

**MANAGING BOARD MEETING**  
**LOPEZ SOLID WASTE DISPOSAL DISTRICT**  
**Wednesday, September 16, 2020**

**Approved (10/21/2020)**

**ZOOM MEDIA MEETING**

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

Board members present: Clark Johnson, Rhea Miller, Clay Smith, and Larry Bailey. Others present: District Manager Laurie Bullock; Facility Manager David Zapalac; TEO Coordinator Nikyta Palmisani; SWAP Chair Kim Norton; and guests Dan Post, Ross MacDonald, and Pam Stewart. Clark called the meeting to order at 1:00 PM, noting no changes to the agenda.

**Rhea moved to approve the minutes of the August 19, 2020 Board meeting. The motion was approved unanimously.**

**STATUS REPORTS:**

**Finance.** Laurie reviewed the August financials.

**Budget-** We were 10.5% above budgeted revenues for August, 3.8% above budgeted revenues YTD.

Expenditures were 5.1% under budget for August, 9.2% under budget YTD.

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

**Cash on hand-** At the end of August 2020, we had \$43,909 in our cash account; \$303,909 total.

**Claims and Payroll** -LSWDD Claims 20030-31 and August Payroll were approved for payment. Laurie will circulate claims for electronic signature.

**Solid Waste Alternatives Project (SWAP).**

**LSWDD Grant--** Swap has to disburse atleast \$1500 to LSWDD by December and has \$11,500 to disburse for LSWDD site needs.

**BBQ--**SWAP funded all out of pocket expenses

**Calendar--** Sales of The Dogs of the Dump calendar is under way..

**Levy--** Publicity is underway. Kim is very pleased with the levy committee's work.

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

## **STAFF REPORTS:**

**Facility Manager.** David reported:

### **SAFETY.**

Customers, Staff, and Volunteers are wearing masks and maintaining proper social distancing. Pavement striping is being repainted on the site. Wasp control continues to be an issue that staff is dealing with.

### **GENERAL OPERATIONS/ONGOING ISSUES:**

Take It Or Leave It is still closed. Staff is still using the TIOLI shed for maintenance projects.

David has been reducing his operational hours and catching up with the equipment and site maintenance. He is continuing his search for a new (used) backhoe.

Fall hours are scheduled to begin October 2nd.

TIOLI opening is scheduled to happen in October with details still being discussed by staff and management.

The annual Household Hazardous Waste Roundup will be September 27th from 11a.m. to 2p.m.

### **CUSTOMER/VOLUNTEER FEEDBACK**

The Volunteer Appreciation "Texas Drive Thru BBQ" was very well attended and appreciated by the volunteers.

**District Manager.** Laurie reported:

### **2021 Levy**

Our levy request has been submitted to the election's office. Laurie has completed the 2021 Levy fact sheet (included in Board materials) that will be submitted to the newspapers and be available onsite in October.

### **LSWDD Staff Meeting (9/10)**

David, Gary, Nikyta, Eric, Colby and Laurie meet onsite to discuss onsite logistics, talk about TIOLI reopening, review employee support and go over noxious weed changes (Program funds are maxed out).

### **Board Recruitment**

She has included both Ross MacDonald and Pam Stewart's applications in the board materials

### **Administrator.**

The monthly report for August has not yet been received.

**TEOC.** Nikyta reported:

**Training/Volunteers:** August was very good for volunteering, most shifts were filled—have not received official report with percentages, but we have been pretty well covered.

**Education:**

---Partnering with the Library about providing zero waste education and elective style classes to help wrap around our community of parents.

---Fall Great Islands Clean Up planning underway for a week of participation: Sept 29-Oct 4. There will be a yard art component of making art out of trash collected in a Salish Sea Theme.

---Late Summer LSWDD Newsletter published with many good stories, and lots of photos from the volunteer appreciation party.

--First in a series of newspaper articles published: Recycle Dogs WSRA Award and work and announcement of “Dogs of the Dump Calendar, 2021”.

---Meetings and planning has begun for TIOLI reopening. Working on new laminated signage in English and Spanish.

**Events:** “Drive Through Texas BBQ” Summer Volunteer Appreciation Party, Thurs August 20, 5-8 pm was a huge hit!! Thank you to each board member of both LSWDD and SWAP who provided the amazing food for this really well attended event! We got email after email from volunteers thanking us for helping bring a bright light of fun and enjoyment to the otherwise more dismal summer of continued pandemic.

**OLD BUSINESS:**

**Reserve Fund.**

Clark led the continuing Board discussion of a Reserve Fund Policy. Clay reviewed his draft policy proposal for a Contingency Fund and a Cumulative Reserve Fund. After his presentation,

**Rhea moved to Table further discussion of a Reserve Fund until our January 2021 Meeting.**

**The motion failed to pass as the Board voted 2-2.**

Discussion will be ongoing.

**Financial Reporting and LSWDD Dashboard**

Laurie is still collecting historical data and creating reports for the dashboard. She is preparing a new draft for review at our October meeting.

**Noxious Weed Funding**

The SJC funds are exhausted for 2020. After discussion, a motion was moved and unanimously passed as follows:

**RESOLVED : That LSWDD will pay all Noxious Weed Fees charged for the balance of 2020.**

## **NEW BUSINESS :**

### **Management Committee Meeting (9/3)**

Rhea, Clark, David and Laurie met last week to discuss holidays, technology support, TIOLI reopening and noxious weed disposal.

The Committee reviewed the Employee Handbook and Laurie's proposed Holiday Schedule and agreed to recommend inclusion of the Schedule in the Handbook to the LSWDD Board.

The Committee also reached a consensus that technology support should be approached on a case by case basis with each employee based on the following guidelines: .

- a. Only employees whose scope of work requires them to use their personal computer for LSWDD business will be considered for a partial reimbursement of their device for work purposes based on % of work vs personal use. Reimbursement will be paid from the Small Tools, Equipment Budget.
- b. Employees will need to show proof of purchase and cannot be reimbursed more often than general rule of thumb regarding PC (Windows) or Mac worklife replacement schedules.

### **LSWDD Holidays and Compensation**

The Board discussed the Recommendation of the Administration Committee as to Holidays. Motion was moved and unanimously passed as follows:

**RESOLVED: the following language shall be included in the Employee Handbook:**

“LSWDD grants holiday pay for the following holidays: Independence Day, Labor Day, Thanksgiving, Christmas, and New Year's Day.

LSWDD closes for the following holidays and employees receive holiday pay for Independence Day, Thanksgiving, Christmas, and New Year's Day. Full time employees receive 8 hours of holiday pay and part time employees receive prorated pay.

LSWDD is open on Labor Day and employees who work on Labor Day will receive pay at time and a half.”

### **New Board Member Applications**

Pam Stewart and Ross MacDonald were introduced and discussion followed about their backgrounds and interest in becoming Board members. The Applicants and Board Members were encouraged to continue personal discussions over the next month.

### **TIOLI Reopening**

Ideas, Strategy, Timing and Execution were discussed and staff was authorized to proceed to Reopen TIOLI.

**Coming Events**

Clark reviewed events coming up in the next 3 months with a focus on preparation of the 2021 Budget.

**IDEA POT:**

None this meeting

**PUBLIC COMMENT :**

Dan Post commented that he hated taxes and wanted the Board to keep that in mind when establishing the amount of the Annual Levy and the size of the Reserve Fund. He reported building construction was exploding and that many summer residents are moving to Lopez full time. He is confident our increased garbage tonnage would remain steady for the foreseeable future.

The meeting was adjourned at 2:40 pm. The next meeting will be another ZOOM EVENT on October 21, 2020.

Respectfully submitted,

Larry Bailey, Secretary

[larryb@lopezsolidwaste.org](mailto:larryb@lopezsolidwaste.org)