

Minutes LSWDD Jan 18, 2023

1:00 Call to Order -Pam

Present: Board— Pam, Rhea, Cyndi, Gene, Ross ; Staff—David, Ric, Larissa, Kat ;
Public—Dan Post, J. Golding , Andrew Nichols

Approval of Nov 16, 2022 Board Minutes Rhea moved, approved unanimously

Status Reports

Financial Report/Claims & Payroll—Ric— Financial Updates – Monthly and YTD summary (see at the end the December financials):

Summary:

Because of EOY, December financials were not available by time of board meeting. Financial reporting is limited to November 2022. However, claims presented for signature in the board packet are complete for the year. December financials will be distributed as soon as available.

We had November income of \$45,441 and expenses of \$34,931, leaving a surplus of \$10,509 for the month. On a year-to-date basis, we have income of \$553,954 and expenses of \$493,954, leaving a year-to-date surplus of \$60,001.

Notable in November revenue was \$11,709 in Excise tax collections. A small, but welcome benefit of the current interest environment is that we earned \$762 in investment interest in November.

Notable in November expenses were \$3,716 in Reclamation-disposal fees paid. This was because of the correction of a previous expense misallocation and tardy invoicing from our glass dump provider.

Included in the packet are the following:

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

We ended November with \$131,745 in cash and \$260,000 in District Reserves, for a total of \$391,745.

District Manager's Monthly Report

Actions

• **Claims** requiring board signature include:

- LSWDD Claim 22039
- LSWDD Claim 22040
- LSWDD Claim 22041
- LSWDD Claim 22042
- LSWDD Claim 22043
- LSWDD Claim 22044
- LSWDD Claim 22045
- November Payroll Claim
- December Payroll Claim
- Claims will need your **digital signatures** (via Adobe Sign).

Updates:

Ric is working with the management committee on succession planning for expected 2024 personnel changes.

We are also working to finalize the proposed site plan for the transfer station once we are able expand into the PW site. Next meeting with SJC and consultant is scheduled for January 18 at 4PM. Pam: amplify reconfigured expanded site details and we need to be listened to more closely. It may be a matter of longterm vs shortterm issues, with our focus more on immediate needs. Rhea/Pam: it will work out as long as we are firm about our needs.

Pam: what's happening with the bailer shed? Ric: We put in a proposal and money was allocated. The County only got one bid that was 3x the cost of our estimate. County not interested in temporary structure. Things are no stalled. David is looking at prefab metal frame lean-to that might work. Looking at costs and will approach county then. Pam: should we rebid? Ric: can raise the issue with the county.

Ric: neighbors are happy with noise reduction.

Solid Waste Alternatives Project (SWAP)—Kat, see report. Remakery is not sustainable. It will be vacated at end of Feb. Inventory list has been sent. What is our view of future, e.g. repair café? Where will it occur, where will items (tools, sewing machines) be stored? Movable trailer? (insurance, towing vehicle?). Rhea: issues to address: issues 1-4 are most important (see report); storage issues include temperature control. Ross: Kat: the grant and goals are specified, can continue thru June (will have better idea by end of February); we meet grant requirements as long as an effort is maintained. A trailer could move to other islands but does SWAP want to own and move a trailer but there are many logistical problems. All this is about a mobile repair café. Cyndi—who are the personnel involved? Remakery only has one person, Andrew, the tec person. Andrew is coordinated movement out of space. Andrew is willing to administer the repair café if we go with a 8x10 trailer. Can the \$5k engraver move to library/school. Metal dogs

are willing to help with Repair Café. Tracy C is willing to store sewing machines and other eqpt.. **Kat will outline project plans and calendar, report next month. Larissa will help.**

Rhea: can we agree that first four items in the SWAP report list are priorities. Yes. They are

1. Non-Profit Status and ability to accept 501c3 donations?
2. Project based fundraising (i.e. for a specific need)
3. Levy funding and management
4. Providing funds for volunteer and TEOC related events

Solid Waste Advisory Committee (SWAC)—David SWAC will meet soon. Hazardous waste will occur in May rather than June.. Cardboard is lowest ever. Mixed paper is costing \$1k just to dump. Rhea: what's happening to recycling and garbage decreases. David—decreases seem to be a trend, no explanation. Maybe behavior is improving? Pam: what's happening on the other islands? Commingling there confuses things.

Rhea: why do we need someone extra for Friday traffic control? Can't we find a volunteer? David: We have people backed up on street on Friday which is bad for traffic flow. Terry comes in now on Fridays.

Committees—Communications, Strategic Planning—see report. Rhea: we need professional input on the website design to attract volunteers. Larissa: stalled. We need a website that we can then go in and modify as needed. Pam: **committee should come back next month with a plan.** Ross; plans are underway on the 10th anniversary happenings.

Staff Reports

Facility Manager—David—updates:

District Manager—Ric—

Administrator—Monthly Bale-David/Gary; see report.

Training, Education, and Outreach Coordinator—Larissa— new data of TIOLI flow. WE now have a good picture of averages (see report). Volunteer participation is pretty consistent. There's a recycling bottle bill in the legislature currently. If passes it will change how we recycle. **Larissa will give board a copy of the bill for future discussion and decision.** Larissa has gone on compost tours and moves into a workshop/class in March, focusing on worms.

Public Comment / Input. Dan Post TIOLI is the Friday morning bottleneck. Mixed paper—we pay \$8k, with driver costs we're up to \$12K/yr to recycle mixed paper. Should it be treated as garbage? Andrew: Kat will update outside meeting on Remakery decisions.

Old Business

Composting Initiative,

New Business

Approval of Resolution 2023-1: Financial Signature Authority. Rhea moved approval. Approved unanimously.

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

At 1404, Pam announced we would go into Executive Session to discuss Personnel Issues and that the adjoining Public Meeting would resume at 1425. Everyone but Board members were asked to exit Zoom and reconnect at 1425. The meeting was then adjourned, the Executive Session was held and the Public Meeting reconvened at 1425. In attendance at the reconvened Board meeting were the Board members. No decisions were reached in the session that require reporting.

Adjournment. 2:30, Gene moved, passed unanimously

Next Regular Board Meeting: Feb 15th 2023, 1-2:30 PM

Here are the December 2022 monthly & FY profit & loss statements, which weren't available at the time of this meeting. The files have been added to the January board packet as items 9a-9b:

Ric also included the 2021 FY P&L for comparison's sake. The monthly profitability chart (past 24 months) is also added to the board packet.

We ended December 2022 with a **\$38,916** deficit and **\$21,085** surplus for the entire year. Payment of our 2022 SJC Program fee in December (\$19,790) exacerbated the month's shortfall.

Our revenues were \$11,516 lower than 2021, as were our expenses, which were \$12,360 below 2021.

Notable 2022 expenses were:

- \$16,610 for new dumpster
- \$6,862 in additional WA State Audit expenses
- \$5,311 additional SJC program fees (adjustment for 2021)

Though benefits, taxes & fees were all up in 2022, Labor (our largest single expense) was in line with expectations – thank you David!

A good financial end for the year, but also a caution, as our modest annual surpluses will not meaningfully contribute to the sizeable costs of our impending site expansion.