

LEWIS COUNTY SOLID WASTE DISPOSAL DISTRICT #1-AGENDA

Regular Meeting

Meeting Date: Monday, February 26, 2024 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 January 22, 2024, Regular Meeting
- IV. Public Comment on any final-action items listed on this agenda
- V. Public Hearing - None
- VI. Board Measures and Proposals

**Resolution 002-24 - Rescinding resolution No. 004-18 and resolution No. 002-12:
Establishing the Solid Waste Equipment Reserve Fund**

**Resolution 003-24 - Notice of public hearing, rescinding resolutions No. 001-94,
No. 004-97, No. 007-13, and No. 004-21. Increases for certain materials received
at transfer stations operated by Lewis County**

- 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 4150 in the amount of **\$681,564**

Payment to Solid Waste Fund 4010 for operational expenses	\$	243,066
Payment to Solid Waste Fund 4010 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	\$	346,901
Payment to City of Centralia for host fee	\$	16,750
Payment to Department of Revenue for taxes	\$	21,988
January 2024 Total Expenses	\$	681,564

- XI. Staff Discussion
 - a. Discuss Executive Advisory Committee (EAC) and Solid Waste Advisory Committee (SWAC) recommendations on rate increase
- XII. Announcements
- XIII. Adjournment

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

Monday, February 26, 2024, at 1:30 pm

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

ONLINE: Attend the meeting via Zoom Meeting at <https://us06web.zoom.us/j/81523030269>
The pass code is 538435.

BY PHONE: To attend by phone, call 888-475-4499.
The meeting ID is 815-2303-0269 and the pass code is 538435.

LEWIS COUNTY SOLID WASTE DISPOSAL DISTRICT #1 - MINUTES

Regular Meeting

Meeting Date: Monday, January 22, 2024, Meeting Time 1:30 pm

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

- I. Disposal District Commissioner Lindsey R. Pollock, DVM, called the meeting to order at 1:30 pm, Monday, January 22, 2024. Those in attendance:

Scott J. Brummer	Lewis County Commissioner
Lindsey R. Pollock, DVM	Lewis County Commissioner
Josh Metcalf	Lewis County Public Works Director
Tina Hemphill	Lewis County Public Works Deputy Director
Rocky Lyon	Lewis County Solid Waste Manager
Karen Hirte	Lewis County Solid Waste Administrative Assistant
Marissa Briggs	Lewis County Solid Waste Office Assistant

- II. Quorum verified.

- III. Approve the minutes of the December 27, 2023, special meeting.
Motion by Scott J. Brummer 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.

Resolution 001-24 – Election of Chair and Vice Chair for the Governing Board of Commissioners of the Lewis County Solid Waste Disposal District No. 1.

Motion by Scott J. Brummer and seconded by Lindsey R. Pollock, DVM. Motion carried.

- VII. Transfer Station Operations – Presented by Rocky Lyon, Solid Waste Manager.

- a. Community Litter Program Report – December.

- The litter program coordinator and crew cleaned up 12 road miles, spent a total of 46.5 hours picking up 1,160 pounds of litter. They also spent 54 hours working on 5 illegal dumpsites, cleaning up 2,960 pounds of litter.
- The Lewis County contracted litter crew-roadside- spent 16 hours cleaning up 1 illegal dumpsite, picking up 7,780 pounds of litter.
- Volunteers in Centralia and throughout Lewis County reported spending 130.50 hours collecting 119 bags of litter.

- b. Transfer Station Tonnage – December.

- The combined monthly tonnage was 6,574.
- Year to Date the tonnage was 89,599.

- VIII. Financial Reports – Presented by Rocky Lyon, Solid Waste Manager.

- a. Monthly reports – December.

- Fund 4150 revenue per the Munis report was \$266,395 and showed a net operating loss of (\$564,471). The ending fund balance was \$3,985,793.
- Fund 4010 total expenses \$613,233.
- Total reserve balances \$863,130.

- 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 Scott J. Brummer and seconded by Lindsey R. Pollock, DVM, to approve payments and transfers in the amount of \$830,866 for the month of December. Motion carried.

XII. Staff Discussion.

a. Rocky Lyon, Solid Waste Manager, presented the 2024 rate increase scenarios to the board. The utility is looking to increase its rate to \$120/ton including tax. This increase will ensure it will not need another rate increase through 2026. Bulky waste, yard waste, tires, and refrigerated appliances will also increase to off-set costs. The utility is encouraging the public to seek curbside pickup and recycling as it will alleviate traffic through both facilities. The next step is to receive recommendations from both the Executive Advisory Committee (EAC) and the Solid Waste Advisory Committee (SWAC). If approved, the rate increase will take place on July 1, 2024.

XIII. Announcements – None.

XIV. Adjournment – With no further business, motion by Scott J. Brummer and second by Lindsey R. Pollock, DVM, to adjourn the meeting at 2:18 pm.

Respectfully submitted,

Karen Hirte

Karen Hirte
Solid Waste Utility, Administrative Assistant

**Solid Waste Utility
Community Litter Cleanup Program Summary
For the Month of January 2024**

Lewis County Litter Crew

Supervisor Hours	37.75
Crew Hours	77.00
Road Miles	47.00
Weight (Pounds)	2,700.00
Other Item Fees (TV, Tires and Appliances)	\$ 45.00
Total Disposal Fees	\$ 183.74

Illegal Dumpsites

Supervisor Hours	19.25
Crew Hours	37.00
Dumpsites Cleaned	6.00
Weight (Pounds)	2,480.00
Other Item Fees (TV, Tires and Appliances)	\$ 45.00
Total Disposal Fees	\$ 208.11

Lewis County Contracted Litter Crew: Roadside

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

Interchanges and Intersections

Hours	69.00
Weight (Pounds)	2,040.00
Other Item Fees (TV, Tires and Appliances)	\$ -
Total Labor and Disposal Fees	\$ 1,510.41

Volunteer Litter Clean-up

Hours	90.50
Weight (Pounds)	165.00
Bags Collected	311.00
Other Item Fees (TV, Tires and Appliances)	\$ -
Total Disposal Fees	\$ -

Totals may not foot due to rounding.

COMMUNITY LITTER CLEANUP PROGRAM 2024

	January	February	March	April	May	June	July	August	September	October	November	December	YTD Totals
Lewis County Litter Crew													
Supervisor Hours Litter	37.75	-	-	-	-	-	-	-	-	-	-	-	37.75
Crew Hours	77.00	-	-	-	-	-	-	-	-	-	-	-	77.00
Road Miles	47.00	-	-	-	-	-	-	-	-	-	-	-	47.00
Road side disposal weight	2,700.00	-	-	-	-	-	-	-	-	-	-	-	2,700.00
Disposal Fees	\$ 183.74	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	183.74
Public Works Roads Clean-Up	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Illegal Dumpsites													
Supervisor Hours	19.25	-	-	-	-	-	-	-	-	-	-	-	19.25
Crew Hours	37.00	-	-	-	-	-	-	-	-	-	-	-	37.00
Dumpsites Cleaned	6.00	-	-	-	-	-	-	-	-	-	-	-	6.00
Pounds	2,480.00	-	-	-	-	-	-	-	-	-	-	-	2,480.00
Disposal and labor Fees	\$ 208.11	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	208.11
Lewis County Contracted Litter Crew: Roadside													
Team Hours	-	-	-	-	-	-	-	-	-	-	-	-	-
Road Miles	-	-	-	-	-	-	-	-	-	-	-	-	-
Pounds of Litter Picked Up	-	-	-	-	-	-	-	-	-	-	-	-	-
Labor and Disposal Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Interchanges and Intersections													
Hours	69.00	-	-	-	-	-	-	-	-	-	-	-	69.00
Pounds of Litter Picked Up	2,040.00	-	-	-	-	-	-	-	-	-	-	-	2,040.00
Other Items Picked Up	-	-	-	-	-	-	-	-	-	-	-	-	-
Labor and Disposal Fees	\$ 1,510.41	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	1,510.41
Interchanges cleaned:													
Volunteer Litter Clean-up Work													
Hours	90.50	-	-	-	-	-	-	-	-	-	-	-	90.50
Pounds of Litter Picked Up	165.00	-	-	-	-	-	-	-	-	-	-	-	165.00
Bags Collected	311.00	-	-	-	-	-	-	-	-	-	-	-	311.00
Disposal Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Centralia Volunteers: 40 volunteers, 90.50 hours, picked up 64 bags of litter and 214 bags of recycling

Chehalis Volunteers: 22 bags of litter picked up

Lewis County Volunteers: 1 volunteer, 4 miles, picked up 11 bags of litter totaling 165 pounds

Lewis County Drug Court:

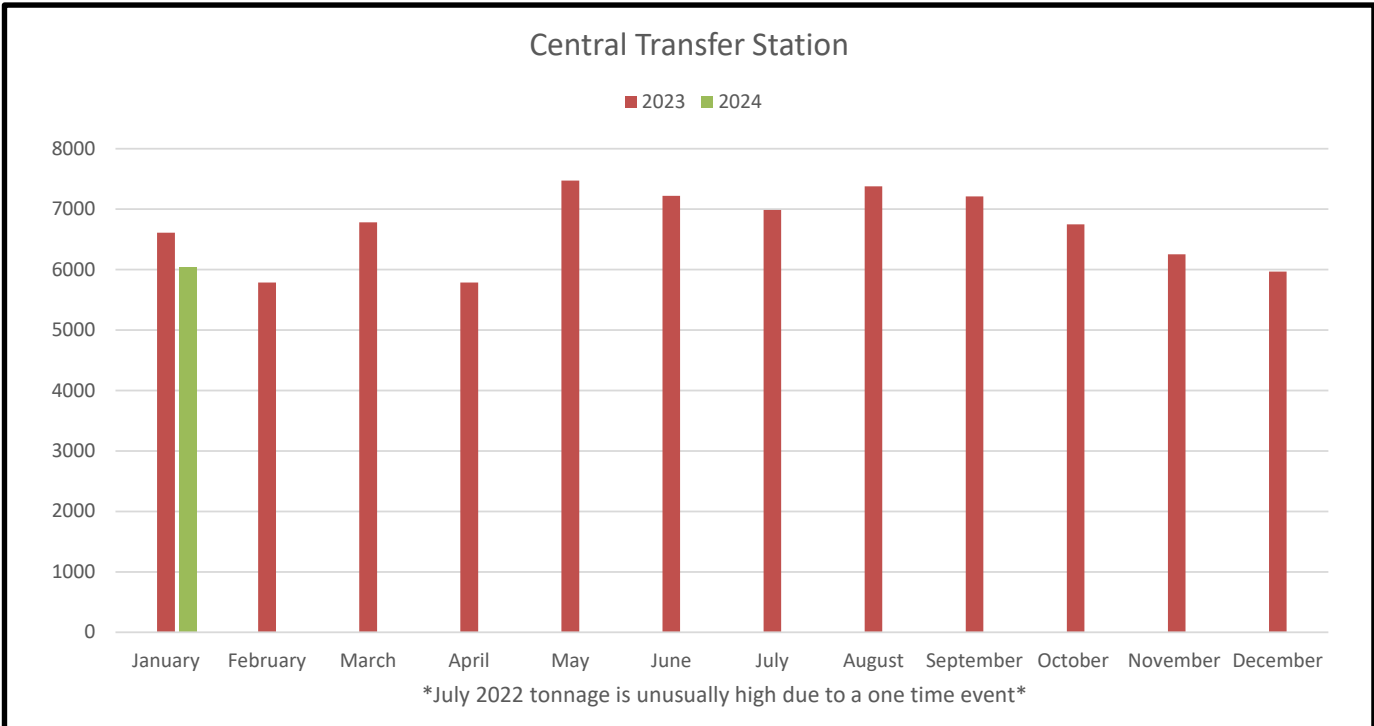
Litter Clean-up Events:

Illegal Dumpsites cleaned				
Road & Mile Post	Pounds	Other	Other Fees	# of Sites
Haywire Rd. MP 1.5	420	-	\$ -	1
Haliday Rd. MP 2	260	-	\$ 35.00	1
Cope Rd. MP 1	1100	-	\$ -	1
Camus Rd. MP .5	360	-	\$ 10.00	1
Big Hanaford Rd. MP 0	200	-	\$ -	1
Jackson Hwy. MP 3	140	-	\$ -	1
	2480	-	\$ 45.00	6

Totals may not foot due to rounding.

LEWIS COUNTY SOLID WASTE TONNAGE REPORT

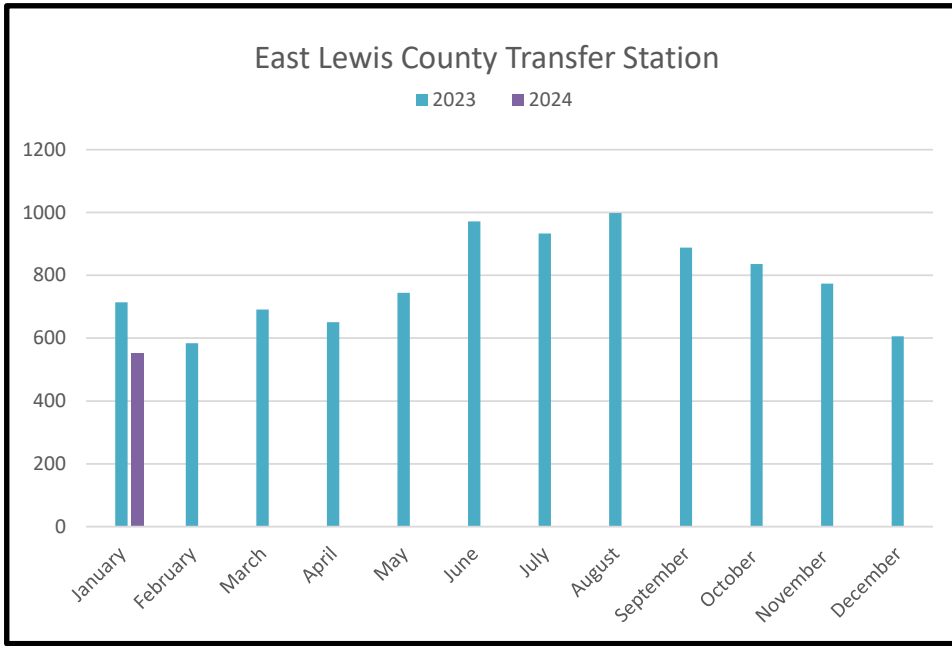
Month	Central Transfer Station		
	2023	2024	Difference
January	6,611	6,037	(574)
February	5,784	-	-
March	6,783	-	-
April	5,785	-	-
May	7,471	-	-
June	7,222	-	-
July	6,988	-	-
August	7,378	-	-
September	7,213	-	-
October	6,751	-	-
November	6,254	-	-
December	5,968	-	-
Total Tonnage	80,208	6,037	



Month	East Lewis County		
	2023	2024	Difference
January	714	553	(161)
February	584	-	-
March	691	-	-
April	651	-	-
May	744	-	-
June	972	-	-
July	933	-	-
August	998	-	-
September	888	-	-
October	836	-	-
November	774	-	-
December	606	-	-
Total Tonnage	9,391	553	

2024 Total
6,590
-
-
-
-
-
-
-
-
-
-
-
6,590

2024 Estimated Tonnage:
85,000
Actual Tonnage/ Estimated Tonnage
8%



Solid Waste Disposal District #1

Fund 4150 Monthly Report

For the Month of January 2024

Beginning Fund 4150 Balance \$ 4,873,860

Revenue:

Solid Waste Sales and Services	349,659	98.89%
Late Fees	150	0.04%
Accounts Receivable	-	0.00%
Misc. Non-Operating	-	0.00%
Over / Short	17	0.00%
Recycling/Miscellaneous Revenue	<u>3,746</u>	1.06%
Total Revenue	353,572	100.00%

Expenses:

Business and Occupational Service Tax	12,392	1.82%
Refuse Tax	9,596	1.41%
Professional Services and Supplies	-	0.00%
Building / Facility Rent	52,859	7.76%
Hauling and Disposal	346,901	50.90%
Credit Card Fees	-	0.00%
Host Fee	16,750	2.46%
Monthly Payment to Fund 401	<u>243,066</u>	35.66%
Total Expenses	<u>681,564</u>	100.00%

Net Operating Loss (327,992)

Ending Fund 4150 Balance \$ 4,545,868

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 4150
2024**

8.33% 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	\$ 349,659	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 349,659	\$ 8,710,000	4.01%
Late Fees paid by Customers	150	-	-	-	-	-	-	-	-	-	-	-	-	150	1,800	8.33%
Accounts Receivable	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0.00%
Petty Cash	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0.00%
Over/Short	17	-	-	-	-	-	-	-	-	-	-	-	-	17	-	0.00%
Misc. Non-Operating	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0.00%
Recycling/Misc. Revenue	3,746	-	-	-	-	-	-	-	-	-	-	-	-	3,746	75,000	4.99%
Total Revenue	\$ 353,572	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 353,572	\$ 8,786,800	4.02%
Expenses:																
Refuse Tax	\$ 9,596	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 9,596	\$ -	0.00%
Business and Occupation Tax	12,392	-	-	-	-	-	-	-	-	-	-	-	-	12,392	152,457	8.13%
Professional Services	-	-	-	-	-	-	-	-	-	-	-	-	-	-	6,000	0.00%
*Building/Facility Rent	52,859	-	-	-	-	-	-	-	-	-	-	-	-	52,859	634,308	8.33%
Hauling and Disposal	346,901	-	-	-	-	-	-	-	-	-	-	-	-	346,901	4,725,375	7.34%
Host Fee	16,750	-	-	-	-	-	-	-	-	-	-	-	-	16,750	201,000	8.33%
Utility Fund Contracted Services	243,066	-	-	-	-	-	-	-	-	-	-	-	-	243,066	3,761,850	6.46%
Total Expenses	\$ 681,564	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 681,564	\$ 9,480,990	7.19%
Net Operating Gain/(Loss)	\$ (327,992)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (327,992)		

This sheet is intended to compare the Solid Waste Disposal District YTD totals to the Solid Waste Disposal District budget. Fund 4150 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 4010 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.*

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

Solid Waste Utility Fund 4010 Monthly Report For the Month of January 2024

Revenue:

Grants	-	0.00%
Reimbursement for Litter Program	-	0.00%
Misc Revenue	-	0.00%
Insurance Recovery	-	0.00%
Rent From Disposal District	1,859	0.76%
Payment From Disposal District	243,066	99.24%
Total Revenue	244,925	100.00%

Expenses:

Admin and Transfer Station Programs		
Salaries and Fringe Benefits	130,833	67.12%
Supplies / Small Tools / Equipment	2,386	1.22%
Fuel Consumed	-	0.00%
Professional Services	21,832	11.20%
Utilities	359	0.18%
Miscellaneous	1,665	0.85%
Equipment Rental	600	0.31%
Interfund Equipment	-	0.00%
Interfund Charges	-	0.00%
Crane and Site Maintenance	5,250	2.69%
Training / Travel / Subscription	-	0.00%
Recycling Program	11,486	5.89%
Litter Program	10,488	5.38%
Code Compliance Program	-	0.00%
Nuisance Abatement	-	0.00%
Homeless Camp Clean Up Program	-	0.00%
Landfill Closure Program	1,458	0.75%
Moderate Risk Waste Program	8,568	4.40%
Capital Improvements	-	0.00%
Total Expenses	194,925	100.00%

Net Operating Income \$ 50,000
Crane Reserve Payment

Reserve Balances:	
Nuisance Abatement	\$ 114,876
Crane (2024)	50,000
Capital (2010 to 2023)	895,854
Total Reserve Balances	\$ 1,060,730

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

**SOLID WASTE UTILITY FUND 4010
2024**

8.33% OF YEAR ELAPSED

	January	February	March	April	May	June	July	August	September	October	November	December	Yearend	YTD TOTALS	BUDGET	% YTD/Budget
Revenue:																
LSWFA Grant	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 150,000	0.00%
Litter Grant	-	-	-	-	-	-	-	-	-	-	-	-	-	-	103,000	0.00%
Rent From Disposal District	1,859	-	-	-	-	-	-	-	-	-	-	-	-	1,859	22,308	8.33%
Reimbursement from Litter Crew	-	-	-	-	-	-	-	-	-	-	-	-	-	-	136,382	0.00%
Payment From Disposal District	243,066	-	-	-	-	-	-	-	-	-	-	-	-	243,066	3,761,850	6.46%
Total Revenue	\$ 244,925	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 244,925	\$ 4,173,540	5.87%
Expenses:																
Salary and Benefits	\$ 130,833	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 130,833	\$ 1,663,270	7.87%
Supplies/Small Tools and Equipment	2,386	-	-	-	-	-	-	-	-	-	-	-	-	2,386	65,500	3.64%
Fuel Consumed	-	-	-	-	-	-	-	-	-	-	-	-	-	-	70,000	0.00%
Professional Services	21,832	-	-	-	-	-	-	-	-	-	-	-	-	21,832	578,737	3.77%
Utilities	359	-	-	-	-	-	-	-	-	-	-	-	-	359	36,000	1.00%
Miscellaneous	1,665	-	-	-	-	-	-	-	-	-	-	-	-	1,665	23,795	7.00%
Equipment Rental	600	-	-	-	-	-	-	-	-	-	-	-	-	600	20,250	2.96%
Equipment	-	-	-	-	-	-	-	-	-	-	-	-	-	-	131,604	0.00%
Interfund Charges	-	-	-	-	-	-	-	-	-	-	-	-	-	-	186,444	0.00%
Crane and Site Maintenance	5,250	-	-	-	-	-	-	-	-	-	-	-	-	5,250	234,455	2.24%
Training and Travel	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1,445	0.00%
Recycling Program	11,486	-	-	-	-	-	-	-	-	-	-	-	-	11,486	249,428	4.60%
Landfill Closure	1,458	-	-	-	-	-	-	-	-	-	-	-	-	1,458	73,828	1.97%
Code Compliance Support	-	-	-	-	-	-	-	-	-	-	-	-	-	-	100,000	0.00%
Nuisance Abatement	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0.00%
Homeless Camp Clean Up Program	-	-	-	-	-	-	-	-	-	-	-	-	-	-	27,000	0.00%
Litter Program	10,488	-	-	-	-	-	-	-	-	-	-	-	-	10,488	239,382	4.38%
Moderate Risk Waste	8,568	-	-	-	-	-	-	-	-	-	-	-	-	8,568	241,371	3.55%
Capital Improvements/Repairs	-	-	-	-	-	-	-	-	-	-	-	-	-	-	325,000	0.00%
Total Expenses	\$ 194,925	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 194,925	\$ 4,267,509	4.57%
Net Operating Gain/(Loss)	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 50,000		

CRANE RESERVE
PAYMENT

This sheet is intended to compare Solid Waste Utility YTD to the Solid Waste Utility Budget. Fund 4010 reserve balances can be found on the Solid Waste Utility report.

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