

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

AGENDA*

- 9:00 **Call to Order, Comments, & Approval of February 19th 2025 Board Minutes -Pam**

- 9:10 **Reports**
 - District Management—Ric
 - Approval of Claims--\$58,743.17
 - 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**
 - Vote to Approve **Resolution #2025.01** Establishing Payroll Account
 - Vote to Approve **10-Year Interlocal Agreement** between San Juan County and the Lopez Solid Waste Disposal District

- 10:30 **Adjournment**

Next Regular Board Meeting: April 16, 2025 9:00-10:30 AM

*Times indicated are subject to change

Lopez Solid Waste Disposal District

RESOLUTION #2025.01

Resolution to Establish Payroll Account

WHEREAS, Lopez Solid Waste Disposal District has assumed responsibility for its payroll functions effective January 1, 2025; and

WHEREAS, the San Juan County Treasurer's Office requires a separate Payroll Checking Account at Banner Bank to process paychecks, taxes, benefit payments, and payroll fees; and

WHEREAS, the LSWDD managing board is designating an opening deposit amount of \$50,000.00, which will be replenished on a monthly basis; and

WHEREAS, it has sufficient funds in the General Reserves Fund to add to the General Operating Fund for this purpose; and

WHEREAS, the LSWDD managing board will review and approve claims paid from this account at each regularly scheduled meeting; and

WHEREAS, specific account signers need to be named;

NOW THEREFORE BE IT RESOLVED, that the LSWDD Managing Board authorizes the LSWDD District Manager and San Juan County Treasurer to open an LSWDD Payroll Checking Account with an opening deposit of \$50,000.00, and to grant the following persons as signers:

District Manager Richard Carr – authorized signer

San Juan County Treasurer Rhonda Pederson – authorized signer

DATED, this 19th day of March, 2025.

Lopez Solid Waste Disposal District Managing Board

Financial Officer's Report – February 2025

Financial Updates – Monthly and YTD summary:

LSWDD generated income in February 2025 of \$46,327 and incurred expenses of \$48,124, leaving a deficit of -\$1,797 for the month.

Our YTD income was \$78,157 and YTD expenses were \$102,541, leaving us with a YTD deficit of -\$24,385.

As noted last month, 2025, deficit and surplus swings will be more pronounced because of increased dependence on Levy funding.

Included in the packet are the following:

- February 2025 Monthly P&L
- February 2025 YTD P&L

We ended January 2025 with \$115,107 in cash and \$260,000 in District Reserves, for a total of \$375,107.

District Manager's Monthly Report

Actions

- **Claims** requiring board signature (totaling \$58,743.17) include:
 - LSWDD Claim 25004 - \$12,918.88
 - LSWDD Claim 25005 - \$16,199.26
 - LSWDD Claim 25006 - \$1,149.26
 - February Payroll Claim - \$28,475.77
 - Claims will need your **digital signatures** (via Adobe Sign).
- ILA – Talks with SJC management have concluded & revised ILA is ready for managing board's consideration.
- SJC transition: 2nd payroll went well with Payroll Solutions, payroll resolution will further optimize the process
- 3 Year Audit: New Auditor appointed – waiting on final report.

Lopez Solid Waste Disposal District
Budget vs. Actual
February 2025

| | Feb 2025 | | | % of Budget |
|--|---------------------|---------------------|--------------------|----------------|
| | Actual | Budget | over Budget | |
| Revenue | | | | |
| 311.10.00.0000 Tax Levy Revenue | 16,391.87 | 8,400.00 | 7,991.87 | 195.14% |
| 318.45.00.0000 Excise Tax Revenue | 7,027.09 | 8,750.00 | -1,722.91 | 80.31% |
| 343.70.00.0000 Garbage Tip Fee Revenue | 20,811.21 | 23,000.00 | -2,188.79 | 90.48% |
| 343.70.00.0002 Recyclables Tip Fee Revenue | 550.50 | 1,069.83 | -519.33 | 51.46% |
| 361.11.00.0000 Investment Interest, LGIP | 838.94 | 750.00 | 88.94 | 111.86% |
| 367.00.00.0000 Donations | 9.00 | 50.00 | -41.00 | 18.00% |
| 369.81.00.0000 Cash Over (Short) | -17.82 | 0.00 | -17.82 | |
| 369.91.00.0000 Recovery of Credit Card Fees | -31.57 | 584.92 | -616.49 | -5.40% |
| 386.37.00.0000 Refuse Tax | 747.78 | 750.00 | -2.22 | 99.70% |
| Total Revenue | \$ 46,327.00 | \$ 43,354.75 | \$ 2,972.25 | 106.86% |
| Gross Profit | \$ 46,327.00 | \$ 43,354.75 | \$ 2,972.25 | 106.86% |
| Expenditures | | | | |
| 537.00.10.0000 Wages | 28,469.07 | 28,644.42 | -175.35 | 99.39% |
| 537.00.20.0001 FICA | 2,178.40 | 2,005.42 | 172.98 | 108.63% |
| 537.00.20.0002 L&I | 866.41 | 853.58 | 12.83 | 101.50% |
| 537.00.20.0003 Retirement | 2,262.31 | 2,229.00 | 33.31 | 101.49% |
| 537.00.20.0009 Personnel Benefits | 90.00 | 20.83 | 69.17 | 432.07% |
| 537.00.20.0012 Paid Family Medical Leave | 126.32 | 138.58 | -12.26 | 91.15% |
| 537.00.31.0000 Office & Operating Supplies | 45.03 | 416.67 | -371.64 | 10.81% |
| 537.00.32.0000 Fuel | | 762.58 | -762.58 | 0.00% |
| 537.00.35.0000 Small Tools & Equipment | | 165.83 | -165.83 | 0.00% |
| 537.00.41.0000 Accounting and Professional | 639.85 | 115.83 | 524.02 | 552.40% |
| 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 | | 250.00 | -250.00 | 0.00% |
| 537.00.42.0000 Communications | 495.22 | 208.33 | 286.89 | 237.71% |
| 537.00.43.0000 Travel | 31.40 | 41.67 | -10.27 | 75.35% |
| 537.00.44.0000 Taxes, Other | 349.53 | 500.00 | -150.47 | 69.91% |
| 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 | 62.99 | 125.00 | -62.01 | 50.39% |
| 537.00.47.0001 Garbage Tip Fees Paid | 7,166.34 | 9,542.33 | -2,375.99 | 75.10% |
| 537.00.47.0002 Garbage Transportation Exp. | 1,499.25 | 1,827.08 | -327.83 | 82.06% |
| 537.00.47.0004 Recyclables Transportation Exp. | 480.00 | 836.42 | -356.42 | 57.39% |
| 537.00.47.0005 Reclamation-Disposal Fees Paid | | 519.17 | -519.17 | 0.00% |
| 537.00.48.0000 Repairs and Maintenance | 2,122.80 | 1,250.00 | 872.80 | 169.82% |
| 537.00.49.0000 Continuing Education Incentive | | 83.33 | -83.33 | 0.00% |
| 537.00.49.0001 Fees & Dues | 175.00 | 904.67 | -729.67 | 19.34% |
| 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 | 824.51 | 1,114.67 | -290.16 | 73.97% |
| 594.37.64.0000 Computer and Software Exp. | | 416.67 | -416.67 | 0.00% |
| 6675.537.00.20.0006 Medical Benefits | | 1,603.08 | -1,603.08 | 0.00% |
| Total Expenditures | \$ 48,124.43 | \$ 57,336.25 | -\$ 9,211.82 | 83.93% |
| Net Revenue | -\$ 1,797.43 | -\$ 13,981.50 | \$ 12,184.07 | 12.86% |

Monday, Mar 17, 2025 10:13:04 AM GMT-7 - Cash Basis

Lopez Solid Waste Disposal District
Budget vs. Actual
2025 YTD 2/28/2025

| | Total | | | % of Budget |
|--|---------------------|---------------------|---------------------|----------------|
| | Actual | Budget | over Budget | |
| Revenue | | | | |
| 311.10.00.0000 Tax Levy Revenue | 16,667.06 | 16,800.00 | -132.94 | 99.21% |
| 318.45.00.0000 Excise Tax Revenue | 14,187.30 | 17,500.00 | -3,312.70 | 81.07% |
| 343.70.00.0000 Garbage Tip Fee Revenue | 42,614.64 | 45,000.00 | -2,385.36 | 94.70% |
| 343.70.00.0002 Recyclables Tip Fee Revenue | 949.50 | 2,139.66 | -1,190.16 | 44.38% |
| 343.70.0001 Recyclables Sales Revenue | 464.05 | 0.00 | 464.05 | |
| 361.11.00.0000 Investment Interest, LGIP | 1,772.70 | 0.00 | 1,772.70 | |
| 367.00.00.0000 Donations | 40.00 | 0.00 | 40.00 | |
| 369.81.00.0000 Cash Over (Short) | -14.10 | 0.00 | -14.10 | |
| 369.91.00.0000 Recovery of Credit Card Fees | -55.40 | 1,169.84 | -1,225.24 | -4.74% |
| 386.37.00.0000 Refuse Tax | 1,531.20 | 0.00 | 1,531.20 | |
| Total Revenue | \$ 78,156.95 | \$ 82,609.50 | -\$ 4,452.55 | 94.61% |
| Gross Profit | \$ 78,156.95 | \$ 82,609.50 | -\$ 4,452.55 | 94.61% |
| Expenditures | | | | |
| 537.00.10.0000 Wages | 51,216.91 | 57,288.84 | -6,071.93 | 89.40% |
| 537.00.20.0001 FICA | 4,438.19 | 4,010.84 | 427.35 | 110.65% |
| 537.00.20.0002 L&I | 1,708.27 | 1,707.16 | 1.11 | 100.07% |
| 537.00.20.0003 Retirement | 6,143.18 | 4,458.00 | 1,685.18 | 137.80% |
| 537.00.20.0009 Personnel Benefits | 90.00 | 41.66 | 48.34 | 216.03% |
| 537.00.20.0012 Paid Family Medical Leave | 492.00 | 277.16 | 214.84 | 177.51% |
| 537.00.31.0000 Office & Operating Supplies | 83.12 | 833.34 | -750.22 | 9.97% |
| 537.00.32.0000 Fuel | 0.00 | 1,525.16 | -1,525.16 | 0.00% |
| 537.00.35.0000 Small Tools & Equipment | 59.83 | 331.66 | -271.83 | 18.04% |
| 537.00.41.0000 Accounting and Professional | 1,714.35 | 231.66 | 1,482.69 | 740.03% |
| 537.00.41.0001 Advertising and Public Outreach | 0.00 | 85.50 | -85.50 | 0.00% |
| 537.00.41.0002 Training | 0.00 | 189.50 | -189.50 | 0.00% |

| | | | | |
|--|----------------------|----------------------|----------------------|---------------|
| 537.00.41.0099 SJC Admin. and Legacy Fees | 0.00 | 0.00 | 0.00 | |
| 537.00.41.0149 Ballot and Levy Measures | 3,384.12 | 500.00 | 2,884.12 | 676.82% |
| 537.00.42.0000 Communications | 745.51 | 416.66 | 328.85 | 178.93% |
| 537.00.43.0000 Travel | 31.40 | 83.34 | -51.94 | 37.68% |
| 537.00.44.0000 Taxes, Other | 870.38 | 1,000.00 | -129.62 | 87.04% |
| 537.00.45.0000 Rentals and Leases | 480.00 | 683.34 | -203.34 | 70.24% |
| 537.00.46.0000 Insurance | 0.00 | 4,500.00 | -4,500.00 | 0.00% |
| 537.00.47.0000 Utility Services | 122.41 | 250.00 | -127.59 | 48.96% |
| 537.00.47.0001 Garbage Tip Fees Paid | 15,750.96 | 19,084.66 | -3,333.70 | 82.53% |
| 537.00.47.0002 Garbage Transportation Exp. | 2,487.75 | 3,654.16 | -1,166.41 | 68.08% |
| 537.00.47.0004 Recyclables Transportation Exp. | 1,085.75 | 1,672.84 | -587.09 | 64.90% |
| 537.00.47.0005 Reclamation-Disposal Fees Paid | 0.00 | 1,038.34 | -1,038.34 | 0.00% |
| 537.00.48.0000 Repairs and Maintenance | 5,276.94 | 2,500.00 | 2,776.94 | 211.08% |
| 537.00.49.0000 Continuing Education Incentive | 0.00 | 166.66 | -166.66 | 0.00% |
| 537.00.49.0001 Fees & Dues | 235.00 | 1,809.34 | -1,574.34 | 12.99% |
| 537.00.49.0090 Permits and Licenses | 0.00 | 38.34 | -38.34 | 0.00% |
| 537.00.49.0098 Volunteer Expenditure | 0.00 | 9.66 | -9.66 | 0.00% |
| 537.00.49.0099 Hazardous Waste Exp. Allowance | 0.00 | 15.84 | -15.84 | 0.00% |
| 589.37.00.0000 Refuse Tax Payment | 2,032.72 | 2,229.34 | -196.62 | 91.18% |
| 594.37.64.0000 Computer and Software Exp. | 3,292.00 | 833.34 | 2,458.66 | 395.04% |
| 6675.537.00.20.0006 Medical Benefits | 800.70 | 3,206.16 | -2,405.46 | 24.97% |
| Unapplied Cash Bill Payment Expense | 0.00 | 0.00 | 0.00 | |
| Total Expenditures | \$ 102,541.49 | \$ 114,672.50 | -\$ 12,131.01 | 89.42% |
| Net Revenue | -\$ 24,384.54 | -\$ 32,063.00 | \$ 7,678.46 | 76.05% |

Monday, Mar 17, 2025 10:23:48 AM GMT-7 - Cash Basis

Lopez Solid Waste Facility Manager's Monthly Report

Date Issued: March 15, 2025

SAFETY : As per the last safety meeting Feb. 28th the following was discussed.

- Create a written plan for snow/ice events.
 - Make a list of contacts to help with snow removal, salting and/or sanding the following areas.
 - Recycle plaza
 - Z-wall
 - TIOLI
 - Parking areas
 - Secure contractor for plowing driveways and parking areas. – This has been done. Ken Bair will plow the site as part of his snow plow route.
- Ensure all staff on site have working radios and are communicating properly. IE: opening and closing entrance gate.
- Schedule ongoing monthly staff meetings: Last Friday of every month at 3:30 pm.
- Finishing requirements for L&I consult inspection.
 - Extra strap on front of all dumpsters above curb. – Done
 - Create MSDS File. – Done
- Safety glasses have been provided and must be worn when operating the baler machine . Safety gasses are located next to the baler.

GENERAL

OPERATIONS/ONGOING ISSUES:

- Installed two new safety straps at dumpster garbage drop point.
- Sent out 6 totes of paint care recycle with Clean Harbors.
- Sent out 6 totes of E cycle electronics recycle with Orcas Freight.
- Loaded 16 coolant evacuated refrigerators in metal recycle.
- Wheel locked up on a dumpster. Ordered wheel . Everard the welder contacted. Wheel is replaced.

Month(s): 12/24 - 1/25

| ITEM | PRICE PER | PRICE CHANGE |
|-----------------|----------------|---------------------|
| Baled Cardboard | \$5.00 Ton | None |
| Aluminum Cans | .48 LB | +.02 |
| Mixed Paper | -.88 Ton | -.07 |
| Bulk Appliance | \$45.00 Ton | -\$10.00 |
| #2 Copper | Nov. \$3.01 LB | Oct. 2024 \$3.20 LB |
| Yellow Brass | \$2.10 LB | Aug.2024 \$1.84 LB |

Colby White
 Facility Manager
 (425) 248-1647
 colbyw@lopezsolidwaste.org

March 2025 LSWDD Board Meeting
Volunteer Program & Community Engagement
Report — Sarah Reeves

VOLUNTEER PROGRAM

- 1 newly trained & active volunteer this month; 1 re-trained and re-activated volunteer; 1 Recycle Plaza volunteer cross-trained to help at TIOLI
- In February, 29 total volunteers & 193 volunteer hours (avg 6 ⅔ hrs per person)
- 96% of TIOLI shifts filled; 53% of Recycle Plaza shifts filled; Only 2.5 hours without a volunteer, meaning almost always at least one volunteer per shift
- Summer Volunteer Appreciation BBQ scheduled for Tuesday, June 10 per David's availability to provide meat & Rachel/Andrew's availability to host
- New volunteer recruitment posters are up on community bulletin boards

COMMUNITY ENGAGEMENT

Great Islands Clean-Up

- Event is on-track; Permit is secured; engaged SWAP on budget
- Need to secure volunteer(s) to run drop-off on-site until I can get there
- After communication with community & park staff, wanting a focus this year on nurdles & small plastic pick-up at Spencer Spit; Engaging YCC to send a group

Compost Education

- As of 3/13 a.m., have collected 113 responses (quality-adjusted per question) from online food waste survey; Will continue to collect results in-person at TIOLI through Monday 3/17
- Some early results analysis:
 - 66 out of 97 respondents said they dispose of at least 70% of their food waste at home
 - 34 out of 88 respondents said they use closed composting bins or cans; 31 use open compost piles; 14 feed food scraps to chickens; and 13 use worm bins (most said they use more than one method; a combination of animals & composting was common)
 - 19 out of 96 respondents cited no challenges with composting or disposing of food scraps at home; 21 have had challenges with rodents or are worried about potential challenges with rodents; 17 cited inability to compost meat/dairy as a barrier to composting all food waste at home
 - 23 out of 91 respondents want to learn more about composting; 16 might want to learn more about composting; 48 don't want to learn more about composting (usually because they're already set or they aren't able to compost; 4 people who already compost are interested in connecting with other composters to share resources/knowledge)

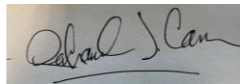
Coming Up

- Household Hazardous Waste Round-up promotion will begin after GICU (Event is May 31)
- Building out another wave of communications explaining unique recycling programs on-site (i.e. WA E-Cycle, PaintCare, oil & auto fluids, batteries, light bulbs) & options off-site (pill bottles, plastic film, mattresses)
- Waiting to hear back from the Waste Stream documentary team re: timeline for showing

| | | |
|---|--|--|
| CLAIMS PAYMENT REQUEST DISTRICT: Lopez Solid Waste Disposal District Date: February 18, 2025 | FUND # 6671.00 <hr/> Page 1 of 1 | CLAIM # 25004 fax to: 370-7552 email: BD/staff QB |
|---|--|--|

| Invoice/Acct # | Description | Inv. Date | Vendor # | Vendor Name | \$ Amount | BARS # | \$ TAX 1099 | Project Code |
|----------------|--|-----------|----------|--|--------------|--|-------------|--------------|
| | Dec Monthly Subscriptions | 2/18/2025 | CAR003 | Carr, Richard REIMBURSEMENT - CAR003 | \$ 66.95 | 537.00.42.0000 Communications | | |
| | Jan Monthly Subscriptions | 2/18/2025 | CAR003 | Carr, Richard REIMBURSEMENT - CAR003 | \$ 140.66 | 537.00.42.0000 Communications | | |
| | Postage for Audit | 2/18/2025 | CAR003 | Carr, Richard REIMBURSEMENT - CAR003 | \$ 30.85 | 537.00.41.0000 Accounting and Professional | | |
| | Repairs and maintenance | 2/18/2025 | CAR003 | Carr, Richard REIMBURSEMENT - CAR003 | \$ 699.00 | 537.00.48.0000 Repairs and Maintenance | | |
| | Ferry to Exam | 2/18/2025 | ARC155 | Archer, Terry - REIMBURSEMENT - ARC155 | \$ 31.40 | 537.00.43.0000 Travel | | |
| | CDL Med Exam | 2/18/2025 | ARC155 | Archer, Terry - REIMBURSEMENT - ARC155 | \$ 125.00 | 537.00.49.0001 Fees & Dues | | |
| 1001 | 6 hours - migration 2 QBO | 2/15/2025 | J00115 | Nils Peterson -- J00115 | \$ 480.00 | 537.00.41.0000 Accounting and Professional | | |
| 1312025 | INVs 68398, 68426 & 68435 | 2/17/2025 | LOP120 | Lopez Island Freight - LOP120 | \$ 480.00 | 537.00.47.0004 Recyclables Transportation Exp. | | |
| 13125 | Jan-25 Utility Services | 2/15/2025 | ORC830 | OPALCO - ORC830 | \$ 62.99 | 537.00.47.0000 Utility Services | | |
| | Repairs and maintenance | 2/17/2025 | ISL735 | Islands Marine Center/NAPA - ISL735 | \$ 174.11 | 537.00.48.0000 Repairs and Maintenance | | |
| | Office & operating supplies | 2/18/25 | LOP764 | Lopez Village Market - LOP764 | \$ 45.03 | 537.00.31.0000 Office & Operating Supplies | | |
| | Garbage Tip Fees | 2/15/2025 | SKA148 | Skagit Public Works - SKA148 | \$ 7,166.34 | 537.00.47.0001 Garbage Tip Fees Paid | | |
| 31125 | Repairs and maintenance | 2/15/2025 | SUN945 | Sunset Builders Supply - SUN945 | \$ 1,249.69 | 537.00.48.0000 Repairs and Maintenance | | |
| 3125 | Rentals and Leases | 2/15/2025 | LED155 | Ledger Investments, LLC - LED155 | \$ 240.00 | 537.00.45.0000 Rentals and Leases | | |
| 67030 | | 2/15/2025 | ROC201 | Island Network - ROC201 | \$ 80.00 | 537.00.42.0000 Communications | | |
| 702 | 2 hours in Nov | 2/15/2025 | PEL657 | Claudio R Pellegrino - PEL657 | \$ 90.00 | 537.00.20.0009 Personnel Benefits | | |
| 7027 | Dec 2024 Ooma, Mailchimp & WIXJan 2025 | 2/17/2025 | CAR003 | Carr, Richard REIMBURSEMENT - CAR003 | \$ 207.61 | 537.00.42.0000 Communications | | |
| RK435850 | Annual Fee | 2/15/2025 | WSF100 | Washington State Ferries - WSF100 | \$ 1,549.25 | 537.00.47.0002 Garbage Transportation Exp. | | |
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| TOTAL: | | | | | \$ 12,918.88 | | | |

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
 \$ **12,918.88** for the period ending: **18-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.

CLAIMS PAYMENT REQUEST

DISTRICT: Lopez Solid Waste Disposal District

Date: March 10, 2025

FUND #

6671.00

Page 1 of 1

CLAIM #

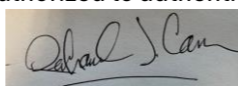
25005

fax to: 370-7552

email: BD/staff QB

| Invoice/Acct # | Description | Inv. Date | Vendor # | Vendor Name | \$ Amount | 6671 | \$ TAX 1099 | Project Code |
|----------------|---------------------------------|-----------|----------|------------------------------|---------------|---------------------|-------------|--------------|
| 40125 | Rentals and Leases | 3/8/25 | LED155 | Ledger Investments, LLC | \$ 240.00 | 6671.537.00.45.0000 | | |
| PSR0225 | Office & Operating Supplies | 3/8/25 | PAP101 | Paper Scissors on the Rock | \$ 18.62 | 6671.537.00.31.0000 | | |
| 822307765 | Medical Benefits | 3/8/25 | VIS155 | VSP Vision Care | \$ 118.24 | 6675.537.00.20.0006 | | |
| 1004 | Accounting and Professional | 3/8/25 | J00115 | Nils Peterson | \$ 753.40 | 6671.537.00.41.0000 | | |
| 106980 | Small Tools & Equipment | 3/8/2025 | COL350 | White, Colby REIMBURSEMENT | \$ 140.03 | 6671.537.00.35.0000 | | |
| 1634 | Repairs and Maintenance | 3/8/2025 | ZAP101 | Zapalac, David REIMBURSEMENT | \$ 94.33 | 6671.537.00.48.0000 | | |
| 1807166 | 0006 Medical Benefits | 3/8/2025 | WAS198 | Delta Dental WA | \$ 1,093.85 | 6675.537.00.20.0006 | | |
| 21525 | Recyclables Transportation Exp. | 3/8/2025 | LOP120 | Lopez Island Freight | \$ 647.50 | 6671.537.00.47.0004 | | |
| 3721024 | Travel | 3/8/25 | CAR003 | Carr, Richard REIMBURSEMENT | \$ 153.82 | 6671.537.00.43.0000 | | |
| 3721024 | Insurance | 3/8/25 | CAR003 | Carr, Richard REIMBURSEMENT | \$ 4,034.05 | 6671.537.00.46.0000 | | |
| 3721024 | Repairs and Maintenance | 3/8/25 | CAR003 | Carr, Richard REIMBURSEMENT | \$ 455.26 | 6671.537.00.48.0000 | | |
| 3721024 | Computer and Software Exp. | 3/8/25 | CAR003 | Carr, Richard REIMBURSEMENT | \$ 66.97 | 6671.594.37.64.0000 | | |
| 6671 | Repairs and Maintenance | 3/8/25 | LES101 | Les Schwab Tire Center | \$ 1,679.51 | 6671.537.00.48.0000 | | |
| 6671 | Reclamation-Disposal Fees Paid | 3/8/25 | ORR100 | Orrco | \$ 485.50 | 6671.537.00.47.0005 | | |
| L166730 | Accounting and Professional | 3/8/25 | STA890 | Washington State Auditor | \$ 5,188.43 | 6671.537.00.41.0000 | | |
| RK437138 | Garbage Transportation Exp. | 3/8/25 | WSF100 | Washington State Ferries | \$ 1,013.25 | 6671.537.00.47.0002 | | |
| WSF22025 | Office & Operating Supplies | 3/8/25 | ARC155 | Archer, Terry | \$ 16.50 | 6671.537.00.31.0000 | | |
| | | | | | TOTAL: | \$ 16,199.26 | | |

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

\$ **16,199.26** for the period ending: **10-Mar-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.

CLAIMS PAYMENT REQUEST

DISTRICT: Lopez Solid Waste Disposal District

Date: March 10, 2025

FUND #

6671.00

Page 1 of 1

CLAIM #

25006

fax to: 370-7552

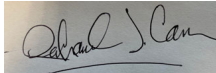
email: BD/staff QB

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 | February 2025 B&O Taxes | 2/28/25 | STA905 | Washington DOR | \$ 343.85 | 6671.00.537.00.44.0000 | | |
| 603216940 | February 2025 Refuse Tax | 2/28/25 | STA905 | Washington DOR | \$ 805.41 | 6671.00.589.37.00.0000 | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |

\$ 1,149.26

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

\$ **1,149.26** for the period ending:

10-Mar-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**

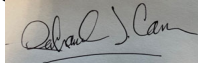
Fax to: 370-7552
email: BD + mgr

Date: 2/24/2025

Pay Period: 2/1/25-1/28/25

| 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 | 128.75 | | \$ 4,506.25 | 120.75 | 8.00 | 0.00 | 0.00 | 0.00 |
| \$ 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 | 106.00 | | \$ 4,452.00 | 106.00 | | | | 0.00 |
| | Carr, Richard | CAR667 | Healthcare Allowance | 537.00.20.0006 | | | \$ 90.00 | | | | | |
| \$ 35.00 | Coffey, Mary | COF667 | | 537.00.10.0000 | 31.86 | | \$ 1,115.10 | 31.86 | | | | 0.00 |
| \$ 35.00 | Burker, Noah | BUR667 | | 537.00.10.0000 | 51.70 | | \$ 1,809.50 | 51.70 | | | | 0.00 |
| | Burker, Noah | BUR667 | Healthcare Allowance | 537.00.20.0006 | | | \$ 90.00 | | | | | |
| \$ 35.00 | Post, Dan | POS100 | | 537.00.10.0000 | 6.00 | | \$ 210.00 | 6.00 | | | | |
| \$ 35.00 | Deckwa, Jessica | DEC667 | | 537.00.10.0000 | 99.17 | | \$ 3,470.95 | 71.67 | 5.50 | 22.00 | | 0.00 |
| | Deckwa, Jessica | DEC667 | Healthcare Allowance | 537.00.20.0006 | | | \$ 90.00 | | | | | |
| \$ 35.00 | Henderson, Rachel | HEN667 | | 537.00.10.0000 | 45.57 | | \$ 1,594.95 | 45.57 | | 0.00 | | 0.00 |
| | Henderson, Rachel | HEN667 | Healthcare Allowance | 537.00.20.0006 | | | \$ 90.00 | | | | | |
| \$ 35.00 | Reeves, Sarah | REE667 | | 537.00.10.0000 | 89.00 | | \$ 3,115.00 | 89.00 | | 0.00 | | 0.00 |
| | Reeves, Sarah | REE667 | Healthcare Allowance | 537.00.20.0006 | | | \$ 90.00 | | | | | |
| \$ 35.00 | Abercrombie, Stewart | ABE667 | | 537.00.10.0000 | 45.06 | | \$ 1,577.10 | 45.06 | | 0.00 | | 0.00 |
| SALARY | White, Colby | WHI350 | | 537.00.10.0000 | 40.00 | | \$ 5,416.67 | 40.00 | | | | |
| | White, Colby | WHI350 | Healthcare Allowance | 537.00.20.0006 | | | \$ 90.00 | | | | | |
| \$ 45.00 | Zapalac, David (Mechanic) | ZAP100 | | 537.00.10.0000 | 12.85 | | \$ 578.25 | 12.85 | | | | |
| | | ZAP100 | Healthcare Allowance | 537.00.20.0006 | | | \$ - | | | | | |
| | | ZAP100 | | 537.00.10.0000 | | | \$ - | 0.00 | | | | |
| TOTALS | | | | | 655.96 | 0.00 | \$ 28,475.77 | 620.46 | 13.50 | 22.00 | 0.00 | 0.00 |

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.



2/24/2025

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

February 19, 2025 LSWDD Minutes

Present: John, June, Cyndi, Pam, Staff: Sarah, Ric; Public: Dan Post

Call to Order at 0900

Reports

- **District Management—Ric**

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. There have been changes in how we account for Square transactions.

Cyndi: can we come up with a way of capitalizing on Square charges? Ric: It would be even more complicated than it is now what with separate LISSY transactions. June: can it be somehow separated via Quickbooks. Ric: we have to use what the county uses, and Quickbooks doesn't have a point-of-sales function. Cyndi: do we publicize that there's an additional charge with credit card? Sarah/Ric: yes, we already do. But over 50% of transactions are via credit cards

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 \$52,123.67) include:
 - o LSWDD Claim 25002 - \$21,412.26
 - o LSWDD Claim 25003 - \$1,174.04
 - o January Payroll Claim - \$29,537.37 (payroll is going up \$4-5K a month)

o Claims will need your digital signatures (via Adobe Sign).

There have been multiple changes in how funds are received from the county that are requiring adjustments to when and how we meet expenses. We may be able to save by cutting our own checks rather than having the county do it at \$8.50/check

- ILA – Talks with SJC management committee ongoing, meetings are held regularly.
- Staffing: Struggling a bit in Colby's absence – will be back to full staff EndOfWeek.
- 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
- **Facilities Operations, Monthly Bale & SWAC**—Colby is absent, Ric filling in—we could have been better prepared for bad weather. We didn't open because of need to clear snow from recycling and the driveways. This will be fixed. Pam: what is our ideal number of staff? Ric: if we exceed 10 or 11 we move into a different OSHA level with more complex reporting. We're at 11 now but we could change David to vender rather than an employee. We need at least 5 to operate.

June: have we finished fall protection at the dumpsters? Ric- MR Buffum is coming this week to finish the task. All other L&I issues have been solved.

- **Solid Waste Alternatives Project (SWAP)**—no report
- **Training, Education, and Outreach**—Sarah: we had lots of folk show up over the President's Day weekend to fill in vacancies. We did fine. Backyard compost workshop went fine despite the snow. SWAP purchased composters. Rachel and Sarah are working on a community survey for upcoming action in the spring. GICU on Apr 12. Pam: are there grants available that could supplement what SWAP gives us for composting? Cyndi: yes. Conversations with David Bill have been helpful about food composting via large bins. Sarah: LIFRC may have some funds for this. Ric: the county has an ongoing large composting program that is being tested. Cyndi: could we apply through the Lopez Thrift Shop for a small grant? Sarah: things get complicated with bookkeeping and the State. We currently have funds for at least one more small workshop. General: how much money does one save by composting?

- **Committees—Communications, Strategic Planning,**

Compost; Recycle, Safety (see TEOC report above on composting). John: LED lights—none of the local big box stores recycle them. John found a company that does it via a mail-in service. There's a potential for this in the future. (Eco-lights and Bulbcycle). We send flourescents to Ecolights so its just a separate box. Best Buy takes cartridges and keyboards and printers. **We**

need to publicize this. Sarah is giving John the phone number of a mattress recycling program after attending a webinar. Safety: June—working on a template that contains all the required components. We have until March 31st to finish this and report to L&I. We currently follow the San Juan model.

Communications—Pam and Ric are meeting this afternoon with county manager and Jane Fuller. After this meeting a piece will go out on LopezRocks summarizing progress.

Public Comment / Input – Dan

Unfinished business—none

New Business: Hazardous waste May 31st

Adjournment Unanimous at 1025.

Next Regular Board Meeting: March 19, 2025