

LEWIS COUNTY SOLID WASTE DISPOSAL DISTRICT #1-AGENDA

Special Meeting

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

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

- I. Call to Order
- II. Verification of a Quorum
- III. Approval of Minutes March 27, 2023 Regular Meeting
- IV. Public Comment on any final-action items listed on this agenda
- V. Public Hearing - None
- VI. Board Measures and Proposals - None
- 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 **\$458,693**

Payment to Solid Waste Fund 401 for operational expenses	\$	285,259
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	\$	70,130
Payment to City of Centralia for host fee	\$	16,750
Payment to Department of Revenue for taxes	\$	27,403
Payment to Merchant Services for credit card fees	\$	6,038
Payment to CT Publishing for rental lease ads	\$	254
March 2023 Total Expenses	\$	458,693

- XI. Staff Discussion
 - a. Curbside Recycling Lid-Lift Audit and Cart Tagging and Multifamily Recycling Pilot Program
- XII. Announcements - None
- XIII. Adjournment

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

Tuesday, April 25, 2023 at 11:00 am

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

Regular Meeting

Meeting Date: Monday, March 27, 2023 Meeting Time 1:30 pm

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

- I. Disposal District Commissioner Scott J. Brummer called the meeting to order at 1:30 pm, Monday, March 27, 2023.
Those in attendance:

Scott J. Brummer	Lewis County Commissioner
Lindsey R. Pollock, DVM	Lewis County Commissioner
Tina Hemphill	Lewis County Public Works Deputy Director
Nic Scott	Lewis County Public Information Specialist
Terry Harris	Solid Waste Advisory Committee Chairman
Rocky Lyon	Lewis County Solid Waste Manager
Kristen Buckman	Lewis County Solid Waste Office Manager

- II. Quorum verified.
- III. Approve the minutes of the February 27, 2023 regular meeting.
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.
- a. **Resolution #002-23 – Ratify Chair’s signature on renewal of rental agreement for Central Transfer Station in Centralia.**
- b. **Resolution #003-23 – Ratify Chair’s signature on renewal of rental agreement for East Lewis County Transfer Station in Morton.**
- Motion to approve the resolutions by Lindsey R. Pollock, DVM, and seconded by Scott J. Brummer. Motion carried.
- VII. Transfer Station Operations – Presented by Rocky Lyon, Solid Waste Manager.
- a. Community Litter Program Report – February.
- Litter program coordinator cleaned up 11 illegal dumpsites removing 4,140 pounds of garbage, 35 tires, 5 TV’s, 3 appliances and 1 refrigerator.
 - Volunteers in Centralia and throughout Lewis County spent 72 hours removing 98 bags of litter.
- b. Transfer Station Tonnage – February.
- Combined monthly tonnage was 6,368.
 - Year to Date tonnage was 13,693.
- c. Recycling update – None.
- VIII. Financial Reports – Presented by Rocky Lyon, Solid Waste Manager.
- a. Monthly reports – February.
- Fund 415 revenue per the Munis report was \$766,752 and showed a net operating loss of (\$250,126). The ending fund balance was \$4,373,575.
 - Total Fund 401 expenses \$239,675.
- IX. Legislative Update.
- a. Rocky stated the Washington Recycling and Packaging (WRAP) Act/Bottle Bill has died. The Legislature is working on the Battery Bill and Electronics Bill. They are also working on how to recycle wind turbines.

- X. Miscellaneous Reports – None.
- XI. Approval of Transfers from Solid Waste Disposal District #1 to Lewis County Solid Waste Utility.
Motion by Lindsey R. Pollock, DVM, and seconded by Scott J. Brummer to approve payments and transfers in the amount of \$1,016,878 for the month of February. Motion carried.
- XII. Staff Discussion – Presented by Rocky Lyon, Solid Waste Manager.
 - a. Host Fee Agreement with City of Centralia.
 - The Host Fee Agreement with City of Centralia will expire on 12/31/2023. The agreement needs to be renewed every five years. There will be more discussion in the future.
 - b. Solid Waste Long Haul Trailers.
 - Solid Waste has acquired 21 used trailers from King County. We are hoping to utilize them soon.
- XIII. Announcements.
 - a. There are two recycling events coming up on April 8 in Winlock and April 22 in Packwood.
- XIV. Adjournment – With no further business, motion by Lindsey R. Pollock, DVM, and second by Scott J. Brummer to adjourn the meeting at 1:54 pm.

Respectfully submitted,

Karen Hirte
Solid Waste Utility, Office Assistant

Solid Waste Utility #1 Community Litter Cleanup Program Summary For the Month of March

Lewis County Inmate Litter Crew (Program on Hold due to Covid)

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

Illegal Dumpsites

Hours	47.00
Dumpsites Cleaned	12.00
Weight (Pounds)	3,660.00
Other Item Fees (TV, Tires & Appliances)	\$ 125.00
Total Disposal Fees	\$ 330.49

Lewis County Contracted Litter Crew: Roadside

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

Lewis County Contracted Litter Crew: Interchanges & Intersections

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

Volunteer Litter Clean-up

Hours	184.00
Weight (Pounds)	-
Bags Collected	202.00
Other Item Fees (TV, Tires & 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	-	-	-	-	-	-	-	-	-	142.50
Dumpsites Cleaned	11.00	11.00	12.00	-	-	-	-	-	-	-	-	-	34.00
Pounds	5,220.00	4,140.00	3,660.00	-	-	-	-	-	-	-	-	-	13,020.00
Disposal Fees	\$ 476.24	\$ 597.97	\$ 330.49	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,404.70
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 & 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	-	-	-	-	-	-	-	-	-	-	230.00
Pounds of Litter Picked Up	600.00	98.00	-	-	-	-	-	-	-	-	-	-	698.00
Bags Collected	40.00	-	-	-	-	-	-	-	-	-	-	-	40.00
Disposal Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Centralia Volunteers: 34 groups (47 individuals), 184 hours, 202 bags
 Chehalis Volunteers: None reported for March
 Lewis County Volunteers: None reported for March
 Lewis County Drug Court:
 Litter Clean-up Events:

Totals may not foot due to rounding.

Illegal Dumpsites cleaned				
Road & Mile Post	Pounds	Other	Other Fees	# of Sites
North Fork Rd MP 4	220	0	\$ -	1
Monroe Rd MP 1	340	0	\$ -	1
Winlock-Vader Rd MP 3.5	400	14 Tires	\$ 70.00	1
Blair Rd MP .5	280	0	\$ -	1
Pfirter Rd MP .5	240	0	\$ -	1
Graf Rd MP 1	200	1 Tire	\$ 5.00	1
Monroe Rd MP 1.5	400	4 Tires	\$ 20.00	1
Oyler Rd MP 1.5	220	1 Tire/Rim	\$ 5.00	1
Halliday Rd MP 1.5	380	0	\$ -	1
Park Rd MP 2	420	0	\$ -	1
Teitzel Rd MP 2	280	5 Tires	\$ 25.00	1
Oppelt Rd MP .5	280	0	\$ -	1
	3660		\$ 125.00	12

Solid Waste Disposal District #1

Fund 415 Monthly Report

March 2023

Beginning Fund 415 Balance \$ 4,373,575

Revenue:

Solid Waste Sales and Services	636,689	99.98%
Late Fees	70	0.01%
Accounts Receivable	-	
Over / Short	(2)	0.00%
Recycling/Miscellaneous Revenue	<u>62</u>	0.01%
Total Revenue	636,819	100.00%

Expenses:

Business and Occupational Service Tax	14,136	3.08%
Refuse Tax	13,267	2.89%
Professional Services and Supplies	254	0.06%
Building / Facility Rent	52,859	11.52%
Hauling and Disposal	70,130	15.29%
Credit Card Fees	6,038	1.32%
Host Fee	16,750	3.65%
Monthly Payment to Fund 401	<u>285,259</u>	62.19%
Total Expenses	<u>458,693</u>	100.00%

Net Operating Gain 178,126

Ending Fund 415 Balance \$ 4,551,701

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**

25% 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	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,790,151	\$ 9,450,000	18.94%
Late Fees paid by Customers	230	240	70	-	-	-	-	-	-	-	-	-	-	540	1,500	36.00%
Accounts Receivable	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Petty Cash	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Over/Short	26	23	(2)	-	-	-	-	-	-	-	-	-	-	47	-	0.00%
Recycling/Misc. Revenue	943	5,664	62	-	-	-	-	-	-	-	-	-	-	6,669	90,000	7.41%
Total Revenue	\$ 393,837	\$ 766,752	\$ 636,819	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,797,407	\$ 9,541,500	18.84%
Expenses:																
Credit Card Fees	\$ 5,892	\$ 5,279	\$ 6,038	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 17,209	\$ 75,000	22.94%
Refuse Tax	11,609	10,575	13,267	-	-	-	-	-	-	-	-	-	-	35,452	-	-
Business and Occupation Tax	13,408	11,694	14,136	-	-	-	-	-	-	-	-	-	-	39,238	166,976	23.50%
Repairs and Maintenance	-	-	-	-	-	-	-	-	-	-	-	-	-	-	25,000	0.00%
Professional Services	-	-	254	-	-	-	-	-	-	-	-	-	-	254	6,000	4.23%
*Building/Facility Rent	-	105,718	52,859	-	-	-	-	-	-	-	-	-	-	158,577	634,308	25.00%
Hauling and Disposal	68,174	630,905	70,130	-	-	-	-	-	-	-	-	-	-	769,209	5,027,248	15.30%
Host Fee	16,750	16,750	16,750	-	-	-	-	-	-	-	-	-	-	50,250	201,000	25.00%
Utility Fund Contracted Services	225,907	235,957	285,259	-	-	-	-	-	-	-	-	-	-	747,123	3,335,082	22.40%
Total Expenses	\$ 341,740	\$ 1,016,878	\$ 458,693	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,817,311	\$ 9,470,614	19.19%
Net Operating Gain/Loss	\$ 52,097	\$ (250,126)	\$ 178,126	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (19,902)		

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: Central Transfer Station (CTS) monthly rent is \$51,000 and the East Lewis County Transfer Station (ELCTS) monthly rent is \$1859. 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

March 2023

Revenue:

Grants	-	0.00%
Reimbursement for Litter Program	-	0.00%
Misc Revenue	-	0.00%
Insurance Recovery	-	0.00%
Rent From Disposal District	1,859	0.65%
Payment From Disposal District	285,259	99.35%
Total Revenue	287,118	100.00%

Expenses:

Admin and Transfer Station Programs		
Salaries and Fringe Benefits	118,291	41.20%
Supplies / Small Tools / Equipment	7,691	2.68%
Fuel Consumed	2,557	0.89%
Professional Services	72,721	25.33%
Utilities	2,943	1.03%
Miscellaneous	5,491	1.91%
Equipment Rental	600	0.21%
Interfund Equipment	-	0.00%
Interfund Charges	-	0.00%
Crane and Site Maintenance	5,244	1.83%
Training / Travel / Subscription	-	0.00%
Recycling Program	38,258	13.32%
Litter Program	7,409	2.58%
Code Compliance Program	-	0.00%
Nuisance Abatement	-	0.00%
Landfill Closure Program	2,132	0.74%
Moderate Risk Waste Program	12,204	4.25%
Capital Improvements	11,577	4.03%
Total Expenses	287,118	100.00%

Net Operating Income \$ -

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

**SOLID WASTE UTILITY FUND 401
2023**

25% 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	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 172,000	0.00%
Litter Grant	-	-	-	-	-	-	-	-	-	-	-	-	-	-	12,600	0.00%
Rent From Disposal District	-	3,718	1,859	-	-	-	-	-	-	-	-	-	-	5,577	22,308	25.00%
Reimbursement from Litter Crew	-	-	-	-	-	-	-	-	-	-	-	-	-	-	175,559	0.00%
Payment From Disposal District	225,907	235,957	285,259	-	-	-	-	-	-	-	-	-	-	747,123	3,335,082	22.40%
Total Revenue	\$ 225,907	\$ 239,675	\$ 287,118	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 752,700	\$ 3,717,549	20.25%
Expenses:																
Salary and Benefits	\$ 123,397	\$ 122,144	\$ 118,291	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 363,832	\$ 1,716,955	21.19%
Supplies/Small Tools and Equipment	1,091	1,702	7,691	-	-	-	-	-	-	-	-	-	-	10,483	60,500	17.33%
Fuel Consumed	-	2,992	2,557	-	-	-	-	-	-	-	-	-	-	5,549	64,500	8.60%
Professional Services	16,277	5,954	72,721	-	-	-	-	-	-	-	-	-	-	94,952	299,847	31.67%
Utilities	461	4,542	2,943	-	-	-	-	-	-	-	-	-	-	7,945	34,500	23.03%
Miscellaneous	1,394	587	5,491	-	-	-	-	-	-	-	-	-	-	7,472	19,188	38.94%
Equipment Rental	600	600	600	-	-	-	-	-	-	-	-	-	-	1,800	15,250	11.80%
Equipment Rental Interfund	-	-	-	-	-	-	-	-	-	-	-	-	-	-	225,408	0.00%
Interfund Charges	-	-	-	-	-	-	-	-	-	-	-	-	-	-	96,433	0.00%
Crane and Site Maintenance	2,457	125	5,244	-	-	-	-	-	-	-	-	-	-	7,826	219,000	3.57%
Training and Travel	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1,499	0.00%
Recycling Program	13,813	13,536	38,258	-	-	-	-	-	-	-	-	-	-	65,607	183,645	35.72%
Landfill Closure	1,689	1,753	2,132	-	-	-	-	-	-	-	-	-	-	5,574	104,681	5.33%
Code Compliance Support	-	-	-	-	-	-	-	-	-	-	-	-	-	-	100,000	0.00%
Nuisance Abatement	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0.00%
Litter Program	7,395	7,392	7,409	-	-	-	-	-	-	-	-	-	-	22,196	234,199	9.48%
Moderate Risk Waste	7,332	12,725	12,204	-	-	-	-	-	-	-	-	-	-	32,261	256,945	12.56%
Capital Improvements/Repairs	-	65,623	11,577	-	-	-	-	-	-	-	-	-	-	77,200	35,000	220.57%
Total Expenses	\$ 175,907	\$ 239,675	\$ 287,118	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 702,697	\$ 3,667,550	19.16%
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.

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