

## **Lopez Solid Waste Disposal District Management Board Meeting April 17, 2024 (at the fire hall)**

**Present:** June, Cyndi, Pam, Rhea, Ross online; Staff: Justin, Ric, Sarah

**Call to Order, Introductions, & Approval of March 20th, 2024 Board Minutes- Pam:** Rhea moved to approve. Unanimous approval of motion.

### **Reports**

**District Management—Ric.**(see report for details)

Ric: - LSWDD generated income in March 2024 of \$47,221 and incurred expenses of \$76,219, leaving a deficit of \$28,998 for the month. Year to date income was \$122,168 and YTD expenses were \$146,018 for a YTD 2024 deficit of \$23,850.

The year to date reflects a deficit because of unanticipated and periodic expenses. Fuel bill will be reduced as the charge was incorrect. The budget is anticipated to even out eventually, unless there are unanticipated expenses. We ended March 2024 with \$101,806 in cash and \$260,000 in District Reserves, for a total of \$361,806.

Claims requiring board signature include:

- o LSWDD Claim 24010
- o LSWDD Claim 24011
- o LSWDD Claim 24012
- o LSWDD Claim 24013
- o March Payroll Claim
- o Claims will need your digital signatures (via Adobe Sign).

Rhea asked about Sunset expense office supplies. Ric will confirm what the expense was for.

Rhea moved and we the claims. Board voted with unanimous approval.

ILA - There is nothing new to report. Second meeting was held. The county asked if we wanted to lease the facility? It is unclear why we would lease the facility from ourselves. Also, the county stated no need for soil remediation. June will review the remediation report, although this is not a point for the property transfer.

**Facilities Operations, Monthly Bale & SWAC—Justin:** Justin updated the Board on the fire incident in March that occurred at the dump. He states the staff had a good response. The April Safety meeting was held last week. Do we need to message the public about what can not be put into trash? Perhaps we should add more signage. Sarah has signage on her action item list. She will include info and send to safety committee for review.

Simplified Pricing schedule will be put onto kiosk for consistency on pricing. Rate changes on ancillary items to be made in June. Recycling no changes. The Dump received a large amount of copper which is good news as this provides additional revenue.

Backhoe had a hydraulic leak which has been fixed.

Justin has completed EPA 6081 training, so now he is certified to perform refrigerant removal. It would be valuable to have a second trained person on staff.

Sarah is on staff now and doing awesome.

**Solid Waste Alternatives Project (SWAP)—Larissa/Sandy:** Larissa will be the SWAP contact to the Board. SWAP has one applicant for the Fashion Trashion show.

**Training, Education, and Outreach—Sarah:** Sarah is level setting volunteer needs for the Dump. Once the needs are understood, she will focus on recruitment. Reached out to David for supporting the volunteer appreciation event. June offered to host the event if David is not available.

Website is done.

GICU is this weekend.

Public education initiatives - ideas are dump tours

**Committees—**

Communications, Ross: Ross proposed committee prepare public communication on site expansion. Ric will coordinate with Kendra on communication.

Compost and Recycling - John coordinating tour for May.

Safety committee- June: Dumps risks in consideration: 1) Kids. Kids should stay in car at z wall. 2) People falling in dumpster. Have staff help. Make a slide? Raise slide idea with David.

**Public comment/Input:** No public comment

**Old business** - County said we could paint the service garage. Rhea suggested we work with the community to beautify the service garage after we take possession.

Budgeting - Revenue data for 2025 budget planning to be provided to board in a work session prior to may Board meeting.

**New Business** -

Hours - staff prefers we open dump at 10:00 rather than extend end hours to 4pm. The earlier open allows staff to close the dump earlier in the day which they prefer. Rhea says later open allows the working people to have a longer work day before needing to take debris to the dump. Justin will look at the transactions time stamp data on how busy we are at 3-4pm in the summers. If the data does not increase at the end of the day, the time extension will be in the morning.

Salary increases - will be discussed in the budget planning workshop.

Records and document mgmt - June suggested we have a cloud based document management system. Rhea would like a paper back up as well. Justin will put documents on Google drive. What do we want to retain and how long do we retain it? The Board will start a records management committee. Justin will start a Google drive location. Board members will send documents to the committee when the group is started. Pam will talk to members about who may be on the committee for the next meeting.

**Adjournment:** June moved to adjourn the meeting at 2:25pm with unanimous approval.

**Next Regular Board Meeting: May 15, 2024, 1-2:30 PM.**