

LEWIS COUNTY SOLID WASTE DISPOSAL DISTRICT #1 - AGENDA

Regular Meeting

Meeting Date: Monday June 28, 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 May 24, 2021 Regular Meeting
- IV. Public Hearing
- V. Board Measures and Proposals
- VI. Transfer Station Operations
 - a. Community Litter Program Report
 - b. Transfer Station Tonnages
 - c. Recycling Update
- VII. Financial Reports
 - a. Monthly Income Statement May 2021
- VIII. Miscellaneous Reports
- IX. Approve Transfers from the Disposal District #1 Fund

Total payment to Current Expense for Centralia Transfer Station	
Facility Rent for the month of May 2021	\$ 51,000
Total payment to Solid Waste Fund 401 for East Lewis County Transfer	
Station Facility Rent for the month of May 2021	\$ 1,859
Total payment for May 2021 operational expenses to Solid Waste Fund 401	\$ 205,140
Payment to Dietrich Trucking/Wasco County Landfill for May 2021 hauling/disposal	\$ 404,873
Payment to City of Centralia for May 2021 host fee	\$ 16,750
Payment to Department of Revenue for May 2021 taxes	\$ 26,743
Payment for May 2021 credit card fees	\$ 5,756

May 2021 Expense Total \$ 712,121

- X. Staff Discussion
 - a. Projections
- XI. Announcements
 - a. Staff Introductions
- XII. Correspondence
- XIII. Adjournment

SOLID WASTE DISPOSAL DISTRICT MEETING

Monday, June 28, 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
May 24, 2021**

I. Disposal District Chair Sean Swope called the meeting to order at 1:30 p.m., Monday, May 24, 2021. Those in attendance were:

Sean Swope	Lewis County Commissioner
Lindsey Pollock	Lewis County Commissioner
Gary Stamper	Lewis County Commissioner
Tom Rupert (Zoom)	Lemay/Waste Connections
Terry Harris	SWAC, Chair
Tina Hemphill	Deputy Director, Lewis County Public Works
Josh Metcalf	Director, Lewis County Public Works
Karen Hirte	Office Assistant, Lewis County Solid Waste
Kristen Buckman	Office Manager, Lewis County Solid Waste

II. Verified quorum is present.

III. Minutes from Regular Meeting of April 26, 2021

Motion by Gary Stamper and seconded by Lindsey Pollock to approve minutes of the April 26, 2021 regular meeting. Motion carried.

IV. Public Hearing – None

V. Board Measures and Proposals

VI. Transfer Station Operations

- A. Community Litter Program Report – 12 illegal dumpsites reported. Working with Dept. of Ecology for additional funding for the litter program.
- B. Transfer Station Tonnages – total tonnage for April was 7,907. Tonnage was 19% higher than the previous year.
- C. Recycling Update – CTS site had two paper boxes hauled weighing 13.99 tons and costing \$175.48 after hauling fees. This is a huge improvement compared to last April where we had 31.74 tons of contaminated recycling costing \$2,738.62 in disposal fees. ELCTS site had two glass boxes dumped due to contamination. We had a tire-recycling event in Morton where several hundred tires were collected. Pe Ell will be having a tire event on June 12 from 8 a.m. -2 p.m.

VII. Miscellaneous Reports – None

VIII. Financial Reports

A. Disposal District and Utility Income Statements - The District's statement showed a net revenue of \$5,653 for April of 2021, and the ending balance of District Fund 415 was \$3,142,606. Increased expenditures for the month were the hauling and disposal to the landfill, professional services for our feasibility study, wood chipping at the CTS site and 2 new 40-yard boxes for our recycling program.

IX. Approval of Transfers from Solid Waste Disposal District #1 to Lewis County Solid Waste Utility
Motion by Lindsey Pollock and seconded by Gary Stamper to approve payments and transfers in the amount of \$769,059. Motion carried.

X. Staff Discussion

- A. Feasibility Study - Josh gave an update on our feasibility study. We are still looking at locations for future sites.
- B. Rates – Commissioner Swope requested to see projections for future rates increase.

XI. Announcements – New Solid Waste Manager, Rocky Lyon, will be starting June 1st.

With no further business, ***Motion by Lindsey Pollock and seconded by Gary Stamper to adjourn the meeting at 1:57 p.m.***

Respectfully submitted,

Kristen Buckman

Kristen Buckman
Solid Waste Utility Office 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	0.00								0.00
Supervisor Hours Illegal dumping	35.50	41.00	44.50	35.50	36.50								193.00
Road Miles	0.00	0.00	0.00	0.00	0.00								0.00
Crew Hours (supervisor)	35.50	41.00	44.50	35.50	36.50								193.00
Road side disposal weight	0.00	0.00	0.00	0.00	0.00								0.00
Disposal Fees	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00								\$0.00
Illegal Dumpsites													
Dumpsites Cleaned	13.00	12.00	17.00	11.00	10.00								63.00
Pounds	4,120.00	3,980.00	4,360.00	3,860.00	4,560.00								20,880.00
Fees	\$192.07	\$185.55	\$216.65	\$187.84	\$212.59								\$994.70
Other item fees (tires, TVs, appliances)	\$255.00	\$152.00	\$213.00	\$170.00	\$279.00								\$1,069.00

Dumpsites cleaned up in May 2021:

Road & Mile Post	Pounds	Other	Fee for Other	Number of Sites
Wold Rd MP 0.25	1,000.00	1 refrigerator	\$23.00	1
Hobson Rd MP 1	420.00	18 tires	\$54.00	1
Winlock-Vader Rd MP 3.5	400.00	8 tires on rim 6 tires on rim; 1 refrigerator	\$40.00	1
Centralia Alpha Rd MP 5	500.00	refrigerator	\$53.00	1
*Bunker Creek Rd MP 9.5	580.00	12 tires on rim	\$60.00	1
Teitzel Rd MP 1	380.00			1
*Joppish Rd MP 1	260.00	1 tire	\$3.00	1
Hobson Rd MP 1	360.00	1 refrigerator	\$23.00	1
Teague Rd MP 0.5	380.00			1
Toledo Salmon Creek Rd MP 4.5	280.00	1 freezer	\$23.00	1
	4,560.00		\$279.00	10

*New illegal dump sites

Hobson Road had illegal dumpsites at the same locations. One was cleaned up on May 4, and the other was cleaned up on May 18.

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	7,033	812	874	7,907
May	5,832	6,940	769	823	7,763
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	32,483	9,126	3,743	36,226

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

Actual Tonnage/Estimated Tonnage: **40%**

Monthly Tonnage Comparison: May

2020	6,601
2021	7,763
Difference %	18%

Customer Count Comparison: May

2020	11,831
2021	13,687
Difference %	16%

Solid Waste Disposal District #1

May 2021

Income Statement

Beginning Fund 415 Balance		\$3,142,606
Revenue:		
SW Sales & Services	\$777,172	98.96%
Late Fees	100	0.01%
Over/Short	9	0.00%
Recycling/Miscellaneous Revenue	<u>8,065</u>	1.03%
Total Revenue		\$785,346 100.00%
 Expenses:		
Business & Occupational Service Tax	\$13,510	1.90%
Refuse Tax	13,233	1.86%
Professional Services & Supplies	0	0.00%
Building/Facility Rent	52,859	7.42%
Hauling & Disposal	404,873	56.85%
Credit Card Fees	5,756	0.81%
Host Fee	16,750	2.35%
*Monthly Payment to Fund 401	<u>205,140</u>	28.81%
Total Expenses		\$712,121 100.00%
 Net Operating Income <LOSS>		 <u><u>\$73,225</u></u>
 Ending Fund Balance		 \$3,215,831

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**

41.67% OF YEAR ELAPSED

	January	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	767,485	777,172								3,686,176	7,580,000	48.63%
Late Fees paid by Customers	105	50	80	90	100								425	1,000	42.50%
Over/Short	-47	0	11	11	9								-15	0	
Recycling/Misc Revenue	2,666	7,911	8,861	7,126	8,065								34,629	75,000	46.17%
	809,654	562,572	788,931	774,712	785,346	0	0	0	0	0	0	0	3,721,215	7,656,000	48.61%
Expenses:															
Credit Card Fees	4,781	3,650	5,645	6,312	5,756								26,144	50,000	52.29%
Refuse Tax	11,089	8,009	13,552	13,507	13,233								59,391	0	
Business & Occupation Tax	13,976	9,705	13,551	13,319	13,510								64,061	133,980	47.81%
Professional Services	0	0	0	0	0								0	1,000	0.00%
Repairs & Maintenance	0	0	0	0	0								0	300	0.00%
*Building/Facility Rent	52,859	52,859	52,859	52,859	52,859								264,295	634,308	41.67%
Hauling / Disposal	465,468	295,527	409,405	412,663	404,873								1,987,936	4,304,000	46.19%
Host Fee	16,750	16,750	16,750	16,750	16,750								83,750	201,000	41.67%
Utility Fund Contracted Services	206,555	163,668	168,130	253,649	205,140								997,142	2,742,228	36.36%
	771,479	550,168	679,892	769,059	712,121	0	0	0	0	0	0	0	3,482,719	8,066,816	43.17%
Net Operating Income/Loss	38,175	12,405	109,039	5,653	73,225	0	0	0	0	0	0	0	238,496		

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 May 2021 Income Statement

Revenue:

Grants	\$34,455	13.62%
Reimbursement for Litter Program	11,455	4.53%
Misc Revenue	0	0.00%
Rent From Disposal District	1,859	0.74%
Payment From Disposal District	<u>205,140</u>	81.11%
Total Revenue		\$252,909 100.00%

Expenses:

Admin & Transfer Station Programs		
Salaries & Fringe Benefits	\$95,279	37.67%
Supplies / Small Tools / Equipment	1,751	0.69%
Fuel Consumed	0	0.00%
Professional Services	10,080	3.99%
Utilities	2,323	0.92%
Miscellaneous	104	0.04%
Equipment Rental	621	0.25%
ER&R Interfund	0	0.00%
Interfund	866	0.34%
Crane & Site Maintenance	11,319	4.48%
Training / Travel / Subscription	0	0.00%
Recycling Program	20,525	8.12%
Litter Program	6,634	2.62%
Code Compliance Program	0	0.00%
Nuisance Abatement	0	0.00%
Landfill Closure Program	4,829	1.91%
Moderate Risk Waste Program	17,515	6.93%
Capital Improvements	<u>81,063</u>	32.05%
Total Contracted Service Expense		\$252,909 100.00%

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**

41.67% 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	21,420								21,420	151,000	14.19%
Litter Grant	0	0	0	0	13,035								13,035	44,650	29.19%
Rent From Disposal District	1,859	1,859	1,859	1,859	1,859								9,295	22,308	41.67%
Misc Revenue	0	0	0	0	0								0	400	0.00%
Reimbursement from Litter Crew	0	0	0	0	11,455								11,455	140,292	8.17%
Payment From Disposal District	206,555	163,668	168,131	253,649	205,140								997,143	2,742,228	36.36%
	208,414	165,527	169,990	255,508	252,909	0	0	0	0	0	0	0	1,052,348	3,100,878	33.94%
Expenses:															
Salary & Benefits	107,128	107,822	109,176	111,650	95,279								531,055	1,300,616	40.83%
Supplies/Small Tools & Equipment	33	4,372	1,141	4,627	1,751								11,924	59,500	20.04%
Fuel Consumed	0	45	50	38	0								133	21,000	0.63%
Professional Services	13,360	9,525	15,961	37,162	10,080								86,088	309,300	27.83%
Utilities	384	441	2,465	2,364	2,323								7,977	31,200	25.57%
Miscellaneous	1,306	189	2,450	227	104								4,276	13,578	31.49%
Equipment Rental	3,552	1,113	385	3,856	621								9,527	11,740	81.15%
Equipment Rental Interfund	0	0	0	0	0								0	136,536	0.00%
Interfund	0	0	0	0	866								866	75,854	1.14%
Crane & Site Maintenance	1,058	14,598	4,722	3,643	11,319								35,340	138,388	25.54%
Training & Travel	0	0	0	0	0								0	2,799	0.00%
Recycling Program	17,110	12,305	11,746	29,124	20,525								90,810	153,368	59.21%
Landfill Closure	1,335	2,184	3,480	13,672	4,829								25,500	63,750	40.00%
Code Compliance Support	0	0	0	0	0								0	100,000	0.00%
Nuisance Abatement	0	0	0	0	0								0	0	0.00%
Litter Program	6,508	6,500	6,517	6,694	6,634								32,853	186,993	17.57%
Moderate Risk Waste	6,640	6,434	11,897	17,334	17,515								59,820	165,855	36.07%
Capital Improvements/Repairs	0	0	0	25,118	81,063								106,181	340,400	31.19%
	158,414	165,527	169,990	255,508	252,909	0	0	0	0	0	0	0	1,002,350	3,110,877	32.22%
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.**