LEWIS COUNTY SOLID WASTE DISPOSAL DISTRICT #1-AGENDA

Regular Meeting

Meeting Date: Monday, September 25, 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 August 28, 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 \$784,624

Payment to Solid Waste Fund 401 for operational expenses	\$ 217,305
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	\$ 466,524
Payment to City of Centralia for host fee	\$ 16,750
Payment to Department of Revenue for taxes	\$ 31,186
August 2023 Total Expenses	\$ 784,624

- XI. Staff Discussion
 - a. Lewis County Solid Waste Management Plan
- XII. Announcements
 - a. 2024 Budget will be presented at October 23, 2023 meeting
- XIII. Adjournment

LEWIS COUNTY SOLID WASTE DISPOSAL DISTRICT #1 REGULAR MEETING

Monday, September 25, 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, August 28, 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 August 28, 2023. Those in attendance:

Scott J. Brummer
Lindsey R. Pollock, DVM
Sean D. Swope
Ryan Barrett
Lewis County Commissioner
Lewis County Commissioner
Lewis County Commissioner
Lewis County Manager

Tina Hemphill

Lewis County Public Works Deputy Director

Nic Scott

Lewis County Public Information Specialist

Rocky Lyon Lewis County Solid Waste Manager

Karen Hirte Lewis County Solid Waste Administrative Assistant

- II. Quorum verified.
- III. Approve the minutes of the July 24, 2023, regular meeting.Motion by Lindsey R. Pollock, DVM, and seconded by Sean D. Swope. 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 July.
 - The litter program coordinator and crew cleaned up 27 road miles, spent a total of 67.5 hours picking up 600 pounds of litter. They spent a total of 61.5 hours cleaning up 7 illegal dumpsites, removing 1100 pounds of garbage.
 - Volunteers in Centralia and throughout Lewis County reported spending 168.5 hours collecting 215 bags of litter.
 - Our interchange/intersection grant application has been submitted. We are awaiting its approval.
 - b. Transfer Station Tonnage July.
 - Combined monthly tonnage was 7,922.
 - Year to Date tonnage was 51,933.
 - There was a significant dip in July's 2023 tonnage from July's 2022 tonnage due to a one-time event in 2022.
- VIII. Financial Reports Presented by Rocky Lyon, Solid Waste Manager.
 - a. Monthly reports July.
 - Fund 415 revenue per the Munis report was \$847,910 and showed a net operating gain of \$156,091. The ending fund balance was \$4,506,517.
 - Fund 401 total expenses \$277,916.
 - Total reserve balances \$1,035,497.
- 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 Sean D. Swope and seconded by Lindsey R. Pollock, DVM, to approve payments and transfers in the amount of \$691,819 for the month of July. Motion carried.

- XII. Staff Discussion Presented by Rocky Lyon, Solid Waste Manager.
 - a. Emergency excavator replacement.
 - We are reaching out to rental companies for quotes for used excavators to replace our Doosan. We are looking to spend in the \$140,000 range on a used machine.
- XIII. Announcements.
 - a. Lewis County Solid Waste Management Plan.
 - The plan draft is completed. Rocky or Melanie will give a brief presentation of the plan at the next meeting.
- XIV. Adjournment With no further business, motion by Lindsey R. Pollock, DVM, and second by Sean D. Swope to adjourn the meeting at 1:48 pm.

Respectfully submitted,

Karen Hirte

Karen Hirte

Solid Waste Utility, Administrative Assistant

Solid Waste Utility Community Litter Cleanup Program Summary For the Month of August 2023

Lewis County Litter Crew		
Supervisor Hours		42.50
Crew Hours		85.00
Road Miles		41.00
Weight (Pounds)		1,540.00
Other Item Fees (TV, Tires and Appliances)	\$ \$	80.00
Total Disposal Fees	\$	216.58
Illegal Dumpsites		
Supervisor Hours		14.00
Crew Hours		28.00
Dumpsites Cleaned		4.00
Weight (Pounds)		320.00
Other Item Fees (TV, Tires and Appliances)	\$	275.00
Total Disposal Fees	\$	337.61
Lewis County Contracted Litter Crew: Roadside		
Crew Hours		22.00
Road Miles		-
Weight (Pounds)		520.00
Other Item Fees (TV, Tires and Appliances)	\$ \$	-
Total Labor and Disposal Fees	\$	3,031.94
Lewis County Contracted Litter Crew: Interchanges and Intersections		
Crew Hours		=
Weight (Pounds)		-
Other Item Fees (TV, Tires and Appliances)	\$ \$	-
Total Labor and Disposal Fees	\$	-
Volunteer Litter Clean-up		
Hours		142.50
Weight (Pounds)		-
Bags Collected		194.00
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	37.50	22.50	42.50	-	-	-	-	161.50
Crew Hours	-	-	-	-	118.00	75.00	45.00	85.00	-	-	-	-	323.00
Road Miles	-	-	-	-	47.00	36.00	27.00	41.00	-	-	-	-	151.00
Road side disposal weight	-	-	-	-	2,080.00	1,100.00	600.00	1,540.00	-	-	-	-	5,320.00
Disposal Fees	\$ -	\$ -	\$ -	\$ -	\$ 149.55	\$ 120.00	\$ 80.00	\$ 216.58	\$ -	\$ -	\$ -	\$ -	\$ 566.13
Illegal Dumpsites													
Suprvisor Hours	50.00	45.50	47.00	46.00	10.00	11.00	20.50	14.00	-	_	_	_	244.00
Crew Hours	-	-	-	-	10.00	22.00	41.00	28.00	_	_	_	_	101.00
Dumpsites Cleaned	11.00	11.00	12.00	11.00	3.00	5.00	7.00	4.00	_	_	_	_	64.00
Pounds	5,220.00	4,140.00	3,660.00	4,060.00	600.00	920.00	1,100.00	320.00	_	_	_	_	20,020.00
Disposal Fees	\$ 476.24		\$ 330.49						\$ -	\$ -	\$ -	\$ -	\$ 2,375.48
Disposar r ces	ψ 170121	ψ 337.37	ψ 3301.13	φ σσ πσσ	φ σσ.σσ	ψ .5.25	φ 20 1100	ψ 557.101	Ψ	Ψ	Ψ	1 4	φ 2,070.10
Lewis County Contracted Litte	r Crew: Roadsid	e											
Team Hours	-	-	-	-	-	-	-	22.00	-	-	-	-	22.00
Road Miles	-	-	-	-	-	-	-	-	-	-	-	-	-
Pounds of Litter Picked Up	-	-	-	-	-	-	-	520.00	-	-	-	-	520.00
Labor and Disposal Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,031.94	\$ -	\$ -	\$ -	\$ -	\$ 3,031.94
Roads Cleane	ed: Highway 603												
Lewis County Contracted Litte	r Crew: Intercha	nges and Inte	rsections										
Team Hours	_	-	_	_	_	_	-	_	_	_	-	_	-
Pounds of Litter Picked Up	_	_	_	-	_	_	-	-	_	-	_	_	1 - 1
Other Items Picked Up	_	_	_	-	_	_	-	-	_	-	_	_	1 - 1
Labor and Disposal Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Interchanges cleane	ed:			•	1.	*							
Volunteer Litter Clean-up Wo	-l-												
•		70.00	404.00	246.52	250.00	20: ==	460 ===	440.50	1		1		4 424
Hours	158.00	72.00	184.00	246.50	258.00	204.75	168.50	142.50	-	-	-	-	1,434.25
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	207.00	215.00	194.00	-	-	- ė	-	1,597.00
Disposal Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Ş -	> -	\$ -	\$ -

Centralia Volunteers: 38 volunteers, 142.5 hours, picked up 144 bags of litter

Chehalis Volunteers: 50 bags of litter picked up

Lewis County Volunteers: None reported

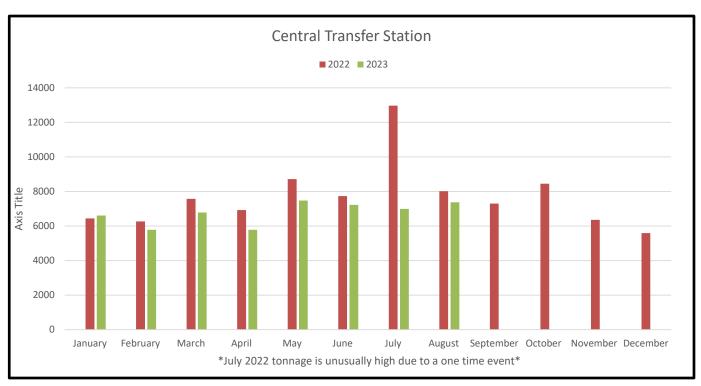
Lewis County Drug Court: Litter Clean-up Events:

Illegal Dumpsites cleaned											
Road & Mile Post	Pounds	Other	01	her Fees	# of Sites						
Halliday Rd. MP 1.5	160	-	\$	-	1						
Wohld Rd. MP 0	-	-	\$	130.00	1						
Wohld Rd. MP 0	-	-	\$	145.00	1						
North Fork Rd. MP 4	160	-	\$	15.00	1						
	320	-	\$	290.00	4						

Totals may not foot due to rounding.

LEWIS COUNTY SOLID WASTE TONNAGE REPORT

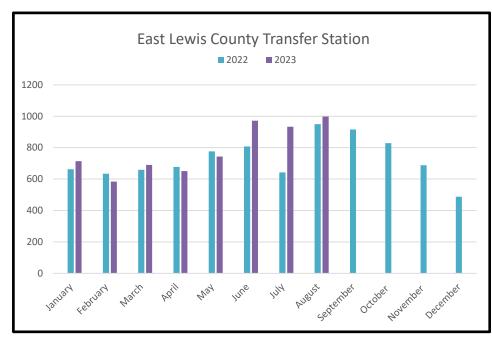
Month	Central Transfer Station								
	2022	2023	Difference						
January	6,442	6,611	169						
February	6,265	5,784	(481)						
March	7,574	6,783	(791)						
April	6,921	5,785	(1,136)						
May	8,716	7,471	(1,245)						
June	7,734	7,222	(512)						
July	12,966	6,988	(5,978)						
August	8,014	7,378	(636)						
September	7,303	-	-						
October	8,448	-	-						
November	6,360	-	-						
December	5,587	-	-						
Total									
Tonnage	92,330	54,023							



Month	East	Lewis Co	ounty				
WIOIILII	2022						
January	663	714	51				
February	635	584	(51)				
March	659	691	32				
April	678	651	(27)				
May	776	744	(32)				
June	808	972	164				
July	643	933	290				
August	950	998	48				
September	916	-	-				
October	829	-	-				
November	688	-	-				
December	488	-	-				
Total							
Tonnage	8,732	6,286					

2023
Total
7,325
6,368
7,473
6,436
8,214
8,194
7,922
8,376
-
-
-
-
60,309

Estimated
Tonnage:
92,000
Actual
Tonnage/
Estimated
Tonnage
66%



Solid Waste Disposal District #1 Fund 415 Monthly Report For the Month of August 2023

Beginning Fund 415 Balance \$ 4,506,517

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Solid Waste Sales and Services	908,539		98.61%
Late Fees	200		0.02%
Accounts Receivable	-		0.00%
Misc. Non-Operating	-		0.00%
Over / Short	86		0.01%
Recycling/Miscellaneous Revenue	12,544		1.36%
	Total Revenue	921.369	100.00%

Expenses:

Business and Occupational Service Tax	x 15,814		2.02%
Refuse Tax	15,372		1.96%
Professional Services and Supplies	-		0.00%
Building / Facility Rent	52,859		6.74%
Hauling and Disposal	466,524		59.46%
Credit Card Fees	-		0.00%
Host Fee	16,750		2.13%
Monthly Payment to Fund 401	217,305		27.70%
	Total Expenses	<u>784,624</u>	100.00%

Net Operating Gain 136,745

Ending Fund 415 Balance \$ 4,643,262

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.

This interim report is unaudited and intended for management purposes only. Totals may not foot due to rounding.

SOLID WASTE DISPOSAL DISTRICT FUND 415 2023

66.67% OF YEAR ELAPSED

		January	Feb	oruary	N	March		April		Mav	June		July		August	September		October	November		December	Yea	rend	Y	TD TOTALS		BUDGET	% YTD/Budget
Revenue:		,		,						,			,											-				,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,
Solid Waste Sales and Services	\$	392,638	\$	760,825	\$	636,689	\$	756,200	\$	845,270	\$ 954,164	\$	830,997	\$	908,539	\$ -	\$	-	\$ -	. ç	-	\$	_	\$	6,085,320	\$	9,450,000	64.39%
Late Fees paid by Customers		230		240		70		110		115	92		100		200	-		-	-	. `	-		-		1,157		1,500	77.13%
Accounts Receivable		-		-		-		-		-	-		-		-	-		-	-	.	-		-		-		-	0.00%
Petty Cash		-		-		-		-		-	-		-		-	-		-	-	.	-		-		-		-	0.00%
Over/Short		26		2		19		47		(136)	(131)	30		86	-		-	-	.	-		-		(57)		-	0.00%
Misc. Non-Operating		-		-		-		-		-	5,698		-		-	-		-	-	.	-		-		5,698		-	0.00%
Recycling/Misc. Revenue		943		5,664		62		2,812		546	-		16,783		12,544	1		-	1		-		-		39,353		90,000	43.73%
Total Revenue	\$	393,837	\$	766,731	\$	636,840	\$	759,169	\$	845,794	\$ 959,823	\$	847,910	\$	921,369	\$ -	\$	-	\$ -	. <	-	\$	_	\$	6,131,472	\$	9,541,500	64.26%
		·						·		·			·							T								
Expenses:																												
Credit Card Fees	Ś	5,892	Ś	5,279	Ś	6,038	Ś	_	Ś	992	\$ 1	Ś	_	Ś	_	\$ -	Ś	-	\$ -	. 5	-	\$	_	Ś	18,202	Ś	50,000	36.40%
Refuse Tax		11,609		10,575		13,267		11,703		14,298	15,061		14,923		15,372	-	'	-	-	. `	-		_		106,809		,	0.00%
Business and Occupation Tax		13,408		11,694		14,136		12,868		14,804	15,233		14,606		15,814	-		-	-	.	-		_		112,562		166,976	67.41%
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	52,859		52,859		52,859	-		-	-	.	-		_		422,872		634,308	66.67%
Hauling and Disposal		68,174		630,905		70,130		372,652		687,036	436,188		452,783		466,524	-		-	-	.	-		-		3,184,390		5,027,248	63.34%
Host Fee		16,750		16,750		16,750		16,750		16,750	16,750		16,750		16,750	-	1	-	-	.	-		-		134,000		201,000	66.67%
Utility Fund Contracted Services		225,907		235,957		285,259		268,469		374,654	333,169		139,898		217,305	-		-	1		-		_		2,080,618		3,494,304	59.54%
Total Expenses	\$	341,740	\$ 1,	016,878	\$	458,693	\$	735,301	\$ 1	1,161,393	\$ 869,261	\$	691,819	\$	784,624	\$ -	\$	-	\$ -		-	\$	-	\$	6,059,707	\$	9,604,836	63.09%
Net Operating Gain/(Loss)	\$	52,097	\$ (250,147)	\$	178,147	\$	23,868	\$	(315,598)	\$ 90,562	\$	156,091	\$	136,745	\$ -	\$	-	\$ -	. \$	-	\$	-	\$	71,765			

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 For the Month of August 2023

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	Total Revenue	219,164	100.00%
Payment From Disposal District	217,305		99.15%
Rent From Disposal District	1,859		0.85%
Insurance Recovery	-		0.00%
Misc Revenue	-		0.00%
Reimbursement for Litter Program	-		0.00%
Grants	-		0.00%

Expenses:

	Total Expenses	219,164	100.00%
Capital Improvements			0.00%
Moderate Risk Waste Program	20,104		9.17%
Landfill Closure Program	1,164		0.53%
Homeless Camp Clean Up Program	405		0.18%
Nuisance Abatement	-		0.00%
Code Compliance Program	-		0.00%
Litter Program	10,985		5.01%
Recycling Program	11,999		5.47%
Training / Travel / Subscription	-		0.00%
Crane and Site Maintenance	4,604		2.10%
Interfund Charges	8,346		3.81%
Interfund Equipment	-		0.00%
Equipment Rental	600		0.27%
Miscellaneous	890		0.41%
Utilities	2,046		0.93%
Professional Services	17,748		8.10%
Fuel Consumed	10,186		4.65%
Supplies / Small Tools / Equipment	3,881		1.77%
Salaries and Fringe Benefits	126,206		57.59%
Admin and Transfer Station Programs			
niscs.			

Net Operating Income	\$ -

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

Note: This interim report is unaudited and intended for management purposes only. Totals may not foot due to rounding.

SOLID WASTE DISPOSAL DISTRICT FUND 415 2023

66.67% OF YEAR ELAPSED

		January	Feb	oruary		March		April		Mav	June		July		August	September		October	November	r	December	Ye	earend	Y	TD TOTALS		BUDGET	% YTD/Budget
Revenue:		,		,						,			,															,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,
Solid Waste Sales and Services	\$	392,638	\$	760,825	\$	636,689	\$	756,200	\$	845,270	\$ 954,164	\$	830,997	\$	908,539	\$ -	\$	\$ -	\$	-	\$ -	\$	_	\$	6,085,320	\$	9,450,000	64.39%
Late Fees paid by Customers		230		240		70		110		115	92		100		200	-		-		-	-		-		1,157		1,500	77.13%
Accounts Receivable		-		-		-		-		-	-		-		-	-		-		-	-		-		-		-	0.00%
Petty Cash		-		-		-		-		-	-		-		-	-		-		-	-		-		-		-	0.00%
Over/Short		26		2		19		47		(136)	(131)	30		86	-		-		-	-		-		(57)		-	0.00%
Misc. Non-Operating		-		-		-		-		-	5,698		-		-	-		-		-	-		-		5,698		-	0.00%
Recycling/Misc. Revenue		943		5,664		62		2,812		546	-		16,783		12,544	1		-		-	-		-		39,353		90,000	43.73%
Total Revenue	\$	393,837	\$	766,731	\$	636,840	\$	759,169	\$	845,794	\$ 959,823	\$	847,910	\$	921,369	\$ -	\$	ŝ -	\$	-	\$ -	\$		\$	6,131,472	\$	9,541,500	64.26%
		·						·		·			·				Т											
Expenses:																												
Credit Card Fees	Ś	5,892	Ś	5,279	Ś	6,038	Ś	_	Ś	992	\$ 1	Ś	_	Ś	_	\$ -	Ś	5 -	Ś	_	\$ -	Ś	_	Ś	18,202	Ś	50,000	36.40%
Refuse Tax		11,609		10,575	•	13,267		11,703		14,298	15,061		14,923		15,372	-	'	-		-	-		_	'	106,809		,	0.00%
Business and Occupation Tax		13,408		11,694		14,136		12,868		14,804	15,233		14,606		15,814	-		-		-	-		_		112,562		166,976	67.41%
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	52,859		52,859		52,859	-		-		-	-		_		422,872		634,308	66.67%
Hauling and Disposal		68,174		630,905		70,130		372,652		687,036	436,188		452,783		466,524	-		-		-	-		-		3,184,390		5,027,248	63.34%
Host Fee		16,750		16,750		16,750		16,750		16,750	16,750		16,750		16,750	-		-		-	-		-		134,000		201,000	66.67%
Utility Fund Contracted Services		225,907		235,957		285,259		268,469		374,654	333,169		139,898		217,305	1		-		-	-		_		2,080,618		3,494,304	59.54%
Total Expenses	\$	341,740	\$ 1,	016,878	\$	458,693	\$	735,301	\$ 1	1,161,393	\$ 869,261	\$	691,819	\$	784,624	\$ -	\$	\$ -	\$	-	\$ -	\$	-	\$	6,059,707	\$	9,604,836	63.09%
Net Operating Gain/(Loss)	\$	52,097	\$ (250,147)	\$	178,147	\$	23,868	\$	(315,598)	\$ 90,562	\$	156,091	\$	136,745	\$ -	\$	\$ -	\$	-	\$ -	\$	-	\$	71,765			

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.