

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, November 20, 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>November 20, 2024 9:00 to 10:30 AM</p>
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AGENDA*

- 9:00 **Call to Order, Comments, & Approval of October 16, 2024, Board Minutes -Ross**

- 9:10 **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

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

- 10:00 **Unfinished Business**
 - **Approve 2025 Budget – 2024-2**
 - **Approve Payroll Bank Account – 2024-3**

- 10:15 **New Business**

- 10:30 **Adjournment**

- Next Regular Board Meeting: December 18, 2024, 9:00-10:30 AM**

*Times indicated are subject to change

October 16, 2024 LSWDD Minutes

Present: john, ross, rhea, pam, gene, june, cyndi : staff: Ric, Colby, Sarah; public: Dan,

Call to Order at 9:04

Approval of September minutes: approved unanimously

Reports:

District Manager's Monthly Report : David went to Cholwila, near Colville, found an appropriate excavator via Colby. It looks good. Some hydraulic issues that should be repairable. Around \$35K. Pam: what is the future of the old excavator? Ric: if we could find a buyer, sell it.

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. Next month we should see money as the levy funds will arrive, offset by lower fuel costs but only because county hasn't solidified their billing procedures (e.g., we've been billed for things that were wrong). So higher costs next month as billing gets worked out. Re: John's question on excise tax. Ric: those are incorporated into our garbage tipping fee of \$10.

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 about expansion other than county informed us that they may have an (ILA) interlocal agreement in the next month, which is problematic for us because we already have our budget and levy set for the next year. We have not been kept informed regularly on these proceedings. Nothing definitive on the bookkeeping change.
- Staffing: Colby is now our facilities manager!
 - Still recruiting for Ops Ass't on call candidates.

Colby: any progress on site expansion? Ric: no; the county will not release the site until they fully vacate the spot and move to their new locale. Rhea concurred from her conversations with folks. We haven't heard anything new from Jane Fuller as our advocate. Pam: we never had a group meeting on-site to discuss all the permutations. Rhea met with council candidate and discussed the issues, and felt there was understanding. Cyndi: re safety issue. Have we considered separate times of operation for TIOLI and the Dump? Ric: complications with parking when County is operating (especially Monday), staff time, public knowledge and familiarity with our operations. Pam: maybe when new county council is seated we can explore some options for use of the expansion site.

Facilities Operations, Monthly Bale & SWAC – Colby: see report for details. Need to train volunteers on safety issues and parking control in lower TIOLI parking area. Enlisted Merv Coover to help open and operate facilities, including cardboard bailer. David Z has been helpful in training with once a week sessions. Jessica is training Sarah (maybe Mary) and Rachel on kiosk and baling. One person showed interest in on-call position. Jessica showed interest in asst manager position.

Solid Waste Alternatives Project (SWAP)— Trashon Fashion was a huge success, SWAP netted \$14k! Ric: he saw citizens-for-levy deliver postcards to post office.

Training, Education, and Outreach—Sarah: need clarification on tasks that volunteers can perform, e.g., baler. Ric: volunteers are covered under L&I but would need special training and we have to check on insurance. Has to be documented. **Sarah can develop written instructions for any of these tasks.** Colby; staff person should be involved in any training. June: Merv is working on laminated instructions on operation of any equipment, after formal training. We've had recruiting success and they're signing up for shifts, currently six new ones, mostly for TIOLI. Dec 5th will be winter gathering at Grace Hall. GICU was good although we had scale malfunction. We are looking for a replacement. Social media is increasing exposure.

Committees—

Communications, Strategic Planning: Communications (Sarah) working on items re: levy, mostly as it happens via social media. Pam: we need an update on Strategic Planning but it can wait after more immediate issues.

Compost & Recycle, Safety : John: nothing back from Callie Martin, Sarah is willing to help on composting, possibly run a composting workshop. Orcas may be able to supply composting bins. Cyndi: grants are out there but have short timelines. Can we have something ready to take advantage when something appears? Much discussion and enthusiasm, including how the accounting of funds would be handled. **Ric and Cyndi will work on this, and Sarah will work on a composting workshop. June: we need an accident prevention plan. June and Colby will work on this.**

Public Comment / Input : Dan: are reports public information? Ric: the minutes are public information. Ric: we'll post them on the website, **Sarah will do.** Recycle dogs are now separating extruded aluminum. What is the Governing Board? Ric: it's the County Council in a special meeting and they can negotiate with Skagit.

Unfinished Business: none

New Business: none

Adjournment at 1007. Unanimous

Next Regular Board Meeting: Nov 20th, 2024, 9:00-10:15

Financial Officer's Report – October 2024

Financial Updates – Monthly and YTD summary:

Summary:

LSWDD generated income in October 2024 of \$69,323 and incurred expenses of \$87,372, leaving a deficit of -\$18,049 for the month. Year to date income was \$534,433 and YTD expenses were \$541,777 for a YTD 2024 deficit of -\$7,344.

Bear in mind that both the monthly and YTD deficits are the result of our \$38,692 purchase of a new excavator/backhoe. Without that purchase, we would have a monthly surplus of \$20,643 & a YTD surplus of \$31,348.

Included in the packet are the following:

- October 2024 Monthly P&L
- October 2024 YTD P&L

We ended October 2024 with \$120,170 in cash and \$260,000 in District Reserves, for a total of \$380,170.

District Manager's Monthly Report

Actions

- **Claims** requiring board signature include:
 - LSWDD Claim 24032
 - LSWDD Claim 24033
 - LSWDD Claim 24034
 - LSWDD Claim 24035
 - LSWDD Claim 24036
 - October Payroll Claim
 - Claims will need your **digital signatures** (via Adobe Sign).
- Site Expansion - nothing new to report.
- ILA – communication with Councilmember Fuller, who promised a copy of the proposed ILA on Friday, 11/15/24. As of this writing, we have not received the document.
- Staffing: Processing two on-call employees for Operator Assistant duties.
- SJC transition: Resolution 2024-3 authorizes separate bank account for payroll processing
- 3 Year Audit: currently responding to documents request from SAO to complete our audit.
- Management Committee approved 2025 budget

LSWDD
Profit & Loss Budget vs. Actual
October 2024

	Oct 24	Budget	% of Budget
Income			
Recovery of Credit Card Fees (369.91.00.0000)	618.92	725.00	85.37%
Tax Levy Revenue (311.10.00.0000)	26,788.73	11,704.00	228.89%
Timber Harvest Tax Revenue (317.40.00.0000)	0.00	0.00	0.0%
Excise Tax Revenue (318.45.00.0000)	8,745.14	11,146.00	78.46%
Garbage Tip Fee Revenue (343.70.00.0000)	28,635.49	37,897.00	75.56%
Recyclables Sales Revenue (343.70.00.0001)	1,576.43	1,433.00	110.01%
Recyclables Tip Fee Revenue (343.70.00.0002)	913.00	1,358.00	67.23%
Investment Interest, LGIP (361.11.00.0000)	1,039.17	1,115.00	93.2%
Donations (367.00.00.0000)	31.00	83.34	37.2%
Cash Over (Short) (369.81.00.0000)	-53.94	1.37	-3,937.23%
Refuse Tax (386.37.00.0000)	1,028.96	1,424.00	72.26%
Total Income	69,322.90	66,886.71	103.64%
Gross Profit	69,322.90	66,886.71	103.64%
Expense			
Training (537.00.41.0002)	0.00	96.84	0.0%
Paid Family Medical Leave (537.00.20.0012)	124.29	124.00	100.23%
Wages (537.00.10.0000)	22,799.08	24,142.00	94.44%
FICA (537.00.20.0001)	1,799.22	1,833.00	98.16%
L&I (537.00.20.0002)	724.05	917.00	78.96%
Retirement (537.00.20.0003)	1,709.41	2,250.00	75.97%
Medical Benefits (6675.537.00.20.0006)	1,283.87	1,333.00	96.31%
Personnel Benefits (537.00.20.0009)	217.89	62.00	351.44%
Office & Operating Supplies (537.00.31.0000)	6.18	422.00	1.46%
Fuel (537.00.32.0000)	1,809.98	799.00	226.53%
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	0.00	0.0%
Communications (537.00.42.0000)	245.89	430.00	57.18%

LSWDD
Profit & Loss Budget vs. Actual
October 2024

	Oct 24	Budget	% of Budget
Travel (537.00.43.0000)	0.00	55.75	0.0%
Taxes, Other (537.00.44.0000)	562.54	477.00	117.93%
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)	69.42	158.38	43.83%
Garbage Tip Fees Paid (537.00.47.0001)	11,417.42	7,052.00	161.9%
Garbage Transportation Exp. (537.00.47.0002)	2,774.75	1,659.00	167.25%
Recyclables Transportation Exp. (537.00.47.0004)	309.10	721.50	42.84%
Reclamation-Disposal Fees Paid (537.00.47.0005)	0.00	373.84	0.0%
Repairs and Maintenance (537.00.48.0000)	527.32	1,260.88	41.82%
Fees & Dues (537.00.49.0001)	772.78	690.63	111.9%
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)	1,296.64	938.63	138.14%
Facility Improvements (594.37.63.0000)	0.00	833.00	0.0%
Computer and Software Exp. (594.37.64.0000)	0.00	41.67	0.0%
Machinery and Equipment (594.37.64.0001)	38,692.00	833.00	4,644.9%
Total Expense	<u>87,371.83</u>	<u>49,813.85</u>	<u>175.4%</u>
Net Income	<u>-18,048.93</u>	<u>17,072.86</u>	<u>-105.72%</u>

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

	Jan - Oct 24	Budget	% of Budget
Income			
Refund of Prior Year Expenses	-164.97		
Recovery of Credit Card Fees (369.91.00.0000)	5,632.95	5,610.00	100.41%
Tax Levy Revenue (311.10.00.0000)	94,280.45	90,587.00	104.08%
Timber Harvest Tax Revenue (317.40.00.0000)	18.90	7.00	270.0%
Excise Tax Revenue (318.45.00.0000)	88,537.77	86,273.00	102.63%
Garbage Tip Fee Revenue (343.70.00.0000)	298,976.56	293,327.00	101.93%
Recyclables Sales Revenue (343.70.00.0001)	14,954.82	11,090.00	134.85%
Recyclables Tip Fee Revenue (343.70.00.0002)	10,083.00	10,514.00	95.9%
Investment Interest, LGIP (361.11.00.0000)	11,101.87	8,628.00	128.67%
Donations (367.00.00.0000)	225.47	833.40	27.05%
Cash Over (Short) (369.81.00.0000)	-123.68	13.70	-902.77%
Misc. Revenue (369.90.00.0001)	164.97		
Refuse Tax (386.37.00.0000)	10,744.69	11,024.00	97.47%
Total Income	534,432.80	517,907.10	103.19%
Gross Profit	534,432.80	517,907.10	103.19%
Expense			
Prior Year Adjustments	53.55		
Training (537.00.41.0002)	0.00	968.40	0.0%
Paid Family Medical Leave (537.00.20.0012)	1,257.83	1,240.00	101.44%
Wages (537.00.10.0000)	230,982.49	229,071.00	100.83%
FICA (537.00.20.0001)	18,207.24	18,330.00	99.33%
L&I (537.00.20.0002)	7,708.03	9,170.00	84.06%
Retirement (537.00.20.0003)	19,946.56	22,500.00	88.65%
Medical Benefits (6675.537.00.20.0006)	14,400.00	13,330.00	108.03%
Personnel Benefits (537.00.20.0009)	304.71	620.00	49.15%
Office & Operating Supplies (537.00.31.0000)	3,052.94	4,220.00	72.35%
Fuel (537.00.32.0000)	8,049.14	7,581.00	106.18%
Small Tools & Equipment (537.00.35.0000)	1,357.26	447.50	303.3%
Accounting and Professional (537.00.41.0000)	947.95	2,084.20	45.48%

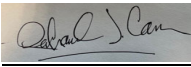
LSWDD
Profit & Loss Budget vs. Actual
January through October 2024

	Jan - Oct 24	Budget	% of Budget
Advertising and Public Outreach (537.00.41.0001)	350.00	462.50	75.68%
SJC Admin. and Legacy Fees (537.00.41.0099)	9,608.38	15,000.00	64.06%
Communications (537.00.42.0000)	1,225.38	4,300.00	28.5%
Travel (537.00.43.0000)	40.50	557.50	7.27%
Taxes, Other (537.00.44.0000)	5,255.64	4,525.00	116.15%
Rentals and Leases (537.00.45.0000)	2,300.00	2,300.00	100.0%
Insurance (537.00.46.0000)	18,315.55	13,136.70	139.42%
Utility Services (537.00.47.0000)	998.86	1,583.80	63.07%
Garbage Tip Fees Paid (537.00.47.0001)	80,122.71	66,914.00	119.74%
Garbage Transportation Exp. (537.00.47.0002)	17,723.60	15,732.00	112.66%
Recyclables Transportation Exp. (537.00.47.0004)	7,152.45	7,215.00	99.13%
Reclamation-Disposal Fees Paid (537.00.47.0005)	4,248.15	3,738.40	113.64%
Repairs and Maintenance (537.00.48.0000)	21,115.87	12,608.80	167.47%
Fees & Dues (537.00.49.0001)	8,174.85	6,906.30	118.37%
Volunteer Expenditure (537.00.49.0098)	38.40	833.40	4.61%
Hazardous Waste Exp. Allowance (537.00.49.0099)	0.00	100.00	0.0%
Permits and Licenses (537.00.49.0090)	155.00	326.30	47.5%
Ballot and Levy Measures (537.00.41.0149)	3,245.59	3,506.70	92.55%
Refuse Tax Payment (589.37.00.0000)	11,713.88	9,386.30	124.8%
Facility Improvements (594.37.63.0000)	0.00	8,330.00	0.0%
Computer and Software Exp. (594.37.64.0000)	5,032.66	416.70	1,207.74%
Machinery and Equipment (594.37.64.0001)	38,692.00	8,330.00	464.49%
Total Expense	541,777.17	495,771.50	109.28%
Net Income	-7,344.37	22,135.60	-33.18%

CLAIMS PAYMENT REQUEST	FUND # 6671.00	CLAIM # 24032	
DISTRICT: Lopez Solid Waste Disposal District	Page 1 of 1	fax to: 370-7552	
Date: October 14, 2024		email: BD/staff QB	

Invoice/Acct #	Description	Inv. Date	Vendor #	Vendor Name	\$ Amount	BARS #	\$ TAX 1099	Project Code
MC16241525	Communications	9/11/24	CAR003	Carr, Richard - REIMBURSEMENT	\$ 165.89	6671.00.537.00.42.0000		
TOTAL:					\$ 165.89			

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 \$ **165.89** for the period ending: **14-Oct-2024** 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: October 16, 2024

FUND #

6671.00

Page 1 of 1

CLAIM #

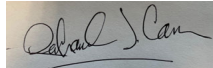
24033

fax to: 370-7552

email BD/staff/QB

Invoice/Acct #	Description	Inv. Date	Vendor #	Vendor Name	\$ Amount	BARS #	\$ TAX 1099	Project Code
FUELLPZSWDQ2-24	APR 24 to JUN 24 FUEL	7/10/2024	FUEL	SJC Public Works	1,809.98	6671.00.537.00.32.0000		
					\$ 1,809.98			

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

\$ **1,809.98** for the period ending:

16-Oct-2024

We approve payment with our signatures below.

Pam Stewart

Ross MacDonald

Gene Helfman

Rhea Miller

Cyndi Smith

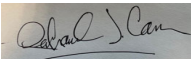
John Trench

June Coover

CLAIMS PAYMENT REQUEST	FUND # 6671.00	CLAIM # 24035	
DISTRICT: Lopez Solid Waste Disposal District	Page 1 of 1	fax to: 370-7552	
Date: October 21, 2024		email: BD/staff QB	

Invoice/Acct #	Description	Inv. Date	Vendor #	Vendor Name	\$ Amount	BARS #	\$ TAX 1099	Project Code
938	Machinery and Equipment	10/17/24	JAB667	JABCO, Inc	\$ 38,692.00	6671.00.594.37.64.0001		
TOTAL:					\$ 38,692.00			

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.



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 \$ **38,692.00** for the period ending: **21-Oct-2024** 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.

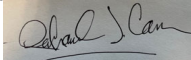
**Lopez Solid Waste Disposal District
PAYROLL WORKSHEET**

Fax to: 370-7552
email: BD + mgr

Date: 10/23/2024
Pay Period: 10/1/24-10/31/24

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	121.50		\$ 3,645.00	113.50	8.00	0.00	0.00	0.00
\$ 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	96.00		\$ 3,360.00	96.00		0.00		0.00
	Carr, Richard	CAR667	Healthcare Allowance	537.00.20.0006			\$ 90.00					
\$ 24.38	Coffey, Mary	COF667		537.00.10.0000	12.02		\$ 293.05					
\$ 30.00	Burker, Noah	BUR667		537.00.10.0000	59.60		\$ 1,788.00	59.60				0.00
	Burker, Noah	BUR667	Healthcare Allowance	537.00.20.0006			\$ 90.00					
\$ 29.02	Post, Dan	POS100		537.00.10.0000	5.50		\$ 159.61	5.50				
\$ 27.03	Deckwa, Jessica	DEC667		537.00.10.0000	72.37		\$ 1,956.16	72.37	0.00	0.00		0.00
	Deckwa, Jessica	DEC667	Healthcare Allowance	537.00.20.0006			\$ 90.00					
\$ 24.38	Henderson, Rachel	HEN667		537.00.10.0000	62.15		\$ 1,515.22	62.15	0.00	0.00		0.00
	Henderson, Rachel	HEN667	Healthcare Allowance	537.00.20.0006			\$ 90.00					
\$ 29.08	Reeves, Sarah	REE667		537.00.10.0000	106.00		\$ 3,082.48	102.00		4.00		0.00
	Reeves, Sarah	REE667	Healthcare Allowance	537.00.20.0006			\$ 90.00					
\$ 24.38	Nolan, Sean	NOL667		537.00.10.0000	15.00		\$ 365.70	15.00		0.00		
	Nolan, Sean	NOL667	Healthcare Allowance	537.00.20.0006			\$ 90.00					
SALARY	White, Colby	WHI350		537.00.10.0000	140.00		\$ 5,000.00					
\$ 32.00	White, Colby	WHI350		537.00.10.0000	6.41		\$ 205.12	6.41		0.00		0.00
	White, Colby	WHI350	Healthcare Allowance	537.00.20.0006			\$ 90.00					
\$ 45.00	Zapalac, David (Mechanic)	ZAP100		537.00.10.0000	31.75		\$ 1,428.75	31.75				
		ZAP100	Healthcare Allowance	537.00.20.0006			\$ -					
		ZAP100		537.00.10.0000			\$ -	0.00				
TOTALS					728.30	0.00	\$ 23,519.09	564.28	8.00	4.00	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.



10/23/2024

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

Lopez Solid Waste Facility Manager's Monthly Report

Date Issued: Nov. 15, 2024

SAFETY

- Submitted step by step baling procedure to Sara for help training on call volunteers and operators.
- Concentrating on cleaning up and organizing dump/recycle site to get ready for L&I consult inspection.
- Restocked ice melt salt for on coming freezing weather.
- Working on fixing lockout/tagout on both balers.

GENERAL

OPERATIONS/ONGOING ISSUES

- Scheduled L&I Safety & Health consult inspection Dec.3rd. Rick, June, and Colby will attend.
- Jessica has trained Rachel and Sara in the payment booth.
- Terry has been trained on the backhoe.
- Merv Coover, Rachel, Mary Coffey, and Stewart Abercrombie have been trained on the baler and forklift.
- Justin has trained Rachel to evacuate freon coolant from the recycled refrigerators.
- Received water sample test kits from Edge Analytical. Sending in water sample.
- New backhoe is on site.

Month(s): Oct. 2024

ITEM	PRICE PER	PRICE CHANGE
Baled Cardboard	\$5.00 ton	No Change
Aluminum Cans	.49 LB	No change
Mixed Paper	Cost \$95.	No change
Bulk Appliance	\$55. ton	No change
#2 Copper	\$3.20 LB	No change
Yellow Brass	\$1.90LB	No change

Colby White

Facility Manager

(425) 248-1647

colbyw@lopezsolidwaste.org

November 2024 Board Report

Volunteer Program & Community Outreach

Volunteer Program

- Three new volunteers trained in both TIOLI & the Recycle Plaza; one TIOLI volunteer cross-trained in Recycle Plaza
- TIOLI shift fill rate still at or close to 100%; Recycle Plaza shift fill rate ~60% with at least one volunteer per day, usually one volunteer per shift — often, one volunteer is sufficient, even though this would produce a 50% fill rate for that shift
- Cleaned and organized the volunteer shed, obtained an electric kettle for making hot drinks (plugged into the upper kiosk), restocked gloves and hand warmers
- 25 people so far have RSVPd “yes” for the winter potluck on December 5; Rachel is collecting gifts from TIOLI for those who want to participate in a gifting game

Community Outreach

- Communications
 - Website
 - Traffic was down overall in October, with slightly higher engagement (more clicks)
 - Planning for a content refresh this winter
 - Social media
 - Instagram: 6 posts, 348 views, 12 new followers
 - Facebook: 5 posts, 35 engagements (reach data unavailable); one new volunteer recruited
 - Lopez Rocks: 2 posts; two new volunteers recruited
 - No public email in October
- GICU Follow-Up with Plastic Free Salish Sea
 - Lopez had a great turn-out — better than San Juan or Orcas!
 - Will explore ongoing opportunities to help PFSS with data collection on Lopez beaches (how much and what types of plastics are washing up) & engaging residents in these efforts
- Composting Education
 - Initial focus on educating, equipping, and connecting residents so they can reduce food waste at home
 - Winter workshop: Build Your Own Backyard Composter
 - Covers basic soil science & composting best practices, several composting methods & concerns; provides knowledge & equipment to use steel can composters at home; connects participants with resources/networks to learn more & achieve personal composting goals
 - Proposal delivered to John & Ric; initial approval & working out details
 - Will dev further programming after workshop, working with Rachel who just completed a Master Composter/Recycler program with WSU

LOPEZ SOLID WASTE DISPOSAL DISTRICT
SAN JUAN COUNTY, WASHINGTON

RESOLUTION #2024-2
A RESOLUTION ADOPTING THE 2025 BUDGET

Whereas the Lopez Solid Waste Disposal District Managing Board held a duly called meeting after proper notice on November 20, 2024 to discuss adoption of its 2025 budget, and

Whereas the Managing Board determined the anticipated cash on hand plus all anticipated revenues and did fix the appropriate amount for each expenditure line item,

Now therefore, be it resolved that the Lopez Solid Waste Disposal District Managing Board set the final budgets for the year 2025 as attached hereto and incorporated as if fully set forth.

2025 General Fund Budget #6671.00 **\$ 1,119,666.00**

Adopted this 20th day of November 2024 at a duly called meeting of the LSWDD Managing Board, with a quorum present of the undersigned directors.

Pamela Stewart

Ross MacDonald

Gene Helfman

Rhea Miller

Cyndi Smith

John Trench

June Coover

6671 exp

Account Number		2024 Actuals	2024 Projected	2025 JR Budget
508.31.00.0000	Ending Cash	0.00	104,000.00	151,631.00
508.31.00.0001	Ending District Reserves	0.00	260,000.00	260,000.00
535.00.20.0020	Contributions to QSEHRA	0.00	0.00	
537.00.10.0000	Salaries and Wages	208,183.00	277,577.33	343,733.00
537.00.10.0001	Wages - Overtime	0.00	0.00	
537.00.20.0001	FICA	16,408.00	21,877.33	24,065.00
537.00.20.0002	L & I	6,984.00	9,312.00	10,243.00
537.00.20.0003	Retirement	18,237.00	24,316.00	26,748.00
537.00.20.0006	Medical Benefits	13,116.00	17,488.00	19,237.00
537.00.20.0009	Personnel Benefits	87.00	116.00	250.00
537.00.20.0012	PFML Premium Assessments	1,134.00	1,512.00	1,663.00
537.00.20.0020	Contributions to QSEHRA	0.00	0.00	
537.00.31.0000	Office & Operating Supplies	3,047.00	4,062.67	5,000.00
537.00.32.0000	Fuel	6,239.00	8,318.67	9,151.00
537.00.35.0000	Small Tools & Equipment	1,357.00	1,809.33	1,990.00
537.00.41.0000	Accounting and Professional Services	948.00	1,264.00	1,390.00
537.00.41.0001	Advertising and Public Outreach	350.00	466.67	513.00
537.00.41.0002	Training	775.00	1,033.33	1,137.00
537.00.41.0099	SJC Admin and Legacy Fees	9,608.00	17,810.67	20,000.00
537.00.41.0149	Election Services	3,246.00	4,328.00	3,000.00
537.00.42.0000	Communications	980.00	1,306.67	2,500.00
537.00.43.0000	Travel	41.00	54.67	500.00
537.00.44.0000	Taxes, Other	4,131.00	5,508.00	6,000.00
537.00.45.0000	Rentals and Leases	2,070.00	2,760.00	4,100.00
537.00.46.0000	Insurance	18,316.00	24,421.33	27,000.00
537.00.47.0000	Utility Services	929.00	1,238.67	1,500.00
537.00.47.0001	Garbage Tip Fees Paid	68,705.00	91,606.67	114,508.00
537.00.47.0002	Garbage Transportation Expenditure	14,949.00	19,932.00	21,925.00
537.00.47.0003	Recyclables Tip Fees Paid	0.00	0.00	
537.00.47.0004	Recyclables Transportation Expenditure	6,843.00	9,124.00	10,037.00
537.00.47.0005	Reclamation-Disposal Tip Fees Paid	4,248.00	5,664.00	6,230.00
537.00.48.0000	Repairs and Maintenance	20,588.00	27,450.67	15,000.00
537.00.49.0000	Continuing Education Incentive	160.00	213.33	1,000.00
537.00.49.0001	Fees & Dues	7,402.00	9,869.33	10,856.00
537.00.49.0065	Merchant Card Fees	0.00	0.00	
537.00.49.0090	Permits and Licenses	155.00	206.67	230.00
537.00.49.0098	Volunteer Expenditure	39.00	52.00	58.00
537.00.49.0099	Hazardous Waste Program Exp Allowance	65.00	86.67	95.00
537.10.49.0085	NSF Check Fees Incurred	0.00	0.00	
581.20.00.0000	Interfund loan payment	0.00	0.00	
589.37.00.0000	Refuse Tax Payment	9,120.00	12,160.00	13,376.00
591.37.70.0000	Debt Service: Principal	0.00	0.00	
591.37.79.2018	Prom Note Princ-Roll-off Truck Purchase	0.00	0.00	
592.37.80.0000	Interest Expense	0.00	0.00	
592.37.82.0000	Interest on Interfund Debt	0.00	0.00	
592.37.83.0000	Interest, Intergovernmental	0.00	0.00	
592.37.83.2018	Prom Note Int-Roll-off Truck Purchase	0.00	0.00	
594.37.63.0000	Facility Improvements	0.00	0.00	
594.37.64.0000	Computer and Software Expenditure	5,032.66	6,710.21	5,000.00
594.37.64.0001	Machinery and Equipment	0.00	0.00	
594.76.64.0000	Computer and Software Expenditure	0.00	0.00	

Notes:

Wage Assumptions:

Facility Mgr: \$65K/yr

District Mgr: \$42/hour

All Staff: \$35/hour

Benefit Assumptions:

Inc by 10%

Garbage Tip Fee:

Inc by 25%

Other Hauling Exp:

Inc by 10%

Rentals & Leases:

Added \$1200 for site lease expense

Project ending with \$47,631 MORE in ending cash

594.76.64.0001 Capital Expenditures

0.00

0.00

Total

Grand Total

360,259.00

973,656.88

1,119,666.00

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Account Number		2024 Actuals	2024 Projected	2025 JR Budget	NOTES
308.31.00.0000	Beginning Net Cash and Investments	104,000.00	104,000.00	104,000.00	
308.31.00.0001	Beginning District Reserves	260,000.00	260,000.00	260,000.00	Add new LEVY Amt
311.10.00.0000	General Property Tax Revenue	67,492.00	105,000.00	210,000.00	
311.10.00.0001	Refuse Tax USE 386.37.00.0000	0.00	0.00		
311.10.00.0002	Tax Levy Revenue-USE 311.10.00.0000	0.00	0.00		
318.45.00.0000	Excise Tax Revenue	79,793.00	106,390.67	105,000.00	No change
333.15.62.2000	RCO Grant	0.00	0.00		
334.03.10.0000	Grant Revenue - DOE	0.00	0.00		
337.00.00.4017	Capital Grant from SJC Solid Waste	0.00	0.00		
337.20.00.0000	Leasehold Tax	0.00	0.00		
337.40.00.0000	Timber Harvest Tax	18.90	25.20		
343.70.00.0000	Garbage Tip Fee Revenue	270,341.00	360,454.67	378,478.00	5% increase
343.70.00.0001	Recyclables Sales Revenue	13,378.00	17,837.33	18,729.00	5% increase
343.70.00.0002	Recyclables Tip Fee Revenue	9,170.00	12,226.67	12,838.00	5% increase
367.00.00.0000	Donations	194.00	258.67		
369.81.00.0000	Cash Over/Short	-70.00	-93.33		
369.91.00.0000	Recovery of Credit Card Fees	5,014.00	6,685.33	7,019.00	5% increase
369.91.00.0001	Late and NSF Fees, Penalties	0.00	0.00		
389.37.00.0000	SW Refuse Tax Collection	9,716.00	12,954.67	13,602.00	5% increase
389.60.00.0000	Investment Interest	10,063.00	13,417.33	10,000.00	Reduce - anticipate lower % rate
391.70.00.0000	Proceeds of Long-Term Debt- other	0.00	0.00		
391.80.00.0000	Intergovernmental Loan	0.00	0.00		
397.37.00.6675	Transfers-in from QSEHRA Fund	0.00	0.00		
Total					
Grand Total		829109.9	999,157.20	1,119,666.00	

LOPEZ SOLID WASTE DISPOSAL DISTRICT SAN JUAN COUNTY, WASHINGTON

RESOLUTION 2024-03

A RESOLUTION approving an additional bank account with Banner Bank for the deposits and disbursements via ACH in support of payroll services, as required by the San Juan County Treasurer Office.

WHEREAS, with the implementation of payroll services being managed by LSWDD, the District will be able to accept and authorize ACH for the purposes of fulfilling payroll services through a designated service provider. The San Juan County Treasurer requires an additional bank account to process these payroll services.

BE IT RESOLVED that the Managing Board hereby approves the District Manager to open a new bank account with Banner Bank to facilitate the deposits and disbursements via ACH that will occur with the commencement of LSWDD managed payroll services.

PASSED BY THE LOPEZ SOLID WASTE DISPOSAL DISTRICT SAN JUAN COUNTY, WASHINGTON, at its regular meeting held:

November 20,2024

Pamela Stewart

Ross MacDonald

Gene Helfman

Rhea Miller

Cyndi Smith

John Trench

June Coover