

MANAGING BOARD MEETING
LOPEZ SOLID WASTE DISPOSAL DISTRICT

Wednesday December 15, 2021

Approved 1/19/2022

ZOOM MEDIA MEETING

1:00 PM to 3:00 PM

Board members present: Rhea Miller, Ross MacDonald, Pam Stewart, Larry Bailey, Cynthia Smith, Gene Helfman. Clay Smith. Others present: District Manager Rick Carr; Facility Manager David Zapalac; TEO Coordinator Nikyta Palmisani ; SWAP Chair Kim Norton ; Public: Andrew Nichols, Brian Silverstein, Dan Post, Tracie Cottingham, Katherine Sorenson.

Larry called the meeting to order at 1:00 PM

Minutes of the Nov 17, 2021 Board meeting approved unanimously as revised. Pam moved to accept, unanimous approval

STATUS REPORTS:

Finance. Rick reviewed the November financials

LSWDD was 83.4% above budgeted revenues for November. YTD LSWDD was 32.9% above budgeted revenues.

LSWDD generated net income of positive \$18,835 in November and showed a YTD income of \$42,771. Donations in November of \$12,101, plus continued strong Garbage Tip Fee and Recyclables Sales drove the surplus. With increased fee structure now fully in place, income sources continue to outperform our budget.

Wage related expenses were collectively 27% higher than budget, due to extended hours and maintaining the 4 day work week.

Investments: We have \$247,443 in investments.

Cash on hand: At the end of November 2021, LSWDD had \$45,000 in its cash account; \$292,443 total.

Claims and Payroll -Claims requiring board signature include:

- LSWDD Claim 21040 ○ LSWDD Claim 21041 ○ LSWDD Claim 21042
- LSWDD Claim 21043
- November Payroll Claim
- Claims will need **digital signatures** (via Adobe Sign).

Note: October Claims were successfully signed within a week – Ric thanks us for our responsiveness!

Cyndi asked about the donation: it came from SWAP.

Rhea moved to accept. Unanimous

Updates: • Bailer Shed funding approved – should have access to funds in 2022

- • Presented SOW for developing future Expanded Site Master Plan to SJC on December 1. It was favorably received, and SJC offered feedback on some slight changes to bring the plan in line with County requirements. Kendra Smith and Katie Fleming are tentative for a LSWDD site visit in early January.
- • Interviewing candidate for TEOC position
- • Audit process underway – Ric has provided all available information held in digital form. In dialogue with Auditor about what physical documents they may require.

Solid Waste Alternatives Project (SWAP). Kim: 12K was transferred to LSWDD for misc. expenses. SWAP paid last year's Sarah Eppenbach scholarship and deferred this year's to next year. ReMakery discussed. SWAP requested a proposition from ReMakery to be completed in Feb. in the meantime, SWAP will pay rent for Jan-March if ReMakery decides to continue. Eqpt and liability insurance will be handled by ReMakery. SWAP is holding \$4K+ for ReMakery to be used at RM decision. Details are in the appended SWAP report.

Andrew Nichols -- questions about eqpt loaned to RM from LSWDD. Can LSWDD authorize RM to continue use of eqpt? Will ownership transfer, etc.?

Larry: eqpt can't be gifted but could be leased but insurance/liability would be responsibility of RM. Insurance must be in place for it to be used.

Ric: OK currently until end of December if overseen by LSWDD personnel but when RM moves to new entity, our insurance is no longer in force. Awaiting details from our insurer.

Pam: what is the value of the eqpt. Nikyta: \$22,971 value. Was paid by DOE grant to LSWDD. Can it be sold or leased?

Rhea: can insurance become active without RM having a name?

Larry: has to be named.

Andrew: Tracie has been researching insurance, etc.

Tracie: Zero Waste WA repair economy summit was held. Asked several how they're insured. Vashon Tool Lending Library/upcycling advised on a company in AZ if go through local agency. Can insure space and people if give them a contact person. LLC not necessary now. Ca \$250/yr.

Larry: eqpt would have to be leased to an entity or a person.

Rhea: Moved to work out a lease agreement with RM group for 3 months on eqpt until their identity solidifies, re: insurance, rent, structure. Ric will draft the lease agreement. Passed unanimously.

Solid Waste Advisory Committee (SWAC). Did not meet; composting subcommittee met but David did not attend. Will report on that next month.

Staff Reports and Questions from Board Members

Facility Manager. David reported:

Pricing: \$33,500 received from Skagit (\$1400 from Recycle Dog effort); several prices are up! Metals up, paper and cardboard down.

● **District Manager-Ric.** Recycled material pricing is impacting us positively. Baler shed funds approved, money will come early next year. Site expansion presentation made Dec. 1; county was positive and a site visit from Kendra and Katie scheduled for early Jan. Interviewed a TEOC candidate, good interview. 3 year audit underway. Auditor will visit Monday of this week.

Rhea: why has recycle pricing changed so much? Are we sending more or has the economy improved and prices gone up? David: both.

● **Administrator – Monthly/Daily Bale-David/Gary** Skagit provided it too late for this month. Storm water test successful.

● **Training, Education, and Outreach Coordinator-Nikyta/David: Nikyta:** thanks for cookies for the Volunteer Appreciation gathering. Looking forward to passing information on to new TEOC person.

OLD BUSINESS:

* **Strategic Planning-Pam/Ross:** see attachment in packet.

* **Staff Recruitment & Hiring-Ric/David,** will be discussed in executive session.

* 2022 Budget-Ric/Larry **LSWDD Resolution 2021-4** regarding budget added to minutes of November meeting.

NEW BUSINESS:

- **Resolution-SWAP Ric/Larry:** (see attached in packet.). Appreciation to Kim, SWAP, Kevin, Jonathan, Kat, Marley. Larry moved for adoption. Approved unanimously.
- **Community Composting at home — Cyndi** (see attached). Start with survey of community via TEOC coordinator.
- Rhea: confirm this is at home? Yes. Nikyta: interested in helping, has information and past effort on this that she would be happy to contribute.

IDEA POT: none

PUBLIC COMMENT : Dan—As of Dec 1 we've already hauled 12 months worth of garbage with one month yet to go.

EXECUTIVE SESSION TO DISCUSS PERSONNEL MATTERS- (RCW 42.30.110(1)g)

At 1408, Larry announced we would go into Executive Session to discuss Personnel Issues and that the adjoining Public Meeting would resume at 1420. Everyone but Board members were asked to exit Zoom and reconnect at 1420 if they want to. No one said they would reconnect. The meeting was then adjourned, the Executive Session was held and the

Public Meeting reconvened at 1420. In attendance at the reconvened Board meeting were the Board members, No decision to report.

There being no further business, meeting was adjourned at 1421, with Larry leaving his position as of this meeting. Many thanks.

The next meeting will be another ZOOM EVENT on Jan. 19, 2022

Respectfully submitted,

Gene Helfman, LSWDD Secretary

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