



May 11, 2023
4:00 PM at the Community Center & Zoom
ADOPTED WORKSHOP MINUTES

D.Burnham, B.Evans, S.Malinowski, B.Stern in person; K.Stevens on Zoom

1. Interim Updates:

- 5.9.23 special meeting recap
- Station Update
- Staffing
- Management
- Station Incident Response
- Composting Program
- Buffer + Museum Path
- Budget 2024
- Bids & Contracts
- Website

2. Feedback Minutes 4.27.23

3. Feedback Agenda for 05.25.23 Meeting

1. Interim Updates:

a) 5.9.23 recap: There was discussion regarding how to best capture the contents of the emergency 5.9.23 meeting that the employees called to discuss pressing concerns about Commission-Employee relations. It was agreed to ask the employees to provide the Commission with a bullet point set of key points by the 05.25.23 meeting.

b) Station Update: Dick was unable to provide a station update because he was covering at the Compost Station. (Annette was out, Danielle was covering at the Transfer, Everett was in the Office).

c) Staffing/Management: It was agreed to request our employees work together to craft a management structure that they all agree to accept for the summer of 2023 and to provide this information to the Commission by the 5.25.23 Meeting, bearing in mind certain parameters. -the team/designated Management will be responsible for a monthly station update presented at the monthly workshops (10-12 at the Community Center, the 2nd Tuesday of the month) by a designated Commissioner Liaison or Manager. Contents of the updates will vary and may include responding to specific requests from the commission, operational status reports, facilities challenges, HR issues, suggestions for improvements, etc.

-the team/designated Management will foster a station-wide awareness of Budget constraints - recognizing the Taxpayers are the “owners”, the Commission is responsible to the Taxpayers, and Management/the Team is responsible to the Commission.

-the team/designated Management will keep the District’s 2023 Strategic Plan (effective Management, expanded Compost Program, Data Collection + Public Outreach) in focus as key priorities.

-the team/designated Management will be responsible for deploying the existing staff, bearing in mind there is no structural overtime and no increase in payroll. Hiring/firing remains a Commissioner responsibility, with input from management. (Note: Bob will circulate an OT policy for the Commission to consider in advance of 5.25.23 Meeting.)

-Capital expenses and other large purchases remain a Commissioner responsibility, with input from the team/designated Management.

-Employee-Commission Communication: This will transfer from the Employee Liaison to a Commission Liaison or Manager who will be responsible for engaging with the station team and working to resolve HR issues internally. They will also ensure the Commission’s priorities are communicated to the team and the team’s concerns and requests are heard and responded to in a timely way by the Commission.

Note: The Employee Liaison plays a key role in the current handbook by providing a separate channel for employees to express any concerns they have outside the regular chain of command. While this resource must remain available, employees are encouraged to work things out internally through the team/designated Management where possible. Where not possible, the team is encouraged to communicate directly to the Commission in writing. They will have access to an online form where their concerns can be submitted anonymously. This is intended to ensure accuracy and accountability while minimizing potential for retaliation.

c) Station Incident Response: There is a response letter available for edits in google drive. Bob thought the message could be softened and will provide an alternative letter by email in advance of the 5.25.23 meeting.

d) Composting Program: All 5 Commissioners support the 2023 Strategic Goals of which expanding composting is one of the three pillars. David shared that FIWMD has been awarded a \$10,000 grant to help with expanding our compost program. All agreed this was wonderful news. Discussion of possible next steps include having Earthcare Farm expert come to our station and consult with us about our program; use of the 3-yard dumpsters to collect food scraps at both TS and CS Stations to boost reduce the “ick” factor of handling the smaller bins and encourage more participation; and reaching out to contractors about their possible Involvement in a bucket swap program.

e) Buffer and Museum Path: Kate and Sarah met with Megan Raymond of the Museum to walk the CS property and discuss a potential conservation easement. Megan had myriad observations that will be shared in detail at another meeting. They were told it would help facilitate discussion at the Museum's upcoming Memorial Day meeting if we provided a site plan/satellite photo/survey with a rough idea of what our functional operational envelope would be. The team/designated Management and Commission can work together to determine that area. Another suggestion was to go ahead and mark that operational boundary with monuments (boulders) now as well as extend the pallet fence towards the sealed bunker to help visualize and protect the operational envelope and where the plant buffer between us and the community is planned. Re: the buffer, after delineating the area, removing vines and the Trees of Heaven was the suggested as the next logical step perhaps this spring/early summer,, followed by interplanting this fall. Since our staff is fully occupied with other tasks, this buffer work may need to be outsourced, possibly through a partnership with the Conservancy.

f) Budget: Schedule for completing the 2024 Budget is placed on the 5.25.23 Meeting Agenda.

g) Bids & Contracts: Bob, Kate & Beth have initiated comparing last year's SCRRA contract with this year's. Bob will review closely and make a recommendation at the 5.25.23 Meeting.

h) Website: Beth will ask Beth Jepson to update our website ASAP.

2. Feedback Minutes 4.27.23: the Commission is asked to review the draft in the 05.25.23 meeting folder for edits and to review their individual commitments to prepare for an efficient meeting on 05.25.23.

3. Feedback Agenda for 05.25.23 Meeting: the Commission is asked to review the draft in the 05.25.23 meeting folder for edits in advance of the 05.25.23 meeting.