

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, February 19, 2025</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>February 19, 2025 9:00 to 10:30 AM</p>
--	--

AGENDA*

- 9:00 **Call to Order, Comments, & Approval of January 2025 Board Minutes -Pam**

- 9:10 **Reports**
 - District Management—Ric
 - Approval of Claims--\$53,861.54
 - 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

- 9:50 **Public Comment / Input**

- 10:00 **Unfinished Business**

- 10:15 **New Business**

- 10:30 **Adjournment**

Next Regular Board Meeting: March 19, 2025 9:00-10:30 AM

*Times indicated are subject to change

January 22, 2025 LSWDD Minutes

Present, Pam (presiding), Ross, John, Cyndi. Staff: Ric, Sara; Public: Dan Post

Call to Order at 9:00

The Board will plan a February get together to commemorate Rhea's contributions to the Board. Please advise Pam of availability.

Approval of December minutes: approved unanimously

Reports:

District Manager's Monthly Report Financial Officer's Report – Monthly and YTD summary:

Ric—covering two months since no meeting in December 2024.

LSWDD generated income in November 2024 of \$43,320 and incurred expenses of \$57,756, leaving a deficit of -\$14,436 for the month. Year to date income was \$577,753 and YTD expenses were \$599,533 for a YTD 2024 deficit of -\$21,780.

LSWDD generated income in December 2024 of \$94,074 and incurred expenses of \$60,264, leaving a surplus of \$33,811 for the month. Year to date income was \$671,828 and YTD expenses were \$659,743 for a YEAR END 2024 surplus of \$12,084.

December income includes a \$44,000 donation from SWAP to fund the purchase and repair of the new excavator/backhoe. December expenses also include \$9,608 (year end payment of SJC Solid Waste program fee) and \$5,409 in SJC bookkeeping fees for 5 quarters in which they neglected to bill us.

LSWDD ended December 2024 with \$139,687 in cash and \$260,000 in District Reserves, for a total of \$399,687.

The following claims requiring board signature (totaling \$100,705.83) were presented:

- o LSWDD Claim 24037 - \$18,346.63
- o LSWDD Claim 24038 - \$1,474.11
- o LSWDD Claim 24039 - \$22,854.34
- o LSWDD Claim 24040 - \$1,156.46
- o LSWDD Claim 24041 - \$6,510.62
- o LSWDD Claim 25001 - \$1,729.06
- o November Payroll Claim - \$24,591.11
- o December Payroll Claim - \$24,043.50

Claims were unanimously approved by the Board.

There remains a budget need to purchase a used lift truck, powered by gasoline, cost estimated between \$18 - \$30K.

- Site Expansion - council person Fuller and county manager visiting site today to review site needs and future expansion plans.
 - ILA – Meeting will be held today with Jane Filler and Jessica to continue discussions on ILA.
 - SJC transition: Outsourced payroll services to Payroll Provider. First processed without a hitch. CPA service has been located on island for LSWDD financial support and guidance. Books in transition to CPA.
 - 3 Year Audit: Three year financial audit in work. Progressing successfully.
 - Staffing: Colby is on vacation.
- L&I report: Final report received and will be circulated to Board. LSWDD has very low incidence of accidents. L&I Report is favorable with minor recommendations for safety improvements which are already in work.

Facilities Operations, Monthly Bale & SWAC – Colby: Safety: Safety is added as line item to Facilities Monthly Meeting. Staff discussion provides ongoing safety improvements.

Solid Waste Alternatives Project (SWAP)– No report.

Training, Education, and Outreach—Sarah: Composting workshop, eleven registrants for composting workshop. Capacity is 12 participants.

Sarah provided metric charts. Volunteer numbers and hours are increasing. Fewer slots with no volunteers.

Website: Rhea is still listed as Board member., please update. Sarah will add charts to website.

Ross: Board member bios would be nice to add to website. Pam will send out note to Board requesting three sentence bio.

Committees—

Communications: Communications put out on Lopez Rocks. ILA: Meeting today with Jane Filler and Jessica to continue discussions on ILA. Continued updates on ILA will be provided to community thru LopezRocks. Sarah: Requests future copies of communications to be sent to staff. Ric will send.

Strategic Planning: Plan will be updated following ILA completion.

Compost & Recycle, Safety : John: Lowes recycles LED lights which we landfill. Can we use their supplier or deliver to them? State website has info. John will research.

Public Comment / Input : Dan: was there a \$5K fee for the audit? Ric: we were billed about \$4500 last year. We expect similar fee this year. Dan: District attorney represents county, not the dump.

New Business:

Pam will speak to Community Development about Fish Bay water district.

PFFAP program (Public Facilities Financing Application Program) - Program may have funds for grants. Ross and Cyndi will look at requirements for a grant application. Baler shed and water installation are good projects for grant request.

Adjournment at 10:27.

Financial Officer's Report – January 2025

Financial Updates – Monthly and YTD summary:

LSWDD generated income in January 2025 of \$31,830 and incurred expenses of \$54,862, leaving a deficit of -\$23,032 for the month.

January 2025 had numerous non-recurring expenses – accounting (from loss of SJC support), election expense (\$3,384), repairs and maintenance (L&I site repairs post survey) and computer & SW expenses (annual subscriptions). Note that through 2025, deficit and surplus swings will be more pronounced because of increased dependence on Levy funding.

Included in the packet are the following:

- January 2025 Monthly P&L

We ended January 2025 with \$116,905 in cash and \$260,000 in District Reserves, for a total of \$376,905.

District Manager's Monthly Report

Actions

- **Claims** requiring board signature (totaling \$53,861.24) include:
 - LSWDD Claim 25002 - \$21,412.26
 - LSWDD Claim 25003 - \$1,174.04
 - January Payroll Claim - \$31,275.24
 - Claims will need your **digital signatures** (via Adobe Sign).
- ILA – Talks with SJC management committee ongoing.
- Staffing: Struggling a bit in Colby's absence – will be back to full staff EOW.
- SJC transition: Initial payroll went well with Payroll Solutions, still trying to optimize cash availability from SJC to LSWDD
- 3 Year Audit: New Auditor appointed, as old one fell ill. Nothing else new to report.

February 2025 LSWDD Board Report

Volunteer Program & Community Outreach

Sarah Reeves

Volunteer Program

- 32 volunteers in January; 193 total volunteer hours
 - 91 hours @ Recycle Plaza (56% of shifts filled)
 - 75 hours @ TIOLI (94% of shifts filled)
 - 27 hours on special projects, i.e. Recycle Dogs
- 1 new volunteer onboarded, primarily interested in TIOLI
- President's Day Weekend (report to come)

Community Outreach

- Backyard Compost Workshop
 - Shortened to one hour because of low temperature & lingering snow/ice
 - 7 attendees, plus Rachel; 5 registrants couldn't make it
 - Every attendee took home a steel can composter; two composters to be delivered to registrants who couldn't attend (one delivered already)
 - Positive engagement & feedback
- Great Islands Clean-Up
 - Spring event on Lopez will take place Saturday, April 12; Events on SJI, Orcas, and Shaw will take place April 26 (Tour de Lopez weekend)
 - New scale requested; SWAP contacted; Drop-off volunteers not yet recruited
 - Promotional materials coming in March
- Comms Channels (last 30 days)
 - Instagram
 - 4 posts; 9 stories
 - 1,033 views; 101 interactions
 - 11 new followers
 - Top posts: Icy conditions at the Dump; Colby feature/appreciation
 - Facebook
 - 10 posts
 - 238 interactions
 - Top posts: Nurdles & small plastic litter PSA; Colby feature/appreciation
 - Email
 - January Email: 139 opens; 12 clicks
 - Snow Closure: 86 opens
 - February Email: Scheduled for 2/18

Lopez Solid Waste Disposal District
Budget vs. Actuals
January 2025

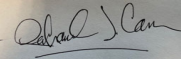
	Jan 2025			% of Budget
	Actual	Budget	over Budget	
Revenue				
311.10.00.0000 Tax Levy Revenue	275.19	8,400.00	-8,124.81	3.28%
318.45.00.0000 Excise Tax Revenue	7,160.21	8,750.00	-1,589.79	81.83%
343.70.00.0000 Garbage Tip Fee Revenue	21,803.43	22,000.00	-196.57	99.11%
343.70.00.0002 Recyclables Tip Fee Revenue	399.00	1,069.83	-670.83	37.30%
343.70.0001 Recyclables Sales Revenue	464.05		464.05	
361.11.00.0000 Investment Interest, LGIP	933.76		933.76	
367.00.00.0000 Donations	31.00		31.00	
369.81.00.0000 Cash Over (Short)	3.72		3.72	
369.91.00.0000 Recovery of Credit Card Fees	-23.83			
386.37.00.0000 Refuse Tax	783.42		783.42	
Total Revenue	\$ 31,829.95	\$ 40,219.83	-\$ 8,389.88	79.14%
Gross Profit	\$ 31,829.95	\$ 40,219.83	-\$ 8,389.88	79.14%
Expenditures				
537.00.10.0000 Wages	22,747.84	28,644.42	-5,896.58	79.41%
537.00.20.0001 FICA	2,259.79	2,005.42	254.37	112.68%
537.00.20.0002 L&I	841.86	853.58	-11.72	98.63%
537.00.20.0003 Retirement	3,880.87	2,229.00	1,651.87	174.11%
537.00.20.0009 Personnel Benefits		20.83	-20.83	0.00%
537.00.20.0012 Paid Family Medical Leave	365.68	138.58	227.10	263.88%
537.00.31.0000 Office & Operating Supplies	38.09	416.67	-378.58	9.14%
537.00.32.0000 Fuel		762.58	-762.58	0.00%
537.00.35.0000 Small Tools & Equipment	59.83	165.83	-106.00	36.08%
537.00.41.0000 Accounting and Professional	1,074.50	115.83	958.67	927.65%
537.00.41.0001 Advertising and Public Outreach		42.75	-42.75	0.00%

537.00.41.0002 Training		94.75	-94.75	0.00%
537.00.41.0099 SJC Admin. and Legacy Fees		0.00	0.00	
537.00.41.0149 Ballot and Levy Measures	3,384.12	250.00	3,134.12	1353.65%
537.00.42.0000 Communications	250.29	208.33	41.96	120.14%
537.00.43.0000 Travel		41.67	-41.67	0.00%
537.00.44.0000 Taxes, Other	520.85	500.00	20.85	104.17%
537.00.45.0000 Rentals and Leases	240.00	341.67	-101.67	70.24%
537.00.46.0000 Insurance		2,250.00	-2,250.00	0.00%
537.00.47.0000 Utility Services	59.42	125.00	-65.58	47.54%
537.00.47.0001 Garbage Tip Fees Paid	8,584.62	9,542.33	-957.71	89.96%
537.00.47.0002 Garbage Transportation Exp.	988.50	1,827.08	-838.58	54.10%
537.00.47.0004 Recyclables Transportation Exp.	605.75	836.42	-230.67	72.42%
537.00.47.0005 Reclamation-Disposal Fees Paid		519.17	-519.17	0.00%
537.00.48.0000 Repairs and Maintenance	3,154.14	1,250.00	1,904.14	252.33%
537.00.49.0000 Continuing Education Incentive		83.33	-83.33	0.00%
537.00.49.0001 Fees & Dues	504.52	904.67	-400.15	55.77%
537.00.49.0090 Permits and Licenses		19.17	-19.17	0.00%
537.00.49.0098 Volunteer Expenditure		4.83	-4.83	0.00%
537.00.49.0099 Hazardous Waste Exp. Allowance		7.92	-7.92	0.00%
589.37.00.0000 Refuse Tax Payment	1,208.21	1,114.67	93.54	108.39%
594.37.64.0000 Computer and Software Exp.	3,292.00	416.67	2,875.33	790.07%
6675.537.00.20.0006 Medical Benefits	800.70	1,603.08	-802.38	49.95%
Unapplied Cash Bill Payment Expense	0.00		0.00	
Total Expenditures	\$ 54,861.58	\$ 57,336.25	-\$ 2,474.67	95.68%
Net Revenue	-\$ 23,031.63	-\$ 17,116.42	-\$ 5,915.21	134.56%

CLAIMS PAYMENT REQUEST	FUND # 6671.00	CLAIM # 25002	
DISTRICT: Lopez Solid Waste Disposal District			
Date: January 27, 2025	Page 1 of 1		fax to: 370-7552 email: BD/staff QB

Invoice/Acct #	Description	Inv. Date	Vendor #	Vendor Name	\$ Amount	BARS #	\$ TAX 1099	Project Code
289317686	Communications	1/18/25	CAR003	Carr, Richard - REIMBURSEMENT	\$ 170.29	6671.00.537.00.42.0000		
6080	Communications	1/10/2025	ROC201	Island Network	\$ 80.00	6671.00.537.00.42.0000		
41600545663	Repairs and Maintenance	1/2/2025	LES101	Les Schwab Tire	\$ 1,679.51	6671.00.537.00.48.0000		
123124	Recyclables Transportation Expense	12/31/2024	LOP120	Lopez Island Freight	\$ 480.00	6671.00.537.00.47.0004		
123124	Office and Operating Supplies	12/31/24	LOP764	Lopez Village Market	\$ 8.88	6671.00.537.00.31.0000		
12025	Utility Services	12/1/24	ORC830	OPALCO	\$ 59.42	6671.00.537.00.47.0000		
10225	Office and Operating Supplies	1/2/25	PAP101	Paper Scissors on the Rock	\$ 29.21	6671.00.537.00.31.0000		
11025	Computer and Software Expense	1/10/25	SAL146	SalishRocks	\$ 1,293.00	6671.00.594.37.64.0000		
GENE024-03	Ballot and Levy Measures	1/13/25	SAN125	SJC Elections	\$ 3,384.12	6671.00.537.00.41.0149		
123124	Garbage Tip Fees Paid	12/31/24	SKA148	Skagit Public Works	\$ 8,584.62	6671.00.537.00.47.0001		
1231245	Repairs and Maintenance	12/31/24	SUN945	Sunset Builders Supply	\$ 1,061.19	6671.00.537.00.48.0000		
L166064	Accounting and Professional	1/9/25	STA890	Washington State Auditor	\$ 695.50	6671.00.537.00.41.0000		
RK454685	Garbage Transport Exp	12/31/24	WSF100	Washington State Ferries	\$ 988.50	6671.00.537.00.47.0002		
RK454685	Recyclables Transportation Expense	12/31/24	WSF100	Washington State Ferries	\$ 125.75	6671.00.537.00.47.0004		
RK454685	Fees and Dues	12/31/24	WSF100	Washington State Ferries	\$ 60.00	6671.00.537.00.49.0001		
42362	Small tools and equipment	1/2/25	COL350	White, Colby - REIMBURSEMENT	\$ 59.83	6671.00.537.00.35.0000		
20125	Rentals and Leases	1/27/25	LED155	Ledger Investments, LLC	\$ 240.00	6671.00.537.00.45.0000		
5489956	Computer and Software Expense	9/2/24	CAR003	Carr, Richard - REIMBURSEMENT	\$ 1,999.00	6671.00.594.37.64.0000		
241059200	Repairs and Maintenance	1/29/25	CAR003	Carr, Richard - REIMBURSEMENT	\$ 413.44	6671.00.537.00.48.0000		
TOTAL:					\$ 21,412.26			

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 \$ **21,412.26** for the period ending: **27-Jan-2025** We approve payment with our signatures below.

Pam Stewart

Rhea Miller

June Coover

Ross MacDonald

Cyndi Smith

Gene Helfman

John Trench

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

CLAIMS PAYMENT REQUEST

DISTRICT: Lopez Solid Waste Disposal District

Date: February 11, 2025

FUND #

6671.00

Page 1 of 1

CLAIM #

25003R

fax to: 370-7552

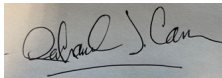
email: BD/staff QB

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	January 2025 B&O Taxes	1/31/25	STA905	Washington DOR	\$ 349.53	6671.00.537.00.44.0000		
603216940	January 2025 Refuse Tax	1/31/25	STA905	Washington DOR	\$ 824.51	6671.00.589.37.00.0000		

\$ 1,174.04

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 \$ **1,174.04** for the period ending: **11-Feb-2025** 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**

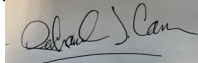
Fax to: 370-7552
email: BD + mgr

Date: 1/20/2025

Pay Period: 1/1/25-1/31/25

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)
\$ 35.00	Archer, Terence	ARC125		537.00.10.0000	127.25		\$ 4,453.75	123.25		0.00	0.00	4.00
\$ 52.50	Archer, Terence	ARC125		537.00.10.0001			\$ -					
	Archer, Terence	ARC125	Healthcare Allowance	537.00.20.0006			\$ 90.00					
\$ 42.00	Carr, Richard	CAR667		537.00.10.0000	120.00		\$ 5,040.00	116.00				4.00
	Carr, Richard	CAR667	Healthcare Allowance	537.00.20.0006			\$ 90.00					
\$ 35.00	Coffey, Mary	COF667		537.00.10.0000	17.06		\$ 597.10	13.06				4.00
\$ 35.00	Burker, Noah	BUR667		537.00.10.0000	46.15		\$ 1,615.25	42.15				4.00
	Burker, Noah	BUR667	Healthcare Allowance	537.00.20.0006			\$ 90.00					
\$ 35.00	Post, Dan	POS100		537.00.10.0000	5.50		\$ 192.50	5.50				
\$ 35.00	Deckwa, Jessica	DEC667		537.00.10.0000	108.65		\$ 3,802.75	82.65		22.00		4.00
	Deckwa, Jessica	DEC667	Healthcare Allowance	537.00.20.0006			\$ 90.00					
\$ 35.00	Henderson, Rachel	HEN667		537.00.10.0000	73.36		\$ 2,567.60	69.36		0.00		4.00
	Henderson, Rachel	HEN667	Healthcare Allowance	537.00.20.0006			\$ 90.00					
\$ 35.00	Reeves, Sarah	REE667		537.00.10.0000	101.50		\$ 3,552.50	97.50		0.00		4.00
	Reeves, Sarah	REE667	Healthcare Allowance	537.00.20.0006			\$ 90.00					
\$ 35.00	Abercrombie, Stewart	ABE667		537.00.10.0000	29.75		\$ 1,041.25	25.75		0.00		4.00
SALARY	White, Colby	WHI350		537.00.10.0000	70.00		\$ 5,416.67	70.00				
	White, Colby	WHI350	Healthcare Allowance	537.00.20.0006			\$ 90.00					
\$ 45.00	Zapalac, David (Mechanic)	ZAP100		537.00.10.0000	14.00		\$ 630.00	14.00				
		ZAP100	Healthcare Allowance	537.00.20.0006			\$ -					
		ZAP100		537.00.10.0000			\$ -	0.00				
TOTALS					713.22	0.00	\$ 29,539.37	659.22	0.00	22.00	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.



1/20/2025

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