

## MANAGING BOARD MEETING MINUTES

### LOPEZ SOLID WASTE DISPOSAL DISTRICT

*January 19, 2021*

*Approved: Feb 17, 2021*

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

**Board members present:** Rhea Miller, Gene Helfman, Clay Smith, Ross MacDonald, Pam Stewart and Larry Bailey. Others present: District Manager Laurie Bullock; Facility Manager David Zapalac; TEO Coordinator Nikyta Palmisani; SJC Solid Waste Program Coordinator Mark Ingman, SWAP Chair Kim Norton; Public – Dan Post

Vice-Chair Rhea Miller called the meeting to order at *1:00 PM*.

Election of Officers for 2021. Larry Bailey was elected chair, Rhea Miller vice-chair, Gene Helfman secretary.

Minutes from Dec.16, 2020 Board Meeting were approved as presented.

#### STATUS REPORTS:

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

**Budget-** We were 16.1% above budgeted revenues for December, 6.4% above budgeted revenues YTD. Expenditures were 1.8% over budget for the month of December, 5.6% under budget YTD.

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

**Cash on hand-** At the end of December 2020, we had \$51,679 in our cash account; \$311,679 total.

Notes on Income:

All items look favorable for the month of December and YTD minus investment income. We have just over \$2,500 due on charge accounts currently. Wages were slightly higher because of busy Sundays requiring temporary hires and training of Allanya.

**Claims and Payroll** - LSWDD Claims 20042\_43, 21001\_4, and December 2020 Payroll were approved for payment after the meeting. Laurie will try to circulate claims for electronic signature ahead of meeting as she gets them.

Laurie feels we're in compliance with requirements of the county regarding timing of payments and disbursements. Laurie will contact Paul and Bruce to get their input re: county requirements; Larry will check on state requirements.

**Solid Waste Alternatives Project (SWAP).** Kim Norton: Did not meet because of power outage. Did kiosk improvements, filed grant report with the Lopez Thrift Shop as required; gave \$200 to LIFRC for vouchers for garbage fees. Calendars made \$731; still some calendars left. Donations \$14,526.29 which more than compensates for what we didn't get at Farmer's Market.

**Solid Waste Advisory Committee (SWAC).** Did not meet. Next meeting Feb 11<sup>th</sup>. Laurie is also on SWAC.

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

David plans a trip off island to look at backhoes.

#### **STAFF REPORTS:**

**Facility Manager.** David Zapalac. Monthly bale report (what's going off island) compiled by Gary and Dan on weights; compares monthly and YTD and year to year. Breaks down by commodities. Cardboard is down for unknown reasons over the past few months but looks like it's picking up.

**SAFETY.** No report

**GENERAL OPERATIONS/ONGOING ISSUES.** No report

**CUSTOMER/VOLUNTEER FEEDBACK.** No report

**District Manager.** Laurie  
**Budget-**

**Driver:** ad posted on Lopez Rocks recruiting a new driver. Dan is willing to act as a backup driver once we find a good lead driver. Larrol lives on San Juan now and has agreed to continue to work while we search for a new person. If we can't find a driver with a Class B license than we'd like to invest in training a driver that could drive for us as well as be cross trained to work onsite as needed (which could be very helpful in the peak season). Class B training courses run about \$2500-3000 so if we went this route, we'd want some sort of work commitment and provide a payback schedule if they quit before a certain amount of time.

**Administrator.**

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

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

**Training/Volunteers:** Around 70-80% of our volunteer needs have been met. More TIOLI volunteers for Saturday are needed but this is not causing any real problems currently because of light traffic flow. We may divert textiles into rags to increase things for volunteers to do on Saturday. Sunday morning recycling shift needs more volunteers. We may add a third Sunday shift position at recycling plaza because of high volume.

**Ongoing:** Gave a lecture to the Economic Development Council on Maker/remaker efforts to go cradle-to-cradle. Applied to Dept Ecology to fund space for electronics repairs/reuse in the Maker Space. Working with San Juan Island who is also pursuing maker efforts.

**OLD BUSINESS:** Report of sub-committee of Ross and Pam regarding Dump 2.0 with help from Laurie. Spoke with SJC Solid Waste Program Coordinator Mark Ingman and Council member Jamie Stevens with input from County Manager Mike Thomas and Public Works Director Colin Huntmer about the history of the project. Increased volume and traffic justify the expansion, looking at a three to five year timeline.

The subcommittee looked at versions of plans for expansion and is consolidating the information, which will include detailed projections of growth. It was suggested we bring in a consultant from outside for architectural advice. We may be able to fund this internally if cost kept below \$10,000.

Mark Ingman emphasized the need for an MOU between LSWDD and the County to clarify all points, especially our commitment and intention to expand our facility. Mark will provide an MOU template. Meanwhile, subcommittee is developing a draft proposal for Dump 2.0 Stage 1, including history and rationale

for expansion, site plan, time line, costs of expansion and increased functional costs, funding sources, board and staff involvement, ownership. When draft finished will be submitted to county, hopefully by summer.

Subcommittee will come back with a new name for this committee that's more intuitive. The subcommittee will meet successive Thursdays to discuss next steps.

It was suggested that the two new Council members individually be taken on LSWDD tours, before our next meeting.

**NEW BUSINESS: none**

Financial reporting- deferred to next month.

Reserve Fund Policy- deferred to next month

- Board Committees for 2021--Larry asked the staff to consider reorganization of standing committees. Larry will come back at next meeting with formal proposal for committee reorganization.

**PUBLIC COMMENT : Dan Post** -- County commissioners should visit when dump is active. Protect LSWDD from county raising lease costs by having a hard/fixed lease agreement.

The meeting was adjourned at 3:00 pm. Next Regular Board meeting will be another ZOOM EVENT February 17, 2021

Respectfully submitted,

Gene Helfman