

LEWIS COUNTY SOLID WASTE DISPOSAL DISTRICT #1 - AGENDA

Regular Meeting

Meeting Date: Monday August 23, 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 July 26, 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 July 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 July 2021	\$ 51,000
Total payment to Solid Waste Fund 401 for East Lewis County Transfer	
Station Facility Rent for the month of July 2021	\$ 1,859
Total payment for July 2021 operational expenses to Solid Waste Fund 401	\$ 182,539
Payment to Dietrich Trucking/Wasco County Landfill for July 2021 hauling/disposal	\$ 258,783
Payment to City of Centralia for July 2021 host fee	\$ 16,750
Payment to Department of Revenue for July 2021 taxes	\$ 17,711
Payment for July 2021 credit card fees	\$ 6,919

July 2021 Expense Total \$ 556,672

- X. Staff Discussion
 - a. Rate Discussion
 - i. Tipping Fee Projections
 - ii. Tire Disposal Fee
 - iii. Yard Waste Fee
 - b. Interlocal Landfill Agreement – Cowlitz Landfill
 - c. Equipment Replacement - Excavator
- 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
July 26, 2021**

- I. Disposal District Acting Chair Lindsey Pollock called the meeting to order at 1:31 p.m., Monday, July 26, 2021. Those in attendance were:

Lindsey Pollock	Lewis County Commissioner
Gary Stamper (Zoom)	Lewis County Commissioner
Tom Rupert	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
Melanie Case	Recycle Coordinator, 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
Katie Conradi (Zoom)	Accountant, Lewis County Auditor
Chronicle (Zoom)	Lewis County News Source

- II. Verified quorum is present.
- III. Minutes from Regular Meeting of June 28, 2021
Motion by Gary Stamper and seconded by Lindsey Pollock to approve minutes of the June 28, 2021 regular meeting. Motion carried.
- IV. Public Hearing – None
- V. Board Measures and Proposals – None
- VI. Transfer Station Operations
- A. Community Litter Program Report – Without inmate program, litter clean-up is a struggle. Litter program coordinator is very busy cleaning up illegal dumpsites. 12 sites cleaned. 4,200 tons of garbage removed.
 - B. Transfer Station Tonnages – Total tonnage for June was 8,332 which was 14% higher than the previous year. Customer count for June was 14,040 which is 11% higher than the previous year.
 - C. Recycling Update – Recycle Reset: Update – Melanie Case, LCSW Utility Recycle Coordinator, presented a slide show which highlighted the success of Recycle Reset from January through June of 2021 as compared to January through June of 2020:
 - Kicked off January, 2021
 - 2 month's grace period for customer to continue recycling commingled and plastics
 - Recycling taken back to the basics
 - Multiple sources of publicity to announce change
 - Grants helped to fund this project
 - New signage installed
 - Volunteers dedicated 228 hours to education and outreach
 - 74% reduction in the amount of recyclables discarded
 - 73% reduction in the cost to dispose of contaminated recycling
 - Revenue from recycling up 320%

VII. Miscellaneous Reports

- A. Central Transfer Station Tipping Floor – Obtaining contractor bids for remodeling the main office for the tipping floor to get workers out of the modular building. Facilities remodeled the bathroom, which eliminated the need for a portable bathroom. Phases 2 and 3 for signage are complete. Working on completing phase 1 which is the main signage for the tipping floor and way finding for the facility.
- B. Central Transfer Station Main Office – Remodel to accommodate restructuring of operations is being done by facilities and is nearly complete.
- C. Staffing – One more position to fill in the Administration office but two Solid Waste Operating Specialists (SWOS1) are hired. Department will be fully staffed again soon. Team has been working hard to find alternatives but trying to get ahead of the game, changes for the better, efficiencies.
- D. Facility Traffic – Lines into the neighborhood and across the tracks. Staff looking into solutions but constraints of the facility are causing a lot of the backup.

VIII. Financial Reports

- A. Disposal District and Utility Income Statements - The District's statement showed a net income of \$78,955 for June of 2021 and the ending balance of District Fund 415 was \$3,294,786.
 - Fund 401 received 1st Qtr. reimbursements from Dept. of Ecology.
 - Expenditure highlights include ER&R, purchase of office furniture, HDR invoices for Feasibility study and the Adopt-A-Road program, which include beacons, safety vet, bags & litter grabbers. These expenses are included in the \$211,922 transfer. The Adopt-A-Road expenses will be reimbursed from litter grant at 100% during the 2nd quarter reimbursement schedule, expected in 'August.

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 \$750,131. Motion carried.

X. Staff Discussion

- A. Josh stated that all the items listed on agenda for this section tie together. One of the primary focuses of the Solid Waste Utility is to improve fee recovery to cover costs. Potential for increasing fees was discussed at last Disposal District meeting. Staff is working on what fees need to be addressed to cover costs and meet future needs. Facility infrastructure is at its capacity. Options are being researched. There will be a need to replace some equipment. Rate increase structure is still in the works.
- B. Commissioner Stamper asked if it's possible to have something in writing showing the possible increases and the impact prior to the next meeting.
- C. Josh stated that three primary areas are being looked at; the tipping fee, tires and yard waste. A new contract for tire disposal has been signed and Rocky is working on getting a contract for yard waste instead of paying the gate rate. Josh plans to proceed with a notice of hearing and the process that goes with it which will include the proposed new rates.
- D. Commissioner Pollock asked if the Solid Waste Advisory Committee would be involved with the Notice of Hearing. The committee will not be directly involved in the Notice of Hearing but they have been and will be involved in discussions related to the rate increase.
- E. Rocky mentioned that he and Tom Rupert from LeMay have entered into conversations regarding the possibility of offering recycling service to all residents of Lewis County.

XI. Announcements – None

With no further business, ***Motion by Gary Stamper and seconded by Lindsey Pollock to adjourn the meeting at 1:58 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						0.00
Supervisor Hours Illegal dumping	35.50	41.00	44.50	35.50	36.50	32.50	42.50						268.00
Road Miles	0.00	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	42.50						268.00
Road side disposal weight	0.00	0.00	0.00	0.00	0.00	0.00	480.00						480.00
Disposal Fees	\$0.00	\$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	14.00						89.00
Pounds	4,120.00	3,980.00	4,360.00	3,860.00	4,560.00	4,200.00	3,540.00						28,620.00
Fees	\$192.07	\$185.55	\$216.65	\$187.84	\$212.59	\$356.43	\$184.95						\$1,536.08
Other item fees (tires, TVs, appliances)	\$255.00	\$152.00	\$213.00	\$170.00	\$279.00	\$149.00	\$79.00						\$1,297.00

Dumpsites cleaned up in July 2021:

Road & Mile Post	Pounds	Other	Fee for Other	Number of Sites
Fisher Road MP 0.5	140.00			1
Meier Road MP 0.5	320.00	2 tires	\$6.00	1
Centralia Alpha Road M	220.00			1
North Fork Road MP 4	120.00			1
King Road MP 7	360.00			1
Merchant Road MP 1	120.00			1
Drews Prairie Road MF	300.00	3 tires	\$9.00	1
Jones Road MP 3.5	520.00			1
Nelson Road MP 1	100.00			1
Tausher Road MP 1.5	280.00	1 tire with rim	\$5.00	1
Monroe Road MP 0.5	380.00	1 freezer	23	1
Oppelt Road MP 2	200.00			1
Hobson Road MP 0.5	180.00			1
Park Road MP 1	300.00	6 tires on rim; 2 tires	\$36	1
	3,540.00		\$79.00	14

No new illegal dump sites.

The road side disposal weight is from litter clean-up efforts in Centralia. Four teams cleaned up 32 bags of litter during July.

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	9,522	815	1,091	10,613
August	7,083	-	946	-	-
September	6,944		853		-
October	6,703		839		-
November	5,958		611		-
December	6,682		657		-
Total Tonnage	75,457	49,344	9,126	5,827	55,171

Estimated Tonnage for 2021: **90,700**
Actual Tonnage/Estimated Tonnage: **61%**

Monthly Tonnage Comparison: July

2020	8,302
2021	10,613
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Difference %	28%

Customer Count Comparison: July

2020	13,881
2021	16,867
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Difference %	22%

Solid Waste Disposal District #1

Fund 415 Monthly Report

July 2021

Beginning Fund 415 Balance **3,294,786**

Revenue:

SW Sales & Services	445,566	97.73%
Late Fees	120	0.03%
Over/Short	-	0.00%
Recycling/Miscellaneous Revenue	10,246	2.25%
Total Revenue	455,932	100.00%

Expenses:

Business & Occupational Service Tax	17,711	3.18%
Refuse Tax	21,111	3.79%
Professional Services & Supplies	-	0.00%
Building/Facility Rent	52,859	9.50%
Hauling & Disposal	258,783	46.49%
Credit Card Fees	6,919	1.24%
Host Fee	16,750	3.01%
*Monthly Payment to Fund 401	182,539	32.79%
Total Expenses	556,672	100.00%

Net Operating Income <LOSS> **(100,740)**

Ending Fund Balance **3,194,046**

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 FUND 415
2021

58.33% 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	445,566						4,949,035	7,580,000	65.29%
Late Fees paid by Customers	105	50	80	90	100	120	120						665	1,000	66.50%
Over/Short	-47	0	11	11	9	-17	0						-32	0	
Recycling/Misc Revenue	2,666	7,911	8,861	7,126	8,065	11,689	10,246						56,563	75,000	75.42%
	809,654	562,572	788,931	774,712	785,346	829,085	455,932	0	0	0	0	0	5,006,231	7,656,000	65.39%
Expenses:															
Credit Card Fees	4,781	3,650	5,645	6,312	5,756	5,375	6,919						38,438	50,000	76.88%
Refuse Tax	11,089	8,009	13,552	13,507	13,233	13,365	21,111						93,867	0	
Business & Occupation Tax	13,976	9,705	13,551	13,319	13,510	14,274	17,711						96,046	133,980	71.69%
Professional Services	0	0	0	0	0	0	0						0	1,000	0.00%
Repairs & Maintenance	0	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	52,859						370,013	634,308	58.33%
Hauling / Disposal	465,468	295,527	409,405	412,663	404,873	435,586	258,783						2,682,305	4,304,000	62.32%
Host Fee	16,750	16,750	16,750	16,750	16,750	16,750	16,750						117,250	201,000	58.33%
Utility Fund Contracted Services	206,555	163,668	168,130	253,649	205,140	211,922	182,539						1,391,603	2,742,228	50.75%
	771,479	550,168	679,892	769,059	712,121	750,131	556,672	0	0	0	0	0	4,789,522	8,066,816	59.37%
Net Operating Income	38,175	12,405	109,039	5,653	73,225	78,955	(100,740)	0	0	0	0	0	216,711		

**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 monthly report.**

***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

July 2021

Revenue:

Grants	-	0.00%
Reimbursement for Litter Program	14,387	7.24%
Misc Revenue	-	0.00%
Rent From Disposal District	1,859	0.94%
Payment From Disposal District	182,539	91.83%
Total Revenue	198,785	100.00%

Expenses:

Admin & Transfer Station Programs		
Salaries & Fringe Benefits	107,595	54.13%
Supplies / Small Tools / Equipment	15,107	7.60%
Fuel Consumed	-	0.00%
Professional Services	34,934	17.57%
Utilities	1,832	0.92%
Miscellaneous	168	0.08%
Equipment Rental	944	0.47%
ER&R Interfund	-	0.00%
Interfund	-	0.00%
Crane & Site Maintenance	62	0.03%
Training / Travel / Subscription	-	0.00%
Recycling Program	9,931	5.00%
Litter Program	6,726	3.38%
Code Compliance Program	-	0.00%
Nuisance Abatement	-	0.00%
Landfill Closure Program	6,609	3.32%
Moderate Risk Waste Program	14,876	7.48%
Capital Improvements	-	0.00%
Total Contracted Service Expense	198,785	100.00%

NET INCOME <LOSS>

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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

Note: This interim report is unaudited and intended for management purposes only.

SOLID WASTE UTILITY FUND 401
2021

58.33% 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	0						51,235	151,000	33.93%
Litter Grant	0	0	0	0	13,035	0	0						13,035	44,650	29.19%
Rent From Disposal District	1,859	1,859	1,859	1,859	1,859	1,859	1,859						13,013	22,308	58.33%
Misc Revenue	0	0	0	0	0	0	0						0	400	0.00%
Reimbursement from Litter Crew	0	0	0	0	11,455	0	14,387						25,842	140,292	18.42%
Payment From Disposal District	206,555	163,668	168,131	253,649	205,140	211,922	182,539						1,391,604	2,742,228	50.75%
	208,414	165,527	169,990	255,508	252,909	243,596	198,785	0	0	0	0	0	1,494,729	3,100,878	48.20%
Expenses:															
Salary & Benefits	107,128	107,822	109,176	111,650	95,279	106,232	107,595						744,882	1,300,616	57.27%
Supplies/Small Tools & Equipment	33	4,372	1,141	4,627	1,751	2,853	15,107						29,884	59,500	50.23%
Fuel Consumed	0	45	50	38	0	45	0						178	21,000	0.85%
Professional Services	13,360	9,525	15,961	37,162	10,080	17,068	34,934						138,090	309,300	44.65%
Utilities	384	441	2,465	2,364	2,323	1,997	1,832						11,806	31,200	37.84%
Miscellaneous	1,306	189	2,450	227	104	84	168						4,528	13,578	33.35%
Equipment Rental	3,552	1,113	385	3,856	621	621	944						11,092	11,740	94.48%
Equipment Rental Interfund	0	0	0	0	0	66,366	0						66,366	136,536	48.61%
Interfund	0	0	0	0	866	866	0						1,732	75,854	2.28%
Crane & Site Maintenance	1,058	14,598	4,722	3,643	11,319	4,229	62						39,631	138,388	28.64%
Training & Travel	0	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	9,931						113,064	153,368	73.72%
Landfill Closure	1,335	2,184	3,480	13,672	4,829	1,626	6,609						33,735	63,750	52.92%
Code Compliance Support	0	0	0	0	0	0	0						0	100,000	0.00%
Nuisance Abatement	0	0	0	0	0	0	0						0	0	0.00%
Litter Program	6,508	6,500	6,517	6,694	6,634	17,030	6,726						56,610	186,993	30.27%
Moderate Risk Waste	6,640	6,434	11,897	17,334	17,515	12,255	14,876						86,952	165,855	52.43%
Capital Improvements/Repairs	0	0	0	25,118	81,063	0	0						106,181	340,400	31.19%
	158,414	165,527	169,990	255,508	252,909	243,596	198,785	0	0	0	0	0	1,444,731	3,110,877	46.44%
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 reserve balances can be found on the Solid Waste Utility monthly report.