

# **SPECIAL MANAGING BOARD MEETING LOPEZ SOLID WASTE DISPOSAL DISTRICT**

**Tuesday, April 30 , 2019**

## **LOPEZ LIBRARY MEETING ROOM**

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

Board members present: Clark Johnson, Rhea Miller, Larry Bailey, Gene Helfman and Clay Smith.

Others present: District Manager Paul Andersson, Facility Manager David Zapalac, Mark Herrenkohl, SJC Solid Waste Program Coordinator, and guest Linda Noreen.

Clark called the meeting to order at 1:00 PM, noting no changes to the Agenda .

**Job Descriptions:** Paul presented job descriptions for the new positions of Assistant Facilities Manager and Traffic assistant. After discussion, the job descriptions were approved, The Board also reviewed the current job description of the District Manager. After further discussion, The job descriptions were approved and the following abbreviated job descriptions were approved for posting and publication on newspaper/web ad outlets :

**DISTRICT MANAGER** The Lopez Dump is hiring a new District Manager! Proficient accounting, communication and organizational skills a must to maintain our thriving organization. Competitive pay, flexibility, quiet work environment, and some health benefits included. 20 hours per week, year-round. Visit [Lopezsolidwaste.org](http://Lopezsolidwaste.org) for full job description and to apply!

**ASSISTANT FACILITY MANAGER** Lopez Solid Waste District is hiring an Assistant Facility Manager to aid in all site operations. Applicants are encouraged to have equipment operator and facility maintenance or management experience. Position provides competitive pay, medical reimbursements and flexible scheduling. Visit [lopezsolidwaste.org](http://lopezsolidwaste.org) to apply!

**Traffic Assistant** – Fridays, Sundays 11am-3pm – Lopez Solid Waste Disposal District is seeking a traffic control assistant to keep our parking lots safe on days that experience high congestion, including Sundays and some summer Fridays. Applicants should have experience conducting traffic control and/or a current, certified flaggers card. Please submit a resume and brief introduction to Paul Andersson, District Manager, at [paul@lopezsolidwaste.org](mailto:paul@lopezsolidwaste.org).

**Site Safety Review:** Clark reviewed his On-Site-Safety Memorandum in which he emphasized that our primary concern is the damage/injury to people and/or

property and that to increase safety we must minimize inappropriate interactions between vehicles and people.

David agreed that separating pedestrians from vehicles should be our Number 1 priority and that **better signage, striping of parking spaces, parking stops/higher back-up cones, and a traffic cop were needed immediately.** It was agreed that we should implement those suggestions as soon as possible.

General discussion followed on various short-term and long term suggestions to improve on-site safety. Gene agreed to create a **Safety Tip Card** in both English and Spanish spelling out safety and usage tips which would be made available at the kiosk and as a general handout on site. Rhea agreed to assist Gene. Discussion followed about on-site communication. Various options were considered. It was concluded that “ situational awareness” among staff was key and for the present, existing staff radio communication was adequate for our needs. It was agreed that Safety needed constant Staff and Board attention and involvement, especially during the coming summers months with so many visitors to the Dump.

**Idea Pot : Volunteer Shortage-**The need to increase the number of volunteers was again emphasized. We need to develop a new, more comprehensive strategy to recruit people of all ages. Our long term volunteers are aging out.

**Public Comment:** Linda Noreen described an incident in the recycling plaza where a person was acting erratically which she had to alert staff to manage.

**Change in Date of May Board Meeting:**

**It was agreed to change the next Board meeting to Wednesday, May 22 at 1:00 PM at the Lopez Fire Hall Meeting Room.**

The meeting was adjourned at 2:35 pm.

Respectfully submitted,

Larry Bailey, Secretary

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