

LEWIS COUNTY SOLID WASTE DISPOSAL DISTRICT #1 - AGENDA

Regular Meeting

Meeting Date: Monday, April 27, 2020 Meeting Time 1:30 P.M.
Location: Hearing Room, Lewis County Courthouse, Chehalis, Wash.

- I. Call to Order
- II. Verification of a Quorum
- III. Approval of Minutes February 24, 2020 Regular Meeting Pgs. 1-2
- IV. Public Hearing – None
- V. **Disposal District Resolution No. 001-20** Pg. 3
Ratifying a consultant contract with HDR Engineering, Inc. to perform a feasibility study for the Central Transfer Station.

Executive Summary and **Disposal District Resolution No. 002-20**
Approval of an amendment to an agreement for solid waste transportation and disposal between the Lewis County Solid Waste Disposal District #1 and Harold Lemay Enterprises, Inc. /Wasco County Landfill to take effect April 1, 2020. Pg. 4-5
- VI. **Approve Transfers from the Disposal District #1 Fund:**

Total payment to Expense for Centralia Transfer Station	
Facility Rent for the month of February 2020	\$ 51,000.00
Total payment to Solid Waste Fund 401 for East Lewis County Transfer	
Station Facility Rent for the month of February 2020	\$ 1,859.00
Total payment for February 2020 operational expenses to Solid Waste Fund 401	\$ 146,682.38
Payment to Dietrich Trucking/Wasco County Landfill for February 2020 hauling/disposal	\$ 285,055.15
Payment to City of Centralia for February 2020 host fee	18,750.00
Payment to Department of Revenue for February 2020 taxes	\$ 17,334.63
Payment for February credit card fee	\$ 3,249.55
February Expense Total	\$ 523,930.71
Total payment to Expense for Centralia Transfer Station	
Facility Rent for the month of March 2020	\$ 51,000.00
Total payment to Solid Waste Fund 401 for East Lewis County Transfer	
Station Facility Rent for the month of March 2020	\$ 1,859.00
Total payment for March 2020 operational expenses to Solid Waste Fund 401	\$ 200,345.64
Payment to Dietrich Trucking/Wasco County Landfill for March 2020 hauling/disposal	\$ 325,014.70
Payment to City of Centralia for March 2020 host fee	\$ 18,750.00
Payment to Department of Revenue for March 2020 taxes	\$ 18,418.13
Payment for March credit card fee	\$ 4,424.30
March Expense Total	\$ 619,811.77
- VII. Staff Discussion
 - A. Solid Waste Covid-19 Updates to operations
 - B. Disposal District Chair and Vice Chair
 - C. May Disposal District Meeting (Memorial Day)
- XII. Announcements
 - 2020 Residential Voucher Program
- XIII. Adjournment

LEWIS COUNTY
SOLID WASTE DISPOSAL DISTRICT #1
Lewis County Commissioners Office, Small Conference Room
Lewis County Courthouse, Chehalis, WA
February 24, 2020

The meeting was called to order by Commissioner Gary Stamper at 1:33 p.m., Monday February 24, 2020.

Those in attendance were:

Gary Stamper	County Commissioner
Bobby Jackson	County Commissioner
Edna Fund	County Commissioner
Tom Rupert	District Manager, Lemay Enterprises
Terry Harris	SWAC Chair
Lindsey Pollock	Lewis County Resident/Business Owner
Josh Metcalf	Director, Lewis County Public Works
Greg Gachowski	Manager, Lewis County Solid Waste
Laurie Fife	Administrative Assistant, Sr., Lewis County Solid Waste

- Minutes from Regular Meeting of January 27, 2020-
Motion by Edna Fund and seconded by Bobby Jackson to approve minutes of January 27, 2020 meeting. Motion carried.
- Public Hearing – None.
- Board Measures and Proposals – None
- Transfer Stations Operations –
 - ◇ Recycling Reports – Tonnages are up slightly but still a lot of red. The continued contamination of the comingled recycling is a major issue; we keep contemplating “Source Separating” the mixed waste. It would be a financial advantage for the transfer station. No changes with curbside reports.
 - ◇ Household Hazardous Waste (HHW) and Conditionally Exempt Small Quantity Generators’ (CESQG) Report-
 The HHW Coordinator position interviews are scheduled for this Thursday. We are hoping to hire someone who will take ownership and utilize our facility. This is a modified version of the report. In January 175 residential and 7 SQG customers were seen. Six pallets of fluorescent lights shipped. In the next couple of months, we are hoping that the new coordinator will collect data and generate informative reports.
 - ◇ Community Litter Program – In January, the litter crew cleaned up 13 illegal dumpsites (three new) for a total of 3,770 pounds, and 22 miles for a total of 1,170 pounds of litter was picked up.
 - ◇ Transfer Stations Tonnage Report – Central Transfer Station (CTS) January tonnage was 5,610.08 and East Lewis County Transfer Station (ELCTS) January tonnage was 587.60 for a monthly total of 6,197.68 tons.
- ◇ Financial Reports
 - ◇ Disposal District and Utility Income Statements – The District’s income statement showed a net operating loss of (-71,896.28). The ending balance of District Fund 415 was \$3,043,676.92. There still is \$114,875.91 seed monies for nuisance abatement, \$192,418.22 crane reserve, capital reserve has \$330,093.76, and the Landfill Post Closure reserve has \$287,993.00. There was some discussion of adding \$20,000 to the Landfill Post closure fund annually, nothing added at this time. Fund 401 has an available balance of \$173,873.71. Additional discussion on the crane maintenance based on their usage (mounted over the semi-trailers).
 - ◇ East Lewis Co. Transfer Station Revenue & Expenditures – ELCTS figures look very normal for this time of the year.
- ◇ Miscellaneous Reports
 Status of Delinquent Accounts - None
- ◇ Approval of Transfers from Solid Waste Disposal District #1 to Lewis County Claims Clearing Fund -
Motion by Bobby Jackson and seconded by Edna Fund to approve payments and transfers, in the amount of \$ 653,774.14. Motion carried.
- ◇ SWAC Report – Meeting attendance remains great! Members are very pleased that Greg is our new solid waste manager. Continuing to discuss what is best for the Lewis County recycling program. Working on representation and updating By-Laws.

◇ Staff Discussion

- Tipping Floor Office Update – Met with a pest specialist regarding the types of rodents and discussing our options. Working on building confidence for making a decision. Currently we are meeting the OPS needs with the portable building at a premium price.
- Flow Control – Waiting for the PA's office on language to update the code.
- Feasibility Study for SW Central Transfer Station Relocation – Working on the budget for the study. The board can look forward to regular updates on each phase and a presentation at the end of the study from HDR.
- Solid Waste Legislation Updates –1) Plastic bag Ban is still alive; 2) Single use food service packaging is still alive; 3) The Polystyrene food service products is still alive; 3) Domestic waste stream repurposing study "Waste to Energy" is still alive.

◇ Announcements

- Working on the Inter Local Agreement between the Disposal District Board and Lewis County.
- 2020 Residential Voucher Program will have resolution ready for signatures at March meeting.

◇ Adjournment - With no further business, the meeting adjourned at 2:25 p.m.

Respectfully submitted,

Laurie Fife
Administrative Asst., Sr.
Lewis County Solid Waste

**BEFORE THE BOARD OF LEWIS COUNTY SOLID WASTE
DISPOSAL DISTRICT NO. 1**

IN THE MATTER OF:

Ratifying a consultant contract with HDR Engineering Inc.)
to perform a feasibility relocation study for the) Resolution No. 001-20
Central Transfer Station)

WHEREAS, a Request for Proposal went out in November, 2019, to provide engineering and/or architectural services for the preparation of a Feasibility Study to evaluate the need for a new transfer station and modification of the current facility to accommodate growth and expansion.

WHEREAS, Public Works staff reviewed the submittals and determined that HDR Engineering Inc., was the best qualified consultant for these services.

WHEREAS, Lewis County Public Works executed a consultant services contract in excess of \$40,000 but less than \$150,000 for the following:

Engineering Services

Consultant: HDR Engineering, Inc. Contract Total: \$149,905.06

NOW, THEREFORE BE IT RESOLVED, that the consultant services contract described above and executed by the Public Works Director is hereby ratified by the District.

PASSED IN REGULAR SESSION this 27th day of April, 2020.

APPROVED AS TO FORM
Jonathan L. Meyer, Prosecuting Attorney

LEWIS COUNTY SOLID WASTE
DISPOSAL DISTRICT NO. 1

By: Civil Deputy

Gary Stamper, Chair

ATTEST:

Robert C. Jackson, Vice Chair

Clerk of the Board

Edna J. Fund, Member

EXECUTIVE SUMMARY
LEWIS COUNTY SOLID WASTE DISPOSAL DISTRICT NO. 1

SWDD: APRIL 27, 2020

DEPARTMENT: PUBLIC WORKS/SOLID WASTE UTILITY

ITEM: APPROVAL OF AN AMENDMENT FOR SOLID WASTE TRANSPORTATION AND DISPOSAL BETWEEN THE LEWIS COUNTY SOLID WASTE DISPOSAL DISTRICT NO. 1 AND HAROLD LEMAY ENTERPRISES, INC. /WASCO COUNTY LANDFILL TO TAKE EFFECT APRIL 1, 2017

CONTACT: GREG GACHOWSKY, SOLID WASTE MANAGER/JOSH METCALF, PUBLIC WORKS DIRECTOR

This resolution is for approval of a proposed amendment to the original agreement for Solid Waste Transportation and Disposal that took effect April 1, 2017. A joint hearing before the Lewis County Board of County Commissioners (BOCC) and the Governing Board of the Lewis County Solid Waste Disposal District No. 1 (District) took place on or after the hour of 10 A.M., Sept. 26, 2016, for all persons to appear and speak about this proposed agreement.

The District, a quasi-municipal corporation and taxing district, is responsible for all aspects of disposing of solid waste in Lewis County, pursuant to RCW 36.58.130. The existing contract for solid waste export services was entered into by the District on February 23, 1993, and expires March 31, 2017.

RCW 36.58.050 authorizes negotiation and execution of a contract with the qualified collection company servicing the area under authority of chapter 81.77 RCW for hauling trailers of solid waste from transfer stations to disposal sites. Harold LeMay Enterprises, Inc. (LeMay) is the qualified collection company servicing this area. After negotiations with the current contract holder and LeMay/Wasco County Landfill (WCL), a Delaware corporation and an affiliate of LeMay, it was determined to be in the best interest of the public to approve an agreement between the District and LeMay, a Washington corporation, and LeMay's affiliate, Wasco County Landfill (WCL), a Delaware corporation, which would take effect April 1, 2017.

The agreement specified extensions for two one-year periods. The District and staff are choosing to extend for a one-year period with the following minor amendments:

- Increasing the transportation and disposal fee amount from \$48.00 to \$51.54 per ton, in line with the nearest Consumer Price Index
- Referencing the update to the nearest Consumer Price Index as Seattle-Tacoma-Bellevue
- Adjusting the amount of waste the contract pertains to from 95% down to 90%
- Adjusting to a monthly average trailer weight of 30 tons instead of a minimum per trailer amount
- Extending liability for unacceptable waste to LeMay Inc for materials solely collected and delivered by LeMay Inc.
- Allowing flexibility for the next extension to be another one-year term or a three-year term.

Action

Approve the agreement amendment for Solid Waste Transportation and Disposal between the District and Harold LeMay Enterprises, Inc. /Wasco County Landfill to take effect April 27, 2020.

**SOLID WASTE DISPOSAL DISTRICT #1
FEBRUARY 2020
INCOME STATEMENT**

BEGINNING FUND 415 BALANCE **\$3,043,676.92**

Revenue:

Cash-Check Customers	\$82,392.56	14.24%
Credit Card-EFT Customers	140,582.64	24.29%
SW Account Customers	351,772.07	60.79%
Recycling/Miscellaneous Revenue	3,936.40	0.68%
	\$578,683.67	100.00%

Expenses:

Direct Disposal District Expenses:

Business & Occupational Service Tax	\$17,334.63	3.31%
Professional Services & Supplies	-	0.00%
Grant for Non-Profit Group	-	0.00%
Building/Facility Rent	52,859.00	10.09%
Hauling & Disposal	285,055.15	54.41%
Credit Card Fees	3,249.55	0.62%
Host Fee	18,750.00	3.58%
*Monthly Payment to Fund 401	146,682.38	28.00%
Total Expenses for Disposal District	523,930.71	100.00%

NET OPERATING INCOME <LOSS> **\$54,752.96**

ENDING FUND BALANCE **\$3,098,429.88**

* Next page shows detailed listing of monthly transfer.

Note: Accrued expenses were calculated based on our reported out-bound tonnage.
This interim report is unaudited and intended for management purposes only.

FEBRUARY'S TONNAGE 5,802.65

SOLID WASTE UTILITY FEBRUARY 2020 INCOME STATEMENT

Revenue:

Grant	\$0.00	0.00%
Reimbursement for Litter Program	\$0.00	0.00%
Misc Revenue	\$0.00	0.00%
Rent From Disposal District	\$1,859.00	1.25%
Payment From Disposal District	146,682.38	98.75%
	\$148,541.38	100.00%

Expenses:

Salaries & Fringe Benefits	94,775.78	57.83%
Supplies/Small Tools & Equipment	2,426.54	1.48%
Fuel Consumed	86.78	0.05%
Professional Services	5,699.38	3.48%
Utilities	2,659.39	1.62%
Miscellaneous	1,798.01	1.10%
Equipment Rental	1,097.93	0.67%
ER&R Interfund	-	0.00%
Interfund	-	0.00%
Crane Maintenance	1,186.76	0.72%
Site Maintenance	17,329.88	10.57%
Training / Travel/Subscription	-	0.00%
Recycling Program	11,169.99	6.82%
Litter Program	6,417.34	3.92%
Nuisance Abatement	-	0.00%
Code Compliance Support	-	0.00%
Landfill Closure	962.76	0.59%
Moderate Risk Waste	2,930.84	1.79%
Capital Improvements	15,346.00	9.36%
Total Contracted Service Expense	163,887.38	100.00%

NET INCOME <LOSS>	(\$15,346.00)	HAZO HUT IMPROVEMENTS
-------------------	----------------------	--------------------------

Code Compliance	114,875.91
Crane Reserve	192,418.22
Capital Reserve(2010 to 2019)	314,747.76
Landfill Closure	287,993.00
Available Reserve Balance	\$910,034.89

**SOLID WASTE DISPOSAL DISTRICT #1
MARCH 2020
INCOME STATEMENT**

BEGINNING FUND 415 BALANCE **\$3,098,429.88**

Revenue:

Cash-Check Customers	\$62,365.70	10.25%
Credit Card-EFT Customers	178,072.04	29.27%
SW Account Customers	361,886.08	59.49%
Recycling/Miscellaneous Revenue	6,032.20	0.99%
	\$608,356.02	100.00%

Expenses:

Direct Disposal District Expenses:

Business & Occupational Service Tax	\$18,418.13	2.97%
Professional Services & Supplies	-	0.00%
Grant for Non-Profit Group	-	0.00%
Building/Facility Rent	52,859.00	8.53%
Hauling & Disposal	325,014.70	52.44%
Credit Card Fees	4,424.30	0.71%
Host Fee	18,750.00	3.03%
*Monthly Payment to Fund 401	200,345.64	32.32%
Total Expenses for Disposal District	\$619,811.77	100.00%

NET OPERATING INCOME <LOSS> **(\$11,455.75)**

ENDING FUND BALANCE **\$3,086,974.13**

* Next page shows detailed listing of monthly transfer.

Note: Accrued expenses were calculated based on our reported out-bound tonnage.
This interim report is unaudited and intended for management purposes only.

MARCH'S TONNAGE 6,426.11

**SOLID WASTE DISPOSAL DISTRICT
2020**

25% OF YEAR ELAPSED

	January	February	March	April	May	June	July	August	September	October	November	December	YTD TOTALS	BUDGET	%YTD/Budget
Revenue:															
Cash-Check Customers	70,760.31	82,392.56	62,365.70										215,518.57	1,092,768.00	19.72%
Credit Card-EFT Customers	113,766.87	140,582.64	178,072.04										432,421.55	1,639,152.00	26.38%
SW Account Customers	395,541.59	351,602.07	361,756.11										1,108,899.77	4,097,880.00	27.06%
Late Fees paid by Customers	30.00	170.00	129.97										329.97	1,000.00	33.00%
Recycling/Misc Revenue	1,779.09	3,936.40	6,032.20										11,747.69	65,000.00	18.07%
	581,877.86	578,683.67	608,356.02	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,768,917.55	6,895,800.00	25.65%
Expenses:															
Credit Card Fees	2,929.94	3,249.55	4,424.30										10,603.79	42,000.00	25.25%
Refuse Tax	7,310.61	8,786.10	9,434.31										25,531.02	0.00	
Grant for Non-Profit Groups	0.00	0.00	0.00										0.00	2,000.00	0.00%
Business & Occupation Tax	8,618.54	8,548.53	8,983.82										26,150.89	103,437.00	25.28%
Professional Services & Supplies	0.00	0.00	0.00										0.00	1,300.00	0.00%
*Building/Facility Rent	52,859.00	52,859.00	52,859.00										158,577.00	634,308.00	25.00%
Hauling / Disposal	321,721.65	285,055.15	325,014.70										931,791.50	3,864,625.00	24.11%
Host Fee	18,750.00	18,750.00	18,750.00										56,250.00	225,000.00	25.00%
Utility Fund Contracted Services	241,584.40	146,682.38	200,345.64										588,612.42	2,652,205.00	22.19%
	653,774.14	523,930.71	619,811.77	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,797,516.62	7,524,875.00	23.89%
Net Operating Income/Loss	(71,896.28)	54,752.96	(11,455.75)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	(28,599.07)		

This spreadsheet is intended to compare the Solid Waste Disposal District YTD totals to the Solid Waste Disposal District budget. Fund 415 balance can be found on the Solid Waste Disposal District Income Statement.

***Breakdown of building/facility rent:** CTS monthly rent is \$51,000 and the ELCTS monthly rent is \$1859. CTS monthly rent payments increased from \$38,700 to \$51,000 in Jan. 2010. \$38,700 goes toward a bond payment and \$12,300 is reserved in Solid Waste Fund 401 for capital improvements. Per BOCC Resolution #11-439, when the bond is fully paid in Dec. 2024, the entire \$51,000 payment will be reserved in the Solid Waste capital improvement reserve.

**SOLID WASTE UTILITY
MARCH 2020
INCOME STATEMENT**

Revenue:

Grant	\$0.00	0.00%
Reimbursement for Litter Program	0.00	0.00%
Misc Revenue	0.00	0.00%
Rent From Disposal District	1,859.00	0.92%
Payment From Disposal District	200,345.64	99.08%
	<hr/>	
	\$202,204.64	100.00%

Expenses:

Salaries & Fringe Benefits	\$97,084.22	48.01%
Supplies/Small Tools & Equipment	13,751.45	6.80%
Fuel Consumed	265.92	0.13%
Professional Services	13,070.60	6.46%
Utilities	4,977.23	2.46%
Miscellaneous	2,099.70	1.04%
Equipment Rental	1,467.93	0.73%
ER&R Interfund	0.00	0.00%
Interfund	0.00	0.00%
Crane Maintenance	9,791.31	4.84%
Site Maintenance	9,452.51	4.67%
Training / Travel/Subscription	0.00	0.00%
Recycling Program	13,929.71	6.89%
Litter Program	6,356.83	3.14%
Nuisance Abatement	0.00	0.00%
Code Compliance Support	0.00	0.00%
Landfill Closure	6,157.57	3.05%
Moderate Risk Waste	23,799.66	11.77%
Capital Improvements	0.00	0.00%
Total Contracted Service Expense	\$202,204.64	100.00%

NET INCOME <LOSS> \$0.00

Code Compliance	114,875.91
Crane Reserve	192,418.22
Capital Reserve(2010 to 2019)	314,747.76
Landfill Closure	287,993.00
Available Reserve Balance	\$910,034.89

**SOLID WASTE UTILITY
2020**

25% OF YEAR ELAPSED

	January	February	March	April	May	June	July	August	September	October	November	December	YTD TOTALS	BUDGET	%YTD/Budget
Revenue:															
CPG Grant	0.00	0.00	0.00										0.00	9,500.00	0.00%
Litter Grant	0.00	0.00	0.00										0.00	44,650.00	0.00%
Rent From Disposal District	1,859.00	1,859.00	1,859.00										5,577.00	22,308.00	25.00%
Misc Revenue	168.59	0.00	0.00										168.59	400.00	42.15%
Reimbursement from Litter Crew	0.00	0.00	0.00										0.00	134,792.00	0.00%
Payment From Disposal District	241,584.40	146,682.38	200,345.64										588,612.42	2,652,205.00	22.19%
	243,611.99	148,541.38	202,204.64	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	594,358.01	2,863,855.00	20.75%
Expenses:															
Salary & Benefits	130,184.08	94,775.78	97,084.22										322,044.08	1,200,369.00	26.83%
Supplies/Small Tools & Equipment	25,105.09	2,426.54	13,751.45										41,283.08	66,000.00	62.55%
Fuel Consumed	42.80	86.78	265.92										395.50	19,000.00	2.08%
Professional Services	14,605.06	5,699.38	13,070.60										33,375.04	330,918.00	10.09%
Utilities	75.00	2,659.39	4,977.23										7,711.62	28,915.00	26.67%
Miscellaneous	245.40	1,798.01	2,099.70										4,143.11	12,804.00	32.36%
Equipment Rental	1,825.86	1,097.93	1,467.93										4,391.72	10,200.00	43.06%
Equipment Rental Interfund	0.00	0.00	0.00										0.00	132,024.00	0.00%
Interfund	0.00	0.00	0.00										0.00	135,297.00	0.00%
Crane Maintenance	3,124.76	1,186.76	9,791.31										14,102.83	40,000.00	35.26%
Site Maintenance	0.00	17,329.88	9,452.51										26,782.39	82,500.00	32.46%
Training / Travel / Subscriptions	0.00	0.00	0.00										0.00	1,106.00	0.00%
Recycling Program	10,441.27	11,169.99	13,929.71										35,540.97	149,255.00	23.81%
Landfill Closure	0.00	962.76	6,157.57										7,120.33	74,300.00	9.58%
Code Compliance Support	0.00	0.00	0.00										0.00	100,000.00	0.00%
Nuisance Abatement	0.00	0.00	0.00										0.00	0.00	0.00%
Litter Program	6,317.34	6,417.34	6,356.83										19,091.51	179,458.00	10.64%
Moderate Risk Waste	1,645.33	2,930.84	23,799.66										28,375.83	188,959.00	15.02%
Capital Improvements/Repairs	0.00	15,346.00	0.00										15,346.00	236,200.00	6.50%
	193,611.99	163,887.38	202,204.64	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	559,704.01	2,987,305.00	18.74%
Net Operating Income/Loss	50,000.00	(15,346.00)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	34,654.00		

Hazo Hut
Improvements

50,000 FOR REPLACEMENT CRANE RESERVE TOTAL \$192,418.22

**This sheet is intended to compare Solid Waste Utility YTD totals to the Solid Waste Utility Budget.
Fund 401 balance can be found on the Solid Waste Utility Income Statement.**