**Lopez Solid Waste Disposal District Management Board Meeting March 21, 2024 (at the fire hall)**

Minutes are combined from Gene and Ross

Present: June, Cyndi, Pam, John, Gene (on the phone), Ross; Kat (on phone); Staff: Justin, Ric. County rep: Katie Fleming

**Call to Order**, Introductions, & Approval of January 17th, 2024 Board Minutes -Pam; Unanimous after motion and two corrections.

**Reports**

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

**Financial Updates – Monthly and YTD summary**:

**Summary:**

LSWDD generated income in February 2024 of $33,991 and incurred expenses of $32,598, leaving a surplus of $1,393 for the month. Year to date income was $74,947 and YTD expenses were $69,798 for a YTD 2024 surplus of $5,149.

Included in the packet are the following:

* •  February 2024 Monthly P&L
* •  February 2024 YTD P&L

We ended February 2024 with $130,751 in cash and $260,000 in District Reserves, for a total of $390,751.

District Manager’s Monthly Report

**Actions**

• **Claims** requiring board signature include:

o LSWDD Claim 24005
o LSWDD Claim 24006
o LSWDD Claim 24007
o LSWDD Claim 24008
o LSWDD Claim 24009
o February Payroll Claim
o Claims will need your **digital signatures** (via Adobe Sign).

**Updates: Personnel update**:

• We have hired Sarah Reeves as our new TEO Coordinator

**Site expansion plans:**

* •  Still working with SJC to craft new ILA
* •  No new news on transferring ownership of adjacent site

Other:

* •  AED device is now in place on site. Justin to organize staff training in its use.
* •  Evaluation of existing bin inventory condition for future repair / replacement schedule

 Rhea moved to approve. New teoc coordinator (Sara Reeves) starts tomorrow.

 **Facilities Operations, Monthly Bale & SWAC**—Justin: we’ve had many new customers that have needed instructions. 200 at TIOLI last Sunday, we were overloaded (indication of our growth); had to turn some folks away because of safety issues. Rhea: do we have contingencies for too many customers? Justin. Yes. Recycle signage is being redone. GICU April 20th. Hazardous waste May11; How about battery recycling? Justin: AA, AAA are garbage at present. Ric: alkaline batteries are trash. Only lithium are taken. Paintcare rep approved our storage practices. We regularly have a few people ask about re-use. Much discussion. Trailer at PW is being taken away, will be significantly disassembled on site.  All recyclable pieces will be separated out and suitably processed on site. Ross: we should photograph the process. **Justin will photograph.** This could be turned into a good communications story.Rachel has been recovering items from garbage and moving them to TIOLI, especially construction waste. Pam: do we need new space for such material? Ric: in the plans when we move. Rhea: we need to encourage construction companies to do this. Justin: we’re doing that, with some cooperation from construction companies. Much discussion, perhaps an article should be written to encourage separation, before it gets to us.

 **Solid Waste Alternatives Project (SWAP)**—Kat. See report. We have new officers, Sandy Bishop and Larissa are co-chairs; Michelle is new secretary. Julie-Ann stays as treasurer. Budget is done. Sandy and /or Larissa will attend these meetings. SWAP will provide treats for GICU.

 **Training, Education, and Outreach**— next month we will have a report.

 **Committees**

Communications, Ross: met, planning grid included in packet. 8 articles will be available next week. Ric needs to review. We need a subscription in LopezRocks for communications. Pam: is there a timeline for presenting these? Not at the moment. Which medium when and how? Facebook, Instagram, LopezRocks. Ric: Sara will likely guide us on this.

Strategic Planning: Pam-- June is looking into the state of our office.

 Compost & Recycle: John: re: composting, emailed Sally Martin at xx recycle, waiting to hear back. We should emphasize that doing compost reduces how much community pays for garbage, among other benefits. Skagit metal recycling field trip is being planned, for the beginning of some month. **John is on it.**

Safety Committee: Justin—we met. We inherited a plan and have copies of what other facilities have; these will be combined. Will meet again soon. Mike Higgins will be contacted as a possible outside member. June Coover is sorting through existing stored documents work, especially related to safety, and **will report back to the Board.**

**Public Comment / Input:**  none

**Old Business: none**

**New Business:**  Pam: as part of site expansion planning, analyzing raising revenue and how we’re going to do it. Ric and Pam are in the process of a thorough analysis of the budget, especially predictable revenue (levy and rates). We need data to make a decision on either, with many factors to consider. Thinking about looking ahead ten years. Discussion on rate changes and hour changes. Ric and Justin are looking at possible rate adjustments for large items (e.g, outboard motors). Katie Fleming reported that Orcas Transfer Station raised garbage tipping fees from $12 to $14 per can.

Cyndi Smith prompted Board discussion regarding the question: “What are we trying to disincentivize regarding what dump visitors may include in their garbage? Discussion included feasibility of staggered fees for garbage based on volume and type of material.

Board requested comm/pub committee develop comprehensive bulleted list of community benefits of our actions toward goal of zero waste.  The resulting document then informs operational decisions, communications, and outreach.

**Adjournment:** June moved, unanimous at 2:26.

Next Regular Board Meeting: April 17, 2024, 2:30 PM

Will be at the Fire Hall.