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

Present: June, Cyndi, Pam, John (on the phone), Gene, Ross; Staff: Justin, Ric,

**Call to Order**, Introductions, & Approval of January 17th, 2024 Board Minutes -Pam 1:05, Unanimous after Cyndi’s motion

**Reports**

 **District Management**—Ric. Due to SJC reporting delays, December and FY 2023 financials were not finalized in time for my last report, so I am including them here.

LSWDD generated income in December 2023 of $34,952 and incurred expenses of $41,450, leaving a deficit of $6,498 for the month. Full year income was $585,939 and full year expenses were $552,945 for a FY 2023 surplus of $32,944.

LSWDD January 2024 income was $40,956 and expenses were $37,201, leaving a surplus of $3,756.

Included in the packet are the following:

* •  December 2023 Monthly P&L & 2023 FY P&L
* •  January 2024 Monthly P&L

We ended January2024 with $129,358 in cash and $260,000 in District Reserves, for a total of $389,358.

District Manager’s Monthly Report

**Actions**

• **Claims** requiring board signature include:

o LSWDD Claim 24001
o LSWDD Claim 24002
o LSWDD Claim 24003
o LSWDD Claim 24004
o December Payroll Claim
o Claims will need your **digital signatures** (via Adobe Sign).

**Updates: Personnel update**:

• We are again actively recruiting for the TEO Coordinator position.

**Site expansion plans:**

* •  Working with SJC to craft new ILA
* •  Process of transferring ownership of adjacent site still ongoing

Other:

* •  New website design has gone live. Content updates currently underway.
* •  Ordered AED device for site

Pam: if we needed money for an expense, what would it come out of? Ric: both out of cash and reserve to maintain reserve. Justin—we will set up a date for AED training here at the fire hall. Anyone can get trained who wants to. We currently have 1985 truck problems, major hydraulic issue with cylinder for loading dumpster. The truck is inoperative; replacement parts are on order. Both units will cost $8-9k together. June: please explain the process for hiring a new TEOC person. Ric went through details and history. 20 hr/wk position. Volunteers save us $60k/yr in salary and benefits.

 Rhea asked about financials for January, numbers relative to budget. Ric: Was being reported seasonally and will probably return to monthly reporting.

 **Facilities Operations, Monthly Bale & SWAC**—Justin: volunteer training, Jessica has been doing it instead of TEOC; traffic through website. We have two new recycling volunteers, one new for TIOLI. Attended SWAC meeting on JAN 8th. Bottle deposit issue arose; we would have to provide 10 cents per bottle that we would have to pay if someone tried to do it through us. More likely would be handled by Village Market. It failed at the state level. Cyndi: Plastic film? Discussed, in progress. Contamination with food waste an issue. No changes in pricing of recyclables. GICU spring will Apr. 20; Hazard waste May 11. Pam: TEOC did GICU, haven’t decided who will lead but will soon. Pam—any news from TIOLI re: “problems.” Justin—things have been quiet, although we got a lot of new clothes and had to stop taking clothes for a while until we caught up with the backlog. Ric re: disruptive patron at TIOLI, issued a trespass letter barring the person for one year. Person issued FOIA requests. We did not have the information they requested. County gave us legal help and sample language. If we don’t have the information we don’t have the information. Drafted letter on the eleven FOIA points which has been sent certified mail. Machinery: container truck as per Ric’s report, David will fix. Backhoe is limping along with a hose replacement. Website is being updated. June: did TEOC run the website? Ric—some parts, both Ric and TEOC with input from Gary in the past.

 **Solid Waste Alternatives Project (SWAP)**—Kat. See report. They will meet soon. Cyndi: when is her last day. April first. **We should plan an exit/thank you party.**

 **Training, Education, and Outreach**—On Hold

 **Committees**

Communications, Ross—met once, strategized over future needs, especially financial; see the planning grid in the report. Have to prioritize the ideas and assign responsibilities. Ideas are welcomed. Will meet again in the next two weeks. Draft of overview flyer sent out. Cyndi—accessed Instagram account and posted to make sure it worked. Commingling post has been looked at by a dozen, composting looked at by 29 people. Name is “LopezSolidWorks” Next will be on picking up trash. Ric—need to coordinate with website. Justin—agreed. Pam—mini-flyer is available; **Ross will send draft to everyone for feedback. Will be distributed widely when finalized**. John is working on composting, has discovered more sources of material from other places. John—would like to visit Skagit River recycling facility and other places that are the destination of our products. It sounds like a field trip is in our future. **John will set up a tour. We need to post a diagram for where everything goes.** Cyndi—looked into lithium battery recycling**, will bring back info.** Justin—difficult to store lithium batteries because of fire hazard.Other types not a problem. We take all types, then separate. State is working on it too. June: how stored. Justin—in a container out of the sun. There is a service that recycles lithium batteries and other exotics but they don’t come to the islands yet.

Strategic Planning: Pam-- is being updated on an annual basis, to be reported in January.

 Compost & Recycle: discussed above.

Safety Committee: members needed, June is in the lead. Justin is on the committee.

**Public Comment / Input:** some confusion because of the change to in-person meeting. We are not required to provide remote access to meetings. Board members will get a zoom link when necessary. We need to improve the audio communication capability if we go to hybrid because the current situation is not effective. **Justin will work on improving audio for the future.** **June has volunteered to provide snacks.**

**Old Business**

 Glass Alternatives—update. Ric—went to Lopez sand and gravel. There’s plenty of room. MR Buffum would be willing to let us operate a glass crusher at his site. Lopez Redimix is interested in crushed glass if we provided it. Justin—we have a narrow window for sending to Orcas with respect to volume and transport because of ferry schedule. Ric called glass crushing eqpt manufacturer for costs and specs on appropriate building material. Don’t have all the info yet. Marketing opportunities are still not identified. Pam—Jane Fuller says that grants might be available for buying glass crusher when we have all our information in hand.

**New Business:** Justin is working on signs.

**Adjournment:** June moved, unanimous at 2:25.

Next Regular Board Meeting: March 20, 2024, 1-2:30 PM

Will be at the Fire Hall.