



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
February 19, 2020 - 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, Rod Haper, Jennifer Lamb, and 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 January 2020 Board Meeting
- b. Approval of the Accounts Payable
 - i. January 2020 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. Deer Carcass Fee Waiver Project: FCSWDD/Wyoming Game & Fish (*Discussions*)
- b. Board Committee Assignments (*Discussions and Formal Action*)

| | |
|-----------------------|---|
| → Recycling Committee | → Health Benefit and Wage Committee |
| → Rate Committee | → WRIR Solid Waste Negotiations Committee |
| → Budget Committee | → Rural Transfer Stations Committee |
- c. FCSWDD: Operational Efficiency Evaluation and Master Plan Project – Draft RFP (*Discussions*)
- d. Financial Auditor Selection FY 2019-2020 (*Discussions and Formal Action*)

4. NEW BUSINESS

5. CALL FOR ADJOURNMENT

6. UPCOMING MEETING(S):

- a. The next Regularly Scheduled Meeting(s):
 - i. March 16, 2020, at 9:30 a.m.



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

FREMONT COUNTY SOLID WASTE DISPOSAL DISTRICT

Minutes of Regular Board Meeting

January 20, 2020

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 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> | Rod Haper, Rick Klapproth, Gary Weisz, Steve Baumann, Rob Dolcater, Jennifer Lamb, Michael Adams, Robert Townsend and Mark Moxley |
| <u>Excused Member(s):</u> | N/A |
| <u>Unexcused Member(s):</u> | N/A |
| <u>Commissioner Liaison:</u> | Mike Jones |
| <u>Community Liaisons:</u> | No liaisons present |
| <u>Attorney:</u> | Rick Sollars (Western Law & Assoc.) |
| <u>Staff:</u> | Superintendent Andy Frey |
| <u>Consultant(s):</u> | No consultants in attendance |
| <u>Guest(s):</u> | Robert Fay |

d. Approval of Agenda

VICE-CHAIRMAN ADAMS made a motion to approve the consent agenda, correcting the Minutes and Accounts Payable to December 2019 and adjusting the next meeting date to February 19, 2020. GARY WEISZ seconded the motion.

MOTION CARRIED

e. Public Comment/Communication from the Floor

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

2. CONSENT ITEMS:

a. Approval of Prior Meeting Minutes

- i. December 2019 Board Meeting

b. Approval of Accounts Payable

- i. December 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

3. OTHER ITEMS OF BUSINESS:

a. Introduction of New Board Member (*Discussions*)

CHAIRMAN MARK MOXLEY introduced the newest Board member ROD HAPER. ROD HAPER then provided a brief description of his professional history.

b. Board Officer Elections (Chairman, Vice-Chairman, and Secretary/Treasurer) (*Discussions and Formal Action*)

CHAIRMAN MARK MOXLEY opened the floor to nominations for the Board officer positions, reminding the group that the three Board officer positions also make up the Executive Committee of the Board.

GARY WEISZ nominated MARK MOXLEY for the Chairman position. JEN LAMB seconded the nomination. **NOMINATION CARRIED**

GARY WEISZ nominated MICHAEL ADAMS for the Vice-Chairman position. BOB TOWNSEND seconded the nomination. **NOMINATION CARRIED**

VICE-CHAIRMAN ADAMS nominated RICK KLAPROTH for the Secretary/Treasurer position. GARY WEISZ seconded the nomination. **NOMINATION CARRIED**

c. Notice: IRS Mileage Reimbursement Rate of \$0.575 per Mile (*Discussions*)

Superintendent Frey informed the Board that a hard copy of a reimbursement form was provided at everyone's seating location, that the reimbursement requests should be submitted quarterly, and must only be for District related duties.

d. New Year/Board Resolutions: (*Discussions and Formal Action*)

i. Proposed Resolution 01-2020: Authorized Depositors

Superintendent Frey explained that this resolution authorizes the banks listed on the resolution to receive deposits from the District.

STEVE BAUMANN made a motion to approve Resolution 01-2020 as presented. SECRETARY/TREASURER KLAPROTH seconded the motion. **MOTION CARRIED**

ii. Proposed Resolution 02-2020: Authorized Account Signers

Superintendent Frey explained that this resolution identifies the specific individuals authorized to sign District documents, noting that a minimum of two signatures, one from a Board member, are required for all financial documents.

STEVE BAUMANN made a motion to remove all signers previously approved, and to approve Resolution 02-2020 authorizing the Superintendent, Accounting Manager, Bookkeeper, and Executive Committee of the Board to be signers. VICE-CHAIRMAN ADAMS seconded the motion. **MOTION CARRIED**

iii. Proposed Resolution 03-2020: Authorized Facsimile Signatures (State of WY requirement)

Superintendent Frey explained that this resolution registers the appointed Board members with the State of Wyoming.

VICE-CHAIRMAN ADAMS made a motion to approve Resolution 03-2020 as presented. JEN LAMB seconded the motion. **MOTION CARRIED**

e. FCSWDD: Operational Efficiency Evaluation and Master Plan Project Idea – Proposal (*Discussions*)

Superintendent Frey shared with the Board that between 2013 and 2014, the District completed an Operational Efficiency Evaluation that assisted in implementing a number of changes. Many of these changes have assisted the District in achieving the financial success that we currently enjoy. This was not an easy process but developed credibility by having a third-party analysis. A few examples of the implemented changes included adjusting the hours of operation at the primary sites from 7-days per week down to 5-days per week, adjusting the Dubois facility hours down to three partial days, pursuing alternative cap designs for landfill closures, and altering from bale-fill in the landfills over to in-place waste compaction with waste compactors.

Further, that the District is somewhat at a critical point as we consider how to move ahead with our post-closure funding projections, develop capital needs projections, and begin the planning for site development to assist with our future services. Along these lines, it may be an ideal time to pursue a Phase II component to our original operational efficiency evaluation by completing the same operational efficiency evaluation and include a master plan component. Included in the Board packets is a draft layout for this type of a project.

Discussions: (1.) Value in Board deciding what operational considerations to include and whether or not to adopt them. (2.) Review all options and outcomes. (3.) Value in considering existing contracted engineering firms with their knowledge of the operations. (4.) Consideration of firms with this level of work experience. (5.) Develop a public outreach component and possibly a stakeholder's group. (6.) A request for proposals interview process may be used to select the firm prior to the full-scale project.

f. Historic Summary of Solid Waste Relations: FCSWDD and WRIR – DRAFT Report (*Discussions*)

Superintendent Frey informed the Board that the revised historic summary document was included in the Board packets for consideration.

Discussions: (1.) Consider including one additional date identifying the reservation reduction. (2.) The proposed bill by Cale Case appears to have not made any advancements. (3.) The final version of this document should be posted on our website, bound and ready for dispersal, and emailed to the Board and to Representative Lloyd Larson.

4. NEW BUSINESS:

- a. Dubois School Demolition Project:** ROB DOLCATER informed the group that the Town of Dubois has received funding to assist with the demolition of an old school building with the intention of completing the demolition project this summer.
- b. Contact Information Update:** Superintendent Frey suggested that the group update the Board roster contact information for Bob Townsend since he has updated his phone number.
- c. District Facility Tours:** Superintendent Frey reminded the group that the tour opportunity still exists.
- d. Shoshoni Building Demolition project – Tim Davis:** Superintendent Frey informed the group that the WDEQ recently provided an authorization for the project and that the District is now waiting for the owner and associated contractors to schedule the work.

5. CALL FOR ADJOURNMENT

SECRETARY/TREASURER KLAPROTH made a motion to adjourn at 10:30AM. GARY WEISZ seconded the motion.

MOTION CARRIED

6. UPCOMING MEETING(S):

a. The Next Regularly Scheduled Meeting:

- i. February 19, 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
Balance Sheet
As of January 31, 2020

| | <u>Jan 31, 20</u> |
|---------------------------------------|-----------------------------|
| ASSETS | |
| Current Assets | |
| Checking/Savings | |
| 122105 · Petty Cash | 300.00 |
| 122106 · Transfer Station Cash | 400.00 |
| 122107 · Scale House Cash | 1,600.00 |
| 123110 · CB&T Checking | 61,904.56 |
| 123115 · Edward Jones Investments | 5,560,695.86 |
| 123120 · Bank of Jackson Hole | 73,115.44 |
| 123130 · Wyo Star | 8,133,044.42 |
| 123132 · Wyo Star II | 2,885,212.72 |
| 124135 · U.S. Bank | <u>1,953,023.82</u> |
| Total Checking/Savings | 18,669,296.82 |
| Accounts Receivable | 218,504.62 |
| Other Current Assets | <u>11,059.60</u> |
| Total Current Assets | <u>18,898,861.04</u> |
| TOTAL ASSETS | <u>18,898,861.04</u> |
| LIABILITIES & EQUITY | |
| Liabilities | |
| Current Liabilities | <u>76,835.16</u> |
| Total Liabilities | 76,835.16 |
| Equity | |
| 32000 · Unrestricted Net Assets | 2,269,168.63 |
| 380860 · Cash Reserve | 750,000.00 |
| 380970 · Closure/Post-Closure Reserve | 14,617,116.00 |
| Net Income | <u>1,185,741.25</u> |
| Total Equity | <u>18,822,025.88</u> |
| TOTAL LIABILITIES & EQUITY | <u>18,898,861.04</u> |



memorandum

To: Andy Frey, P.E., Superintendent, Fremont County SWDD
From: Jeff Young, P.E.
cc: Fremont County SWDD Board
Date: February 10, 2020
Re: Project Updates for February 17 or as rescheduled, 2020 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 in early October 2019. Statistical analysis and reports were submitted to WDEQ by January 31, 2020. Quarterly methane monitoring at the Sand Draw, Lander, and Dubois Landfills was conducted on February 8, 2020. The next field event will be the routine methane and groundwater monitoring event tentatively scheduled for the week of April 6, 2020.

The annual air quality emissions report for the Sand Draw Landfill is underway. Caroline Brewer will work closely with Mr. Andy Frey to make sure this report is certified and submitted by February 28, 2020.

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

Technical assistance activities during the previous month included:

- Caroline Brewer and Andy Frey have discussed meeting with the Board to discuss the statistical program required by WDEQ and the flaws within that system. Currently, Trihydro hopes to conduct this presentation during the March Board meeting.
- A project status report was prepared for the monthly Board meeting.



Andy Frey, FCSWDD
February 10, 2020
Page 2

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

Trihydro is currently discussing the closure schedule with Superintendent Frey, as the closure may be delayed in order to accept waste from upcoming construction projects in the area.

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:

- None

END OF MEMORANDUM

Memorandum



Date: February 10, 2020
To: Andy Frey, PE, Fremont County Solid Waste Disposal District
From: Matt Evans, PE
Subject: Progress Report – February 2020

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. Throughout the course of the year the reports are sometimes revisited, and calculations and analysis are updated to evaluate changes in operations or alternative operations scenarios. Burns & McDonnell will complete revised calculations and analysis as directed by the Superintendent.

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, as part of this task, Burns & McDonnell:

- Discussed the impact of groundwater laboratory reports including “j-flag” data on statistical analysis.
- Evaluated the permitted C&D final cover design at the Dubois Landfill and how it ties into the existing MSW final cover. Modifications will be needed because the constructed MSW landfill final cover was modified during construction to accommodate final fill placement conditions.

Capital Improvement Plan Modeling

Burns & McDonnell has begun to setup the model for this year’s CIP and budget analysis. Aspects of the model that are anticipated to be reviewed in depth this year are the current cost of recycling and post closure costs longer than 30 years.

Lander Landfill Concrete Wash Pad Design

The concrete pad design was completed in 2019.

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. The excavation plan has been modified based on the as-built location of the MSW final cover anchor trench which extended into the construction and demolition debris landfill excavation footprint. Contractor construction plans are being developed that allow for the District to perform some of the excavation and reduce the overall cost of the project.

Memorandum *(continued)*



February 10, 2020

Page 2

On-call Surveying

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

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
February 10, 2020

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. 2019 = \$88 & 41,900 total tons

Staff:

1. April and May 2020 – the **annual District safety training** has been scheduled with both LGLP and Peak Environmental. The Tribal Solid Waste staff and the Transfer Station Volunteer groups will be notified.
2. January 2020 – the District hired two full-time staff members into the new **“Waste Diversion/Recycling” positions**. As a reminder these are new full-time positions intended to better educate the public on recycling and lower our contamination amounts.
3. December 2019 – the District continued efforts towards safety awareness **purchased ice cleats** for staff.
4. 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 in **4 years and 7 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 **4 years and 1 month!!**

Board:

1. 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 Klapproth, 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 Weisz, and Rob Dolcater.

2. November 20, 2019 – The **Health Benefit Committee** met to discuss the health benefit provided by the District and presented their recommendations at the December 2019 meeting.
3. November 21, 2019 – The **Recycling Committee** met to review the current waste diversion and recycling programs. The committee worked to develop a list of additional information to present them with at the next meeting (i.e. 5-year history of commodity rates and a draft article for public education), and developed a list of future objectives (i.e. legislative discussions around single-use plastics, consideration of a open house to meet with the public and discuss recycling, research input options on packaging associations, and a potential media outlet plan).

Inter-Government:

1. State:
 - a. December 9, 2019 – The District met with a representative of the State of Wyoming’s **Workers’ Compensation** group to review District policies that impact the work comp scoring. Additionally, this group conducted site inspections associated with the next compliance inspections previously conducted by OSHA. There were no major concerns. The concerns were the typical damaged extension cords, secondary labeling on spray bottles, and damaged labeling on lifts. The Lander Office, Shop, Transfer Station, Recycling Area, and Landfill were inspected, as well as the Riverton Transfer Station and Recycling Area, and the Sand Draw Landfill and Shop.
2. County:
 - a. December 10, 2019 – Following the interviews by the Commissioners with potential Board members, Commissioner Thomas asked that we work to clarify that the **funds provided by the District to the Tribal Solid Waste Program** are not donations and that there is accountability.
3. Municipalities:
 - a. February 25, 2020 – The City of Lander has requested my presence at a work session to discuss a possible **curbside garbage collection program**.

Regulatory/Engineering/Legal/General Contractors

Regulatory:

1. November 2019 – The District submitted the first draft reimbursement request for the **Shoshoni Landfill Closure** grant. The request is currently limited to the engineering work associated with the closure permit and design. There is a 10% maximum allowed for engineering work within these grant programs.

2. January 2020 – As a continuation of discussions with Caroline Brewer (Trihydro) I have asked her to attend our meeting in March to discuss **reporting concerns** we share regarding certain groundwater analysis, reporting and statistical analysis. More specifically, the use of j-flagged data and non-detects in statistical analysis. J-flagged results simply mean that the lab is certain a constituent is present, but cannot quantify the amount because it is at a level so low it is beyond their equipment’s capabilities. In statistical analysis, the WDEQ requires that a result must be entered into the spreadsheet in an amount equal to the “method detection limit” (i.e. MDL), even though it is not accurate and can be very misrepresentative. These non-quantified amounts have the ability to trigger certain additional testing, reporting or even remediation efforts. We typically see how these have impacted our statistical reviews throughout each year.

Engineering – No Updates

Legal – No Updates

General Contractors – No Updates

Sites/Operations/Equipment:

Sites:

1. November 2019 – The District is having ***signage constructed for guidance*** to drive to the Dubois Landfill. We will be working with the Town to install the signs.

Operations – No Updates

Equipment – No Updates

Miscellaneous/Upcoming Work & Events/Work in Progress:

Miscellaneous:

1. January 5 & 6, 2020 – The District hosted a booth at the Fremont County Farm and Ranch Days again this year. Additionally, a presentation was provided at the event with a focus of proper waste management for all the various waste streams developed on farms and ranches. The presentation was well attended and well received.

Upcoming Work & Events – No Updates

Work in Progress:

- a. January 2020 – The District continues to work to develop a **battery recycling program**. Within the research completed it has been found that certain battery types outside of lead-acid batteries have programs that cover the recycling costs covered by the manufacturers. We are now working to identify the recycling rates for types outside of these.

- b. February 8, 2020 – The Ocean Lake Christmas Tree event was held. The District received approximately 350 trees this year and along with volunteers from the area Wyoming Game and Fish worked to relocate the trees from shore out onto the lake and wired them in bunches and anchored them to concrete blocks. Once the ice goes off, the bunched fall into place to provide smaller fish species protection and creates additional structure to the lake.
- c. November 2019 – Tim Davis from Shoshoni contacted the District to provide notice of **two demolition projects** coming up in the Town of Shoshoni where he will be knocking down some commercial buildings.
 - i. November 2019 – The District submitted an authorization request from the WDEQ-SHWD regarding acceptance of friable asbestos associated with the demolition projects.
 - ii. January 2020 – The District received written authorization allowing the acceptance of all materials at the Shoshoni Landfill. This information was communicated to Tim Davis and they are working to schedule the project.

Thank you,



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

IDL- MDL- PQL

What the “L” is going on?

What does all this alphabet soup really mean?

Just as your eye cannot see infinitely smaller details, somewhere between a period and an atom your eye fails to discern detail. All instrumentation has an inherent minimum level below which it no longer functions reliably.

Imagine trying to determine when a sail creeps over the horizon at sea, a white sail against white caps means you will not be certain when the triangular dot you are looking at is a sail or another wave. An entire fleet of sails could pass unnoticed if the mast height never exceeds the height of the average wave.

As the sail approaches, at some point, depending on a thousand different details, your eye will be able to discern a sail. You can not tell if the sail belongs to a ship or a row boat, but it exists. This corresponds to the instrument detection limit (IDL). We can see something at this level, but it is not determinable how big it is at this point, but it exists.



Obviously, if the sea is rough, the sail needs to get much closer before we recognize it as a sail. This means our IDL can, and does change. Rather than try to see the maximum distance possible all the time, we establish a distance where we can be confident with 99% certainty we will see an approaching sail. This is where a method detection level (MDL) is defined. An MDL is the smallest amount that we can be 99% certain of seeing, if it's present. With 99% certainty, we won't miss a positive. As soon as we try to establish that 99% certainty we are thrown into statistics. The Code of Federal Regulations¹ defines the statistics used to define the MDL. The MDL for an analytical instrument is a very fuzzy area to use. We know that the compound is present but the amount is only broadly estimated. It could be a row boat or a frigate. Enter the practical quantitation limit (PQL). While the IDL is defined by the physics of the moment, and the MDL is defined by the statistical window, the PQL is essentially arbitrary. There are recommendations, $PQL = IDL \times 10$ or $MDL \times 6$ and others... but no governmental regulation covers the PQL. It comes down to what the laboratory feels comfortable signing their name to, confidently, on a daily basis. The final arbiter of the PQL is the concentration of the lowest standard analyzed for that sample set. Laboratories almost universally have set their PQL to the concentration of that lowest standard. You put your own row boat in the water and see how far out you can recognize a row boat. It is recommended that all values between the PQL and MDL be reported. They are real, the concentration is fuzzy, but their values can give indications or trends and should be reported.

¹ Code of Federal Regulations. Part 136 Appendix B

Fremont County Solid Waste Disposal District

SCOPE OF SERVICES for:

FCSWDD: Master Plan and Operational Efficiency Evaluation – Phase II Project

February 2020

Section 1 Introduction and Instructions

1.01 Purpose of this Document

This Engineering project outline has been developed by the Fremont County Solid Waste Disposal District (District). The purpose of this project is to procure the professional services for the second phase of work associated with improving efficiencies and developing a master plan for all of the Districts operations.

1.02 Contact Person

Andrew Frey, Superintendent of Operations, is the point of contact for this Contract.

| | |
|-------------------|---|
| Andrew Frey, P.E. | Superintendent of Operations |
| Phone: | (307) 332-7040 |
| Fax: | (307) 332-5013 |
| Email: | <u>afrey.fcswwd@wyoming.com</u> |

Section 2 Scope of Work

2.01 Introduction

With a large closure, post-closure, capital improvements plan, and equipment replacement liability, the Fremont County Solid Waste Disposal District (District) continues to work at responsibly managing the county's final solid waste disposal opportunities and supporting facilities. Consistent with this focus, the District remains interested at maintaining a high level of operational efficiency and planning. This project will provide a detailed operational efficiency evaluation, suggestion of alternative operational models and configurations, development of a selected operational model, and development of a 20-year master plan.

2.02 Background

The Fremont County Solid Waste Disposal District (District) provides solid waste disposal services in Fremont County, Wyoming. The District serves a population of approximately 41,000 within Fremont County, which encompasses approximately 9,400 square miles, and includes the Wind River Indian Reservation (WRIR).

The District currently operated four landfills, three transfer stations, six low-hazard low-volume (LHLV) transfer stations, and three recycling centers. In addition, the District contracts for the operation of a minimum of three LHLV transfer stations on the WRIR.

Facilities operated and/or contracted by the District are as follows:

- Landfills: Lander (MSW), Sand Draw (MSW), Dubois (CDW), and Shoshoni (CDW)
- Transfer Stations: Lander, Riverton, Dubois.
- Low-Hazard Low-Volume Transfer Stations: Atlantic City, Jeffrey City, Lysite, Missouri Valley, Pavillion, and Shoshoni.
- Contracted Low-Hazard Low-Volume Transfer Stations: Crowheart, Ft. Washakie, Ethete or 17-Mile.
- Recycling Centers: Lander, Riverton, and Dubois.

2.03 Project Description Summary

The District's Master Plan and Operational Efficiency Evaluation – Phase II project (project) will include the development of a master plan for the next 20-years (i.e. fiscal years 2021-22 through 2040-41) based on streamlined operations developed during the operational efficiency evaluation portion of this project. The intent of this project is to better define:

- Existing services
- Cost of services provided
- Identify and evaluate alternatives for managing solid waste efficiently and in a fiscally responsible manner
- Define a road map for the following 20-years.

There will be a minimum of four draft reports, four presentations at regularly scheduled Board meetings, and four final reports developed and submitted throughout the entirety of this project. The minimum reporting and presentation benchmarks shall include:

- Existing Facility Evaluations
- Evaluation of Alternatives
- Selected Alternatives
- Master Plan: Site Layouts/Site Modifications/Implementation/Fee Structure

The following presents the minimum to be evaluated as part of this project. The final project scope of work will be defined with the selected firm while finalizing the terms of the agreement.

A. Existing Facility Evaluations and Alternatives Development:

- Full review of all District operated and contracted sites, developing a thorough list of services offered, hours of operation, staffing numbers (FTE's), waste streams and volumes managed, cost per waste stream and volume, site life estimates, waste diversion rates, design and operational capacities, service populations, utilization and regulatory status.
- Review of new/potential opportunities (i.e. out-of-county waste pursuit, hazardous waste management, asbestos management, petroleum contaminated soils management and processing, solar power development, post-closure land use, District land use, etc.).
- Revenues (disposal fees, special fees, compost sales, and taxes).
- Expenses (annual operating budgets, capital projects, and equipment replacement).

B. Evaluation of Alternatives

- Summary of alternatives, savings, impacts, regulatory requirements, disposal fees, etc. for each alternative identified.

C. Selected Alternative

- Summary of operational changes, planning, savings, impacts, regulatory requirements, associated schedule of events, community meetings, public education, etc.

D. Master Plan

- Conceptual, detailed site layouts.
- Operational configuration/reconfiguration plan and implementation schedule.
- Regulatory requirement plan and schedule.
- Capital improvement project schedule and associated budgeting schedule.
- Equipment replacement schedule and associated budgeting schedule.
- Fee schedule(s).
- Long-term liability schedule and budgeting schedule.

2.04 Project Assessment and Analysis Summary

The following site specific and general elements of the District's operations are anticipated to be assessed and analyzed as part of this project:

A. Site Specific

- Revenue streams,
- Expenses,
- Waste streams (i.e. MSW, CDW, biowaste, asbestos, animal carcasses, large scale demolition, commercial waste deliveries, sump mud, confidential records, standard recycling, waste diversion materials, etc.),
- Service costs,
- Road maintenance and schedule,
- Use of electric gates and overhead cameras,
- Land use (prior to and during post-closure),
- Traffic flows,
- Waste measurement and management,
- Capital improvement,
- Staff (i.e. breakrooms, bathrooms, parking, etc.),
- Capabilities and utilization, and
- Scale(s) and scale houses.

B. General

- Administrative office (location and maintenance),
- Maintenance shop (location and maintenance),
- Out-of-county waste acceptance, rates, and management,
- New staff types and FTE's,
- Asbestos waste management,
- Petroleum contaminated soil management,
- Subtitle C landfill consideration,
- Community service opportunities (amnesty days, HHW events, compost generation and availability, etc.),
- Permanent HHW collection facilities,
- Tire management, and
- NORM and TENORM management.

2.05 Health and Safety Plan and Site-Specific Health and Safety Plans

A. Safety and Health (General)

In the course of conducting activities pursuant to this project, the Firm must perform on-site work. The Firm shall develop and implement safety and health, and emergency response programs/plans for activities which involve employee exposure or the reasonable possibility for employee exposure to safety and health hazards. The Firm shall review all information provided and develop the necessary documents that contain the health and safety criteria, procedures, and practices sufficient to protect on-site

personnel, the environment, and potential off-site receptors from chemical and physical hazards. The Firm is solely responsible for the health and safety of its employees.

B. Safety Procedures

Decomposing refuse generates methane gas. Confined spaces may be oxygen deficient and may contain harmful and/or explosive gasses, thus, safety procedures should be adhered to in order to maintain a safe working atmosphere.

DRAFT

Section 3 Proposal Requirements and Selection Process

3.01 Proposal Requirements

A. Proposal Contents

Proposals shall include the following:

- Firm qualifications
- Comparable project history
- Suggested considerations/new approaches on:
 - i. Reviewing existing operations
 - ii. Modifying existing operations
- Proposed project approach and schedule
- Proposed project budget

Proposals shall be well organized and concise.

B. Compliance Requirements

The District is regulated by public law and statutes; and other federal, state, and local regulations. Unless otherwise specified, it shall be the Firm's responsibility to identify the applicable federal, state and local laws and regulations and apply the procedures as required.

3.02 Ownership of Deliverables

All data, reports, and material relative to this work are the property of the District and shall not be released by the Firm, subcontractors or their employees without written authorization from the Superintendent of Operations.

3.03 Selection Process

A. Proposals Due Date and Time:

All interest firms shall submit a written proposal to the District Superintendent by **5:00pm March 2, 2020 (Mountain Time)**. It is the responsibility of the firm to ensure this timeline is fulfilled.

B. Interview with the Board

The District will select firms for interviews. Firms selected for interviews will be assigned a one-hour timeslot to present to the Board at the regularly schedule Board of Director's meeting during their established time. They are asked to not enter the Board meeting until it is their respective opportunity. All selected interviewees shall make a presentation to the Board on why they should be selected to lead this project. It is anticipated that the interviews will be held on, or near, March 16, 2020.

C. Board Decision and Notification Process

The following board decision and notification process is anticipated.

- April 20, 2020: The District staff and Board will finalize their selection of the most appropriate firm by taking formal action at the regularly scheduled April 2020 Board meeting.
- April 24, 2020: Notice to all Interviewed Firms on the selection shall be provided by the close of business.
- July 2020: Development and Execution of a contract for Part 2 will follow final adoption of the District's annual operating budget for fiscal year 2020-2021.

D. Board's Right to Modify the Selection Process

The Board reserves the right to modify any part of the Selection Process described in this section at its sole discretion at any time during the selection process.