

LEWIS COUNTY SOLID WASTE DISPOSAL DISTRICT #1 - AGENDA

Regular Meeting

Meeting Date: Monday May 24, 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 April 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 Income Statement April 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 April 2021	\$ 51,000
Total payment to Solid Waste Fund 401 for East Lewis County Transfer	
Station Facility Rent for the month of April 2021	\$ 1,859
Total payment for April 2021 operational expenses to Solid Waste Fund 401	\$ 253,649
Payment to Dietrich Trucking/Wasco County Landfill for April 2021 hauling/disposal	\$ 412,663
Payment to City of Centralia for April 2021 host fee	\$ 16,750
Payment to Department of Revenue for April 2021 taxes	\$ 26,826
Payment for April 2021 credit card fees	\$ 6,312

April 2021 Expense Total \$ 769,059

- X. Staff Discussion
- XI. Announcements
 - a. Solid Waste Manager Update
- XII. Adjournment

SOLID WASTE DISPOSAL DISTRICT MEETING

Monday, May 24, 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
April 26, 2021**

- I. The meeting was called to order by Disposal District Chair Sean Swope at 1:30 p.m., Monday, April 26, 2021. Those in attendance were:

Sean Swope	Lewis County Commissioner
Lindsey Pollock	Lewis County Commissioner
Gary Stamper	Lewis County Commissioner
Tom Rupert	Lemay/Waste Connections
Edna Fund (ZOOM)	Centralia Citizen
Tina Hemphill	Deputy Director, Lewis County Public Works
Josh Metcalf	Director, Lewis County Public Works
Greg Gachowsky	Manager, Lewis County Solid Waste (LCSW)
Karen Hirte	Office Assistant (LCSW)
Kristen Buckman	Office Manager (LCSW)

- II. Verified quorum is present.

- III. Minutes from Regular Meeting of March 22, 2021

Motion by Gary Stamper and seconded by Lindsey Pollock to approve minutes of the March 22, 2021 regular meeting. Motion carried.

- IV. Public Hearing – None

- V. Board Measures and Proposals

Resolution #002-21- Approval of an extension to our current contract for solid waste transportation and disposal with Harold Lemay Enterprises, Inc. / Wasco County Landfill. To take effect April 1, 2021.

Motion by Gary Stamper and seconded by Lindsey Pollock to approve Resolution #002-21. Motion carried.

- VI. Transfer Station Operations

- A. Community Litter Program Report – 17 illegal dumpsites reported. Utility is still unable to access offender labor to conduct normal litter control program. Still seeing many tires at illegal dump sites. Solid Waste Utility is planning several tire events in May and June.
- B. Transfer Station Tonnages – total tonnage for March was 7,923 tons. This was 23% higher than March of 2020. Customer count was also up by 34% compared to this time last year.
- C. Recycling Update – *Recycle Reset* continues and staff has notices a decrease in contamination. All recycling materials are going to market with metal being our highest commodity at \$160 per ton.

- VII. Miscellaneous Reports – None

- VIII. Financial Reports

- A. Disposal District and Utility Income Statements - The District's statement showed a net revenue of \$109,039 for March of 2021, and the ending balance of District Fund 415 was \$3,136,953. Increased expenditures for the month were the hauling and disposal to the landfill, professional services for our feasibility study and hazardous waste disposal.
- B. Approval of Transfers from Solid Waste Disposal District #1 to Lewis County Solid Waste Utility
Motion by Gary Stamper and seconded by Lindsey Pollock to approve payments and transfers in the amount of \$679,892. Motion carried.

- IX. Staff Discussion

- A. Voucher Program Planning – The voucher program planning was tabled for a later date.

- X. Announcements – Greg announced that this was his last day with the Utility. He has taken a position with Washington State Department of Transportation.

With no further business, ***Motion by Lindsey Pollock and seconded by Gary Stamper to adjourn the meeting at 1:59 p.m.***

Respectfully submitted,

Kristen Buckman

Kristen Buckman
Solid Waste Utility Office Manager

**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
Supervisor Hours Illegal dumping	35.50	41.00	44.50	35.50									156.50
Road Miles	0.00	0.00	0.00	0.00									0.00
Crew Hours (supervisor)	35.50	41.00	44.50	35.50									156.50
Road side disposal weight	0.00	0.00	0.00	0.00									0.00
Disposal Fees	\$0.00	\$0.00	\$0.00	\$0.00									\$0.00
Illegal Dumpsites													
Dumpsites Cleaned	13.00	12.00	17.00	12.00									54.00
Pounds	4,120.00	3,980.00	4,360.00	3,860.00									16,320.00
Fees	\$192.07	\$185.55	\$216.65	\$187.84									\$782.11
Other item fees (tires, TVs, appliances)	\$255.00	\$152.00	\$213.00	\$170.00									\$790.00

DUMP SITES CLEANED UP IN MARCH

Road & Mile Post	Pounds	Other	Fee for Other	Number of Sites
Halliday Rd MP 1	240.00			1
Brown Rd E MP 0	160.00			1
Camus Rd MP 0.5	380.00	15 tires	\$45.00	1
Jackson Hwy MP 13	280.00	4 tires on rim	\$20.00	1
Meier Rd MP 0.5	280.00	4 tires; 1 TV	\$34.00	1
Coal Creek Rd MP 2	380.00	7 tires on rim	\$35.00	1
Centralia Alpha Rd MP 13.5	380.00	1 TV	\$25.00	1
King Rd MP 7	520.00	12 tires on rim	\$60.00	1
*Delano Rd MP 0	360.00			1
**Gish & Clark Roads	100.00			road side
Graf Rd MP 2	560.00			1
Scheuber Rd MP 2	220.00			1
	3,860.00		\$219.00	12.00

Highlights for the month:

*Delano Road was a new site.

Blair Road had two separate illegal dumps cleaned up near the same mile post on the same day. This is the same location as two illegal dump sites from February that yielded 660 pounds of trash and 8 tires off the rim. This general area also had illegal dumping in December 2020.

**A family cleaned up litter along Gish & Clark Roads in honor of Earth Day on April 22.

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		769		-
June	6,486		839		-
July	7,487		815		-
August	7,083		946		-
September	6,944		853		-
October	6,703		839		-
November	5,958		611		-
December	6,682		657		-
Total Tonnage	75,457	25,543	9,126	2,920	28,463

Estimated Tonnage for 2021: **90,700**

Actual Tonnage/Estimated Tonnage: **31%**

Monthly Tonnage Comparison: April

2020 6,652

2021 7,907

Difference % 19%

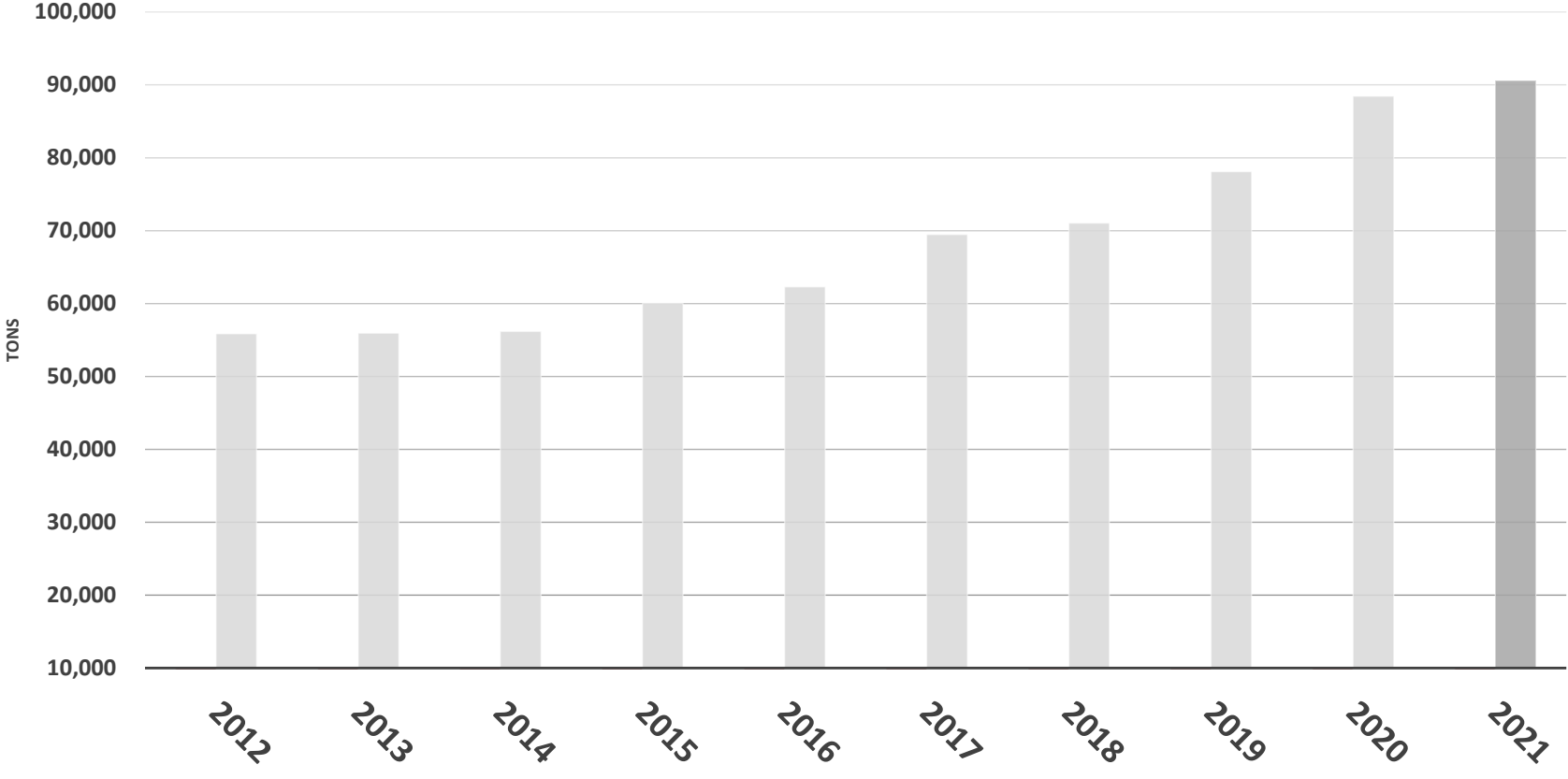
Customer Count Comparison: April

2020 11,641

2021 14,123

Difference % 21%

Annual Tonnage - Lewis County Solid Waste Utility



*2021 is an estimated tonnage

**SOLID WASTE DISPOSAL DISTRICT
2021**

33.33% 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									2,909,004	7,580,000	38.38%
Late Fees paid by Customers	105	50	80	90									325	1,000	32.50%
Over/Short	-47	0	11	11									-24	0	
Recycling/Misc Revenue	2,666	7,911	8,861	7,126									26,564	75,000	35.42%
	809,654	562,572	788,931	774,712	0	0	0	0	0	0	0	0	2,935,869	7,656,000	38.35%
Expenses:															
Credit Card Fees	4,781	3,650	5,645	6,312									20,388	50,000	40.78%
Refuse Tax	11,089	8,009	13,552	13,507									46,158	0	
Business & Occupation Tax	13,976	9,705	13,551	13,319									50,551	133,980	37.73%
Professional Services	0	0	0	0									0	1,000	0.00%
Repairs & Maintenance	0	0	0	0									0	300	0.00%
*Building/Facility Rent	52,859	52,859	52,859	52,859									211,436	634,308	33.33%
Hauling / Disposal	465,468	295,527	409,405	412,663									1,583,063	4,304,000	36.78%
Host Fee	16,750	16,750	16,750	16,750									67,000	201,000	33.33%
Utility Fund Contracted Services	206,555	163,668	168,130	253,649									792,002	2,742,228	28.88%
	771,479	550,168	679,892	769,059	0	0	0	0	0	0	0	0	2,770,598	8,066,816	34.35%
Net Operating Income/Loss	38,175	12,405	109,039	5,653	0	0	0	0	0	0	0	0	165,271		

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 Income Statement.

***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 Disposal District #1

April 2021

Income Statement

Beginning Fund 415 Balance		\$3,136,953
Revenue:		
SW Sales & Services	\$767,485	99.07%
Late Fees	90	0.01%
Over/Short	11	0.00%
Recycling/Miscellaneous Revenue	<u>7,126</u>	0.92%
Total Revenue		\$774,712 100.00%
 Expenses:		
Business & Occupational Service Tax	\$13,319	1.73%
Refuse Tax	13,507	1.76%
Professional Services & Supplies	0	0.00%
Building/Facility Rent	52,859	6.87%
Hauling & Disposal	412,663	53.66%
Credit Card Fees	6,312	0.82%
Host Fee	16,750	2.18%
*Monthly Payment to Fund 401	<u>253,649</u>	32.98%
Total Expenses		\$769,059 100.00%
 Net Operating Income <LOSS>		 <u><u>\$5,653</u></u>
 Ending Fund Balance		 \$3,142,606

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 UTILITY
2021**

33.33% 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									0	151,000	0.00%
Litter Grant	0	0	0	0									0	44,650	0.00%
Rent From Disposal District	1,859	1,859	1,859	1,859									7,436	22,308	33.33%
Misc Revenue	0	0	0	0									0	400	0.00%
Reimbursement from Litter Crew	0	0	0	0									0	140,292	0.00%
Payment From Disposal District	206,555	163,668	168,131	253,649									792,003	2,742,228	28.88%
	208,414	165,527	169,990	255,508	0	0	0	0	0	0	0	0	799,439	3,100,878	25.78%
Expenses:															
Salary & Benefits	107,128	107,822	109,176	111,650									435,776	1,300,616	33.51%
Supplies/Small Tools & Equipment	33	4,372	1,141	4,627									10,173	59,500	17.10%
Fuel Consumed	0	45	50	38									133	21,000	0.63%
Professional Services	13,360	9,525	15,961	37,162									76,008	309,300	24.57%
Utilities	384	441	2,465	2,364									5,654	31,200	18.12%
Miscellaneous	1,306	189	2,450	227									4,172	13,578	30.73%
Equipment Rental	3,552	1,113	385	3,856									8,906	11,740	75.86%
Equipment Rental Interfund	0	0	0	0									0	136,536	0.00%
Interfund	0	0	0	0									0	75,854	0.00%
Crane & Site Maintenance	1,058	14,598	4,722	3,643									24,021	138,388	17.36%
Training & Travel	0	0	0	0									0	2,799	0.00%
Recycling Program	17,110	12,305	11,746	29,124									70,285	153,368	45.83%
Landfill Closure	1,335	2,184	3,480	13,672									20,671	63,750	32.42%
Code Compliance Support	0	0	0	0									0	100,000	0.00%
Nuisance Abatement	0	0	0	0									0	0	0.00%
Litter Program	6,508	6,500	6,517	6,694									26,219	186,993	14.02%
Moderate Risk Waste	6,640	6,434	11,897	17,334									42,305	165,855	25.51%
Capital Improvements/Repairs	0	0	0	25,118									25,118	340,400	7.38%
	158,414	165,527	169,990	255,508	0	0	0	0	0	0	0	0	749,441	3,110,877	24.09%
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 balance can be found on the Solid Waste Utility Income Statement.**

Solid Waste Utility April 2021 Income Statement

Revenue:

Grants	\$0	0.00%
Reimbursement for Litter Program	0	0.00%
Misc Revenue	0	0.00%
Rent From Disposal District	1,859	0.73%
Payment From Disposal District	<u>253,649</u>	99.27%
Total Revenue		\$255,508 100.00%

Expenses:

Admin & Transfer Station Programs		
Salaries & Fringe Benefits	\$111,650	43.70%
Supplies / Small Tools / Equipment	4,627	1.81%
Fuel Consumed	38	0.02%
Professional Services	37,162	14.54%
Utilities	2,364	0.93%
Miscellaneous	227	0.09%
Equipment Rental	3,856	1.51%
ER&R Interfund	0	0.00%
Interfund	0	0.00%
Crane & Site Maintenance	3,643	1.43%
Training / Travel / Subscription	0	0.00%
Recycling Program	29,124	11.40%
Litter Program	6,694	2.62%
Code Compliance Program	0	0.00%
Nuisance Abatement	0	0.00%
Landfill Closure Program	13,672	5.35%
Moderate Risk Waste Program	17,334	6.78%
Capital Improvements	<u>25,118</u>	9.83%
Total Contracted Service Expense		\$255,508 100.00%

NET INCOME <LOSS> \$0

Code Compliance	114,876
Crane Reserve (2021)	242,418
Capital Reserve(2010 to 2020)	453,054

Available Reserve Balance \$810,348