

LEWIS COUNTY SOLID WASTE DISPOSAL DISTRICT #1 - AGENDA

Regular Meeting

Meeting Date: Monday, October 28, 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 September 23, 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 **\$837,646**

Payment to Solid Waste Fund 4010 for operational expenses	\$	290,832
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	\$	443,380
Payment to City of Centralia for host fee	\$	16,750
Payment to Department of Revenue for taxes	\$	33,825
September 2024 Total Expenses	\$	837,646

- XI. Staff Discussion - None
- XII. Announcements
- XIII. Adjournment

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

Monday, October 28, 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, September 23, 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 1:30 pm, Monday, September 23, 2024.
Those in attendance:
- | | |
|-------------------------|---|
| Lindsey R. Pollock, DVM | Lewis County Commissioner |
| Sean D. Swope | Lewis County Commissioner |
| Scott J. Brummer | Lewis County Commissioner |
| Rocky Lyon | Lewis County Solid Waste Manager |
| Karen Hirte | Lewis County Solid Waste Administrative Assistant |
| Tina Hemphill | Lewis County Public Works Deputy Director |
- II. Quorum verified.
- III. Approve the minutes of the August 26, 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.
- a. **Resolution 009-24 – Rescinding resolution No. 003-09 and resolution No. 004-10: Authorizing a working cash change fund for the Central Transfer Station and the East Lewis County Transfer Station.**
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 – August.
- The litter program coordinator and crew cleaned up 40 road miles, spent a total of 165 hours picking up 3,120 pounds of litter. They also spent 72 hours working on eight illegal dumpsites, cleaning up 3,860 pounds of litter.
 - The Lewis County roadside contracted litter crew spent 112 hours cleaning up 3,400 pounds of litter resulting in \$15,383 in fees.
 - Volunteers in Centralia, Chehalis, and throughout Lewis County reported spending 27 hours collecting 75 bags of litter.
- b. Transfer Station Tonnage – August.
- The combined monthly tonnage was 8,518.
 - Year to Date the tonnage was 61,952.
- VIII. Financial Reports – Presented by Rocky Lyon, Solid Waste Manager.
- a. Monthly reports – August.
- Fund 4150 revenue per the Munis report was \$996,817 and showed a net operating gain of \$68,647. The ending fund balance was \$5,387,868.
 - Fund 4010 total expenses \$335,048.
 - 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 \$928,170 for the month of August. Motion carried.

XII. Staff Discussion.

- a. Rocky Lyon brought up the potential for a shift differential for employees who are scheduled to work on Saturday's. The benefits of offering shift differential could include employee retention and saving money on overtime.

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 1:54 pm.

Respectfully submitted,

Karen Hirte

Karen Hirte
Solid Waste Utility, Administrative Assistant

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

Lewis County Litter Crew

Supervisor Hours		26
Crew Hours		52
Road Miles		23
Weight (Pounds)		1,580
Other Item Fees (TV, Tires and Appliances)	\$	-
Total Disposal Fees	\$	180
Public Works Roads Clean-Up	\$	107

Illegal Dumpsites

Supervisor Hours		21
Crew Hours		41
Dumpsites Cleaned		8
Weight (Pounds)		1,640
Other Item Fees (TV, Tires and Appliances)	\$	130
Total Disposal Fees	\$	290

Lewis County Contracted Litter Crew: Roadside

Crew Hours		64
Road Miles		18.00
Weight (Pounds)		1,780
Other Item Fees (TV, Tires and Appliances)	\$	50
Total Labor and Disposal Fees	\$	14,367

Interchanges and Intersections

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

Volunteer Litter Clean-up

Hours		29
Weight (Pounds)		-
Bags Collected		86
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	26	-	-	-	424
Crew Hours	77	101	105	101	109	94	104	110	52	-	-	-	853
Road Miles	47	43	61	62	54	39	41	40	23	-	-	-	410
Road side disposal weight	2,700	2,140	2,321	2,420	2,160	2,260	1,400	3,120	1,580	-	-	-	20,101
Disposal Fees	\$ 184	\$ 172	\$ 204	\$ 192	\$ 193	\$ 187	\$ 294	\$ 451	\$ 180	\$ -	\$ -	\$ -	\$ 2,056
Public Works Roads Clean-Up	\$ -	\$ 335	\$ 15	\$ 15	\$ 15	\$ -	\$ -	\$ -	\$ 107	\$ -	\$ -	\$ -	\$ 487
Illegal Dumpsites													
Supervisor Hours	19	14	28	32	18	10	13	24	21	-	-	-	177
Crew Hours	37	28	53	63	35	10	26	48	41	-	-	-	341
Dumpsites Cleaned	6	5	8	9	5	3	4	8	8	-	-	-	56
Pounds	2,480	1,380	3,800	2,980	2,040	660	1,060	3,860	1,640	-	-	-	19,900
Disposal and labor Fees	\$ 208	\$ 84	\$ 508	\$ 491	\$ 288	\$ 52	\$ 138	\$ 608	\$ 290	\$ -	\$ -	\$ -	\$ 2,666
Lewis County Contracted Litter Crew: Roadside													
Team Hours	-	-	72	4	-	-	-	112	64	-	-	-	252
Road Miles	-	-	33	-	-	-	-	-	18	-	-	-	51
Pounds of Litter Picked Up	-	-	8,780	-	-	-	-	3,400	1,780	-	-	-	13,960
Labor and Disposal Fees	\$ 2,761	\$ 2,451	\$ 34,647	\$ 5,409	\$ 4,826	\$ 4,349	\$ 3,993	\$ 19,856	\$ 14,367	\$ -	\$ -	\$ -	\$ 92,658
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	29	-	-	-	517
Pounds of Litter Picked Up	165	-	-	-	-	-	-	-	-	-	-	-	165
Bags Collected	311	147	104	119	101	86	61	75	86	-	-	-	1,089
Disposal Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

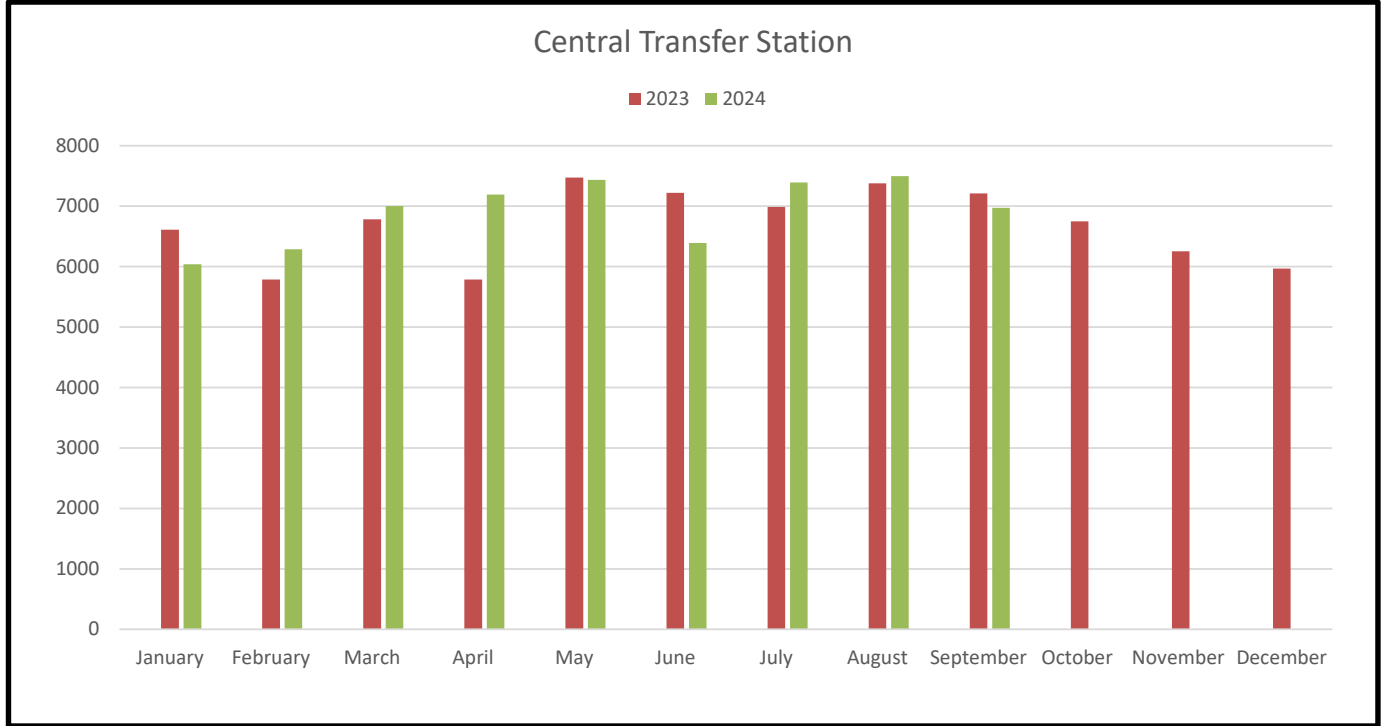
Centralia Volunteers: 24 volunteers, 29 hours, picked up 86 bags of litter
 Chehalis Volunteers: Nothing reported
 Lewis County Volunteers: Nothing reported

Totals may not foot due to rounding.

Illegal Dumpsites cleaned				
Road & Mile Post	Pounds	Other	Other Fees	# of Sites
Smokey Valley Rd. MP 1	120	- \$	-	1
Lincoln Creek Rd. MP 8.5	280	- \$	20	1
Cooks Hill Rd. MP 2	100	- \$	-	1
Joppish Rd. MP 1	220	- \$	30	1
Due Rd. MP 2	300	- \$	80	1
Buckhorn Rd. MP 2.5	220	- \$	-	1
Hobson Rd. MP .5	280	- \$	-	1
Salzer Valley Rd. MP 1	120	- \$	-	1
	1,640	- \$	130	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	6,974	(239)
October	6,751	-	-
November	6,254	-	-
December	5,968	-	-
Total Tonnage	80,208	62,204	

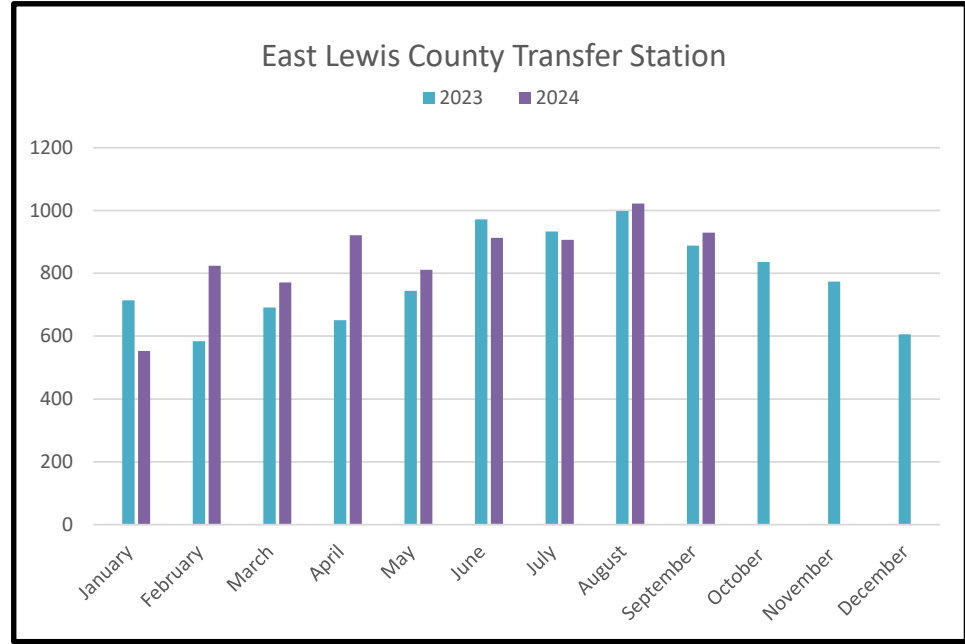


Month	East Lewis County		
	2023	2024	Difference
January	714	553	(161)
February	584	824	240
March	691	771	80
April	651	921	270
May	744	811	67
June	972	913	(59)
July	933	907	(26)
August	998	1,022	24
September	888	930	42
October	836	-	-
November	774	-	-
December	606	-	-
Total Tonnage	9,391	7,651	

2024 Total
6,590
7,112
7,770
8,114
8,246
7,303
8,299
8,518
7,904
-
-
-
-
69,856

2024 Estimated Tonnage: 90,000

Actual Tonnage/ Estimated Tonnage 78%



Solid Waste Disposal District #1

Fund 4150 Monthly Report

For the Month of September 2024

Beginning Fund 4150 Balance \$ 5,387,868

Revenue:

Solid Waste Sales and Services	988,929	99.23%
Late Fees	90	0.01%
Accounts Receivable	-	0.00%
Misc. Non-Operating	-	0.00%
Over / Short	(79)	-0.01%
Recycling/Miscellaneous Revenue	<u>7,684</u>	0.77%
Total Revenue	996,624	100.00%

Expenses:

Business and Occupational Service Tax	17,211	2.05%
Refuse Tax	16,614	1.98%
Professional Services and Supplies	-	0.00%
Building / Facility Rent	52,859	6.31%
Hauling and Disposal	443,380	52.93%
Host Fee	16,750	2.00%
Monthly Payment to Fund 4010	<u>290,832</u>	34.72%
Total Expenses	<u>837,646</u>	100.00%

Net Operating Gain 158,978

Ending Fund 4150 Balance \$ 5,546,846

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**

75% 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	\$ 988,929	\$ -	\$ -	\$ -	\$ -	\$ 7,966,873	\$ 10,650,000	74.81%
Late Fees paid by Customers	150	100	50	170	50	180	140	60	90	-	-	-	-	990	1,800	55.00%
Petty Cash	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0.00%
Over/Short	17	(2)	(4)	2	(7)	(3)	(59)	(70)	(79)	-	-	-	-	(205)	-	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	7,684	-	-	-	-	77,760	75,000	103.68%
Total Revenue	\$ 353,572	\$ 758,727	\$ 830,990	\$ 717,273	\$ 913,996	\$ 1,364,886	\$ 1,112,732	\$ 996,817	\$ 996,624	\$ -	\$ -	\$ -	\$ -	\$ 8,045,618	\$ 10,726,800	75.00%
Expenses:																
Refuse Tax	\$ 9,596	\$ 11,482	\$ 12,900	\$ 14,007	\$ 13,908	\$ 13,791	\$ 17,655	\$ 19,205	\$ 16,614	\$ -	\$ -	\$ -	\$ -	\$ 129,159	\$ -	0.00%
Business and Occupation Tax	12,392	13,263	13,894	16,074	15,176	14,271	18,143	18,764	17,211	-	-	-	-	139,188	186,407	74.67%
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	52,859	-	-	-	-	475,731	634,308	75.00%
Hauling and Disposal	346,901	382,933	435,533	444,424	434,910	413,062	476,292	487,403	443,380	-	-	-	-	3,864,838	5,001,975	77.27%
Host Fee	16,750	16,750	16,750	16,750	16,750	16,750	16,750	16,750	16,750	-	-	-	-	150,750	201,000	75.00%
Utility Fund Contracted Services	243,066	234,489	329,549	484,622	291,402	263,869	141,607	333,189	290,832	-	-	-	-	2,612,625	3,761,850	69.45%
Total Expenses	\$ 681,564	\$ 711,776	\$ 861,639	\$ 1,028,736	\$ 825,192	\$ 774,602	\$ 723,306	\$ 928,170	\$ 837,646	\$ -	\$ -	\$ -	\$ -	\$ 7,372,632	\$ 9,791,540	75.30%
Net Operating Gain/(Loss)	\$ (327,992)	\$ 46,951	\$ (30,649)	\$ (311,463)	\$ 88,804	\$ 590,284	\$ 389,426	\$ 68,647	\$ 158,978	\$ -	\$ -	\$ -	\$ -	\$ 672,986		

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 September 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	0.64%
Payment From Disposal District	290,832	99.36%
	Total Revenue	292,691 100.00%

Expenses:

Admin and Transfer Station Programs		
Salaries and Fringe Benefits	132,684	45.33%
Supplies / Small Tools / Equipment	6,510	2.22%
Fuel Consumed	9,378	3.20%
Professional Services	21,910	7.49%
Utilities	1,890	0.65%
Miscellaneous	10,460	3.57%
Equipment Rental	-	0.00%
Interfund Equipment	-	0.00%
Interfund Charges	15,523	5.30%
Crane and Site Maintenance	14,914	5.10%
Training / Travel / Subscription	-	0.00%
Recycling Program	30,112	10.29%
Litter Program	23,167	7.92%
Code Compliance Program	-	0.00%
Nuisance Abatement	-	0.00%
Homeless Camp Clean Up Program	415	0.14%
Landfill Closure Program	1,764	0.60%
Moderate Risk Waste Program	23,964	8.19%
Capital Improvements	-	0.00%
	Total Expenses	292,691 100.00%

Net Operating Income \$ -

Reserve Balances:	
Nuisance Abatement	\$ 114,876
Solid Waste Equipment (2024)	160,268
Capital (2010 to 2023)	895,854
	Total Reserve Balances
	\$ 1,170,998

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**

75% 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	1,859	-	-	-	-	16,731	22,308	75.00%
Reimbursement from Litter Crew	-	-	-	34,800	-	-	32,730	-	-	-	-	-	-	67,530	136,382	49.52%
Insurance Recovery	-	-	-	-	-	-	-	-	-	-	-	-	-	-	158,385	0.00%
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	290,832	-	-	-	-	2,612,625	3,761,850	69.45%
Total Revenue	\$ 244,925	\$ 236,348	\$ 331,408	\$ 522,316	\$ 367,406	\$ 265,728	\$ 259,904	\$ 335,048	\$ 292,691	\$ -	\$ -	\$ -	\$ -	\$ 2,855,774	\$ 4,508,307	63.34%
Expenses:																
Salary and Benefits	\$ 130,833	\$ 129,536	\$ 130,381	\$ 130,540	\$ 132,935	\$ 130,428	\$ 131,115	\$ 134,699	\$ 132,684	\$ -	\$ -	\$ -	\$ -	\$ 1,183,150	\$ 1,663,270	71.13%
Supplies/Small Tools and Equipment	2,386	7,572	2,352	2,694	3,733	4,214	5,004	2,927	6,510	-	-	-	-	37,392	65,500	57.09%
Fuel Consumed	-	4,263	4,520	7,677	5,507	11,635	5,777	4,150	9,378	-	-	-	-	52,907	70,000	75.58%
Professional Services	21,832	25,700	12,428	15,964	47,743	12,942	16,360	37,312	21,910	-	-	-	-	212,191	578,737	36.66%
Utilities	359	1,097	2,301	2,141	2,055	2,344	1,974	2,225	1,890	-	-	-	-	16,386	36,000	45.52%
Miscellaneous	1,665	2,656	857	2,471	1,831	365	231	3,172	10,460	-	-	-	-	23,708	23,795	99.63%
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	15,523	-	-	-	-	139,049	186,444	74.58%
Crane and Site Maintenance	5,250	10,865	36,383	9,876	20,529	2,852	14,586	6,216	14,914	-	-	-	-	121,471	234,455	51.81%
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	30,112	-	-	-	-	160,127	249,428	64.20%
Landfill Closure	1,458	4,455	49,311	8,210	74,955	2,296	7,539	46,389	1,764	-	-	-	-	196,377	232,213	84.57%
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	415	-	-	-	-	3,121	27,000	11.56%
Litter Program	10,488	9,614	27,926	30,759	17,018	14,070	13,891	28,181	23,167	-	-	-	-	175,113	279,382	62.68%
Moderate Risk Waste	8,568	15,698	19,915	14,151	12,330	18,538	30,860	13,584	23,964	-	-	-	-	157,608	241,371	65.30%
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	\$ 292,691	\$ -	\$ -	\$ -	\$ -	\$ 2,805,771	\$ 4,465,894	62.83%
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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