

# LOPEZ SOLID WASTE DISPOSAL DISTRICT REGULAR MANAGING BOARD MEETING

## MINUTES

**THURSDAY, December 17, 2015**  
**LOPEZ LIBRARY COMMUNITY ROOM**  
**2:30 – 3:00 PM**  
**LOPEZ ISLAND FIRE HALL MEETING ROOM**  
**3:00 PM to 5:00 PM**  
**Approved 1/21/16**

Board members present: Sandy Bishop, Bruce Creps, Tytti Langford, Judy Meyer, Dan Post

Board member absent: Jim Lombard

Others present: Facilities Manager David Zapalac, Facilities Administrator Gary Lawrence, David Williams Guest, Outreach and Education Coordinator Nikyta Palmisani (joined at 3PM)

1. Sandy called the meeting to order at 2:30 PM, noting no changes to agenda, and introduced David Williams to the Board.
2. Andy Asbjornsen and Kelly Kohnken of the State Auditor's Office joined the meeting via telephone for our State Audit Exit Conference. They informed us that this was "a very clean audit" with no reportable issues. The audit report for the period 1/1/2012 through 12/31/2014 is **Attachment 1** (on LSWDD website). The Board expressed sincere thanks to Bruce and Sandy for their efforts in making our first audit successful. Our next audit will cover 2015, 2016, and 2017.
3. The meeting was temporarily adjourned at 2:50 and reconvened at 3 PM at the Fire Hall.
4. **Dan moved to approve the minutes from 19 November 2015. The motion was approved 4/0** with Bruce abstaining since he was not present at the November meeting.
5. Board business: Treasurer's report: **See Attachment 2** (on LSWDD website). Several claims were signed by Board members present. Bruce noted that our

wastewater fees will be increased this year. A generous round of applause met the news that he deposited a check for \$10,000 from SWAP.

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

**Manager's monthly report: See Attachment 3** (on LSWDD website). The Staff and Volunteer Guidelines document was circulated and one revision made (**Attachment 4** on LSWDD website). **Judy moved that they be approved as revised. Motion passed 5/0/0.** David is working on a training document for volunteers focused on safety issues and will purchase a locked filing cabinet for personnel evaluation forms. We discussed the need for a schedule for capital improvement projects, which OPS agreed to work on at their next meeting.

**Administrator's report:** There is no administrator's report this month because Gary has not received the information from Skagit River Steel and Recycling.

**Education and Outreach Coordinator's report: See Attachment 5** (on LSWDD website). Concern was expressed about how volunteers were notified for events like the UGLY Sweater Party, and Nikyta agreed to make sure that all Board members were included in the volunteer mailing list, and that notices of community events go out to volunteers and newsletter subscribers. The Board expressed no concerns with her revised winter quarter work plan. Nikyta asked if the Board wanted her to spend some of her time developing an outreach and education internship, and the Board provided positive feedback for the internship. She will provide a more specific proposal for the next Board meeting.

7. Committee reports:

OPS – covered in the Manager's report.

MANAGEMENT – The revised Staff Evaluation Procedure (see **Attachment 6** on LSWDD website) was presented and discussed. The final bullet was revised to clarify that the manager's evaluations would be stored separately. **Judy moved to accept the revised procedure, and the motion passed 5/0/0.** We will vote on evaluation forms for each staff member at the next Board meeting. We discussed the need for LSWDD office space, and Sandy said a small office space was available in the village for \$175/month plus \$50/month for WIFI. Staff and interested Board members agreed to visit the site and bring it up for a vote at our January meeting.

TIOLI – Meetings will begin again in January. Carol has gone through the files and removed the names of those volunteers who no longer are able to serve.

8. Other reports

SWAP – See **Attachment 7** (on LSWDD website). Huge thanks to SWAP for their many contributions to the dump. As requested in the report, the Board discussed the LIFRC voucher program, and indicated they saw it positively.

SWAC – Dan and Sandy met with representatives from Public Works at the site where LSWDD glass is used to reclaim an old gravel pit. We continue to work on approval of the new permit for this site, but it may take 1-2 years. The next SWAC meeting will be in January.

7. Old business –

Alkaline battery program: After considerable discussion about the trial program, what other islands are doing, and our inability to find definitive information on battery toxicity and fate of recycled batteries, David agreed to talk with the battery recycler to find out exactly what happens to the batteries being recycled, and Dan offered to visit the site to check it out. They will report their findings at the January meeting. If we decide not to continue the trial recycling program, we agreed that it is essential to have an informative article in the Weekly clarifying our reasons for doing this.

Mission statement: Three options for our mission statement resulting from our October planning meeting were circulated with the agenda. **Tytti moved to accept option 3, and it was approved 5/0/0.** Our mission statement is:

**Lopez Solid Waste Disposal District (LSWDD) provides a convenient local facility for solid waste collection with reuse and recycle options, operated in a fiscally, socially, and environmentally responsible manner with a goal to educate and inspire the community to reduce waste.**

Meeting was adjourned at 4:58 pm. Next regular board meeting is January 21, 2016 in the Fire Hall.

Respectfully submitted,

Judy Meyer,  
Secretary  
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