

# LOPEZ SOLID WASTE DISPOSAL DISTRICT REGULAR MANAGING BOARD MEETING MINUTES

Approved 12/17/15

THURSDAY, November 19, 2015  
LOPEZ ISLAND FIRE HALL MEETING ROOM

Board members present: Sandy Bishop, Judy Meyer, Jim Lombard, Tytti Langford, Dan Post

Board member absent: Bruce Creps

Others present: Manager David Zapalac, Education and Outreach Coordinator Nikyta Palmisani, Facilities Administrator Gary Lawrence

1. Sandy called the meeting to order at 3:03 PM, noting a change in the agenda, namely moving the discussion of new business earlier in the meeting.
2. **Tytti moved to approve the minutes from the October 15, 2015 meeting with one correction. The motion was approved 5/0/0. Jim moved to approve the minutes from the November 5, 2015 meeting with one correction. The motion was approved 5/0/0.**
3. **Board business:**  
Treasurer's report: **See Attachment 1** (on LSWDD website). The Board expressed sincere thanks to Bruce for all his work as treasurer. Claims and payrolls were passed around and signed.
4. **New business**

The Board sends a huge thanks to the levy committee for their work in the successful levy campaign.

Our insurance policy is up for renewal, and Bruce has explored the policies available from three different companies, which he has shared with the Board. Discussion of the options included noting that Enduris would provide coverage equal to or better than we currently have at a lower premium. The company has a record of minimal annual increases, and the Port has found them easy to work with. **Judy moved that we use Enduris as our insurer. The motion was approved 5/0/0.** The insurer requests that an "as is" sign be posted at TIOLI, and Nikyta agreed to do that.

**Resolution 11-19-2015 stating our decision to use Enduris was circulated. Tytti moved that this resolution be accepted. The motion was approved 5/0/0,** and the resolution was signed by all Board members present. Sandy will notify the agent of our decision.

The Board considered their schedules for the next several months and determined that enough members will be present so that there will be a quorum for regular board meetings.

5. Staff reports and Board action if noted in report or requested:

**Manager's monthly report: See Attachment 2** (on LSWDD website).

**Administrator's report: See Attachment 3** (on LSWDD website).

**Education and Outreach Coordinator's report: See Attachment 4** (on LSWDD website)

6. Committee reports:

**OPS** – After considerable discussion about the trial alkaline battery program, we tabled any decision about whether to keep this program until the December meeting to allow time for further discussion with SWAC about how other islands are handling alkaline batteries. We also discussed writing an article for the Weekly discussing the issues involved in offering alkaline battery recycling.

**MANAGEMENT** – A draft evaluation form for the Manager based on the job description for that position was circulated. The job description needs to be changed so that it is clear that the Manager is ultimately responsible but can designate responsibility for various activities in that description. **Jim moved that this form be used for evaluations this year. The motion was approved 5/0/0.**

A draft procedure for evaluations was discussed, and there was real concern about what will happen with the paperwork. Modifications to the draft were proposed: the personnel files will be kept under lock and key; they will exist only in paper form without duplicates; the manager will be responsible for employee files, but the manager's file will be kept with board files. The draft will be revised and the Board will vote on it at the December meeting.

**PR** – Suggestions for website improvement have been received and will be acted upon.

7. Other reports –

**SWAP – See Attachment 5** (on LSWDD website). The Board expressed thanks to SWAP for all their work, most recently the very successful Trash to Treasures Auction.

**SWAC** – The issue of removing glass from the list of priority items for recycling and alkaline battery programs will be discussed at the next meeting, which will be a teleconference.

8.. Old business – The follow up on tasks and assignments from the planning meeting (including proposed mission statement) was postponed until the next regular board meeting.

The meeting was adjourned at 5:00 pm. Next regular board meeting is December 17, 2015 at 3 PM.

Respectfully submitted,  
Judy Meyer, Secretary  
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