

MANAGING BOARD MEETING
LOPEZ SOLID WASTE DISPOSAL DISTRICT
Wednesday, April 17 , 2019
APPROVED MAY 22. 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, and TEO Coordinator Nikyta Palmisani.

Clark called the meeting to order at 1:00 PM, noting no changes to the Agenda .

Rhea moved to approve the minutes of the March 20, 2019 Board meeting. The motion was approved unanimously.

Status Reports:

Financial Officer- Paul reviewed March's financials. We were 4% below budgeted revenues and are 5% above budgeted revenues for the year. March expenditures were 2% below budgeted and are 9.6% below budgeted expenditures for the year. We are holding \$200,000 in investments and at the end of March, we had \$36,336.75 in our cash account for a total of \$236,336. He submitted claims for approval and by unanimous consent **the following vouchers/warrants /electronic payments were approved for payment:**19010 – \$906.53;19011 – \$319.11;19012 – \$6,431.88;19013 – \$528.36;19014 -- \$5,845.08; and March Payroll - \$13,379.80.

Solid Waste Alternatives Program(SWAP) – Kim Norton was traveling,but updated the Board by email as to status of Junk Bonds, T-shirt skirts,Saturday Market scheduling, Blossom bag bins , and advised SWAP had applied for a Thrift Shop Grant to help with the \$10,000.00 for dump

site improvements.

Solid Waste Advisory Committee(SWAC): no news

Staff Reports:

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

Facility Manager- David summarised his report. Concern was again expressed about the increasingly heavy volume of traffic at the Dump and TIOLI, especially on Sundays. General discussion followed about establishing new safety standards and policies at the Dump and TIOLI, ie new signs, pavement striping, hire a traffic controller, additional volunteers,etc.

Administrator - The Daily Bale Report for March was unavailable because of technical difficulties.

Training, Education, and Outreach Coordinator- 5 new Volunteers recruited this month, but still looking for more. Don't stop telling friends and family to come aboard! Volunteer article published in weekly and Spring newsletter sent out.

Old Business:

District Manager:

Strategic Plan-Paul reviewed with comments from Board and staff the update of the Dump 2.0 Strategic Plan and updated the Board on his meeting with SJC Public Works.

Board diversity and recruitment: Clay lead a discussion about a proposed procedure and form to be used in promoting diversity of board membership and recruiting new board members. Clay will a Introductory cover sheet and application form for consideration at the May Board Meeting.

New board member on-boarding procedures: The Board reviewed and approved the new board member orientation checklist prepared by Paul.

New Business:

Creation of new employee positions-Clark commented that our solid waste volume has steadily increased posing challenges for staff to just manage the flow of materials. TIOLI, our biggest success story, has grown to the point that it has become a tourist attraction. Paul reported that over the past Five(5) years

vehicular traffic to the Dump has increased by 63%; recycling by approximately 15.5% /year; and garbage by approximately 18.3%/year, while the number of our staff has remained approximately the same. After further discussion, the following Motion was moved and approved unanimously:

MOTION: The LSWDD hereby approves the creation of the positions of Assistant Facility Manager to aid in all site operations and Traffic Assistant to conduct on site traffic control and the District Manager is hereby directed to create job descriptions and suggested salary ranges for each position for approval by the Board at its next meeting.

Site Safety Improvement- Clark Presented an On-Site-Safety Memorandum in which he emphasized that our primary concern is the damage/injury to people and/or property. To increase safety we must minimize inappropriate interactions between vehicles and people. He suggested the creation of a Safety Committee to review all site operations. The required review should focus on three key areas:

- 1) **Location:** Control where vehicles and people gather and transit
 - a. Enforce walking zones for TIOLI visitors
- 2) **Density:** Reduce the rate at which vehicles enter the site.
 - a. Formalize gatekeeper roles – Kiosk, Stop sign at Garbage plaza, base of hill
 - b. Define limits on density in the recycle plaza (limit parking spots)
- 3) **Supervision:** Improve volunteer and staff situational awareness
 - a. Update volunteer role assignments
 - b. Define a safety officer role and specify response levels
 - c. Improve communications for staff throughout the site – all staff carry a radio ?

The Board unanimously agreed to establish a Safety Committee to be chaired by Clark. Clark agreed to recruit committee members and Gene also volunteered to serve on the committee and assist in this effort.

Credit card processing -Paul reported on his investigation of setting up credit card processing for payment of Dump fees. After review of our payment options, the following Motion was moved and passed unanimously :

MOTION: The LSWDD hereby authorizes the implementation of an onsite

credit card payment system and the District Manager and/or the Board Chair are hereby directed and authorized to execute any and all documents, including banking resolutions, required to implement a credit card payment system as soon as possible.

Idea pot-various options safety ideas were discussed.

Public Comments-none

The Regular Board Meeting was adjourned at 2:55 for an Executive Session to discuss personnel and staffing issues The Executive Session ended at 3:18.

Salary Adjustments:

After discussion, the following Motion was moved and approved unanimously:

MOTION: The Salaries of The District Manager and the Facilities Manager shall be increased to \$32.00/hour effective May 1, 2019.

Resignation: Paul announced that his family and other commitments to his work on Orcas Island necessitated his resignation as District Manager as soon as his replacement could be hired He said he would assist in finding his successor and would assist him or her in transitioning to their new position. The Board thanked Paul for his excellent work over the last 2 ½ years, expressed regret that he was resigning, and wished him well in his future endeavors.

After further discussion, it was decided to hold a Special Board Meeting on Tuesday, April 30, 2019 at 1:00PM at the Lopez Library Meeting Room to: Approve job descriptions for the new positions of Assistant Facilities Manager and Traffic Control Assistant ; Approve hiring procedures; and Discuss new Site Safety Measures.

The meeting was adjourned at 3:35 pm. The next meeting will be the Special Board Meeting on April 30,2019 and the next Monthly Board meeting will be on May 15.

Respectfully submitted,

Larry Bailey, Secretary

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