

MANAGING BOARD MEETING
LOPEZ SOLID WASTE DISPOSAL DISTRICT
Wednesday, May 22 , 2019
APPROVED JUNE 19, 2019

LOPEZ ISLAND FIRE HALL 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; Operations Assistant Eric Blasser; Swap Chair Kim Norton; TEO Coordinator Nikyta Palmisani; and guest Linda Noreen. Clark called the meeting to order at 1:05 PM, noting no changes to the Agenda .

Rhea moved to approve the minutes of the April 17, 2019 and April 30, 2019 Board meetings. The motion was approved unanimously.

Status Reports:

Financial Officer- Paul reviewed April's financials. We were 12.5% above budgeted revenues for April and are 8.3% above budgeted revenues for the year. April expenditures were 5% above budgeted and are 5.5% below budgeted expenditures for the year. We are holding \$200,000 in investments.

At the end of April, we had \$62,123 in our cash account; \$262,123 total. He submitted claims for approval and by unanimous consent **the following vouchers/warrants /electronic payments were approved for payment:**

19015 - \$1,986.66; 19016 – \$387.85; 19017 – \$1,283.31; 19018 – \$1,284.08; 19019 – \$9,398.51; and April Payroll - \$14,051.67

Solid Waste Alternatives Program(SWAP) – Kim Norton updated the Board on the appointment of tax levy chairs, Saturday Market scheduling, Blossom bag bin issues, and a new SWAP Board member. She also reminded the Board of the \$10,000 available for dump

improvements.

Solid Waste Advisory Committee(SWAC): Clark and Paul reported that SWAC met and discussed the County plastic bag ban ordinance and a proposed amendment.

Staff Reports:

The Board reviewed the staff reports with Paul providing an overview.

Facility Manager- David summarised his report. Our new traffic cop is doing very well and is a big help managing increasingly heavy volume of traffic at the Dump and TIOLI, especially on Sundays. General discussion followed about our new safety measures at the Dump and TIOLI, ie new signs, pavement striping, traffic controller, additional volunteers, etc.

Administrator - The Daily Bale Report for April was unavailable because of technical difficulties at Skagit Disposal in compiling the report.

Training, Education, and Outreach Coordinator- 9 new Volunteers were recruited this month, but still looking for more. Don't stop telling friends and family to come aboard!

Old Business:

District Manager:

Site Safety Plan- The Board discussed limiting pedestrians' exposure to moving vehicles and the adjustments required to maintain on-site safety for staff and customers, including : Safety tip card distribution; new signage in English and Spanish; traffic cop; parking stripes; children/pet controls; shoes and shirts requirement; and a 30 minute prior to closing cutoff for drop-offs to TIOLI.

Board diversity and recruitment: Clay presented a proposed procedure, information cover sheet, and form to be used in promoting diversity of board membership and recruiting new board members, which the Board approved. Clay will add it to the LSWDD website.

New Business:

Bank Resolution:

The following Motion was moved and unanimously adopted by the Board:

MOTION:

RESOLUTION #2019-1

A RESOLUTION APPROVING SAN JUAN COUNTY TREASURER TO OPEN A NEW BANK ACCOUNT FOR LSWDD FOR THE PURPOSE OF HANDLING CREDIT CARD TRANSACTIONS

Whereas the Lopez Solid Waste Disposal District Managing Board held a duly-called meeting after proper notice on May 22, 2019 to discuss the need for an additional bank account to separately handle all credit card transactions, and

Whereas San Juan County is the agency that must receive transactions from this account and is authorized to open this account,

Now therefore be it resolved that the Lopez Solid Waste Disposal District Managing Board approve San Juan County Treasurer to open a new account at Islanders Bank.

Adopted this 22nd day of May, 2019 at a duly called meeting of the LSWDD Managing Board, with a quorum present of the undersigned directors

Status and next steps for new staff recruitment: After discussion, it was agreed to offer the position of Assistant Facilities Manager to Colby White. After further discussion, Rhea agreed to chair a committee of Clark and Gene to pre-screen Applicants for the position of District Manager.

2020 Levy: Clark explained the levy process for 2020. After discussion it was generally agreed to maintain the 2020 levy amount for the LSWDD at the 2019 level of \$105,000 with a formal resolution to follow at the next Board Meeting. It was noted that we may need special meetings to discuss the Levy and the 2020 LSWDD Budget.

Staff Training and Education: After discussion, it was generally agreed to establish a policy and budget for staff education and training, whereby a full-time staff member may request to participate in and be reimbursed by the LSWDD for training and education to improve their skills for their LSWDD Employment. This would be subject to the prior approval of the District Director. It was also agreed to allocate \$2400.00 from the 2019 budget for Staff training and education and to allocate up to \$400.00 to each staff member from said \$2400.00 for those purposes. Paul will draft Resolutions to formally adopt this Policy and Budget for

discussion and action at the next Board Meeting

Idea pot-Various options safety ideas were discussed.

Public Comments- Linda Noreen suggested addition education was needed to assist patrons in understanding what plastics are recyclable.

The meeting was adjourned at 2:50 pm. The next meeting will be on June 19.

Respectfully submitted,

Larry Bailey, Secretary

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