LSWDD minutes, Dec 20, 2023

Call to Order, Pam at 1300

Approval of Nov 15, 2023 Board Minutes -Ross moved, unanimous approval with two small changes.

Present: **Rhea**, **Ross**, **Pam**, **Gene**, Staff: **Ric**, **Justin**; SWAP-; **Kat**. Public: Dan Post, Mike and Roxy Webb, Kendra Smith, Katie Fleming

**Reports**

**• District Management**—Ric: Pam—do we expect major changes in numbers at end of December? Ric—nothing expected.

**Financial Updates – Monthly and YTD summary**:

**Summary:**

LSWDD generated income in November of $45,481 and incurred expenses of $50,060, leaving a deficit of $4,579 for the month. Year to date income was $550,987 and YTD expenses were $511,495 for a YTD surplus of $39,493.

November expenses were close to expectations, except for salaries, which were 14% above our budget. This was due to our last month of two Facility Managers, and the addition of another Operations Assistant.

Included in the packet are the following:  
• November 2023 Month P&L & November 2023 YTD P&L

We ended November with $132,321 in cash and $260,000 in District Reserves, for a total of $392,321.

District Manager’s Monthly Report

**Actions**• **Claims** requiring board signature include:

o LSWDD Claim 23036  
o LSWDD Claim 23037  
o LSWDD Claim 23038  
o November Payroll Claim  
o Claims will need your **digital signatures** (via Adobe Sign).

**Updates:**

**Succession update**:  
David Zapalac will officially transition to an hourly position as a mechanical repair specialist. David has expressed confidence in the handoff of responsibilities to Justin and will remain an available advisor/SME for Justin and the LSWDD team in the future.

**Site expansion plans:**

LSWDD Board has submitted final comments to SJC for Site Expansion / Master Plan.

**• Facilities Operations, Monthly Bale; SWAC—**Justin: hazmat incident on Orcas reported re: toxic vapor from bag left on site, caused some skin burning, hazmat team came in and cleared the issue but we used this as an opportunity to plan on how to deal with a similar situation at LSWDD. Operators meeting canceled, rescheduled to January. Pam-has it happened here? David says no. Justin feels we need an AED on site, can train folks on how to use. Will cost $1000. **Unanimous agreement that we should buy one.** Website—working on it, Hooray! updates occurring slowly. No redesign planned. Site gets a great deal of traffic. Also contacting potential volunteers. Pam—we’re all willing to help on that. TIOLI will be closed Christmas eve and Christmas day. Rhea—thanks to Jess and Rachel for numbers through TIOLI. We are having issues with the truck re: stalling out. David is working on it. Pam—requests Ric to review what David will be doing. Ric—David will be specking eqpt that we will purchase in 2024 because of ageing eqpt, priorities include garbage truck reliability, then excavator.

**• Solid Waste Alternatives Project (SWAP**)—see report; Kat—will remain on board through March. Rhea—2023 has been a successful year, much appreciated.

**• Training, Education, and Outreach**—On Hold. Rachel—

• **Committees—Communications, Strategic Planning**: Communications (Ross) John and Cyndi moving forward on communications, with comprehensive plan in January. Banners celebrating David are up at the Dump, Dan will provide numbers on volumes to be put on signs. Pam—Cyndi incorporated strategic planning info to be put on website.

**Public Comment / Input:** Webbs just here to listen; Dan Post—end of year figures forthcoming, they look comparable to last year. Future plans on glass? Ric—we’re talking with Orcas about sending to their glass structure, information incomplete, working on costs, etc. Rhea-need to keep it out of the garbage stream; apparently still looking for a reliable market. Kendra/Katie: no comments.

**Old Business:** June Coover’s application was sent in to the county and we’re waiting to hear any time soon. **Rhea—can we see her application**. Ric--yes

**New Business:**  Rhea: will we be able to post for TEOC in January? Ric—Yes. Justin—Shawn is learning rapidly, fitting in well, will be able to increase his hours in the future.

**Adjournment at 1:46 Ross moved, unanimous**

**Next Regular Board Meeting: Jan 17th meeting will be held. We will vote on board positions.**