

LEWIS COUNTY SOLID WASTE DISPOSAL DISTRICT #1 - AGENDA

Regular Meeting

Meeting Date: Monday July 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 June 28, 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 Reports June 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 June 2021	\$ 51,000
Total payment to Solid Waste Fund 401 for East Lewis County Transfer	
Station Facility Rent for the month of June 2021	\$ 1,859
Total payment for June 2021 operational expenses to Solid Waste Fund 401	\$ 211,922
Payment to Dietrich Trucking/Wasco County Landfill for June 2021 hauling/disposal	\$ 435,586
Payment to City of Centralia for June 2021 host fee	\$ 16,750
Payment to Department of Revenue for June 2021 taxes	\$ 13,365
Payment for June 2021 credit card fees	\$ 5,375

June 2021 Expense Total \$ 750,131

- X. Staff Discussion
 - a. Cost Recovery
 - b. Future Asset Replacement
 - c. Rate Increase Structure
 - d. Programs
 - e. Budget Preparations
- XI. Announcements
- XII. Adjournment

SOLID WASTE DISPOSAL DISTRICT MEETING

Monday, July 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
June 28, 2021**

- I. Disposal District Chair Sean Swope called the meeting to order at 1:41 p.m., Monday, June 28, 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
Rocky Lyon	Manager, Lewis County Solid Waste
Kristen Buckman	Office Manager, Lewis County Solid Waste
Teri Lopez	Admin. Assistant, Lewis County Solid Waste
Karen Hirte	Office Assistant, Lewis County Solid Waste

- II. Verified quorum is present.
- III. Minutes from Regular Meeting of May 24,, 2021
Motion by Gary Stamper and seconded by Lindsey Pollock to approve minutes of the May 24, 2021 regular meeting. Motion carried.
- IV. Public Hearing – None
- V. Board Measures and Proposals – None
- VI. Transfer Station Operations
- A. Community Litter Program Report – Much the same as the previous months; 10-15 illegal dumpsites reported. This month did have more weight; 4500lbs was removed.
 - B. Transfer Station Tonnages – Total tonnage for May was 7,763 which was 18% higher than the previous year. Customer count for May was 13,687 which is 16% higher than the previous year.
 - C. Recycling Update – New signage for the Recycle area has been ordered to help reduce contamination of the bins. Packwood Recycling program extended for another year. Suggestions made by board members to also reduce recycling contamination included some possible help for the summer to monitor the area, monitoring video surveillance and the possibility of fines for offenders.
- VII. Miscellaneous Reports – None
- VIII. Financial Reports
- A. Disposal District and Utility Income Statements - The District's statement showed a net loss of \$73,225 for May of 2021 and the ending balance of District Fund 415 was \$3,315,831.
 - B. Solid Waste Top 3 Disposal Costs – Josh presented a supplement – Page 1 reflected the top three costs to be Waste Transportation and Disposal, Tire recycling Disposal and Yard Waste transportation and Disposal. Each showing a significant increase in the cost vs. the fees being collected.
 - C. Expenses and Tipping Fee Requirements – Josh proceeded to present Page 2 of the supplement which reflects projections up to 2027 of Net income if prices stay as is. It was noted by Commissioner Swope, based on the number reflected on Page 2, that if we don't increase fees Lewis County Solid Waste will have used up all of its reserves by year 2024. This same chart reflects suggested fee increases to keep up with expenses and keep reserves at a consistent level.
 - D. Municipal Solid Waste Tipping Fees – Josh presented Page 3 which displayed a map of Washington Counties and their tipping fees.
 - E. Proposed Rate Increase – Josh proposed a rate increase to take affect August 1st, 2021. He further requested a special meeting to be held at the next business meeting at which he will present a Resolution laying out the above stated rate increase.

- IX. Approval of Transfers from Solid Waste Disposal District #1 to Lewis County Solid Waste Utility
Motion by Gary Stamper and seconded by Lindsey Pollock to approve payments and transfers in the amount of \$712,121. 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. Central Transfer Station Tipping Floor – Building cleaned and pest free. Bathroom is now fully functioning. Pest service to be maintained on a regular basis.
 - C. East County Transfer Station – Bids coming for the central heating and cooling system.
- XI. Announcements – Solid Waste Manager, Rocky Lyon and Admin. Assistant Teri Lopez were introduced
- XII. Correspondence – Commissioner Swope received communications regarding the Voucher Program – Josh responded. The voucher program is very costly. SWAC and staff member of both Transfer Stations were tasked with providing alternative suggestions. Of the options presented; hosting individual smaller events will make the most use of current funding. A future presentation was recommended by Commissioner Stamper.

With no further business, ***Motion by Lindsey Pollock and seconded by Gary Stamper to adjourn the meeting at 2:15 p.m.***

Respectfully submitted,

Teri Lopez
Solid Waste Utility, Admin Assistant

**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							0.00
Supervisor Hours Illegal dumping	35.50	41.00	44.50	35.50	36.50	32.50							225.50
Road Miles	0.00	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	32.50							225.50
Road side disposal weight	0.00	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							\$0.00
Illegal Dumpsites													
Dumpsites Cleaned	13.00	12.00	17.00	11.00	10.00	12.00							75.00
Pounds	4,120.00	3,980.00	4,360.00	3,860.00	4,560.00	4,200.00							25,080.00
Fees	\$192.07	\$185.55	\$216.65	\$187.84	\$212.59	\$356.43							\$1,351.13
Other item fees (tires, TVs, appliances)	\$255.00	\$152.00	\$213.00	\$170.00	\$279.00	\$149.00							\$1,218.00

Dumpsites cleaned up in June 2021:

Road & Mile Post	Pounds	Other	Fee for Other	Number of Sites
Brown Road West MP 3	220.00			1
Meier Road MP 0.5	300.00	6 tires; 1 TV	\$43.00	1
*Donohoe Road MP 0.25	240.00	3 tires on rim	\$15.00	1
Little Hanaford Road MP 6	240.00	1 tire	\$3.00	1
Frost Road MP 0.25	260.00			1
Spencer Road MP 8.5	640.00	1 TV	\$25.00	1
Oyler Road MP 1	140.00			1
Teitzel Road MP 1	800.00			1
Meier Road MP 0.5	260.00	5 tires; 1 TV	40	2
Toledo-Vader Road MP 1	380.00			1
Graf Road MP 1.5	400.00	1 freezer	23	1
Wildwood Road MP 4	280.00			1
	4,160.00		\$149.00	13

*New illegal dump sites

Meier Road had illegal dumpsites at the same locations. One was cleaned up on June 3, and the other two were cleaned up on June 18. Donohoe Road was a new illegal dump site.

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	7,339	839	992	8,332
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	39,822	9,126	4,736	44,558

Estimated Tonnage for 2021: **90,700**
Actual Tonnage/Estimated Tonnage: **49%**

Monthly Tonnage Comparison: June

2020	7,325
2021	8,332
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Difference %	14%

Customer Count Comparison: June

2020	12,702
2021	14,040
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Difference %	11%

Solid Waste Disposal District #1

Fund 415 Monthly Report

June 2021

Beginning Fund Balance	3,215,831
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Revenue:

SW Sales & Services	817,294	98.58%
Late Fees	120	0.01%
Over/Short	(17)	0.00%
Recycling/Miscellaneous Revenue	11,689	1.41%
Total Revenue	829,086	100.00%

Expenses:

Business & Occupational Service Tax	14,274	1.90%
Refuse Tax	13,365	1.78%
Professional Services & Supplies	-	0.00%
Building/Facility Rent	52,859	7.05%
Hauling & Disposal	435,586	58.07%
Credit Card Fees	5,375	0.72%
Host Fee	16,750	2.23%
*Monthly Payment to Fund 401	211,922	28.25%
Total Expenses	750,131	100.00%

Net Operating Income (LOSS)	78,955
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Ending Fund Balance	3,294,786
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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**

50% 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	817,294							4,503,470	7,580,000	59.41%
Late Fees paid by Customers	105	50	80	90	100	120							545	1,000	54.50%
Over/Short	-47	0	11	11	9	-17							-32	0	
Recycling/Misc Revenue	2,666	7,911	8,861	7,126	8,065	11,689							46,317	75,000	61.76%
	809,654	562,572	788,931	774,712	785,346	829,085	0	0	0	0	0	0	4,550,300	7,656,000	59.43%
Expenses:															
Credit Card Fees	4,781	3,650	5,645	6,312	5,756	5,375							31,519	50,000	63.04%
Refuse Tax	11,089	8,009	13,552	13,507	13,233	13,365							72,755	0	
Business & Occupation Tax	13,976	9,705	13,551	13,319	13,510	14,274							78,335	133,980	58.47%
Professional Services	0	0	0	0	0	0							0	1,000	0.00%
Repairs & Maintenance	0	0	0	0	0	0							0	300	0.00%
*Building/Facility Rent	52,859	52,859	52,859	52,859	52,859	52,859							317,154	634,308	50.00%
Hauling / Disposal	465,468	295,527	409,405	412,663	404,873	435,586							2,423,522	4,304,000	56.31%
Host Fee	16,750	16,750	16,750	16,750	16,750	16,750							100,500	201,000	50.00%
Utility Fund Contracted Services	206,555	163,668	168,130	253,649	205,140	211,922							1,209,064	2,742,228	44.09%
	771,479	550,168	679,892	769,059	712,121	750,131	0	0	0	0	0	0	4,232,850	8,066,816	52.47%
Net Operating Income	38,175	12,405	109,039	5,653	73,225	78,955	0	0	0	0	0	0	317,451		

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 Fund 401 Monthly Report June 2021

Revenue:

Grants	29,815	12.24%
Reimbursement for Litter Program	-	0.00%
Misc Revenue	-	0.00%
Rent From Disposal District	1,859	0.76%
Payment From Disposal District	<u>211,922</u>	87.00%
Total Revenue		243,596 100.00%

Expenses:

Admin & Transfer Station Programs		
Salaries & Fringe Benefits	106,232	43.61%
Supplies / Small Tools / Equipment	2,853	1.17%
Fuel Consumed	45	0.02%
Professional Services	17,068	7.01%
Utilities	1,997	0.82%
Miscellaneous	84	0.03%
Equipment Rental	621	0.25%
ER&R Interfund	66,366	27.24%
Interfund	866	0.36%
Crane & Site Maintenance	4,229	1.74%
Training / Travel / Subscription	-	0.00%
Recycling Program	12,323	5.06%
Litter Program	17,030	6.99%
Code Compliance Program	-	0.00%
Nuisance Abatement	-	0.00%
Landfill Closure Program	1,626	0.67%
Moderate Risk Waste Program	12,255	5.03%
Capital Improvements	<u>-</u>	0.00%
Total Contracted Service Expense		243,596 100.00%

NET INCOME (LOSS)	<u><u>0</u></u>
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Code Compliance	114,876
Crane Reserve (2021)	242,418
Capital Reserve(2010 to 2020)	453,054

Available Reserve Balance	810,348
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Note: This interim report is unaudited and intended for management purposes only.

**SOLID WASTE UTILITY
2021**

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	0	0	0	21,420	29,815							51,235	151,000	33.93%
Litter Grant	0	0	0	0	13,035	0							13,035	44,650	29.19%
Rent From Disposal District	1,859	1,859	1,859	1,859	1,859	1,859							11,154	22,308	50.00%
Misc Revenue	0	0	0	0	0	0							0	400	0.00%
Reimbursement from Litter Crew	0	0	0	0	11,455	0							11,455	140,292	8.17%
Payment From Disposal District	206,555	163,668	168,131	253,649	205,140	211,922							1,209,065	2,742,228	44.09%
	208,414	165,527	169,990	255,508	252,909	243,596	0	0	0	0	0	0	1,295,944	3,100,878	41.79%
Expenses:															
Salary & Benefits	107,128	107,822	109,176	111,650	95,279	106,232							637,287	1,300,616	49.00%
Supplies/Small Tools & Equipment	33	4,372	1,141	4,627	1,751	2,853							14,777	59,500	24.84%
Fuel Consumed	0	45	50	38	0	45							178	21,000	0.85%
Professional Services	13,360	9,525	15,961	37,162	10,080	17,068							103,156	309,300	33.35%
Utilities	384	441	2,465	2,364	2,323	1,997							9,974	31,200	31.97%
Miscellaneous	1,306	189	2,450	227	104	84							4,360	13,578	32.11%
Equipment Rental	3,552	1,113	385	3,856	621	621							10,148	11,740	86.44%
Equipment Rental Interfund	0	0	0	0	0	66,366							66,366	136,536	48.61%
Interfund	0	0	0	0	866	866							1,732	75,854	2.28%
Crane & Site Maintenance	1,058	14,598	4,722	3,643	11,319	4,229							39,569	138,388	28.59%
Training & Travel	0	0	0	0	0	0							0	2,799	0.00%
Recycling Program	17,110	12,305	11,746	29,124	20,525	12,323							103,133	153,368	67.25%
Landfill Closure	1,335	2,184	3,480	13,672	4,829	1,626							27,126	63,750	42.55%
Code Compliance Support	0	0	0	0	0	0							0	100,000	0.00%
Nuisance Abatement	0	0	0	0	0	0							0	0	0.00%
Litter Program	6,508	6,500	6,517	6,694	6,634	17,030							49,884	186,993	26.68%
Moderate Risk Waste	6,640	6,434	11,897	17,334	17,515	12,255							72,076	165,855	43.46%
Capital Improvements/Repairs	0	0	0	25,118	81,063	0							106,181	340,400	31.19%
	158,414	165,527	169,990	255,508	252,909	243,596	0	0	0	0	0	0	1,245,946	3,110,877	40.05%
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.**