

# **LOPEZ SOLID WASTE DISPOSAL DISTRICT MANAGING BOARD MEETING**

**Wednesday, January 16, 2019**

(Approved February 20, 2019)

**LOPEZ ISLAND FIRE HALL MEETING ROOM**

**1:00 PM to 3:00 PM**

Board members present: Clark Johnson, Rhea Miller, Larry Bailey, and Clay Smith.

Board members absent: Gene Helfman.

Others present: District Manager Paul Andersson, Operations Assistant Eric Blaser, SWAP Chair Kim Norton; and Guest, Linda Noreen.

Clark called the meeting to order at 1:05 PM, noting no changes to the Agenda (Attachment 1).

**Rhea moved to approve the minutes of the December 19, 2018 Board meeting. The motion was approved unanimously, with one minor correction.**

## **Status Reports:**

Financial Officer's report: Paul reviewed December's financials (see attachment 1) and submitted claims for approval :

**The following voucher/warrants/electronic payments are approved for payment: Claim numbers: 19001, 4th Otr B&O Taxes(\$2,354.11);18052(\$1,463.49); 18053(\$189.98);18054 (\$8,367.70) and the December Payroll (\$12,097.21).**

Solid Waste Alternatives Program(SWAP) – Kim reported that SWAP activities and contributions had generated enough income to pay all expenses incurred in securing voter approval of the LSWDD annual tax levy and to create a fund of \$10,000 for LSWDD Projects. The Board Thanked and Congratulated Kim and SWAP for their great success in raising funds for LSWDD.

Solid Waste Advisory Committee(SWAC): The Committee did not meet.

## **Review of Staff Reports:**

The Board reviewed the staff reports with Paul providing an overview(see Attachments 1 & 2).

## **Old Business:**

### **Procedures Discussion-**

Secretarial Duties.

Paul is working on a draft memorandum detailing the duties of the Board Secretary

New Board Member Orientation.

Clark, Clay and Larry are working on a draft information memorandum to orient new Board Members.

Other areas where procedures need to be formalized and detailed in writing

The Financial Procedure Handbook is in final form. A Handbook detailing the Executive Directors duties and coverage for him in his absence needs to be agreed upon and documented.

### **Loose Ends-**

The LSWDD website has been updated.

The LISSY software is in the process of being documented.

We are short Volunteers. We need to increase the number of available volunteers. Discussion followed on volunteer recruitment (bilingual flyers?), orientation, coordination, and recognition.

### **SWAP Funding-**

David has developed a priority list for Capital improvements which will be reviewed by the Operations Committee.

### **Board Recruitment/Diversity-**

It was generally agreed that the Board would like to expand and become more diverse.

Discussion followed on how best to achieve these goals.

### **New Business:**

#### **2019 Monthly Budget-**

Paul gave a brief overview of the proposed Budget ( see Attachment ). **After discussion,**

**Clark moved for approval of the 2019 Monthly Budget, The Motion was passed unanimously.**

#### **Preliminary Discussion with SJC Public Works-parking spots-**

Paul suggested we should begin preliminary talks with Public Works on utilizing excess PW space for staff and volunteer parking. It was agreed that he should initiate discussions at his earliest opportunity.

#### **Dump 2.0--Developing a new Strategic Plan-**

It was generally agreed that we needed to develop a 5 Strategic Year Plan setting forth goals for LSWDD operations and that we should set aside time at our March Board meeting to develop an Outline of the Plan.

**Idea Pot:**

-Last year, we received \$4,000 in donations. We need to develop a procedure for collecting them, especially cash donations, ie Lock Box.

-There are a number of Legislature Bills proposed that may affect LSWDD operations. Query: Should we organize a Policy Committee to review and monitor proposed Legislative bills and Disposable Waste/Recycle policies in general?

-Staff is working very hard. Do we need to add work hours for staff or hire more staff ?

**Public Comment:**

Linda Noreen commented that she appreciated the work of the Board and believed the efforts of the Board were achieving positive results. She also suggested that the Board Records always spell out acronyms so references would be clearer to the public.

The meeting was adjourned at 2:50 pm. The next Board meeting is February 20, 2019.

Respectfully submitted,

Larry Bailey, Acting Secretary

[larryb@lopezsolidwaste.org](mailto:larryb@lopezsolidwaste.org)

# Board Materials – 1/16/19

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## Financial Officer’s Report

### 1. **Actions**

Motion to approve 2019 monthly budget – The monthly budget is a breakdown of annual revenues and expenses into the months in which they will actually be invoiced/receipted. The monthly budget does not require approval by the Governing Board but can help inform monthly financial management decisions.

### 2. **Financial Updates – Monthly and YTD summary:**

Summary:

We were 28% above budgeted revenues for December and are at 105.7% of budgeted revenues for the 2018. December expenditures were 18% below budgeted. Year to date expenditures are 5% below budget.

We are holding \$200,000 in investments.

At the end of December, 2018, we had \$39,711 in our cash account; \$239,711 total.

(Reference Income Statements and Statement of Cash Flows attached.)

### 3. **Claims and Payroll**

Claims and Payroll requiring board signature include:

18052 – 1,463.49

18053 – \$189.98

18054 - \$6,367.70

December Payroll - \$12,097.21

#### 4. Discussions

**2018 Ending Cash**– update on our proximity to predicted ending cash.

## Manager’s Monthly Report

### 1. Actions

NONE

### 2. Discussions

- a. **2018 loose ends wrap-up**
- b. **Procedures**
  - i. Secretary roles and monthly procedures update
  - ii. New board member on-boarding procedure update
- c. **Dump 2.0 Strategic Planning – A “Table of Contents” for a strategic plan**
- d. **2019 Staffing** –Consideration of adding staff hours in 2019, within a reasonable budget, in order to accomplish more capital improvements, material processing and staff training on site. A proposed addition of the Operations Assistant on Wednesdays throughout the year for a six hour shift would cost approximately \$8,000.

## Management Committee Report

COMMITTEE DID NOT MEET

## Admin Committee Report

COMMITTEE DID NOT MEET

## PR Committee Report

COMMITTEE DID NOT MEET

## TIOLI Committee Report

COMMITTEE DID NOT MEET

## Plastics Solutions Committee Report

COMMITTEE DID NOT MEET

## Attachment 2

### **December 2018 Board Report Training, Education and Outreach Coordinator**

#### **Training / Volunteers:**

Metrics: 85 % shifts filled.

#### **Training:**

Trained 2 volunteers, recruited 2 more.

#### **Education:**

- Collaboration on paper towels diversion with Lori Swanson and 3rd grade class and local gardeners is going well. Students are weighing amounts diverted for use in this year's Washington green school certification.
- TEOC met with new volunteer for ReMake Lab who is a robotic expert and maker: Andrew Nicols. He is interested in collaboration with robotics team(he helps facilitate). This is also potential project for Lopez school earth day assembly on education around e-cycle.
- Remake lab team meeting scheduled for February when all participants are back on island.
- On site education of volunteers and customers continues

#### **Events:**

- Winter volunteer appreciation party was very well attended: 45-50 People. All enjoyed skits, libations courtesy of SWAP, Plastics Free Salish Sea mini documentary and white elephant gift exchange.

#### **Ongoing:**

- TIOLI Committee will meet in February.
- PR Committee: published winter newsletter, and thank you ad for paper.

## December 2018 Volunteer Analysis

<b>Volunteer Hours/Rate</b>	
<b>Potential Volunteer Shift Hours</b>	<b>Number of Open Days</b>
280	14
<b>Total Shift Hours Volunteered</b>	<b>Total Shift Participation Rate</b>
237.0	85%
<b>Potential TIOLI Shift Hours</b>	<b>Potential Recycle Shift Hours</b>
140	140
<b>TIOLI Shift Hours Volunteered</b>	<b>Recycle Shift Hours Volunteered</b>
147.00	90.00
<b>TIOLI Participation Rate</b>	<b>Recycle Participation Rate</b>
105%	64%
<b>Special Project TIOLI</b>	<b>Special Project Recycling</b>
8.0	21.0
<b>Total Hours Volunteered</b>	
266	

<b>Unfilled Shifts</b>	
<b>All Shifts</b>	
Total	112
Unfilled	19
% Filled	83%

<b>Tioli Shifts</b>	
Total	48
Unfilled	5
Filled %	90%

<b>Recycle Shifts</b>	
Total	48
Unfilled	14
Filled %	71%

<b>Number of Shift Volunteers Participating</b>	
TIOLI	17
Recycling	14
<b>Total</b>	<b>31</b>

LSWDD  
Statement of Cash Flows  
December 2018

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	<u>Dec 18</u>
OPERATING ACTIVITIES	
Net Income	-520.36
Adjustments to reconcile Net Income to net cash provided by operations:	
Accounts Payable	<u>-8,811.49</u>
Net cash provided by Operating Activities	<u>-9,331.85</u>
Net cash increase for period	-9,331.85
Cash at beginning of period	<u>247,100.40</u>
Cash at end of period	<u><u>237,768.55</u></u>



LSWDD  
Profit & Loss Budget vs. Actual  
December 2018

	Dec 18	Budget	% of Bud...
<b>Income</b>			
Tax Levy Revenue (311.10.00.0000)	488.60	738.00	66.2%
Timber Harvest Tax Revenue (317.40.00.0000)	0.00	0.00	0.0%
Excise Tax Revenue (318.45.00.0000)	8,395.83	4,833.00	173.7%
Garbage Tip Fee Revenue (343.70.00.0000)	13,045.10	11,984.00	108.9%
Recyclables Sales Revenue (343.70.00.0001)	0.00	1,074.00	0.0%
Recyclables Tip Fee Revenue (343.70.00.0002)	624.00	634.00	98.4%
Investment Interest, LGIP (361.11.00.0000)	385.22	87.00	442.8%
Donations (367.00.00.0000)	34.00	0.00	100.0%
Cash Over (Short) (369.81.00.0000)	2.00	0.00	100.0%
Late and NSF Fees, Penalties (369.90.00.0000)	0.00	0.00	0.0%
Refuse Tax (386.37.00.0000)	468.43	442.00	106.0%
<b>Total Income</b>	<b>23,443.18</b>	<b>19,792.00</b>	<b>118.4%</b>
<b>Gross Profit</b>	<b>23,443.18</b>	<b>19,792.00</b>	<b>118.4%</b>
<b>Expense</b>			
Wages (537.00.10.0000)	12,097.22	12,653.00	95.6%
Overtime (537.00.10.0001)	0.00	0.00	0.0%
FICA (537.00.20.0001)	925.44	963.00	96.1%
L&I (537.00.20.0002)	472.17	704.00	67.1%
Retirement (537.00.20.0003)	1,239.23	1,411.00	87.8%
Medical Benefits (6675.537.00.20.0020)	750.00	750.00	100.0%
Personnel Benefits (537.00.20.0009)	0.00	86.00	0.0%
Office & Operating Supplies (537.00.31.0000)	236.72	291.67	81.2%
Fuel (537.00.32.0000)	888.29	280.00	317.2%
Small Tools & Equipment (537.00.35.0000)	581.37	416.67	139.5%
Accounting and Professional (537.00.41.0000)	1,559.68	600.00	259.9%
Advertising and Public Outreach (537.00.41.0...	0.00	0.00	0.0%
SJC Admin. and Legacy Fees (537.00.41.0099)	0.00	6,312.00	0.0%
Communications (537.00.42.0000)	545.73	214.00	255.0%
Travel (537.00.43.0000)	0.00	0.00	0.0%
Taxes, Other (537.00.44.0000)	0.00	534.00	0.0%
Rentals and Leases (537.00.45.0000)	175.00	200.00	87.5%
Insurance (537.00.46.0000)	0.00	0.00	0.0%
Utility Services (537.00.47.0000)	180.47	87.00	207.4%
Garbage Tip Fees Paid (537.00.47.0001)	8,949.00	7,789.00	114.9%
Garbage Transportation Exp. (537.00.47.0002)	1,454.20	1,429.00	101.8%
Recyclables Tip Fees Paid (537.00.47.0003)	0.00	179.00	0.0%
Recyclables Transportation Exp. (537.00.47.0...	1,467.00	1,355.00	108.3%
Reclamation-Disposal Fees Paid (537.00.47.0...	1,070.31	318.00	336.6%
Repairs and Maintenance (537.00.48.0000)	128.08	1,000.00	12.8%
Fees & Dues (537.00.49.0001)	0.00	0.00	0.0%
Hazardous Waste Exp. Allowance (537.00.49....	0.00	0.00	0.0%
Permits and Licenses (537.00.51.0000)	0.00	187.00	0.0%
Refuse Tax Payment (586.00.44.0000)	0.00	1,414.00	0.0%
Debt service, Principal (591.37.70.0000)	0.00	0.00	0.0%
Interest Expense (592.37.80.0000)	0.00	0.00	0.0%
Facility Improvements (594.37.63.0000)	0.00	913.00	0.0%
Computer and Software Exp. (594.37.64.0000)	55.12	57.00	96.7%
Machinery and Equipment (594.37.64.0001)	0.00	0.00	0.0%
<b>Total Expense</b>	<b>32,775.03</b>	<b>40,143.34</b>	<b>81.6%</b>
<b>Net Income</b>	<b>-9,331.85</b>	<b>-20,351.34</b>	<b>45.9%</b>

LSWDD  
Profit & Loss Budget vs. Actual  
January through December 2018

	Jan - Dec ...	Budget	% of Budget
<b>Income</b>			
SJC Capital Grants (6671.337.00.00.4017)	5,000.00		
Tax Levy Revenue (311.10.00.0000)	104,274.50	105,000.00	99.3%
Leasehold Tax Revenue (317.20.00.0000)	285.25		
Timber Harvest Tax Revenue (317.40.00.0000)	18.85	0.00	100.0%
Excise Tax Revenue (318.45.00.0000)	65,418.45	69,044.00	94.7%
Garbage Tip Fee Revenue (343.70.00.0000)	185,624.70	171,188.00	108.4%
Recyclables Sales Revenue (343.70.00.0001)	11,703.00	15,348.00	76.3%
Recyclables Tip Fee Revenue (343.70.00.0002)	9,262.50	9,037.00	102.5%
Investment Interest, LGIP (361.11.00.0000)	3,516.27	1,000.00	351.6%
Donations (367.00.00.0000)	4,436.57	0.00	100.0%
Cash Over (Short) (369.81.00.0000)	-4.60	0.00	100.0%
Late and NSF Fees, Penalties (369.90.00.0000)	0.60	0.00	100.0%
Refuse Tax (386.37.00.0000)	6,665.41	6,148.00	108.4%
<b>Total Income</b>	<b>396,201.50</b>	<b>376,765.00</b>	<b>105.2%</b>
<b>Gross Profit</b>	<b>396,201.50</b>	<b>376,765.00</b>	<b>105.2%</b>
<b>Expense</b>			
Wages (537.00.10.0000)	149,166.21	155,577.00	95.9%
Overtime (537.00.10.0001)	0.00	0.00	0.0%
FICA (537.00.20.0001)	11,411.27	11,897.00	95.9%
L&I (537.00.20.0002)	6,610.14	8,711.00	75.9%
Retirement (537.00.20.0003)	15,172.82	17,133.00	88.6%
Medical Benefits (6675.537.00.20.0020)	9,000.00	9,000.00	100.0%
Personnel Benefits (537.00.20.0009)	195.08	350.00	55.7%
Office & Operating Supplies (537.00.31.0000)	3,579.43	3,500.00	102.3%
Fuel (537.00.32.0000)	4,061.55	4,000.00	101.5%
Small Tools & Equipment (537.00.35.0000)	3,671.78	5,000.00	73.4%
Accounting and Professional (537.00.41.0000)	10,869.78	7,000.00	155.3%
Advertising and Public Outreach (537.00.41.0...	185.55	1,000.00	18.6%
SJC Admin. and Legacy Fees (537.00.41.0099)	26,828.94	25,248.00	106.3%
Communications (537.00.42.0000)	1,763.24	2,568.00	68.7%
Travel (537.00.43.0000)	325.50	1,200.00	27.1%
Taxes, Other (537.00.44.0000)	2,774.73	2,320.00	119.6%
Rentals and Leases (537.00.45.0000)	2,275.00	2,400.00	94.8%
Insurance (537.00.46.0000)	12,110.62	14,921.00	81.2%
Utility Services (537.00.47.0000)	877.60	1,000.00	87.8%
Garbage Tip Fees Paid (537.00.47.0001)	56,089.85	56,447.00	99.4%
Garbage Transportation Exp. (537.00.47.0002)	11,312.90	10,360.00	109.2%
Recyclables Tip Fees Paid (537.00.47.0003)	1,050.60	1,280.00	82.1%
Recyclables Transportation Exp. (537.00.47.0...	9,666.80	9,972.00	96.9%
Reclamation-Disposal Fees Paid (537.00.47.0...	4,191.79	4,550.00	92.1%
Repairs and Maintenance (537.00.48.0000)	1,531.60	12,000.00	12.8%
Fees & Dues (537.00.49.0001)	1,321.49	400.00	330.4%
Hazardous Waste Exp. Allowance (537.00.49....	52.00	250.00	20.8%
Permits and Licenses (537.00.51.0000)	2,313.50	2,200.00	105.2%
Refuse Tax Payment (586.00.44.0000)	6,355.65	6,148.00	103.4%
Debt service, Principal (591.37.70.0000)	9,857.74	9,570.00	103.0%
Interest Expense (592.37.80.0000)	295.74	580.00	51.0%
Facility Improvements (594.37.63.0000)	13,666.58	11,000.00	124.2%
Computer and Software Exp. (594.37.64.0000)	626.05	750.00	83.5%
Machinery and Equipment (594.37.64.0001)	0.00	0.00	0.0%
<b>Total Expense</b>	<b>379,211.53</b>	<b>398,332.00</b>	<b>95.2%</b>
<b>Net Income</b>	<b>16,989.97</b>	<b>-21,567.00</b>	<b>-78.8%</b>