

LEWIS COUNTY SOLID WASTE DISPOSAL DISTRICT #1 - AGENDA

Regular Meeting

Meeting Date: Monday, September 23, 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 August 26, 2024, regular meeting
- IV. Public Comment on any final-action items listed on this agenda
- V. Public Hearing - None
- VI. Board Measures and Proposals
 - a. Resolution 009-24 Change Fund
- 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 **\$928,170**

Payment to Solid Waste Fund 4010 for operational expenses	\$	333,189
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	\$	487,403
Payment to City of Centralia for host fee	\$	16,750
Payment to Department of Revenue for taxes	\$	37,969
August 2024 Total Expenses	\$	928,170

- XI. Staff Discussion
 - a. Employee retention - shift differential
- XII. Announcements
- XIII. Adjournment

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

Monday, September 23, 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, August 26, 2024, Meeting Time 1:30 pm

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

- I. Disposal District Commissioner Lindsey R. Pollock, called the meeting to order at 1:30 pm, Monday, August 26, 2024.

Those in attendance:

Lindsey R. Pollock, DVM	Lewis County Commissioner
Scott J. Brummer	Lewis County Commissioner
Rocky Lyon	Lewis County Solid Waste Manager
Marissa Briggs	Lewis County Solid Waste Office Assistant

- II. Quorum verified.

- III. Approve the minutes of the July 22, 2024, regular 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 – 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 41 road miles, spent a total of 156 hours picking up 1,400 pounds of litter. They also spent 39 hours working on four illegal dumpsites, cleaning up 1,060 pounds of litter.
- Interchanges and Intersections - 69 hours were spent cleaning up 1,245 pounds of litter with disposal fees in the amount of \$1,510.
- Volunteers in Centralia and throughout Lewis County reported spending 41 hours collecting 61 bags of litter.

- b. Transfer Station Tonnage – July.

- The combined monthly tonnage was 8,299.
- Year to Date the tonnage was 53,434.

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

- a. Monthly reports – July.

- Fund 4150 revenue per the Munis report was \$1,112,732 and showed a net operating gain of \$389,426. The ending fund balance was \$5,319,221.
- Fund 4010 total expenses \$259,904.
- 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 \$723,306 for the month of July. Motion carried.

- XII. Staff Discussion.

- a. Rocky Lyon updated the Commissioners about the Solid Waste trailer surplus. Trailers were purchased for Solid Waste to use for hauling. Unfortunately, it would take a lot of work to get them in working condition. We are looking to send them to auction or recycle the metal from them.

XIII. Announcements.

- a. WSU Master Recycler Composters are inviting the Commissioners to a barbeque August 29, 2024, from 12:00 pm to 2:00 pm at the Floral Park site. They will be sharing about their Tool Bucket Library and other community events they are planning.
- b. September 14, 2024, there will be a Winlock Community Recycling event at the old Winlock drop box site. From 10:00 am to 2:00 pm you can recycle household hazardous waste (HHW), E-Cycle, scrap metal, and yard waste.
- c. September 21, 2024, at Centralia College Swift Center, there will be a Repair and Sustainability Fair.
- d. September 28, 2024, there will be a Napavine-Winlock area community event at the Pleasant Valley Road shop. You can turn in your HHW, E-Cycle, metal recycling, yard waste, and there will also be a sensitive document shredding event.

- XIV. Adjournment – With no further business, motion by Scott J. Brummer, and second by Lindsey R. Pollock, DVM, to adjourn the meeting at 1:50 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 2024

Lewis County Litter Crew

Supervisor Hours	55
Crew Hours	110
Road Miles	40
Weight (Pounds)	3,120
Other Item Fees (TV, Tires and Appliances)	\$ 205
Total Disposal Fees	\$ 451
Public Works Roads Clean-Up	\$ -

Illegal Dumpsites

Supervisor Hours	24
Crew Hours	48
Dumpsites Cleaned	8
Weight (Pounds)	3,860
Other Item Fees (TV, Tires and Appliances)	\$ 350
Total Disposal Fees	\$ 608

Lewis County Contracted Litter Crew: Roadside

Crew Hours	112
Road Miles	-
Weight (Pounds)	3,400
Other Item Fees (TV, Tires and Appliances)	\$ 20
Total Labor and Disposal Fees	\$ 15,383

Interchanges and Intersections

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

Volunteer Litter Clean-up

Hours	27
Weight (Pounds)	-
Bags Collected	75
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	55	-	-	-	-	398
Crew Hours	77	101	105	101	109	94	104	110	-	-	-	-	801
Road Miles	47	43	61	62	54	39	41	40	-	-	-	-	387
Road side disposal weight	2,700	2,140	2,321	2,420	2,160	2,260	1,400	3,120	-	-	-	-	18,521
Disposal Fees	\$ 184	\$ 172	\$ 204	\$ 192	\$ 193	\$ 187	\$ 294	\$ 451	\$ -	\$ -	\$ -	\$ -	\$ 1,876
Public Works Roads Clean-Up	\$ -	\$ 335	\$ 15	\$ 15	\$ 15	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 380
Illegal Dumpsites													
Supervisor Hours	19	14	28	32	18	10	13	24	-	-	-	-	157
Crew Hours	37	28	53	63	35	10	26	48	-	-	-	-	300
Dumpsites Cleaned	6	5	8	9	5	3	4	8	-	-	-	-	48
Pounds	2,480	1,380	3,800	2,980	2,040	660	1,060	3,860	-	-	-	-	18,260
Disposal and labor Fees	\$ 208	\$ 84	\$ 508	\$ 491	\$ 288	\$ 52	\$ 138	\$ 608	\$ -	\$ -	\$ -	\$ -	\$ 2,376
Lewis County Contracted Litter Crew: Roadside													
Team Hours	-	-	72	4	-	-	-	112	-	-	-	-	188
Road Miles	-	-	33	-	-	-	-	-	-	-	-	-	33
Pounds of Litter Picked Up	-	-	8,780	-	-	-	-	3,400	-	-	-	-	12,180
Labor and Disposal Fees	\$ -	\$ -	\$ 29,849	\$ 1,137	\$ -	\$ -	\$ -	\$ 15,383	\$ -	\$ -	\$ -	\$ -	\$ 46,369
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	27	-	-	-	-	488
Pounds of Litter Picked Up	165	-	-	-	-	-	-	-	-	-	-	-	165
Bags Collected	311	147	104	119	101	86	61	75	-	-	-	-	1,003
Disposal Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

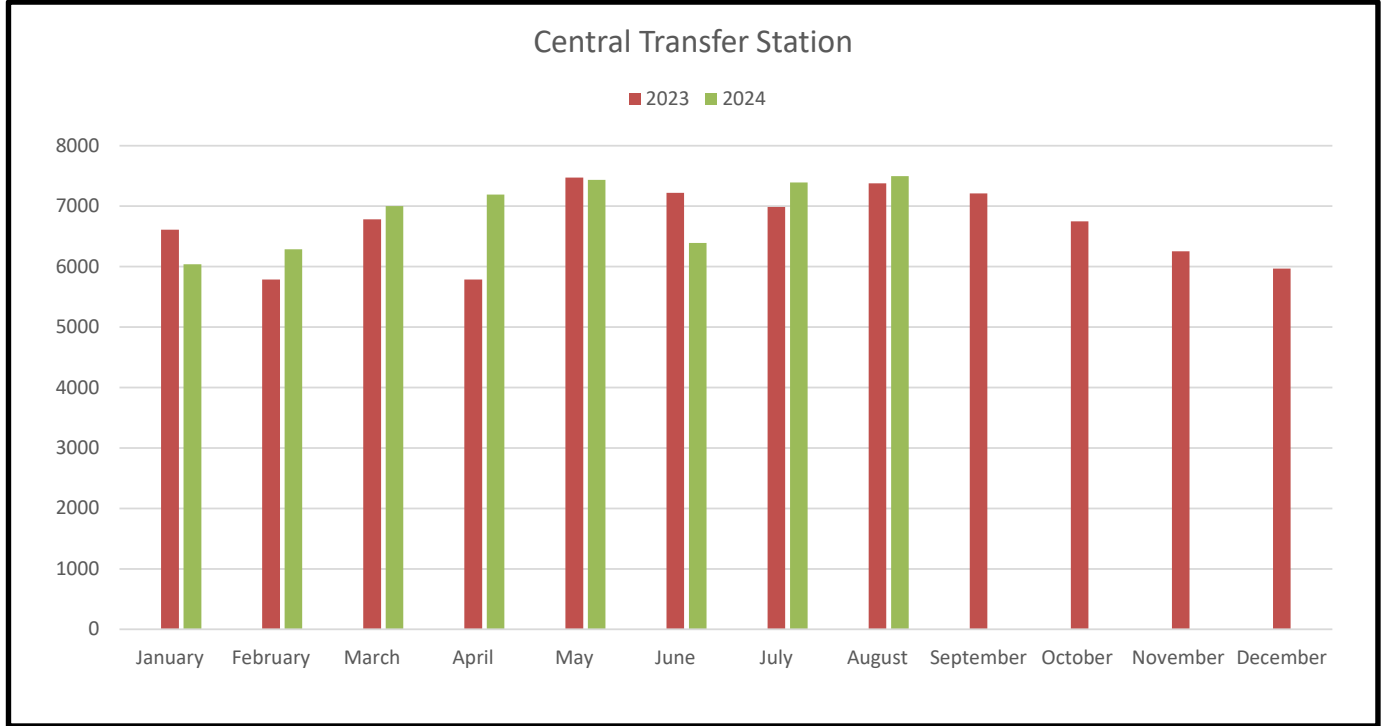
Centralia Volunteers: 27 volunteers, 26.75 hours, picked up 66 bags of litter
 Chehalis Volunteers: 8 bags of litter picked up
 Lewis County Volunteers: 1 volunteer picked up 1 bag of litter

Totals may not foot due to rounding.

Illegal Dumpsites cleaned				
Road & Mile Post	Pounds	Other	Other Fees	# of Sites
Monroe Rd. MP 1.5	260	-	\$ -	1
Teague Rd. MP 1.5	200	-	\$ -	1
Winlock-Vader Rd. MP 3	400	-	\$ -	1
Winlock Drop Box	1480	-	\$ 270	1
Hwy 603 MP .5	540	-	\$ 50	1
Antrim Rd. MP .5	200	-	\$ -	1
Jones Rd. MP 3	160	-	\$ -	1
Seminary Hill Rd. MP 4	620	-	\$ 30	1
	3,860	-	\$ 350	8

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	7,496	118
September	7,213	-	-
October	6,751	-	-
November	6,254	-	-
December	5,968	-	-
Total Tonnage	80,208	55,230	

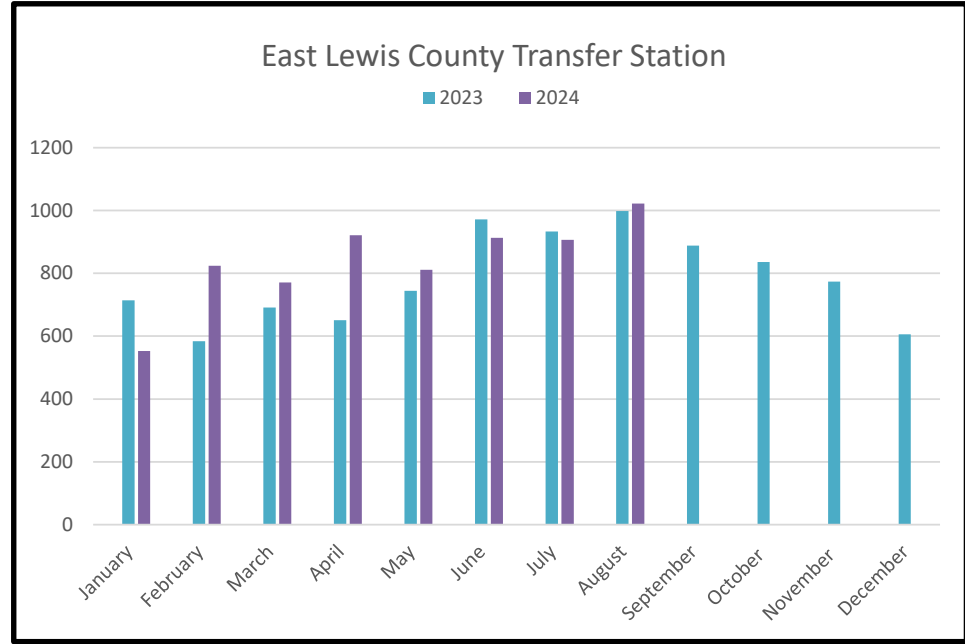


Month	East Lewis County		
	2023	2024	Difference
January	714	553	(161)
February	584	824	240
March	691	771	80
April	651	921	270
May	744	811	67
June	972	913	(59)
July	933	907	(26)
August	998	1,022	24
September	888	-	-
October	836	-	-
November	774	-	-
December	606	-	-
Total Tonnage	9,391	6,722	

2024 Total
6,590
7,112
7,770
8,114
8,246
7,303
8,299
8,518
-
-
-
-
-
-
61,952

2024 Estimated Tonnage: 85,000

Actual Tonnage/ Estimated Tonnage 73%



Solid Waste Disposal District #1

Fund 4150 Monthly Report

For the Month of August 2024

Beginning Fund 4150 Balance \$ 5,319,221

Revenue:

Solid Waste Sales and Services	984,831	98.80%
Late Fees	60	0.01%
Accounts Receivable	-	0.00%
Misc. Non-Operating	-	0.00%
Over / Short	(70)	-0.01%
Recycling/Miscellaneous Revenue	<u>11,996</u>	1.20%
Total Revenue	996,817	100.00%

Expenses:

Business and Occupational Service Tax	18,764	2.02%
Refuse Tax	19,205	2.07%
Professional Services and Supplies	-	0.00%
Building / Facility Rent	52,859	5.69%
Hauling and Disposal	487,403	52.51%
Host Fee	16,750	1.80%
Monthly Payment to Fund 4010	<u>333,189</u>	35.90%
Total Expenses	<u>928,170</u>	100.00%

Net Operating Gain 68,647

Ending Fund 4150 Balance \$ 5,387,868

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.

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**

66.67% 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	\$ 1,359,940	\$ 1,101,715	\$ 984,831	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,977,944	\$ 8,710,000	80.11%
Late Fees paid by Customers	150	100	50	170	50	180	140	60	-	-	-	-	-	900	1,800	50.00%
Petty Cash	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0.00%
Over/Short	17	(2)	(4)	2	(7)	(3)	(59)	(70)	-	-	-	-	-	(126)	-	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	11,996	-	-	-	-	-	70,076	75,000	93.43%
Total Revenue	\$ 353,572	\$ 758,727	\$ 830,990	\$ 717,273	\$ 913,996	\$ 1,364,886	\$ 1,112,732	\$ 996,817	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 7,048,994	\$ 8,786,800	80.22%
Expenses:																
Refuse Tax	\$ 9,596	\$ 11,482	\$ 12,900	\$ 14,007	\$ 13,908	\$ 13,791	\$ 17,655	\$ 19,205	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 112,545	\$ -	0.00%
Business and Occupation Tax	12,392	13,263	13,894	16,074	15,176	14,271	18,143	18,764	-	-	-	-	-	121,977	152,457	80.01%
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	52,859	-	-	-	-	-	422,872	634,308	66.67%
Hauling and Disposal	346,901	382,933	435,533	444,424	434,910	413,062	476,292	487,403	-	-	-	-	-	3,421,458	4,725,375	72.41%
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	243,066	234,489	329,549	484,622	291,402	263,869	141,607	333,189	-	-	-	-	-	2,321,793	3,761,850	61.72%
Total Expenses	\$ 681,564	\$ 711,776	\$ 861,639	\$ 1,028,736	\$ 825,192	\$ 774,602	\$ 723,306	\$ 928,170	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,534,985	\$ 9,480,990	68.93%
Net Operating Gain/(Loss)	\$ (327,992)	\$ 46,951	\$ (30,649)	\$ (311,463)	\$ 88,804	\$ 590,284	\$ 389,426	\$ 68,647	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 514,008		

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 August 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	0.55%
Payment From Disposal District	333,189	99.45%
	Total Revenue	335,048 100.00%

Expenses:

Admin and Transfer Station Programs		
Salaries and Fringe Benefits	134,699	40.20%
Supplies / Small Tools / Equipment	2,927	0.87%
Fuel Consumed	4,150	1.24%
Professional Services	37,312	11.14%
Utilities	2,225	0.66%
Miscellaneous	3,172	0.95%
Equipment Rental	960	0.29%
Interfund Equipment	-	0.00%
Interfund Charges	15,406	4.60%
Crane and Site Maintenance	6,216	1.86%
Training / Travel / Subscription	-	0.00%
Recycling Program	13,637	4.07%
Litter Program	28,181	8.41%
Code Compliance Program	25,000	7.46%
Nuisance Abatement	-	0.00%
Homeless Camp Clean Up Program	1,190	0.36%
Landfill Closure Program	46,389	13.85%
Moderate Risk Waste Program	13,584	4.05%
Capital Improvements	-	0.00%
	Total Expenses	335,048 100.00%

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**

66.67% 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	\$ -	\$ 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	1,859	-	-	-	-	-	14,872	22,308	66.67%
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	333,189	-	-	-	-	-	2,321,793	3,761,850	61.72%
Total Revenue	\$ 244,925	\$ 236,348	\$ 331,408	\$ 522,316	\$ 367,406	\$ 265,728	\$ 259,904	\$ 335,048	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,563,083	\$ 4,349,922	58.92%
Expenses:																
Salary and Benefits	\$ 130,833	\$ 129,536	\$ 130,381	\$ 130,540	\$ 132,935	\$ 130,428	\$ 131,115	\$ 134,699	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,050,466	\$ 1,663,270	63.16%
Supplies/Small Tools and Equipment	2,386	7,572	2,352	2,694	3,733	4,214	5,004	2,927	-	-	-	-	-	30,882	65,500	47.15%
Fuel Consumed	-	4,263	4,520	7,677	5,507	11,635	5,777	4,150	-	-	-	-	-	43,529	70,000	62.18%
Professional Services	21,832	25,700	12,428	15,964	47,743	12,942	16,360	37,312	-	-	-	-	-	190,281	578,737	32.88%
Utilities	359	1,097	2,301	2,141	2,055	2,344	1,974	2,225	-	-	-	-	-	14,496	36,000	40.27%
Miscellaneous	1,665	2,656	857	2,471	1,831	365	231	3,172	-	-	-	-	-	13,248	23,795	55.68%
Equipment Rental	600	11,923	2,886	750	4,096	600	450	960	-	-	-	-	-	22,265	20,250	109.95%
Equipment	-	-	-	-	-	-	-	-	-	-	-	-	-	-	131,604	0.00%
Interfund Charges	-	-	28,291	-	18,858	45,286	15,685	15,406	-	-	-	-	-	123,526	186,444	66.25%
Crane and Site Maintenance	5,250	10,865	36,383	9,876	20,529	2,852	14,586	6,216	-	-	-	-	-	106,557	234,455	45.45%
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	13,637	-	-	-	-	-	130,015	249,428	52.13%
Landfill Closure	1,458	4,455	49,311	8,210	74,955	2,296	7,539	46,389	-	-	-	-	-	194,613	232,213	83.81%
Code Compliance Support	-	-	-	-	-	-	-	25,000	-	-	-	-	-	25,000	100,000	25.00%
Nuisance Abatement	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0.00%
Homeless Camp Clean Up Program	-	-	757	379	380	-	-	1,190	-	-	-	-	-	2,706	27,000	10.02%
Litter Program	10,488	9,614	27,926	30,759	17,018	14,070	13,891	28,181	-	-	-	-	-	151,946	279,382	54.39%
Moderate Risk Waste	8,568	15,698	19,915	14,151	12,330	18,538	30,860	13,584	-	-	-	-	-	133,644	241,371	55.37%
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	\$ 335,048	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,513,080	\$ 4,465,894	56.27%
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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