

LEWIS COUNTY SOLID WASTE DISPOSAL DISTRICT #1 - AGENDA

Regular Meeting

Meeting Date: Monday, July 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 June 22, 2020 Regular Meeting
- IV. Public Hearing – None
- V. Board Measures and Proposal – None
- VI. Transfer Station Operations
 - A. Community Litter Program Report
 - B. Transfer Stations Tonnages
 - C. Host Fee Report
- VII. Financial Reports
 - A. Monthly Income Statement June 2020
- VIII. Miscellaneous Reports
 - A. Status of Delinquent Accounts
- IX. **Approve Transfers from the Disposal District #1 Fund**

Total payment to Expense for Centralia Transfer Station Facility Rent for the month of June 2020	\$ 51,000.00
Total payment to Solid Waste Fund 401 for East Lewis County Transfer Station Facility Rent for the month of June 2020	\$ 1,859.00
Total payment for June 2020 operational expenses to Solid Waste Fund 401	\$ 202,632.00
Payment to Dietrich Trucking/Wasco County Landfill for June 2020 hauling/disposal	\$ 377,692.00
Payment to City of Centralia for June 2020 host fee	\$ 18,750.00
Payment to Department of Revenue for June 2020 taxes	\$ 23,386.00
Payment for June credit card fee	\$ 6,894.00
Expense Total	\$ 682,214.00
- X. Staff Discussion
 - A. Recycling Updates
 - B. Voucher Program Planning
 - C. Comparing 2019 – 2020, thus far
 - D. Hazo-Hut update
- XI. Announcements
 - A. Waste Connections & Cowlitz County
- XII. Adjournment

SOLID WASTE DISPOSAL DISTRICT MEETING

Monday July 27, 2020 at 1:30 p.m.

Please find the attached packet.

In the effort to keep the public and the county employees safe during the COVID-19 outbreak, Lewis County is still providing a virtual option to attend.

Please see below.

ONLINE: You can join the meeting via Zoom Meeting at

<https://zoom.us/j/92770578873>

Or

BY PHONE: 888-475-4499 US Toll-free

Meeting ID: 927 7057 8873

LEWIS COUNTY
SOLID WASTE DISPOSAL DISTRICT #1
Lewis County Commissioners Hearing Room
Lewis County Courthouse, Chehalis, WA
June 22, 2020

Commissioner Gary Stamper called the meeting to order at 1:32 p.m., Monday, June 22, 2020.

Those in attendance were:

Bobby Jackson	County Commissioner
Gary Stamper	County Commissioner
Edna Fund	County Commissioner
Tom Rupert	District Manager, Lemay Enterprises by ZOOM
Terry Harris	Lewis County Resident/Business Owner by ZOOM
Josh Metcalf	Director, Lewis County Public Works
Greg Gachowsky	Manager, Lewis County Solid Waste
Rose Williams	Administrative Assistant, Sr., Lewis County Public Works

- Minutes from Regular Meeting of May 26, 2020-
Motion by Bobby Jackson and seconded by Gary Stamper to approve minutes of the May 26, 2020 meeting. Motion carried.
- Public Hearing – None.
- Board Measures and Proposal- None.
- Transfer Station Operations Reports -
 - ◇ Community Litter Program – The roadside litter pick-up portion of the program is suspended because of Covid-19 and inmate crew availability. Discussed information changes in litter program form, Commissioners agree and approve.
 - ◇ Tonnage Report – Both transfer stations show a miniscule decrease in tonnage for the month with 6,601 total tons, at this rate we will still surpass the projected annual tonnage. Trends of overall population and tonnage of waste are good.
 - ◇ Host Fee for City of Centralia – None.
- Financial Reports -
 - ◇ The District's Fund 415 income statement shows a net income loss of \$12,600.00, and an ending balance of \$3,146,791. The significant increase was largely due to the first ER&R charge for the year, rental fee for a front loader, as well as overtime and holiday pay for the month.
- Approval of Transfers from Solid Waste Disposal District #1 to Lewis County Claims Clearing Fund –
 - ◇ ***Motion by Edna Fund and seconded by Bobby Jackson to approve payments and transfers, in the Amount of \$679,340. Motion carried.***
- Staff Discussion –
 - ◇ Overview of recycling – Comingled contamination continues. The reality is that no comingled recycling bin has actually gone to be recycled in over six months. Comingled has been disposed of as garbage as a total of 31 tons. Since the Utility began tracking the tons disposed, in July of 2019, it cost close to \$20,000. Would like to move forward toward a more sustainable process this summer by replacing comingled bins with a paper only option. Aluminum and tin can still be disposed of in the metal recycling bin. This will eliminate plastic recycling. This decision coincides with a new grant from the Department of Ecology for new signage at the Transfer Station. When this is implemented there will be staff and/or volunteers to help educate the public on these changes during all open hours.
 - ◇ Voucher Program Planning – The start of this program is dependent on the opening of other organizations and city and county offices in order to verify residency for the renters and homeowners. Staff numbers are down right now and vacation hours are up due to employees maxed out with leave accrual. Office updates of a new window installation are underway for voucher administration with less physical interaction. Re-evaluate for possible August 1, 2020 start date. Greg and Josh will keep the District updated and let them know of any changes that will enable the program to start sooner.
 - ◇ Monthly tonnage this year vs. last year – Tonnage and revenue is above last year's amount even with COVID, credit/debit only, and no out of County waste temporarily restricted.

- Announcements-
 - ◇ Hazo Hut – Back open for business this Wednesday, June 24, 2020 after months of being closed. Greg to set up tour of the Hazo Hut for Disposal District and Terry Harris.
- Adjournment – With no further business, the meeting adjourned at 2:07 p.m.

Respectfully submitted,

Rose Williams
Administrative Asst., Sr.
Lewis County Public Works

**COMMUNITY LITTER CLEANUP PROGRAM
2020**

Lewis County Litter Crew	January	February	March	April	May	June	July	August	September	October	November	December	YTD TOTALS
Supervisor Hours Litter	132.50	147.00	120.00	0.00	0.00	0.00							399.50
Supervisor Hours Illegal dumping	43.50	13.00	56.00	45.50	40.00	42.00							240.00
Road Miles	22.00	49.00	37.50	0.00	0.00	0.00							108.50
Crew Hours (supervisor)	114.00	64.00	66.00	45.50	40.00	42.00							371.50
Road side disposal weight	1,170.00	2,380.00	2,200.00	0.00	0.00	0.00							5,750.00
Disposal Fees	\$89.16	\$246.10	\$328.30	\$0.00	\$0.00	\$0.00							\$663.56
Illegal Dumpsites													
Dumpsites Cleaned	13	7	18	25	17.00	20.00							100.00
Pounds	3,770.00	1,220	3,920	4,760	4,200.00	4,300.00							22,170.00
Fees	\$175.76	\$56.88	\$182.75	\$503.58	\$195.80	\$188.26	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,303.03
Other item fees (tires, TVs)					\$76.00	\$276.00							\$352.00

DUMP SITES CLEANED UP THIS MONTH

	Road	Pounds	Other	Fee for Other
Coulson*		120.00	1 tire on rim	\$5.00
Ceres Hill		200.00		
Centralia Alpha		180.00	2 tires	\$6.00
Bunker Creek		740.00	2 tires	\$6.00
Lost Valley		160.00		
King		320.00		
La Due*		140.00		
Monroe		220.00		
Wildwood		360.00	14 tires	\$42.00
Winlock-Vader		380.00	10 tires, 1 TV	\$55.00
Tooley*		420.00	6 tires, 1 tire on rim, 1 TV	\$48.00
Merchant		160.00		
Brim		140.00		
Larmon		160.00	2 TVs	\$50.00
Spencer		600.00	2 tires on rims	\$10.00
Burnt Ridge		0.00	18 tires	\$54.00
		4,300		\$276.00

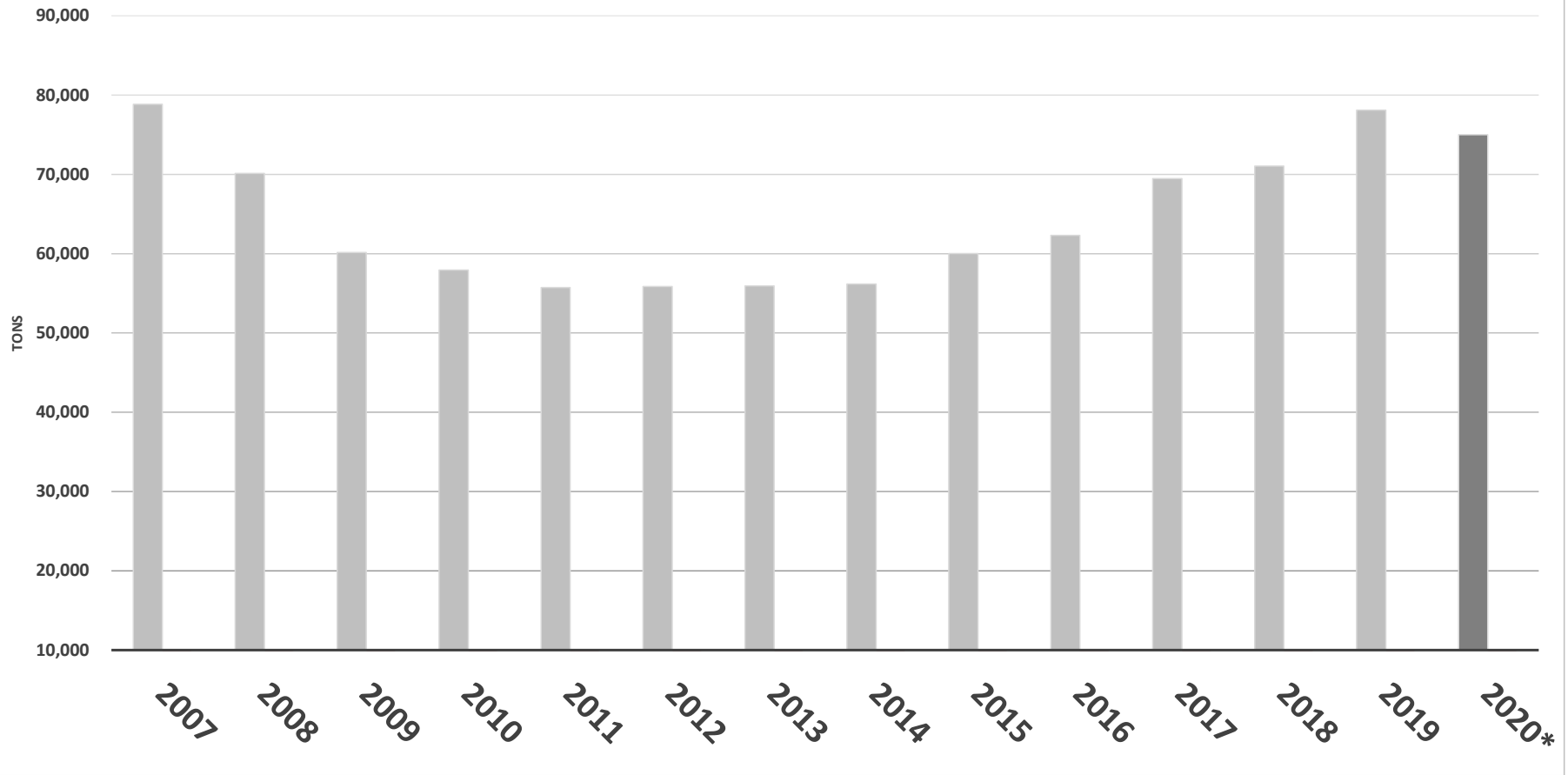
*New Sites

LEWIS COUNTY SOLID WASTE UTILITY 2020 - TONNAGES

Month	Central Transfer Station	East Lewis County Transfer Station	Total
January	5,610	588	6,198
February	5,112	691	5,803
March	5,719	707	6,426
April	5,840	812	6,652
May	5,832	769	6,601
June	6,486	839	7,325
July	-	-	-
August	-	-	-
September	-	-	-
October	-	-	-
November	-	-	-
December	-	-	-
Total Tonnage	34,599	4,405	39,005

Estimated Tonnage for 2020: **75,000**
 Actual Tonnage/Estimated Tonnage: **52%**

Annual Tonnage - Lewis County Solid Waste Utility



*2020 is a projected tonnage

**CITY OF CENTRALIA HOST FEES
YEAR 2020**

(Central Transfer Station)

<u>Month</u>	<u>Tons disposed</u>	<u>Cost of tonnage</u>	<u>Rent Fee</u>
January	0.0	\$ -	\$ 18,750
February	0.0	\$ -	\$ 18,750
March	0.0	\$ -	\$ 18,750
April	0.0	\$ -	\$ 18,750
May	0.0	\$ -	\$ 18,750
June	0.0	\$ -	\$ 18,750
July	0.0	\$ -	
August	0.0	\$ -	
Sept.	0.0	\$ -	
October	0.0	\$ -	
Nov.	0.0	\$ -	
Dec.	0.0	\$ -	
Total:	0.0	\$ -	\$ 112,500

Total Annual Host Fee (Combined) \$ 112,500

Total host fees paid since the signing of the Host Fee

Agreement on March 28, 1994: \$ 5,322,628

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

BEGINNING FUND 415 BALANCE **\$3,146,791**

Revenue:

Cash-Check Customers	\$22,841	3.20%
Credit Card-EFT Customers	273,770	38.35%
SW Account Customers	416,797	58.38%
Recycling/Miscellaneous Revenue	<u>480</u>	0.07%
Total Revenue	\$713,888	100.00%

Expenses:

Business & Occupational Service Tax	\$12,299	1.80%
Refuse Tax	11,087	1.63%
Professional Services & Supplies	0	0.00%
Grant for Non-Profit Group	0	0.00%
Building/Facility Rent	52,859	7.75%
Hauling & Disposal	377,692	55.36%
Credit Card Fees	6,894	1.01%
Host Fee	18,750	2.75%
*Monthly Payment to Fund 401	202,632	29.70%
Total Expenses	\$682,214	100.00%

NET OPERATING INCOME <LOSS> **\$31,674**

ENDING FUND BALANCE **\$3,178,465**

* Next page shows detailed listing of monthly transfer.

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

JUNE'S TONNAGE 7325.30

**SOLID WASTE DISPOSAL DISTRICT
2020**

50% 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	63.40	0.00	22,840.83							238,422.80	492,768.00	48.38%
Credit Card-EFT Customers	113,766.87	140,582.64	178,072.04	277,537.09	270,528.13	273,770.22							1,254,256.99	2,239,152.00	56.01%
SW Account Customers	395,541.59	351,602.07	361,756.11	360,145.72	391,702.95	416,757.40							2,277,505.84	4,097,880.00	55.58%
Late Fees paid by Customers	30.00	170.00	129.97	70.00	50.00	40.00							489.97	1,000.00	49.00%
Recycling/Misc Revenue	1,779.09	3,936.40	6,032.20	4,799.65	4,458.25	479.85							21,485.44	65,000.00	33.05%
	581,877.86	578,683.67	608,356.02	642,615.86	666,739.33	713,888.30	0.00	0.00	0.00	0.00	0.00	0.00	3,792,161.04	6,895,800.00	54.99%
Expenses:															
Credit Card Fees	2,929.94	3,249.55	4,424.30	7,095.41	6,979.75	6,894.10							31,573.05	42,000.00	75.17%
Refuse Tax	7,310.61	8,786.10	9,434.31	10,501.71	10,698.91	11,087.33							57,818.97	0.00	
Grant for Non-Profit Groups	0.00	0.00	0.00	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	11,061.80	11,480.50	12,298.97							60,992.16	103,437.00	58.97%
Professional Services & Supplies	0.00	0.00	0.00	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	52,859.00	52,859.00	52,859.00							317,154.00	634,308.00	50.00%
Hauling / Disposal	321,721.65	285,055.15	325,014.70	342,984.80	340,338.34	377,692.49							1,992,807.13	3,864,625.00	51.57%
Host Fee	18,750.00	18,750.00	18,750.00	18,750.00	18,750.00	18,750.00							112,500.00	225,000.00	50.00%
Utility Fund Contracted Services	241,584.40	146,682.38	200,345.64	126,946.41	238,233.04	202,631.95							1,156,423.82	2,652,205.00	43.60%
	653,774.14	523,930.71	619,811.77	570,199.13	679,339.54	682,213.84	0.00	0.00	0.00	0.00	0.00	0.00	3,729,269.13	7,524,875.00	49.56%
Net Operating Income/Loss	(71,896.28)	54,752.96	(11,455.75)	72,416.73	(12,600.21)	31,674.46	0.00	0.00	0.00	0.00	0.00	0.00	62,891.91		

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 JUNE 2020 INCOME STATEMENT

Revenue:

Grants	\$0	0.00%
Reimbursement for Litter Program	0	0.00%
Misc Revenue	0	0.00%
Rent From Disposal District	1,859	0.91%
Payment From Disposal District	202,632	99.09%
Total Revenue		\$204,491 100.00%

Expenses:

Salaries & Fringe Benefits	\$94,133	44.03%
Supplies/Small Tools & Equipment	2,014	0.94%
Fuel Consumed	3,347	1.57%
Professional Services	14,002	6.55%
Utilities	2,112	0.99%
Miscellaneous	314	0.15%
Equipment Rental	1,113	0.52%
ER&R Interfund	10,701	5.01%
Interfund	38,892	18.19%
Crane Maintenance	2,865	1.34%
Site Maintenance	344	0.16%
Training / Travel/Subscription	0	0.00%
Recycling Program	11,485	5.37%
Litter Program	8,211	3.84%
Nuisance Abatement	0	0.00%
Code Compliance Support	0	0.00%
Landfill Closure	2,591	1.21%
Moderate Risk Waste	12,367	5.78%
Capital Improvements	9,294	4.35%
Total Contracted Service Expense		\$213,785 100.00%

NET INCOME <LOSS>

(\$9,294)

Hazo Hut
Improvements

Code Compliance	114,876
Crane Reserve	192,418
Capital Reserve(2010 to 2019)	305,454
Landfill Closure	287,993
Available Reserve Balance	\$900,741

**SOLID WASTE UTILITY
2020**

50% OF YEAR ELAPSED

	January	February	March	April	May	June	July	August	September	October	November	December	YTD TOTALS	BUDGET	%YTD/Budget
Revenue:															
WRRED & LSWFA Grant	0.00	0.00	0.00	2,849.88	0.00	0.00							2,849.88	9,500.00	30.00%
Litter Grant	0.00	0.00	0.00	13,250.75	0.00	0.00							13,250.75	44,650.00	29.68%
Rent From Disposal District	1,859.00	1,859.00	1,859.00	1,859.00	1,859.00	1,859.00							11,154.00	22,308.00	50.00%
Misc Revenue	168.59	0.00	0.00	0.00	62.75	0.00							231.34	400.00	57.84%
Reimbursement from Litter Crew	0.00	0.00	0.00	10,042.46	0.00	0.00							10,042.46	134,792.00	7.45%
Payment From Disposal District	241,584.40	146,682.38	200,345.64	126,946.41	238,233.04	202,631.95							1,156,423.82	2,652,205.00	43.60%
	243,611.99	148,541.38	202,204.64	154,948.50	240,154.79	204,490.95	0.00	0.00	0.00	0.00	0.00	0.00	1,193,952.25	2,863,855.00	41.69%
Expenses:															
Salary & Benefits	130,184.08	94,775.78	97,084.22	95,804.93	100,444.17	94,133.01							612,426.19	1,200,369.00	51.02%
Supplies/Small Tools & Equipment	25,105.09	2,426.54	13,751.45	2,957.46	2,622.28	2,013.65							48,876.47	66,000.00	74.06%
Fuel Consumed	42.80	86.78	265.92	30.99	0.00	3,347.35							3,773.84	19,000.00	19.86%
Professional Services	14,605.06	5,699.38	13,070.60	9,177.46	21,281.21	14,001.62							77,835.33	330,918.00	23.52%
Utilities	75.00	2,659.39	4,977.23	1,123.08	2,052.91	2,111.73							12,999.34	28,915.00	44.96%
Miscellaneous	245.40	1,798.01	2,099.70	90.80	180.80	313.80							4,728.51	12,804.00	36.93%
Equipment Rental	1,825.86	1,097.93	1,467.93	727.93	7,093.77	1,112.93							13,326.35	10,200.00	130.65%
Equipment Rental Interfund	0.00	0.00	0.00	0.00	54,408.00	10,701.00							65,109.00	132,024.00	49.32%
Interfund	0.00	0.00	0.00	0.00	15,367.43	38,892.24							54,259.67	135,297.00	40.10%
Crane Maintenance	3,124.76	1,186.76	9,791.31	11,099.69	601.99	2,865.07							28,669.58	40,000.00	71.67%
Site Maintenance	0.00	17,329.88	9,452.51	116.12	5,279.61	344.01							32,522.13	82,500.00	39.42%
Training / Travel / Subscriptions	0.00	0.00	0.00	0.00	0.00	0.00							0.00	1,106.00	0.00%
Recycling Program	10,441.27	11,169.99	13,929.71	8,150.82	11,123.19	11,485.24							66,300.22	149,255.00	44.42%
Landfill Closure	0.00	962.76	6,157.57	4,368.31	897.39	2,590.99							14,977.02	74,300.00	20.16%
Code Compliance Support	0.00	0.00	0.00	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							0.00	0.00	0.00%
Litter Program	6,317.34	6,417.34	6,356.83	6,363.31	11,608.85	8,211.11							45,274.78	179,458.00	25.23%
Moderate Risk Waste	1,645.33	2,930.84	23,799.66	14,937.60	7,193.19	12,367.20							62,873.82	188,959.00	33.27%
Capital Improvements/Repairs	0.00	15,346.00	0.00	0.00	0.00	9,294.11							24,640.11	236,200.00	10.43%
	193,611.99	163,887.38	202,204.64	154,948.50	240,154.79	213,785.06	0.00	0.00	0.00	0.00	0.00	0.00	1,168,592.36	2,987,305.00	39.12%
Net Operating Income/Loss	50,000.00	(15,346.00)	0.00	0.00	0.00	(9,294.11)	0.00	0.00	0.00	0.00	0.00	0.00	25,359.89		

Crane Reserve Hazo Hut Improvements

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.