

LEWIS COUNTY SOLID WASTE DISPOSAL DISTRICT #1 - MINUTES

Regular Meeting

Meeting Date: Monday, November 22, 2021 Meeting Time 1:30pm

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

- I. Disposal District Chair Sean Swope called the meeting to order at 1:30pm, Monday, November 22, 2021. Those in attendance were:

Sean Swope	Lewis County Commissioner
Lindsey Pollock	Lewis County Commissioner
F Lee Grose	Lewis County Commissioner
Erik Martin	Lewis County Manager
Josh Metcalf	Director, Lewis County Public Works
Tina Hemphill	Deputy Director, Lewis County Public Works
Rocky Lyon	Manager, Lewis County Solid Waste
Melanie Case	Recycling Coordinator, Lewis County Solid Waste
Teri Lopez	Admin. Assistant, Lewis County Solid Waste
Tom Rupert	Lemay/Waste Connections
Terry Harris	SWAC Chair

- II. Quorum verified.
- III. Approve the minutes of the October 25, 2021 regular meeting.
Motion by Lindsey Pollock and seconded by F Lee Grose. Motion carried.
- IV. Public Hearing – None
- V. Board Measures and Proposals
Resolution #006-21 – Approval of 2022 Budget for the Lewis County Solid Waste Disposal District #1, Fund 415.
Motioned by F Lee Grose and seconded by Lindsey Pollock. Motion carried.
- Resolution #007-21** – Appointment of Commissioner for the Governing Board of Commissioners of the Lewis County Solid Waste Disposal District No. 1
Motioned by Lindsey Pollock and seconded by Sean Swope. Motion carried.
- VI. Transfer Station Operations – Presented by Rocky Lyon, Solid Waste Manager
- a. Community Litter Program Report – In October, the Litter program coordinator cleaned up 12 illegal dumpsites, removing 4,520 pounds of garbage, 20 tires, 4 semi-truck tires and 1 freezer. In addition, 42 volunteers spent 504 hours picking up 48 bags of litter. Volunteer groups included the Centralia Clean Team, the Kim Ashmore Family, the Karen and Richard Noto Family, Centralia Public Works and Centralia Boy Scout Troop #300. Under the SB5040 grant to clean freeway onramps and highway intersections, members of the Packwood/Randle communities picked up 8 bags of litter, 3 bulky items and 1 semi-truck tire.
- b. Transfer Station Tonnages – Total tonnage for October was 7,501, which was 4% lower than the previous year. Customer count for October was 11,739, which is 8% lower than the previous year.
- c. Recycling Update – Presented by Melanie Case, Recycling Coordinator
- Lewis County Community Recycling Events for the Fall
 - Included in the meeting packets was a one page summary of the Fall Events to date. Melanie went over the details of that summary and also listed the remaining events for 2021.
 - Lewis County Community Recycling Events for 2022
 - Planning underway – letters have been sent to the cities
 - Commissioner Swope asked if details of the Fall Events could be posted on social media.
 - Commissioner Swope mentioned a recycling video he watched at a recent conference that he found educational. He stated that obtaining that video and posting it on social media would be very beneficial.
 - Melanie informed the commissioners about a grant SWDD is in the process of applying for that will take the Recycle Reset to the next level. If grant is obtained, Solid Waste would work alongside Lemay's to educated Lewis County residents on proper curbside commingled recycling.

- VII. Financial Reports – Presented by Rocky Lyon, Solid Waste Manager
 - a. Monthly reports September 2021
 - Fund 415 revenue per the Paradigm scale report for the month of October was 653,642. Fund 415 showed a net loss of \$143,431 and an ending balance of \$3,110,161.
 - Fund 401 expenses
 - Recurring Monthly Expenses
 - Professional Services
 - Crane Maintenance
 - Recycling Program
 - Litter Program
 - Landfill Closure Program
 - HHW
- VIII. Miscellaneous Reports – None
- IX. Approval of Transfers from Solid Waste Disposal District #1 to Lewis County Solid Waste Utility Motion by Lindsey Pollock and seconded by F Lee Grose to approve payments and transfers in the amount of \$805,753. Motion carried.
- X. Staff Discussion – Presented by Rocky Lyon, Solid Waste Manager
 - a. Budget Presentation

2022 Solid Waste Disposal District and Utility Budgets as presented by Rocky Lyon, Solid Waste Manager Utility Fund 401

Administration Department Highlights:

- Shows an increase of \$20,520 for 2022 to include the hiring of an accounting specialist. Feasibility Study, which was originally budgeted in late 2019 to 2020, will conclude by end of 2021.

Code Compliance Highlights: (Solid Waste Utility does not perform Code Enforcement or Code Compliance.)

- Financial Support via MOU between Public Works and Public Health – No change in Budget for 2022.

Household Hazardous Waste (HHW) Highlights:

- Shows an increase of \$2,898 for 2022 to professional services.
- Projections show a need for HHW assistant on special event weekends.

Litter Program Highlights:

- Shows an increase of \$6,867 for 2022 to include salary step and ER&R additional funds.
- Grant Funding awarded to LCSW for litter and roadside clean-up.
- Ongoing Covid-19 restrictions prohibit litter crew inmate help.
- Litter Vacuum being discussed as a way to safely clean roadways and other problem areas.

Recycling Program Highlights:

- Shows an increase of \$23,091 for 2022 to include salary step and professional services.
- Revenue from recyclables up 320% due to the 75% reduction in amount of discarded recyclables and an increase in the proceeds from the commodities markets.

Landfill Highlights:

- Shows an increase of \$42,098 for 2022 to accommodate replacement of computer monitoring equipment, security cameras and flare station control panel.
 - Aging monitoring equipment nearing end of life.
 - Transient activity along landfill fence line poses need for security.
 - Upgrade for flare station imminent.

Transfer Station Highlights:

- Shows an increase of \$285,516 for 2022 to include addition of 1 FTE, ER&R funds and crane reserves.
 - Equipment costs continue to rise, aging equipment nearing end of life.
 - Yard goat trucks are 35 years old.
 - ER&R fund increases by \$75,000 in 2022.

Capital Projects:

- Bulkhead repair – A deteriorating bulkhead at the recycling facility poses safety hazard.
 - Repairs estimated at \$75,000.
 - Plan to temporarily move free recycling items to unused lot at CTS entry point.
 - This may ease some of the traffic congestion. If successful, may continue.
- CAT 313 Replacement – 20+ year machine.
 - Overheating issues resulted in equipment fire and permanent damage.
- ELCTS Lighting/Floor Repairs – Increasing customers and peak busy times lead to lighting safety concerns.
 - CTS lighting was replaced 07/2021 with LED. Propose to replace ELCTS with same.
- CTS Tipping Floor repairs – proper repair and maintenance protects against costly overhauls.
 - Excavator pedestal bumpers need metal and concrete repair.

Equipment and Site Maintenance:

- Equipment – Box replacement.
 - 2 boxes are set to retire in 2022 and replacement is recommended.
- Site Maintenance – Software upgrade.
 - Scale house software (Paradigm) pushed to 2022. The latest version of Paradigm is cloud based and requires Windows 11. County computer upgrade to Windows 11 scheduled for early 2022.

District Fund 415

Disposal District Revenue:

- Shows an increase of \$589,940 for 2022 to include proposed rate increases.
 - Increasing customer counts push SWU to scramble for resolution.
 - On average 557 customers a day visit the transfer stations.
 - Only 10% of those customers are commercial accounts.
- Rate Increases will allow for growth and/or expansion, lines out the gate an ongoing problem.
 - Approved tipping fee beginning 02/01/2022 - \$100/ton with Minimum at \$15/280lbs.
 - Approved grass/leaves fee beginning 02/01/2022 - \$90/ton with Minimum at \$10/220lbs.

Disposal District/Utility Reserves:

- Current District Reserve Fund 415 is \$3.2 million.
- Reserves could suffer if rate increase was not approved for 2022.
- Rising CPI and Fuel costs make it difficult to seek transport options.
- Talks of teaming up with Cowlitz HQLF put on hold.
- \$3/Ton added to equipment reserve fund.
- Additional \$50,000 added to crane reserve.

- b. Rate Increase notification process underway for new rates to begin 02/01/2022
 - Flyers, brochures, signage, webpage and newspaper notification will all be ready to go by 12/01/21
 - Commissioner Grose stated that mixed messages have gone out from the Solid Waste regarding rate increases. Josh Metcalf, Public Works Director and Rocky Lyon, Solid Waste Manager reviewed for Commissioner Grose all the steps that have been taken regarding the rate increase, the reason for the rate increase and how the public has been fully disclosed on the rate increase.
- c. Excavator purchase – update
- d. Tipping Floor Office – update

XI. Announcements – None

XII. Adjournment – With no further business, Motion by Lindsey Pollock and seconded by Sean Swope to adjourn the meeting at 2:35pm.

Respectfully submitted,

Teri Lopez
Solid Waste Utility, Admin Assistant