

Lopez Solid Waste Disposal District Management Board Meeting

<p>The Managing Board of the Lopez Solid Waste Disposal District will hold its regular monthly meeting from 9:00-10:30 AM on Wednesday, October 16, 2024</p> <p>Location: Lopez Island Fire Station Conference Room</p> <p>The meeting agenda will be posted no later than the Monday before the meeting at www.lopezsolidwaste.org/officialdocuments.</p>	<p>WEDNESDAY</p> <p>October 18, 2024 9:00 to 10:30 AM</p>
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AGENDA*

- 1:00 **Call to Order, Comments, & Approval of September 18, 2024, Board Minutes -Pam**

- 1:10 **Reports**
 - District Management--Ric
 - Facilities Operations, Monthly Bale & SWAC—Colby
 - Solid Waste Alternatives Project (SWAP)—Larissa/Sandy
 - Training, Education, and Outreach—Sarah
 - Committees—Communications, Strategic Planning, Compost & Recycle, Safety

- 1:50 **Public Comment / Input**

- 2:00 **Unfinished Business**

- 2:15 **New Business**

- 2:30 **Adjournment**

Next Regular Board Meeting: November 20, 2024, 9:00-10:30 AM

*Times indicated are subject to change

Sept 18, 2024 LSWDD Minutes

Present: ross, pam, gene, june,: staff: ric, Sean, Sarah; public: Dan,

Call to Order at 9:17

Approval of August minutes: approved unanimously

Reports:

District Manager's Monthly Report : Ric has explored alternative accounting firms to replace the county, now that the county will no longer provide accounting services. See below. Pam: re capital improvements coming out of the levy. Is it an option or requirement? Please clarify. Ric read: rcw8.12.180, sections g and h re excise tax which states that fees collected etc are used for operations, capital improvements, etc. RE: lease, we will have to pay it. And until PW permanently vacates site, we can't use it. Plus they need the fuel tank for pw, school district, and sheriff. Wording on the lease is ambiguous, especially since the county "pays" for site with county funds, not levy funds. New expenses are under consideration and we are trying to get legal advice. We still have an ongoing and increasing problem with safety that the move to PW would solve.

Financial Updates – Monthly and YTD summary:

Summary:

LSWDD generated income in August 2024 of \$53,397 and incurred expenses of \$72,293, leaving a deficit of (\$18,906) for the month. Year to date income was \$406,777 and YTD expenses were \$401,264 for a YTD 2024 surplus of \$5,513.

Included in the packet are the following:

- August 2024 Monthly P&L
- August 2024 YTD P&L

We ended August 2024 with \$131,168 in cash and \$260,000 in District Reserves, for a total of \$391,168.

District Manager's Monthly Report

Actions

- **Claims** requiring board signature include:

- LSWDD Claim 24024
- LSWDD Claim 24025
- LSWDD Claim 24026
- LSWDD Claim 24027
- LSWDD Claim 24028
- August Payroll Claim
- Claims will need your **digital signatures** (via Adobe Sign).

Site expansion plans:

- Finally received word from SJC on their position regarding ILA & near-term plans for expansion:
 - They believe that our excise tax collections should be used for capital improvements
 - They believe they are allowed to require a lease payment for the LSWDD site
 - They have decided that until PW permanently vacates the adjacent site, we will NOT be able to use any part of it. There is currently no realistic plan (or budget) for PW permanently vacating the site, so for all practical purposes, the site expansion idea is dead.

- **Staffing**

- Added one on call employee with a focus on TIOLI. Still recruiting for Ops Ass't on call candidates.

Facilities Operations, Monthly Bale & SWAC – Sean: No major changes in recycling other than a drop in aluminum prices. Numbers of cars through dump about the same, fewer cars in the past two weeks. Labor Day was a circus. Lopez Freight has been having vehicle problems but Pete is hoping this can now be resolved. We're getting more construction waste. We've banned an off-island firm who has been dumping construction waste on the ground. We're hoping to hire more staff; Mary is coming on to TIOLI. Bucket on back-how had to be welded.

Solid Waste Alternatives Project (SWAP)— Trashon Fashion is next week.

Training, Education, and Outreach—Sarah: GICU is this weekend. Ric: any feedback on levy posting? They are being handed out at the Dump. Batteries that we can't recycle go to "CalltoRecycle." We will have a separate receptacle to drop these off, probably next to the existing drop-off locale. The plan and site have to be specified before we publicize this. Sarah will work with Sean on this. **Sean will develop the receptacle.** We've been accumulating pictures of objects dropped off at TIOLI in the past.

Committees—

Communications, Strategic Planning: ongoing

Compost & Recycle, Safety : John, see report.

Public Comment / Input : Dan's name is not on our website due to a mistake in the transition to the new website, but this will be corrected.

Unfinished Business: none

New Business: none

Adjournment at 10:03, unanimous

Next Regular Board Meeting: Oct 16, 2024, 9:00-10:15

Financial Officer's Report – September 2024

Financial Updates – Monthly and YTD summary:

Summary:

LSWDD generated income in September 2024 of \$58,333 and incurred expenses of \$51,282, leaving a surplus of \$7,051 for the month. Year to date income was \$465,110 and YTD expenses were \$452,546 for a YTD 2024 surplus of \$12,564.

Included in the packet are the following:

- September 2024 Monthly P&L
- September 2024 YTD P&L

We ended September 2024 with \$138,219 in cash and \$260,000 in District Reserves, for a total of \$398,219.

District Manager's Monthly Report

Actions

- **Claims** requiring board signature include:
 - LSWDD Claim 24029
 - LSWDD Claim 24030
 - LSWDD Claim 24031
 - September Payroll Claim
 - Claims will need your **digital signatures** (via Adobe Sign).

Site expansion plans:

- Nothing new to report
- Staffing
 - Still recruiting for Ops Ass't on call candidates.

Lopez Solid Waste Facility Manager's Monthly Report

Date Issued: Oct. 11, 2024

SAFETY

Q4 Goals:

Recruit and train on call volunteers to monitor traffic control and provide guidance at the drop boxes in the Z wall dumpster area. We occasionally need help with parking control in the lower TIOLI parking area. This will enhance safety around the dumpsters and in front of TIOLI. This is especially needed if we are short of operator staff. Merv Coover is the first recruit for this function.

GENERAL

OPERATIONS/ONGOING ISSUES: Getting up to speed on the responsibilities of being Facility Manager. David Zapalac is providing refresher guidance in once-a-week sessions.

Working with staff to be more cross functional:

- Plan to have additional employees trained to operate the payment kiosk.
- I have been training Merv Coover to help open and close the facility, as well as baling.
- Jessica is going to train Rachel and Sara to operate the payment kiosk.
- I am in discussion with Mary Coffey about learning the Operator position and baling. She said she could be on call.
- We have one person interested in applying for the on-call operator position.

I need to designate an Assistant Manager. I also have a staff meeting planned for this month.

PRICES

Month(s): July -August 2024

ITEM	PRICE PER	PRICE CHANGE
Baled Cardboard	\$5.00 per Ton	Unchanged
Aluminum Cans	.48 per LB	Unchanged
Mixed Paper	-.95 per Ton	Unchanged
Bulk Appliance	\$55.00 per Ton	Unchanged
#2 Copper	\$3.05 per LB	unchanged
Yellow Brass	\$1.85 per LB	Unchanged

Colby White

Facilities Manager

(425) 248-1647

colbyw@lopezsolidwaste.org

LSWDD Board Meeting

October 2024

TEOC Report

Volunteer Program

- Six new volunteers trained within the last month! Patty, Judy, Joanna, Carolyn, Susan, and Stewart. One seasonal (Patty) and one re-trained after several years' absence (Susan). Four interested primarily in TIOLI; two in the Recycle Plaza.
- Save the date for our winter volunteer appreciation event: Thursday, December 5. Working with SWAP on budget, capacity, and event plan.
- In progress: Refreshing volunteer training documentation & creating a volunteer resource packet with FAQs about recycling, including “what goes where” and to help with responding to common customer questions, i.e. battery recycling, noxious weeds, and PaintCare. Will also work with site staff to refresh on-site volunteer responsibilities/checklists.

Community Outreach

- Great Islands Clean-Up (September 21)
 - 36 participants; 3 on-site volunteers
 - 222 lbs of litter picked up; 58 pounds recycled
 - 30 miles of beach and roadway
 - Shared volunteer program info at the event and in the follow-up email; currently working on scheduling a training with one participant
- Facebook
 - 6 posts
 - Average reach per post: 278
 - Most engagement: TIOLI volunteer recruitment graphic
- Instagram
 - 14 posts
 - Most engagement: “Neil’s Mall” t-shirt
 - +10 followers
- September Email
 - Gratitude for GICU, Trashion Fashion, and Recycling/TIOLI volunteers; information about recycling programs
 - 393 opens
- Up-to-date Noxious Weeds signage received from SJC & posted on-site

LSWDD
Profit & Loss Budget vs. Actual
September 2024

	Sep 24	Budget	% of Budget
Income			
Recovery of Credit Card Fees (369.91.00.0000)	583.77	568.00	102.78%
Tax Levy Revenue (311.10.00.0000)	2,205.83	9,180.00	24.03%
Timber Harvest Tax Revenue (317.40.00.0000)	0.00	1.00	0.0%
Excise Tax Revenue (318.45.00.0000)	13,417.39	8,743.00	153.46%
Garbage Tip Fee Revenue (343.70.00.0000)	36,017.85	29,725.00	121.17%
Recyclables Sales Revenue (343.70.00.0001)	2,250.28	1,124.00	200.2%
Recyclables Tip Fee Revenue (343.70.00.0002)	1,485.00	1,065.00	139.44%
Investment Interest, LGIP (361.11.00.0000)	1,067.92	874.00	122.19%
Donations (367.00.00.0000)	13.60	83.34	16.32%
Cash Over (Short) (369.81.00.0000)	-2.88	1.37	-210.22%
Refuse Tax (386.37.00.0000)	1,294.20	1,117.00	115.86%
Total Income	58,332.96	52,481.71	111.15%
Gross Profit	58,332.96	52,481.71	111.15%
Expense			
Training (537.00.41.0002)	0.00	96.84	0.0%
Paid Family Medical Leave (537.00.20.0012)	147.58	124.00	119.02%
Wages (537.00.10.0000)	27,206.45	32,618.00	83.41%
FICA (537.00.20.0001)	2,136.39	1,833.00	116.55%
L&I (537.00.20.0002)	797.35	917.00	86.95%
Retirement (537.00.20.0003)	2,057.79	2,250.00	91.46%
Medical Benefits (6675.537.00.20.0006)	1,433.97	1,333.00	107.58%
Personnel Benefits (537.00.20.0009)	135.00	62.00	217.74%
Office & Operating Supplies (537.00.31.0000)	0.00	422.00	0.0%
Fuel (537.00.32.0000)	0.00	1,079.00	0.0%
Small Tools & Equipment (537.00.35.0000)	0.00	44.75	0.0%
Accounting and Professional (537.00.41.0000)	0.00	208.42	0.0%
Advertising and Public Outreach (537.00.41.0001)	0.00	46.25	0.0%
SJC Admin. and Legacy Fees (537.00.41.0099)	0.00	5,000.00	0.0%
Communications (537.00.42.0000)	226.89	430.00	52.77%

LSWDD
Profit & Loss Budget vs. Actual
September 2024

	Sep 24	Budget	% of Budget
Travel (537.00.43.0000)	0.00	55.75	0.0%
Taxes, Other (537.00.44.0000)	572.01	644.00	88.82%
Rentals and Leases (537.00.45.0000)	230.00	230.00	100.0%
Insurance (537.00.46.0000)	0.00	1,313.67	0.0%
Utility Services (537.00.47.0000)	116.01	158.38	73.25%
Garbage Tip Fees Paid (537.00.47.0001)	10,042.42	9,528.00	105.4%
Garbage Transportation Exp. (537.00.47.0002)	1,940.55	2,242.00	86.55%
Recyclables Transportation Exp. (537.00.47.0004)	1,052.50	721.50	145.88%
Reclamation-Disposal Fees Paid (537.00.47.0005)	0.00	373.84	0.0%
Repairs and Maintenance (537.00.48.0000)	815.22	1,260.88	64.66%
Fees & Dues (537.00.49.0001)	617.47	690.63	89.41%
Volunteer Expenditure (537.00.49.0098)	0.00	83.34	0.0%
Hazardous Waste Exp. Allowance (537.00.49.0099)	0.00	0.00	0.0%
Permits and Licenses (537.00.49.0090)	0.00	32.63	0.0%
Ballot and Levy Measures (537.00.41.0149)	0.00	350.67	0.0%
Refuse Tax Payment (589.37.00.0000)	1,331.75	938.63	141.88%
Facility Improvements (594.37.63.0000)	0.00	833.00	0.0%
Computer and Software Exp. (594.37.64.0000)	422.62	41.67	1,014.21%
Machinery and Equipment (594.37.64.0001)	0.00	833.00	0.0%
Total Expense	51,281.97	66,795.85	76.77%
Net Income	7,050.99	-14,314.14	-49.26%

LSWDD
Profit & Loss Budget vs. Actual
January through September 2024

	Jan - Sep 24	Budget	% of Budget
Income			
Refund of Prior Year Expenses	-164.97		
Recovery of Credit Card Fees (369.91.00.0000)	5,014.03	4,885.00	102.64%
Tax Levy Revenue (311.10.00.0000)	67,491.72	78,883.00	85.56%
Timber Harvest Tax Revenue (317.40.00.0000)	18.90	7.00	270.0%
Excise Tax Revenue (318.45.00.0000)	79,792.63	75,127.00	106.21%
Garbage Tip Fee Revenue (343.70.00.0000)	270,341.07	255,430.00	105.84%
Recyclables Sales Revenue (343.70.00.0001)	13,378.39	9,657.00	138.54%
Recyclables Tip Fee Revenue (343.70.00.0002)	9,170.00	9,156.00	100.15%
Investment Interest, LGIP (361.11.00.0000)	10,062.70	7,513.00	133.94%
Donations (367.00.00.0000)	194.47	750.06	25.93%
Cash Over (Short) (369.81.00.0000)	-69.74	12.33	-565.61%
Misc. Revenue (369.90.00.0001)	164.97		
Refuse Tax (386.37.00.0000)	9,715.73	9,600.00	101.21%
Total Income	465,109.90	451,020.39	103.12%
Gross Profit	465,109.90	451,020.39	103.12%
Expense			
Prior Year Adjustments	53.55		
Training (537.00.41.0002)	0.00	871.56	0.0%
Paid Family Medical Leave (537.00.20.0012)	1,133.54	1,116.00	101.57%
Wages (537.00.10.0000)	208,183.41	204,929.00	101.59%
FICA (537.00.20.0001)	16,408.02	16,497.00	99.46%
L&I (537.00.20.0002)	6,983.98	8,253.00	84.62%
Retirement (537.00.20.0003)	18,237.15	20,250.00	90.06%
Medical Benefits (6675.537.00.20.0006)	13,116.13	11,997.00	109.33%
Personnel Benefits (537.00.20.0009)	86.82	558.00	15.56%
Office & Operating Supplies (537.00.31.0000)	3,046.76	3,798.00	80.22%
Fuel (537.00.32.0000)	6,239.16	6,782.00	92.0%
Small Tools & Equipment (537.00.35.0000)	1,357.26	402.75	337.0%
Accounting and Professional (537.00.41.0000)	947.95	1,875.78	50.54%

LSWDD
Profit & Loss Budget vs. Actual
January through September 2024

	Jan - Sep 24	Budget	% of Budget
Advertising and Public Outreach (537.00.41.0001)	350.00	416.25	84.08%
SJC Admin. and Legacy Fees (537.00.41.0099)	9,608.38	15,000.00	64.06%
Communications (537.00.42.0000)	979.49	3,870.00	25.31%
Travel (537.00.43.0000)	40.50	501.75	8.07%
Taxes, Other (537.00.44.0000)	4,130.56	4,048.00	102.04%
Rentals and Leases (537.00.45.0000)	2,070.00	2,070.00	100.0%
Insurance (537.00.46.0000)	18,315.55	11,823.03	154.91%
Utility Services (537.00.47.0000)	929.44	1,425.42	65.21%
Garbage Tip Fees Paid (537.00.47.0001)	68,705.29	59,862.00	114.77%
Garbage Transportation Exp. (537.00.47.0002)	14,948.85	14,073.00	106.22%
Recyclables Transportation Exp. (537.00.47.0004)	6,843.35	6,493.50	105.39%
Reclamation-Disposal Fees Paid (537.00.47.0005)	4,248.15	3,364.56	126.26%
Repairs and Maintenance (537.00.48.0000)	20,588.55	11,347.92	181.43%
Fees & Dues (537.00.49.0001)	7,402.07	6,215.67	119.09%
Volunteer Expenditure (537.00.49.0098)	38.40	750.06	5.12%
Hazardous Waste Exp. Allowance (537.00.49.0099)	0.00	100.00	0.0%
Permits and Licenses (537.00.49.0090)	155.00	293.67	52.78%
Ballot and Levy Measures (537.00.41.0149)	3,245.59	3,156.03	102.84%
Refuse Tax Payment (589.37.00.0000)	9,120.60	8,447.67	107.97%
Facility Improvements (594.37.63.0000)	0.00	7,497.00	0.0%
Computer and Software Exp. (594.37.64.0000)	5,032.66	375.03	1,341.94%
Machinery and Equipment (594.37.64.0001)	0.00	7,497.00	0.0%
Total Expense	<u>452,546.16</u>	<u>445,957.65</u>	<u>101.48%</u>
Net Income	<u><u>12,563.74</u></u>	<u><u>5,062.74</u></u>	<u><u>248.16%</u></u>

CLAIMS PAYMENT REQUEST

DISTRICT: Lopez Solid Waste Disposal District

Date: September 14, 2024

FUND #

6671.00

Page 1 of 1

CLAIM #

24029

fax to: 370-7552

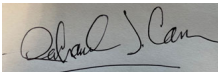
email: BD/staff QB

EFT CREDIT. Transit Routing Number: 123000848. DOR Account Number: 153910882262

Invoice/Acct #	Description	Inv. Date	Vendor #	Vendor Name	\$ Amount	BARS #	\$ TAX 1099	Project Code
603216940	August 2024 B&O Taxes	8/31/24	STA905	Washington DOR	\$ 572.01	6671.00.537.00.44.0000		
603216940	August 2024 Refuse Tax	8/31/24	STA905	Washington DOR	\$ 1,331.75	6671.00.589.37.00.0000		

\$ 1,903.76

I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein, that any advance payment is due and payable pursuant to a contract or is available as an option for full or partial fulfillment of a contractual obligation, and that the claim is a just, due and unpaid obligation against the District, and that I am authorized to authenticate and certify to said claim.



Signed

Richard Carr, LSWDD Auditing Officer

Board Authorization

As the duly elected board for this district we have reviewed the claims listed above(including original backup materials) totaling

\$ **1,903.76** for the period ending:

14-Sep-2024

We approve payment with our signatures below.

Pam Stewart

Ross MacDonald

Gene Helfman

Rhea Miller

Cyndi Smith

John Trench

June Coover

Note: It is the DISTRICT'S responsibility to maintain adequate, original, records to substantiate these claims.

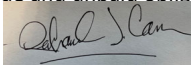
**Lopez Solid Waste Disposal District
PAYROLL WORKSHEET**

Fax to: 370-7552
email: BD + mgr

Date: 9/24/2024
Pay Period: 9/1/24-9/30/24

HOURLY RATE	EMPLOYEE NAME	EMPLOYEE NUMBER	Project #	BARS # FUND #6671.00	REG HRS (Total)	O/T or HWF2 HRS	AMOUNT DUE	L&I HRS	SICK HRS	VACATION HRS	BEREAVE HRS	HOLIDAY HRS (HJR)
\$ 30.00	Archer, Terence	ARC125		537.00.10.0000	121.00		\$ 3,630.00	71.00	16.00	30.00	0.00	4.00
\$ 45.00	Archer, Terence	ARC125		537.00.10.0001			\$ -					
	Archer, Terence	ARC125	Healthcare Allowance	537.00.20.0006			\$ 90.00					
\$ 35.00	Carr, Richard	CAR667		537.00.10.0000	114.00		\$ 3,990.00	90.00		16.00		8.00
	Carr, Richard	CAR667	Healthcare Allowance	537.00.20.0006			\$ 90.00					
\$ 24.38	Coffey, Mary	COF667		537.00.10.0000	32.45		\$ 791.13	32.45				
\$ 30.00	Burker, Noah	BUR667		537.00.10.0000	63.00		\$ 1,890.00	59.00				4.00
	Burker, Noah	BUR667	Healthcare Allowance	537.00.20.0006			\$ 90.00					
\$ 29.02	Post, Dan	POS100		537.00.10.0000	40.00		\$ 1,160.80	40.00				
\$ 27.03	Deckwa, Jessica	DEC667		537.00.10.0000	81.49		\$ 2,202.67	71.49	6.00	0.00		4.00
	Deckwa, Jessica	DEC667	Healthcare Allowance	537.00.20.0006			\$ 90.00					
\$ 24.38	Henderson, Rachel	HEN667		537.00.10.0000	79.63		\$ 1,941.38	75.63	0.00	0.00		4.00
	Henderson, Rachel	HEN667	Healthcare Allowance	537.00.20.0006			\$ 90.00					
\$ 29.08	Reeves, Sarah	REE667		537.00.10.0000	97.25		\$ 2,828.03	93.25				4.00
	Reeves, Sarah	REE667	Healthcare Allowance	537.00.20.0006			\$ 90.00					
SALARY	Nolan, Sean	NOL667		537.00.10.0000	130.00		\$ 5,000.00	130.00		0.00		
	Nolan, Sean	NOL667	Healthcare Allowance	537.00.20.0006			\$ 90.00					
\$ 32.00	White, Colby	WHI350		537.00.10.0000	93.63		\$ 2,996.16	77.63		12.00		4.00
	White, Colby	WHI350	Healthcare Allowance	537.00.20.0006			\$ 90.00					
\$ 45.00	Zapalac, David (Mechanic)	ZAP100		537.00.10.0000	17.25		\$ 776.25	17.25				
		ZAP100	Healthcare Allowance	537.00.20.0006			\$ -					
		ZAP100		537.00.10.0000			\$ -	0.00				
TOTALS					869.70	0.00	\$ 27,926.43	757.70	22.00	58.00	0.00	32.00

I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein, that any advance payment is due and payable pursuant to a contract or is available as an option for full or partial fulfillment of a contractual obligation, and that the claim is a just, due and unpaid obligation against the District, and that I am authorized to authenticate and certify to said claim.



9/24/2024

Signed Richard Carr, LSWDD Auditing Officer Date

As the duly elected board for this district we have reviewed this payroll, and approve payment with our signatures below:

Pam Stewart

Ross MacDonald

Gene Helfman

Rhea Miller

Cyndi Smith

John Trench

June Coover