

LEWIS COUNTY SOLID WASTE DISPOSAL DISTRICT #1-AGENDA

Regular Meeting

Meeting Date: Monday, March 27, 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 February 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
 - Resolution #002-23 - Ratify Chair's signature on renewal of rental agreement for Central Transfer Station in Centralia**
 - Resolution #003-23 - Ratify Chair's signature on renewal of rental agreement for East Lewis County Transfer Station in Morton**
- 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 **\$1,016,878**

Payment to Solid Waste Fund 401 for operational expenses	\$	235,957
Payment to Solid Waste Fund 401 for East Lewis County Transfer Station rent	\$	3,718
Payment to Current Expense for Central Transfer Station rent	\$	102,000
Payment to Cowlitz Landfill and Dietrich Trucking for hauling and disposal	\$	630,905
Payment to City of Centralia for host fee	\$	16,750
Payment to Department of Revenue for taxes	\$	22,269
Payment to Merchant Services for credit card fees	\$	5,279
February 2023 Total Expenses	\$	1,016,878

- XI. Staff Discussion
 - a. Host Fee Agreement with City of Centralia
 - b. Solid Waste long haul trailers
 - c. Litter Report
- XII. Announcements - None
- XIII. Adjournment

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

Monday, March 27, 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

Regular Meeting

Meeting Date: Monday, February 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, February 27, 2023.

Those in attendance:

Scott J. Brummer	Lewis County Commissioner
Lindsey R. Pollock, DVM	Lewis County Commissioner
Sean D. Swope	Lewis County Commissioner
Nic Scott	Lewis County Public Information Specialist
Josh Metcalf	Lewis County Public Works Director
Tina Hemphill	Lewis County Public Works Deputy Director
Tom Rupert	Lemay Enterprises, Inc. District Manager
Terry Harris (ZOOM)	Solid Waste Advisory Committee Chairman
Rocky Lyon	Lewis County Solid Waste Manager
Kristen Buckman	Lewis County Solid Waste Office Manager
Karen Hirte	Lewis County Solid Waste Office Assistant

- II. Quorum verified.

- III. Approve the minutes of the January 23, 2023 regular meeting.
Motion by Lindsey R. Pollock, DVM, and second 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 – January.

- Litter program coordinator cleaned up 11 illegal dumpsites removing 5,220 pounds of garbage, 13 tires, 4 TV's and 1 refrigerator.
- Volunteers in Centralia and throughout Lewis County spent 158 hours removing 40 bags of litter.

- b. Transfer Station Tonnage – January.

- Combined monthly tonnage was 7,325.

- c. Recycling update – None.

- VIII. Financial Reports – Presented by Rocky Lyon, Solid Waste Manager.

- a. Monthly reports – January.

- Fund 415 revenue per the Munis report was \$393,837 and showed a net operating gain of \$52,097. The ending fund balance was \$4,623,701.
- Fund 401 expenses.
 - Crane and Site Maintenance.
 - Professional Services.
 - Recycling Program.
 - Litter Program.
 - Moderate Risk Waste Program.

- IX. Legislative Update.
- a. Rocky met with Representative Abbarno and spoke about upcoming bills.
- Annually money from the Solid Waste Refuse Tax (3.6%) should be going to Solid Waste facilities. Currently, the refuse tax has been going to the Washington State Education Fund. By the end of 2023, the bill in place should sunset and funds should start going back into the Public Works Financial Assistance Plan fund.
 - With regard to the Washington Recycling and Packaging (WRAP) Act/Bottle Bill, Solid Waste is in support of the recycling programs as a whole. There is an ability to opt out of the collection system at our facility. As written, if we opt in, the recycling system will be a Connex Box and an employee will be provided to run it. Revenue would go to corporations funding the Extended Producer Responsibility (EPR) Bill.
 - The main interest for Solid Waste is the unclaimed deposit revenue. There is hope it will come back to fund Solid Waste and recycle services.
 - Commissioner Pollock questioned if we opt out of services, do we lose other recycling programs? Rocky explained we currently opt out of Paint Care and are not declined grant money. We just cannot accept paint accepted by the Paint Care program. With the new system, if we opt out, we will still collect commodity credit through curbside recycling and other options.
- 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 second by Lindsey R. Pollock, DVM, to approve payments and transfers in the amount of \$429,715 for Year End 2022 and the month of January. Motion carried.
- XII. Staff Discussion – Presented by Rocky Lyon, Solid Waste Manager.
- a. Curbside Recycling Lid-Lift Audit and Cart Tagging and Multi Family Recycling Pilot Program.
- Curbside recycling is now offered to all Lewis County residents. Funding has been received for education and outreach. We will work with a consulting group, Resource Synergy, who will go to each resident, inspect their recycle bins, and leave a notice if they are utilizing the bin properly or need some clarification. Magnets, flyers and updates will be sent out to all residents.
- b. New Organics Management Law.
- Not all cities in Lewis County are required to adopt this ordinance.
 - Solid Waste is already following the requirements of the law. Rocky will attend the Mayor’s meeting to update them on Friday, March 3, 2023.
- c. Solid Waste Management Plan.
- We are working with Herrera Consulting on the plan. They anticipate to have it complete by June 30, 2023 for review.
- d. Litter Program.
- Last year Cabbros Cleaning Services worked two days a week cleaning up roadside litter. All grant money and Solid Waste Roadside Litter budget was utilized. This year, we budgeted for Cabbros to work one day a week.
 - Rocky is reaching out to temp agencies to compile information for a more affordable resource.
 - Inmates are not currently cleared to work the litter program.
- XIII. Announcements – None.
- XIV. Adjournment – With no further business, motion by Scott J. Brummer and second by Lindsey R. Pollock, DVM, to adjourn the meeting at 2:03 pm.

Respectfully submitted,

Karen Hirte
Solid Waste Utility, Office Assistant

Solid Waste Utility #1

Community Litter Cleanup Program Summary

For the Month of February

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	45.00
Dumpsites Cleaned	11.00
Weight (Pounds)	4,140.00
Other Item Fees (TV, Tires & Appliances)	\$ 366.00
Total Disposal Fees	\$ 597.97

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	72.00
Weight (Pounds)	-
Bags Collected	98.00
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	-	-	-	-	-	-	-	-	-	-	95.50
Dumpsites Cleaned	11.00	11.00	-	-	-	-	-	-	-	-	-	-	22.00
Pounds	5,220.00	4,140.00	-	-	-	-	-	-	-	-	-	-	9,360.00
Disposal Fees	\$ 476.24	\$ 597.97	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,074.21
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	-	-	-	-	-	-	-	-	-	-	-	158.00
Pounds of Litter Picked Up	600.00	-	-	-	-	-	-	-	-	-	-	-	600.00
Bags Collected	40.00	-	-	-	-	-	-	-	-	-	-	-	40.00
Disposal Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Centralia Volunteers: 18 groups (27 individuals), 72 bags, 98 lbs

Chehalis Volunteers: None reported for February

Lewis County Volunteers: None reported for February

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
Spencer Rd MP 8	260	3 Tires 3 appliances, 4 tires & 1 TV	\$ 15.00	1
Teitzel Rd MP 1	620		\$ 88.00	1
Hobson Rd MP .5	200		\$ -	1
Camus Rd MP 1	120		\$ -	1
Sturdavent Rd MP 1	380	1 Fridge	\$ 23.00	1
Brown Rd W MP 1.5	340	1 Tire	\$ 5.00	1
Little Hannaford Rd MP 5.5	240	2 TV's	\$ 50.00	1
Loop Rd MP .5	380		\$ -	1
Downie Rd MP 3.5	360		\$ -	1
Winlick-Vader Rd MP 3.5	760	27 Tires	\$ 135.00	1
Centralia Alpha Rd MP 3	480	2 TV's	\$ 50.00	1
	4140		\$ 366.00	11

Solid Waste Disposal District #1

Fund 415 Monthly Report

February 2023

Beginning Fund 415 Balance \$ 4,623,701

Revenue:

Solid Waste Sales and Services	760,825	99.23%
Late Fees	240	0.03%
Accounts Receivable	-	
Over / Short	23	0.00%
Recycling/Miscellaneous Revenue	<u>5,664</u>	0.74%
Total Revenue	766,752	100.00%

Expenses:

Business and Occupational Service Tax	11,694	1.15%
Refuse Tax	10,575	1.04%
Professional Services and Supplies	-	0.00%
Building / Facility Rent	105,718	10.40%
Hauling and Disposal	630,905	62.04%
Credit Card Fees	5,279	0.52%
Host Fee	16,750	1.65%
Monthly Payment to Fund 401	<u>235,957</u>	23.20%
Total Expenses	<u>1,016,878</u>	100.00%

Net Operating Loss (250,126)

Ending Fund 415 Balance \$ 4,373,575

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.

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

**SOLID WASTE DISPOSAL DISTRICT FUND 415
2023**

16.67% 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	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,153,462	\$ 9,450,000	12.21%
Late Fees paid by Customers	230	240	-	-	-	-	-	-	-	-	-	-	-	470	1,500	31.33%
Accounts Receivable	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Petty Cash	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Over/Short	26	23	-	-	-	-	-	-	-	-	-	-	-	49	-	0.00%
Recycling/Misc. Revenue	943	5,664	-	-	-	-	-	-	-	-	-	-	-	6,607	90,000	7.34%
Total Revenue	\$ 393,837	\$ 766,752	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,160,589	\$ 9,541,500	12.16%
Expenses:																
Credit Card Fees	\$ 5,892	\$ 5,279	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 11,171	\$ 75,000	14.89%
Refuse Tax	11,609	10,575	-	-	-	-	-	-	-	-	-	-	-	22,185	-	-
Business and Occupation Tax	13,408	11,694	-	-	-	-	-	-	-	-	-	-	-	25,102	166,976	15.03%
Repairs and Maintenance	-	-	-	-	-	-	-	-	-	-	-	-	-	-	25,000	0.00%
Professional Services	-	-	-	-	-	-	-	-	-	-	-	-	-	-	6,000	0.00%
*Building/Facility Rent	-	105,718	-	-	-	-	-	-	-	-	-	-	-	105,718	634,308	16.67%
Hauling and Disposal	68,174	630,905	-	-	-	-	-	-	-	-	-	-	-	699,079	5,027,248	13.91%
Host Fee	16,750	16,750	-	-	-	-	-	-	-	-	-	-	-	33,500	201,000	16.67%
Utility Fund Contracted Services	225,907	235,957	-	-	-	-	-	-	-	-	-	-	-	461,864	3,335,082	13.85%
Total Expenses	\$ 341,740	\$ 1,016,878	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,358,618	\$ 9,470,614	14.35%
Net Operating Gain/Loss	\$ 52,097	\$ (250,126)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (198,028)		

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 February 2023

Revenue:

Grants	-	0.00%
Reimbursement for Litter Program	-	0.00%
Misc Revenue	-	0.00%
Insurance Recovery	-	0.00%
Rent From Disposal District	3,718	1.55%
Payment From Disposal District	235,957	98.45%
Total Revenue	239,675	100.00%

Expenses:

Admin and Transfer Station Programs		
Salaries and Fringe Benefits	122,144	50.96%
Supplies / Small Tools / Equipment	1,702	0.71%
Fuel Consumed	2,992	1.25%
Professional Services	5,954	2.48%
Utilities	4,542	1.90%
Miscellaneous	587	0.24%
Equipment Rental	600	0.25%
Interfund Equipment	-	0.00%
Interfund Charges	-	0.00%
Crane and Site Maintenance	125	0.05%
Training / Travel / Subscription	-	0.00%
Recycling Program	13,536	5.65%
Litter Program	7,392	3.08%
Code Compliance Program	-	0.00%
Nuisance Abatement	-	0.00%
Landfill Closure Program	1,753	0.73%
Moderate Risk Waste Program	12,725	5.31%
Capital Improvements	65,623	27.38%
Total Expenses	239,675	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

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

**SOLID WASTE UTILITY FUND 401
2023**

16.67% 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	-	-	-	-	-	-	-	-	-	-	-	3,718	22,308	16.67%
Reimbursement from Litter Crew	-	-	-	-	-	-	-	-	-	-	-	-	-	-	175,559	0.00%
Payment From Disposal District	225,907	235,957	-	-	-	-	-	-	-	-	-	-	-	461,864	3,335,082	13.85%
Total Revenue	\$ 225,907	\$ 239,675	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 465,582	\$ 3,717,549	12.52%
Expenses:																
Salary and Benefits	\$ 123,397	\$ 122,144	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 245,541	\$ 1,716,955	14.30%
Supplies/Small Tools and Equipment	1,091	1,702	-	-	-	-	-	-	-	-	-	-	-	2,793	60,500	4.62%
Fuel Consumed	-	2,992	-	-	-	-	-	-	-	-	-	-	-	2,992	64,500	4.64%
Professional Services	16,277	5,954	-	-	-	-	-	-	-	-	-	-	-	22,231	299,847	7.41%
Utilities	461	4,542	-	-	-	-	-	-	-	-	-	-	-	5,002	34,500	14.50%
Miscellaneous	1,394	587	-	-	-	-	-	-	-	-	-	-	-	1,980	19,188	10.32%
Equipment Rental	600	600	-	-	-	-	-	-	-	-	-	-	-	1,200	15,250	7.87%
Equipment Rental Interfund	-	-	-	-	-	-	-	-	-	-	-	-	-	-	225,408	0.00%
Interfund Charges	-	-	-	-	-	-	-	-	-	-	-	-	-	-	96,433	0.00%
Crane and Site Maintenance	2,457	125	-	-	-	-	-	-	-	-	-	-	-	2,582	219,000	1.18%
Training and Travel	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1,499	0.00%
Recycling Program	13,813	13,536	-	-	-	-	-	-	-	-	-	-	-	27,348	183,645	14.89%
Landfill Closure	1,689	1,753	-	-	-	-	-	-	-	-	-	-	-	3,442	104,681	3.29%
Code Compliance Support	-	-	-	-	-	-	-	-	-	-	-	-	-	-	100,000	0.00%
Nuisance Abatement	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0.00%
Litter Program	7,395	7,392	-	-	-	-	-	-	-	-	-	-	-	14,787	234,199	6.31%
Moderate Risk Waste	7,332	12,725	-	-	-	-	-	-	-	-	-	-	-	20,057	256,945	7.81%
Capital Improvements/Repairs	-	65,623	-	-	-	-	-	-	-	-	-	-	-	65,623	35,000	187.50%
Total Expenses	\$ 175,907	\$ 239,675	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 415,579	\$ 3,667,550	11.33%
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.

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