



**ADOPTED MEETING MINUTES**

**January 25, 2024**

**10:00 AM–12:00 PM**

**Community Center & Zoom**

**Commissioners Present:**

D. Burnham, *Chair*

G. Murphy, *Treasurer*

S. Malinowski, *Secretary*

K. Stevens, *Employee Liaison*

M. Doyen, *Community Liaison*

**Staff Present:**

B. Stern, *Business & Administration Manager*

E. Maggs, *Interim Manager*

The meeting began at 10:00 AM.

**1. Executive Session**

**S. Malinowski motioned to enter Executive Session to discuss 2024 compensation, future staffing needs (flextime/remote work), the Casella proposal (if time), and Commissioner evaluations (if time).**

**G. Murphy seconded the motion, which carried unanimously.** The Executive Session began at 10:06 AM. Staff members were not present during the Executive Session.

**A motion by M. Doyen to exit Executive Session was duly seconded by S. Malinowski and the motion carried unanimously.** The regular meeting recommenced at 10:59 AM. Staff members joined the meeting.

**S. Malinowski motioned to give Employee #25 a \$5 per hour raise to reflect their new job title as Assistant Manager and an additional \$5 per hour stipend for the duration of their duties as Interim Manager, and furthermore to give Employee #s 20, 15, 16, 64, 70, and 35 a 3.2% raise based on the 2024 cost of living allowance. G. Murphy seconded the motion, which carried unanimously.**

**2. Additions to the Agenda**

There were no additions.

**3. Minutes**

Discussion ensued about a minor amendment to the 01/04/2024 minutes. Amendments are kept on file and available to the public upon request.

**A motion by S. Malinowski to adopt the 01/04/2024 minutes as amended and the 01/11/2024 minutes as presented was duly seconded by K. Stevens. The motion carried unanimously.**

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**A motion by S. Malinowski to batch adopt the following minutes was duly seconded by K. Stevens: 07/13/2022, 09/12/2022, 10/24/2022, 11/14/2022, 03/09/2023, 05/11/2023, 06/08/2023, & 07/13/2023. The motion carried unanimously.**

**4. Financials:**

**a. Bank Reconciliations**

A brief discussion ensued about some anomalies, which G. Murphy said he would review with B. Stern before the next meeting and report back to the Commission. G. Murphy also noticed a missing liability and property insurance bill, and said he would look at the policy term to confirm the bill before the next meeting.

**b. Payables**

There was brief mention of the cost for transporting the backhoe back to the Island after it is repaired. Overall, recent estimates for machine repairs had been fairly accurate. Two months' worth of Oxford Health insurance was reflected.

**A motion by G. Murphy to approve the payables was duly seconded by M. Doyen. The motion carried unanimously.**

**c. Transactions of the Month**

No comments.

**d. Payroll Report**

No comments.

**e. P/L Reports**

No comments.

**f. Transfer Funds**

**A motion by S. Malinowski to transfer \$30,000 from the investment account to the checking account was duly seconded by G. Murphy. The motion carried unanimously.**

**5. Reports:**

**a. Station Updates**

E. Maggs' report was available in the Google Drive. The backhoe back-up alarm and some rewiring were the only things that awaited repair on the backhoe. E. Maggs anticipated that the repair would be complete later on the date of this meeting.

To date since October 12, 2023, 71 cords of wood were split. The Commission discussed whether and when to repair or replace the log splitter. There was general agreement to wait and see what happens

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with the wood chipper before deciding to make an investment. E. Maggs agreed to create a list of what is lacking for the log splitter.

Discussion turned to a recent visit from a fire inspector for the insurance company to check the wood grinder, which had been inoperable since December, so a claim was made. Initially, they had a hard time getting someone to come to the Island for the inspection. The fire inspector visited the Island the week before this meeting and believed that the grinder could be repaired, but the insurance company was also considering totaling it (it is 10 years old). No decision was made as of the date of this meeting, but a decision was promised to B. Stern within a few days.

The Commission discussed whether the same person who repaired the backhoe could also work on the log splitter. E. Maggs was unsure but agreed to ask. There was more than enough firewood inventory to keep splitting, though there were some bigger pieces that required more chainsaw work.

E. Maggs learned that it would likely cost more to repair the log splitter than to buy one new. A new machine (under \$40,000) would be safer and could be run by two people. Discussion ensued about the size of the logs that staff are working with, and it was suggested that it would be worth triaging the wood pile so the timber splitting is more efficient and safer. The Commission agreed to try providing cord wood for free during the winter months (October–March) to help keep houses warm, but to charge for the wood in the summer (April–September), when it is used a lot for beach fires. The Commission also agreed that the crew should not stop processing cord wood just because there is enough, but should continue splitting and storing for seasoning. E. Maggs reported that there was enough inventory for his crew to keep splitting wood for a few more Saturdays, but not throughout the spring. It was mentioned that landscaping crews would start dropping off more wood again soon as the season begins. E. Maggs agreed to prepare a report for the February 1 meeting on how he recommends creating, storing, and selling cord wood inventory from April–September. The Commission listed some important next steps for E. Maggs to consider:

- Create a plan to make wood splitting safer.
- Create a plan to sort wood for grinding versus processed as firewood.
- Start creating inventory for April–September cord wood and a plan for sales.

The Commission also discussed an estimate for work to the waste oil furnace in the shop. The estimate included the three-walled pipe and repairing ceiling sheetrock (would require a carpenter). The estimate did not include repair of the window. The Commission discussed whether one company could do all of this work, versus several different companies to address each component. A third bid is required if the cost is over \$3,000. E. Maggs reported that the waste oil furnace is running and is turned off at night. E. Maggs also mentioned repairs needed to the roof/ceiling of a shed at the Compost Station but when he inquired with companies, no one wanted to take on that small of a job; E. Maggs would contact the company who initially agreed to the job and cancel since they never came to complete the job. G. Murphy agreed to contact Skyline Custom Carpentry, who he thought could finish the roof job in a few hours. E. Maggs said he would seek the remaining bids necessary for the totality of the remaining work.

#### **b. Tub Grinder**

Evergreen had not replied to D. Burnham's question about a daily rate for tub grinding. It seemed that the District would not likely have its own grinder back in operation in the near future, so a different strategy was needed. The Commission agreed that it would be most cost effective for one person to

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come to the District once annually to process a large pile of brush that is not suitable for firewood processing.

**c. Incident Reports**

There was a very brief discussion of how to formalize this process. K. Stevens and G. Murphy said they would work on this, as there was variance in how to handle employee or mechanical issues that would normally be reviewed by a manager. This can be a helpful tool to get feedback from staff and keep track of work. G. Murphy said he would work to simplify this process.

**d. Manager Recruitment**

The Commission spent some time discussing applications received for the manager's position and discussed the varying degrees of experience amongst the applicants. K. Stevens drafted various reply emails depending on the status of the application, and incorporating S. Malinowski's idea to send follow-up questions to the most promising candidates. The Commission discussed the best time to end the search and move on to hiring. K. Stevens would be reaching out to local waste management/recycling organizations for input and M. Doyen contacted many masters degree programs.

The Commission agreed that the Subcommittee (K. Stevens & M. Doyen) should recommend which candidates to send the follow-up questions (based on ranking of experiences/qualifications) and make that recommendation to the whole Commission for review. The Subcommittee was asked to try to narrow the list to 3–8 candidates for the whole Commission to review by the February 15 meeting.

**e. Job Description/Title Review**

It was decided to adjust an employee's job title to match the work they are actually doing. The Commission agreed it was apt to review all employees' job descriptions to ensure they are accurate to the job tasks they are being asked to perform. There was mention, however, that all employees should have "other duties as assigned" listed in their job descriptions to cover other tasks that could arise.

**f. Commissioner/Employee Lanes**

The Commission approved B. Stern working from home on Fridays for a trial period of three months, after which she would report to the Commission as to whether the change was effective.

**g. Commissioner Training/New Commissioner Onboarding**

No comments due to limited time.

**h. Minute Taker Scope/Responsibility/Other Projects**

The Commission briefly discussed the need to adjust the Minute Taker's job description to better reflect other projects the Commission has asked her to take on. K. Stevens, B. Stern, and K. Kibler would review the job description together.

**i. Open Meeting Law**

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The Commission briefly discussed the timeline to post minutes to the website. It was agreed that the Commission would (only) vote to approve minutes during monthly workshops, so that the minutes can be posted within the two week statutory deadline.

**6. Upcoming Agendas**

The Commission agreed that the February 1 meeting would be one hour only, from 10:00 AM–11:00 AM.

**7. Adjourn**

The remainder of the agenda was tabled due to limited time.

**A motion by S. Malinowski to adjourn the meeting was duly seconded by G. Murphy and the motion carried unanimously.** The meeting ended at 12:07 PM.

Respectfully submitted by,  
Katie Kibler, Minute Taker  
January 30, 2024

All Commissioners were provided with the opportunity to suggest clarifying edits for accuracy.

Respectfully revised by Katie Kibler on January 31, 2024 and February 1, 2024