

**MANAGING BOARD MEETING**  
**LOPEZ SOLID WASTE DISPOSAL DISTRICT**  
**Wednesday, February 19, 2020**

**Approved ( 4/15/2020)**

**LOPEZ ISLAND FIRE HALL MEETING ROOM**

**1:00 PM to 3:00 PM**

Board members present: Gene Helfman, Clark Johnson, Clay Smith. and Larry Bailey. Others present: District Manager Laurie Bullock; TEO Coordinator Nikyta Palmisani; and SWAP Chair Kim Norton. Clark called the meeting to order at 1:00 PM, noting no changes to the agenda.

**Clay moved to approve the minutes of the January 22 , 2019 Board meeting. The motion was approved unanimously.**

**STATUS REPORTS:**

**Finance.** Laurie reviewed the January financials. We were 34.2% below budgeted revenues for January. Expenses were relatively low apart from a slightly higher pollution insurance bill and our DOR 2019 Q4 taxes & refuse tax payment was higher than expected.

**Investments**-We have \$230,000 in investments.

**Cash on hand**-On January 31, we had \$25,877 in cash account for total of \$255,877.

**Claims and Payroll** -LSWDD Claims 20004-7 and December Payroll were approved for payment.

**Solid Waste Alternatives Project (SWAP).** Kim reported: Calendar sales had gone well with 23 left to sell; SWAP is anticipating having \$10,000 for a grant to LSWDD in 2020; a skirt workshop is set for March 19; and SWAP has decided to set up separate Bank and Email accts for Pay Pal contributions made to TIOLI.

**Solid Waste Advisory Committee (SWAC).** SWAC met via conference call on 2/13/20. The Hazardous Waste Roundup was scheduled for June 20 and the Great Island Cleanup for April 18. Quarterly reports will now be required from each Waste District. SJC has allocated \$50,000 to each Waste District for capital improvements in 2020 and is ready to hear from us as to our proposed projects. The next Meeting will be May 14.

**STAFF REPORTS:**

**Facility Manager.** David Z submitted a written report. We continue to see high volumes on Sundays especially when we have breaks in the weather. Volunteerism has remained very low with red shifts common on Fridays and especially Saturdays. It has been necessary on most Saturday shifts over the past month to have staff in the Recycle Plaza to cover volunteer shifts. Colby took two weeks off for vacation and David filled in for him during that time. David is now taking a 10 day vacation and will be back March 1. Colby is taking his shifts while he is gone and keeping materials moving from the site.

**District Manager.** Laurie submitted the following **Resolution with regard to staff healthcare support which after discussion was Moved and Passed Unanimously:**

**LOPEZ SOLID WASTE DISPOSAL  
DISTRICT SAN JUAN COUNTY,  
WASHINGTON  
RESOLUTION #2020-1  
A RESOLUTION ADOPTING  
CONTRIBUTIONS TO A DENTAL & VISION  
GROUP PLANS AND HEALTH CARE  
ALLOWANCE**

Whereas the Lopez Solid Waste Disposal District aims to support its employees in maintaining optimal health and livable wages, and  
Whereas the District recognizes the value of retaining professional, well-trained staff for long terms of employment, and  
Whereas providing financial contributions to a group dental and vision plan as well offering a healthcare allowance helps the district meet these goals.

**Now therefore be it resolved that the Lopez Solid Waste Disposal District Managing Board establishes a group dental and vision plan and offers a monthly healthcare allowance for eligible employees in 2020. The total amount budgeted amount for these benefits in 2020 is set at \$11,842.**

Adopted this 19th day of February, 2020 at a duly called meeting of the LSWDD Managing Board, with a quorum present of the undersigned directors.

**Administrator-Yearly Bale.** No report received from Skagit Recycling.

**TEOC.**Nikyta reported:

Volunteers: 58% shifts filled. The continued bad winter weather may be a factor in this all time low of volunteer participation. DM and TEOC are working together to create a volunteer survey to see elicit feedback and get helpful guidance for how to both improve the volunteer experience and get more consistent volunteerism.

Training: No new volunteers trained in January. Too cold!!

Education: Nikyta continues to work with the Lopez School, Lopez Library, and local farmers on various reuse/recycle projects.

### **OLD BUSINESS:**

Laurie and Clark have met to discuss revamping the Annual Budget/Levy Cycle Procedure. Laurie has started new draft handbook relating to all budget related procedures and provided copy for review. Clark is looking for a Financial Dashboard to track garbage receipts, cost of transportation (fuel, ferry, etc), revenue by garbage ton, etc. They hope to have a draft Budget Schedule by the March Meeting. Development of a draft Debt Management Policy and Procedure will be tabled until 2021.

### **NEW BUSINESS :**

**Reserve Fund policy.** Discussion was deferred until the March meeting.

#### **Financial Dash Board.**

One of our main objectives is to try to quantify the costs and benefits of our three businesses: Waste; Recycling; and Reuse. Query: what reports do we need to determine this? Laurie will develop a proposed list for our next Board meeting.

Presently, Solid Waste fees and the Levy finance virtually everything.

How can we determine what TIOLI is costing us?

Should we be tracking all items received at TIOLI ?

Should we get a quarterly report in service hours per vehicle?

### **IDEA POT :**

**Mission Statement-** Clay asked everyone to comment on what LSWDD's mission and strategic vision should be going forward,

with the objective of having a “Strategic Vision” discussion at the March Board Meeting.

**Board Recruitment-** Discussion deferred.

**PUBLIC COMMENT :None**

The meeting was adjourned at 3:00 pm. The next meeting will be on March 18, 2020.

Respectfully submitted,

Larry Bailey, Secretary

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