

LEWIS COUNTY SOLID WASTE DISPOSAL DISTRICT #1 - AGENDA

Regular Meeting

Meeting Date: Monday, June 24, 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 May 20, 2024, Special 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 4150 in the amount of **\$825,192**

Payment to Solid Waste Fund 4010 for operational expenses	\$	291,402
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	\$	434,910
Payment to City of Centralia for host fee	\$	16,750
Payment to Department of Revenue for taxes	\$	29,084
CT Publishing and DeVaul Publishing	\$	187
May 2024 Total Expenses	\$	825,192

- XI. Staff Discussion
- XII. Announcements
- XIII. Adjournment

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

Monday, June 24, 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

Special Meeting

Meeting Date: Monday, May 20, 2024, Meeting Time 11:00 am

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

- I. Disposal District Commissioner Sean D. Swope, called the meeting to order at 11:01 am, Monday, May 20, 2024.

Those in attendance:

Scott J. Brummer	Lewis County Commissioner
Sean D. Swope	Lewis County Commissioner
Lindsey R. Pollock, DVM	Lewis County Commissioner
Josh Metcalf	Lewis County Public Works Director
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 22, 2024, regular meeting.

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

- The litter program coordinator and crew cleaned up 62 road miles, spent a total of 152 hours picking up 2,420 pounds of litter. They also spent 95 hours working on nine illegal dumpsites, cleaning up 2,980 pounds of litter.
- Contracted litter crew- roadside, spent four hours removing a boat from the side of the road.
- Interchanges and Intersections - 69 hours were spent cleaning up 1,230 pounds of litter with disposal fees in the amount of \$1,510.
- Volunteers in Centralia and throughout Lewis County reported spending 112 hours collecting 119 bags of litter and one window frame.

- b. Transfer Station Tonnage – April.

- The combined monthly tonnage was 8,114.
- Year to Date the tonnage was 29,586.

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

- a. Monthly reports – April.

- Fund 4150 revenue per the Munis report was \$717,273 and showed a net operating loss of (\$311,463). The net operating loss is due to the purchase of a new excavator. The ending fund balance was \$4,250,707.
- Fund 4010 total expenses \$522,316.
- Total reserve balances \$1,060,730.

- 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 \$1,028,736 for the month of April. Motion carried.

- XII. Staff Discussion.
 - a. Rocky Lyon brought two City of Centralia and Solid Waste interlocal agreements to the attention of the commissioners for clarification of wording. In both the leaf collection agreement and the litter agreement for I-5 off ramps, it is stated they will be ratified by resolution. The commissioners agreed that the interlocal agreements should have resolutions go before the Board of County Commissioners.
- 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 1:11 pm.

Respectfully submitted,

Karen Hirte

Karen Hirte
Solid Waste Utility, Administrative Assistant

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

Lewis County Litter Crew

Supervisor Hours		54
Crew Hours		109
Road Miles		54
Weight (Pounds)		2,160
Other Item Fees (TV, Tires and Appliances)	\$	20
Total Disposal Fees	\$	193
Public Works Roads Clean-Up	\$	15

Illegal Dumpsites

Supervisor Hours		18
Crew Hours		35
Dumpsites Cleaned		5
Weight (Pounds)		2,040
Other Item Fees (TV, Tires and Appliances)	\$	225
Total Disposal Fees	\$	288

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
Weight (Pounds)		1,635
Other Item Fees (TV, Tires and Appliances)	\$	-
Total Labor and Disposal Fees	\$	1,510

Volunteer Litter Clean-up

Hours		57
Weight (Pounds)		-
Bags Collected		101
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	38	51	51	51	54	-	-	-	-	-	-	-	244
Crew Hours	77	101	105	101	109	-	-	-	-	-	-	-	493
Road Miles	47	43	61	62	54	-	-	-	-	-	-	-	267
Road side disposal weight	2,700	2,140	2,321	2,420	2,160	-	-	-	-	-	-	-	11,741
Disposal Fees	\$ 184	\$ 172	\$ 204	\$ 192	\$ 193	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 944
Public Works Roads Clean-Up	\$ -	\$ 335	\$ 15	\$ 15	\$ 15	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 380
Illegal Dumpsites													
Supervisor Hours	19	14	28	32	18	-	-	-	-	-	-	-	110
Crew Hours	37	28	53	63	35	-	-	-	-	-	-	-	216
Dumpsites Cleaned	6	5	8	9	5	-	-	-	-	-	-	-	33
Pounds	2,480	1,380	3,800	2,980	2,040	-	-	-	-	-	-	-	12,680
Disposal and labor Fees	\$ 208	\$ 84	\$ 508	\$ 491	\$ 288	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,579
Lewis County Contracted Litter Crew: Roadside													
Team Hours	-	-	72	4	-	-	-	-	-	-	-	-	76
Road Miles	-	-	33	-	-	-	-	-	-	-	-	-	33
Pounds of Litter Picked Up	-	-	8,780	-	-	-	-	-	-	-	-	-	8,780
Labor and Disposal Fees	\$ -	\$ -	\$ 29,849	\$ 1,137	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 30,986
Interchanges and Intersections													
Hours	69	69	69	69	69	-	-	-	-	-	-	-	345
Pounds of Litter Picked Up	2,040	900	795	1,230	1,635	-	-	-	-	-	-	-	6,600
Pounds of Recycling Picked Up	-	-	180	125	135	-	-	-	-	-	-	-	440
Labor and Disposal Fees	\$ 1,510	\$ 1,510	\$ 1,510	\$ 1,510	\$ 1,510	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 7,552
Interchanges cleaned:													
Volunteer Litter Clean-up Work													
Hours	91	49	79	112	57	-	-	-	-	-	-	-	386
Pounds of Litter Picked Up	165	-	-	-	-	-	-	-	-	-	-	-	165
Bags Collected	311	147	104	119	101	-	-	-	-	-	-	-	781
Disposal Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

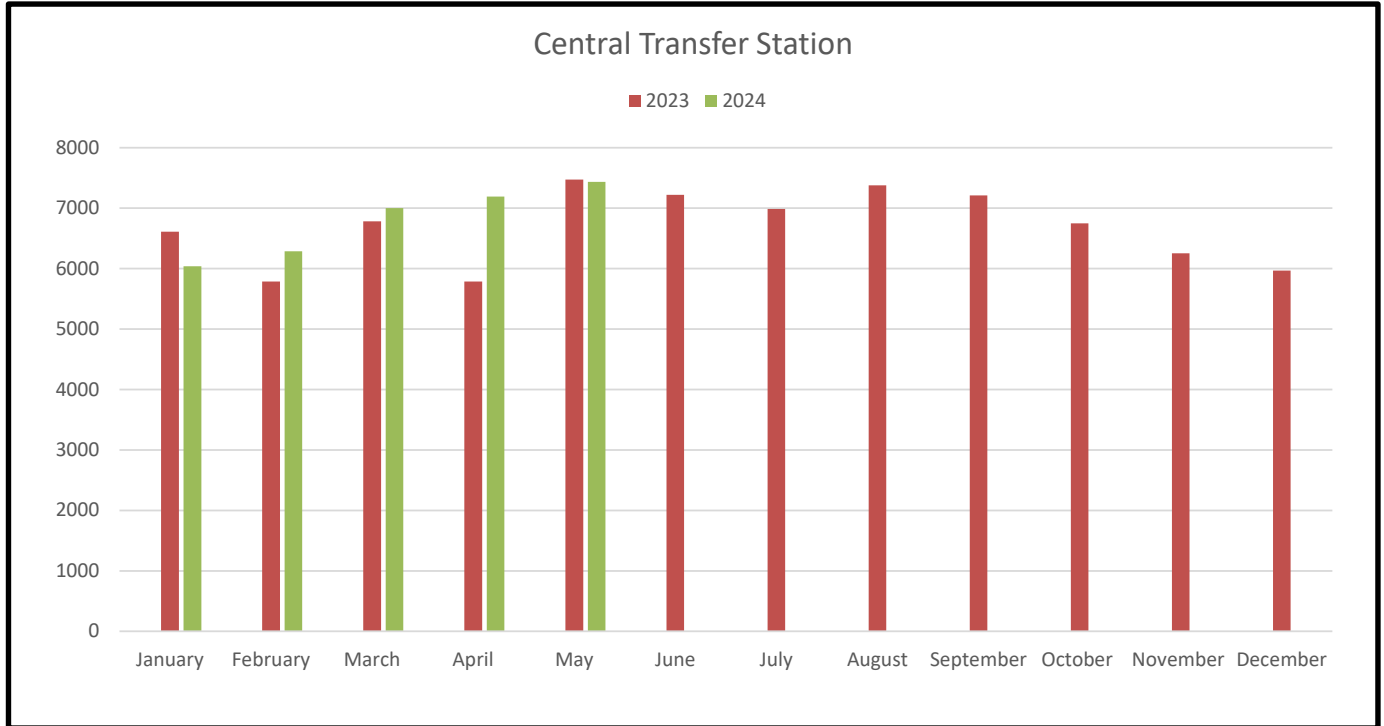
Centralia Volunteers: 59 volunteers, 56.5 hours, picked up 88 bags of litter
 Chehalis Volunteers: 13 bags of litter picked up
 Lewis County Volunteers: None reported

Totals may not foot due to rounding.

Illegal Dumpsites cleaned				
Road & Mile Post	Pounds	Other	Other Fees	# of Sites
Cope Rd. MP 1/2	600	-	\$ 55	1
North Fork Rd. MP 4	100	-	\$ -	1
Cedar Creek Rd. MP 1 1/2	340	-	\$ 55	1
Dodge Rd. MP 1/2	760	-	\$ 115	1
LePisto Rd. MP 1	240	-	\$ -	1
	2,040	-	\$ 225	5

LEWIS COUNTY SOLID WASTE TONNAGE REPORT

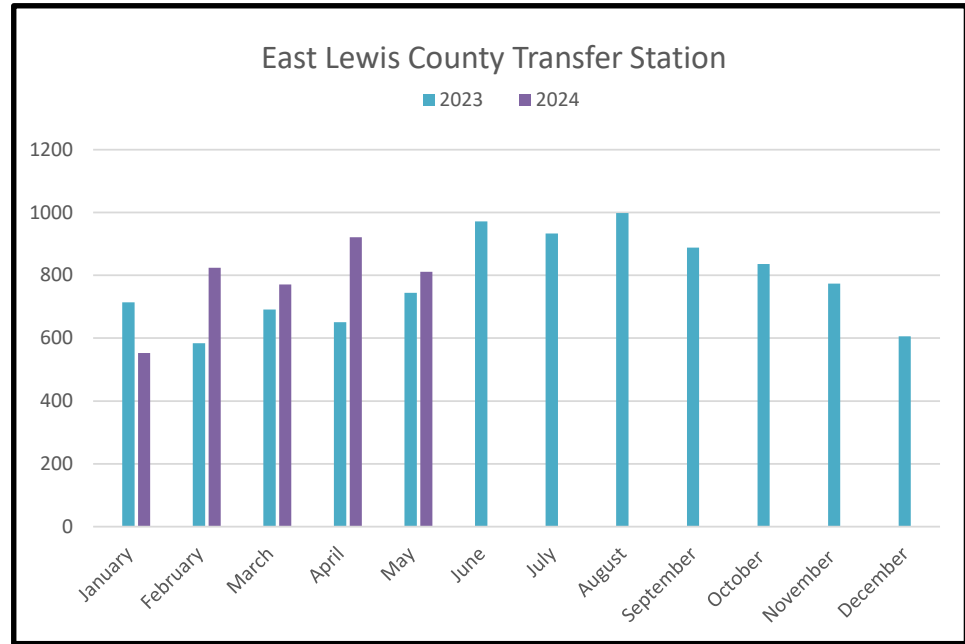
Month	Central Transfer Station		
	2023	2024	Difference
January	6,611	6,037	(574)
February	5,784	6,288	504
March	6,783	6,999	216
April	5,785	7,193	1,408
May	7,471	7,435	(36)
June	7,222	-	-
July	6,988	-	-
August	7,378	-	-
September	7,213	-	-
October	6,751	-	-
November	6,254	-	-
December	5,968	-	-
Total Tonnage	80,208	33,952	



Month	East Lewis County		
	2023	2024	Difference
January	714	553	(161)
February	584	824	240
March	691	771	80
April	651	921	270
May	744	811	67
June	972	-	-
July	933	-	-
August	998	-	-
September	888	-	-
October	836	-	-
November	774	-	-
December	606	-	-
Total Tonnage	9,391	3,880	

2024 Total
6,590
7,112
7,770
8,114
8,246
-
-
-
-
-
-
-
-
37,832

2024 Estimated Tonnage: 85,000
Actual Tonnage/ Estimated Tonnage 45%



Solid Waste Disposal District #1

Fund 4150 Monthly Report

For the Month of May 2024

Beginning Fund 4150 Balance \$ 4,250,707

Revenue:

Solid Waste Sales and Services	903,992	98.91%
Late Fees	50	0.01%
Accounts Receivable	-	0.00%
Misc. Non-Operating	200	0.00%
Over / Short	(7)	0.00%
Recycling/Miscellaneous Revenue	<u>9,761</u>	1.07%
Total Revenue	913,996	100.00%

Expenses:

Business and Occupational Service Tax	15,176	1.84%
Refuse Tax	13,908	1.69%
Professional Services and Supplies	187	0.02%
Building / Facility Rent	52,859	6.41%
Hauling and Disposal	434,910	52.70%
Host Fee	16,750	2.03%
Monthly Payment to Fund 4010	<u>291,402</u>	35.31%
Total Expenses	<u>825,192</u>	100.00%

Net Operating Gain 88,804

Ending Fund 4150 Balance \$ 4,339,511

Landfill Closure Reserve \$287,993

Following page 9 shows detailed listing of monthly transfer.

Incurring 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**

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	\$ 349,659	\$ 750,561	\$ 822,837	\$ 704,408	\$ 903,992	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,531,458	\$ 8,710,000	40.54%
Late Fees paid by Customers	150	100	50	170	50	-	-	-	-	-	-	-	-	520	1,800	28.89%
Petty Cash	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0.00%
Over/Short	17	(2)	(4)	2	(7)	-	-	-	-	-	-	-	-	6	-	0.00%
Misc. Non-Operating	-	-	-	-	200	-	-	-	-	-	-	-	-	200	-	0.00%
Recycling/Misc. Revenue	3,746	8,068	8,107	12,693	9,761	-	-	-	-	-	-	-	-	42,375	75,000	56.50%
Total Revenue	\$ 353,572	\$ 758,727	\$ 830,990	\$ 717,273	\$ 913,996	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,574,558	\$ 8,786,800	40.68%
Expenses:																
Refuse Tax	\$ 9,596	\$ 11,482	\$ 12,900	\$ 14,007	\$ 13,908	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 61,894	\$ -	0.00%
Business and Occupation Tax	12,392	13,263	13,894	16,074	15,176	-	-	-	-	-	-	-	-	70,800	152,457	46.44%
Professional Services	-	-	154	-	187	-	-	-	-	-	-	-	-	341	6,000	5.68%
*Building/Facility Rent	52,859	52,859	52,859	52,859	52,859	-	-	-	-	-	-	-	-	264,295	634,308	41.67%
Hauling and Disposal	346,901	382,933	435,533	444,424	434,910	-	-	-	-	-	-	-	-	2,044,701	4,725,375	43.27%
Host Fee	16,750	16,750	16,750	16,750	16,750	-	-	-	-	-	-	-	-	83,750	201,000	41.67%
Utility Fund Contracted Services	243,066	234,489	329,549	484,622	291,402	-	-	-	-	-	-	-	-	1,583,128	3,761,850	42.08%
Total Expenses	\$ 681,564	\$ 711,776	\$ 861,639	\$ 1,028,736	\$ 825,192	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,108,908	\$ 9,480,990	43.34%
Net Operating Gain/(Loss)	\$ (327,992)	\$ 46,951	\$ (30,649)	\$ (311,463)	\$ 88,804	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (534,349)		

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 May 2024

Revenue:

Grants	48,443	13.19%
Reimbursement for Litter Program	25,702	7.00%
Misc Revenue	-	0.00%
Insurance Recovery	-	0.00%
Rent From Disposal District	1,859	0.51%
Payment From Disposal District	291,402	79.31%
Total Revenue	367,406	100.00%

Expenses:

Admin and Transfer Station Programs		
Salaries and Fringe Benefits	132,935	36.18%
Supplies / Small Tools / Equipment	3,733	1.02%
Fuel Consumed	5,507	1.50%
Professional Services	47,743	12.99%
Utilities	2,055	0.56%
Miscellaneous	1,831	0.50%
Equipment Rental	4,096	1.11%
Interfund Equipment	-	0.00%
Interfund Charges	18,858	5.13%
Crane and Site Maintenance	20,529	5.59%
Training / Travel / Subscription	-	0.00%
Recycling Program	25,436	6.92%
Litter Program	17,018	4.63%
Code Compliance Program	-	0.00%
Nuisance Abatement	-	0.00%
Homeless Camp Clean Up Program	380	0.10%
Landfill Closure Program	74,955	20.40%
Moderate Risk Waste Program	12,330	3.36%
Capital Improvements	-	0.00%
Total Expenses	367,406	100.00%

Net Operating Income \$ -

Reserve Balances:	
Nuisance Abatement	\$ 114,876
Solid Waste Equipment (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**

41.67% OF YEAR ELAPSED

	January	February	March	April	May	June	July	August	September	October	November	December	Yearend	YTD TOTALS	BUDGET	% YTD/Budget
Revenue:																
Department of Ecology Grants	\$ -	\$ -	\$ -	\$ -	\$ 37,419	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 37,419	\$ 150,000	24.95%
Litter Grant	-	-	-	-	36,725	-	-	-	-	-	-	-	-	36,725	143,000	25.68%
Rent From Disposal District	1,859	1,859	1,859	1,859	1,859	-	-	-	-	-	-	-	-	9,295	22,308	41.67%
Reimbursement from Litter Crew	-	-	-	34,800	-	-	-	-	-	-	-	-	-	34,800	136,382	25.52%
Solid Waste Reimbursement	-	-	-	1,035	-	-	-	-	-	-	-	-	-	1,035	-	0.00%
Payment From Disposal District	243,066	234,489	329,549	484,622	291,402	-	-	-	-	-	-	-	-	1,583,128	3,761,850	42.08%
Total Revenue	\$ 244,925	\$ 236,348	\$ 331,408	\$ 522,316	\$ 367,406	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,702,403	\$ 4,349,922	39.14%
Expenses:																
Salary and Benefits	\$ 130,833	\$ 129,536	\$ 130,381	\$ 130,540	\$ 132,935	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 654,224	\$ 1,663,270	39.33%
Supplies/Small Tools and Equipment	2,386	7,572	2,352	2,694	3,733	-	-	-	-	-	-	-	-	18,737	65,500	28.61%
Fuel Consumed	-	4,263	4,520	7,677	5,507	-	-	-	-	-	-	-	-	21,967	70,000	31.38%
Professional Services	21,832	25,700	12,428	15,964	47,743	-	-	-	-	-	-	-	-	123,667	578,737	21.37%
Utilities	359	1,097	2,301	2,141	2,055	-	-	-	-	-	-	-	-	7,953	36,000	22.09%
Miscellaneous	1,665	2,656	857	2,471	1,831	-	-	-	-	-	-	-	-	9,480	23,795	39.84%
Equipment Rental	600	11,923	2,886	750	4,096	-	-	-	-	-	-	-	-	20,255	20,250	100.02%
Equipment	-	-	-	-	-	-	-	-	-	-	-	-	-	-	131,604	0.00%
Interfund Charges	-	-	28,291	-	18,858	-	-	-	-	-	-	-	-	47,149	186,444	25.29%
Crane and Site Maintenance	5,250	10,865	36,383	9,876	20,529	-	-	-	-	-	-	-	-	82,903	234,455	35.36%
Training and Travel	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1,445	0.00%
Recycling Program	11,486	12,969	13,100	18,056	25,436	-	-	-	-	-	-	-	-	81,047	249,428	32.49%
Landfill Closure	1,458	4,455	49,311	8,210	74,955	-	-	-	-	-	-	-	-	138,389	73,828	187.45%
Code Compliance Support	-	-	-	-	-	-	-	-	-	-	-	-	-	-	100,000	0.00%
Nuisance Abatement	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0.00%
Homeless Camp Clean Up Program	-	-	757	379	380	-	-	-	-	-	-	-	-	1,516	27,000	5.61%
Litter Program	10,488	9,614	27,926	30,759	17,018	-	-	-	-	-	-	-	-	95,805	279,382	34.29%
Moderate Risk Waste	8,568	15,698	19,915	14,151	12,330	-	-	-	-	-	-	-	-	70,662	241,371	29.28%
Capital Improvements/Repairs	-	-	-	278,648	-	-	-	-	-	-	-	-	-	278,648	325,000	85.74%
Total Expenses	\$ 194,925	\$ 236,348	\$ 331,408	\$ 522,316	\$ 367,406	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,652,400	\$ 4,307,509	38.36%
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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