

LEWIS COUNTY SOLID WASTE DISPOSAL DISTRICT #1-AGENDA

Regular Meeting

Meeting Date: Monday, May 22, 2023 Meeting Time: 1:30 pm
Location: Hearing Room, Lewis County Courthouse, Chehalis, WA.

- I. Call to Order
- II. Verification of a Quorum
- III. Approval of Minutes April 25, 2023 Special Meeting
- IV. Public Comment on any final-action items listed on this agenda
- V. Public Hearing - None
- VI. Board Measures and Proposals
- VII. Transfer Station Operations
 - a. Community Litter Program Report
 - b. Transfer Station Tonnages
- VIII. Financial Reports
 - a. Monthly Reports
- IX. Legislative Update - None
- X. Approve Transfer from the Disposal District #1 Fund 415 in the amount of **\$735,301**

Payment to Solid Waste Fund 401 for operational expenses	\$	268,469
Payment to Solid Waste Fund 401 for East Lewis County Transfer Station rent	\$	1,859
Payment to Current Expense for Central Transfer Station rent	\$	51,000
Payment to Cowlitz Landfill and Dietrich Trucking for hauling and disposal	\$	372,652
Payment to City of Centralia for host fee	\$	16,750
Payment to Department of Revenue for taxes	\$	24,571
April 2023 Total Expenses	\$	735,301

- XI. Staff Discussion
 - a. 2023-2025 Local Solid Waste Financial Assistance Grant (LSWFA) application update
 - b. Solid Waste long haul trailers
- XII. Announcements - None
- XIII. Adjournment

**LEWIS COUNTY
SOLID WASTE DISPOSAL DISTRICT #1
REGULAR MEETING**

Monday, May 22, 2023, at 1:30 pm

Lewis County is providing a virtual meeting option.
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 161490.

LEWIS COUNTY SOLID WASTE DISPOSAL DISTRICT #1 - MINUTES

Special Meeting

Meeting Date: Tuesday, April 25, 2023, Meeting Time 11:00 am

Location: Hearing Room, Lewis County Courthouse, Chehalis, WA

- I. Disposal District Commissioner Scott J. Brummer called the meeting to order at 11:01 am, Tuesday, April 25, 2023.
Those in attendance:

Scott J. Brummer	Lewis County Commissioner
Lindsey R. Pollock, DVM	Lewis County Commissioner
Sean D. Swope	Lewis County Commissioner
Tina Hemphill	Lewis County Public Works Deputy Director
Rocky Lyon	Lewis County Solid Waste Manager
Tom Rupert	LeMay Enterprises, Inc. District Manager
Karen Hirte	Lewis County Solid Waste Office Assistant

- II. Quorum verified.
- III. Approve the minutes of the March 27, 2023, regular meeting.
Motion by Lindsey R. Pollock, DVM, and seconded by Sean D. Swope. Motion carried.
- IV. Public Comment on any final-action items listed on this agenda – None.
- V. Public Hearing – None.
- VI. Board Measures and Proposals – None.
- VII. Transfer Station Operations – Presented by Rocky Lyon, Solid Waste Manager.
- a. Community Litter Program Report – March.
- Litter program coordinator cleaned up 12 illegal dumpsites removing 3,660 pounds with a total disposal fee of \$330.49.
 - Volunteers in Centralia and throughout Lewis County spent 184 hours removing 240 bags of litter.
- b. Transfer Station Tonnage – March.
- Combined monthly tonnage was 7,473.
 - Year to Date tonnage was 21,166.
- c. Recycling update – None.
- VIII. Financial Reports – Presented by Rocky Lyon, Solid Waste Manager.
- a. Monthly reports – March.
- Fund 415 revenue per the Munis report was \$636,819 and showed a net operating gain of \$178,126. The ending fund balance was \$4,551,701.
 - Total Fund 401 expenses \$287,118.
- IX. Legislative Update – None.
- X. Miscellaneous Reports – None.
- XI. Approval of Transfers from Solid Waste Disposal District #1 to Lewis County Solid Waste Utility.
Motion by Sean D. Swope and seconded by Lindsey R. Pollock, DVM, to approve payments and transfers in the amount of \$458,693 for the month of March. Motion carried.

- XII. Staff Discussion – Presented by Rocky Lyon, Solid Waste Manager.
- a. Curbside Recycling and Lid-Lift Audit.
 - Consultants are finishing up their second week. There have been a few concerned customers which gives an opportunity to explain the program and what it is about. They will start another two weeks in June to finish up the project.
- XIII. Announcements – None.
- XIV. Adjournment – With no further business, motion by Lindsey R. Pollock, DVM, and second by Sean D. Swope to adjourn the meeting at 11:13 am.

Respectfully submitted,

Karen Hirte
Solid Waste Utility, Office Assistant

Solid Waste Utility #1

Community Litter Cleanup Program Summary

For the Month of April

Lewis County Inmate Litter Crew (Program on hold due to unavailable eligible inmates)

Crew Hours	-
Road Miles	-
Weight (Pounds)	-
Other Item Fees (TV, Tires and Appliances)	\$ -
Total Disposal Fees	\$ -

Illegal Dumpsites

Hours	46.00
Dumpsites Cleaned	11.00
Weight (Pounds)	4,060.00
Other Item Fees (TV, Tires and Appliances)	\$ 158.00
Total Disposal Fees	\$ 384.30

Lewis County Contracted Litter Crew: Roadside

Crew Hours	-
Road Miles	-
Weight (Pounds)	-
Other Item Fees (TV, Tires and Appliances)	\$ -
Total Disposal Fees	\$ -

Lewis County Contracted Litter Crew: Interchanges and Intersections

Crew Hours	-
Weight (Pounds)	-
Other Item Fees (TV, Tires and Appliances)	\$ -
Total Disposal Fees	\$ -

Volunteer Litter Clean-up

Hours	246.50
Weight (Pounds)	1,760.00
Bags Collected	332.00
Other Item Fees (TV, Tires and Appliances)	\$ -
Total Disposal Fees	\$ -

Totals may not foot due to rounding.

COMMUNITY LITTER CLEANUP PROGRAM 2023

	January	February	March	April	May	June	July	August	September	October	November	December	YTD Totals
Lewis County Inmate Litter Crew													
Supervisor Hours Litter	-	-	-	-	-	-	-	-	-	-	-	-	-
Supervisor Hours Illegal dumping	-	-	-	-	-	-	-	-	-	-	-	-	-
Road Miles	-	-	-	-	-	-	-	-	-	-	-	-	-
Crew Hours	-	-	-	-	-	-	-	-	-	-	-	-	-
Road side disposal weight	-	-	-	-	-	-	-	-	-	-	-	-	-
Disposal Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Illegal Dumpsites													
Hours	50.00	45.50	47.00	46.00	-	-	-	-	-	-	-	-	188.50
Dumpsites Cleaned	11.00	11.00	12.00	11.00	-	-	-	-	-	-	-	-	45.00
Pounds	5,220.00	4,140.00	3,660.00	4,060.00	-	-	-	-	-	-	-	-	17,080.00
Disposal Fees	\$ 476.24	\$ 597.97	\$ 330.49	\$ 384.30	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,789.00
Lewis County Contracted Litter Crew: Roadside													
Team Hours	-	-	-	-	-	-	-	-	-	-	-	-	-
Road Miles	-	-	-	-	-	-	-	-	-	-	-	-	-
Pounds of Litter Picked Up	-	-	-	-	-	-	-	-	-	-	-	-	-
Disposal Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Roads Cleaned:													
Lewis County Contracted Litter Crew: Interchanges and Intersections													
Team Hours	-	-	-	-	-	-	-	-	-	-	-	-	-
Pounds of Litter Picked Up	-	-	-	-	-	-	-	-	-	-	-	-	-
Other Items Picked Up	-	-	-	-	-	-	-	-	-	-	-	-	-
Disposal Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Interchanges cleaned:													
Volunteer Litter Clean-up Work													
Hours	158.00	72.00	184.00	246.50	-	-	-	-	-	-	-	-	660.50
Pounds of Litter Picked Up	600.00	-	-	1,760.00	-	-	-	-	-	-	-	-	2,360.00
Bags Collected	40.00	98.00	240.00	332.00	-	-	-	-	-	-	-	-	710.00
Disposal Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Centralia Volunteers: 32 groups (68 individuals), 231.50 hours, 232 bags, 1200 pounds

Chehalis Volunteers: 100 bags collected

Lewis County Volunteers: None reported for April

Lewis County Drug Court:

Litter Clean-up Events: 6 individuals, 15 hours, 560 pounds

Totals may not foot due to rounding.

Illegal Dumpsites cleaned				
Road & Mile Post	Pounds	Other	Other Fees	# of Sites
Wirsdorfer Rd MP .5	360	9 tires	\$ 45.00	1
Johnson Rd MP 2	580	13 tires	\$ 65.00	1
Cope Rd MP .5	600	3 tires	\$ 15.00	1
Little Hanaford MP .5	200	0	\$ -	1
Meskill Rd	320	0	\$ -	1
Blair Rd MP .5	340	2 tires, 1 fridge	\$ 33.00	1
Halliday Rd MP 2.5	380	0	\$ -	1
Conrad Rd MP 3	220	0	\$ -	1
Loop Rd MP .5	360	0	\$ -	1
Nevil Rd	560	0	\$ -	1
Haywire Rd MP 1	140	0	\$ -	1
	4060		\$ 158.00	11

Solid Waste Disposal District #1

Fund 415 Monthly Report

April 2023

Beginning Fund 415 Balance \$ 4,551,701

Revenue:

Solid Waste Sales and Services	756,200	99.62%
Late Fees	110	0.01%
Accounts Receivable	-	
Over / Short	(60)	-0.01%
Recycling/Miscellaneous Revenue	<u>2,812</u>	0.37%
Total Revenue	759,062	100.00%

Expenses:

Business and Occupational Service Tax	12,868	1.75%
Refuse Tax	11,703	1.59%
Professional Services and Supplies	-	0.00%
Building / Facility Rent	52,859	7.19%
Hauling and Disposal	372,652	50.68%
Credit Card Fees	-	0.00%
Host Fee	16,750	2.28%
Monthly Payment to Fund 401	<u>268,469</u>	36.51%
Total Expenses	<u>735,301</u>	100.00%

Net Operating Gain 23,761

Ending Fund 415 Balance \$ 4,575,462

Landfill Closure Reserve \$287,993

Following page 9 shows detailed listing of monthly transfer.

Incurred expenses were calculated based on our reported out-bound tonnage.

**SOLID WASTE DISPOSAL DISTRICT FUND 415
2023**

33.33% OF YEAR ELAPSED

	January	February	March	April	May	June	July	August	September	October	November	December	Yearend	YTD TOTALS	BUDGET	% YTD/Budget
Revenue:																
Solid Waste Sales and Services	\$ 392,638	\$ 760,825	\$ 636,689	\$ 756,200	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,546,351	\$ 9,450,000	26.95%
Late Fees paid by Customers	230	240	70	110	-	-	-	-	-	-	-	-	-	650	1,500	43.33%
Accounts Receivable	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Petty Cash	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Over/Short	26	23	(2)	(60)	-	-	-	-	-	-	-	-	-	(13)	-	0.00%
Recycling/Misc. Revenue	943	5,664	62	2,812	-	-	-	-	-	-	-	-	-	9,481	90,000	10.53%
Total Revenue	\$ 393,837	\$ 766,752	\$ 636,819	\$ 759,062	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,556,468	\$ 9,541,500	26.79%
Expenses:																
Credit Card Fees	\$ 5,892	\$ 5,279	\$ 6,038	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 17,209	\$ 75,000	22.94%
Refuse Tax	11,609	10,575	13,267	11,703	-	-	-	-	-	-	-	-	-	47,155	-	-
Business and Occupation Tax	13,408	11,694	14,136	12,868	-	-	-	-	-	-	-	-	-	52,105	166,976	31.21%
Repairs and Maintenance	-	-	-	-	-	-	-	-	-	-	-	-	-	-	25,000	0.00%
Professional Services	-	-	254	-	-	-	-	-	-	-	-	-	-	254	6,000	4.23%
*Building/Facility Rent	-	105,718	52,859	52,859	-	-	-	-	-	-	-	-	-	211,436	634,308	33.33%
Hauling and Disposal	68,174	630,905	70,130	372,652	-	-	-	-	-	-	-	-	-	1,141,860	5,027,248	22.71%
Host Fee	16,750	16,750	16,750	16,750	-	-	-	-	-	-	-	-	-	67,000	201,000	33.33%
Utility Fund Contracted Services	225,907	235,957	285,259	268,469	-	-	-	-	-	-	-	-	-	1,015,592	3,335,082	30.45%
Total Expenses	\$ 341,740	\$ 1,016,878	\$ 458,693	\$ 735,301	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,552,611	\$ 9,470,614	26.95%
Net Operating Gain/(Loss)	\$ 52,097	\$ (250,126)	\$ 178,126	\$ 23,761	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,858		

*This sheet 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 report.*

**Breakdown of building/facility rent: Central Transfer Station (CTS) monthly rent is \$51,000 and the East Lewis County Transfer Station (ELCTS) monthly rent is \$1,859. CTS monthly rent payment increased from \$38,700 to \$51,000 in January 2010. \$38,700 goes toward a bond payment and \$12,300 is reserved in Solid Waste Fund 401 for capital improvements. Per BOCC Resolution #19-292, when the bond is fully paid in December 2024, the entire \$51,000 payment will be accounted for in the Solid Waste capital improvement reserve.*

Solid Waste Utility

Fund 401 Monthly Report

April 2023

Revenue:

Grants	13,186	3.81%
Reimbursement for Litter Program	17,449	5.04%
Misc Revenue	-	0.00%
Insurance Recovery	-	0.00%
Rent From Disposal District	1,859	0.54%
Payment From Disposal District	<u>313,667</u>	90.61%
Total Revenue	346,161	100.00%

Expenses:

Admin and Transfer Station Programs		
Salaries and Fringe Benefits	118,831	34.33%
Supplies / Small Tools / Equipment	23,453	6.78%
Fuel Consumed	1,866	0.54%
Professional Services	18,765	5.42%
Utilities	2,459	0.71%
Miscellaneous	49	0.01%
Equipment Rental	7,513	2.17%
Interfund Equipment	18,825	5.44%
Interfund Charges	5,512	1.59%
Crane and Site Maintenance	5,326	1.54%
Training / Travel / Subscription	-	0.00%
Recycling Program	12,650	3.65%
Litter Program	9,718	2.81%
Code Compliance Program	-	0.00%
Nuisance Abatement	-	0.00%
Landfill Closure Program	3,152	0.91%
Moderate Risk Waste Program	21,022	6.07%
Capital Improvements	<u>97,020</u>	28.03%
Total Expenses	346,161	100.00%

Net Operating Income \$ -

Reserve Balances:

Nuisance Abatement	\$ 114,876	
Crane (2023)	135,699	
Capital (2010 to 2022)	<u>748,254</u>	
Total Reserve Balance	\$ 998,829	

**SOLID WASTE UTILITY FUND 401
2023**

33.33% OF YEAR ELAPSED

	January	February	March	April	May	June	July	August	September	October	November	December	Yearend	YTD TOTALS	BUDGET	% YTD/Budget
Revenue:																
WRRED and LSWFA Grant	\$ -	\$ -	\$ -	\$ 45,198	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 45,198	\$ 172,000	26.28%
Litter Grant	-	-	-	13,186	-	-	-	-	-	-	-	-	-	13,186	12,600	104.65%
Rent From Disposal District	-	3,718	1,859	1,859	-	-	-	-	-	-	-	-	-	7,436	22,308	33.33%
Reimbursement from Litter Crew	-	-	-	17,449	-	-	-	-	-	-	-	-	-	17,449	175,559	9.94%
Payment From Disposal District	225,907	235,957	285,259	268,469	-	-	-	-	-	-	-	-	-	1,015,592	3,335,082	30.45%
Total Revenue	\$ 225,907	\$ 239,675	\$ 287,118	\$ 346,161	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,098,861	\$ 3,717,549	29.56%
Expenses:																
Salary and Benefits	\$ 123,397	\$ 122,144	\$ 118,291	\$ 118,831	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 482,662	\$ 1,716,955	28.11%
Supplies/Small Tools and Equipment	1,091	1,702	7,691	23,453	-	-	-	-	-	-	-	-	-	33,937	60,500	56.09%
Fuel Consumed	-	2,992	2,577	1,866	-	-	-	-	-	-	-	-	-	7,415	64,500	11.50%
Professional Services	16,277	5,954	72,721	18,765	-	-	-	-	-	-	-	-	-	113,717	299,847	37.93%
Utilities	461	4,542	2,943	2,459	-	-	-	-	-	-	-	-	-	10,404	34,500	30.16%
Miscellaneous	1,394	587	5,491	49	-	-	-	-	-	-	-	-	-	7,521	19,188	39.19%
Equipment Rental	600	600	600	7,513	-	-	-	-	-	-	-	-	-	9,313	15,250	61.07%
Equipment Rental Interfund	-	-	-	18,825	-	-	-	-	-	-	-	-	-	18,825	225,408	8.35%
Interfund Charges	-	-	-	5,512	-	-	-	-	-	-	-	-	-	5,512	96,433	5.72%
Crane and Site Maintenance	2,457	125	5,244	5,326	-	-	-	-	-	-	-	-	-	13,152	219,000	6.01%
Training and Travel	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1,499	0.00%
Recycling Program	13,813	13,536	38,258	12,650	-	-	-	-	-	-	-	-	-	78,257	183,645	42.61%
Landfill Closure	1,689	1,753	2,132	3,152	-	-	-	-	-	-	-	-	-	8,726	104,681	8.34%
Code Compliance Support	-	-	-	-	-	-	-	-	-	-	-	-	-	-	100,000	0.00%
Nuisance Abatement	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0.00%
Litter Program	7,395	7,392	7,409	9,718	-	-	-	-	-	-	-	-	-	31,915	234,199	13.63%
Moderate Risk Waste	7,332	12,725	12,204	21,022	-	-	-	-	-	-	-	-	-	53,283	256,945	20.74%
Capital Improvements/Repairs	-	65,623	11,577	97,020	-	-	-	-	-	-	-	-	-	174,220	35,000	497.77%
Total Expenses	\$ 175,907	\$ 239,675	\$ 287,118	\$ 346,161	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,048,859	\$ 3,667,550	28.60%
Net Operating Gain/(Loss)	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 50,000		

CRANE RESERVE
PAYMENT

This sheet is intended to compare Solid Waste Utility YTD to the Solid Waste Utility Budget. Fund 401 reserve balances can be found on the Solid Waste Utility report.