

LOPEZ SOLID WASTE DISPOSAL DISTRICT SPECIAL MANAGING BOARD MEETING

MINUTES

Approved 11/17/16

WEDNESDAY, NOVEMBER 9, 2016

LOPEZ FIRE HALL MEETING ROOM

3:00 PM to 5:00 PM

Board members present: Sandy Bishop, Bruce Creps, Judy Meyer, Tytti Langford, David Williams, Clark Johnson

Board member absent: Dan Post,

Others present: Facilities Manager David Zapalac, Linda Noreen

Sandy called the meeting to order at 3 PM, noting there were no requests for changes to agenda. The board expressed gratitude to Lopez voters for passing the levy request with 80% yes votes.

Tytti moved approval of the minutes from the October 20, 2016 regular meeting. The motion passed unanimously.

Management Committee: Judy moved that we approve the revised District Manager job description (see Appendix 1), that we place an ad for the position in the Weekly, and that the revised version of the article be submitted to the Weekly. All those attending this meeting were provided an opportunity to comment on this motion. After a brief discussion it passed unanimously. Sandy and Judy will work on getting the ad and article posted and in the paper.

Bruce moved the following: We will open the District Manager position with pay at \$25.75/hour, for 20 hours/week, with 40 hours/year paid vacation, and it is PERS eligible. The position will start ASAP and it will be opened until filled. The Management Committee will send all applications to the Board in addition to their recommendation as to whom should be interviewed, and the Board and staff will conduct interviews on December 7. The motion passed unanimously.

2017 Budget: Bruce presented a draft budget for 2017 and described how each of the figures was determined. Members asked questions and provided suggestions. This budget will draw down our cash reserves, but they will remain adequate to support expenses for 3-4 months, which is the amount that the Board initially determined was needed. We considered using available cash to pay off the truck before 2018, but decided not to. One principle discussed was that by lowering the levy this year, we have passed on the benefit to landowners but not to those who pay tipping fees. However, the Board has never raised the tipping fees, which are lower than before local control, and therefore the Board has passed on benefits to those paying tipping fees. The Board considered whether to incorporate accepting credit cards into this budget. **Judy moved that the Board generally approves the proposed budget as written, but delays final budget approval until the November 17 meeting, thereby giving Gary an opportunity to provide the Board with a clear plan for the budgetary and logistic requirements for accepting credit cards. The motion passed unanimously.**

Board transition planning: Bruce agreed to send to the Board the District Manager position description with notations as to the duties he will continue to perform until the position is filled. He would prefer doing this rather than trying to train another person for the interim. He will also send the Board a list of what and when things need to be done. Clark proposed using Wiki's for organizing our policies and making them readily available. He and David W will work on this. All Board members were reminded of the need to recruit new Board members. The management committee will be sending out a draft of a Board recruitment policy, which can be discussed at the next Board meeting.

The meeting was adjourned at 4:55 PM. Next regular board meeting is November 17, 2016.

Respectfully submitted,

Judy Meyer,
Secretary
judym@lopezsolidwaste.org

Appendix 1 (See next page)

Lopez Solid Waste Disposal District (LSWDD)

Starting wage: \$25.75

20 Hours per week

JOB DESCRIPTION

Adopted November 9, 2016

Position Title: LSWDD District Manager

Reports to: LSWDD Managing Board ("Board")

BASIC FUNCTION: The District Manager provides leadership and guidance to advance LSWDD's mission; serves as Board liaison; fosters a collaborative work environment; supervises staff as detailed below; manages the financial, legal, and regulatory affairs of LSWDD; ensures all accounting and reporting is done in an accurate, timely, and auditable manner; ensures all county, state, and federal laws and regulations related to employment, financial reporting, and public records are adhered to; and is responsible for community, business, and agency relations, program and project development, and strategic planning. Work is performed independently under the general direction of the Board, referring unusual or sensitive issues to the Board for resolution.

MINIMUM QUALIFICATIONS: Significant and relevant management experience, with a solid background in accounting and finance, and an ability to think analytically and strategically. Passion for the achievement of LSWDD's mission, and for the culture of community engagement that has given rise to the Lopez Island Dump. Proficient with computers and software. At least three years' experience in some phase of waste management; or any equivalent combination of education, training and experience which demonstrates the ability to perform the principal duties of the job. Able to present a positive, professional image to the public, and to maintain positive, effective working relationships with staff and volunteers. Must have successfully completed Washington's HAZWOPER Certification or be willing to get certified within 6 months, if requested by District. Must have a valid Washington State driver's license and good driving record, a personal history suitable for bonding to handle cash, and, if requested by District, the ability to obtain within six months of employment a current first aid card including CPR training (at District's expense).

PRINCIPAL DUTIES:

1. Leadership. Prepares information, analysis and leadership to the Board so that it may: set goals; adopt long-range plans, annual work plans, budgets, and policies; authorize contracts, and otherwise govern the District.
2. Supervision. Supervises Facility Manager to ensure his/her Principal Duties are carried out fully, including setting and evaluating annual work plans and assuring that Facility Manager has the tools, systems, training and support necessary to be efficient and effective. Supervises staff and volunteers in non-operations work, including PR, IT, accounting systems, and volunteer and outreach programs. Delegates to Facility Manager all supervision of staff and volunteers related to operations and on-site work, as detailed in Facility Manager job description. In Facility Manager's absence, supervises staff and volunteers in operations and on-site work.
3. Staff. Hires and disciplines staff; annually evaluates Facility Manager; collaborates with Facility Manager to evaluate all other staff; reports to Board any such activity. Makes recommendation to Board for: new positions, job descriptions, pay and benefits,

and termination of staff. The Board is responsible for hiring, managing, evaluating, disciplining, and terminating the District Manager.

4. Accounting and finance. Manages accounts payable, accounts receivable, payroll, general ledger, cash flow, reserves, and capital and operational financial needs. Manages reporting of payroll, paid-leave time, pay rates, overtime, retirement, other payroll benefits, and volunteer hours. Creates monthly financial statements, reconciled with county records. Ensures financial and governmental reporting is timely and accurate. Prepares annual budget for approval by Board and LSWDD Governing Body, and monitors performance relative to the budget. Oversees reporting and reimbursement of weed, litter, and other such programs.

5. Taxes. Makes recommendation to Board and to LSWDD Governing Body for annual levy; ensures all deadlines are met and levy-resolution form and certificate are filed. Files DOR reports in timely manner and ensures all refuse, use, business and occupation, and other applicable taxes are reported and paid. Tracks and reports on excise tax revenue; makes sure all amounts due are received on time.

6. Debt. Secures and manages indebtedness as needed, subject to Board approval.

7. Audit. Ensures compliance with county auditor, county treasurer, and state auditor rules and regulations. Provides records and other information to facilitate any audits. Files annual report with state auditor.

8. Grants. Explores and makes recommendation to Board on viable grant opportunities. Tracks and reports on grant activity to ensure compliance with and payment from grantor. Keeps records as required for any grant audits.

9. Insurance. Secures adequate, cost-effective insurance to meet LSWDD, county, and other requirements (e.g. grants, contracts, leases). In collaboration with Facility Manager, assesses and manages risks to eliminate or minimize liability.

10. Records. Ensures all records are kept and filed in compliance with county and state codes and public-records laws. Responds to public-records requests in a timely, informative, and professional manner.

11. Expenditures. Advises staff and board on purchasing and vendor requirements, so that purchases comply with auditor requirements. Approves non-operations expenditures based on annual budget, policy, or other Board direction; delegates to Facility Manager approval of operations expenditures as outlined in Facility Manager job description.

12. Spokesperson. Serves as an effective spokesperson for the organization to public agencies, elected officials, businesses, community organizations, and the general public.

13. Public relations. In collaboration with staff and/or committees, works on events that promote LSWDD or educate the public. Oversees all PR including written, web, press release, and articles. Collaborates with staff to maintain an enthusiastic group of volunteers.

14. Liaison. Monitors local, state and federal governmental initiatives related to LSWDD's mission and represents LSWDD's interests to government officials including the LSWDD Governing Body. Serves as primary staff contact to county treasurer, auditor, and other county and state offices. Serves as liaison between the Board and staff and volunteers.

15. Facilities and programs. In collaboration with Facility Manager provides input to the Board regarding: ongoing facility design; operations alternatives that reduce cost or improve performance or service; program or fee changes; capital improvement needs; and equipment and materials selection. In collaboration with Facility Manager manages budgeting, planning, work schedules, and implementation of new services or facilities. Reports significant operational, cost, staff, and facility issues to Board.

16. Contracts. Negotiates all LSWDD contracts and agreements, subject to Board approval.

17. Permits. Oversees permitting and compliance processes with county, state and federal agencies.
18. Information technology. Makes recommendations to Board for new or revised information technology.
19. Policy. Makes recommendations to Board on new or revised policy; organizes and maintains up-to-date policy manual.
20. Correspondence. Refers any significant correspondence to Board, with recommendations when applicable.
21. Meetings. Works with the Board Chair to develop meeting agendas. Advises Board and staff on compliance with Open Public Meetings Act. Ensures all meeting notices are duly given, and serves as custodian of all District records. Provides staff support to committees.
22. Delegation. Keeps Board apprised when any duties above are delegated to staff. When duties overlap with Facility Manager or other staff duties, both parties will collaborate on any actions; final responsibility rests with District Manager.

PHYSICAL AND MENTAL REQUIREMENTS. Must be effective at giving, receiving, and understanding written and oral communication and instructions. Must be able to present information and direction to the Board, staff, customers, agencies, and the public, clearly and effectively. Requires the ability to think strategically and analytically, to plan and manage effectively, to offer vision and guidance, and to safeguard the financial, physical, and human resources of LSWDD.

It is desirable but not essential to be able to serve as backup for Facility Manager, with requirements as follows: On-site work requires frequent standing, walking, sitting, climbing, bending, and twisting. Must be able to frequently lift, lower, push, and pull up to 50 lbs. Must be able to carry objects with both hands and arms, and to use and care for hand tools, mower, backhoe, and other equipment. Requires the ability to shovel and rake materials at facility.

WORKING CONDITIONS: Work generally performed in an office or at facility pay station. Must be able to attend meetings, at various hours and days, with the public, government, or businesses. May require work on weekends and some holidays.

If working on site as Facility Manager backup, conditions are as follows: May involve strenuous work out of doors for extended periods of time in all weather conditions. Facility may not include running water. Exposure to solid waste, odors, fumes, dust, and various debris. May be required to occasionally wear boots and gloves, face shield, hearing protection, and particle mask. Preventive tetanus and hepatitis A&B inoculations recommended at District's expense.