

LEWIS COUNTY SOLID WASTE DISPOSAL DISTRICT #1-AGENDA

Regular Meeting

Meeting Date: Monday, July 24, 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 June 26, 2023, Regular Meeting
- IV. Public Comment on any final-action items listed on this agenda
- V. Public Hearing - None
- VI. Board Measures and Proposals
- 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 **\$869,261**

Payment to Solid Waste Fund 401 for operational expenses	\$	333,169
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	\$	436,188
Payment to City of Centralia for host fee	\$	16,750
Payment to Department of Revenue for taxes	\$	30,294
Payment to Merchant Services for credit card fees	\$	1
June 2023 Total Expenses	\$	869,261

- XI. Staff Discussion
 - a. Recreational vehicle disposal and processing
- XII. Announcements - None
- XIII. Adjournment

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

Monday, July 24, 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, June 26, 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, May 22, 2023.
Those in attendance:

Scott J. Brummer	Lewis County Commissioner
Lindsey R. Pollock, DVM	Lewis County Commissioner
Sean D. Swope	Lewis County Commissioner
Josh Metcalf	Lewis County Public Works Director
Tina Hemphill	Lewis County Public Works Deputy Director
Nic Scott	Lewis County Public Information Specialist
Rocky Lyon	Lewis County Solid Waste Manager
Karen Hirte	Lewis County Solid Waste Administrative Assistant

- II. Quorum verified.
- III. Approve the minutes of the May 22, 2023, regular meeting.
Motion by Lindsey R. Pollock, DVM, and seconded 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 – May.
- Litter program coordinator cleaned up 3 illegal dumpsites removing 600 pounds of garbage, 4 tires.
 - Volunteers in Centralia and throughout Lewis County spent 258 hours collecting 271 bags of litter.
- b. Transfer Station Tonnage – May.
- Combined monthly tonnage was 8214.
 - Year to Date tonnage was 35,817.
- c. Recycling update – None.
- VIII. Financial Reports – Presented by Rocky Lyon, Solid Waste Manager.
- a. Monthly reports – May.
- Fund 415 revenue per the Munis report was \$845,794 and showed a net operating loss of (\$315,598). The ending fund balance was \$4,259,864.
 - Total Fund 401 revenue \$393,180. Total fund 401 expenses \$376,513 and showed a net operating gain of \$16,667 which is an insurance recovery check from a past excavator fire.
- IX. Legislative Update – None.
- 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 seconded by Lindsey R. Pollock, DVM, to approve payments and transfers in the amount of \$1,161,393 for the month of May. Motion carried.

- XII. Staff Discussion – Presented by Rocky Lyon, Solid Waste Manager.
 - a. Solid Waste Long Haul Trailers.
 - All 21 trailers have arrived. Working with Lemay for implementing hauling and maintenance on the trailers. Also preparing an RFP for hauling only, depending on what is most cost effective.
- XIII. Announcements – None.
- XIV. Adjournment – With no further business, motion by Lindsey R. Pollock, DVM, and second by Sean D. Swope to adjourn the meeting at 1:46 pm.

Respectfully submitted,

Karen Hirte

Karen Hirte
Solid Waste Utility, Administrative Assistant

**Solid Waste Utility
Community Litter Cleanup Program Summary
For the Month of June 2023**

Lewis County Litter Crew

Supervisor Hours		37.50
Crew Hours		75.00
Road Miles		36.00
Weight (Pounds)		1100.00
Other Item Fees (TV, Tires and Appliances)	\$	-
Total Disposal Fees	\$	120.00

Illegal Dumpsites

Supervisor Hours		11.00
Crew Hours		22.00
Dumpsites Cleaned		5.00
Weight (Pounds)		920.00
Other Item Fees (TV, Tires and Appliances)	\$	-
Total Disposal Fees	\$	49.19

Lewis County Contracted Litter Crew: Roadside

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

Lewis County Contracted Litter Crew: Interchanges and Intersections

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

Volunteer Litter Clean-up

Hours		204.75
Weight (Pounds)		-
Bags Collected		207.00
Other Item Fees (TV, Tires and 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 Litter Crew													
Supervisor Hours Litter	-	-	-	-	59.00	37.50	-	-	-	-	-	-	96.50
Crew Hours	-	-	-	-	118.00	75.00	-	-	-	-	-	-	193.00
Road Miles	-	-	-	-	47.00	36.00	-	-	-	-	-	-	83.00
Road side disposal weight	-	-	-	-	2,080.00	1,100.00	-	-	-	-	-	-	3,180.00
Disposal Fees	\$ -	\$ -	\$ -	\$ -	\$ 149.55	\$ 120.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 269.55
Illegal Dumpsites													
Supervisor Hours	50.00	45.50	47.00	46.00	10.00	11.00	-	-	-	-	-	-	209.50
Crew Hours	-	-	-	-	10.00	22.00	-	-	-	-	-	-	32.00
Dumpsites Cleaned	11.00	11.00	12.00	11.00	3.00	5.00	-	-	-	-	-	-	53.00
Pounds	5,220.00	4,140.00	3,660.00	4,060.00	600.00	920.00	-	-	-	-	-	-	18,600.00
Disposal Fees	\$ 476.24	\$ 597.97	\$ 330.49	\$ 384.30	\$ 65.00	\$ 49.19	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,903.19
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 and 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	184.00	246.50	258.00	204.75	-	-	-	-	-	-	1,123.25
Pounds of Litter Picked Up	600.00	-	-	1,760.00	-	-	-	-	-	-	-	-	2,360.00
Bags Collected	40.00	98.00	240.00	332.00	271.00	207.00	-	-	-	-	-	-	1,188.00
Disposal Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Centralia Volunteers: 47 groups (62 individuals), 204.75 hours, 171 bags
 Chehalis Volunteers: 36 bags collected
 Lewis County Volunteers: None reported
 Lewis County Drug Court:
 Litter Clean-up Events:

Illegal Dumpsites cleaned				
Road & Mile Post	Pounds	Other	Other Fees	# of Sites
Shorey Rd. MP 1	340	-	\$ -	2
Justus Rd. MP .5	260	-	\$ -	1
Bill Creek Rd. MP.5	320	-	\$ -	2
	920	-	\$ -	5

Totals may not foot due to rounding.

Solid Waste Disposal District #1

Fund 415 Monthly Report

For the Month of June 2023

Beginning Fund 415 Balance \$ 4,259,864

Revenue:

Solid Waste Sales and Services	954,164	99.41%
Late Fees	92	0.01%
Accounts Receivable	-	0.00%
Misc. Non-Operating	5,698	
Over / Short	(131)	-0.01%
Recycling/Miscellaneous Revenue	<u>-</u>	0.00%
Total Revenue	959,823	100.00%

Expenses:

Business and Occupational Service Tax	15,233	1.75%
Refuse Tax	15,061	1.73%
Professional Services and Supplies	-	0.00%
Building / Facility Rent	52,859	6.08%
Hauling and Disposal	436,188	50.18%
Credit Card Fees	1	0.00%
Host Fee	16,750	1.93%
Monthly Payment to Fund 401	<u>333,169</u>	38.33%
Total Expenses	<u>869,261</u>	100.00%

Net Operating Gain 90,562

Ending Fund 415 Balance \$ 4,350,426

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**

50% 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	\$ 756,200	\$ 845,270	\$ 954,164	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,345,784	\$ 9,450,000	45.99%
Late Fees paid by Customers	230	240	70	110	115	92	-	-	-	-	-	-	-	857	1,500	57.13%
Accounts Receivable	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0.00%
Petty Cash	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0.00%
Over/Short	26	2	19	47	(136)	(131)	-	-	-	-	-	-	-	(173)	-	0.00%
Misc. Non-Operating	-	-	-	-	-	5,698	-	-	-	-	-	-	-	5,698	-	0.00%
Recycling/Misc. Revenue	943	5,664	62	2,812	546	-	-	-	-	-	-	-	-	10,027	90,000	11.14%
Total Revenue	\$ 393,837	\$ 766,731	\$ 636,840	\$ 759,169	\$ 845,794	\$ 959,823	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,362,192	\$ 9,541,500	45.72%
Expenses:																
Credit Card Fees	\$ 5,892	\$ 5,279	\$ 6,038	\$ -	\$ 992	\$ 1	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 18,202	\$ 50,000	36.40%
Refuse Tax	11,609	10,575	13,267	11,703	14,298	15,061	-	-	-	-	-	-	-	76,514	-	0.00%
Business and Occupation Tax	13,408	11,694	14,136	12,868	14,804	15,233	-	-	-	-	-	-	-	82,142	166,976	49.19%
Repairs and Maintenance	-	-	-	-	-	-	-	-	-	-	-	-	-	-	25,000	0.00%
Professional Services	-	-	254	-	-	-	-	-	-	-	-	-	-	254	6,000	4.23%
*Building/Facility Rent	-	105,718	52,859	52,859	52,859	52,859	-	-	-	-	-	-	-	317,154	634,308	50.00%
Hauling and Disposal	68,174	630,905	70,130	372,652	687,036	436,188	-	-	-	-	-	-	-	2,265,084	5,027,248	45.06%
Host Fee	16,750	16,750	16,750	16,750	16,750	16,750	-	-	-	-	-	-	-	100,500	201,000	50.00%
Utility Fund Contracted Services	225,907	235,957	285,259	268,469	374,654	333,169	-	-	-	-	-	-	-	1,723,415	3,494,304	49.32%
Total Expenses	\$ 341,740	\$ 1,016,878	\$ 458,693	\$ 735,301	\$ 1,161,393	\$ 869,261	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,583,265	\$ 9,604,836	47.72%
Net Operating Gain/(Loss)	\$ 52,097	\$ (250,147)	\$ 178,147	\$ 23,868	\$ (315,598)	\$ 90,562	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (221,071)		

This sheet 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 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 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

For the Month of June 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	0.55%
Payment From Disposal District	333,169	99.45%
Total Revenue	335,028	100.00%

Expenses:

Admin and Transfer Station Programs		
Salaries and Fringe Benefits	122,075	36.44%
Supplies / Small Tools / Equipment	4,341	1.30%
Fuel Consumed	2,781	0.83%
Professional Services	50,399	15.04%
Utilities	2,304	0.69%
Miscellaneous	65	0.02%
Equipment Rental	600	0.18%
Interfund Equipment	38,994	11.64%
Interfund Charges	24,217	7.23%
Crane and Site Maintenance	5,304	1.58%
Training / Travel / Subscription	1,800	0.54%
Recycling Program	49,795	14.86%
Litter Program	13,673	4.08%
Code Compliance Program	-	0.00%
Nuisance Abatement	-	0.00%
Homeless Camp Clean Up Program	-	0.00%
Landfill Closure Program	8,663	2.59%
Moderate Risk Waste Program	10,017	2.99%
Capital Improvements	-	0.00%
Total Expenses	335,028	100.00%

Net Operating Income \$ -

Reserve Balances:

Nuisance Abatement	\$	114,876
Crane (2023)		172,367
Capital (2010 to 2022)		748,254
Total Reserve Balances	\$	<u><u>1,035,497</u></u>

**SOLID WASTE UTILITY FUND 401
2023**

50% 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	\$ -	\$ -	\$ -	\$ 45,198	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 45,198	\$ 232,000	19.48%
Litter Grant	-	-	-	13,186	-	-	-	-	-	-	-	-	-	13,186	12,600	104.65%
Rent From Disposal District	-	3,718	1,859	1,859	1,859	1,859	-	-	-	-	-	-	-	11,154	22,308	50.00%
Reimbursement from Litter Crew	-	-	-	17,449	-	-	-	-	-	-	-	-	-	17,449	175,559	9.94%
Insurance Recovery	-	-	-	-	16,667	-	-	-	-	-	-	-	-	16,667	-	0.00%
Payment From Disposal District	225,907	235,957	285,259	268,469	374,654	333,169	-	-	-	-	-	-	-	1,723,415	3,494,304	49.32%
Total Revenue	\$ 225,907	\$ 239,675	\$ 287,118	\$ 346,161	\$ 393,180	\$ 335,028	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,827,070	\$ 3,936,771	46.41%
Expenses:																
Salary and Benefits	\$ 123,397	\$ 122,144	\$ 118,291	\$ 118,831	\$ 132,130	\$ 122,075	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 736,866	\$ 1,716,955	42.92%
Supplies/Small Tools and Equipment	1,091	1,702	7,691	23,453	10,051	4,341	-	-	-	-	-	-	-	48,328	60,500	79.88%
Fuel Consumed	-	2,992	2,557	1,866	2,524	2,781	-	-	-	-	-	-	-	12,721	64,500	19.72%
Professional Services	16,277	5,954	72,721	18,765	29,169	50,399	-	-	-	-	-	-	-	193,285	299,847	64.46%
Utilities	461	4,542	2,943	2,459	2,137	2,304	-	-	-	-	-	-	-	14,845	34,500	43.03%
Miscellaneous	1,394	587	5,491	49	1,927	65	-	-	-	-	-	-	-	9,513	19,188	49.58%
Equipment Rental	600	600	600	7,513	750	600	-	-	-	-	-	-	-	10,663	15,250	69.92%
Interfund Equipment	-	-	-	18,825	55,131	38,994	-	-	-	-	-	-	-	112,950	225,408	50.11%
Interfund Charges	-	-	-	5,512	18,134	24,217	-	-	-	-	-	-	-	47,864	96,433	49.63%
Crane and Site Maintenance	2,457	125	5,244	5,326	16,559	5,304	-	-	-	-	-	-	-	35,015	219,000	15.99%
Training and Travel	-	-	-	-	-	1,800	-	-	-	-	-	-	-	1,800	1,499	120.08%
Recycling Program	13,813	13,536	38,258	12,650	53,456	49,795	-	-	-	-	-	-	-	181,508	263,645	68.85%
Landfill Closure	1,689	1,753	2,132	3,152	13,940	8,663	-	-	-	-	-	-	-	31,329	104,681	29.93%
Code Compliance Support	-	-	-	-	-	-	-	-	-	-	-	-	-	-	100,000	0.00%
Nuisance Abatement	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0.00%
Homeless Camp Clean Up Program	-	-	-	-	1,065	-	-	-	-	-	-	-	-	1,065	-	0.00%
Litter Program	7,395	7,392	7,409	9,718	17,773	13,673	-	-	-	-	-	-	-	63,361	234,199	27.05%
Moderate Risk Waste	7,332	12,725	12,204	21,022	21,767	10,017	-	-	-	-	-	-	-	85,067	256,945	33.11%
Capital Improvements/Repairs	-	65,623	11,577	97,020	-	-	-	-	-	-	-	-	-	174,220	174,221	100.00%
Total Expenses	\$ 175,907	\$ 239,675	\$ 287,118	\$ 346,161	\$ 376,513	\$ 335,028	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,760,399	\$ 3,886,771	45.29%
Net Operating Gain/(Loss)	\$ 50,000	\$ -	\$ -	\$ -	\$ 16,667	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 66,667		

CRANE RESERVE
PAYMENT

INSURANCE
RECOVERY CRANE
RESERVE

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.