

LEWIS COUNTY SOLID WASTE DISPOSAL DISTRICT #1 - AGENDA

Regular Meeting

Meeting Date: Monday, November 25, 2024 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 October 28, 2024, regular meeting
- IV. Public Comment on any final-action items listed on this agenda
- V. Public Hearing - None
- VI. Board Measures and Proposals

Resolution No. 011-24 - Approval of the 2025 Budget for the Lewis County Solid Waste Disposal District #1, Fund 4150

- 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 4150 in the amount of **\$606,824**

Payment to Solid Waste Fund 4010 for operational expenses	\$	89,109
Payment to Solid Waste Fund 4010 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	\$	417,744
Payment to City of Centralia for host fee	\$	16,750
Payment to Department of Revenue for taxes	\$	30,362
October 2024 Total Expenses	\$	606,824

- XI. Staff Discussion
 - a. 2025 Lewis County Solid Waste Budget Presentation
 - b. Resolution No. 19-292 Capital Improvement Fund
- XII. Announcements
- XIII. Adjournment

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

Monday, November 25, 2024, at 1:30 pm

Lewis County is providing a virtual meeting option.
Please see below:

ONLINE: Attend the meeting via Zoom Meeting at <https://us06web.zoom.us/j/87192545915?>
The pass code is 036530.

BY PHONE: To attend by phone, call 888-475-4499.
The meeting ID is 874-9254-5915 and the pass code is 036530.

LEWIS COUNTY SOLID WASTE DISPOSAL DISTRICT #1 - MINUTES

Regular Meeting

Meeting Date: Monday, October 28, 2024, Meeting Time 1:30 pm

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

- I. Disposal District Commissioner Sean D. Swope, called the meeting to order at 1:30 pm, Monday, October 28, 2024.
Those in attendance:

Lindsey R. Pollock, DVM	Lewis County Commissioner
Sean D. Swope	Lewis County Commissioner
Scott J. Brummer	Lewis County Commissioner
Rocky Lyon	Lewis County Solid Waste Manager
Marissa Briggs	Lewis County Solid Waste Office Assistant
Tina Hemphill	Lewis County Public Works Deputy Director

- II. Quorum verified.
- III. Move to approve the minutes from September 23, 2024.
Motion by Lindsey R. Pollock, DVM. and seconded by Scott J. Brummer. 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 – September.
- The litter program coordinator and crew spent a total of 26 supervisor hours and 52 crew hours, cleaning up 23 road miles and picking up just under 1,600 pounds of litter. They also cleaned up 8 illegal dump sites, spending 62 hours cleaning up just over 1,600 pounds of litter.
 - Lewis County roadside contracted litter crew spent 64 hours cleaning 18 road miles and picked up just under 2,000 pounds of litter.
 - Volunteers in Centralia, Chehalis, and throughout Lewis County reported spending 29 hours collecting 86 bags of litter.
- b. Transfer Station Tonnage – September.
- The combined monthly tonnage was 7,904.
 - Year to Date the tonnage was 69,856.
- VIII. Financial Reports – Presented by Rocky Lyon, Solid Waste Manager.
- a. Monthly reports – September.
- Fund 4150 revenue per the Munis report was \$996,624 and showed a net operating gain of \$158,978. The ending fund balance was \$5,546,846.
 - Fund 4010 total revenue \$292,691.
 - Total Solid Waste Equipment fund balance is \$160,268.
- IX. Legislative Update – Sean D. Swope.
- a. Refuse tax and Bottle Bill
- Discussions are still happening at the legislative level. Expecting weekly updates to commence soon.
- X. Miscellaneous Reports – None.
- XI. Move that we approve the transfer from Disposal District #1 fund 4150 in the amount of \$837,646.
Motion by Scott J. Brummer, and seconded by Lindsey R. Pollock, DVM. Motion carried.

XII. Staff Discussion – None.

XIII. Announcements – None.

XIV. Move to adjourn – motion by Lindsey R. Pollock, DVM, and second by, Scott J. Brummer to adjourn the meeting at 1:44 pm.

Respectfully submitted,

Marissa Briggs
Solid Waste Utility, Office Assistant

**Solid Waste Utility
Community Litter Cleanup Program Summary
For the Month of October 2024**

Lewis County Litter Crew

Supervisor Hours		53
Crew Hours		105
Road Miles		47
Weight (Pounds)		3,060
Other Item Fees (TV, Tires and Appliances)	\$	300
Total Disposal Fees	\$	510
Public Works Roads Clean-Up	\$	240

Illegal Dumpsites

Supervisor Hours		23
Crew Hours		45
Dumpsites Cleaned		6
Weight (Pounds)		2,940
Other Item Fees (TV, Tires and Appliances)	\$	75
Total Disposal Fees	\$	269

Lewis County Contracted Litter Crew: Roadside

Crew Hours		80
Road Miles		26
Weight (Pounds)		1,780
Other Item Fees (TV, Tires and Appliances)	\$	-
Total Labor and Disposal Fees	\$	15,573

Interchanges and Intersections

Hours		69.00
Weight (Pounds)		1,050
Other Item Fees (TV, Tires and Appliances)	\$	-
Total Labor and Disposal Fees	\$	1,510

Volunteer Litter Clean-up

Hours		7
Weight (Pounds)		-
Bags Collected		19
Other Item Fees (TV, Tires and Appliances)	\$	-
Total Disposal Fees	\$	-

Totals may not foot due to rounding.

COMMUNITY LITTER CLEANUP PROGRAM 2024

	January	February	March	April	May	June	July	August	September	October	November	December	YTD Totals
Lewis County Litter Crew													
Supervisor Hours Litter	38	51	51	51	54	47	52	55	26	53	-	-	477
Crew Hours	77	101	105	101	109	94	104	110	52	105	-	-	958
Road Miles	47	43	61	62	54	39	41	40	23	47	-	-	457
Road side disposal weight	2,700	2,140	2,321	2,420	2,160	2,260	1,400	3,120	1,580	3,060	-	-	23,161
Disposal Fees	\$ 184	\$ 172	\$ 204	\$ 192	\$ 193	\$ 187	\$ 294	\$ 451	\$ 180	\$ 510	\$ -	\$ -	\$ 2,566
Public Works Roads Clean-Up	\$ -	\$ 335	\$ 15	\$ 15	\$ 15	\$ -	\$ -	\$ -	\$ 107	\$ 240	\$ -	\$ -	\$ 727
Illegal Dumpsites													
Supervisor Hours	19	14	28	32	18	10	13	24	21	23	-	-	200
Crew Hours	37	28	53	63	35	10	26	48	41	45	-	-	386
Dumpsites Cleaned	6	5	8	9	5	3	4	8	8	6	-	-	62
Pounds	2,480	1,380	3,800	2,980	2,040	660	1,060	3,860	1,640	2,940	-	-	22,840
Disposal and labor Fees	\$ 208	\$ 84	\$ 508	\$ 491	\$ 288	\$ 52	\$ 138	\$ 608	\$ 290	\$ 269	\$ -	\$ -	\$ 2,935
Lewis County Contracted Litter Crew: Roadside													
Team Hours	-	-	72	4	-	-	-	112	64	80	-	-	332
Road Miles	-	-	33	-	-	-	-	-	18	26	-	-	77
Pounds of Litter Picked Up	-	-	8,780	-	-	-	-	3,400	1,780	1,780	-	-	15,740
Labor and Disposal Fees	\$ 2,761	\$ 2,451	\$ 34,647	\$ 5,409	\$ 4,826	\$ 4,349	\$ 3,993	\$ 19,856	\$ 14,367	\$ 15,573	\$ -	\$ -	\$ 108,231
Interchanges and Intersections													
Hours	69	69	69	69	69	69	69	-	-	69	-	-	552
Pounds of Litter Picked Up	2,040	900	795	1,230	1,635	100	1,245	-	-	1,050	-	-	8,995
Pounds of Recycling Picked Up	-	-	180	125	135	125	135	-	-	74	-	-	774
Labor and Disposal Fees	\$ 1,510	\$ 1,510	\$ 1,510	\$ 1,510	\$ 1,510	\$ 1,510	\$ 1,510	\$ -	\$ -	\$ 1,510	\$ -	\$ -	\$ 12,082
Interchanges cleaned:													
Volunteer Litter Clean-up Work													
Hours	91	49	79	112	57	35	41	27	29	7	-	-	524
Pounds of Litter Picked Up	165	-	-	-	-	-	-	-	-	-	-	-	165
Bags Collected	311	147	104	119	101	86	61	75	86	19	-	-	1,108
Disposal Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

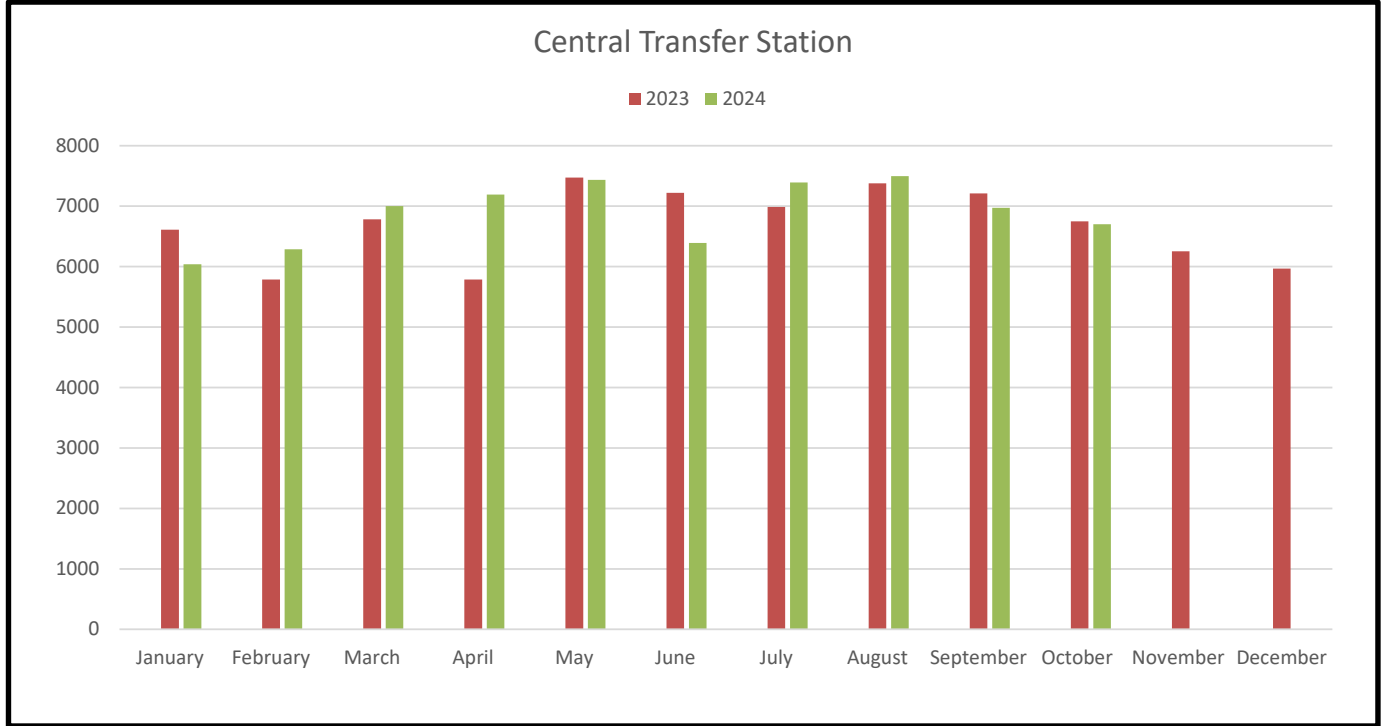
Centralia Volunteers: 9 volunteers, 7 hours, picked up 19 bags of litter
 Chehalis Volunteers: Nothing reported
 Lewis County Volunteers: Nothing reported

Totals may not foot due to rounding.

Illegal Dumpsites cleaned				
Road & Mile Post	Pounds	Other	Other Fees	# of Sites
Little Hanaford Rd. MP 2	280	-	\$ 25	1
Park Rd. MP 2	460	-	\$ 10	1
Frost Rd. MP .5	180	-	\$ -	1
Hale Rd. MP 1	200	-	\$ 20	1
Jones Rd. MP 2.5	900	-	\$ 20	1
Cope Rd. MP .5	920	-	\$ -	1
	2,940	-	\$ 75	6

LEWIS COUNTY SOLID WASTE TONNAGE REPORT

Month	Central Transfer Station		
	2023	2024	Difference
January	6,611	6,037	(574)
February	5,784	6,288	504
March	6,783	6,999	216
April	5,785	7,193	1,408
May	7,471	7,435	(36)
June	7,222	6,390	(832)
July	6,988	7,392	404
August	7,378	7,496	118
September	7,213	6,974	(239)
October	6,751	6,701	(50)
November	6,254	-	-
December	5,968	-	-
Total Tonnage	80,208	68,906	

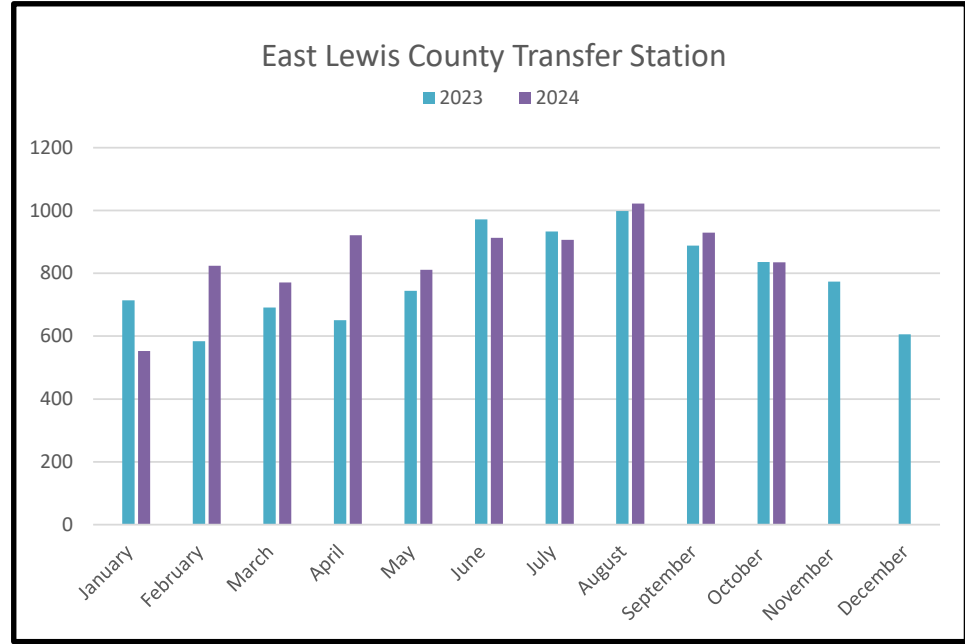


Month	East Lewis County		
	2023	2024	Difference
January	714	553	(161)
February	584	824	240
March	691	771	80
April	651	921	270
May	744	811	67
June	972	913	(59)
July	933	907	(26)
August	998	1,022	24
September	888	930	42
October	836	835	(1)
November	774	-	-
December	606	-	-
Total Tonnage	9,391	8,486	

2024 Total
6,590
7,112
7,770
8,114
8,246
7,303
8,299
8,518
7,904
7,536
-
-
77,392

2024 Estimated Tonnage: 90,000

Actual Tonnage/ Estimated Tonnage 86%



Solid Waste Disposal District #1

Fund 4150 Monthly Report

For the Month of October 2024

Beginning Fund 4150 Balance \$ 5,546,846

Revenue:

Solid Waste Sales and Services	916,127	99.10%
Late Fees	70	0.01%
Accounts Receivable	-	0.00%
Misc. Non-Operating	-	0.00%
Over / Short	76	0.01%
Recycling/Miscellaneous Revenue	<u>8,142</u>	0.88%
Total Revenue	924,415	100.00%

Expenses:

Business and Occupational Service Tax	16,152	2.66%
Refuse Tax	14,210	2.34%
Professional Services and Supplies	-	0.00%
Building / Facility Rent	52,859	8.71%
Hauling and Disposal	417,744	68.84%
Host Fee	16,750	2.76%
Monthly Payment to Fund 4010	<u>89,109</u>	14.68%
Total Expenses	<u>606,824</u>	100.00%

Net Operating Gain 317,591

Ending Fund 4150 Balance \$ 5,864,437

Landfill Closure Reserve \$287,993

Following page XX shows detailed listing of monthly transfer.

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

Net operating gain is due to the timing of accounts receivable.

This interim report is unaudited and intended for management purposes only. Totals may not foot due to rounding.

**SOLID WASTE DISPOSAL DISTRICT FUND 4150
2024 YEAR TO DATE BUDGET REPORT**

83.33% 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	\$ 349,659	\$ 750,561	\$ 822,837	\$ 704,408	\$ 903,992	\$ 1,359,940	\$ 1,101,715	\$ 984,831	\$ 988,929	\$ 916,127	\$ -	\$ -	\$ -	\$ 8,883,000	\$ 10,650,000	83.41%
Late Fees paid by Customers	150	100	50	170	50	180	140	60	90	70	-	-	-	1,060	1,800	58.89%
Petty Cash	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0.00%
Over/Short	17	(2)	(4)	2	(7)	(3)	(59)	(70)	(79)	76	-	-	-	(129)	-	0.00%
Misc. Non-Operating	-	-	-	-	200	-	-	-	-	-	-	-	-	200	-	0.00%
Recycling/Misc. Revenue	3,746	8,068	8,107	12,693	9,761	4,769	10,936	11,996	7,684	8,142	-	-	-	85,902	75,000	114.54%
Total Revenue	\$ 353,572	\$ 758,727	\$ 830,990	\$ 717,273	\$ 913,996	\$ 1,364,886	\$ 1,112,732	\$ 996,817	\$ 996,624	\$ 924,415	\$ -	\$ -	\$ -	\$ 8,970,033	\$ 10,726,800	83.62%
Expenses:																
Refuse Tax	\$ 9,596	\$ 11,482	\$ 12,900	\$ 14,007	\$ 13,908	\$ 13,791	\$ 17,655	\$ 19,205	\$ 16,614	\$ 14,210	\$ -	\$ -	\$ -	\$ 143,369	\$ -	0.00%
Business and Occupation Tax	12,392	13,263	13,894	16,074	15,176	14,271	18,143	18,764	17,211	16,152	-	-	-	155,340	186,407	83.33%
Professional Services	-	-	154	-	187	-	-	-	-	-	-	-	-	341	6,000	5.68%
*Building/Facility Rent	52,859	52,859	52,859	52,859	52,859	52,859	52,859	52,859	52,859	52,859	-	-	-	528,590	634,308	83.33%
Hauling and Disposal	346,901	382,933	435,533	444,424	434,910	413,062	476,292	487,403	443,380	417,744	-	-	-	4,282,582	5,001,975	85.62%
Host Fee	16,750	16,750	16,750	16,750	16,750	16,750	16,750	16,750	16,750	16,750	-	-	-	167,500	201,000	83.33%
Utility Fund Contracted Services	243,066	234,489	329,549	484,622	291,402	263,869	141,607	333,189	290,832	89,109	-	-	-	2,701,734	3,761,850	71.82%
Total Expenses	\$ 681,564	\$ 711,776	\$ 861,639	\$ 1,028,736	\$ 825,192	\$ 774,602	\$ 723,306	\$ 928,170	\$ 837,646	\$ 606,824	\$ -	\$ -	\$ -	\$ 7,979,456	\$ 9,791,540	81.49%
Net Operating Gain/(Loss)	\$ (327,992)	\$ 46,951	\$ (30,649)	\$ (311,463)	\$ 88,804	\$ 590,284	\$ 389,426	\$ 68,647	\$ 158,978	\$ 317,591	\$ -	\$ -	\$ -	\$ 990,577		

This sheet is intended to compare the Solid Waste Disposal District YTD totals to the Solid Waste Disposal District budget. Fund 4150 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 4010 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 4010 Monthly Report

For the Month of October 2024

Revenue:

Grants	94,862	32.80%
Reimbursement for Litter Program	14,104	4.88%
Misc Revenue	-	0.00%
Insurance Recovery	89,236	30.86%
Rent From Disposal District	1,859	0.64%
Payment From Disposal District	89,109	30.82%
Total Revenue	289,170	100.00%

Expenses:

Admin and Transfer Station Programs		
Salaries and Fringe Benefits	134,239	46.42%
Supplies / Small Tools / Equipment	2,345	0.81%
Fuel Consumed	4,574	1.58%
Professional Services	23,472	8.12%
Utilities	1,787	0.62%
Miscellaneous	5,869	2.03%
Equipment Rental	960	0.33%
Interfund Equipment	-	0.00%
Interfund Charges	15,835	5.48%
Crane and Site Maintenance	19,984	6.91%
Training / Travel / Subscription	-	0.00%
Recycling Program	15,440	5.34%
Litter Program	23,677	8.19%
Code Compliance Program	25,000	8.65%
Nuisance Abatement	-	0.00%
Homeless Camp Clean Up Program	405	0.14%
Landfill Closure Program	6,561	2.27%
Moderate Risk Waste Program	9,022	3.12%
Capital Improvements	-	0.00%
Total Expenses	289,170	100.00%

Net Operating Income \$ -

Reserve Balances:	
Nuisance Abatement	\$ 114,876
Solid Waste Equipment (2024)	160,268
Capital (2010 to 2023)	895,854
Total Reserve Balances	\$ 1,170,998

Note: This interim report is unaudited and intended for management purposes only. Totals may not foot due to rounding.

**SOLID WASTE UTILITY FUND 4010
2024 YEAR TO DATE BUDGET REPORT**

83.33% OF YEAR ELAPSED

	January	February	March	April	May	June	July	August	September	October	November	December	Yearend	YTD TOTALS	BUDGET	% YTD/Budget
Revenue:																
Department of Ecology Grants	\$ -	\$ -	\$ -	\$ -	\$ 37,419	\$ -	\$ 52,842	\$ -	\$ -	\$ 56,671	\$ -	\$ -	\$ -	\$ 146,932	\$ 150,000	97.95%
Litter Grant	-	-	-	-	36,725	-	30,866	-	-	38,191	-	-	-	105,782	143,000	73.97%
Rent From Disposal District	1,859	1,859	1,859	1,859	1,859	1,859	1,859	1,859	1,859	1,859	-	-	-	18,590	22,308	83.33%
Reimbursement from Litter Crew	-	-	-	34,800	-	-	32,730	-	-	14,104	-	-	-	81,634	136,382	59.86%
Insurance Recovery	-	-	-	-	-	-	-	-	-	89,236	-	-	-	89,236	158,385	56.34%
Solid Waste Reimbursement	-	-	-	1,035	-	-	-	-	-	-	-	-	-	1,035	-	0.00%
Payment From Disposal District	243,066	234,489	329,549	484,622	291,402	263,869	141,607	333,189	290,832	89,109	-	-	-	2,701,734	3,761,850	71.82%
Total Revenue	\$ 244,925	\$ 236,348	\$ 331,408	\$ 522,316	\$ 367,406	\$ 265,728	\$ 259,904	\$ 335,048	\$ 292,691	\$ 289,170	\$ -	\$ -	\$ -	\$ 3,144,943	\$ 4,508,307	69.76%
Expenses:																
Salary and Benefits	\$ 130,833	\$ 129,536	\$ 130,381	\$ 130,540	\$ 132,935	\$ 130,428	\$ 131,115	\$ 134,699	\$ 132,684	\$ 134,239	\$ -	\$ -	\$ -	\$ 1,317,389	\$ 1,663,270	79.20%
Supplies/Small Tools and Equipment	2,386	7,572	2,352	2,694	3,733	4,214	5,004	2,927	6,510	2,345	-	-	-	39,737	65,500	60.67%
Fuel Consumed	-	4,263	4,520	7,677	5,507	11,635	5,777	4,150	9,378	4,574	-	-	-	57,481	70,000	82.12%
Professional Services	21,832	25,700	12,428	15,964	47,743	12,942	16,360	37,312	21,910	23,472	-	-	-	235,663	578,737	40.72%
Utilities	359	1,097	2,301	2,141	2,055	2,344	1,974	2,225	1,890	1,787	-	-	-	18,173	36,000	50.48%
Miscellaneous	1,665	2,656	857	2,471	1,831	365	231	3,172	10,460	5,869	-	-	-	29,577	23,795	124.30%
Equipment Rental	600	11,923	2,886	750	4,096	600	450	960	-	960	-	-	-	23,225	20,250	114.69%
Equipment	-	-	-	-	-	-	-	-	-	-	-	-	-	-	131,604	0.00%
Interfund Charges	-	-	28,291	-	18,858	45,286	15,685	15,406	15,523	15,835	-	-	-	154,884	186,444	83.07%
Crane and Site Maintenance	5,250	10,865	36,383	9,876	20,529	2,852	14,586	6,216	14,914	19,984	-	-	-	141,455	234,455	60.33%
Training and Travel	-	-	-	-	-	996	263	-	-	-	-	-	-	1,259	1,445	87.13%
Recycling Program	11,486	12,969	13,100	18,056	25,436	19,162	16,169	13,637	30,112	15,440	-	-	-	175,567	249,428	70.39%
Landfill Closure	1,458	4,455	49,311	8,210	74,955	2,296	7,539	46,389	1,764	6,561	-	-	-	202,938	232,213	87.39%
Code Compliance Support	-	-	-	-	-	-	-	25,000	-	25,000	-	-	-	50,000	100,000	50.00%
Nusiance Abatement	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0.00%
Homeless Camp Clean Up Program	-	-	757	379	380	-	-	1,190	415	405	-	-	-	3,526	27,000	13.06%
Litter Program	10,488	9,614	27,926	30,759	17,018	14,070	13,891	28,181	23,167	23,677	-	-	-	198,790	279,382	71.15%
Moderate Risk Waste	8,568	15,698	19,915	14,151	12,330	18,538	30,860	13,584	23,964	9,022	-	-	-	166,630	241,371	69.03%
Capital Improvements/Repairs	-	-	-	278,648	-	-	-	-	-	-	-	-	-	278,648	325,000	85.74%
Total Expenses	\$ 194,925	\$ 236,348	\$ 331,408	\$ 522,316	\$ 367,406	\$ 265,728	\$ 259,904	\$ 335,048	\$ 292,691	\$ 289,170	\$ -	\$ -	\$ -	\$ 3,094,941	\$ 4,465,894	69.30%
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 4010 reserve balances can be found on the Solid Waste Utility report.

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