

MANAGING BOARD MEETING
LOPEZ SOLID WASTE DISPOSAL DISTRICT
Wednesday, October 21, 2020

Approved 11/18/2020

ZOOM MEDIA MEETING

1:00 PM to 3:00 PM

Board members present: Clark Johnson, Rhea Miller, Gene Helfman, 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 September 16, 2020 Board meeting. The motion was approved unanimously.

STATUS REPORTS:

Finance. Laurie reviewed the September financials.

Budget-We were 3.4% above budgeted revenues for September, 3.7% above budgeted revenues YTD.

Expenditures were 0.6% over budget for September, 7.9% under budget YTD.

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

Cash on hand- At the end of September, we had \$35,682 in our cash account; \$295,682 total.

Claims and Payroll -LSWDD Claims 20032-4 and August Payroll were approved for payment. Laurie will circulate claims for electronic signature.

Solid Waste Alternatives Project (SWAP). Kim Norton reported:
LSWDD Grant--\$11,500 is available to disburse for LSWDD site needs.

Fund Raising- \$3970 has been received from Donation Request Letter.

Calendar/Skirts-- Sales have raised \$900 to date .

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.

All TIOLI customer parking has been moved to the street level parking area except for the disabled customer parking spot across from dumpster A. Customers, Staff, and Volunteers continue to wear masks and maintain proper social distancing.

GENERAL OPERATIONS/ONGOING ISSUES.

Fall operating hours began October 2nd. Take It Or Leave It restarted the following Monday with a heavily coordinated intake process where donations were taken in limited amounts from customers who had made reservations to drop items off. The annual Household Hazardous Waste event was a huge success this year with a record attendance. More than 170 cars came through (120 is typical for Lopez) and the Dump operation saw a staggering 283 visits that same day as well.

Eric Blaser, our Operations Assistant, has resigned to work his business and pursue his writing full time. A search has begun to fill his position and, to date, four applicant resumes have been received. The search also continues for a new truck driver to replace Larrol Parlin, who continues to drive for us once a week until a replacement is found.

CUSTOMER/VOLUNTEER FEEDBACK.

Many customers have expressed gratitude to staff and volunteers for reopening TIOLI this month.

District Manager. Laurie reported:

2021 Levy.

Our levy request is on the Ballot and publicity has been placed in the newspapers and online.

Management Committee Meeting (10/14).

Rhea, Clark, David and Laurie meet via Zoom to discuss a cost of living adjustment raise for staff and the 2021 budget. Also discussed was the many new residents and part-time residents who have become full-time who are changing the population of Lopez. We agreed we want to get ahead of this change with proper education and outreach about the Dump. Laurie's big takeaway from the conversation was a 2021 theme of "Community Building." Lopez needs a good welcome wagon and we could be it. We need to educate New residents on how to use the Dump. We also need to work with our community partners so that we don't lose the very valuable essence of Lopez with the new influx of people. We need to

showcase LSWDD as an essential service. While we are presently financially sound, we need to build volunteerism. On top of that, we are in the very unique position of being a core hub of Lopez since more people come through the Dump in a small period of time than any other place. Laurie, Nikyta and staff will be brainstorming ideas.

Hiring of Operations Assistant.

Laurie and David will be interviewing 4 candidates to replace Eric Blaser.

Administrator.

The Daily Bale reports for September and Year-to-Date were reviewed.

TEOC. Nikyta reported:

Training/Volunteers: Trained 2 new volunteers in September, with 2 more scheduled for training in October! We are very grateful for our loyal TIOLI volunteers who have returned and assisted in preparations for reopening, and loyal recycle volunteers who continue to show up rain or shine.

Education:

- Have begun outdoor after virtual school classes in partnership with the Library. We are using recyclable materials, or materials that might otherwise have gone to landfill to provide zero waste education. Classes scheduled every Tuesday afternoon 2-3 pm and have approximately 15 kids, all in masks at individual tables with distance.
- Much press creation and publication around TIOLI reopening, including newspaper article, FB, Lopez rocks.
- Preparation for participation in Washington State Recycling Association's Virtual Conference Nov 1-3. Our session is Tuesday, November 3 at 8:30 am. Sessions will be recorded for later viewing.
- Many TIOLI work parties are in line to get TIOLI organized, clean and ready for reopening. English and Spanish labels are now made and installed, and messages sent in both languages have been sent out on social media. Focus has been on more updated and streamlined staff/volunteer spaces that are cleaned and organized. Many thanks to David, Colby and Laurie for ordering and installing new TIOLI infrastructure. Also many thanks to super volunteer and SWAP board member Allayna Sowers for her many hours of volunteering and beautifying the space.
- Said goodbye to Eric, and honored him with a Lopez Island sign from TIOLI that he loved, hand made card, and fond farewell.

Events:

- Fall Great Islands Clean Up was very successful for the week of Sept 29-Oct 4. Yard art is currently installed on site for the month of October, made by kids and participants in a Salish Sea Theme

OLD BUSINESS:

Three Businesses

Clark led a discussion of how we should approach Financial and Strategic Planning, proposing that we focus on our 3 Businesses and Strategic Planning at this Board Meeting and then on a LSWDD Financial Dashboard and possible financial problems (ie., levy failure, etc) at our November Board Meeting. Referring to our existing and proposed 2021 Budget, Clark then discussed in detail our 3 businesses: Garbage, Recycling, and TIOLI; the estimated labor costs of each; and resulting implications for our financial and strategic planning. We need to quantify the benefits of TIOLI as part of our planning. He described a proposed outline for our Strategic Planning, emphasizing an orderly Method, Technique, and Process. Next, he outlined a Strategic Planning Tool and Approach, focused on:

1. Objectives-How should we deal with a possible levy failure? Plan for large expenses that occur infrequently? How do we properly share these possible financial burdens over our 3 businesses?
2. Contributions-How should we allocate them across our businesses? What adjustments should we make to our businesses in light of new financial realities ?
3. Account Balances- What level of Reserves should we maintain to protect LSWDD from a levy failure ? How do we ensure funds are timely available to replace and maintain essential equipment ? What measures should we use to assess whether or not we are meeting our objectives ?

Savings-Sub-Accounts/ Reserve Fund

Clark led the continuing Board discussion of a possible Reserve Fund, possible Contingency Fund and/or a Cumulative Reserve Fund. The Board discussed various ways to address and fund future LSWDD needs. Of prime concern is the need for more space from the County and the cost of making usable any additional space granted to us. Dave advised that resurfacing the site would be the biggest expense, Rhea offered that both the State and the County had funds for capital improvement such as this. Discussion is ongoing.

2021 Budget

Clark introduced the Draft 2021 Budget and praised Laurie for doing great work in preparing it. The Draft was reviewed and Laurie will prepare a Final Budget for approval at the November Board Meeting.

NEW BUSINESS :

Lopez Recovery Network (LRN)

Lopezians have joined together to pool resources to help residents thru the Pandemic crisis. The Dump is a central focus of the Community and it was agreed that we need to provide any assistance we can to the economics and cultural recovery of the Island. Christa Cambell is chairing the LRN.

IDEA POT:

None this meeting

PUBLIC COMMENT :

Dan Post commented that Lopezians retain a special affinity for the Dump and the original spirit of “Take back the Dump” and “Recycle/Reuse is just as important as Garbage” is still strong. He reported again that building construction is booming with many summer residents moving to Lopez full time. The Island economy remains strong and he remains confident our increased garbage tonnage will remain steady for the foreseeable future.

EXECUTIVE SESSION TO DISCUSS PERSONNEL

MATTERS-APPLICATIONS FOR BOARD MEMBERSHIPS:

At 2:35 PM, Clark announced that the Board was adjoining the Public Meeting for 15 minutes to discuss applications for membership on the Board and that the meeting would reconvene at 2:50. Everyone but Board members and Laurie was asked to exit Zoom and reconnect at 2:50. The meeting was then adjourned, the Executive Session was held and the Public Meeting reconvened at 2:50. In attendance at the reconvened Board meeting were the Board members, Laurie and Kim Norton.

RECOMMENDATIONS FOR BOARD MEMBERSHIP

After discussion and reviewing pending LSWDD Board Applications, the following motion was moved and passed unanimously, with Rhea Miller abstaining:

RESOLVED: That the LSWDD Managing Board hereby recommends

that the San Juan County Council appoint Pam Stewart and Ross MacDonald to the LSWDD Board and reappoint Rhea Miller to an additional term on the Board.

There being no further business, the meeting was adjourned at 2:55 pm. The next meeting will be another ZOOM EVENT on November 18, 2020.

Respectfully submitted,

Larry Bailey, Secretary

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