



# 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  
June 15, 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 Meeting Minutes
  - i. May 2020
- b. Approval of the Accounts Payable
  - i. May 2020
- 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. Resolution 04-2020: Authorized Depositors (*Discussions and Formal Action*)
- b. Missouri Valley Transfer Station and Closed Landfill Fence Project (*Discussions and Formal Action*)

### 4. NEW BUSINESS

### 5. CALL FOR ADJOURNMENT

### 6. UPCOMING MEETING(S):

- a. The next Regularly Scheduled Meeting(s):
  - i. July 20, 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

May 18, 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 (via conference call), Rick Klapproth (via conference call), Gary Weisz, Michael Adams, Rob Dolcater, Jennifer Lamb (via conference call), Robert Townsend, Steve Baumann, and Mark Moxley
<u>Excused Member(s):</u>	No Excused Members
<u>Unexcused Member(s):</u>	No Unexcused Members
<u>Commissioner Liaison:</u>	Michael Jones (via conference call)
<u>Community Liaisons:</u>	No Liaisons present
<u>Attorney:</u>	Rick Sollars (Western Law & Assoc.) (via conference call)
<u>Staff:</u>	Superintendent Andy Frey
<u>Consultant(s):</u>	Susan Brodie
<u>Guest(s):</u>	No Guests present

### d. **Approval of Agenda**

VICE-CHAIRMAN ADAMS made a motion to approve the consent agenda. BOB TOWNSEND 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. March 2020 Board Meeting
- j. April 2020 (meeting cancelled)

#### b. **Approval of Accounts Payable**

- i. March 2020 Invoices
- ii. April 2020 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. **Carver, Florek & James CPA's – Engagement Letter (*Discussions and Formal Action*)**

Superintendent Frey reviewed with the Board an engagement letter submitted for review by Carver, Florek, & James, CPA's. The engagement letter was submitted following the Board's February 2020 formal action approving the CPA firm for the Fiscal Year 2019-2020 Financial Audit.

STEVE BAUMANN made a motion to approve the engagement letter as presented. ROB DOLCATER seconded the motion. **MOTION CARRIED**

#### b. **Union Telephone Company Tower Lease – Sand Draw Landfill (*Discussions*)**

Superintendent Frey informed the Board that the District and the Union telephone Company have maintained a site lease since 2008 at the Sand Draw Landfill. The lease footprint, a 50-foot by 50-foot area, is located just south of the scale approximately 200-feet. The agreement is due for review and renewal. Union Telephone Company has requested a number of modifications to the agreement, one of which allows them to "sub-lease" space on the tower to generate additional utilization and allow them to generate additional revenues. This of course would automatically allow additional groups unlimited access to the site. In addition to that, their requested modifications allow them unlimited utility modifications.

Superintendent Frey stated that there are a number of concerns associated with this lease modification and the lease in general, reviewed in detail within the report submitted within the Board packets. He encouraged being transparent in any renewal so that the agreement will have a term limit.

**Discussion(s):** (1.) The term must be limited as the area will be essential for future waste placement. (2.) The annual fee is approximately \$3,600. (3.) Any snow removal or road maintenance costs could be incorporated into the lease language. (4.) Public resources being used for private gain must be monitored.

**No formal action taken. The Superintendent and Attorney will work together to develop draft language for the Board to review.**

#### c. **Proposed Fiscal Year 2020-2021 Operating Budget (*Discussions and Formal Action*)**

Superintendent Frey informed the Board that the draft operating budget provided within the Board meeting packets is the current revision following meeting with the Budget Committee. The detailed budget summary was included as per the direction of the Budget Committee.

**Discussion(s):** (1.) The Town of Dubois has been awarded a grant for the removal of the old school building in the town limits. The demolition project will take place this summer. (2.) The Town of Shoshoni will be completing additional demolition projects. The Shoshoni Landfill closure project is loosely scheduled for early to mid-2021. (3.) Revenue reductions from tax and mineral royalty revenues should be openly discussed within operations to provide transparency around upcoming financial challenges. (4.) The commission suggested a more detailed budget message within the state budget submittal and will again be provided.

STEVE BAUMANN made a motion to approve the Fiscal Year 2020-2021 Operating Budget as presented. ROB DOLCATER seconded the motion. **MOTION CARRIED**

#### d. **Operational Evaluation and Strategic Planning Proposal (*Discussions and Formal Action*)**

CHAIRMAN MOXLEY discussed the Burns and McDonnell proposal with the Board, clarifying that the current proposal is the result of two opportunities where the draft proposal had been reviewed and commented on by himself and the Superintendent and once from the entire Board. The project will cost around \$200,000, but that the District has a large amount of activity scheduled throughout the next ten years. Planning will ensure the activity goes well.

**Discussion(s):** (1.) The project will include an operational review of current operations and a strategic planning component. (2.) The strategic planning document will remain as a living document with opportunities to adjust as needed. (3.) Public input should not be overlooked. Meetings with communities to discuss the vast amount of known future changes and challenges prior to the project will be valuable.

VICE-CHAIRMAN ADAMS made a motion to approve the task order as presented. STEVE BAUMANN seconded the motion. **MOTION CARRIED**

**4. NEW BUSINESS**

- a. **Wind River Indian Reservation Transfer Stations:** STEVE BAUMANN shared with the Board what he recently observed at the WRIR transfer stations. Large volumes of waste appeared to be stockpiled along the fences, but possibly representative of various sorted waste streams.

**5. CALL FOR ADJOURNMENT**

STEVE BAUMANN made a motion to adjourn at 10:37AM. ROB DOLCATER seconded the motion. **MOTION CARRIED**

**6. UPCOMING MEETING(S):**

- a. **The Next Regularly Scheduled Meeting:**
  - i. June 15, 2020, 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 May 31, 2020

	<u>May 31, 20</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
122105 · Petty Cash	300.00
122106 · Transfer Station Cash	400.00
122107 · Scale House Cash	1,600.00
123110 · CB&T Checking	56,559.36
123115 · Edward Jones Investments	5,560,703.38
123120 · Bank of Jackson Hole	81,458.29
123130 · Wyo Star	8,166,191.48
123132 · Wyo Star II	4,393,224.27
124135 · U.S. Bank	687,114.26
<b>Total Checking/Savings</b>	<u>18,947,551.04</u>
<b>Accounts Receivable</b>	190,939.45
<b>Other Current Assets</b>	<u>240,325.04</u>
<b>Total Current Assets</b>	<u>19,378,815.53</u>
<b>TOTAL ASSETS</b>	<u><b>19,378,815.53</b></u>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	<u>117,177.23</u>
<b>Total Liabilities</b>	117,177.23
<b>Equity</b>	
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>1,625,353.67</u>
<b>Total Equity</b>	<u>19,261,638.30</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><b>19,378,815.53</b></u>



## memorandum

**To:** Andy Frey, P.E., Superintendent, Fremont County SWDD  
**From:** Jeff Young, P.E.  
**cc:** Fremont County SWDD Board  
**Date:** June 8, 2020  
**Re:** Project Updates for May 18, 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.

### **Planning for FY2020-20201**

Trihydro has coordinated with Mr. Andy Frey to provide June invoices no later than July 6<sup>th</sup>. Trihydro will also provide task order requests for technical support, environmental monitoring, and groundwater classification for fiscal year (FY) 2021 by July 6<sup>th</sup>. A proposal for work associated with the Shoshoni Closure will be provided later in the year, in the event the Board elects to bid the project during FY 2021.

### **Sand Draw, Shoshoni, Lander, and Dubois Landfills – FCSWDD 2019-2020 Monitoring (Task Order 10-026 / Trihydro Project 09Y-008-005)**

A groundwater and methane monitoring event was conducted at the FCSWDD landfills during April 2020. The laboratory data were received at the end of April. Statistical analysis has been completed for Sand Draw and Dubois, and the analyses for Shoshoni and Lander are scheduled for the week of June 8. Other report components have been completed for the landfills, and the reports will be submitted within the month.

At the Sand Draw Landfill, all air reporting is up-to-date. The next routine report will be the first semiannual report due at the end of July, 2020.

### **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

June 8, 2020

Page 2

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

Trihydro continues to discuss the closure schedule with Superintendent Frey, at this time, the closure has been delayed and Superintendent Frey will advise us of any changes.

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](mailto:jyoung@trihydro.com)), or stop by our office at 388 Main Street, Suite C, in Lander.

Attachment:

- None

**END OF MEMORANDUM**

# Memorandum



Date: June 5, 2020  
To: Andy Frey, PE, Fremont County Solid Waste Disposal District  
From: Matt Evans, PE  
Subject: Progress Report – June 2020

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

### *Capacity Audits*

The Capacity Audit reports for the 2019-2020 fiscal year have been completed. Next year's capacity audit surveys are scheduled for the first half of July 2020.

### *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, Burns & McDonnell completed Dubois remaining capacity calculations and excavation quantities at the request of the Superintendent.

### *Capital Improvement Plan Modeling*

Burns & McDonnell is updating the budget model for this year's CIP and budget analysis. The 2020 Capital Improvement Plan Modeling update will be the foundation for the financial analysis to be completed as part of the Operational Efficiency and Strategic Planning Study.

### *Dubois Landfill Cell Excavation Plan Preparation*

The excavation plan and the final cover plan were reviewed with the Superintendent. The following are the next steps for the project:

- Survey the excavation area as part of the July 2020 capacity audit survey
- District excavates portion of the excavation area
- Survey the area at completion of District excavation activities for basis of contractor plans
- Contractor excavates, caps and stockpiles as part of a construction project
- Survey permanent marker locations for edge of landfill
- District places permanent markers

### *On-call Surveying*

Surveying and staking for the Dubois and Sand Draw landfills was coordinated and performed. Dubois surveying was completed on Friday, May 29. Sand Draw surveying was completed on Monday, June 1.



## Memorandum *(continued)*



June 5, 2020  
Page 2

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](mailto:maevans@burnsmcd.com) at your earliest convenience.

Fremont County Solid Waste Disposal District  
**Superintendent Report**  
June 9, 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
  - h. 2020 = \$111 & 6,845 total tons for the first quarter of the year

**Staff:**

1. 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 have been notified. → ***temporarily cancelled due to the COVID-19 issue.***
2. May 2020 – 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 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 **4 years and 5 months!!**
3. June 2020 – the District has received communication from the ***State of Wyoming Workers' Compensation*** that our premium rate will be 1.30. In 2015 when the Safety Incentive Policy was developed and approved our premium rate was 3.14, with our peak premium rate as 3.93 in July 2018 due to the 5-year (i.e. representative of a 3-year period, starting 2-years prior to the rate evaluation date) delay in the program rating evaluation. Within the Safety Incentive Policy there is an opportunity for staff to receive financial incentive if our premium rate falls below 2.25. This will go into effect 7/1/2020.

**Board:**

1. 2020 – Below is the current 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 Rick Klapproth.
  - c. Planning Committee: Bob Townsend, Steve Baumann, Jen Lamb, and Gary Weisz.
  - d. Budget Committee: Rick Klapproth, Gary Weisz, Rob Dolcater, and Mark Moxley.
  - e. WRIR Solid Waste Negotiations Committee: Rod Haper, Steve Baumann, Gary Weisz, and Mark Moxley.

Inter-Government:

1. State – **No Updates**
2. County:
  - a. June 16, 2020 – The District will be presenting our Fiscal Year 2020-2021 Operating Budget to the County Commissioners.
3. Municipalities:
  - a. March 2020 – In an attempt to better communicate directions/access to the Dubois Landfill we have reached out to the Wyoming DOT to request **signage** along the state highway in Dubois. They were happy to help and are in the process of having the sign constructed and installed. Similar discussions were held with the Town of Dubois. Follow-up calls have been made and there still has not been any response.

Regulatory/Engineering/Legal/General Contractors

Regulatory:

1. April/May 2020 – **permit renewals for all six operational Low-Hazard Low-Volume transfer stations** were submitted for review and after confirmation have been advertised as part of the public notice process.

Engineering – No Updates

Legal – No Updates

General Contractors:

- a. March/April/May/June 2020 – additional communication has taken place with **Tribal Solid Waste** representatives and Representative Lloyd Larson regarding a potential transfer station clean up on the WRIR. No formal communications have been submitted to the District for review or consideration.

Sites/Operations/Equipment:

Sites – No Updates

Operations – No Updates

Equipment – No Updates

Miscellaneous/Upcoming Work & Events/Work in Progress:

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

Thank you,



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

Fremont County Solid Waste Disposal District  
**RESOLUTION NO. 04-2020 (Authorized Depositors)**

I HEREBY CERTIFY that I am the duly elected and qualified Secretary/Treasurer of the Fremont County Solid Waste Disposal District (District) Board of Directors and the keeper of the records of said District and that the following is a true and correct copy of the resolution duly adopted at a regular meeting of the Board of Directors held in accordance with the By-Laws of said District and its office at Lander, Wyoming on the 15th day of June, 2020.

“Be it Resolved, that Wyoming Community Bank be, and it is hereby, designated an authorized depository of this District and that funds so deposited may be withdrawn upon a check, draft, note, order, or transfer of the Fremont County Solid Waste Disposal District.”

“Be it Further Resolved, that all checks, drafts, notes, orders, or transfers drawn against said accounts be signed by two Authorized Account Signatures.”

This resolution shall continue in force and said institution may consider the facts concerning the holders of said positions, respectively, and their signatures to be and continue as set forth in the certificate of the Secretary or Assistant Secretary, accompanying a copy of this resolution when delivered to said institution or in any similar subsequent certificate, until written notice to the contrary is duly served on said institution.

In Witness Whereof, I have hereunto affixed my name as District Secretary/Treasurer this 15th day of June, 2020.

\_\_\_\_\_  
Secretary/Treasurer

I, \_\_\_\_\_, a Director of said District, do hereby certify that the foregoing is a correct copy of a resolution adopted as above set forth.

\_\_\_\_\_  
To be signed by a director other than the Secretary/Treasurer