

**MANAGING BOARD MEETING**  
**LOPEZ SOLID WASTE DISPOSAL DISTRICT**  
**Wednesday, September 25 , 2019**  
**APPROVED 10/16/19**

**LOPEZ ISLAND FIRE HALL MEETING ROOM**

**1:00 PM to 2:50 PM**

Board members present: Clark Johnson, Rhea Miller, Gene Helfman, Clay Smith, and Larry Bailey. Others present: District Manager Laurie Bullock; Paul Andersson; Facility Manager David Zapalac; Operations Assistant Eric Blaser; and guest Linda Noreen.

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

**Rhea moved to approve the minutes of the July 17, 2019 Board meeting. The motion was approved unanimously.**

**Status Reports:**

**Financial Officer:** Paul and Laurie reviewed July and August's financials. We were 10% above budgeted revenues for July and were 8.5% above budgeted revenues for the year (\$19,060). July expenditures were 15.9% above budgeted and we were 2% above budgeted expenditures for the year (\$4,138). At the end of July, we were holding \$230,000 in investments and had \$36,948 in our cash account for a total of \$266,948. For August, we were 10.8% below budgeted revenues for August and were 6.1% above budgeted revenues for the year (\$15,557). August expenditures were 15% above budgeted and we are 3.8% above budgeted expenditures for the year (\$1,664). At the end of August, we are holding \$230,000 in investments and \$26,395 in our cash account for total of \$256,395.

Laurie submitted claims for approval and **by unanimous consent the following vouchers/warrants /electronic payments were approved for payment: 19029 - \$402.04, 19030 - \$2,973.01, 19031 - \$1,005.10, 19032 -**

**\$11,596.15, 19033 - \$507.29, 19034 - \$361.02, 19035 - \$2,365.95, 19036 - \$22,502.93, 19037 - \$361.02, 19038 - \$473.04, and August Payroll - \$19,085.19.**

**Solid Waste Alternatives Program(SWAP)** : Kim Norton was off-island and had submitted a written report: **Saturday Market:** 83 skirts sold this summer with many volunteers helping; **Blossom Bag Bin:** New signage is working and container is much cleaner; **Levy Campaign:** Jonathan Dahl has created Levy ads which reduces are campaign cost considerably;and **Dogs at the Dump Calendars 2020:**The 2020 calendar is available for purchase at Paper Scissors and at SWAP Mkt Booth.

**Solid Waste Advisory Committee(SWAC):** The Committee met with Kendra Smith acting as chair. David reported that Amendments to eliminate loopholes to the plastic bag ordinance were discussed, as well as a Debris Management Plan to cleanup after a disaster. Clark said he needed to know the 2020 Legacy Fee as soon as possible for the Budget.

### **Staff Reports:**

The Board reviewed the staff reports.

**Facility Manager-** David summarised his report:

**Safety.**The new pedestrian walkway,new signs for Summer parking, and the repainted striping for disabled parking,the TIOLI intake area and lower TIOLI parking have improved separation of pedestrian and vehicle traffic.

**General.** Expansion of the bailer shed will cost approximately \$30,000. It will be paid for with \$10,000 from SWAP and \$20,000 from the County.

**Administrator** - The Daily Bale Report for the YTD thru August was reviewed by the Board.

**Training, Education, and Outreach Coordinator-** Nikyta could not attend the meeting, but filed a report on **Volunteers:** July-38 volunteers filled 79% of the shifts, contributing 342 hours; and August-48 volunteers

filled 76% of the shifts, contributing 323 hours.

**Old Business:**

**District Manager Transition:** Paul reported Laurie’s training and transition of his responsibilities to her had gone very well and that he was recommending the Board approve her designation as LSWDD Financial Officer immediately. If the Board agreed with his recommendation, he advised he would be terminating his employment on 9/30/19.

**Paul’s Parting Thoughts: Paul recommended that LSWDD-**

1. Keep investing in infrastructure which would make everyone’s life easier.
2. Keep developing staff roles through evolving Job Descriptions (the “What”) and developing Employment Handbooks (the “How”).
3. Maintain separation of the District Manager from Dump Site operations.
4. Maintain the current strong Board Committee structure to support Staff.
5. Simplify our recycling and garbage guides, ie. one page guides for businesses and Air BNB’s--”We Do it Better on Lopez”.
6. Maintain our research on evolving recycling standards, products, plastics, etc.
7. Make sure we expand our operations responsibly using our footprint as efficiently and environmentally sound as possible.

**Upon conclusion of his remarks, the Board expressed its Thanks and Great Appreciation for Paul’s outstanding work as LSWDD District Manager and wished him well in all of his future endeavors.**

**New Business:**

**Truck Driver Replacement:** David is in on-going discussions with a replacement candidate.

**Designation of LSWDD Financial Officer:**

After discussion, the following **Motion** was moved and unanimously passed:

**LOPEZ SOLID WASTE DISPOSAL DISTRICT**

**SAN JUAN COUNTY, WASHINGTON**

**RESOLUTION #2019-3**

**A RESOLUTION ESTABLISHING NEW FINANCIAL AUDITING OFFICER**

**Whereas the Lopez Solid Waste Disposal District Managing Board held a duly-called meeting after proper notice on 9-25-2019 to discuss transferring the title of LSWDD Financial Auditing Officer to Laurie Bullock, District Manager, and**

**Whereas the Managing Board determined the District Manager should assume all financial reporting and auditing duties,**

**Now therefore be it resolved that the Lopez Solid Waste Disposal District Managing Board establishes Laurie Bullock as the official Financial Auditing Officer.**

**Capital Projects:** The Operations Committee met and agreed with Dave that our #1 priority is expansion of the Bailer Shed and #2 is development of more storage space in TIOLI. The Committee also agreed to add Colby White to the Operations Committee.

**Budget Discussion:** We need to solve the problem of our \$8,000 shortfall between collections and expenses. It was agreed that the lack of a scale and the difficulty in estimating weight of construction debris, etc, are the probable causes and will be ongoing issues. Clark will be working on the Budget for detailed discussion at our next meeting. We may need a special Board Meeting in October to finalize our 2020 Budget.

**Idea Pot:**

**Back Hauling Materials:** It was agreed that there are too many issues involved in pursuing this business to continue discussions on this.

**Tipping Fees:** It was agreed that an increase in fees should be a last resort and that we should do everything possible to discreetly encourage Contributions at the Cashier and TIOLI to cover our \$8,000 annual shortfall.

**Budget and Levy:** We need to review our processes and procedures regularly.

**Recycle Dogs:** Our Volunteers continue to do fabulous work. We can identify atleast \$3,000 in profits generated by their efforts in 2018.

**Public Comment:** Linda Noreen suggested that adding lighting to tables in TIOLI would greatly facilitate operations. She also thought making it easier to make donations at TIOLI was a good idea. In addition, she complemented the Staff and Board for the excellent quality of LSWDD Board meetings.

The meeting was adjourned at 2:50 pm. The next meeting will be on October 16, 2019

Respectfully submitted,

Larry Bailey, Secretary

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