

LEWIS COUNTY SOLID WASTE DISPOSAL DISTRICT #1 - AGENDA

Regular Meeting

Meeting Date: Monday, August 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 July 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
- 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 **\$723,306**

Payment to Solid Waste Fund 4010 for operational expenses	\$	141,607
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	\$	476,292
Payment to City of Centralia for host fee	\$	16,750
Payment to Department of Revenue for taxes	\$	35,798
July 2024 Total Expenses	\$	723,306

- XI. Staff Discussion
 - a. Solid Waste trailer surplus
- XII. Announcements
- XIII. Adjournment

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

Monday, August 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/87192545915?>
The pass code is 036530.

BY PHONE: To attend by phone, call 888-475-4499.
The meeting ID is 874-9254-5915 and the pass code is 036530.

LEWIS COUNTY SOLID WASTE DISPOSAL DISTRICT #1 - MINUTES

Regular Meeting

Meeting Date: Monday, July 22, 2024, Meeting Time 1:30 pm
Location: Hearing Room, Lewis County Courthouse, Chehalis, WA

- I. Disposal District Commissioner Sean D. Swope, called the meeting to order at 1:32 pm, Monday, July 22, 2024.

Those in attendance:

Sean D. Swope	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 June 24, 2024, 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 – June.

- The litter program coordinator and crew cleaned up 39 road miles, spent a total of 141 hours picking up 2,260 pounds of litter. They also spent 20 hours working on three illegal dumpsites, cleaning up 660 pounds of litter.
- Interchanges and Intersections - 69 hours were spent cleaning up 100 pounds of litter with disposal fees in the amount of \$1,510.
- Volunteers in Centralia and throughout Lewis County reported spending 35 hours collecting 86 bags of litter.

- b. Transfer Station Tonnage – June.

- The combined monthly tonnage was 7,303.
- Year to Date the tonnage was 45,135.

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

- a. Monthly reports – June.

- Fund 4150 revenue per the Munis report was \$1,364,886 and showed a net operating gain of \$590,284. The ending fund balance was \$4,929,795.
- Fund 4010 total expenses \$265,728.
- 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 Lindsey R. Pollock, DVM, and seconded by Sean D. Swope, to approve payments and transfers in the amount of \$774,602 for the month of June. Motion carried.

- XII. Staff Discussion.

- a. Rocky Lyon updated the Commissioners about the rate increase. The new rates went into effect on July 1, 2024. So far things have been going smoothly. The only slight issue has been with reporting on split payment tickets, but the staff is working on a solution.
- b. 2025 budget plans have begun. Meetings will begin in the next few months.

XIII. Announcements – None.

XIV. Adjournment – With no further business, motion by Lindsey R. Pollock, DVM, and second by Sean D. Swope, to adjourn the meeting at 1:43 pm.

Respectfully submitted,

Karen Hirte

Karen Hirte
Solid Waste Utility, Administrative Assistant

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

Lewis County Litter Crew

Supervisor Hours		52
Crew Hours		104
Road Miles		41
Weight (Pounds)		1,400
Other Item Fees (TV, Tires and Appliances)	\$	80
Total Disposal Fees	\$	294
Public Works Roads Clean-Up	\$	-

Illegal Dumpsites

Supervisor Hours		13
Crew Hours		26
Dumpsites Cleaned		4
Weight (Pounds)		1,060
Other Item Fees (TV, Tires and Appliances)	\$	60
Total Disposal Fees	\$	138

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)		1,245
Other Item Fees (TV, Tires and Appliances)	\$	-
Total Labor and Disposal Fees	\$	1,510

Volunteer Litter Clean-up

Hours		41
Weight (Pounds)		-
Bags Collected		61
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	47	52	-	-	-	-	-	343
Crew Hours	77	101	105	101	109	94	104	-	-	-	-	-	691
Road Miles	47	43	61	62	54	39	41	-	-	-	-	-	347
Road side disposal weight	2,700	2,140	2,321	2,420	2,160	2,260	1,400	-	-	-	-	-	15,401
Disposal Fees	\$ 184	\$ 172	\$ 204	\$ 192	\$ 193	\$ 187	\$ 294	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,425
Public Works Roads Clean-Up	\$ -	\$ 335	\$ 15	\$ 15	\$ 15	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 380
Illegal Dumpsites													
Supervisor Hours	19	14	28	32	18	10	13	-	-	-	-	-	133
Crew Hours	37	28	53	63	35	10	26	-	-	-	-	-	252
Dumpsites Cleaned	6	5	8	9	5	3	4	-	-	-	-	-	40
Pounds	2,480	1,380	3,800	2,980	2,040	660	1,060	-	-	-	-	-	14,400
Disposal and labor Fees	\$ 208	\$ 84	\$ 508	\$ 491	\$ 288	\$ 52	\$ 138	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,768
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	69	69	-	-	-	-	-	483
Pounds of Litter Picked Up	2,040	900	795	1,230	1,635	100	1,245	-	-	-	-	-	7,945
Pounds of Recycling Picked Up	-	-	180	125	135	125	135	-	-	-	-	-	700
Labor and Disposal Fees	\$ 1,510	\$ 1,510	\$ 1,510	\$ 1,510	\$ 1,510	\$ 1,510	\$ 1,510	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,572
Interchanges cleaned:													
Volunteer Litter Clean-up Work													
Hours	91	49	79	112	57	35	41	-	-	-	-	-	461
Pounds of Litter Picked Up	165	-	-	-	-	-	-	-	-	-	-	-	165
Bags Collected	311	147	104	119	101	86	61	-	-	-	-	-	928
Disposal Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

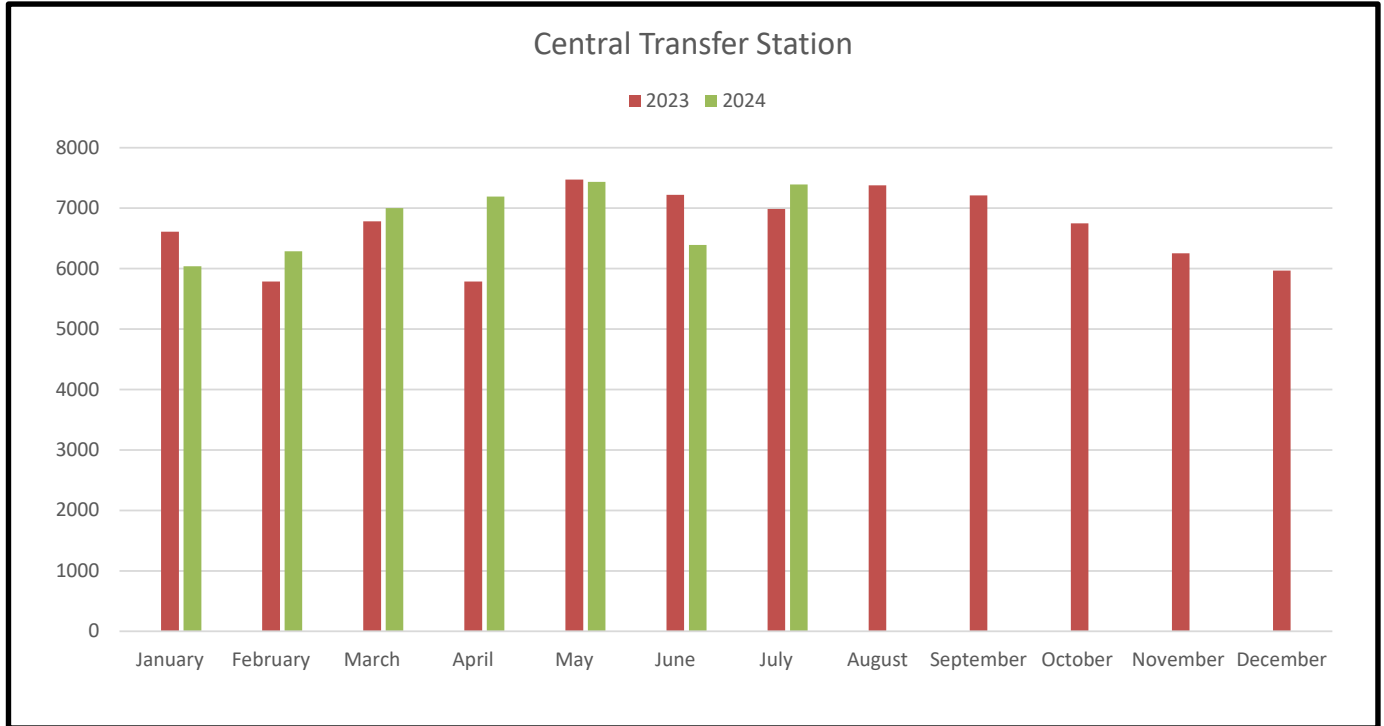
Centralia Volunteers: 33 volunteers, 40.5 hours, picked up 54 bags of litter
 Chehalis Volunteers: 7 bags of litter picked up
 Lewis County Volunteers: None reported

Totals may not foot due to rounding.

Illegal Dumpsites cleaned				
Road & Mile Post	Pounds	Other	Other Fees	# of Sites
Frost Rd. MP 1/2	260	-	\$ -	1
Hobson Rd. MP 1	180	-	\$ -	1
North Fork Rd. MP 4	220	-	\$ -	1
Haywire Rd. MP 1	400	-	\$ 60	1
	1,060	-	\$ 60	4

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	6,390	(832)
July	6,988	7,392	404
August	7,378	-	-
September	7,213	-	-
October	6,751	-	-
November	6,254	-	-
December	5,968	-	-
Total Tonnage	80,208	47,734	

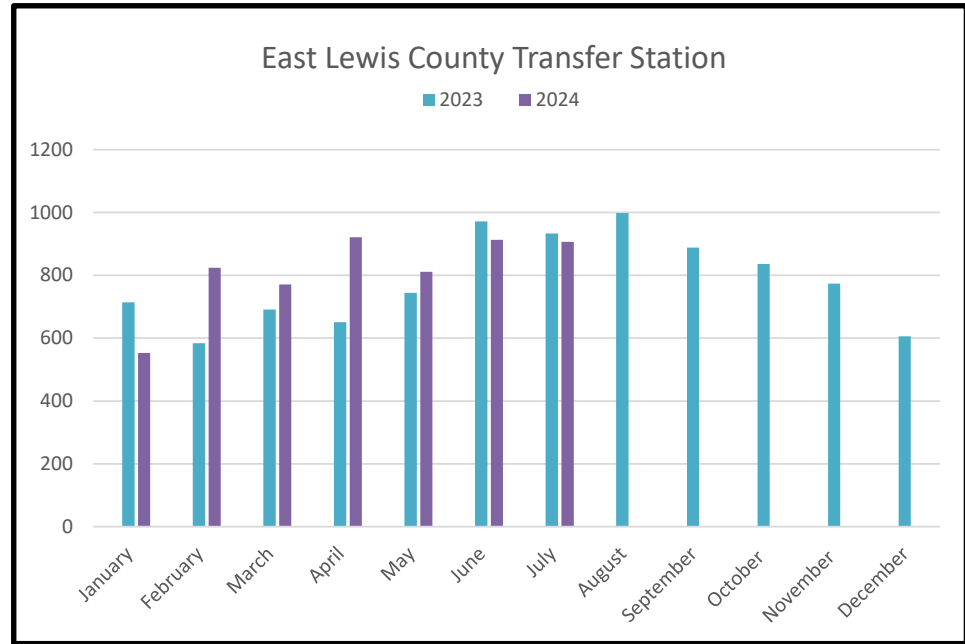


Month	East Lewis County		
	2023	2024	Difference
January	714	553	(161)
February	584	824	240
March	691	771	80
April	651	921	270
May	744	811	67
June	972	913	(59)
July	933	907	(26)
August	998	-	-
September	888	-	-
October	836	-	-
November	774	-	-
December	606	-	-
Total Tonnage	9,391	5,700	

2024 Total
6,590
7,112
7,770
8,114
8,246
7,303
8,299
-
-
-
-
-
-
53,434

2024 Estimated Tonnage: 85,000

Actual Tonnage/ Estimated Tonnage 63%



Solid Waste Disposal District #1

Fund 4150 Monthly Report

For the Month of July 2024

Beginning Fund 4150 Balance \$ 4,929,795

Revenue:

Solid Waste Sales and Services	1,101,715	99.01%
Late Fees	140	0.01%
Accounts Receivable	-	0.00%
Misc. Non-Operating	-	0.00%
Over / Short	(59)	-0.01%
Recycling/Miscellaneous Revenue	<u>10,936</u>	0.98%
Total Revenue	1,112,732	100.00%

Expenses:

Business and Occupational Service Tax	17,655	2.44%
Refuse Tax	18,143	2.51%
Professional Services and Supplies	-	0.00%
Building / Facility Rent	52,859	7.31%
Hauling and Disposal	476,292	65.85%
Host Fee	16,750	2.32%
Monthly Payment to Fund 4010	<u>141,607</u>	19.58%
Total Expenses	<u>723,306</u>	100.00%

Net Operating Gain 389,426

Ending Fund 4150 Balance \$ 5,319,221

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.

Net operating gain is due to the timing of accounts receivable.

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 YEAR TO DATE BUDGET REPORT**

58.33% 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	\$ 750,561	\$ 822,837	\$ 704,408	\$ 903,992	\$ 1,359,940	\$ 1,101,715	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,993,113	\$ 8,710,000	68.81%
Late Fees paid by Customers	150	100	50	170	50	180	140	-	-	-	-	-	-	840	1,800	46.67%
Petty Cash	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0.00%
Over/Short	17	(2)	(4)	2	(7)	(3)	(59)	-	-	-	-	-	-	(56)	-	0.00%
Misc. Non-Operating	-	-	-	-	200	-	-	-	-	-	-	-	-	200	-	0.00%
Recycling/Misc. Revenue	3,746	8,068	8,107	12,693	9,761	4,769	10,936	-	-	-	-	-	-	58,080	75,000	77.44%
Total Revenue	\$ 353,572	\$ 758,727	\$ 830,990	\$ 717,273	\$ 913,996	\$ 1,364,886	\$ 1,112,732	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,052,177	\$ 8,786,800	68.88%
Expenses:																
Refuse Tax	\$ 9,596	\$ 11,482	\$ 12,900	\$ 14,007	\$ 13,908	\$ 13,791	\$ 17,655	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 93,340	\$ -	0.00%
Business and Occupation Tax	12,392	13,263	13,894	16,074	15,176	14,271	18,143	-	-	-	-	-	-	103,213	152,457	67.70%
Professional Services	-	-	154	-	187	-	-	-	-	-	-	-	-	341	6,000	5.68%
*Building/Facility Rent	52,859	52,859	52,859	52,859	52,859	52,859	52,859	-	-	-	-	-	-	370,013	634,308	58.33%
Hauling and Disposal	346,901	382,933	435,533	444,424	434,910	413,062	476,292	-	-	-	-	-	-	2,934,055	4,725,375	62.09%
Host Fee	16,750	16,750	16,750	16,750	16,750	16,750	16,750	-	-	-	-	-	-	117,250	201,000	58.33%
Utility Fund Contracted Services	243,066	234,489	329,549	484,622	291,402	263,869	141,607	-	-	-	-	-	-	1,988,604	3,761,850	52.86%
Total Expenses	\$ 681,564	\$ 711,776	\$ 861,639	\$ 1,028,736	\$ 825,192	\$ 774,602	\$ 723,306	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,606,816	\$ 9,480,990	59.14%
Net Operating Gain/(Loss)	\$ (327,992)	\$ 46,951	\$ (30,649)	\$ (311,463)	\$ 88,804	\$ 590,284	\$ 389,426	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 445,361		

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 July 2024

Revenue:

Grants	83,708	32.21%
Reimbursement for Litter Program	32,730	12.59%
Misc Revenue	-	0.00%
Insurance Recovery	-	0.00%
Rent From Disposal District	1,859	0.72%
Payment From Disposal District	141,607	54.48%
Total Revenue	259,904	100.00%

Expenses:

Admin and Transfer Station Programs		
Salaries and Fringe Benefits	131,115	50.45%
Supplies / Small Tools / Equipment	5,004	1.93%
Fuel Consumed	5,777	2.22%
Professional Services	16,360	6.29%
Utilities	1,974	0.76%
Miscellaneous	231	0.09%
Equipment Rental	450	0.17%
Interfund Equipment	-	0.00%
Interfund Charges	15,685	6.03%
Crane and Site Maintenance	14,586	5.61%
Training / Travel / Subscription	263	0.10%
Recycling Program	16,169	6.22%
Litter Program	13,891	5.34%
Code Compliance Program	-	0.00%
Nuisance Abatement	-	0.00%
Homeless Camp Clean Up Program	-	0.00%
Landfill Closure Program	7,539	2.90%
Moderate Risk Waste Program	30,860	11.87%
Capital Improvements	-	0.00%
Total Expenses	259,904	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 YEAR TO DATE BUDGET REPORT**

58.33% 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	\$ -	\$ 52,842	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 90,261	\$ 150,000	60.17%
Litter Grant	-	-	-	-	36,725	-	30,866	-	-	-	-	-	-	67,591	143,000	47.27%
Rent From Disposal District	1,859	1,859	1,859	1,859	1,859	1,859	1,859	-	-	-	-	-	-	13,013	22,308	58.33%
Reimbursement from Litter Crew	-	-	-	34,800	-	-	32,730	-	-	-	-	-	-	67,530	136,382	49.52%
Solid Waste Reimbursement	-	-	-	1,035	-	-	-	-	-	-	-	-	-	1,035	-	0.00%
Payment From Disposal District	243,066	234,489	329,549	484,622	291,402	263,869	141,607	-	-	-	-	-	-	1,988,604	3,761,850	52.86%
Total Revenue	\$ 244,925	\$ 236,348	\$ 331,408	\$ 522,316	\$ 367,406	\$ 265,728	\$ 259,904	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,228,035	\$ 4,349,922	51.22%
Expenses:																
Salary and Benefits	\$ 130,833	\$ 129,536	\$ 130,381	\$ 130,540	\$ 132,935	\$ 130,428	\$ 131,115	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 915,767	\$ 1,663,270	55.06%
Supplies/Small Tools and Equipment	2,386	7,572	2,352	2,694	3,733	4,214	5,004	-	-	-	-	-	-	27,955	65,500	42.68%
Fuel Consumed	-	4,263	4,520	7,677	5,507	11,635	5,777	-	-	-	-	-	-	39,379	70,000	56.26%
Professional Services	21,832	25,700	12,428	15,964	47,743	12,942	16,360	-	-	-	-	-	-	152,969	578,737	26.43%
Utilities	359	1,097	2,301	2,141	2,055	2,344	1,974	-	-	-	-	-	-	12,271	36,000	34.09%
Miscellaneous	1,665	2,656	857	2,471	1,831	365	231	-	-	-	-	-	-	10,076	23,795	42.35%
Equipment Rental	600	11,923	2,886	750	4,096	600	450	-	-	-	-	-	-	21,305	20,250	105.21%
Equipment	-	-	-	-	-	-	-	-	-	-	-	-	-	-	131,604	0.00%
Interfund Charges	-	-	28,291	-	18,858	45,286	15,685	-	-	-	-	-	-	108,120	186,444	57.99%
Crane and Site Maintenance	5,250	10,865	36,383	9,876	20,529	2,852	14,586	-	-	-	-	-	-	100,341	234,455	42.80%
Training and Travel	-	-	-	-	-	996	263	-	-	-	-	-	-	1,259	1,445	87.13%
Recycling Program	11,486	12,969	13,100	18,056	25,436	19,162	16,169	-	-	-	-	-	-	116,378	249,428	46.66%
Landfill Closure	1,458	4,455	49,311	8,210	74,955	2,296	7,539	-	-	-	-	-	-	148,224	73,828	200.77%
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	14,070	13,891	-	-	-	-	-	-	123,765	279,382	44.30%
Moderate Risk Waste	8,568	15,698	19,915	14,151	12,330	18,538	30,860	-	-	-	-	-	-	120,060	241,371	49.74%
Capital Improvements/Repairs	-	-	-	278,648	-	-	-	-	-	-	-	-	-	278,648	325,000	85.74%
Total Expenses	\$ 194,925	\$ 236,348	\$ 331,408	\$ 522,316	\$ 367,406	\$ 265,728	\$ 259,904	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,178,032	\$ 4,307,509	50.56%
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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