

## MANAGING BOARD MEETING MINUTES

### LOPEZ SOLID WASTE DISPOSAL DISTRICT

*March 17, 2021*

*Approved DATE:*

#### ZOOM MEDIA MEETING 1:04 PM to 3:00 PM

**Board members present:** David Zapalac, Gene Helfman, Laurie Bullock, Larry Bailey, Pam Stewart, Rhea Miller, Ross McDonald, Clay Smith, Kim Norton, Nikyta Palmisani; Public: Dan Post, Page Read

Approval of Minutes from Feb. 17, 2021 Board Meeting. ✓

Discussion of the DOE Grant: purchases will have to be approved by the County if not already in budget. Remakery would have to re-use disposable materials to stay within the definitions of LSWDD charter. \$50K from the grant to be expended between now and June 30<sup>th</sup>. After June 30<sup>th</sup>, we will have an expense of \$10-15K to cover costs. SWAP has \$12K on hand; how do we spend it?

Motions:

1. Adopt the draft budget as presented in Laurie Bullock's attached summary of use of DOE grant funds for the Remakery, with subcommittee deciding the distribution of the funds as per that budget. Unanimous.
2. Authorizing Chair to execute a one year lease for space not to exceed the budgeted amount. Unanimous

#### STATUS REPORTS:

**Financial Officer's Report.** Laurie Bullock

**Budget-** We were 5.3% above budgeted revenues for February, 12.1% YTD. Expenditures were 21.1% over budget for the month of February, 17.6% YTD.

**Investments-** We have \$260,000 in investments.

Income: more recovery of credit card fees. Larger check from Skagit Recycling. Medical benefits higher because of pre-payment required. More training costs because of training new driver Terry.

**Cash on hand-** At the end of February 2021, we had \$29,034 in our cash account; \$289,034 total.

**Claims and Payroll** -*LSWDD Claims* Claims 21009-12. *and February Payroll were approved for payment. Laurie will circulate claims for electronic signature as she gets them.*

Draft MOU presented to initiate planning for the redesign and expansion of solid waste handling operations for board review. This has been reviewed by Mark Ingman's supervisor Kendra Lewis and Mark has given it to the county attorney to review.

**Solid Waste Alternatives Project (SWAP).** Kim Norton: new member, Emma Young til at least September. Allanya is working on website. Farmers market prep ongoing. Will hear soon on skirt sales w.r.t. Covid.

**Solid Waste Advisory Committee (SWAC).** Did not meet.

### **Questions from Board concerning Staff Reports:**

#### **STAFF REPORTS:**

**Facility Manager.** David Zapalac. Monthly bale report,

Terry Archer has begun training on site with the truck this month. He has also completed the first week of his classes for the commercial Class B endorsement. DOT test date to be determined.

The Paint Care contract has been signed and returned to their legal department for final review and acceptance. May be operational by end of next month. Need storage container. Can be obtained fairly locally. Need approval of estimate of less than \$7000. Pam moved. Unanimous.

Approval on reopening Mondays and expanding hours second of April and that no later than December operations committee will assess whether we should continue with extended hours. Ross moved. Unanimous (Parking next door will open in April for Friday parking. Mondays will be a permanent open day year round from now on because of increased volume and hours extended to 4 pm).

Motion to approve the paint contract. Pam moved. Unanimous

#### **SAFETY.**

A safety marker post has been installed at the pay Kiosk to make the concrete barrier more noticeable. New traffic cones have been ordered to replace several damaged and

faded ones. The annual servicing of the fire extinguishers has also been done this month.

## **GENERAL OPERATIONS/ONGOING ISSUES.**

### **CUSTOMER/VOLUNTEER FEEDBACK.**

A TIOLI volunteer has expressed concern about allowing drop off customers who do not have an appointment.

**District Manager.** Laurie

**Budget-**

**Driver**

**Administrator.**

*The Feb?? Report has not yet been received from Skagit Recycling.*

**Training, Education, and Outreach Coordinator:** Nikyta

**Training/Volunteers:**

**Education:**

Initiating a new award in honor of Mike Moore as Zero Waste Hero. Will happen between 9 and 10 during Apr 24 GICU. Will be drive through. Will be annual award to someone promoting Zero Waste.

**Ongoing:**

## **OLD BUSINESS**

*\* DOE Grant- Larry and Laurie; moved to beginning of the meeting.*

*\* Strategic Planning-Pam and Ross: see report. Cynthia Wolf coming Apr 9 to visit. See also MOU w.r.t. dump expansion. Need to ask County for funds to hire consultant to do site plan. What are the funding sources and time lines? Could also be valuable information for other future expenditures.*

*David met with Greg Sawyer and Krista Davis from the County.re: capital improvement project funding. We need **a master plan backed up by an***

*engineering firm that focuses on entire site, not just expansion. Would streamline requests for funds. We would then put out RFQ, request for qualifications for engineering firms, for capital improvements in a master plan. Also stormwater issues discussed with Krista. Mark Ingman was a big help facilitating this. David will brief strategic planning committee on developments.*

**NEW BUSINESS:** We should think about adding a 7<sup>th</sup> board member.

**Idea pot:**

**PUBLIC COMMENT:** Dan suspects we'll see an uptick in garbage deposited because Skagit is turning away non-residents of Skagit County so more will use LSWDD. We could be overwhelmed and may need another container.

The meeting was adjourned at 3:05 pm.

Next Regular Board meeting will be another ZOOM EVENT April 21, 2021

Respectfully submitted,

Gene Helfman, secretary