

**LOPEZ SOLID WASTE DISPOSAL DISTRICT
REGULAR MANAGING BOARD MEETING
MINUTES**

THURSDAY, JANUARY 21, 2015

LOPEZ ISLAND FIRE HALL MEETING ROOM

3:00 PM to 5:00 PM

Approved at 2/18/16 Regular Board Meeting

Board members present: Sandy Bishop, Bruce Creps, Dan Post, Tytti Langford, Jim Lombard

Board member absent: Judy Meyer,

Others present: Facilities Administrator, Gary Lawrence; Manager, Dave Zapalac; TOE Coordinator, Nikyta Palmisani; David Williams, guest

Sandy called the meeting to order at 3:02 noting no changes to agenda.

1. **A motion was made to approve the minutes from December 17, 2015** regular meeting with syntax correction to #4 in the minutes from November 19, 2015 pertaining to Bruce abstaining from approving the minutes given he was not present at the meeting.
2. Board Business:

Treasurer's report: 2016 monthly budget: **See Attachment 1** (on LSWDD website).
Bruce moved to approve the budget for 2016 with Facility Improvements changed to June and December. The motion was approved 5/0/0. Several claims were signed by the Board members present.

Manager's report: **See Attachment 2** (on LSWDD website) including capital projects proposed schedule. David has developed a check list for volunteer training. Due to low market prices, LSWDD has a 40 yard storage container filled with steel waiting for the price to go up. Continued education will be offered to the public about recyclable materials and prices.

Administrator's report: **See Attachment 3** (on LSWDD website). Bruce and Gary will draft the annual report for 2015, which will be reviewed by the PR committee and then sent to the Board for final approval.

Education and Outreach Coordinator's report: **See Attachment 4** (on LSWDD website). The proposal for developing internship program was put on hold due to the complexity of the issue. The board requested that when recording percentages of filled volunteer shifts, TIOLI and recycling plaza will be separated. Also, no daily shifts will be entered as more than 100% filled because it skews the averages and this becomes an unhelpful management tool. The 5th graders are working on what changes we have made in reducing garbage. The 1st quarter newsletter is being developed, and the PR committee is updating the web page.
3. Committee reports:

OPS: **See Attachment 5** (on LSWDD website) for capital projects schedule.

Management: A part-time Operations Assistant Job Description was presented. **Bruce made a motion to approve the draft job description, with the reference to high school diploma/GED requirement removed. Motion was carried 5/0/0. Bruce moved that pay for this position shall be 12.50/hour w/o benefits. Motion carried 5/0/0.**

Discussion was held about office rental. We did not budget this for 2016. May need to amend the budget to reflect expenditures from a month to month rental agreement. **Tytti moved to approve the rental of office space in the new Blossom Grocery building. The motion was carried 5/0/0.** Bruce noted that renter's insurance will be added to the Enduris contract. Nikyta will make a list of needed equipment and try to outfit the 12X12 room from TIOLI and other previously used sources

TIOLI: Meeting was held on 1/11/2016. Nikyta reported that all TIOLI members signed the 2016 guidelines as well as all new members. A fabric mural will be made for the wooden wall above the books by volunteers. There is also a plan to display photos of volunteers at TIOLI. Nikyta requested that the board keep in mind that the new temporary employee position may need to offer assistance during winter holidays given many regular volunteers are off island.

PR: No report.

SIGN: David made a list of signs needed which includes one for TIOLI that our insurance company requires. The sign committee will review and then send to board for approval.

SWAP: Need at least 3 persons to fill vacancies on the board – 5 would be nice. Main goal for fund raising in 2016 will be Trashion-Fashion Show. A possibility for one or two Farmers' Market days was discussed. Sarah, Barbara and Kate will still be involved as advisors but have resigned from the SWAP board. Much praise was extended to them.

SWAC: The County has hired Solid waste manager who starts on Monday 1/25/2016. David will invite him to LSWDD. Sandy announced the next SWAC meeting will be held on Tuesday February 16. All are invited.

4. Old business: Alkaline battery collection has ended. Jim will draft an article explaining the issue and then present to the PR committee for approval before publication announcing we cannot recycle alkaline batteries.
5. **Bruce made a motion to approve the following evaluation documents:**
 - Evaluation Form, Facility Manager
 - Evaluation Form, Facility Administrator
 - Evaluation Form, Training, Outreach, and Education Coordinator

The motion was approved 5/0/0. Dan will hold a less-formal review with Ron Shively. This year all board members will participate in the evaluation of the Facility Manager. Board evaluations of David are due by Feb. 8th. Everyone is instructed to mail in the evaluations to PO Box 922. There will be no e copies.
6. New business: David Williams came to the Board meetings on December and January. **Tytti moved to start the process for him to become a Board member. Motion carried 5/0/0.**
7. Adjournment at 5:07. Next meeting February 18, 2016.

Respectfully submitted,
Tytti Langford, Acting Secretary