



FREMONT COUNTY SOLID WASTE DISPOSAL DISTRICT

Member of Wyoming Solid Waste and Recycling Association (WSWRA)

P.O. Box 1400

Lander, WY 82520

telephone 307.332.7040

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trashmatters.org

MEETING AGENDA

FREMONT COUNTY SOLID WASTE DISPOSAL DISTRICT

BOARD OF DIRECTORS – REGULAR MEETING

June 18, 2018 - 9:30 a.m.

1. PRELIMINARY ITEMS:

- a. Pledge of Allegiance
- b. Roll Call: Michael Adams, Michael Morgan, Steve Baumann, Gary Weisz, Michael McDonald, Rick Klaproth, Mark Moxley, Rob Dolcater, and Gina Clingerman
- c. Declaration of Quorum
- d. Approval of Agenda

ACTION REQUIRED

- e. Public Comment / Communication from the Floor

2. CONSENT ITEMS:

- a. Approval of the Minutes:
 - i. Regular May 2018 Board Meeting
- b. Approval of the Accounts Payable – May 2018 Invoices
- c. Acceptance of Consultants and Agreement Reports
 - i. Trihydro Corporation
 - ii. Burns and McDonnell
 - iii. Eastern Shoshoni Tribe Solid Waste – *no report submitted*
- d. Acceptance of Staff Reports
 - i. Superintendent Report

3. OTHER ITEMS OF BUSINESS:

- a. Atlantic City Transfer Station – Operational Request by local Bill Moore (*Discussions*)
- b. Capital Improvement Plan – Model Update Presentation: Matt Evans (*Discussion*)
- c. Commercial, Auto, and Property Insurance – RFP (*Discussions and Formal Action*)
- c. Task Order requests (*Discussions and Formal Action*)
 - i. Trihydro
 - ii. Burns and McDonnell
 - iii. Susan Brodie
 - iv. Ernie Over Marketing
 - v. Overhead Door

4. EXECUTIVE SESSION – POTENTIAL LITIGATION

5. NEW BUSINESS

6. CALL FOR ADJOURNMENT

7. UPCOMING MEETING(S):

- a. The next Regularly Scheduled Meeting(s):
 - i. July 16 18, 2018, at 9:30 a.m.
- b. The next Special Meeting(s):
 - i. October 24, 2018, at 9:30a.m. (*Financial Audit Report Presentation*)



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FREMONT COUNTY SOLID WASTE DISPOSAL DISTRICT

Minutes of Regular Board Meeting

May 21, 2018

1. **PRELIMINARY ITEMS:**

a. – c. The regular meeting of the Fremont County Solid Waste Disposal District Board of Directors was held on the above date and called to order by CHAIRMAN MOXLEY at 9:30am. CHAIRMAN MOXLEY then led the Pledge of Allegiance and declared a quorum of the Board with the following people in attendance:

<u>Board Members:</u>	Gary Weisz, Michael Adams, Mark Moxley, Steve Baumann, Rob Dolcater, Mike Morgan, Rick Klaproth, and Mike McDonald
<u>Excused Member(s):</u>	Gina Clingerman
<u>Unexcused Member(s):</u>	None
<u>Commissioner Liaison:</u>	Jennifer McCarty
<u>Liaisons:</u>	None
<u>Attorney:</u>	Rick Sollars (Western Law & Assoc.)
<u>Staff:</u>	Andrew Frey (Superintendent) & Linda Kummer (Bookkeeper)
<u>Consultant(s):</u>	Susan Brodie
<u>Guest(s):</u>	Robert Fay

d. **Approval of Agenda**

VICE-CHAIRMAN ADAMS made a motion to approve the agenda as presented, excusing Gina Clingerman. MIKE MORGAN seconded the motion. **MOTION CARRIED**

e. **Public Comment/Communication from the Floor**

CHAIRMAN MOXLEY opened the floor to public comment. Hearing no comment, the comment period was closed.

2. **CONSENT ITEMS:**

a. **Approval of Prior Meeting Minutes**

- i. April 2018, Board Meeting

b. **Approval of Accounts Payable – April 2018 Invoices**

c. **Acceptance of Consultants Reports:**

- i. Trihydro Corporation – Progress Report
- ii. Burns and McDonnell – Progress Report
- iii. Eastern Shoshone Tribe Solid Waste – No Report Submitted

d. **Acceptance of Staff Reports:**

- i. Superintendent Report

3. OTHER ITEMS OF BUSINESS:

a. Commercial, Auto, and Property Insurance – RFP (*Discussions*)

Superintendent Frey informed the Board that the District extended the deadline by one additional week; therefore, the results will not be presented until next month.

b. Fiscal Year 2018-2019 Operating Budget – Committee Recommendation (*Discussions*)

CHAIRMAN MOXLEY informed the Board that the committee had met two times to review the draft operating budget with Superintendent Frey and Accountant Susan Brodie. Further, included in the Board packets was a highlight summary, and a copy of the draft budget. He noted that the health insurance increased by 33%, that the Underground Storage Tank Project at the Lander Landfill is accounted for in full next fiscal year, and that a potential natural gas generator system is also budgeted for.

Discussions: (1.) MIKE MORGAN discussed with the group that in review of the increased premiums, the District is still saving a large sum of money when compared against the rates being paid by the Fremont County Governmental group. (2.) MIKE MORGAN pointed out that the current health benefit option is working just as it was designed, distributing more responsibility to the staff, ensuring staff are accountable and have an ability to impact the rates, and are working along-side the Board to achieve these savings. (3.) Superintendent Frey discussed the potential security system upgrade within the draft budget as including replacement of the existing keypads, motion sensors, as well as adding additional items such as cameras and keypads. (4.) MIKE MORGAN pointed out that the core inflation has been calculated at 1.8% and that a wage adjustment up to this amount would fit within the operating budget if the Board were interested in reviewing this. He encouraged that it be linked to a satisfactory performance review process, following completion of the review process, as this would incentivize the reviews be completed in a timely manner, if it were further discussed. (5.) SECRETARY/TREASURER KLAPROTH pointed out that the staff have met the goals within the Safety Incentive Program by going between two and a half and three years without a lost-time accident.

MIKE MORGAN made a motion to modify the current draft operating budget to allow for a 1.8% wage adjustment, subject to a satisfactory performance appraisal, with the wage adjustment to go into effect the month of the appraisal, but not prior to July 1, 2018. SECRETARY/TREASURER KLAPROTH seconded the motion.

Discussions: (1.) MIKE MORGAN pointed out that this would offer stabilization of staff wages with an adjustment consistent with the Core Inflation increase. (2.) MIKE MCDONALD pointed out that the Fremont County Government has not yet determined what they may provide as a wage adjustment for their staff. (3.) Commissioner McCarty stated that the Fremont County Government does not provide the services or work that the Solid Waste District does and vice-versa, so they are different. (4.) Accountant Susan Brodie confirmed that a 1.8% adjustment could cost the District approximately \$27,000. (5.) Commissioner McCarty informed the Board that Weed and Pest is planning a 5.8% wage adjustment, with some positions seeing as much as a 10% increase.

CHAIRMAN MOXLEY called for a vote on the motion. In favor were MIKE MORGAN, STEVE BAUMANN, GARY WEISZ, ROB DOLCATER, and VICE-CHAIRMAN ADAMS. Opposed was MIKE MCDONALD. **MOTION CARRIED**

Discussions: (1.) STEVE BAUMANN shared with the Board the engineering costs associated with some current City of Lander projects are as high as 29%, so the District's 10-15% rate is reasonable.

MIKE MORGAN made a motion to approve the proposed Fiscal Year 2018-2019 Operating Budget with the modifications resulting from the formal action earlier in the meeting represented on the final budget. GARY WEISZ seconded the motion. **MOTION CARRIED**

c. Roll-Off Containers – Bids (*Discussions*)

Superintendent Frey informed the Board that the bids received for the roll-off containers did not meet the bid requirements and plans to wait until the upcoming fiscal year to pursue this further.

d. Draft Resolution 06-2018 – Cash Reserve Account (*Discussions and Formal Action*)

Superintendent Frey explained to the Board that a State Statute adopted in July 2017, now provides county commissioners with line item veto power over Special Districts. Associated with this new statute, the Fremont County Commissioners have set a date and time for the District to present the draft budget. Along with this established date and time, they have created a list of requirements they would like all Districts to meet, including a "policy" for "Cash Reserves," and included in the Board packets for review and consideration is a draft version of a resolution intended to meet this requirement.

SECRETARY/TREASURER KLAPROTH made a motion to approve Resolution 06-2018 as presented. MIKE MCDONALD seconded the motion. **MOTION CARRIED**

e. Draft Resolution 07-2018 – Closure/Post-Closure/Expansion Account (*Discussions and Formal Action*)

Superintendent Frey presented draft Resolution 07-2018 – Closure/Post-Closure/Expansion Account for the Board's consideration with the same background as draft Resolution 06-2018.

SECRETARY/TREASURER KLAPROTH made a motion to approve Resolution 07-2018 as presented. MIKE MCDONALD seconded the motion. **MOTION CARRIED**

4. NEW BUSINESS

- a. **Commission Budget Presentation** – CHAIRMAN MOXLEY informed the Board that Superintendent Frey, Accountant Susan Brodie, and he are presenting the Proposed Operating Budget.

5. EXECUTIVE SESSION

STEVE BAUMANN made a motion to enter Executive Session at 10:12am, allowing Attorney Sollars, Superintendent Frey, and Commissioner McCarty to remain. VICE-CHAIRMAN ADAMS seconded the motion. **MOTION CARRIED**

GARY WEISZ made a motion to exit Executive Session at 10:23am. SECRETARY/TREASURER KLAPROTH seconded the motion. **MOTION CARRIED**

6. CALL FOR ADJOURNMENT

GARY WEISZ made a motion to adjourn the meeting at 10:27am. VICE-CHAIRMAN ADAMS seconded the motion. ***MOTION CARRIED***

7. UPCOMING MEETING(S):

a. The Next Regularly Scheduled Meeting:

- i. June 18, 2018, at 9:30am.

b. The Next Special Meeting(s):

- i. October 24, 2018, at 9:30am (Financial Audit Report Presentation)

Respectfully submitted by,

Andrew Frey, P.E.
Superintendent of Operations
Fremont County Solid Waste Disposal District

Mark Moxley
Board of Directors Chairman
Fremont County Solid Waste Disposal District

Fremont County Solid Waste Disposal District
Balance Sheet
As of May 31, 2018

	May 31, 18	May 31, 17
ASSETS		
Current Assets		
Checking/Savings		
122105 · Petty Cash	300.00	300.00
122106 · Transfer Station Cash	200.00	200.00
122107 · Scale House Cash	1,600.00	2,600.00
123110 · CB&T Checking	12,921.29	165,066.89
123115 · Edward Jones Investments	4,804,631.18	2,851,538.64
123120 · Bank of Jackson Hole	16,081.52	0.00
123130 · WYO STAR	7,332,152.94	7,268,099.41
123136 · Wells Fargo	0.00	170,813.78
124135 · U.S. Bank	1,048,255.05	625,395.52
Total Checking/Savings	13,216,141.98	11,084,014.24
Accounts Receivable	436,254.98	292,795.45
Other Current Assets	3,557.04	13,247.77
Total Current Assets	13,655,954.00	11,390,057.46
TOTAL ASSETS	13,655,954.00	11,390,057.46
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable	171,154.17	111,584.73
Other Current Liabilities	8,538.64	13,641.06
Total Current Liabilities	179,692.81	125,225.79
Total Liabilities	179,692.81	125,225.79
Equity		
380190 · Fund Balance - Undesignat...	-47,746.26	-1,717.56
380860 · Cash Reserve	750,000.00	500,000.00
380970 · Closure/Post-Closure Rese...	10,973,496.00	9,326,512.00
Net Income	1,800,511.45	1,440,037.23
Total Equity	13,476,261.19	11,264,831.67
TOTAL LIABILITIES & EQUITY	13,655,954.00	11,390,057.46



memorandum

To: Andy Frey, P.E., Superintendent, Fremont County SWDD
From: Ken Schreuder, P.E., P.G.
cc: Fremont County SWDD Board
Date: June 11, 2018
Re: Project Updates for June 18, 2018, Board Meeting

The following information is provided to update the Board of the Fremont County Solid Waste Disposal District (District) regarding the status of various projects that are being managed by Trihydro Corporation (Trihydro), and associated activities associated with the Wyoming Department of Environmental Quality (DEQ), Solid and Hazardous Waste Division (SHWD), Water Quality Division (WQD), and Air Quality Division (AQD). The information provided is generally limited to activity during the previous month.

Sand Draw, Shoshoni, Lander, and Dubois Landfills – FY 2014-2015 Monitoring (Task Order 10-017 / Trihydro Project 09Y-008-003)

The spring semiannual groundwater monitoring events for the Dubois, Lander, Sand Draw, and Shoshoni Landfills were completed during the second week of April. Monitoring reports are being drafted and will be reviewed with the Superintendent prior to submittal to the WDEQ/SHWD.

The WDEQ/AQD determined that the Title V operating permit renewal application was complete on December 4, 2017, and provided a “permit shield.” The permit shield means that the District will not be considered to be in violation if the WDEQ/AQD doesn’t complete its technical review and issue a draft permit before the current permit expires on June 6, 2018. We are awaiting a response from the WDEQ/AQD regarding the status of the renewal application.

Task Order 10-017 for fiscal year 2017-2018 (FY17-18) will expire June 30, 2018. Task Order 10-023 for FY18-19 is attached for the Board’s consideration. The cost estimate for routine monitoring activities in FY18-19 is \$75,300, which is less than the \$78,095 cost estimate for FY17-18. The reduction is due to reductions in laboratory costs which was negotiated by Trihydro, and passed on our clients. The cost estimate for Title V (Clean Air Act) activities at the Sand Draw Landfill is an additional \$9,900, and includes routine reporting and up to \$5,000 to address WDEQ/AQD comments on the pending operating permit renewal application.

Ongoing Technical Assistance (Task Order 10-018 / Trihydro Project 09Y-005-004)

Technical assistance activities during the previous month included:

- Prepared a project status report for the monthly Board meeting.
- Provided budget and project planning support to the Superintendent.



Andy Frey, FCSWDD
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- Drafted design plans and sections for relocating the south drainage at the Lander Landfill.

Task Order 10-018 for FY17-18 will also expire June 30, 2018. Task Order 10-024 for FY18-19 is attached for the Board's consideration. The cost estimate for technical assistance in FY18-19 is \$21,524, and includes up to \$5,000 to provide engineering and surveying services that may be required to support the realignment of the drainage on the south side of the Lander Landfill.

Sand Draw Landfill – Water Balance Cover and Lifetime Operating Permit (Task Order 10-019 / Trihydro Project 09Y-001-005)

Trihydro prepared responses to the initial technical review comments provided by the WDEQ/SHWD. A revised application was submitted to the WDEQ/SHWD on May 23, 2018. The WDEQ/SHWD's review of the revised application is anticipated by June 22, 2018.

Lander Landfill – Water Balance Cover and Lifetime Operating Permit (Task Order 10-020 / Trihydro Project 09Y-009-002)

The lifetime operating permit application was received by the WDEQ/SHWD on February 2, 2018. WDEQ/SHWD correspondence dated March 20, 2018, indicated that the application was complete. The WDEQ/SHWD's technical review is anticipated by June 18, 2018.

Shoshoni Landfill – Water Balance Cover and Closure Permit (Task Order 10-021 / Trihydro Project 09Y-004-002)

The closure permit application for the Shoshoni Landfill was submitted to the WDEQ/SHWD on December 5, 2017. The application was deemed complete by the WDEQ/SHWD on February 2, 2018. The technical review of the application was due May 5, 2018.

Trihydro recently identified a cost saving alternative regarding the design of the final cover system, and discussed it with the Superintendent and the WDEQ/SHWD. The Superintendent submitted a letter to the WDEQ/SHWD on April 26, 2018, and requested the WDEQ/SHWD delay its technical review to accommodate Trihydro's preparation and the WDEQ/SHWD's review of the design change. Revised portions of the closure application were submitted to the WDEQ/SHWD on May 14, 2018. The WDEQ/SHWD's technical review is anticipated by June 13, 2018.

Dubois Landfill – Lifetime Operating Permit (Task Order 10-022 / Trihydro Project 09Y-011-001)

The WDEQ/SHWD determined that the lifetime operating permit renewal application was complete and technically adequate on January 28, 2018. The Superintendent is taking the lead on the public notice requirements, and Trihydro has provided copies of the final permit application document. No further work on this project is anticipated by Trihydro.



Andy Frey, FCSWDD
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Additional Information

Please let us know if you have any questions or need additional information. You can call me on my cell phone (307-330-7737), send me an email (kschreuder@trihydro.com), or stop by our office at 388 Main Street, Suite C, in Lander. Thank you.

Attachments:

- Task Order 10-023 FY18-19 Environmental Monitoring
- Task Order 10-024 FY18-19 Technical Assistance

END OF MEMORANDUM

Memorandum



Date: June 8, 2018
To: Andy Frey, PE, Fremont County Solid Waste Disposal District
From: Matt Evans, PE
Subject: Progress Report – June, 2018

The following provides an update on work completed by Burns & McDonnell since the last Progress Report.

Capacity Audits

Capacity audit reports were completed in November of last year. The first step for completing the 2018 capacity audits is to complete the annual topographical surveys of the four landfills in July 2018. William H. Smith and Associates, Inc. will be completing the surveying at that time.

Technical Engineering Assistance

Burns & McDonnell did not complete technical engineering assistance services since the last progress report was submitted other than preparation of progress reports and project management related to the overall administration of the project.

Capital Improvement Plan Modeling

The annual Capital Improvement Plan and budget model review work is in progress. The model will be updated with next year's budget, operational changes that occurred this past year, and updated construction timing for future large construction projects based on the capacity audits completed last year. An annual presentation of the CIP modeling results will likely be at the June Board meeting.

Waste Characterization

The waste characterization report has been completed. The results of the study were presented at the February 21, 2018 Board Meeting.

Groundwater Monitoring System Assessment

This task is on hold.

Leachate Management System Design, Bid Administration, and Construction Support

Construction materials for the tank installation project are being procured by Patrick Construction. Construction is anticipated to begin in July and be completed by the end of September.

Burns & McDonnell appreciates the opportunity to work with the District. If there are any questions regarding this progress report or work that is being completed, please do not hesitate to contact me at 952-656-3629 or maevans@burnsmcd.com at your earliest convenience.

Fremont County Solid Waste Disposal District

Superintendent Report

June 18, 2018

Office/Staff/Board/Inter-Government

Office:

1. The calculated annual tonnages and cost per ton is as follows (calculated using revenues, expenses, and tonnages):
 - a. 2013 = \$139.96 & 31,472 total tons
 - b. 2014 = \$176.43 & 27,562 total tons
 - c. 2015 = \$99.44 & 31,890 total tons
 - d. 2016 = \$103.22 & 29,659 total tons
 - e. 2017 = \$102.26 & 33,483 total tons
 - f. 2018 = \$107.99 & 6,708 total tons (first quarter of 2018)

Staff:

1. June 2018 – following the approval of the ***Safety Incentive Program*** in April 2015 and the implementation July 1, 2015, the Riverton Area staff (i.e. Riverton Transfer Station and the Sand Draw Landfill) has not had a single lost-time accident/incident → **2 years and 11 months**, and the Lander Area staff (i.e. Lander Landfill, Dubois Landfill, and the rural transfer stations) had one lost-time accident early on but has now made it **2 years and 4 months!!**

Board:

1. March 2018 – The following represents the current list of ***Board Committees and Members:***
 - a. Recycling Committee: Mark Moxley, Gary Weisz, Rick Klaproth, and Mike Morgan.
 - b. Health Benefit and Wage Committee: Gina Clingerman, Rick Klaproth, Gary Weisz, and Mike Adams.
 - c. Rate Committee: Gina Clingerman, Rob Dolcater, Gary Weisz, and Mike McDonald.
 - d. Budget Committee: Mark Moxley, Rob Dolcater, Gary Weisz, and Mike McDonald.
 - e. WRIR Solid Waste Negotiations Committee: Mike Morgan, Mark Moxley, Gary Weisz, and Steve Baumann.

Inter-Government:

1. Federal (Army National Guard):
 - a. Lander Landfill – Geotechnical Testing and Borrow Area:
 - i. September 2016 – May 2018: Discussions/correspondence started in late 2016 requesting permission to access the land directly south of the Lander Landfill to conduct geotechnical testing with a goal of identifying additional soils that would be suitable for the planned alternative cover system for the Lander Landfill upon closure (i.e. Evapo-Transpiration Closure Design). Since then we have completed the required applications, met with their representatives, submitted application

payments, provided drawings and descriptions of our intended testing. There have been multiple follow-up calls and emails from our group to ensure we have not missed any requirements and to see if we needed to do anything else to keep the process moving ahead. Last month (i.e. March 2018) another email was submitted and they responded with a timeline of around another month before we would receive the final agreements.

ii. May 2018 – Authorization has been received to conduct the geotechnical testing.

2. State: *No Updates*

3. County:

a. May 22, 2018 – Chairman Moxley, Accountant Susan Brodie, and myself presented the proposed operating budget, primarily touching on the highlights. The differences between prior year actuals and proposed amounts was discussed, stating that we budget for full staff and do not have full staff, and that certain infrastructure improvements have been budgeted for as with equipment purchases that were not pursued. The primary focus of the commission was wages, specifically that the District did not follow their direction of not allowing any wage adjustments and/or raises last fiscal year, stating that the Solid Waste District Superintendent is grossly overpaid as are the supervisors.

4. Municipalities:

a. April & May 2018 – Following the April 2018 FCAG meeting and the subsequent discussions with the Board at the April 2018 meeting, I have been able to get authorization from the WDEQ to move ahead with the Shoshoni downtown demolition project. They responded to our guidance and authorization request with a clearly defined list of requirements that will need to be met in order to complete this project. I have been working on the notices and planning and hope to have much of the reports ready for submittal to the State later this month.

b. June 2018 – A request has been submitted to the Town of Shoshoni's Mayor to confirm disconnection of all utilities and clarification on how the sidewalks (i.e. the Town's and the State's) are to be handled.

Regulatory/Engineering/Legal/General Contractors

Regulatory

1. WDEQ – Solid and Hazardous Waste Division:

- a. ***Shoshoni Landfill Closure Permit*** – We submitted a letter requesting the review be delayed to allow for discussions around altering the gas collection portion of the cap. If approved this alteration may save the District up to \$300,000 in the closure costs.
- b. ***Dubois Transfer Station Permit, Landfill Permit, and MSW Landfill Permits*** – the WDEQ-SHWD completed both the Completeness Review and the Technical Adequacy review, and the District has completed the public notice requirements for the first round and submitted proof of compliance in a letter April 6, 2018. The

second round of public notice has been started and will be completed May 25, 2018.

- c. **Lander Landfill Permit** – The WDEQ-SHWD completed the Completeness Review and the District has started the public notice requirements.

Engineering

1. Burns and McDonnell:
 - a. **Underground Storage Tank (UST) Project at the Lander Landfill**: The project is moving ahead on schedule.
 - b. **20-Year Capital Improvement Model**: B&M recently completed the staff and equipment allocation spreadsheets and associated analysis.

Legal: No Updates

General Contractors:

1. **Rocky Mountain Power**:
 - a. February and March 2018 – Notice of the approval for the **new overhead power installation** was provided and a meeting with the new field routing representative was held to clarify the new route. An updated cost estimate was developed by them and there appears to be a small savings in comparison to the previous estimate. We are working with the Burns & McDonnell surveying group to complete the easement.
 - b. March 2018 – I again reached out to Rocky Mountain Power to request another power review in an **attempt to lower our power expenses** for the baler system. They have contractors who handle these types of reviews and after this request they have a group evaluating our options...
 - c. April 2018 – the week of April 2, 2018, we again met with Rocky Mountain Power to look at the staked route of their **easement** and discussed the idea of slightly altering **the location of the last power pole** to ensure the distance is within 100-ft of the power panels for the UST project.
 - d. May 9, 2018 – We submitted the final easement documents to Rocky Mountain Power. They have confirmed that all documentation has been submitted and are planning the installation.
 - e. June 2018 – The signed agreements and payment was submitted to Rocky Mountain Power with the understanding that the work will be completed within a few weeks.
2. **Wind River Indian Reservation – Solid Waste**:
 - a. May 2018 – No updates.

Sites/Operations/Equipment:

Sites:

1. Shoshoni Landfill – February 26, 2018, the grant application was submitted to the State Land and Investment Board for review and consideration. The District will likely not hear anything back from SLIB until June 2018.

- a. May 2018 – Following discussions with Craig McOmie (WDEQ) we have submitted a letter to WDEQ & SLIB requesting that our grant application be withdrawn from the June 2018 review and placed back into the file for the next round of reviews. This decision was made since the programs are without funding currently, yet scheduled to receive additional legislative funding later in the year.

Operations:

1. Lander Landfill Groundwater Collection System Hauling:
 - a. 10/29/2017 – 11/30/2017: realized savings = approximately **\$7,500.**
 - b. 12/1/2017 – 12/31/2017: realized savings = approximately **\$9,000.**
 - c. 1/1/2018 – 1/31/2018: realized savings = approximately **\$7,000.**
 - d. 2/1/2018 – 2/28/2018: realized savings = approximately **\$7,000.**
 - e. 3/1/2018 – 3/31/2018: realized savings = approximately **\$7,500.**
 - f. 4/1/2018 – 4/30/2018: realized savings = approximately **\$7,500.**
 - g. 5/1/2018 – 5/31/2018: realized savings = approximately **\$8,000.**

Equipment No Updates

Miscellaneous/Upcoming Work & Events/Work in Progress: No Updates

Work in Progress:

1. March 2018 – An onsite meeting was held with a Power Systems Specialist from Wyoming Machinery to **discuss the idea of housing an onsite generator at the Riverton Transfer Station to provide the necessary power for the baling system.**
 - a. May 2018 – **Black Hills Energy** confirmed availability of adequate volumes of natural gas and have offered to install a gas line at no cost to the District once approved.
 - b. May 2018 – **Wyoming Machinery** refined their recommendation on a natural gas powered generator system and will be meeting with the Superintendent later this month to review the documents. Once the District works through the cost/benefit, the process will be further reviewed with the Board and eventually be sent out for bids.
2. 2018 Household Hazardous Waste & Chemical Waste Cleanup Event:
 - a. June 23, 2018 – The date has been selected for the **2018 Household Hazardous Waste and Chemical Cleanup Event.** This year the event will be hosted in the Riverton area (i.e. Riverton Transfer Station). Meetings with other interested groups (i.e. Weed & Pest, BLM, City of Lander, City of Riverton, Wyoming Waste, etc.) have been held monthly to work through the details.
3. April 2018 – the **2017 Financial Audit** with DM-T is being planned and the dates coordinated. They will be conducting their field work the week of September 17, 2018, and their Financial Audit Report Presentation will be October 24, 2018, at 9:30am.
4. **Underground Storage Tank (UST) Project at the Lander Landfill:** April and early May 2018 – the existing gravity pipeline was exposed by the District to establish the tie-in location. Minor site grading has been completed by the District staff to allow for better site drainage prior to the start of the construction. Patrick Construction has been working with Burns and McDonnell on the material submittals.

5. **Security System(s):** Following meetings with two different security system contractors to review our sites and specific goals/challenges, I drafted a DRAFT Request for Proposals that has been reviewed in-house, reviewed by Chairman Mark Moxley, and on May 14, 2018, it was submitted for review/comment to the two security contractors.

Thank you,



Andrew Frey, P.E.
Superintendent of Operations
Fremont County Solid Waste Disposal District



**TRIHYDRO CORPORATION – FREMONT COUNTY SOLID WASTE DISPOSAL DISTRICT
NON-EXCLUSIVE SERVICE AGREEMENT
TASK ORDER**

Task Order No.: 10-023

Date: June 06, 2018

Job No.: 09Y-008-004

Location of Project: Fremont County, Wyoming

Contract: Non-Exclusive Service Agreement between Trihydro Corporation and Fremont County Solid Waste Disposal District, dated July 22, 2010.

Services to be Performed: Trihydro will perform environmental monitoring activities at the Sand Draw, Shoshoni, Lander, and Dubois Landfills per the environmental monitoring plans for each facility. Trihydro will also perform semiannual and annual reporting, and up to \$5,000 of renewal application support, for the Title V operating permit for the Sand Draw Landfill. Work will be performed in the District's Fiscal Year 2018-2019.

Schedule - Commencement Date: June 6, 2018
Completion Date: June 30, 2019

Trihydro's Project Manager: Ken Schreuder
Client's Project Manager: Andy Frey

Attachments: A. Trihydro 2018 Standard Schedule of Charges

Other Information: Subject work will be billed according to the Non-Exclusive Service Agreement between Trihydro Corporation and Fremont County Solid Waste Disposal District, dated July 22, 2010. Costs shall be on a time and materials basis not to exceed \$85,210.00, without prior written authorization from Fremont County Solid Waste Disposal District.

Health and Safety Considerations: Trihydro will prepare and implement a site-specific health and safety plan for Trihydro employees.

This TASK ORDER is made and entered into pursuant to that certain Non-Exclusive Service Agreement between Trihydro Corporation and Fremont County Solid Waste Disposal District, dated July 22, 2010, the terms, conditions, and provisions whereof are hereby incorporated herein and made a part hereof.

Facsimile/email signatures will be accepted to execute this Task Order.

**FREMONT COUNTY SOLID WASTE
DISPOSAL DISTRICT**

TRIHYDRO CORPORATION

BY: _____

BY: Deby L. Forry
Deby L. Forry, Esq.

TITLE: _____

TITLE: Sr. Vice President of Risk Management

ATTACHMENT A

TRIHYDRO 2018 STANDARD SCHEDULE OF CHARGES

TRIHYDRO STANDARD SCHEDULE OF CHARGES

JANUARY 1, 2018 - DECEMBER 31, 2018 ^{2, 3, 4}

<u>PERSONNEL</u>	<u>UNIT RATE^{1, 7}</u>
Senior Principal	220.00/hour
Principal	200.00/hour
Project Principal	180.00/hour
Technical Specialist 4	240.00/hour
Technical Specialist 3	220.00/hour
Technical Specialist 2	205.00/hour
Technical Specialist 1	190.00/hour
Professional Level 12	180.00/hour
Professional Level 11	173.00/hour
Professional Level 10	163.00/hour
Professional Level 9	153.00/hour
Professional Level 8	141.00/hour
Professional Level 7	130.00/hour
Professional Level 6	118.00/hour
Professional Level 5	110.00/hour
Professional Level 4	95.00/hour
Professional Level 3	84.00/hour
Professional Level 2	67.00/hour
Professional Level 1	54.00/hour
Technician Level 8	115.00/hour
Technician Level 7	105.00/hour
Technician Level 6	96.00/hour
Technician Level 5	88.00/hour
Technician Level 4	78.00/hour
Technician Level 3	68.00/hour
Technician Level 2	58.00/hour
Technician Level 1	48.00/hour
Administrative 4	72.00/hour
Administrative 3	68.00/hour
Administrative 2	58.00/hour
Administrative 1	48.00/hour
 <u>EXPENSES</u>	
Subcontracts (Labor, Equipment and Services)	Cost + 10%
Shipping (i.e. Documents, Equipment, Supplies)	Cost
 <u>TRAVEL EXPENSES</u>	
Meal Per Diem ⁶	\$45/day/person
Airline Tickets	Cost
Hotel/Motel	Cost
Rental Vehicle	Cost
 <u>FIELD EXPENSES AND EQUIPMENT</u>	
Consumable Field Supplies	Cost + 10%
Rental Equipment	Cost + 10%
Purchased Equipment	Cost + 10%
Company Field Instruments, Equipment, Vehicles, etc.	See Field Charge Sheet
Consumable Field Supplies and PPE	See Field Charge Sheet
Company Vehicles (daily) ⁵	\$86/day min or 54.5 cents/mile
Company Vehicles (monthly)	Cost + fuel cost

1. The above charges include fringe benefits, overhead and profit. No multiplier is used for billing.
2. An annual escalation rate less than or equal to 5% will be applied to these rates for multi-year projects and contracts.
3. Payment of invoices shall be due within thirty days; delinquent amounts due shall accrue a late charge of 1 1/2% per month from date of invoice.
4. The rates in this Schedule of Charges are subject to change on December 31, 2018.
5. Minimum charge of \$86/day. Daily mileage exceeding 157 miles is charged at the current IRS rate per mile. Mileage rates are subject to change throughout the year.
6. Any International travel meal per diem will be at cost.
7. Expert testimony services, including but not limited to review and preparation of documents, preparation for and time spent in depositions, and preparation for and time spent during arbitration or trial testimony, as well as related research and evaluation, shall be charged at 1.5 times the individual's billing level.



**TRIHYDRO CORPORATION – FREMONT COUNTY SOLID WASTE DISPOSAL DISTRICT
NON-EXCLUSIVE SERVICE AGREEMENT
TASK ORDER**

Task Order No.: 10-024

Date: June 06, 2018

Job No.: 09Y-005-005

Location of Project: Fremont County, Wyoming

Contract: Non-Exclusive Service Agreement between Trihydro Corporation and Fremont County Solid Waste Disposal District, dated July 22, 2010.

Services to be Performed: Trihydro will provide monthly board reports and technical assistance activities (e.g., surveying, engineering, environmental, and regulatory) on an as-requested basis for the Dubois, Lander, Sand Draw, and Shoshoni Landfills. Work will be performed during the District's Fiscal Year 2018-2019.

Schedule - Commencement Date: June 6, 2018
Completion Date: June 30, 2019

Trihydro's Project Manager: Ken Schreuder
Client's Project Manager: Andy Frey

Attachments: A. Trihydro 2018 Standard Schedule of Charges

Other Information: Subject work will be billed according to the Non-Exclusive Service Agreement between Trihydro Corporation and Fremont County Solid Waste Disposal District, dated July 22, 2010. Costs shall be on a time and materials basis not to exceed \$21,524.00, without prior written authorization from Fremont County Solid Waste Disposal District.

Health and Safety Considerations: Trihydro will prepare and implement a site-specific health and safety plan for Trihydro employees.

This TASK ORDER is made and entered into pursuant to that certain Non-Exclusive Service Agreement between Trihydro Corporation and Fremont County Solid Waste Disposal District, dated July 22, 2010, the terms, conditions, and provisions whereof are hereby incorporated herein and made a part hereof.

Facsimile/email signatures will be accepted to execute this Task Order.

**FREMONT COUNTY SOLID WASTE
DISPOSAL DISTRICT**

TRIHYDRO CORPORATION

BY: _____

BY: Deby L. Forry
Deby L. Forry, Esq.

TITLE: _____

TITLE: Sr. Vice President of Risk Management

ATTACHMENT A

TRIHYRO 2018 STANDARD SCHEDULE OF CHARGES

TRIHYDRO STANDARD SCHEDULE OF CHARGES

JANUARY 1, 2018 - DECEMBER 31, 2018 ^{2, 3, 4}

<u>PERSONNEL</u>	<u>UNIT RATE^{1, 7}</u>
Senior Principal	220.00/hour
Principal	200.00/hour
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Technical Specialist 3	220.00/hour
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Technical Specialist 1	190.00/hour
Professional Level 12	180.00/hour
Professional Level 11	173.00/hour
Professional Level 10	163.00/hour
Professional Level 9	153.00/hour
Professional Level 8	141.00/hour
Professional Level 7	130.00/hour
Professional Level 6	118.00/hour
Professional Level 5	110.00/hour
Professional Level 4	95.00/hour
Professional Level 3	84.00/hour
Professional Level 2	67.00/hour
Professional Level 1	54.00/hour
Technician Level 8	115.00/hour
Technician Level 7	105.00/hour
Technician Level 6	96.00/hour
Technician Level 5	88.00/hour
Technician Level 4	78.00/hour
Technician Level 3	68.00/hour
Technician Level 2	58.00/hour
Technician Level 1	48.00/hour
Administrative 4	72.00/hour
Administrative 3	68.00/hour
Administrative 2	58.00/hour
Administrative 1	48.00/hour
 <u>EXPENSES</u>	
Subcontracts (Labor, Equipment and Services)	Cost + 10%
Shipping (i.e. Documents, Equipment, Supplies)	Cost
 <u>TRAVEL EXPENSES</u>	
Meal Per Diem ⁶	\$45/day/person
Airline Tickets	Cost
Hotel/Motel	Cost
Rental Vehicle	Cost
 <u>FIELD EXPENSES AND EQUIPMENT</u>	
Consumable Field Supplies	Cost + 10%
Rental Equipment	Cost + 10%
Purchased Equipment	Cost + 10%
Company Field Instruments, Equipment, Vehicles, etc.	See Field Charge Sheet
Consumable Field Supplies and PPE	See Field Charge Sheet
Company Vehicles (daily) ⁵	\$86/day min or 54.5 cents/mile
Company Vehicles (monthly)	Cost + fuel cost

1. The above charges include fringe benefits, overhead and profit. No multiplier is used for billing.
2. An annual escalation rate less than or equal to 5% will be applied to these rates for multi-year projects and contracts.
3. Payment of invoices shall be due within thirty days; delinquent amounts due shall accrue a late charge of 1 1/2% per month from date of invoice.
4. The rates in this Schedule of Charges are subject to change on December 31, 2018.
5. Minimum charge of \$86/day. Daily mileage exceeding 157 miles is charged at the current IRS rate per mile. Mileage rates are subject to change throughout the year.
6. Any international travel meal per diem will be at cost.
7. Expert testimony services, including but not limited to review and preparation of documents, preparation for and time spent in depositions, and preparation for and time spent during arbitration or trial testimony, as well as related research and evaluation, shall be charged at 1.5 times the individual's billing level.

FREMONT COUNTY SOLID WASTE DISPOSAL DISTRICT
Lander, Wyoming
AUTHORIZATION NO 17
FOR SERVICES TO
BURNS & McDONNELL ENGINEERING COMPANY, INC.
Kansas City, Missouri

In accordance with the AGREEMENT FOR ENVIRONMENTAL SERVICES AND REMEDIATION dated May 20, 2014 between Fremont County Solid Waste Disposal District (hereinafter called CLIENT) and Burns & McDonnell Engineering Company, Inc. (hereinafter called CONTRACTOR), CLIENT hereby authorizes CONTRACTOR to proceed with the following services:

1. Basic Services

Basic Services are services and work which will be performed by CONTRACTOR for the Project. The following are Basic Services for FY 2017-2018. They are the same Basic Services that were provided in Authorizations No. 1, No. 4, No. 7, and No. 10 in FY 2014-2015, FY 2015-2016, FY 2016-2017 and FY 2017-2018, respectively.

1.1 Professional Services:

CAPACITY AUDITS

Part 1: TOPOGRAPHICAL SURVEY

The CONTRACTOR shall complete a topographical survey during the first two weeks of July at all four District landfill facilities, which includes:

- Dubois Landfill
- Lander Landfill
- Sand Draw Landfill
- Shoshoni Landfill

The topographical survey shall be at a level of detail to produce 1-foot contours for the Permitted Waste Areas. All permanent infrastructure shall be located as part of the survey, including, culverts, power poles, buildings, monitoring wells, road edges, trees, fence lines, and gates.

The landfill facilities have the following acreages:

Landfill	Property Acreage	Permitted Waste Area
Dubois	40-Acres	7-Acres
Lander	216-Acres	39-Acres
Sand Draw	217-Acres	80-Acres
Shoshoni	45-Acres	27-Acres

Part 2: VOLUME ANALYSIS and AIRSPACE UTILIZATION CALCULATION

The CONTRACTOR shall complete volume analysis for the four landfills, as well as several stockpiles located on the properties. Airspace utilization calculations shall also be completed for the landfills.

Landfill Analysis

Topographical surveys were completed at Dubois, Lander, Sand Draw, and Shoshoni Landfills annually in July of each year.

CONTRACTOR shall compute volume of waste placed at Dubois, Lander, Sand Draw, and Shoshoni Landfills using the previous year surveys and the new topographical survey completed in Part 1 above. Volume calculation shall be completed using computer aided design program. CONTRACTOR shall calculate the airspace utilization for the landfill by dividing the waste tonnage placed in the landfill during the period between surveys by the calculated volume.

Part 3: REMAINING LANDFILL LIFE PROJECTIONS

The CONTRACTOR shall calculate the remaining landfill life by using final cover contours provided by the District. The final covers contours shall be used to calculate the remaining site volume. The remaining landfill life shall be calculated by using the remaining landfill volume, calculated air space utilization, and growth rate projection provided by the District.

Part 4: SOIL BALANCE ANALYSIS

The CONTRACTOR shall complete a soil balance analysis that determines long term soil needs for the site. The soil balance will be based on future soil needs for daily cover, intermediate cover, and final cover. The soil balance shall take into account soil volumes within stockpiles and permitted borrow areas.

Operational discussions between the CONTRACTOR discussions with the District shall be utilized to determine appropriate soil ratio used for daily cover at individual sites, as well as the future landfill cap design. This information shall be used with the remaining volume calculation that was determined in Task 2.0 to determine the needed remaining soil needs for the landfill.

Part 5: CLOSURE AND POST-CLOSURE COST ESTIMATE UPDATES

The CONTRACTOR shall complete a closure and post-closure cost estimate for the four landfills. The cost estimate shall provide a cost for closure and post-closure care estimate for the four landfills based on the current stage of each respective site, and on each respective site reaching maximum capacity.

Deliverables

CONTRACTOR shall submit the following deliverables to the District:

- Technical Memorandum summarizing calculations shall be completed by October 15, 2018. Memorandum should include tables summarizing Annual Volume Consumed, Remaining Volume, Airspace Utilization, Remaining Landfill Life, and any assumptions made in the process.

CONTRACTOR will proceed with providing the services set forth herein as of July 1, 2018 and complete the services by October 15, 2018.

1.2 Construction Work: **NONE**

2. **Additional Services**

Additional Services are services or work which may be performed by CONTRACTOR for the Project, but which will be done at additional cost and are not included in the Project Budget. The following are Additional Services: **NONE**

3. **Excluded Services**

Excluded Services are services or work which will not be performed by CONTRACTOR unless CONTRACTOR specifically agrees to perform such services or work. Excluded Services include, but are not limited to: **NONE**

4. **Compensation**

CLIENT shall compensate CONTRACTOR for providing the services set forth herein in accordance with the terms or the existing Agreement. The cost initially authorized for the services is thirty-five thousand five hundred dollars (\$35,500) and will be invoiced to the CLIENT on a time and materials basis. The CONTRACTOR shall not exceed this amount without prior written approval of CLIENT.

AUTHORIZATION BY:

FREMONT COUNTY SOLID WASTE DISPOSAL DISTRICT

By _____

Date _____

ACCEPTED BY:

BURNS & MCDONNELL ENGINEERING COMPANY, INC.

By: Robert W. Craggs, Dept Manager

Date: 6/12/18

FREMONT COUNTY SOLID WASTE DISPOSAL DISTRICT
Lander, Wyoming
AUTHORIZATION NO 18
FOR SERVICES TO
BURNS & McDONNELL ENGINEERING COMPANY, INC.
Kansas City, Missouri

In accordance with the AGREEMENT FOR ENVIRONMENTAL SERVICES AND REMEDIATION dated May 20, 2014 between Fremont County Solid Waste Disposal District (hereinafter called CLIENT) and Burns & McDonnell Engineering Company, Inc. (hereinafter called CONTRACTOR), CLIENT hereby authorizes CONTRACTOR to proceed with the following services:

1. Basic Services

Basic Services are services and work which will be performed by CONTRACTOR for the Project. The following are Basic Services for FY 2018-2019. They are the same Basic Services that were provided in Authorizations No. 2, No. 5, No. 8, and No. 12 in FY 2014-2015, FY 2015-2016, FY 2016-2017, and FY 2017-2018 respectively.

1.1 Professional Services:

TECHNICAL ENGINEERING ASSISTANCE: DISTRICT SITE/OPERATIONAL GUIDANCE & BOARD REPORTS

The CONTRACTOR shall provide operational guidance and on-call engineering services for the District's facilities as requested by the solid waste superintendent. The CONTRACTOR is expected to be familiar with the Districts varying operations and permitting requirements. The CONTRACTOR will also provide a written Board Report for each regularly scheduled Board meeting (which is approximately one per month), updating the Board on all current activities. For purposes of establishing a budget for this task, Burns & McDonnell has assumed 105 hours of professional time will be needed to complete the board reports and requested guidance and on-call engineering.

CONTRACTOR will proceed with providing the services set forth herein as of July 1, 2018. The services shall be completed by June 30, 2019.

1.2 Construction Work: **NONE**

2. Additional Services

Additional Services are services or work which may be performed by CONTRACTOR for the Project, but which will be done at additional cost and are not included in the Project Budget. The following are Additional Services: **NONE**

3. Excluded Services

Excluded Services are services or work which will not be performed by CONTRACTOR unless CONTRACTOR specifically agrees to perform such services or work. Excluded Services include, but are not limited to: **NONE**

4. Compensation

CLIENT shall compensate CONTRACTOR for providing the services set forth herein in accordance with the terms or the existing Agreement. The cost initially authorized for the services is twenty-thousand dollars (\$20,000) and will be invoiced to the CLIENT on a time and materials basis. The CONTRACTOR shall not exceed this amount without prior written approval of CLIENT.

AUTHORIZATION BY:

FREMONT COUNTY SOLID WASTE DISPOSAL DISTRICT

By _____

Date _____

ACCEPTED BY:

BURNS & MCDONNELL ENGINEERING COMPANY, INC.

By: Robert W. Craggs, Dept Manager

Date 6/12/18

FREMONT COUNTY SOLID WASTE DISPOSAL DISTRICT
Lander, Wyoming
AUTHORIZATION NO 19
FOR SERVICES TO
BURNS & McDONNELL ENGINEERING COMPANY, INC.
Kansas City, Missouri

In accordance with the AGREEMENT FOR ENVIRONMENTAL SERVICES AND REMEDIATION dated May 20, 2014 between Fremont County Solid Waste Disposal District (hereinafter called CLIENT) and Burns & McDonnell Engineering Company, Inc. (hereinafter called CONTRACTOR), CLIENT hereby authorizes CONTRACTOR to proceed with the following services:

1. Basic Services

Basic Services are services and work which will be performed by CONTRACTOR for the Project. The following are Basic Services for FY 2018-2019. They are the same Basic Services that were provided in Authorizations No. 3, No. 6, No. 9, and No. 13 in FY 2014-2015, FY 2015-2016, FY 2016-2017, and FY 2017-2018, respectively.

1.1 Professional Services:

Task 3: CIP MODEL REVIEW AND UPDATE

The CONTRACTOR shall meet with the District as needed to understand the previous, current, and future year capital expenses and revenues. The CONTRACTOR shall also meet with the District to review and update the capital improvement project model and evaluate the rate schedule. Rate adjustment alternatives will also be developed by the CONTRACTOR and recommended to the District if deemed necessary.

The results of the CIP and Rates Review shall be summarized and presented to the District at a regularly scheduled board meeting by the CONTRACTOR. The presentations shall include a summary of the financial situation of the District, as well as answer any further District questions. For purposes of establishing a budget for this task, CONTRACTOR has assumed 80 hours of professional time, and one trip to Lander, WY, will be needed to complete the CIP model review and update work.

CONTRACTOR will proceed with providing the services set forth herein as of July 1, 2018 and complete the services by June 30, 2019.

1.2 Construction Work: **NONE**

2. Additional Services

Additional Services are services or work which may be performed by CONTRACTOR for the Project, but which will be done at additional cost and are not included in the Project Budget. The following are Additional Services: **NONE**

3. Excluded Services

Excluded Services are services or work which will not be performed by CONTRACTOR unless CONTRACTOR specifically agrees to perform such services or work. Excluded Services include, but are not limited to: **NONE**

4. Compensation

CLIENT shall compensate CONTRACTOR for providing the services set forth herein in accordance with the terms or the existing Agreement. The cost initially authorized for the services is sixteen thousand three hundred dollars (\$16,500) and will be invoiced to the CLIENT on a time and materials basis. The CONTRACTOR shall not exceed this amount without prior written approval of CLIENT.

AUTHORIZATION BY:

FREMONT COUNTY SOLID WASTE DISPOSAL DISTRICT

By _____

Date _____

ACCEPTED BY:

BURNS & MCDONNELL ENGINEERING COMPANY, INC.

By: Robert W. Cragg, Dept. Manager

Date: 6/12/18

FREMONT COUNTY SOLID WASTE DISPOSAL DISTRICT
Lander, Wyoming
AUTHORIZATION NO. 20
FOR SERVICES TO
BURNS & McDONNELL ENGINEERING COMPANY, INC.
Kansas City, Missouri

In accordance with the AGREEMENT FOR ENVIRONMENTAL SERVICES AND REMEDIATION dated May 20, 2014 between Fremont County Solid Waste Disposal District (hereinafter called CLIENT) and Burns & McDonnell Engineering Company, Inc. (hereinafter called CONTRACTOR), CLIENT hereby authorizes CONTRACTOR to proceed with the following services:

1. Basic Services

CONTRACTOR will continue to provide construction contractor bidding and construction support of the new underground ground storage tank system for the Lander Landfill to be installed in 2018. As part of this authorization CONTRACTOR will:

1. Provide engineering office support during construction activities, including answering contractor design questions, and providing recommendations based on potentially variable field conditions.
2. Onsite construction oversight as requested by Superintendent at critical times in the construction project.
3. Make Board recommendations to approve, or not approve, construction contractor pay applications.

Assumptions:

1. Onsite construction oversight will be completed by the CONTRACTOR's subconsultant, William H. Smith.
2. No soil testing or laboratory services are included in this authorization.
3. Hours and expenses will be communicated to Superintendent on a routine basis to monitor scope budget. Actual amount of construction monitoring will depend on the construction contractor performing the work and site conditions at time of construction.

2. Additional Services

Additional Services are services or work which may be performed by CONTRACTOR for the Project, but which will be done at additional cost and are not included in the Project Budget. The following are Additional Services: **NONE**

3. Excluded Services

Excluded Services are services or work which will not be performed by CONTRACTOR unless CONTRACTOR specifically agrees to perform such services or work. Excluded Services include, but are not limited to: **NONE**

4. Compensation

CLIENT shall compensate CONTRACTOR for providing the services set forth herein in accordance with the terms or the existing Agreement. The cost initially authorized for the services is twenty thousand dollars (\$23,563) and will be invoiced to the CLIENT on a time and materials

basis. The CONTRACTOR shall not exceed this amount without prior written approval of CLIENT.

AUTHORIZATION BY:

FREMONT COUNTY SOLID WASTE DISPOSAL DISTRICT

By _____

Date _____

ACCEPTED BY:

BURNS & MCDONNELL ENGINEERING COMPANY, INC.

By: Robert W. Craggs, Dept Manager

Date 6/12/18

AMENDMENT NO 4
To
AGREEMENT FOR ENVIRONMENTAL SERVICES AND REMEDIATION

Between
BURNS & McDONNELL ENGINEERING COMPANY, INC.
Kansas City, Missouri
And
FREMONT COUNTY, WYOMING
Lander, Wyoming

This Contract Amendment is made by and between Burns & McDonnell Engineering Company, Inc. (hereinafter CONTRACTOR), and Fremont County, Wyoming (hereinafter CLIENT) this _____ day of _____ 2018.

Whereas, it is the mutual desire of the parties hereto to amend the Master Services Agreement for Professional Consulting Services entered into on May 20, 2014 (hereinafter called the Existing Agreement). The Existing Agreement shall be amended as follows:

- The attached CONTRACTOR's Hourly Professional Services Billing Rates shall replace Attachment "B-1" of the Existing Agreement and all other Hourly Professional Services Billing Rates included as part of previous amendments to the Existing Agreement.
- The "Contract Time" provision shall be modified as follows:

Contract Time. The contract to be performed under this Existing Agreement shall be substantially completed by the following date: ~~June 30, 2017~~ **June 30, 2019**.

This Amendment will be deemed a part of, and be subject to, all terms and conditions of the Existing Agreement. Except as modified above, the Existing Agreement will remain in full force and effect.

AUTHORIZATION BY:
FREMONT COUNTY SOLID WASTE DISPOSAL DISTRICT

By _____

Date _____

ACCEPTED BY:
BURNS & MCDONNELL ENGINEERING COMPANY, INC.

By: Robert W. Craggs, Dept Manager

Date 6/12/18

Schedule of Hourly Professional Service Billing Rates

Position Classification	Classification Level	Hourly Billing Rate
General Office*	5	\$68.00
Technician*	6	\$78.00
Assistant*	7	\$89.00
	8	\$125.00
	9	\$137.00
Staff*	10	\$153.00
	11	\$167.00
Senior	12	\$182.00
	13	\$201.00
Associate	14	\$213.00
	15	\$226.00

Notes

1. Position classifications listed above refer to the firm's internal classification system for employee compensation. For example, "Associate", "Senior", etc., refer to such positions as "Associate Engineer", "Senior Architect", etc.
2. For outside expenses incurred by Burns & McDonnell, such as authorized travel and subsistence, and for services rendered by others such as subcontractors, the client shall pay the cost to Burns & McDonnell plus 7%.
3. Monthly invoices will be submitted for payment covering services and expenses during the preceding month. Invoices are due upon receipt. A late payment charge of 1.5% per month will be added to all amounts not paid within 30 days of the invoice date.
4. The services of contract/agency personnel shall be billed to Owner according to the rate sheet as if such contract/agency personnel is a direct employee of Burns & McDonnell.
5. The rates shown above are effective for services through June 30, 2019 and are subject to revision thereafter. Annual rate increases will be limited to a maximum of 4%.

Tank Construction Support Budget
6/12/2018

Personnel	Evans	Cook	Heiler	Kreiner	Picka	WHS			
Position	PM	Asst. PM	Elect	Asst. Elect	Admin	Inspect			
Level	14	12	14	9	8	Avg. Rate			
Hourly Rate	\$208	\$178	\$208	\$134	\$122	\$118	Expenses	Total	Comments
Week	Hours & Expenses								
12/1/17 - 12/31/17			9					\$ 1,602	Flow Meter Design
Flow Meter Subtotal								\$ 1,602	
1/1/18 - 1/31/18	3.25	1	10					\$ 2,934	Electric Utility Coordination and Bid Package Prep
2/1/18 - 2/2/18	1		3	1				\$ 966	Electrical finalize bid package
2/5/18 - 2/9/18	1	5.5	1	1	1			\$ 1,651	Final bid plans and notice on Quest
2/12/18 - 2/16/18	0.75	0.5						\$ 245	Prep for pre-bid
2/19/18 - 2/23/18	20	0.5					\$ 989	\$ 5,238	Pre-bid meeting and trip, preparation of minutes
2/26/18 - 3/2/18	2							\$ 416	Bid administration (invoice to date includes 1.5 hrs)
3/5/18 - 3/9/18	1.5				0.5			\$ 373	Preparation for construction
3/12/2018 - 3/16/2018	3.5							\$ 728	Prep. for const. admin. (setup hrs estimate table)
3/19/2018 - 3/23/2018	1.25	0.5				3		\$ 702	Contract (NTP, agrmnt, NOA), pole survey, easement
3/26/2018 - 3/30/2018						2		\$ 235	Stake last post and panel
4/2/2018 - 4/6/2018	5	2.5						\$ 1,485	Pre-Con mtg, Const Dwg prep, tank location
4/9/2018 - 4/13/2018		1.25						\$ 223	Tank staking information
4/16/2018 - 4/20/2018								\$ -	Tank staking by WHS
4/23/2018 - 4/27/2018		0.5						\$ 89	Call with Patrick Construction
4/30/2018 - 5/4/2018		8						\$ 1,424	Submittals review
5/7/2018 - 5/11/18		2.5						\$ 445	Submittals review and call with Patrick Const.
5/14/2018 - 5/18/18	2.5	2						\$ 876	Rocky Mtn Power call, H&S Plan, contractor cooresp.
5/21/2018 - 5/25/18		2						\$ 356	Submittals review
5/28/2018 - 6/1/18								\$ -	
Const. Support to Date Subtotal	41.75	26.75	14	2	1.5	5	\$ 989	\$ 18,386	
6/4/2018	0.5	4						\$ 816	Construction plan set preparation
6/11/2018									
6/18/2018									
6/25/2018									
7/2/2018									
7/9/2018	1	4				8		\$ 1,862	Construction
7/16/2018	1	4				24		\$ 3,745	Construction
7/23/2018	1	4				24		\$ 3,745	Construction
7/30/2018	1	4				12		\$ 2,332	Construction
8/6/2018	1	3				8		\$ 1,684	
8/13/2018								\$ -	Construction (finishing and electrical)
8/20/2018	1	4	1			4		\$ 1,599	Construction (finishing and electrical)
8/27/2018		2	2			4		\$ 1,243	Construction (finishing and electrical)
9/3/2018						3		\$ 353	Construction (finishing and electrical)
9/10/2018						3		\$ 353	
9/17/2018	1	4	2					\$ 1,336	Construction (finishing and electrical)
9/24/2018								\$ -	
10/1/2018								\$ -	
10/8/2018								\$ -	
10/15/2018	1	4						\$ 920	Contractor closeout
10/22/2018	4	20						\$ 4,392	Construction Documentation Report
Est. Future Const. Support Subtotal	12.5	57	5	0	0	90	0	\$ 24,379	

Grand Total \$ 44,367
2018 Remaining \$ 23,563

Notes:
 Grey shaded cells indicate costs that have been invoiced.
 Green shaded cells indicate WHS hours that have been completed but not invoiced.
 Estimate (3/14/2018) \$ 39,006
 Estimate (3/28/2018) \$ 39,076
 Estimate (4/30/2018) \$ 40,450
 Estimate (5/11/2018) \$ 41,874
 Estimate (5/29/2018) \$ 43,551
 Estimate (6/7/2018) \$ 44,367

June 12, 2018

Board of Directors
Mark Moxley, Chairman
Fremont County Solid Waste Disposal District
Lander, WY 82520

Dear Board of Directors:

This letter is to confirm our understanding of the terms and objectives of my engagement and the nature and limitations of the services I will provide.

My engagement will be limited to assisting the Fremont County Solid Waste Disposal District and its' staff with the services as described on the attached task order list.

I will not audit or review your financial statements, or any other accounting documents, in accordance with generally accepted auditing standards. Accordingly, I ask that you not in any manner refer to my services as an audit or review. Any financial statements generated will be for internal use only and I will not issue a report on the internal use statements. My engagement cannot be relied upon to disclose errors, fraud, or other illegal acts that may exist. However, it may be necessary to ask you for clarification of some of the information you provide, and I will inform you of any material errors, fraud or other illegal acts that come to my attention, unless they are clearly inconsequential.

You are responsible for adopting sound accounting policies, for maintaining an adequate and efficient accounting system, for safeguarding assets, for authorizing transactions, for retaining supporting documentation for those transactions, and for devising a system of internal controls that will, among other things, help assure the preparation of proper financial statements. Furthermore, you are responsible for management decisions and functions, and for evaluating the adequacy and results of those services.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing me about all known or suspected fraud affecting the Organization involving (a) management (b) employees who have significant roles in internal control, and (c) others where the fraud could have a material effect on the financial statements. You are also responsible for informing me of your knowledge of any allegations of fraud or suspected fraud affecting the Organization received in communications from employees, former employees, regulators, or others. In addition, you are responsible for identifying and ensuring that the entity complies with applicable laws and regulations.

June 12, 2018
Fremont County Solid Waste Disposal District
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My fees and costs will be billed monthly at the rate of \$100 per hour, and are payable upon receipt. Invoices unpaid 30 days past the billing date may be deemed delinquent, and are subject to an interest charge of 1.5% per month. I reserve the right to suspend our services or to withdraw from this engagement in the event that any of my invoices are deemed delinquent. In the event that any collection action is required to collect unpaid balances due, you agree to reimburse me for my costs of collection, including attorneys' fees.

If either party elects to terminate my services, for any reason, my engagement will be deemed to have been completed upon written notification of termination. You will be obligated to compensate me through the date of termination.

In connection with this engagement, I may communicate with you or others via email transmission. As emails can be intercepted and read, disclosed, or otherwise used or communicated by an unintended third party, or may not be delivered to each of the parties to whom they are directed and only to such parties, I cannot guarantee or warrant that emails from me will be properly delivered and read only by the addressee. Therefore, I specifically disclaim and waive any liability or responsibility whatsoever for interception or unintentional disclosure of emails transmitted by me in connection with the performance of this engagement. In that regard, you agree that I shall have no liability for any loss or damage to any person or entity resulting from the use of email transmissions, including any consequential, incidental, direct, indirect, or special damages, such as loss of revenues or anticipated profits, or disclosure or communication of confidential or proprietary information.

It is my policy to retain engagement documentation for a period of three years, after which time I will commence the process of destroying the contents of our engagement files. To the extent I accumulate any of your original records during the engagement; those documents will be returned to you. The balance of my engagement file is my property, and I will provide copies of such documents at my discretion.

In the event I am required to respond to a subpoena, court order or other legal process for the production of documents and/or testimony relative to information we obtained and/or prepared during the course of this engagement, you agree to compensate me at my standard hourly rates then existing for the time we expend in connection with such response, and to reimburse me for all of our out-of-pocket costs incurred in that regard.

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Any litigation arising out of this engagement, must be filed within the time period allowed by Wyoming Statutes.

If you agree that the foregoing terms shall govern this engagement, please sign the copy of this letter in the space provided and return the original signed letter to me, keeping a fully-executed copy for your records.

Thank you for your attention to this matter, and please contact me with any questions that you may have.

Sincerely,



SLB, Inc.
Susan L. Brodie, CPA

ACCEPTED AND AGREED:

Fremont County Solid Waste Disposal District

By: Mark Moxley
Chairman of the Board

Date

**Task List for Accounting Services
For Fiscal Year Ending 6/30/2019**

Accounting Services to be performed by:

SLB, Inc., Susan L Brodie, CPA
PO Box 731, Lander, WY 82520
(307) 330-7181
susancpa@wyoming.com

Task Number	Name	Description	Cost not to exceed	Estimated Completion
2019-1	Financial Statements	Review draft annual financial statements for auditors for fiscal year ended 6/30/18, prepare Management Discussion & Analysis and other	\$ 4,000.00	Nov-18
2019-2	Audit Support	Prepare work papers and information for audited financial statement. Provide information to auditors as requested.	\$ 5,000.00	Sep-18
2019-3	Budgets	Finalize 2018-19 budget administration. Assist with the preparation the budget document for the next fiscal year, assist superintendent with financial projections and budgeting procedures required.	\$ 4,000.00	Jun-19
2019-4	Monthly Review	Review monthly financial reports and make necessary adjustments. Prepare Board reports and review sheet for files.	\$ 4,800.00	Jun-19
2019-5	Long-term Plan	Assist the Board and superintendent with the long term financial planning for closure and post-closure costs, equipment plan, etc.	\$ 1,600.00	Jun-19
2019-6	Board Meetings	Attend board meetings, when requested, and assist with financial information provided to board members.	\$ 1,750.00	Jun-16
2019-7	Miscellaneous	Other accounting services as requested by FCSWDD, if needed	\$ 8,850.00	Jun-19
		Total Budget for Year Ending 6/30/2019	<u>\$ 30,000.00</u>	

Ernie Over Communications
P.O. Box 213
Pavillion, WY 82523
(307) 851-0794

**Fremont County Solid Waste Disposal District
Task Order**

June 12, 2018
Task Order 2018/19 FY – 01

Location of Project: Fremont County, Wyoming

Contract: Non-Exclusive Service Agreement between Ernie Over Communications (Over) and Fremont County Solid Waste Disposal District (FCSWDD) dated June 12, 2018

Services to be performed: **Press Releases.** The tasks under this order would include, but not be limited to, electronic press releases issued to Fremont County media, including print, broadcast and web-based platforms, including media and public notices of FCSWDD operations, events and activities as directed by the Superintendent including attendance and coverage of FCSWDD Board of Directors meetings.

Subject work will be billed according to the Non-Exclusive Service Agreement between Over and FCSWDD dated July 14, 2016. Costs shall be on a time and materials basis not to exceed \$10,000 without prior written authorization from FCSWDD. The rate schedule includes travel paid at a rate of \$15/hour and mileage at the current Federal IRS Rate for 2016 at \$0.545 per mile; \$30/hour for all other work.

Schedule: July 1, 2017, through June 30, 2018.

Ernie Over Communications

Fremont County Solid Waste Disposal District

By _____

Title _____

Proposal



Overhead Door Company of Riverton/Lander
600 East Main Street
Riverton, WY 82501
Phone 307-856-2210, Fax 307-857-6024

Date: 5/17/18	Attn: ANDY FREY FREMONT COUNTY SOLID WASTE
Job: PREVENTATIVE MAINTENANCE SOLID WASTE FACILITIES	Addendum: 0

Proposal is for Preventative Maintenance service, inspection, and maintenance on the outlined 20 sectional garage doors, rolling steel doors, and operators. **Proposal is for a three (3) year term contract servicing the doors once per year. If other terms are required, please let us know. Pricing subject to change if not accepted within 10 days.**

Riverton Bailer

(6) Sectional Garage Doors with Operators

Lander Bailer

(4) Sectional Garage Doors with Operators

Lander Shop

(3) Sectional Garage Doors with Operators

Sand Draw Facility

(2) Sectional Garage Doors with Operators

Dubois Facility

(3) Sectional Garage Doors with Operators

(2) Rolling Steel Service Doors with Chain Hoist

TOTAL INSTALLED PRICE

\$6,675.00

This quotation is subject to all of the following conditions. Delays: Work will be executed as promptly as possible if contract is awarded to us, subject to delays occasioned by strikes, lock-outs, fires, and other events beyond our control. **Time Limit:** This proposal is subject to change if not accepted within thirty (30) days. Note that price quoted is subject to customer's request for delivery within 180 days. Thereafter price is subject to any manufacturer's increase. **Credit:** This quotation, if accepted, is subject to the approval of the credit department. **Breakage:** We do not replace broken or damaged glass caused directly or indirectly by anyone other than our own employees. Not responsible for damage handling customers glass. **Clerical Errors:** This quotation is subject to clerical errors prior to acceptance. **Condensation:** Because of its numerous and uncontrollable sources, we assume no responsibility for the formation of condensation or frost on the glass. **Contract:** Should you accept this proposal yet use your own contract form, it is understood that we will incorporate and make part thereof a true copy of this proposal and all its conditions. No liquidated damages will be accepted. Back charges will not be honored without prior agreement by ODC Riverton/Lander. **Terms:** 10th of the month following invoice. **Conditions of Glass and Glazing Contract:** Notwithstanding any terms or conditions that may appear elsewhere to the contrary the glass and glazing contractor shall not be held responsible for: liability for delay in performance, or no performance hereof, in whole or in part, if cause wholly or in part by contingencies arising from a state of war, delay in transportation, shortage in cars or materials, commandeering or requisitioning of raw materials, products, plants, or facilities (whether compliance with such order or request is mandatory or not), priorities in raw materials or products imposed by any governmental authority, or by other similar or different acts of any civil or military authority, or by any cause beyond Seller's control, whether similar to the causes herein specified or not.

Scott Mason
Project Manager

SCOPE OF WORK FOR SECTIONAL DOORS AND ELECTRIC OPERATORS

For the period _____, 20____, through _____, 20____, the following services and inspections will be provided as part of the Preventative Maintenance Program for sectional doors and operators:

SECTIONAL DOORS:

- (1) Inspect section condition.
- (2) Inspect alignment of door to insure proper operation.
- (3) Lubricate and inspect rollers and bearings.
- (4) Adjust and lubricate springs.
- (5) Inspect spring fasteners for secure mounting.
- (6) Inspect and tighten hinges and hardware.
- (7) Inspect cables for wear or damage.
- (8) Inspect drums for wear or damage.
- (9) Inspect locks for proper operation.
- (10) Inspect weatherstrip for wear or damage.
- (11) Inspect track fasteners and hangers for secure mounting.
- (12) Inspect and lubricate chain hoist.

ELECTRIC OPERATORS:

- (13) Inspect and adjust limit switches.
- (14) Inspect and adjust belts.
- (15) Inspect and lubricate roller chain.
- (16) Inspect and adjust brake.
- (17) Inspect and adjust clutch.
- (18) Inspect operator mounting.
- (19) Inspect and test disconnect.
- (20) Inspect and tighten all sprockets.
- (21) Lubricate all bearings.

SCOPE OF WORK FOR ROLLING DOORS AND ELECTRIC OPERATORS

For the period _____, 20____, through _____, 20____, the following services and inspections will be provided as part of the Preventative Maintenance Program for rolling doors and operators:

ROLLING DOORS:

- (1) Inspect door alignment and level.
- (2) Inspect slats and endlocks for damage.
- (3) Inspect guides, bottom bar and hood.
- (4) Inspect all weatherstripping for wear or damage.
- (5) Adjust spring and lubricate bearings.
- (6) Inspect and tighten fasteners.
- (7) Inspect and lubricate chain hoist.
- (8) Inspect locks for proper operation.
- (9) Inspect and tighten all sprockets.

ELECTRIC OPERATORS:

- (10) Inspect and adjust limit switches.
- (11) Inspect and adjust belts.
- (12) Inspect and adjust brake.
- (13) Inspect gear reducer.
- (14) Inspect operator mounting.
- (15) Inspect and test disconnect.
- (16) Inspect and lubricate roller chain.
- (17) Inspect and tighten all sprockets.

FOR ROLLING FIRE DOORS:

- (18) Inspect cleanliness and age of fuse links.
- (19) Drop test door for proper operation.
- (20) Check that door is properly reset.
- (21) Test electric fusible links for continuity (where applicable).
- (22) Test smoke detector for continuity (where applicable).
- (23) Test hold-open devices and time delays (where applicable).