



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
fax 307.332.5013
trashmatters.org

MEETING AGENDA

FREMONT COUNTY SOLID WASTE DISPOSAL DISTRICT

BOARD OF DIRECTORS – REGULAR MEETING

October 21, 2019 - 9:30 a.m.

1. PRELIMINARY ITEMS:

- a. Pledge of Allegiance
- b. Roll Call: Michael Adams, Steve Baumann, Gary Weisz, Rick Klaproth, Mark Moxley, Rob Dolcater, Gina Clingerman, Jennifer Lamb, Robert Townsend
- c. Declaration of Quorum
- d. Approval of Agenda (*Discussions and Formal Action*)
- e. Public Comment / Communication from the Floor

2. CONSENT ITEMS:

- a. Approval of the Minutes:
 - i. Regular September 2019 Board Meeting
- b. Approval of the Accounts Payable
 - i. September 2019 Invoices
- c. Acceptance of Consultants and Agreement Reports
 - i. Trihydro Corporation
 - ii. Burns and McDonnell
 - iii. Wind River Inter-Tribal Solid Waste – *no report submitted*
- d. Acceptance of Staff Reports
 - i. Superintendent Report

3. BUSINESS ITEMS:

- a. 2018-2019 Financial Audit – DM-T (Discussions and Formal Action)
- b. 2019-2020 Cold Weather Season: Propane Bids (*Discussions and Formal Action*)
- c. Driving History: Insurable/Employable (*Discussions*)

4. NEW BUSINESS

5. CALL FOR ADJOURNMENT

6. UPCOMING MEETING(S):

- a. The next Regularly Scheduled Meeting(s):
 - i. November 18, 2019, at 9:30 a.m.



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FREMONT COUNTY SOLID WASTE DISPOSAL DISTRICT

Minutes of Regular Board Meeting

September 16, 2019

1. PUBLIC HEARING – PROPOSED FCSWDD RULES AND REGULATIONS REVISION

CHAIRMAN MARK MOXLEY opened the public hearing for the proposed Fremont County Solid Waste Disposal District Rules and Regulations revisions at 9:30am. During the public hearing there was no comment or public interest. CHAIRMAN MARK MOXLEY closed the public hearing at 9:30am.

2. 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 MARK MOXLEY at 9:30am. CHAIRMAN MARK MOXLEY then led the Pledge of Allegiance and declared that there was a quorum of the Board with the following people in attendance:

<u>Board Members:</u>	Robert Townsend, Rick Klapproth, Gary Weisz, Steve Baumann, Rob Dolcater, Jennifer Lamb, Michael Adams and Mark Moxley
<u>Excused Member(s):</u>	Gina Clingerman
<u>Unexcused Member(s):</u>	N/A
<u>Commissioner Liaison:</u>	Mike Jones
<u>Community Liaisons:</u>	Kyle Larson (City of Riverton)
<u>Attorney:</u>	Rick Sollars (Western Law & Assoc.)
<u>Staff:</u>	Camille Woody (Accounting Manager)
<u>Consultant(s):</u>	No consultants present
<u>Guest(s):</u>	Joel Highsmith (Mayor of Shoshoni)

d. Approval of Agenda

SECRETARY/TREASURER RICK KLAPROTH made a motion to approve the consent agenda as presented. VICE-CHAIRMAN MIKE ADAMS seconded the motion. **MOTION CARRIED**

e. Public Comment/Communication from the Floor

Discussions: (1.) Joel Highsmith thanked the Board for their assistance with the Shoshoni Rifle Range over the past year and mentioned that the rifle range was mentioned by Cody Beers in a recent article. Further, that the District was not mentioned in the article. He relayed that the town has received some complaints on the transfer station schedule and rate changes and that there is a general misunderstanding of what a cubic yard is. The usage history of the transfer station at Shoshoni was requested to better understand patronage. (2.) SECRETARY/TREASURER RICK KLAPROTH stated that he had been receiving complaints about the Shoshoni Transfer Station and asked Joel Highsmith if the Town of Shoshoni had ever considered taking on the volunteer program. Joel Highsmith stated that he would propose this option to the council. (3.) SECRETARY/TREASURER RICK KLAPROTH asked if the Town of Shoshoni was researching the potential of implementing a mandatory curbside garbage program. Joel Highsmith stated that this discussion was not currently a priority with the town, but that they have been discussing the option with other communities that have a similar program.

(4.) Attorney Rick Sollars informed the group that the Town of Dubois operates a mandatory curbside garbage program serviced through a competitive bid process with all billing completed by the town. The town generates funds through this process. The process increases participation, lowers fees, decreases traffic, increases safety, and reduces the volumes of trash stockpiled in communities.

3. CONSENT ITEMS:

a. Approval of Prior Meeting Minutes

- i. August 2019 Board Meeting

b. Approval of Accounts Payable

- i. August 2019 Invoices

c. Acceptance of Consultants Reports:

- i. Trihydro Corporation – Progress Report
- ii. Burns and McDonnell – Progress Report
- iii. Wind River Indian Reservation Inter-Tribal Solid Waste Program – No Report Submitted

d. Acceptance of Staff Reports:

- i. Superintendent Report

4. OTHER ITEMS OF BUSINESS:

a. FCSWDD Rules and Regulations – Proposed Revisions (*Discussions and Formal Action*)

Superintendent Frey explained to the Board that included in the Board packets was a version of the FCSWDD Rules and Regulations revised based on prior Board meetings, public meetings, and associated input for consideration. The revisions include additional definitions, the transfer station fee structure representing the adopted changes earlier this year, cleaning up the language on the special fees, and waste acceptance at the transfer station.

STEVE BUAMANN made a motion to approve the FCSWDD Rules and Regulations as presented. JENNIFER LAMB seconded the motion. **MOTION CARRIED**

b. Driving History: Policy versus Insurance Language – Insurable/Employable (*Discussions*)

Superintendent Frey referenced the memorandum included in the Board packets and suggested that the Board consider leaving the review of these instances to staff on a case-by-case basis.

Discussions: (1.) ROB DOLCATER suggested that language be included in policy that states that employment status may be reviewed. (2.) CHAIRMAN MARK MOXLEY surveyed the group and concluded that language should be included in a District document that states employment status may be reviewed. The superintendent and attorney should develop the language and proposed to the full Board.

c. Waste Compactor Bid Results (*Discussions*)

Superintendent Frey referenced the memorandum included in the Board packets summarizing the bid process, bid results, and request for authorization to purchase a new waste compactor.

Discussions: (1.) STEVE BAUMANN encouraged monitoring of overall utilization. (2.) The new waste compactor is intended for use at the Lander Landfill with the two older machines being split between the Lander Landfill as a back-up machine and the Sand Draw Landfill as their primary machine. (3.) Financial impacts associated with downtime and uncompacted waste supports redundancy.

STEVE BAUMANN made a motion to authorize the purchase of a new waste compactor, awarding the bid to Wyoming Machinery with a purchase price of \$471,450.95. GARY WEISZ seconded the motion. **MOTION CARRIED**

d. Community Entry Services (CES) – Financial Assistance Request (*Discussions*)

Superintendent Frey informed the Board that following last month's Board meeting and discussions regarding the CES financial assistance request, CES relayed to us that they identified a used forklift that has all of the additional hydraulic support necessary for their rotating head system. The used forklift they found will cost \$19,900, which includes the cost associated within the installation of their existing rotating head. Since this was the most suitable and cost-friendly machine they have found, they committed to the machine and mechanical work. Additionally, they have requested that the District consider assisting them with 50% of the cost at \$9,950.

Discussion: The rotating head allows for easier and safer receipt of recycling materials and unloading by turning the forks 360 degrees.

BOB TOWNSEND made a motion to provide the financial assistance requested by CES in the amount of \$9,950. STEVE BAUMANN seconded the motion. VICE-CHAIRMAN MIKE ADAMS abstained from the vote. ***MOTION CARRIED***

5. NEW BUSINESS:

a. Legislative Review of a Tribally Operated Solid Waste District

VICE-CHAIRMAN MIKE ADAMS informed the Board that he and Representative Lloyd Larson discussed the idea proposed by Senator Cale Case of developing a separate solid waste district on the Wind River Indian Reservation. The idea would remove the area from the existing FCSWDD.

Discussions: (1.) Commissioner Mike Jones expressed concern with the many hurdles associated with a review of this nature since there is no defined regulatory jurisdiction. (2.) Attorney Rick Sollars encouraged all reviews of this consideration to limit the reach of the reservation to the boundary defined by the 10th circuit court, defined as the "diminished reservation" as this will impact the mill levy values.

b. County Commissioner Level Information

Commissioner Mike Jones informed the Board of recent commissioner discussions: (1.) the jail is currently over-crowded. (2.) the Road and Bridge group is completing hot mix application county-wide and are in the Dubois area. (3.) the Tribes have expressed interest in taking over a greater portion of road maintenance. (4.) the current assessed valuation projections find the values flat or downward trending. (5.) the Commissioners have the District scheduled to present October 8. (6.) FCAG is considering promotion of a 1% tax to assist the airport through an Economic Development tax.

6. CALL FOR ADJOURNMENT

BOB TOWNSEND made a motion to adjourn at 11:03am. ROB DOLCATER seconded the motion. ***MOTION CARRIED***

7. UPCOMING MEETING(S):

a. The Next Regularly Scheduled Meeting:

- i. October 21, 2019, at 9:30am.

Respectfully submitted by,

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

Mark Moxley
Board of Director's Chairman
Fremont County Solid Waste Disposal District

Fremont County Solid Waste Disposal District
Profit & Loss - Modified Accrual
For September 2019

(with comparative data for 2018)

	Sep 18	Sep 19	Jul-Sep 18	Jul-Sep 19	Budget	YTD = 25% % of Budget
620000 · Operations						
620420 · Operat/Maint Fuel, Lube, Filter						
620421 · Fuel	14,328.02	10,296.12	43,637.91	36,828.61	230,000.00	16.01%
620420 · Operat/Maint Fuel, Lube, Filter - Other	648.39	1,413.96	4,855.29	8,188.30		100.0%
Total 620420 · Operat/Maint Fuel, Lube, Filter	14,976.41	11,710.08	48,493.20	45,016.91	230,000.00	19.57%
620430 · Equipment Repairs	8,636.74	7,320.05	15,508.09	28,151.27	274,450.00	10.26%
620470 · Tires/All sites	2,357.25	624.44	3,397.38	2,300.44	55,000.00	4.18%
620475 · Safety	985.42	1,199.99	3,607.28	2,545.28	38,500.00	6.61%
620495 · Tools/all sites	1,596.59	343.48	2,578.07	2,486.74	7,000.00	35.53%
620591 · Supplies/All Sites	188.53	1,175.08	2,864.62	4,745.82	16,000.00	29.66%
620630 · Property Leases/Equip. Rents	1,485.00	1,834.15	2,395.00	3,548.18	30,000.00	11.83%
620710 · Bale Station Repair	1,903.37	0.00	1,903.37	0.00	35,000.00	0.0%
620711 · Baler wire	0.00	0.00	0.00	0.00	9,000.00	0.0%
Total 620000 · Operations	32,129.31	24,207.27	80,747.01	88,794.64	694,950.00	12.78%
630000 · Other Operating Expense						
630521 · Site Maintenance/All Sites	1,059.11	2,332.35	5,156.66	6,180.33	123,500.00	5.0%
630690 · Transfer Stations	0.00	0.00	132.40	0.00	4,000.00	0.0%
630695 · Wind River Res. Trnsfr Stations	20,958.90	21,369.86	64,273.96	65,534.24	260,000.00	25.21%
630730 · Recycling	11,246.18	26,560.44	17,686.97	67,317.56	182,000.00	36.99%
630740 · Financial Assurance Pmt.	5.00	0.00	5.00	0.00	5,000.00	0.0%
630839 · Bad Debts	0.00	-43.00	0.00	-43.00	1,000.00	-4.3%
630854 · Landfill Closure	0.00	0.00	0.00	0.00	1,400,000.00	0.0%
Total 630000 · Other Operating Expense	33,269.19	50,219.65	87,254.99	138,989.13	1,975,500.00	7.04%
640650 · Utilities/All sites						
640651 · Power	3,468.51	3,516.88	10,093.81	10,338.25		
640652 · Cell Phone	544.74	177.16	1,630.52	1,253.00		
640653 · Phones	739.17	682.67	2,038.07	2,031.43		
640654 · Water	2,872.26	6,796.07	11,082.15	10,706.80		
640655 · Internet	1,875.60	324.87	2,619.62	982.56		
640656 · Propane/Natural Gas	0.00	0.00	0.00	0.00		
640650 · Utilities/All sites - Other	0.00	0.00	162.00	162.00	165,000.00	0.1%
Total 640650 · Utilities/All sites	9,500.28	11,497.65	27,626.17	25,474.04	165,000.00	15.44%
650712 · Scale Houses	1,338.85	577.86	2,382.77	12,226.64	20,000.00	61.13%
710000 · Insurance						
710640 · Insurance Liability	0.00	0.00	562.31	0.00	7,800.00	0.0%
710645 · Insurance Property	0.00	0.00	24,447.99	24,892.69	26,000.00	95.74%
710647 · Insurance Bonds	0.00	0.00	0.00	0.00	100.00	0.0%
Total 710000 · Insurance	0.00	0.00	25,010.30	24,892.69	33,900.00	73.43%
850410 · Equipment Purchase	0.00	15,316.00	2,996.30	15,316.00	563,500.00	2.72%
850414 · Infrastructure Improvements	0.00	17,931.00	355,015.62	17,931.00	482,750.00	3.71%
850410 · Office Equipment	0.00	0.00	0.00	0.00	20,100.00	0.0%
850855B · SLIB Grant Sandraw Expansion	0.00	0.00	0.00	0.00	0.00	0.0%
880905 · Debt Service - Interest	0.00	0.00	0.00	0.00	0.00	0.0%
880915 · Debt Service- Principal	0.00	0.00	0.00	0.00	0.00	0.0%
Total Expense	245,095.65	292,114.63	1,050,037.90	831,472.29	6,441,950.00	12.91%
Net Ordinary Income	212,905.05	42,509.77	78,925.73	177,116.95	-482,884.00	-36.68%
Net Income	212,905.05	42,509.77	78,925.73	177,116.95	-482,884.00	-36.68%

Fremont County Solid Waste Disposal District
Profit & Loss - Modified Accrual
For September 2019
(with comparative data for 2018)

	Sep 18	Sep 19	Jul-Sep 18	Jul-Sep 19	Budget	YTD = 25% % of Budget
Ordinary Income/Expense						
Income						
410210 · 3 Mill Levy Property Tax Revenue	-11,994.01	18,963.96	19,031.53	28,463.10	2,068,841.00	1.38%
410214 · Auto Tax Revenue	0.00	0.00	0.00	-172,640.05	320,000.00	-53.95%
432000 · Intergovernmental Revenue	0.00	0.00	0.00	0.00	42,000.00	0.0%
435260M · Misc. Grant Revenue	0.00	0.00	0.00	0.00	673,000.00	0.0%
441270 · User Fees	455,150.60	274,930.60	1,054,331.20	987,004.53	2,500,000.00	39.48%
471250 · Interest Income	12,823.36	22,503.83	44,990.73	91,765.11	240,625.00	38.14%
480271 · Compost Sales	596.50	832.50	2,533.00	2,137.50	10,500.00	20.36%
480277O/S · Overage (Shortage)	-47.75	8.15	-99.95	4.15	0.00	100.0%
480290 · Miscellaneous Revenue	0.00	25.00	75.00	58.50	4,100.00	1.43%
480290C · Recycling Revenue	1,472.00	17,360.36	8,102.12	71,796.40	100,000.00	71.8%
499272 · Sale of Surplus Vehicles	0.00	0.00	0.00	0.00	0.00	0.0%
Total Income	458,000.70	334,624.40	1,128,963.63	1,008,589.24	5,959,066.00	16.93%
Expense						
510310 · WAGES	85,180.69	92,875.36	260,369.01	281,275.77	1,184,200.00	23.75%
520000 · Payroll Tax & Benefits						
520320 · FICA	5,867.46	6,410.50	18,003.77	19,459.19	85,300.00	22.81%
520330 · WYOMING RETIREMENT	11,936.78	13,336.85	35,394.87	40,103.68	170,000.00	23.59%
520340 · HEALTH BENEFITS	29,434.06	29,021.80	87,766.78	90,155.69	469,450.00	19.21%
520350 · WORKER'S COMPENSATION	3,347.61	2,349.75	10,232.47	7,116.24	30,100.00	23.64%
520360 · UNEMPLOYMENT INSURANCE	0.00	0.00	0.00	0.00	15,000.00	0.0%
Total 520000 · Payroll Tax & Benefits	50,585.91	51,118.90	151,397.89	156,834.80	769,850.00	20.37%
530000 · Travel, Seminars & Training						
530620 · Board Travel/Seminars	11.75	9.25	22.75	1,081.90	5,500.00	19.67%
530630 · Staff Travel, Seminars & Training	3,235.54	1,393.54	5,101.60	3,332.13	10,000.00	33.32%
Total 530000 · Travel, Seminars & Training	3,247.29	1,402.79	5,124.35	4,414.03	15,500.00	28.48%
540000 · Contractual Services						
540700 · Engineering	24,071.55	10,772.37	33,416.26	30,347.73	398,700.00	7.61%
540840 · Audit/Acctg Fees	0.00	7,500.00	0.00	7,500.00	10,000.00	75.0%
540842 · Public Information	0.00	0.00	480.16	903.20	10,000.00	9.03%
540844 · Accountant	2,875.00	3,825.00	8,200.00	11,625.00	30,000.00	38.75%
540846 · Misc.Contract Services	0.00	0.00	0.00	0.00	10,000.00	0.0%
540850 · Attorney Fees	600.00	600.00	2,289.00	1,889.48	15,000.00	12.6%
Total 540000 · Contractual Services	27,546.55	22,697.37	44,385.42	52,265.41	473,700.00	11.03%
550000 · Other Admin. Expenses						
550610 · Office Expense	125.42	120.93	584.55	493.56	7,500.00	6.58%
550611 · Postage	10.90	117.99	1,317.36	1,198.73	2,500.00	47.95%
550612 · Advertising	0.00	513.90	52.00	965.05	5,000.00	19.3%
550616 · Office Equip.- Maint. & Repairs	78.05	1,160.64	421.37	4,254.39	10,000.00	42.54%
550635 · Bank fees	2,083.21	2,357.32	5,352.79	6,146.41	18,000.00	34.15%
Total 550000 · Other Admin. Expenses	2,297.58	4,270.78	7,728.07	13,058.14	43,000.00	30.37%



memorandum

To: Andy Frey, P.E., Superintendent, Fremont County SWDD
From: Jeff Young, P.E.
cc: Fremont County SWDD Board
Date: October 14, 2019
Re: Project Updates for October 21, 2019 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 – FCSWDD 2019-2020 Monitoring (Task Order 10-026 / Trihydro Project 09Y-008-005)

A routine environmental monitoring event was conducted during the week of September 30, 2019. Fieldwork went as anticipated. The laboratory provided incorrect bottles for the herbicide analysis needed for seven wells during the fall event; they will be paying to have Trihydro purge and resample these wells to acquire the needed data. Resampling for these constituents is scheduled for the week of November 18. If sampling can be done at a sooner time, the event will be rescheduled accordingly.

The WDEQ, Landfill Remediation Program (LRP) has approached Mr. Frey to discuss the possibility of entering the Lander and Shoshoni Landfills into the program. Trihydro will review historical documents and provide related assessment regarding joining the LRP. Mr. Frey and Caroline Brewer (Trihydro) have a face-to-face meeting scheduled on October 24, 2019 to discuss the LRP as well as general topics related to environmental monitoring at the FCSWDD facilities.

For the next semiannual air quality report for the Sand Draw Landfill (due in January 2020), FCSWDD will need to conduct two formal observations before the end of the year regarding visible emissions from the used oil furnace. Superintendent Frey has the field forms to conduct these observations.

Technical Assistance (Task Order 10-024 / Trihydro Project 09Y-005-005)

Technical assistance activities during the previous month included:

- A project status report was prepared for the monthly Board meeting.



Andy Frey, FCSWDD
October 14, 2019
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Sand Draw Landfill – Water Balance Cover and Lifetime Operating Permit (Task Order 10-019 / Trihydro Project 09Y-001-005)

No updates to report.

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

No updates to report.

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

Trihydro is currently working on the final project task, which includes final internal review of a draft project manual. In a discussion with Superintendent Frey, the project manual will be finalized and submitted to the district and is included in the budget for the fiscal year 2019-2020. It is anticipated that the manual will be completed and submitted by the end of November 2019.

It is our understanding that additional waste will be placed, and once completed, another site survey will be necessary to determine how much disposal capacity remains, if any, and whether changes to the permitted design will be necessary. Superintendent Frey stated that the quantities could be updated at a later date, and that changes are expected. We further understand that the district would like the release for bid date in the first quarter of 2020.

Please let us know if you have any questions or need additional information. You can call me on my cell phone (307-851-4674), send me an email (jyoung@trihydro.com), or stop by our office at 388 Main Street, Suite C, in Lander.

Attachment:

- NA

END OF MEMORANDUM

Memorandum



Date: October 7, 2019

To: Andy Frey, PE, Fremont County Solid Waste Disposal District

From: Matt Evans, PE

Subject: Progress Report – October 2019

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

Capacity Audits

The Capacity Audit reports have been completed and submitted to the Superintendent and the District's accountant. In past years, the Superintendent and Burns & McDonnell have adjusted the reports throughout the course of the year as landfill operational details are evaluated and updated.

Technical Engineering Assistance

Burns & McDonnell completed our monthly progress report, invoice and overall project management related to the administration of the project as part of this task.

Additionally, at the request of the Superintendent, Burns & McDonnell reviewed laboratory reports from a petroleum soils request for disposal at the District's Lander Landfill. Based on our review the soils appeared to meet acceptable disposal requirements for the District.

Capital Improvement Plan Modeling

The CIP and budget model updates were completed in May 2019. Next year's model updates will be completed in the spring of next year. However, throughout the course of the year, the Superintendent and Burns & McDonnell may review the model for planning purposes as directed by the Superintendent. One aspect of the model we will be review is the current cost of recycling.

Lander Landfill Concrete Wash Pad Design

Design of the concrete wash pad has been finalized and the District is soliciting bids for construction.

Dubois Landfill Cell Excavation Plan Preparation

Plan preparation for the excavation of the next construction and demolition debris landfill cell at Dubois is in progress.

On-call Surveying

No on-call surveying was completed since the last board report.

Memorandum *(continued)*



October 7, 2019

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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
October 14, 2019

Office/Staff/Board/Inter-Government

Office:

1. The calculated tonnages and cost per ton are as follows (calculated using monthly expenses and monthly tonnages):
 - a. 2013 = \$140 & 31,472 total tons
 - b. 2014 = \$176 & 27,562 total tons
 - c. 2015 = \$99 & 31,890 total tons
 - d. 2016 = \$103 & 29,659 total tons
 - e. 2017 = \$102 & 33,483 total tons
 - f. 2018 = \$106 & 36,352 total tons
 - g. 1st three quarters of 2019 = \$102 & 34,200 total tons
2. The 2019 Workers' Compensation rate has been provided and is 2.53. This is down from 3.93 last year.

Staff:

1. October 2019 – 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 → **4 years and 3 month**, 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 **3 years and 9 months!!**
2. September/October 2019 – The District continues to advertise **vacancies** (i.e. one full-time and two part-time positions).
3. October 2019 – An **employee memorandum** that summarizes operational changes, policy changes, and rule changes has been drafted for District staff.

Board:

1. April 2019 – The following represents the previous list of **Board Committees and Members**.
 - a. Recycling Committee: Jennifer Lamb, Gary Weisz, Bob Townsend, and Mark Moxley.
 - b. Health Benefit and Wage Committee: Rob Dolcater, Mike Adams, Gary Weisz, and Gina Clingerman.
 - c. Rate Committee: Bob Townsend, Steve Baumann, Gina Clingerman, and Gary Weisz.
 - d. Budget Committee: Rick Klaproth, Gary Weisz, Rob Dolcater, and Mark Moxley.
 - e. WRIR Solid Waste Negotiations Committee: Gina Clingerman, Steve Baumann, Gary Weisz, and Mark Moxley.
 - f. Rural Transfer Station Committee: Mark Moxley, Bob Townsend, Gary Weiz, and Rob Dolcater.
2. October/November 2019 – The **Health Benefit Committee** will be meeting to discuss the health benefit.
3. October/November 2019 – The **Recycling Committee** will be meeting to review the current waste diversion and recycling programs.

Inter-Government:

1. State:

- a. October 2019 – Following the annual meeting with the Legislative State Office Tribal Relations Committee and Tribal representatives discussing solid waste management on the WRIR, a follow-up meeting has been scheduled to further explore options to improve the management. Concerns have included the lack of regulatory oversight, unknown regulatory authority, illegal dumping, and potential program changes. One proposed option includes developing a solid waste district specific to serve the WRIR; however, there are a number of unknowns that are being explored.
- b. October 2019 – The District continues to receive asbestos containing material from the Wyoming Life Resource Center (WLRC) project at the Shoshoni Landfill.
- c. October 2019 – The District continues to receive waste from the Jeffrey City school project.

2. County:

- a. October 8, 2019 – Board Chairman Mark Moxley and Superintendent Frey met with the Commissioners to discuss planning and public communications.

3. Municipalities:

- a. August 2019 – The **Town of Pavillion** contacted us in an attempt to notify our group that the town intends to discontinue their recycling trailer/program. The trailer continues to receive a high volume of contamination and waste, so the town is electing to stop offering the opportunity.
 - i. October 2019 – The District has still not received any additional notice from the town...
- b. October 2019 – A letter was drafted at the request of Chairman Mark Moxley to the Town of Pavillion notifying them that the opportunity for a community-based transfer station program was not limited to only volunteers, and that if the Town was interested in pursuing the operation it would be an option.
- c. October 2019 – Since the August Board meeting discussions around demolition projects within the Town of Pavillion, there has been additional scheduling requests made by the **Town of Shoshoni** or **Tim Davis**.

Regulatory/Engineering/Legal/General Contractors

Regulatory – **No Updates**

Engineering – **No Updates**

Legal – **No Updates**

General Contractors:

1. October 2019 – Pacific West (railroad) has extended the size of their tie-yard cleanup project and is again delivering impacted soils to the Lander Landfill.

Sites/Operations/Equipment:

Sites:

1. October 2019 – District staff continue to regrade and surface a new **road to the scrap metal recycling area** at the Lander Landfill.
2. October 2019 – District staff continue to construct **stormwater diversion berms** along slopes of the Lander Landfill that have reached final grades.
3. September/October 2019 – The District continues to explore **options for internet services at the Sand Draw Landfill**. Over the past year the existing service has continued a decline in consistent connections, leading to issues with transferring data and reading credit cards.

Operations – No Updates

Equipment:

1. October 2019 – Wyoming Machinery notified the District that the **new waste compactor** will be delivered in late October.

Miscellaneous/Upcoming Work & Events/Work in Progress:

Miscellaneous: No Updates

Upcoming Work & Events: No Updates

Work in Progress:

- a. September 2019 – CES was notified of the District's willingness to assist them up to \$9,950 in the **purchase of a used forklift**.
- b. October 2019 – The District continues to investigate options for **recycling/diverting various batteries** beyond lead-acid batteries (i.e. dry-cell rechargeable, lithium ion, nickel zinc, and nickel cadmium).

Thank you,



Andrew Frey, P.E.

Superintendent of Operations

Fremont County Solid Waste Disposal District



Fremont County Solid Waste Disposal District

Managerial Guideline Handbook

REVISED: February 2019 UNDER REVIEW

Superintendent of Operations

Date

Board of Directors Chairman

Date

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FREMONT COUNTY SOLID WASTE DISPOSAL DISTRICT MANAGERIAL GUIDELINE HANDBOOK

This document is not intended as a policy document, only as suggested guidelines.

Section 1 GENERAL PROVISIONS

1. A. INTERPRETATION AND ADMINISTRATION: The Fremont County Solid Waste Disposal District Board of Directors is responsible for the interpretation of the Personnel Policies, Safety Policies, and Managerial Guideline language and are vested with full authority to establish, by administrative directive, other terms and conditions of employment consistent with the documents. Supervisors are charged with the responsibility of enforcing the language within the documents and with maintaining documentation of compliance by the employees in their departments.

1. B. DEFINITIONS:

- A. **IMMEDIATE FAMILY** includes spouse, children, step-children, parents, step-parents, parents-in-laws, siblings and step siblings.
- B. **EXTENDED FAMILY** includes, grandchildren, grandparents, aunt, uncle, niece, nephew, brother-in-law, sister-in-law, son-in-law, daughter-in-law, and guardianship.
- C. **SUPERVISORS** are employees hired by the Fremont County Solid Waste Disposal District who have the responsibility for, and are in charge of, directing and supervising one or more employees.
- D. **FULL-TIME EMPLOYEE** is an employee who works no less than an average of 173 hours per month on an annual basis at minimum wage or more and who receives all the benefits established by the Fremont County Solid Waste Disposal District Board of Directors.
- E. **PART-TIME EMPLOYEE** is an employee who works at minimum wage or more on a regular schedule on an annual basis, but on average less than 30 hours per week, but more than 120 days per year. This classification of employee is not eligible for benefits beyond retirement based on hours worked.
- F. **TEMPORARY EMPLOYEE** is an employee who is hired on a temporary basis and paid an hourly wage. A temporary employee works on average 29 hours per week or less, and shall not be entitled to employee benefits.
- G. **INSURABLE** defines whether or not a potential or existing employee can receive coverage under the District's liability, comprehensive, or collision insurance.

Section 2 MANAGEMENT OF STAFF

2. A. SELECTION: All employees are selected for hire on the basis of merit, character, training, and experience, and whether they are insurable. The Fremont County Solid Waste Disposal District shall comply with all applicable State and Federal labor laws and regulations.

If an employee of the District is determined to be un-insurable during their employ with the District, the employee shall be subject to disciplinary action, up to and including termination.

2. B. DISCIPLINE:

A. **POLICY:** Employment with the Fremont County Solid Waste Disposal District shall be considered a privilege, and not a right. The employment relationship between the District and its employees is entirely voluntary, and may be terminated by either party at any time, with or without cause. Nothing in the Grievance procedure is intended nor shall it alter the "at-will" status of the employment relationship. Employees shall expect that their continued employment is subject to compliance with a certain standard of behavior to be enforced by discipline. Disciplinary actions are to correct and improve an employee's job performance and/or to ensure that an employee is accountable for misconduct or inappropriate behavior. There are two basic principles of sound discipline: 1) Consistent Treatment, and 2) Progressive Discipline.

1) **Consistent Treatment** - The application of policies regarding the employee conduct should be uniform among all employees and appropriate to the offense committed. This is not intended to deprive the supervisor the flexibility to deal with each disciplinary case on its own merits and to consider the employee's past work performance before administering disciplinary measures. However, consistency is the best way to avoid unequal treatment of employees.

2) **Progressive Discipline** - Discipline shall not only show the employee that he/she has violated an accepted work policy but also shall allow the employee the opportunity to correct his/his behavior. The basic steps in progressive discipline are:

Verbal Warning
Written Warning
Suspension
Dismissal

Supervisors are encouraged to use these steps when dealing with disciplinary measures. However, there are exceptions to following this sequence of disciplinary measures, depending on the nature or severity of or circumstances surrounding the infraction. If the nature of the infraction is deemed to be of a serious nature, by example and not a limitation, hostile or threatening behavior towards another employee or the public, such behavior shall constitute grounds to skip one or more steps in the above progressive disciplinary procedure.

2. C. RESPONSIBILITY: The responsibility for initiating and administering disciplinary action is vested in the Superintendent or his/her designee.

2. D. PROCEDURE: The Superintendent or his/her designee shall take the following steps when they suspect discipline may be necessary:

- A. Meet with the employee privately to discuss the matter, gather facts concerning the incident and give the employee a chance to offer explanation or refute the charge.
- B. Make any further investigation deemed necessary, for example, inspection of records, discussions with the supervisor, witnesses or involved parties, etc.
- C. Meet with the employee to explain the determination made and the discipline to be imposed. If other than an oral warning or reprimand, the employee shall be given in writing the specific details of the offense, the disciplinary action being administered and its effective date, why disciplinary action is being imposed and if appropriate, corrective actions the employee should take with specific deadlines and/or the consequences he/she will face for future violations. He/she shall be told that a copy of any documentation shall become a permanent part of his/her personnel file and shall be notified of the grievance procedures if applicable.
- D. The document shall be signed by the employee and Superintendent or his/her designee. The employee may include any written statement he/she wishes. If the employee refuses to sign, another supervisor may be asked to witness and sign a statement verifying that the employee read the notice but refused to sign.

2. E. CAUSES: Causes for discipline fall within a wide range of problems from minor to major offenses. The following examples are not intended to be all inclusive or mutually exclusive as it would be impossible to list all infractions requiring discipline. They are intended only as a guide to illustrate the standard of conduct expected of Fremont County Solid Waste Disposal District employees.

- A. Violation of or failure to comply with the state Constitution or statutes, District Rules and Regulations or District Policies.
- B. Failure or refusal to comply with a lawful order or to accept a reasonable and proper assignment from an authorized supervisor;
- C. Inefficiency, incompetency or negligence in the performance of duties;
- D. Being under the influence or in possession of alcohol or any controlled substance while on duty, unless the use or possession is by specific medical authorization or job requirements;
- E. Theft or careless, negligent or improper use of District property, equipment or funds;
- F. Failure to obtain and maintain required licenses or certifications;

- G. Excessive absenteeism or tardiness or abuse of sick leave or other leave benefits;
- H. Failure to follow established safety practices or to utilize provided/required safety equipment;
- I. Disregard for appropriate personal appearance, uniform dress or personal hygiene;
- J. Acts of illegal discrimination or sexual harassment;
- K. Falsification of records, reports or employment applications;
- L. Failure to establish satisfactory working relationships with coworkers;
- M. Inability or failure to maintain the physical or health condition required for his/her assigned position.

2. F. APPEAL: The Executive Committee of the Fremont County Solid Waste Disposal District Board shall have jurisdiction over all matters of employee appeals under these rules.

A. **GROUND FOR REVIEW:** Any regular employee may file a request for review on any disciplinary matter involving dismissal or suspension without pay for three (3) days or more. There shall be no right of review from any warning or reprimand.

B. **PROCEDURE:**

- 1) The aggrieved employee shall submit to the Superintendent a written and signed statement setting forth his/her allegations and any other information he/she deems necessary to explain why the action taken against him/her should be modified or reversed. This statement shall be submitted within ten (10) working days of the date the employee was notified of the disciplinary action.
- 2) The Superintendent shall respond in writing to the employee within five (5) working days after receiving the employee's statement with his/her answer to whether the Superintendent will modify or reverse his decision.
- 3) If the grievance has not been settled to the employee's satisfaction with the Superintendent, the Superintendent shall submit all papers, without comment, within two (2) working days to the chairman of the Fremont County Solid Waste Disposal District Board, who shall set a date for hearing in front of the Executive Committee not beyond thirty (30) working days and shall direct the Superintendent to notify all parties of such hearing date, time and place.
- 4) Hearings before the Executive Committee of the Fremont County Solid Waste Disposal District Board shall be informal and shall be conducted according to rules prescribed by the Board.
- 5) Any District employee called as a witness shall not suffer loss of pay as a result of his/her attendance. He/she shall be paid overtime if the hearing is held during off-duty hours and if attendance causes him/her to work more hours than normally required for the work period.

- 6) The Board shall make its determination within five (5) working days and forward its decision in writing to the Superintendent and employee. All decisions of the Executive Committee shall be final and not subject to appeal.

2. G. NON-DISCIPLINARY GRIEVANCES:

- A. **SCOPE:** Any employee who believes he/she has a valid complaint regarding the terms and conditions of employment, other than matters covered or specifically prohibited by Section 2. E., should first discuss the matter with his/her direct supervisor, unless the complaint is against his/her direct supervisor, in which case it should be discussed with the Superintendent. If the Employee is not satisfied with the response, he/she may file a written grievance within five (5) working days of the occurrence of the alleged act.
- B. **PROCEDURE:** The written grievance shall be filed with the Superintendent, unless the complaint of the party is the Superintendent, in which case it shall be filed with the Executive Committee. The written grievance shall contain the following information:
 - 1) Name of complaining party (or parties),
 - 2) Name of party (or parties) complained against, if any,
 - 3) Date and place of the act, and
 - 4) A concise statement of the grievance.
- C. **SUPERINTENDENT RESPONSE:** The complained of party shall be given a period of five (5) working days to respond to the complaint, which response shall be in writing. Upon receipt of the complaint and response the Superintendent shall respond in writing to the employee and complained of party within five (5) working days after receiving the response. If the complaint of the party is directed at the Superintendent, then he/she shall respond within the time specified herein and the Executive Committee shall render a decision within five (5) working days.
- D. **APPEAL TO EXECUTIVE COMMITTEE OF THE BOARD:** If the grievance has not been settled to the employee's satisfaction with the Superintendent or if the complaint is against the Superintendent, then all papers shall be forwarded to the Executive Committee of Fremont County Solid Waste Disposal District Board. The Executive Committee shall have full discretion to either render a decision on the grievance based upon the written submissions or to hold a hearing on the same. If a hearing is determined to be held, a date for hearing in front of the Executive Committee not beyond ten (10) working days shall be set and the Executive Committee shall direct the Superintendent to notify all parties of such hearing date, time and place. The hearing shall be informal and shall be conducted according to rules prescribed by the Board. The executive Committee shall render a decision on the grievance within Ten (10) working days of the hearing or of submission of the papers if no hearing is held and the decision of the Executive Committee shall be final and not subject to appeal.

Certification

I CERTIFY THAT I HAVE READ AND UNDERSTAND ALL OF THE LANGUAGE IN THE FREMONT COUNTY SOLID WASTE DISPOSAL DISTRICT MANAGERIAL GUIDELINE, REVISED February 2019.

Employee's Printed Name

Employee's Signature

Date