

LEWIS COUNTY SOLID WASTE DISPOSAL DISTRICT #1-AGENDA

Regular Meeting

Meeting Date: Monday, June 26, 2023 Meeting Time: 1:30 pm

Location: Hearing Room, Lewis County Courthouse, Chehalis, WA.

- I. Call to Order
- II. Verification of a Quorum
- III. Approval of Minutes May 22, 2023 Regular Meeting
- IV. Public Comment on any final-action items listed on this agenda
- V. Public Hearing - None
- VI. Board Measures and Proposals
- VII. Transfer Station Operations
 - a. Community Litter Program Report
 - b. Transfer Station Tonnages
- VIII. Financial Reports
 - a. Monthly Reports
- IX. Legislative Update - None
- X. Approve Transfer from the Disposal District #1 Fund 415 in the amount of **\$1,161,393**

Payment to Solid Waste Fund 401 for operational expenses	\$	374,654
Payment to Solid Waste Fund 401 for East Lewis County Transfer Station rent	\$	1,859
Payment to Current Expense for Central Transfer Station rent	\$	51,000
Payment to Cowlitz Landfill and Dietrich Trucking for hauling and disposal	\$	687,036
Payment to City of Centralia for host fee	\$	16,750
Payment to Department of Revenue for taxes	\$	29,102
Payment to Merchant Services for credit card fees	\$	992
May 2023 Total Expenses	\$	1,161,393

- XI. Staff Discussion
 - a. Solid Waste long haul trailers
- XII. Announcements - None
- XIII. Adjournment

**LEWIS COUNTY
SOLID WASTE DISPOSAL DISTRICT #1
REGULAR MEETING**

Monday, June 26, 2023, at 1:30 pm

Lewis County is providing a virtual meeting option.
Please see below:

ONLINE: Attend the meeting via Zoom Meeting at <https://zoom.us/j/93204847215>.
The passcode is 161490.

BY PHONE: To attend by phone, call 888-475-4499.
The meeting ID is 93204847215 and the passcode is 161490.

LEWIS COUNTY SOLID WASTE DISPOSAL DISTRICT #1 - MINUTES

Regular Meeting

Meeting Date: Monday, May 22, 2023, Meeting Time 1:30 pm
Location: Hearing Room, Lewis County Courthouse, Chehalis, WA

- I. Disposal District Commissioner Scott J. Brummer called the meeting to order at 1:30 pm, Monday, May 22, 2023.
Those in attendance:

Scott J. Brummer	Lewis County Commissioner
Lindsey R. Pollock, DVM	Lewis County Commissioner
Sean D. Swope	Lewis County Commissioner
Josh Metcalf	Lewis County Public Works Director
Tina Hemphill	Lewis County Public Works Deputy Director
Nic Scott	Lewis County Public Information Specialist
Terry Harris	Solid Waste Advisory Committee Chairman
Rocky Lyon	Lewis County Solid Waste Manager
Karen Hirte	Lewis County Solid Waste Administrative Assistant

- II. Quorum verified.
- III. Approve the minutes of the April 25, 2023, Special meeting.
Motion by Sean D. Swope and seconded by Lindsey R. Pollock, DVM. Motion carried.
- IV. Public Comment on any final-action items listed on this agenda – None.
- V. Public Hearing – None.
- VI. Board Measures and Proposals – None.
- VII. Transfer Station Operations – Presented by Rocky Lyon, Solid Waste Manager.
- a. Community Litter Program Report – April.
- Litter program coordinator cleaned up 11 illegal dumpsites removing 4,060 pounds of garbage, 27 tires, and 1 refrigerator.
 - Volunteers in Centralia and throughout Lewis County spent 246.5 hours removing 1760 pounds of garbage, collecting 332 bags of litter.
- b. Transfer Station Tonnage – April.
- Combined monthly tonnage was 6,436.
 - Year to Date tonnage was 27,603.
- c. Recycling update – None.
- VIII. Financial Reports – Presented by Rocky Lyon, Solid Waste Manager.
- a. Monthly reports – April.
- Fund 415 revenue per the Munis report was \$759,062 and showed a net operating gain of \$23,761. The ending fund balance was \$4,575,462.
 - Total Fund 401 expenses \$346,161.
- IX. Legislative Update – None.
- X. Miscellaneous Reports – None.
- XI. Approval of Transfers from Solid Waste Disposal District #1 to Lewis County Solid Waste Utility.

Motion by Lindsey R. Pollock, DVM, and seconded by Sean D. Swope to approve payments and transfers in the amount of \$735,301 for the month of April. Motion carried.

- XII. Staff Discussion – Presented by Rocky Lyon, Solid Waste Manager.
- a. 2023-2025 Local Solid Waste Financial Assistance Grant (LSWFA) application update.
 - LSWFA has been accepted and approved. We qualified for the requested amount. The grant begins July 1, 2023.
 - b. Solid Waste Long Haul Trailers.
 - On May 31, 2023, there is a meeting scheduled with Dietrich, our current hauling company, to discuss the future use of the trailers. We are coordinating with LeMay to haul the trailers to our Centralia facility and to keep up with inspections and maintenance. We plan to keep 15 trailers in regular rotation with the rest kept ready to swap out if maintenance is needed.
- XIII. Announcements.
- a. Commissioner Scott J. Brummer announced that 42 individuals showed up to the Randle clean up event. There was positive feedback regarding the communication and efforts from the Solid Waste staff.
 - b. Commissioner Sean D. Swope announced that they are appreciative of Cabbros work in the homeless camp clean up.
- XIV. Adjournment – With no further business, motion by Sean D. Swope and second by Lindsey R. Pollock, DVM, to adjourn the meeting at 1:51 pm.

Respectfully submitted,

Karen Hirte
Solid Waste Utility, Administrative Assistant

**Solid Waste Utility #1
Community Litter Cleanup Program Summary
For the Month of April**

Lewis County Litter Crew

Supervisor Hours	59.00
Crew Hours	118.00
Road Miles	47.00
Weight (Pounds)	\$ 2,080.00
Other Item Fees (TV, Tires and Appliances)	\$ -
Total Disposal Fees	\$ 149.55

Illegal Dumpsites

Supervisor Hours	10.00
Crew Hours	10.00
Dumpsites Cleaned	3.00
Weight (Pounds)	\$ 600.00
Other Item Fees (TV, Tires and Appliances)	\$ 20.00
Total Disposal Fees	\$ 65.00

Lewis County Contracted Litter Crew: Roadside

Crew Hours	-
Road Miles	-
Weight (Pounds)	-
Other Item Fees (TV, Tires and Appliances)	\$ -
Total Disposal Fees	\$ -

Lewis County Contracted Litter Crew: Interchanges and Intersections

Crew Hours	-
Weight (Pounds)	-
Other Item Fees (TV, Tires and Appliances)	\$ -
Total Disposal Fees	\$ -

Volunteer Litter Clean-up

Hours	258.00
Weight (Pounds)	-
Bags Collected	271.00
Other Item Fees (TV, Tires and Appliances)	\$ -
Total Disposal Fees	\$ -

Totals may not foot due to rounding.

COMMUNITY LITTER CLEANUP PROGRAM 2023

	January	February	March	April	May	June	July	August	September	October	November	December	YTD Totals
Lewis County Litter Crew													
Supervisor Hours Litter	-	-	-	-	59.00	-	-	-	-	-	-	-	59.00
Road Miles	-	-	-	-	47.00	-	-	-	-	-	-	-	47.00
Crew Hours	-	-	-	-	118.00	-	-	-	-	-	-	-	118.00
Road side disposal weight	-	-	-	-	2,080.00	-	-	-	-	-	-	-	2,080.00
Disposal Fees	\$ -	\$ -	\$ -	\$ -	\$ 149.55	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 149.55
Illegal Dumpsites													
Suprvisor Hours	50.00	45.50	47.00	46.00	10.00	-	-	-	-	-	-	-	198.50
Crew Hours	-	-	-	-	10.00	-	-	-	-	-	-	-	10.00
Dumpsites Cleaned	11.00	11.00	12.00	11.00	3.00	-	-	-	-	-	-	-	48.00
Pounds	5,220.00	4,140.00	3,660.00	4,060.00	600.00	-	-	-	-	-	-	-	17,680.00
Disposal Fees	\$ 476.24	\$ 597.97	\$ 330.49	\$ 384.30	\$ 65.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,854.00
Lewis County Contracted Litter Crew: Roadside													
Team Hours	-	-	-	-	-	-	-	-	-	-	-	-	-
Road Miles	-	-	-	-	-	-	-	-	-	-	-	-	-
Pounds of Litter Picked Up	-	-	-	-	-	-	-	-	-	-	-	-	-
Disposal Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Roads Cleaned:													
Lewis County Contracted Litter Crew: Interchanges and Intersections													
Team Hours	-	-	-	-	-	-	-	-	-	-	-	-	-
Pounds of Litter Picked Up	-	-	-	-	-	-	-	-	-	-	-	-	-
Other Items Picked Up	-	-	-	-	-	-	-	-	-	-	-	-	-
Disposal Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Interchanges cleaned:													
Volunteer Litter Clean-up Work													
Hours	158.00	72.00	184.00	246.50	258.00	-	-	-	-	-	-	-	918.50
Pounds of Litter Picked Up	600.00	-	-	1,760.00	-	-	-	-	-	-	-	-	2,360.00
Bags Collected	40.00	98.00	240.00	332.00	271.00	-	-	-	-	-	-	-	981.00
Disposal Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

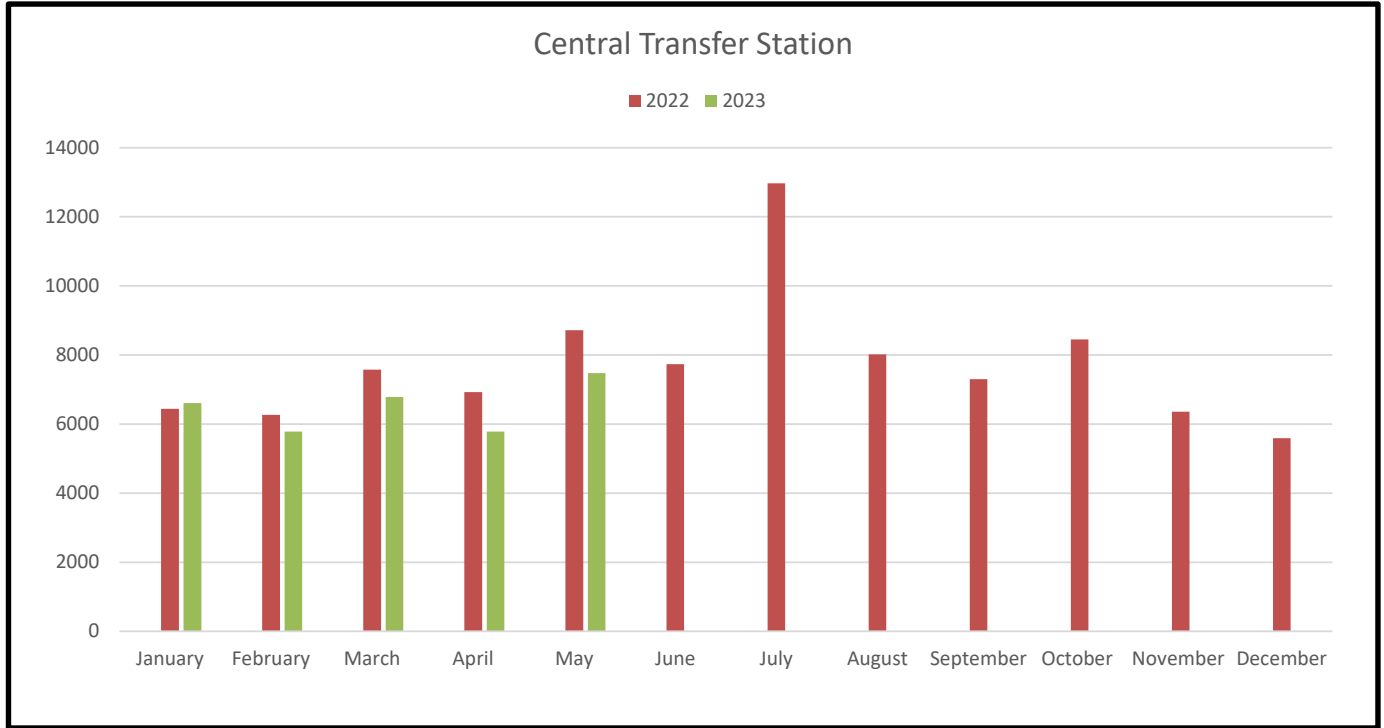
Centralia Volunteers: 31 groups (69 individuals), 233 hours, 191 bags
 Chehalis Volunteers: 50 bags collected
 Lewis County Volunteers: 9 individuals, 25 hours, 30 bags
 Lewis County Drug Court:
 Litter Clean-up Events: Cabbros cleaned up a homeless encampment off Airport Road

Illegal Dumpsites cleaned				
Road & Mile Post	Pounds	Other	Other Fees	# of Sites
King Rd MP 3	180	3 tires	\$ 15.00	1
Salzer Valley Rd MP 2	140	1 tire	\$ 5.00	1
Cinebar Rd MP 1.5	280	0	\$ -	1
	600		\$ 20.00	3

Totals may not foot due to rounding.

LEWIS COUNTY SOLID WASTE TONNAGE REPORT

Month	Central Transfer Station		
	2022	2023	Difference
January	6,442	6,611	169
February	6,265	5,784	(481)
March	7,574	6,783	(791)
April	6,921	5,785	(1,136)
May	8,716	7,471	(1,245)
June	7,734	-	-
July	12,966	-	-
August	8,014	-	-
September	7,303	-	-
October	8,448	-	-
November	6,360	-	-
December	5,587	-	-
Total Tonnage	92,330	32,434	

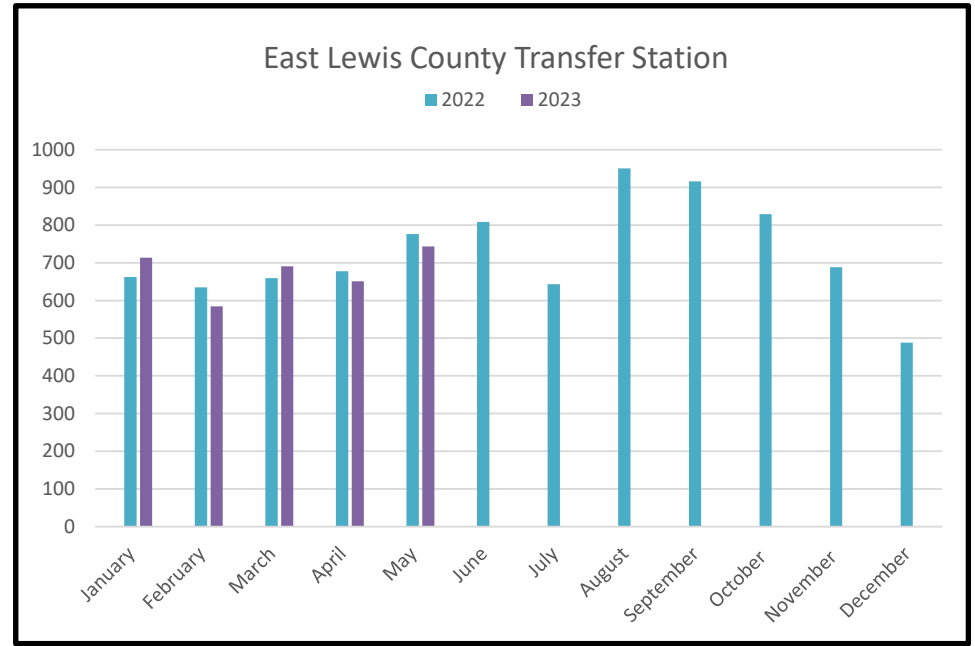


Month	East Lewis County		
	2022	2023	Difference
January	663	714	51
February	635	584	(51)
March	659	691	32
April	678	651	(27)
May	776	744	(32)
June	808	-	-
July	643	-	-
August	950	-	-
September	916	-	-
October	829	-	-
November	688	-	-
December	488	-	-
Total Tonnage	8,732	3,383	

2023 Total
7,325
6,368
7,473
6,436
8,214
-
-
-
-
-
-
-
35,817

2023 Estimated Tonnage: 92,000

Actual Tonnage/ Estimated Tonnage 39%



Solid Waste Disposal District #1

Fund 415 Monthly Report

May 2023

Beginning Fund 415 Balance \$ 4,575,462

Revenue:

Solid Waste Sales and Services	845,270	99.94%
Late Fees	115	0.01%
Accounts Receivable	-	0.00%
Over / Short	(136)	-0.02%
Recycling/Miscellaneous Revenue	<u>546</u>	0.06%
Total Revenue	845,795	100.00%

Expenses:

Business and Occupational Service Tax	14,804	1.27%
Refuse Tax	14,298	1.23%
Professional Services and Supplies	-	0.00%
Building / Facility Rent	52,859	4.55%
Hauling and Disposal	687,036	59.16%
Credit Card Fees	992	0.09%
Host Fee	16,750	1.44%
Monthly Payment to Fund 401	<u>374,654</u>	32.26%
Total Expenses	<u>1,161,393</u>	100.00%

Net Operating Loss (315,598)

Ending Fund 415 Balance \$ 4,259,864

Landfill Closure Reserve \$287,993

*Following page 9 shows detailed listing of monthly transfer.
Incurred expenses were calculated based on our reported out-bound tonnage.*

**SOLID WASTE DISPOSAL DISTRICT FUND 415
2023**

41.67% OF YEAR ELAPSED

	January	February	March	April	May	June	July	August	September	October	November	December	Yearend	YTD TOTALS	BUDGET	% YTD/Budget
Revenue:																
Solid Waste Sales and Services	\$ 392,638	\$ 760,825	\$ 636,689	\$ 756,200	\$ 845,270	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,391,620	\$ 9,450,000	35.89%
Late Fees paid by Customers	230	240	70	110	115	-	-	-	-	-	-	-	-	765	1,500	51.00%
Accounts Receivable	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0.00%
Petty Cash	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0.00%
Over/Short	26	2	19	47	(136)	-	-	-	-	-	-	-	-	(42)	-	0.00%
Recycling/Misc. Revenue	943	5,664	62	2,812	546	-	-	-	-	-	-	-	-	10,027	90,000	11.14%
Total Revenue	\$ 393,837	\$ 766,731	\$ 636,840	\$ 759,169	\$ 845,794	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,402,370	\$ 9,541,500	35.66%
Expenses:																
Credit Card Fees	\$ 5,892	\$ 5,279	\$ 6,038	\$ -	\$ 992	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 18,201	\$ 75,000	24.27%
Refuse Tax	11,609	10,575	13,267	11,703	14,298	-	-	-	-	-	-	-	-	61,453	-	0.00%
Business and Occupation Tax	13,408	11,694	14,136	12,868	14,804	-	-	-	-	-	-	-	-	66,910	166,976	40.07%
Repairs and Maintenance	-	-	-	-	-	-	-	-	-	-	-	-	-	-	25,000	0.00%
Professional Services	-	-	254	-	-	-	-	-	-	-	-	-	-	254	6,000	4.23%
*Building/Facility Rent	-	105,718	52,859	52,859	52,859	-	-	-	-	-	-	-	-	264,295	634,308	41.67%
Hauling and Disposal	68,174	630,905	70,130	372,652	687,036	-	-	-	-	-	-	-	-	1,828,896	5,027,248	36.38%
Host Fee	16,750	16,750	16,750	16,750	16,750	-	-	-	-	-	-	-	-	83,750	201,000	41.67%
Utility Fund Contracted Services	225,907	235,957	285,259	268,469	374,654	-	-	-	-	-	-	-	-	1,390,246	3,335,082	41.69%
Total Expenses	\$ 341,740	\$ 1,016,878	\$ 458,693	\$ 735,301	\$ 1,161,393	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,714,004	\$ 9,470,614	39.22%
Net Operating Gain/(Loss)	\$ 52,097	\$ (250,147)	\$ 178,147	\$ 23,868	\$ (315,598)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (311,633)		

*This sheet is intended to compare the Solid Waste Disposal District YTD totals to the Solid Waste Disposal District budget.
Fund 415 balance can be found on the Solid Waste Disposal District report.*

**Breakdown of building/facility rent: Central Transfer Station (CTS) monthly rent is \$51,000 and the East Lewis County Transfer Station (ELCTS) monthly rent is \$1,859. CTS monthly rent payment increased from \$38,700 to \$51,000 in January 2010. \$38,700 goes toward a bond payment and \$12,300 is reserved in Solid Waste Fund 401 for capital improvements. Per BOCC Resolution #19-292, when the bond is fully paid in December 2024, the entire \$51,000 payment will be accounted for in the Solid Waste capital improvement reserve.*

Solid Waste Utility Fund 401 Monthly Report May 2023

Revenue:

Grants	-	0.00%
Reimbursement for Litter Program	-	0.00%
Misc Revenue	-	0.00%
Insurance Recovery	16,667	4.24%
Rent From Disposal District	1,859	0.47%
Payment From Disposal District	374,654	95.29%
Total Revenue	393,180	100.00%

Expenses:

Admin and Transfer Station Programs		
Salaries and Fringe Benefits	132,130	35.09%
Supplies / Small Tools / Equipment	10,051	2.67%
Fuel Consumed	2,524	0.67%
Professional Services	29,169	7.75%
Utilities	2,137	0.57%
Miscellaneous	1,927	0.51%
Equipment Rental	750	0.20%
Interfund Equipment	55,131	14.64%
Interfund Charges	18,134	4.82%
Crane and Site Maintenance	16,559	4.40%
Training / Travel / Subscription	-	0.00%
Recycling Program	53,456	14.20%
Litter Program	17,773	4.72%
Code Compliance Program	-	0.00%
Nuisance Abatement	-	0.00%
Homeless Camp Clean Up Program	1,065	0.28%
Landfill Closure Program	13,940	3.70%
Moderate Risk Waste Program	21,767	5.78%
Capital Improvements	-	0.00%
Total Expenses	376,513	100.00%

Net Operating Income \$ 16,667

Insurance Recovery Crane Reserve

Reserve Balances:	
Nuisance Abatement	\$ 114,876
Crane (2023)	172,367
Capital (2010 to 2022)	748,254
Total Reserve Balance	\$ 1,035,497

**SOLID WASTE UTILITY FUND 401
2023**

41.67% OF YEAR ELAPSED

	January	February	March	April	May	June	July	August	September	October	November	December	Yearend	YTD TOTALS	BUDGET	% YTD/Budget
Revenue:																
WRRED and LSWFA Grant	\$ -	\$ -	\$ -	\$ 45,198	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 45,198	\$ 172,000	26.28%
Litter Grant	-	-	-	13,186	-	-	-	-	-	-	-	-	-	13,186	12,600	104.65%
Rent From Disposal District	-	3,718	1,859	1,859	1,859	-	-	-	-	-	-	-	-	9,295	22,308	41.67%
Reimbursement from Litter Crew	-	-	-	17,449	-	-	-	-	-	-	-	-	-	17,449	175,559	9.94%
Insurance Recovery	-	-	-	-	16,667	-	-	-	-	-	-	-	-	16,667	-	0.00%
Payment From Disposal District	225,907	235,957	285,259	268,469	374,654	-	-	-	-	-	-	-	-	1,390,246	3,335,082	41.69%
Total Revenue	\$ 225,907	\$ 239,675	\$ 287,118	\$ 346,161	\$ 393,180	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,492,042	\$ 3,717,549	40.14%
Expenses:																
Salary and Benefits	\$ 123,397	\$ 122,144	\$ 118,291	\$ 118,831	\$ 132,130	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 614,792	\$ 1,716,955	35.81%
Supplies/Small Tools and Equipment	1,091	1,702	7,691	23,453	10,051	-	-	-	-	-	-	-	-	43,988	60,500	72.71%
Fuel Consumed	-	2,992	2,557	1,866	2,524	-	-	-	-	-	-	-	-	9,939	64,500	15.41%
Professional Services	16,277	5,954	72,721	18,765	29,169	-	-	-	-	-	-	-	-	142,886	299,847	47.65%
Utilities	461	4,542	2,943	2,459	2,137	-	-	-	-	-	-	-	-	12,541	34,500	36.35%
Miscellaneous	1,394	587	5,491	49	1,927	-	-	-	-	-	-	-	-	9,448	19,188	49.24%
Equipment Rental	600	600	600	7,513	750	-	-	-	-	-	-	-	-	10,063	15,250	65.99%
Interfund Equipment	-	-	-	18,825	55,131	-	-	-	-	-	-	-	-	73,956	225,408	32.81%
Interfund Charges	-	-	-	5,512	18,134	-	-	-	-	-	-	-	-	23,647	96,433	24.52%
Crane and Site Maintenance	2,457	125	5,244	5,326	16,559	-	-	-	-	-	-	-	-	29,711	219,000	13.57%
Training and Travel	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1,499	0.00%
Recycling Program	13,813	13,536	38,258	12,650	53,456	-	-	-	-	-	-	-	-	131,713	183,645	71.72%
Landfill Closure	1,689	1,753	2,132	3,152	13,940	-	-	-	-	-	-	-	-	22,666	104,681	21.65%
Code Compliance Support	-	-	-	-	-	-	-	-	-	-	-	-	-	-	100,000	0.00%
Nuisance Abatement	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0.00%
Homeless Camp Clean Up Program	-	-	-	-	1,065	-	-	-	-	-	-	-	-	1,065	-	0.00%
Litter Program	7,395	7,392	7,409	9,718	17,773	-	-	-	-	-	-	-	-	49,688	234,199	21.22%
Moderate Risk Waste	7,332	12,725	12,204	21,022	21,767	-	-	-	-	-	-	-	-	75,050	256,945	29.21%
Capital Improvements/Repairs	-	65,623	11,577	97,020	-	-	-	-	-	-	-	-	-	174,220	35,000	497.77%
Total Expenses	\$ 175,907	\$ 239,675	\$ 287,118	\$ 346,161	\$ 376,513	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,425,372	\$ 3,667,550	38.86%
Net Operating Gain/(Loss)	\$ 50,000	\$ -	\$ -	\$ -	\$ 16,667	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 66,667		

CRANE RESERVE
PAYMENT

INSURANCE
RECOVERY CRANE
RESERVE

This sheet is intended to compare Solid Waste Utility YTD to the Solid Waste Utility Budget. Fund 401 reserve balances can be found on the Solid Waste Utility report.