

LEWIS COUNTY SOLID WASTE DISPOSAL DISTRICT #1 - AGENDA

Regular Meeting

Meeting Date: Monday April 26, 2021 Meeting Time 1:30 P.M.
Location: Hearing Room, Lewis County Courthouse, Chehalis, WA

- I. Call to Order
- II. Verification of a Quorum
- III. Approval of Minutes March 22, 2021 Regular Meeting
- IV. Public Hearing
- V. Board Measures and Proposals
 - a. Executive Summary and **Disposal District Resolution No 002-21**
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, 2021.
- VI. Transfer Station Operations
 - a. Community Litter Program Report
 - b. Transfer Station Tonnages
 - c. Recycling Update
- VII. Financial Reports
 - a. Monthly Income Statement March 2021
- VIII. Miscellaneous Reports
- IX. Approve Transfers from the Disposal District #1 Fund

Total payment to Expense for Centralia Transfer Station	
Facility Rent for the month of March 2021	\$ 51,000
Total payment to Solid Waste Fund 401 for East Lewis County Transfer	
Station Facility Rent for the month of March 2021	\$ 1,859
Total payment for March 2021 operational expenses to Solid Waste Fund 401	\$ 168,130
Payment to Dietrich Trucking/Wasco County Landfill for March 2021 hauling/disposal	\$ 409,405
Payment to City of Centralia for March 2021 host fee	\$ 16,750
Payment to Department of Revenue for March 2021 taxes	\$ 27,103
Payment for March 2021 credit card fee	\$ 5,645
March 2021 Expense Total	\$ 679,892
- X. Staff Discussion
 - a. Voucher Program Planning – Update
- XI. Announcements
 - a. Solid Waste Manager – Transition
- XII. Adjournment

SOLID WASTE DISPOSAL DISTRICT MEETING

Monday, April 26, 2021 at 1:30 p.m.

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 Attend the meeting via Zoom Meeting at <https://zoom.us/j/93204847215>. The passcode is 161490.

BY PHONE To attend by phone, call 888-475-4499. The meeting ID is 93204847215, and the passcode is 085336.

**LEWIS COUNTY
SOLID WASTE DISPOSAL DISTRICT #1
Regular Meeting
Location: Hearing Room, Lewis County Courthouse, Chehalis, WA
March 22, 2021**

- I. The meeting was called to order by Disposal District New Chair Sean Swope at 1:30 p.m., Monday, March 22, 2021. Those in attendance were:

Sean Swope	Lewis County Commissioner
Lindsey Pollock	Lewis County Commissioner
Terry Harris	SWAC, Chair
Tom Rupert	Lemay/Waste Connections
Edna Fund (ZOOM)	Centralia Citizen
Tina Hemphill	Accounting Manager, Lewis County Public Works
Josh Metcalf	Director, Lewis County Public Works
Greg Gachowsky	Manager, Lewis County Solid Waste (LCSW)
Karen Hirte	Office Assistant (LCSW)

- II. Verified quorum is present.

- III. Minutes from Regular Meeting of February 22, 2021

Motion by Lindsey Pollock and seconded by Sean Swope to approve minutes of the February 22, 2021 regular meeting. Motion carried.

- IV. Public Hearing – None

- V. Board Measures and Proposals – None

- VI. Transfer Station Operations

- A. Community Litter Program Report – 12 illegal dumpsites reported. Utility is still unable to access offender labor to conduct normal litter control program. Still seeing many tires at illegal dump sites.
- B. Transfer Station Tonnages – tonnage at a normal rate for winter, early portion of the year. One snow-day closure and a shorter month contributes to the lower tonnage compared to other months.
- C. Recycling Update – *Recycle Reset* continues and commingled will be removed from county transfer stations starting March 1. Noticing an amount of customers in recycling area disposing of garbage. Utility believes these folks are abusing the transfer station and are not simply “confused” on how to recycle.

- VII. Miscellaneous Reports – None

- VIII. Financial Reports

- A. 2020 Year-end Disposal District and Utility Income Statements – The District’s statement showed \$113,077 in expenses from 2020, and the ending balance of District Fund 415 was \$3,089,991. Remaining expenses from 2020 were related to a lingering invoice for hauling/disposal from Fire Mt Farms and late invoice from the Department of Ecology for landfill engineering review.
- B. Approval of Transfers from Solid Waste Disposal District #1 to Lewis County Solid Waste Utility
Motion by Lindsey Pollock and seconded by Sean Swope to approve payments and transfers in the amount of \$113,077. Motion carried.
- C. Disposal District and Utility Income Statements – The District’s statement showed a net revenue of \$12,405 for March, 2021, and the ending balance of District Fund 415 was \$3,027,914. Increased expenditures for the month are related to the annual inspection of landfill equipment, annual inspection of fire suppression system, and crane maintenance.
- D. Approval of Transfers from Solid Waste Disposal District #1 to Lewis County Solid Waste Utility
Motion by Lindsey Pollock and seconded by Sean Swope to approve payments and transfers in the amount of \$550,167.00. Motion carried.

- IX. Staff Discussion

- A. Voucher Program Planning – Greg shared figures related to the last 5 years of the residential free disposal voucher program. Only a single-digit percentage of households in the county actually participate in the program. However, the Utility shoulders the entirety of the costs related to the program, including \$68,800 in disposal costs in 2019. Concern was shared whether this program is a gift of public funds, or a misuse of

County funds. One commissioner likened it to socialism, since only a single-digit percentage participates but the costs are impacting the entire Utility.

- B. Feasibility Study Update – Greg presented an update on the feasibility study the Utility embarked on in early 2020 with a consultant, HDR. Currently the study includes identification and review of multiple locations in the county that meet a minimum set of criteria. A further evaluation scored and narrowed the sites down to four locations that appear to be suitable for a future transfer station. The next phase of the feasibility study is to produce conceptual facility drawings and artist renderings of each location. As well, the feasibility study will include development of financial models and rate structures to support each option.

X. Announcements – None

With no further business, ***Motion by Lindsey Pollock and seconded by Sean Swope to adjourn the meeting at 2:40 p.m.***

Respectfully submitted,

Greg Gachowsky
Solid Waste Utility Manager

**COMMUNITY LITTER CLEANUP PROGRAM
2021**

	January	February	March	April	May	June	July	August	September	October	November	December	YTD TOTALS
Lewis County Litter Crew													
Supervisor Hours Litter	0.00	0.00	0.00										0.00
Supervisor Hours Illegal dumping	35.50	41.00	44.50										121.00
Road Miles	0.00	0.00	0.00										0.00
Crew Hours (supervisor)	35.50	41.00	44.50										121.00
Road side disposal weight	0.00	0.00	0.00										0.00
Disposal Fees	\$0.00	\$0.00	\$0.00										\$0.00
Illegal Dumpsites													
Dumpsites Cleaned	13.00	12.00	17.00										42.00
Pounds	4,120.00	3,980.00	4,360.00										12,460.00
Fees	\$192.07	\$185.55	\$216.65										\$594.27
Other item fees (tires, TVs, appliances)	\$255.00	\$152.00	\$213.00										\$620.00

DUMP SITES CLEANED UP IN MARCH

	Road & Mile Post	Pounds	Other	Fee for Other	Number of Sites
Park Rd MP 1		220.00			1
Big Hanaford Rd MP 0.1		380.00			1
South Prairie Rd MP 0.25		160.00	2 tires	\$6.00	1
Halliday Rd MP 1		380.00	10 tires on rim	\$50.00	1
Manners Rd MP 0.5		260.00	3 tires	\$9.00	1
Pfirter Rd MP 0.25		200.00			1
Draper Rd MP 0.25		140.00			1
Kiser Rd MP 0.25		300.00			1
Brown Rd W MP 2.5		280.00	4 tires; 1 TV	\$37.00	1
Burnt Ridge Rd MP 3		420.00	14 tires	\$42.00	1
Larmon Rd MP 1		120.00			1
Knowles Rd MP 0.5		360.00	5 tires	\$15.00	1
Hawkins Rd MP 0.25		180.00	3 tires	\$9.00	1
Blair Rd MP 0.5		400.00	1 TV	\$25.00	2
North Fork Rd MP 1		360.00	5 tires	\$15.00	1
Ceres Hill Rd MP 1.5		200.00	1 tire on rim	\$5.00	1
		4,360.00		\$213.00	17.00

No new illegal dumpsite locations picked up this month. All are previously cleaned up sites.

Blair Road had two separate illegal dumps cleaned up near the same mile post on the same day. This is the same location as two illegal dump sites from February that yielded 660 pounds of trash and 8 tires off the rim. This general area also had illegal dumping in December 2020.

LEWIS COUNTY SOLID WASTE UTILITY 2021 - TONNAGES

Month	Central Transfer Station		East Lewis County Transfer Station		2021 Total
	2020	2021	2020	2021	
January	5,610	6,263	588	647	6,910
February	5,112	5,156	691	567	5,723
March	5,719	7,091	707	832	7,923
April	5,840		812		-
May	5,832		769		-
June	6,486		839		-
July	7,487		815		-
August	7,083		946		-
September	6,944		853		-
October	6,703		839		-
November	5,958		611		-
December	6,682		657		-
Total Tonnage	75,457	18,510	9,126	2,046	20,556

Estimated Tonnage for 2021: **90,700**

Actual Tonnage/Estimated Tonnage: **23%**

Monthly Tonnage Comparison: March

2020 6,426

2021 7,923

Difference % 23%

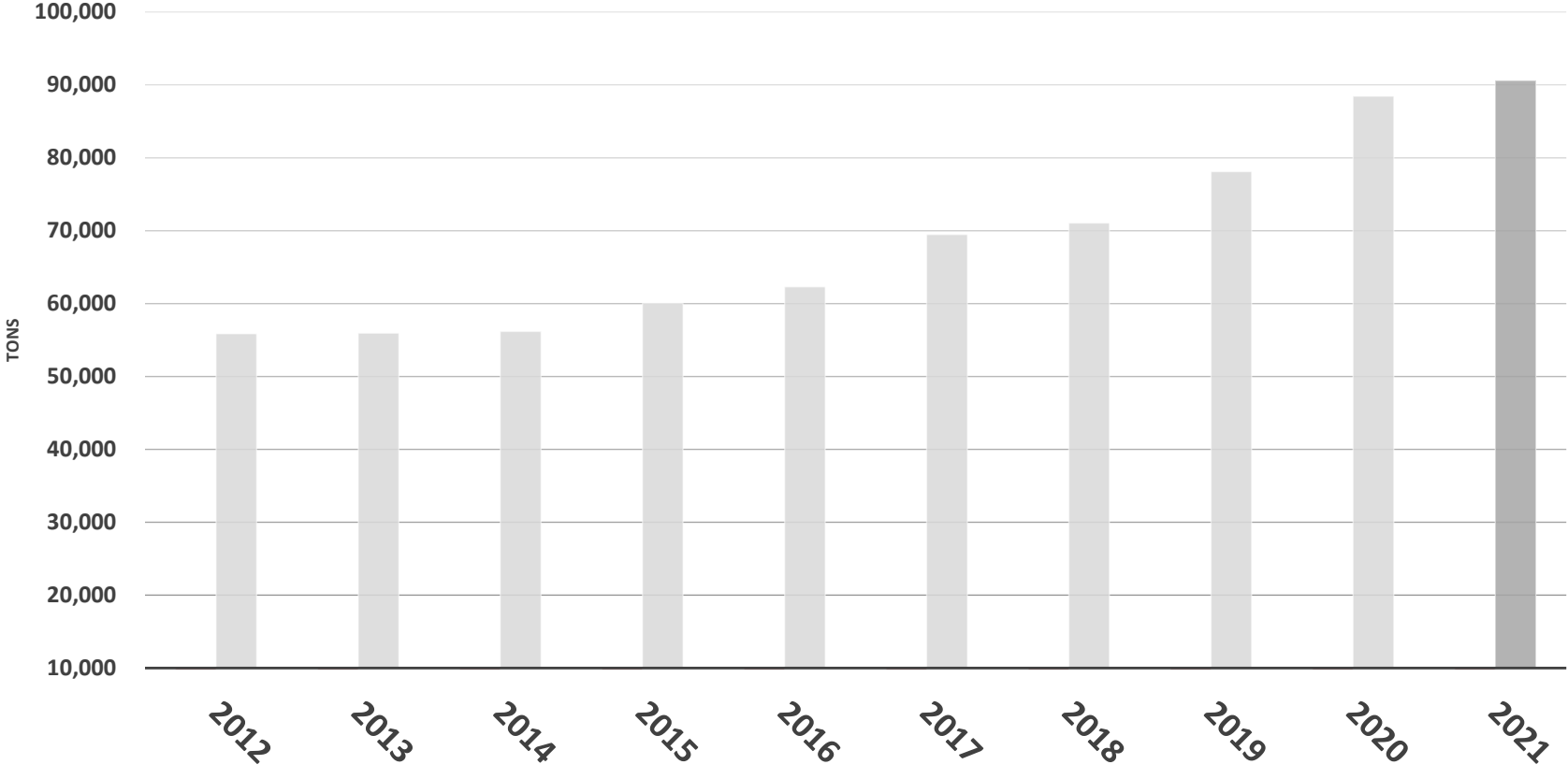
Customer Count Comparison: March

2020 10,025

2021 13,417

Difference % 34%

Annual Tonnage - Lewis County Solid Waste Utility



*2021 is an estimated tonnage

Solid Waste Disposal District #1

March 2021

Income Statement

Beginning Fund 415 Balance		\$3,027,914	
Revenue:			
SW Sales & Services	\$779,979		98.87%
Late Fees	80		0.01%
Over/Short	11		0.00%
Recycling/Miscellaneous Revenue	<u>8,861</u>		1.12%
Total Revenue		\$788,931	100.00%
 Expenses:			
Business & Occupational Service Tax	\$13,551		1.99%
Refuse Tax	13,552		1.99%
Professional Services & Supplies	0		0.00%
Building/Facility Rent	52,859		7.77%
Hauling & Disposal	409,405		60.22%
Credit Card Fees	5,645		0.83%
Host Fee	16,750		2.46%
*Monthly Payment to Fund 401	168,130		24.73%
Total Expenses		\$679,892	100.00%
 Net Operating Income <LOSS>		 <u><u>\$109,039</u></u>	
 Ending Fund Balance		 \$3,136,953	

Landfill Closure Reserve \$287,993

* 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.

**SOLID WASTE DISPOSAL DISTRICT
2021**

25% OF YEAR ELAPSED

	January (Revised)	February	March	April	May	June	July	August	September	October	November	December	YTD TOTALS	BUDGET	%YTD/Budget
Revenue:															
SW Sales & Services	806,929	554,611	779,979										2,141,519	7,580,000	28.25%
Late Fees paid by Customers	105	50	80										235	1,000	23.50%
Over/Short	-47	0	11										-35	0	
Recycling/Misc Revenue	2,666	7,911	8,861										19,438	75,000	25.92%
	809,654	562,572	788,931	0	0	0	0	0	0	0	0	0	2,161,157	7,656,000	28.23%
Expenses:															
Credit Card Fees	4,781	3,650	5,645										14,076	50,000	28.15%
Refuse Tax	11,089	8,009	13,552										32,651	0	
Business & Occupation Tax	13,976	9,705	13,551										37,232	133,980	27.79%
Professional Services	0	0	0										0	1,000	0.00%
Repairs & Maintenance	0	0	0										0	300	0.00%
*Building/Facility Rent	52,859	52,859	52,859										158,577	634,308	25.00%
Hauling / Disposal	465,468	295,527	409,405										1,170,400	4,304,000	27.19%
Host Fee	16,750	16,750	16,750										50,250	201,000	25.00%
Utility Fund Contracted Services	206,555	163,668	168,130										538,353	2,742,228	19.63%
	771,479	550,168	679,892	0	0	0	0	0	0	0	0	0	2,001,539	8,066,816	24.81%
Net Operating Income/Loss	38,175	12,405	109,039	0	0	0	0	0	0	0	0	0	159,618		

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 2021 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	1.09%
Payment From Disposal District	168,130	98.91%
Total Revenue	\$169,989	100.00%

Expenses:

Admin & Transfer Station Programs		
Salaries & Fringe Benefits	\$109,176	64.22%
Supplies / Small Tools / Equipment	1,141	0.67%
Fuel Consumed	50	0.03%
Professional Services	15,961	9.39%
Utilities	2,465	1.45%
Miscellaneous	2,450	1.44%
Equipment Rental	385	0.23%
ER&R Interfund	0	0.00%
Interfund	0	0.00%
Crane & Site Maintenance	4,722	2.78%
Training / Travel / Subscription	0	0.00%
Recycling Program	11,746	6.91%
Litter Program	6,517	3.83%
Code Compliance Program	0	0.00%
Nuisance Abatement	0	0.00%
Landfill Closure Program	3,480	2.05%
Moderate Risk Waste Program	11,897	7.00%
Capital Improvements	0	0.00%
Total Contracted Service Expense	\$169,989	100.00%

NET INCOME <LOSS> (\$0)

Code Compliance	114,876
Crane Reserve (2021)	242,418
Capital Reserve(2010 to 2020)	453,054

Available Reserve Balance \$810,348

**SOLID WASTE UTILITY
2021**

25% 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	0	0										0	151,000	0.00%
Litter Grant	0	0	0										0	44,650	0.00%
Rent From Disposal District	1,859	1,859	1,859										5,577	22,308	25.00%
Misc Revenue	0	0	0										0	400	0.00%
Reimbursement from Litter Crew	0	0	0										0	140,292	0.00%
Payment From Disposal District	206,555	163,668	168,131										538,354	2,742,228	19.63%
	208,414	165,527	169,990	0	0	0	0	0	0	0	0	0	543,931	3,100,878	17.54%
Expenses:															
Salary & Benefits	107,128	107,822	109,176										324,126	1,300,616	24.92%
Supplies/Small Tools & Equipment	33	4,372	1,141										5,546	59,500	9.32%
Fuel Consumed	0	45	50										95	21,000	0.45%
Professional Services	13,360	9,525	15,961										38,846	309,300	12.56%
Utilities	384	441	2,465										3,290	31,200	10.54%
Miscellaneous	1,306	189	2,450										3,945	13,578	29.05%
Equipment Rental	3,552	1,113	385										5,050	11,740	43.02%
Equipment Rental Interfund	0	0	0										0	136,536	0.00%
Interfund	0	0	0										0	75,854	0.00%
Crane & Site Maintenance	1,058	14,598	4,722										20,378	138,388	14.73%
Training & Travel	0	0	0										0	2,799	0.00%
Recycling Program	17,110	12,305	11,746										41,161	153,368	26.84%
Landfill Closure	1,335	2,184	3,480										6,999	63,750	10.98%
Code Compliance Support	0	0	0										0	100,000	0.00%
Nuisance Abatement	0	0	0										0	0	0.00%
Litter Program	6,508	6,500	6,517										19,525	186,993	10.44%
Moderate Risk Waste	6,640	6,434	11,897										24,971	165,855	15.06%
Capital Improvements/Repairs	0	0	0										0	340,400	0.00%
	158,414	165,527	169,990	0	0	0	0	0	0	0	0	0	493,932	3,110,877	15.88%
Net Operating Income/Loss	50,000	0	0	0	0	0	0	0	0	0	0	0	50,000		

**CRANE RESERVE
PAYMENT**

50,000 FOR REPLACEMENT CRANE RESERVE TOTAL \$242,418

**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.**