

MANAGING BOARD MEETING
LOPEZ SOLID WASTE DISPOSAL DISTRICT
Wednesday, August 19, 2020

Approved (9/16/2020)

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, Linda Noreen, and Ross MacDonald. Clark called the meeting to order at 1:00 PM, noting no changes to the agenda.

Gene moved to approve the minutes of the July 15, 2019 Board meeting. The motion was approved unanimously.

STATUS REPORTS:

Finance. Laurie reviewed the July financials.

Budget- We were 11.6% under budgeted revenues for July, 2.7% above budgeted revenues YTD.

Expenditures were 4.2% over budget for the month of July, 10.1% under budget YTD.

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

Cash on hand- At the end of July 2020, we had \$50,579 in our cash account; \$310,579 total.

Claims and Payroll -LSWDD Claims 20027-29 and July Payroll were approved for payment. Laurie will circulate claims for electronic signature.

Solid Waste Alternatives Project (SWAP).

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

BBQ--SWAP is funding all out of pocket expenses

Calendar-- The Dogs of the Dump calendar is ready for sale.

Levy-- Preparation is going well.

Solid Waste Advisory Committee (SWAC). SWAC met on August 13 and

reviewed: preparation for the Hazardous Waste Collection on September 27; pending state legislation; possible new guidelines for plastic recycling; site safety; and stormwater mitigation measures.

STAFF REPORTS:

Facility Manager. David reported:

SAFETY.

Customers, Staff, and Volunteers are wearing masks and maintaining proper social distancing. The wasp situation in the Recycle Plaza is noticeably worse this year. Gary has been setting new traps each week.

GENERAL OPERATIONS/ONGOING ISSUES:

Take It Or Leave It is still closed. Staff is still using the TIOLI shed for maintenance projects. The sheriff's department received complaints about a roadside multi family free pile on Mud Bay road in the county right of way that was not being cleaned up. Mark Ingman stepped in to take care of the trash removal for the County (3 cans total) and an email thread was started to keep LSWDD, the county solid waste administrator and the sheriff informed of new illegal roadside dumping sites.

David has been catching up with the truck maintenance and rebuilding container winches during the month and continuing his search for a new (used) backhoe. Orrco has finally pumped the waste oil and antifreeze that was stored on site so customers can once again bring oil for recycling.

CUSTOMER/VOLUNTEER FEEDBACK

The Volunteer Appreciation "Texas Drive Thru BBQ" event will be Thursday the 20th from 5 to 8 at the site.

District Manager. Laurie reported

2021 Levy

Our levy has been submitted to the election's office. She submitted requested facts to the levy campaign group and will be working on the LSWDD fact sheet soon.

LSWDD Dashboard

She have been collecting historical data and creating reports for the dashboard that Clark has requested.

Purchasing Procedure

She had a lengthy exchange with SJC about the purchase process and legal requirements and prepared a draft procedure for Board review.

Technology Policy

In May we spoke about establishing a policy to support staff that are using personal devices to accomplish LSWDD work. Laurie prepared a draft policy, which was referred to the Administration Committee.

Records retention policy

Laurie recommended we adopt a records retention policy

Holidays

Currently we do not have a policy for holidays: Which ones do we stay open on/close? This year some major holidays – 4th of July, Labor Day, and Christmas -- are on a regular weekend day. Have we ever awarded holiday pay in the past? She recommends we come up with a list of acknowledged holidays, decide which ones we will stay open on and offer employees holiday pay.

Board Recruitment

Nikyta has been reaching out to our volunteers letting them know we are searching for new Board Members. She set up a great meet and greet with Ross MacDonald who has joined us today.

TIOLI reopening. Nikyta, Eric, David and Laurie continue to meet about reopening TIOLI. They also have met with a TIOLI volunteers to discuss new intake, put away & shopping days.

Administrator.

The monthly report for July was reviewed. Recycling is down 22% year over year

TEOC. Nikyta reported:

Training/Volunteers: Volunteers are helping at the recycle plaza. We continue to work with TIOLI volunteers on revising TIOLI and 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.

Events: “Free Pile Tour of Lopez Island” was a big success, but some piles were left out too long, despite the clear instructions to clean them quickly. We will not facilitate another “Tour”, but trust Lopezians will use Lopez Rocks and the Facebook Buy Nothing Lopez Group, and offer goods from their own homes as we await the reopening of TIOLI.

The BBQ is all set for tomorrow.

OLD BUSINESS:

Reserve Fund.

Clark led the continuing Board discussion of a Reserve Fund Policy. Clay reviewed his draft policy proposal and received comments from the Board. He will create a new draft for discussion at the next Board Meeting.

Financial Reporting.

Laurie presented her draft for review and comment by the Board. She will create a new draft for discussion at the next Board Meeting.

NEW BUSINESS :

Review of LSWDD policies.

Clark led the discussion about what additional policies we should consider adopting. It was generally agreed that we need additional policies to address: Purchasing procedures; Staff technology support; Records retention (it was agreed to defer this to next June); Holiday designations and procedures; and a revised Employee handbook. The Administration Committee will review all proposals before presenting them to the Board.

IDEA POT: None

PUBLIC COMMENT :

Dan Post commented that the Board should remember to keep things transparent and simple. Ross Mac Donald introduced himself and thanked the Board for inviting him to attend the meeting.

The meeting was adjourned at 2:55 pm. The next meeting will be another ZOOM EVENT on September 16, 2020.

Respectfully submitted,

Larry Bailey, Secretary

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