

LSWDD Minutes, Sept 28, 2022

Members present: Ross, Pam, Gene, Cyndi; Staff: Ric, David, Larissa; public—Dan Post

Call to Order -Pam at 1:00

Approval of August, 2022 Board Minutes: approved unanimously. *Note: new assignments will be highlighted in bold and italics.*

Status Reports

Financial Report/Claims & Payroll and District Manager reports—Ric:

We had August income of \$62,534 and expenses of \$74,435, leaving a deficit of -\$11,901 for the month. On a year-to-date basis, we have income of \$402,352 and expenses of \$372,585, leaving a year-to-date surplus of \$29,766.

As noted in last month's report, both July and August invoices from Skagit County PW are included in the current financials, which added \$7,835 to our monthly tip fee total. We also paid our annual liability insurance fee (\$12,570) in August. Finally, the timing of Levy Tax payments (due to increase in October) did not help us on the income side in August.

We continue to effectively manage wage expenses (our largest expense line item), with August labor expenses slightly less than July.

Included in the packet are the following:

- August 2022 Month P&L
- August 2022 YTD P&L
- Revised Monthly Rev/Exp/Profit Chart – provide some time series sense of our finances

We ended August with \$101,457 in cash and \$260,000 in District Reserves, for a total of \$361,457.

District Manager's Monthly Report

Actions

- **Claims** requiring board signature include:
 - LSWDD Claim 22027
 - LSWDD Claim 22028
 - LSWDD Claim 22029

- LSWDD Claim 22030
- LSWDD Claim 22031
- LSWDD Claim 22032
- LSWDD Claim 22033
- August Payroll Claim
- Claims will need your **digital signatures** (via Adobe Sign).

Updates

- • SJC Public Works put Baler Shed project out to bid – only one bidder for \$82K, more than twice our estimated cost. We are looking at alternatives.
- • Site Expansion project continues. Engineer still in information gathering mode – expect an update in October.
- • SJC Meeting on Tuesday, September 27, where Public Works will announce their plans for vacating Fisherman Bay location and ceding it to LSWDD for expansion.

Deficit this month due to Skagit being late posting July Invoices so we got two at one time. Also received annual liability insurance fee, paid in August (\$12,500) mislabeled as professional service, which it shouldn't be. Deficit is a timing issue. We are managing wage expenses well, August less than July.

Pam: to whom do we pay liability insurance? Ric: Martin Morris in Spokane is agent. See report for details. Our cash and district reserves are good, but waiting the expense of the box truck. Cyndi: What was the #750 donation from? Ric: not sure, will check with accounting system before meeting's end. {later note: donations are captured as a summary line item (no details) in the P&L. I will dig deeper & report later.}

District Manager's Monthly Report

Solid Waste Alternatives Project (SWAP)—Kat: see report. Ross: regarding levy, are we advertising in LopezRocks? *Looks like oversight and should be done. Larissa: will send email to Kat about that*

Solid Waste Advisory Committee (SWAC)—David: did not meet, next is November. Operators did meet with Katie, ResourceEnergy is looking at food waste composting and is looking at feasibility of including us and would include food waste, whereas David Bill only does green waste. We may or not need because we have fewer restaurants. An intern with Katy did a study but Resource Energy will do a more complete survey by end of year. David met with them briefly and they looked at our site and David Bill's. Waste Tire budget exists, looking for a bunch of tires somewhere at Dwight's property. We would have to pay for shipment to Anacortes. *David will look into possibility, Dwight would have to be included. Ross will make sure who's property it is.*

Facility report: Note report. Traffic is still heavy and PW is going back to 5 days a week so we'll lose parking access. Cyndi: do we turn people away if there's no parking? David: yes, but it requires staff to tell folks to come back in 45 minutes. David has counted as many as 35 cars and 15 spaces so it's a problem and we don't currently have a way to expand parking. No immediate solution known. Larissa: we try to spread higher value items out throughout the day rather than at first of day to reduce crowding. Hopefully things will improve with site expansion. Ric: site expansion planners are coming to visit mid-October and will be discussed.

Strategic Planning Committee--Cyndi, Ross: Cyndi says it's been passed to Ric. **Ross has an addition that he'll send to Cyndi. *Plan will go on the web shortly.***

Staff Reports

Facility Manager—David (see above)

District Manager—Ric: see above. Expect multi-page pdf for signatures. ***Please deal with promptly.*** Bailer shed project put out to bid, received one bid at twice our estimated cost so we're hoping for an improvement in situation. PW due to announce plans for Fish Bay property and cede to LSWDD. County approved plans, LSWDD endorsed. County has directed PW to plan for moving. Water remains an issue at new site, looking into micro-desalinization, requires council approval. New PW site is off Norman Road near South End Store, with 2-3 trailers that county will have to pay for. Exact plans not yet posted.

Administrator--Monthly Bale-David/Gary: see report.

Training, Education, and Outreach Coordinator—Larissa (see report). Still looking for new volunteers, had some summer part-timers that filled in shifts. Things look up as we have trainings scheduled. We haven't yet gotten Spanish speaking volunteers but working on it. Larissa is attending meeting with WA State recycling association on equity and inclusion. Larissa is putting together photos and information from her trip to Denmark that may prove useful in our situation, particularly signage with more visuals and less text. Cyndi: what % of population is Spanish speaking? Not sure. Ross: from hospital district survey, 20 family units based on dwellings on island as of 4 years ago. Larissa to meet with Amy from Museum, working on oral history collection re: the Dump. Next year is 10th anniversary of the dump so putting together the story with interviews with the idea of an exhibit at the Museum, info will be archived. Also planning a birthday party.

Public Comment / Input: Dan: we're two truckloads more this year than last year=800 tons of garbage, more than last year. Ferries remain a challenge. Tim Arnold was first money collector for Dump way back.

Old Business: Larissa: Cyndi and Larissa have plans underway to demonstrate how to deal with compost, probably a prototype trash can on site, but not appropriate for vermiculture. Thinking about a quarterly demonstration/information session, re: Composting Initiative Update:

New Business: Proposed standing Communications Committee will be important with site expansion, make it a joint effort between Larissa and the Board to help with

messaging, focusing on transparency. Ross: Rhea is willing to help on this with Ross, they're meeting tomorrow to work on this. Could go into the newsletter. Dave: considering a paid internship during the summer to pick up slack that often occurs (Ric: Larissa is looking into something through the school e.g., community service hours?).

EXECUTIVE SESSION TO DISCUSS PERSONNEL MATTERS- (RCW 42.30.110(1)g)

At 1400, Pam announced we would go into Executive Session to discuss Personnel Issues and that the adjoining Public Meeting would resume at 1415. Everyone but Board members were asked to exit Zoom and reconnect at 1415. The meeting was then adjourned, the Executive Session was held and the Public Meeting reconvened at 1415. No relevant decisions were made that need reporting. With no one other than board members in attendance, a motion for adjournment was requested.

Adjournment: Ross moved, unanimous, at 2:09.

Next Regular Board Meeting: Nov 19th, 1-2:30 pm