4	0.78	0.96	2.94	
Other	4.9 14.0		7.95	11.14	11.64
Plastics			19.53	15.40	15.95
Recycle Subtotal	298.3	220.1	182.2	204.9	
Garbage	425.0	363.14	351.05	374.73	
Glass - reclamation project	15.0	72.00	86.45	98.38	
Garbage/Glass Subtotal	440.0	435.1	437.50	473.10	
Grand Total Without TIOLI	738.3	655.2	619.70	677.99	
TIOLI Intake	-	21.99	98.62	110.83	
TIOLI Discards		-	(2.00)	(4.47)	
Grand Total With TIOLI	-	677.19	716.32	784.35	

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

Year to Date									
Garbage/Glass	Tons	Recycle/Reuse	Tons						
2014	435	2014	242						
2015	438	2015	279						
2016	473	2016	311						
			ı						
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	-	-	-	5,830	2.92
Cardboard	11,437	8,553	3,951	5,206	15,522	10,319	15,378	11,102	16,445	-	-	-	97,913	48.96
Commingle Recyclables	-	-	-	-	-	-	-	-	-	-	-	-	-	-
E-Cycle	-	-	-	4,936	-	-	5,200	-	-	-	-	-	10,136	5.07
Ferrous Metal	-	-	23,700	-	13,640	10,600	11,200	11,170	14,580	-	-	-	84,890	42.45
Mixed Paper	-	24,320	23,240	-	22,180	21,260	19,100	19,360	20,500	-	-	-	149,960	74.98
Non-Ferrous Metal	508	-	-	4,200	728	-	-	441	-	-	-	-	5,877	2.94
Other	4,300	2,202	150	322	4,485	2,855	1,825	240	6,891	-	-	-	23,270	11.64
Plastics	2,783	2,394	1,955	2,037	6,455	1,930	4,250	4,777	5,318	-	-	-	31,899	15.95
Recycle Subtotal	19,508	37,929	53,537	16,701	63,916	47,389	57,830	47,892	65,073	-	-	-	409,775	204.89
Garbage	53,480	57,160	79,000	69,380	93,960	102,340	99,140	89,500	105,490	-	-	-	749,450	374.7
Glass - reclamation project	14,790	15,000	-	30,990	17,130	19,310	47,350	33,010	19,170	-	-	-	196,750	98.4
Garbage/Glass Subtotal	68,270	72,160	79,000	100,370	111,090	121,650	146,490	122,510	124,660	-	-	-	946,200	473.10
Grand Total Without TIOLI	87,778	110,089	132,537	117,071	175,006	169,039	204,320	170,402	189,733	-	-	-	1,355,975	677.99
TIOLI Intake	23,016	20,540	19,871	21,514	24,200	20,556	33,061	30,137	28,765	-	-	-	221,660	110.83
TIOLI Discards	(2,000)	(776)	(151)	(965)	(1,154)	(775)	(1,005)	(705)	(1,410)	-	-	-	(8,941)	(4.47)
Grand Total with TIOLI	108,794	129,853	152,257	137,620	198,052	188,820	236,376	199,834	217,088	-	-	-	1,568,694	784.35

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
Commingle 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 Ibs	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
TIOLI Intake began to be weight in August 2014.