

## LSWDD Board Meeting Minutes of June 21, 2023

1:01PM: Call to Order – Pam Stewart

Present: LSWDD Board—Pam Stewart, Rhea Miller, Cyndi Smith, Ross MacDonald

Staff— Ric Carr, David Zapalac, Larissa Mansfield.

Public— Dan Post, John Trench

Absent: Gene Helfman, LSWDD Board member; Kat Sorenson, SWAP Chair.

Approval of May 17, 2023 Board Minutes: Pam moved to accept, unanimous yes vote.

Introduction: Pam stated John Trench approval for membership on LSWDD Board is on the agenda for the San Juan Board of County Commissioner Meeting of June 28, 2023.

### Reports:

#### Financial Updates – Monthly and YTD: Ric Carr

Ric Carr reported LSWDD generated income in May of \$58,288 and incurred expenses of \$39,925, leaving a surplus of \$18,362 for the month. Year to date income was \$235,950 and YTD expenses were \$205,174 for a YTD surplus of \$30,776.

May expenses were generally in line with expectations, though YTD expenses for repairs and maintenance are much higher than budgeted.

Discussed sources for equipment search. LSWDD subscribes to various newsletters for surplus equipment available to purchase. Also ongoing searches of surpluses reported by various agencies.

Continuing to monitor.

Rhea suggested and all agreed costs for equipment and repairs are likely to be considerably higher going into the future

Infrastructure money applied to new equip may yield quality used equipment as large entities replace older stock with newer.

Included in the packet are the following: MAY 2023 Month P&L & MAY 2023 YTD P&L

We ended May with \$123,605 in cash and \$260,000 in District Reserves, for a total of \$383,605.

Ric will send out docs requiring board signatures.

## **District Manager's Monthly Report**

### **Actions**

Claims requiring board signature include:

- LSWDD Claim 23017
- LSWDD Claim 23018
- LSWDD Claim 23019
- LSWDD Claim 23020
- May Payroll Claim
- Claims will need your digital signatures (via Adobe Sign).

### **Succession update:**

Open job descriptions are complete. We have had three inquiries for the Facility Manager position and have conducted 2 interviews. We are advertising more broadly (county-wide) in hopes of attracting additional qualified candidates.

### **Site expansion plan update:**

Still awaiting the final version of a plan, which is expected EOM. The management committee has already mapped steps (higher level county outreach) once that information is in hand.

Cyndi and Rhea: excessive amount of pavement proposed is of concern.

### **Other Items:**

The management committee is drafting a proposed version of the new Interlocal Operating Agreement for the County's consideration. The committee thought it best not to wait until the County acted on the renewal of the agreement which expires at the end of the year.

Drafting new interlocal agreement expiring end of year. Executive committee is identifying key points and language needed.

### **Facilities Operations, Monthly Bale & SWAC: David Zapalac**

San Juan Island Waste program is proposing a rate increased projected to begin end of summer at Great island Clean Up on Sept 30. Their last increase was 3 years ago. The increase they seek is equivalent to sum of annual increases in CPI index in last 3 years.

Tire disposal: survey info forthcoming regarding island needs. LSWDD top receiver of tires among 3 islands.

Better signage forthcoming. Better advertising from county needed. Our handmade signs generated good response

The June 3rd hazardous waste event went very smoothly. We had 91 vehicles show up during the 4 hour event, which was the highest car count of all three islands.

The fuel pumps next door have finally been fully repaired and can now be used any time we need and without assistance from the ER&R mechanic.

Traffic and safety is on-going concern. As expected, the car counts were very heavy on the first four days of our Summer schedule: 913 cars passed through the upper site during the Friday through Monday period. That figure does not include the cars that brought 475 TIOLI shoppers to our site in those days, or the 91 cars at the HHW event. All together it is estimated that we handled about 1,250 vehicles in those 20 hours of operations. We also saw a huge increase in Paint Care drop offs the day after the event, which was also expected.

**SWAP:** Kat Sorenson. See report. Board comments and observations. Need a person to promote levy. It's a once a year one month commitment.

Cyndi suggests contacting former board members. Report asked for status update on Styrofoam.

Cyndi previously had inquired about Styrofoam recycling at the Kent facilities drop off service. Board previously decided to not pursue at this time citing uncertainty about site expansion costs, the observation that packaging is moving away from Styrofoam, and potential environmental impacts of the process.

**Training, Education, and Outreach:** Larissa Mansfield

Report attached. Planning for 4<sup>th</sup> of July parade. Recycle dogs taking active role and have met 2 times to develop a plan and assign tasks such as signage and concept. Seeking volunteers to walk in parade. Larissa is contact for volunteers.

Two new volunteers showed up in the last week. Summer folks, as part timers, are returning and signing up for shifts.

Ric: can we slide TIOLI volunteers to Recycle Plaza?

Larissa: twice as many shifts for recycle. It is a different experience and requires its own expertise, but people are being encouraged to do both.

**Committees – Communications:** Larissa Mansfield and Rhea Miller

Mailer discussion: intent is to inspire and inform. Board needs to approve publicity content and plan, including draft of mailer before distributing.

Larissa highlighted planning grid to be used as an organizer and planner for all publication communication actions.

Strategic Planning and Communication/Publicity Committee members will meet together in accordance with WA Public Meeting law and bring recommendations to board in July meeting.

**Strategic Planning :** Cyndi Smith. Cyndi will review goals of 6 month plan with Ric.

**Public Input:** - Dan Post: recycling is high cost. What are costs and how are/can we reduce them? Saving money statements builds support for levy. Cyndi noted that there is environmental cost to adding to waste stream that may be more ethically sound.

**Old Business** – none

**New Business** -- none

Executive session convened at 2:01 PM to discuss personnel and recruitment. Present: Ric Carr, Pam Stewart, Rhea Miller, Cyndi Smith, Ross MacDonald.

Public meeting resumed at 2:21. Present: Ric Carr, Pam Stewart, Rhea Miller, Cyndi Smith, Ross MacDonald. There was no further discussion.

Meeting ended 2:22 with unanimous yes vote.

**Next Regular Board Meeting:** July 19, 2023, 1:00PM via Zoom