

LEWIS COUNTY SOLID WASTE DISPOSAL DISTRICT #1 - AGENDA

Regular Meeting

Meeting Date: Monday, August 24, 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 July 27, 2020 Regular Meeting
- IV. Public Hearing – None
- V. Board Measures and Proposals
Resolution #003-20: Approval of a Second Amendment for Solid Waste Transportation and Disposal Between the Lewis County Solid Waste Disposal District #1 and Harold LeMay Enterprises, Inc./Wasco County Landfill

Update of the 1993 Interlocal Agreement for Solid Waste Disposal Administration

- VI. Transfer Station Operations
 - A. Community Litter Program Report
 - B. Transfer Station Tonnages
 - C. Host Fee Report
- VII. Financial Reports
 - A. Monthly Income Statement July 2020
- VIII. Miscellaneous Reports
 - A. None

IX. Approve Transfers from the Disposal District #1 Fund

Total payment to Expense for Centralia Transfer Station	
Facility Rent for the month of July 2020	\$ 51,000.00
Total payment to Solid Waste Fund 401 for East Lewis County Transfer	
Station Facility Rent for the month of July 2020	\$ 1,859.00
Total payment for July 2020 operational expenses to Solid Waste Fund 401	\$ 142,710.00
Payment to Dietrich Trucking/Wasco County Landfill for July 2020 hauling/disposal	\$ 428,061.00
Payment to City of Centralia for July 2020 host fee	\$ 18,750.00
Payment to Department of Revenue for July 2020 taxes	\$ 26,556.00
Payment for July credit card fee	\$ 5,729.00

Expense Total \$ 674,665.00

- X. Staff Discussion
 - A. Recycling Updates
 - B. Hazo Hut Update
 - C. Transfer Station Gate Times
 - D. Vendor Rates
- XI. Announcements
 - A. Clean-up Grant Approved by Public Works Director
- XII. Adjournment

SOLID WASTE DISPOSAL DISTRICT MEETING

Monday August 24, 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
July 27, 2020

Commissioner Gary Stamper called the meeting to order at 1:30 p.m., Monday, July 27, 2020. Those in attendance were:

Bobby Jackson	County Commissioner - ZOOM
Gary Stamper	County Commissioner
Edna Fund	County Commissioner
Tom Rupert	District Manager, Lemay, Inc./Waste Connections
Josh Metcalf	Director, Lewis County Public Works
Greg Gachowsky	Manager, Lewis County Solid Waste
Karen Hirte	Office Assistant, Lewis County Solid Waste
Donna Zuber	Administrative Assistant, Sr., Lewis County Solid Waste - TEMP

- Minutes from Regular Meeting of June 22, 2020
Motion by Edna Fund and seconded by Bobby Jackson to approve minutes of the June 22, 2020 meeting. Motion carried.
- Public Hearing – None.
- Board Measures and Proposal – None
- Transfer Station Operations Reports
 - ◇ Community Litter Program – There were 20 illegal dump sites cleaned in June, while 17 sites were cleaned in May.
 - ◇ Tonnage Report – Total tonnage in June was 7,325, the highest so far this year. A future revision of the monthly tonnage report will show actual tonnage compared to projected tonnage.
 - ◇ Host Fee for City of Centralia – The City of Centralia will use its option for 60 tons of free disposal in July, as provided in the host fee agreement. The city will use some or all of the free tonnage to dispose of debris from a house being demolished on St. Helens Street.
- Financial Reports -
 - ◇ The District's Fund 415 income statement shows a net income profit of \$31,674, and an ending balance of \$3,178,465. June's revenue was good. Grant funds were not received, but will appear on July's Solid Waste Utility financial report. Budget amendments will be needed to cover 2020 Business and Occupation taxes, which have steadily increased; and also for the customer credit card fee that was waived and paid by the District when cash payments were temporarily not accepted due to Covid-19.
- Miscellaneous Reports –
 - ◇ Status of Delinquent Accounts – Delinquent accounts don't occur often, so Greg proposed that this topic be removed as a permanent agenda topic and that it only appear when a problem account arises. The board agreed.
- 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 \$682,214.00. Motion carried.***
- Staff Discussion –
 - ◇ Overview of recycling – A pilot scrap metal recycling arrangement is underway for the Central Transfer Station (CTS) with Metro Metals from Portland and southern Washington. Bins for scrap metal are provided at no charge and competitive prices are being offered. There's also no hauling cost. If permanently implemented, we might realize a \$1,500 savings and a profit of about \$450.

Commingled recycling – High contamination of commingled recycling and costs to dispose of it have prompted Utility staff to come up with ways to phase it away. All commingled material currently is being thrown away at both transfer stations with an estimated annual disposal cost of \$20,000. Options being discussed are:

- Replace commingled container with a mixed-paper container and instruct customers to recycle aluminum and tin cans with the scrap metal
- Eliminate plastic recycling until a low contamination record of six months is reached. Adding a plastic bottle and jug only container would then be considered. Other counties are faced with the same issues and taking similar steps in adjusting the main problem of recycling of plastic. All adjustments are being funded by grants from the Dept. of Ecology (ECY). Work should be completed by fall.

Tires – The ECY reached out to determine which counties are in need of ECY tire collection events, and Greg requested that Lewis County be added to the list for future events.

- ◇ Voucher Program Planning – Greg proposed that the free disposal voucher program not be held this year. There has been a significant increase in tonnage this year even without the voucher program, which was to begin May 1. It's also unclear if the waste stream could be managed safely if voucher tonnage is added. It's also uncertain how our facilities will be impacted by any of the governor's future Covid-19 orders.

Greg would like to look at different options for the program that would be less financially and administratively burdensome. The board agreed to Greg's proposal of not offering free disposal vouchers this year because of uncertainty surrounding Covid-19 for the near future. They also agreed to the Solid Waste Utility looking into possible changes to the program.

- ◇ Comparing 2019-2020, Thus Far – A comparison of customer count and tonnage numbers from March-June, 2020, to the same time period in 2019: 1,289 more customers and a net tonnage increase of approximately 1,471, resulting in a revenue increase of \$114,180.87. These are impressive numbers considering changes caused by Covid-19, the unavailability of the voucher program and increased expenses caused by higher taxes and credit card fees.

- ◇ Hazo Hut Update – The Hazo Hut opened in June and has been very busy. Kal Kersavage, the new Household Hazardous Waste Coordinator, is now on board. Greg invited the board to visit the Hazo Hut to see recent upgrades.

- Announcements- Tom Rupert, LeMay Enterprises' District Manager, reported that Waste Connections purchased Waste Control of Cowlitz County. Waste Connections has also filed a general rate increase for all curbside services, subject to approval by the Utility and Transportation Commission. He noted that the last rate increase was in 2010 when Lewis County increased its tipping fee.
- Adjournment – With no further business, the meeting adjourned at 2:25 p.m.

Respectfully submitted,

Donna Zuber
Administrative Asst., Sr. – Temporary
Lewis County Public Works

COMMUNITY LITTER CLEANUP PROGRAM 2020

	January	February	March	April	May	June	July	August	September	October	November	December	YTD TOTALS
Lewis County Litter Crew													
Supervisor Hours Litter	132.50	147.00	120.00	0.00	0.00	0.00	0.00						399.50
Supervisor Hours Illegal dumping	43.50	13.00	56.00	45.50	40.00	42.00	37.00						277.00
Road Miles	22.00	49.00	37.50	0.00	0.00	0.00	0.00						108.50
Crew Hours (supervisor)	114.00	64.00	66.00	45.50	40.00	42.00	37.00						408.50
Road side disposal weight	1,170.00	2,380.00	2,200.00	0.00	0.00	0.00	0.00						5,750.00
Disposal Fees	\$89.16	\$246.10	\$328.30	\$0.00	\$0.00	\$0.00	\$0.00						\$663.56
Illegal Dumpsites													
Dumpsites Cleaned	13	7	18	25	17.00	20.00	20.00						120.00
Pounds	3,770.00	1,220	3,920	4,760	4,200.00	4,300.00	3,640.00						25,810.00
Fees	\$175.76	\$56.88	\$182.75	\$503.58	\$195.80	\$188.26	\$169.70	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,472.73
Other item fees (tires, TVs)					\$76.00	\$276.00	\$144.00						\$496.00

DUMP SITES CLEANED UP THIS MONTH

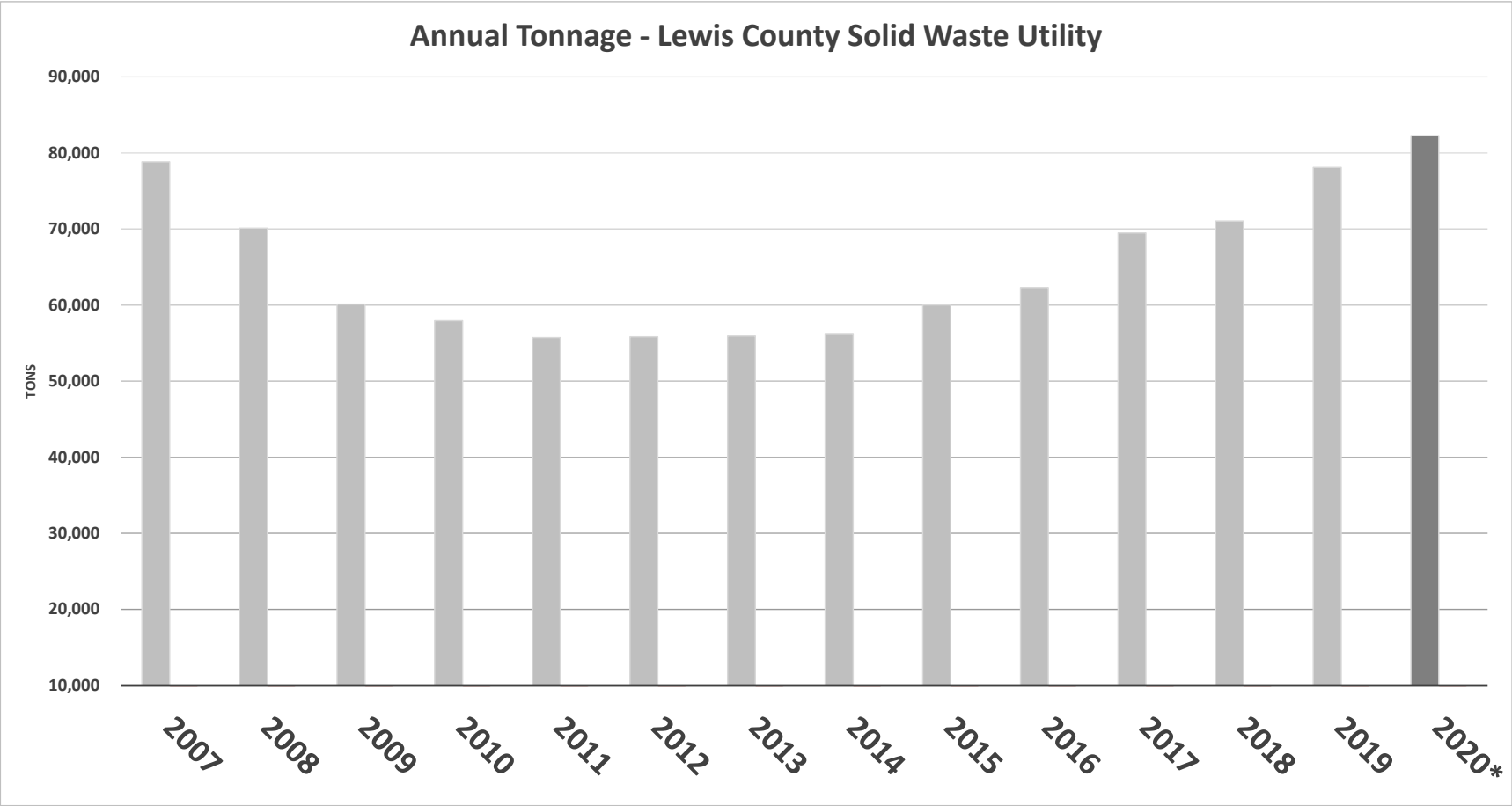
Road	Pounds	Other	Fee for Other	Number of Sites
Long Bell	240.00			2
Twin Oaks	120.00			1
Frost	200.00	1 tire on rim	\$5.00	2
Meskill	580.00	1 refrigerator	\$23.00	1
Smith	460.00	2 tires on rims	\$10.00	1
Halliday	120.00			1
Big Hanaford	400.00			1
Pfirter	300.00			1
Centralia Alpha**	100.00			1
Jackson Hwy*	200.00			2
		2 semi-truck tires; 2 semi-truck tires on rim	\$60.00	1
Centralia Alpha**	420.00			
		2 tires; 2 semi-truck tires on rims	\$46.00	1
Centralia Alpha**	340.00			
Johnson	160.00			1
	3,640.00		\$144.00	16.00

*New Sites

**The illegal dump sites on Centralia Alpha are all from different locations.

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	7,487	815	8,302
August	-	-	-
September	-	-	-
October	-	-	-
November	-	-	-
December	-	-	-
Total Tonnage	42,087	5,220	47,307

Estimated Tonnage for 2020:	82,275
Actual Tonnage/Estimated Tonnage:	57%



*2020 is an estimated 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	\$ -	\$ 18,750.00
February	0.0	\$ -	\$ 18,750.00
March	0.0	\$ -	\$ 18,750.00
April	0.0	\$ -	\$ 18,750.00
May	0.0	\$ -	\$ 18,750.00
June	0.0	\$ -	\$ 18,750.00
July	22.99	\$ 1,184.90	\$ 19,934.90
August	0.0	\$ -	
Sept.	0.0	\$ -	
October	0.0	\$ -	
Nov.	0.0	\$ -	
Dec.	0.0	\$ -	
Total:	23.0	\$ 1,184.90	\$ 132,434.90

Total Annual Host Fee (Combined) \$ 133,620

Total host fees paid since the signing of the Host Fee

Agreement on March 28, 1994: \$ 5,343,748

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

BEGINNING FUND 415 BALANCE **\$3,178,465**

Revenue:

Cash-Check Customers	\$83,746	10.19%
Credit Card-EFT Customers	233,438	28.39%
SW Account Customers	494,992	60.20%
Recycling/Miscellaneous Revenue	<u>10,026</u>	1.22%
Total Revenue	\$822,202	100.00%

Expenses:

Business & Occupational Service Tax	\$14,172	2.10%
Refuse Tax	12,384	1.84%
Professional Services & Supplies	0	0.00%
Grant for Non-Profit Group	0	0.00%
Building/Facility Rent	52,859	7.83%
Hauling & Disposal	428,061	63.45%
Credit Card Fees	5,729	0.85%
Host Fee	18,750	2.78%
*Monthly Payment to Fund 401	142,710	21.15%
Total Expenses	\$674,665	100.00%

NET OPERATING INCOME <LOSS> **\$147,537**

ENDING FUND BALANCE **\$3,326,002**

* 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.

JULY'S TONNAGE 8302.19

**SOLID WASTE DISPOSAL DISTRICT
2020**

58% 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	83,745.82						322,168.62	492,768.00	65.38%
Credit Card-EFT Customers	113,766.87	140,582.64	178,072.04	277,537.09	270,528.13	273,770.22	233,438.49						1,487,695.48	2,239,152.00	66.44%
SW Account Customers	395,541.59	351,602.07	361,756.11	360,145.72	391,702.95	416,757.40	494,912.05						2,772,417.89	4,097,880.00	67.65%
Late Fees paid by Customers	30.00	170.00	129.97	70.00	50.00	40.00	80.00						569.97	1,000.00	57.00%
Recycling/Misc Revenue	1,779.09	3,936.40	6,032.20	4,799.65	4,458.25	479.85	10,025.60						31,511.04	65,000.00	48.48%
	581,877.86	578,683.67	608,356.02	642,615.86	666,739.33	713,888.30	822,201.96	0.00	0.00	0.00	0.00	0.00	4,614,363.00	6,895,800.00	66.92%
Expenses:															
Credit Card Fees	2,929.94	3,249.55	4,424.30	7,095.41	6,979.75	6,894.10	5,729.26						37,302.31	42,000.00	88.82%
Refuse Tax	7,310.61	8,786.10	9,434.31	10,501.71	10,698.91	11,087.33	12,383.74						70,202.71	0.00	
Grant for Non-Profit Groups	0.00	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	14,172.14						75,164.30	103,437.00	72.67%
Professional Services & Supplies	0.00	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	52,859.00						370,013.00	634,308.00	58.33%
Hauling / Disposal	321,721.65	285,055.15	325,014.70	342,984.80	340,338.34	377,692.49	428,061.03						2,420,868.16	3,864,625.00	62.64%
Host Fee	18,750.00	18,750.00	18,750.00	18,750.00	18,750.00	18,750.00	18,750.00						131,250.00	225,000.00	58.33%
Utility Fund Contracted Services	241,584.40	146,682.38	200,345.64	126,946.41	238,233.04	202,631.95	142,710.00						1,299,133.82	2,652,205.00	48.98%
	653,774.14	523,930.71	619,811.77	570,199.13	679,339.54	682,213.84	674,665.17	0.00	0.00	0.00	0.00	0.00	4,403,934.30	7,524,875.00	58.53%
Net Operating Income/Loss	(71,896.28)	54,752.96	(11,455.75)	72,416.73	(12,600.21)	31,674.46	147,536.79	0.00	0.00	0.00	0.00	0.00	210,428.70		

**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

JULY 2020

INCOME STATEMENT

Revenue:

Grants	\$20,996	11.91%
Reimbursement for Litter Program	10,777	6.11%
Misc Revenue	0	0.00%
Rent From Disposal District	1,859	1.05%
Payment From Disposal District	142,710	80.93%

Total Revenue	\$176,342	100.00%
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Expenses:

Salaries & Fringe Benefits	\$102,678	58.23%
Supplies/Small Tools & Equipment	2,561	1.45%
Fuel Consumed	5,366	3.04%
Professional Services	4,664	2.64%
Utilities	1,750	0.99%
Miscellaneous	81	0.05%
Equipment Rental	823	0.47%
ER&R Interfund	10,701	6.07%
Interfund	0	0.00%
Crane Maintenance	1,721	0.98%
Site Maintenance	1,744	0.99%
Training / Travel/Subscription	0	0.00%
Recycling Program	17,685	10.03%
Litter Program	8,994	5.10%
Nuisance Abatement	0	0.00%
Code Compliance Support	0	0.00%
Landfill Closure	6,667	3.78%
Moderate Risk Waste	10,907	6.19%
Capital Improvements	0	0.00%

Total Contracted Service Expense	\$176,342	100.00%
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NET INCOME <LOSS>	<u><u>(\$0)</u></u>	
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Code Compliance	114,876
Crane Reserve	192,418
Capital Reserve(2010 to 2019)	305,454
Landfill Closure	287,993

Available Reserve Balance	\$900,741
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**SOLID WASTE UTILITY
2020**

58% 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	7,806.09						10,655.97	9,500.00	112.17%
Litter Grant	0.00	0.00	0.00	13,250.75	0.00	0.00	13,189.74						26,440.49	44,650.00	59.22%
Rent From Disposal District	1,859.00	1,859.00	1,859.00	1,859.00	1,859.00	1,859.00	1,859.00						13,013.00	22,308.00	58.33%
Misc Revenue	168.59	0.00	0.00	0.00	62.75	0.00	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	10,777.18						20,819.64	134,792.00	15.45%
Payment From Disposal District	241,584.40	146,682.38	200,345.64	126,946.41	238,233.04	202,631.95	142,710.00						1,299,133.82	2,652,205.00	48.98%
	243,611.99	148,541.38	202,204.64	154,948.50	240,154.79	204,490.95	176,342.01	0.00	0.00	0.00	0.00	0.00	1,370,294.26	2,863,855.00	47.85%
Expenses:															
Salary & Benefits	130,184.08	94,775.78	97,084.22	95,804.93	100,444.17	94,133.01	102,677.67						715,103.86	1,200,369.00	59.57%
Supplies/Small Tools & Equipment	25,105.09	2,426.54	13,751.45	2,957.46	2,622.28	2,013.65	2,561.08						51,437.55	66,000.00	77.94%
Fuel Consumed	42.80	86.78	265.92	30.99	0.00	3,347.35	5,365.68						9,139.52	19,000.00	48.10%
Professional Services	14,605.06	5,699.38	13,070.60	9,177.46	21,281.21	14,001.62	4,664.19						82,499.52	330,918.00	24.93%
Utilities	75.00	2,659.39	4,977.23	1,123.08	2,052.91	2,111.73	1,750.01						14,749.35	28,915.00	51.01%
Miscellaneous	245.40	1,798.01	2,099.70	90.80	180.80	313.80	80.80						4,809.31	12,804.00	37.56%
Equipment Rental	1,825.86	1,097.93	1,467.93	727.93	7,093.77	1,112.93	822.93						14,149.28	10,200.00	138.72%
Equipment Rental Interfund	0.00	0.00	0.00	0.00	54,408.00	10,701.00	10,701.00						75,810.00	132,024.00	57.42%
Interfund	0.00	0.00	0.00	0.00	15,367.43	38,892.24	0.00						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	1,720.78						30,390.36	40,000.00	75.98%
Site Maintenance	0.00	17,329.88	9,452.51	116.12	5,279.61	344.01	1,744.34						34,266.47	82,500.00	41.54%
Training / Travel / Subscriptions	0.00	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	17,685.45						83,985.67	149,255.00	56.27%
Landfill Closure	0.00	962.76	6,157.57	4,368.31	897.39	2,590.99	6,666.63						21,643.65	74,300.00	29.13%
Code Compliance Support	0.00	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	0.00%
Litter Program	6,317.34	6,417.34	6,356.83	6,363.31	11,608.85	8,211.11	8,994.28						54,269.06	179,458.00	30.24%
Moderate Risk Waste	1,645.33	2,930.84	23,799.66	14,937.60	7,193.19	12,367.20	10,907.17						73,780.99	188,959.00	39.05%
Capital Improvements/Repairs	0.00	15,346.00	0.00	0.00	0.00	9,294.11	0.00						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	176,342.01	0.00	0.00	0.00	0.00	0.00	1,344,934.37	2,987,305.00	45.02%
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.**