

MANAGING BOARD MEETING
LOPEZ SOLID WASTE DISPOSAL DISTRICT
Wednesday, July 15, 2020

Approved (8 /19 /2020)

ZOOM MEDIA MEETING

1:00 PM to 3:00 PM

Board members present: Gene Helfman, 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 and Linda Noreen. Clark called the meeting to order at 1:00 PM, noting no changes to the agenda.

Rhea moved to approve the minutes of the June 17, 2019 Board meeting. The motion was approved unanimously.

STATUS REPORTS:

Finance. Laurie reviewed the June financials.

We were 25.5% over budgeted revenues for June, 5.6% above budgeted revenues YTD.

Expenditures were 17.7% under budget for the month of June, 13% under budget YTD.

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

Cash on hand-At the end of June 2020, we had \$56,222 in our cash account; \$316,222 total.

Claims and Payroll -LSWDD Claims 20025-28 and June Payroll were approved for payment. Laurie will circulate claims for electronic signature.

Solid Waste Alternatives Project (SWAP).

LSWDD Grant-- Kim advised that Swap has to disburse at least \$1500 to LSWDD by December and has a total of \$11,500.00 to disburse for whatever LSWDD decides would make the site better.

Calendar-- The Dogs of the Dump calendar is completed and paid for.

Farmers' Market--SWAP is still not a part of it, as only essential commodities are involved at this time.

Publicity--This remains a problem since the free Island Weekly closed.

Solid Waste Advisory Committee (SWAC). SWAC did not meet, but Laurie talked to Mark Ingram about including the Baler shed expansion, railings and other safety items in the SJC Solid Waste Capital Improvement Plan 2020-2026 and planning storm water mitigation measures.

STAFF REPORTS:

Facility Manager.

SAFETY.

David reported that most of our customers are wearing masks and maintaining proper social distancing. All staff and volunteers are wearing cloth masks while on site and maintaining social distancing.

New Zwall safety straps have been ordered.

OPERATIONS/ONGOING ISSUES.

Mondays at the Dump are now the busiest day with car counts exceeding 180. Volunteerism is beginning to increase but there are still times when there are no recycle volunteers and extra staff are needed to fill in.

Larrol Parlin has moved to San Juan Island. He will continue to work for us as a driver but will do no more than one run per week. Currently we are averaging two to three truck runs to the mainland per week.

Management and TIOLI staff have been meeting on a weekly basis with key volunteers to strategize how the service will be restarted.

CUSTOMER/VOLUNTEER FEEDBACK

Many customers have expressed their thanks to staff for the Free Pile Tour Of Lopez event.

District Manager.

Resolution #2020-3 A RESOLUTION ADOPTING THE 2021 EXCESS LEVY. Laurie advised that we needed to formally approve our 2021 Excess Levy request as discussed at our June meeting.

After discussion,it was moved and unanimously passed as follows:

RESOLUTION #2020-3

Whereas the Lopez Solid Waste Disposal District Managing Board held a duly called meeting after proper notice on July 15, 2020 to discuss adoption of its 2021 Excess Levy, andWhereas the Managing Board determined that for the year 2021 the District will need Excess Levy income in the amount of \$ 105,000, and

Whereas the Managing Board estimated that property values on Lopez will be such that a rate of \$.08322 per \$1,000 of assessed value will be required to raise the amount of \$ 105,000 ;

Now therefore be it resolved that the Lopez Solid Waste Disposal District Managing Board requests the Excess Levy in the amount of \$ _105,000_ shall be collected in 2021.

Adopted on July 15, 2019 at a duly called meeting of the LSWDD Managing Board, with a quorum present of the undersigned directors. Gene Helfman, Clark Johnson, Rhea Miller, Clay Smith, and Larry Bailey

Board Recruitment

Nikyta has been reaching out to our volunteers letting them know we are searching for new Board Members.

TIOLI reopening. Nikyta, Eric, David and Laurie have continued to meet to discuss reopening TIOLI. They also have met with a core group of TIOLI volunteers to discuss the new intake, put away & shopping days.

They decided to give TIOLI a little upgrade and will be purchasing new metal lockable storage cabinets for supplies as well as new intake tables and some new folding tables. These items will help tremendously during our new intake/donation

IT Support Review. Review is ongoing.

Administrator.

The monthly report for June was reviewed.

TEOC.

Training/Volunteers:Volunteers are back on site, usually one at a time in the recycle plaza for June. We are working with TIOLI volunteers on a weekly basis to revision TIOLI and create new working systems for “Shop Days” and “Drop Days”.

Education:

--Plastics Free Salish Sea working group is still meeting via Zoom and is finalizing it's Zero Waste Tool Kit for businesses and communities

--Site signage and PR: We focused on new summer hours, bringing volunteers back on site, and PR for Free Pile Tour.

Events:“Free Pile Tour of Lopez Island” for the last weekend in June: June 27-28. We had 80 piles that we knew of, but there may have been more.

With the households and couples who participated we estimate around 100 people offered goods, and at least that many (if not double) who were “shoppers” on the tour. Since the tour, we have had a flood of gratitude from the community and participants who had the majority of their donations taken away. We had only a few complaints about piles left out too long, despite the clear instructions to clean them quickly. For this reason, we will most likely not facilitate another “Tour”, but now Lopezians have seen how easy it is, we will trust them to use Lopez Rocks, the Facebook Buy Nothing Lopez Group, and offer goods from their own homes as we await the reopening of TIOLI.

OLD BUSINESS:

Reserve Fund.

Clark led the continuing Board discussion of Reserve Funds for utilities such as LSWDD with the objective to: Ensure funding for long-term plans; Minimize multi-year budgetary impacts; and Establish financial stability. The Board agreed to establish a Reserve Fund Policy with the goals of:

1. Maintaining an adequate Reserve Fund to survive a Levy failure.
2. Ensuring funds are available to maintain/replace rolling stock (truck, backhoe, & forklift).
3. Replacing dumpsters systematically.
4. Accumulating \$100,000 for Dump2.0 by the end of 2026.
5. Sharing the burden of these expenses (tipping fees, levy, SWAP & SJC).

Clark asked Clay to draft a Policy Statement. Clay agreed to do this and circulate a draft to the Board in two weeks.

Financial Reporting.

Clark introduced the idea of creating a LSWDD Financial Dashboard. He suggested it should include no more than six(6) indices. Gene commented that he thought we needed one to make it easier to understand our numbers. Rhea stated that she likes narratives to better understand our spreadsheets. Clark offered that he would like to see rough estimates created on such items as: tracking TIOLI intake and culling rate (items taken in, but then thrown away); allocating labor costs across our three(3) businesses; the average fees paid per ton of garbage; total of volunteer hours compared to staff hours; and the daily bale. After further discussion, Laurie agreed to take on the task of creating a draft Dashboard.

NEW BUSINESS :

Repair/Replace Backhoe.

David reported that the backhoe needed expensive repair and we should consider replacing it. After discussion, the following Resolution was moved and unanimously approved:

RESOLVED: That the LSWDD purchase a used Backhoe for not more than \$45,000.

Miscellaneous.

David reported we would probably need to replace one of our Dumpsters at an estimated cost of \$12,000. He will research current market prices.

He also commented that he was reviewing our fees for refrigerated appliances and tires to see if they could be lowered.

Concern was expressed that the fees were so high that people were just discarding these items and not bringing them to the Dump. Kim reminded everyone that SWAP underwrites Dump fees for individuals through the Family Resource Center.

Laurie reported that she was looking to restructure the Kiosk to make it more ergonomic.

IDEA POT: None

PUBLIC COMMENT :

Dan Post commented that since the finances were going so well, the Board should consider lowering the LSWDD levy rate.

Linda Noreen commented that she liked the layout of the Recycling Plaza with the new Glass Dumpster and the Dumpster for 1/2 garbage bags.

The meeting was adjourned at 2:55 pm. The next meeting will be another ZOOM EVENT on August 19, 2020.

Respectfully submitted,

Larry Bailey, Secretary

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