



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
August 17, 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. July 2020
- b. Approval of the Accounts Payable
 - i. July 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. Operational Evaluation and Strategic Planning Project (*Discussions and Formal Action*)
- b. 2020-2021 Cold Weather Season Propane Bids (*Discussions and Formal Action*)

4. NEW BUSINESS

5. CALL FOR ADJOURNMENT

6. UPCOMING MEETING(S):

- a. The next Regularly Scheduled Meeting(s):
 - i. September 21, 2020, at 9:30 a.m.



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FREMONT COUNTY SOLID WASTE DISPOSAL DISTRICT

Minutes of Regular Board Meeting

July 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:

- Board Members: Rod Haper (via conference call), Rick Klapproth, Gary Weisz, Michael Adams, Jennifer Lamb (via conference call), Robert Townsend, Steve Baumann, Rob Dolcater, and Mark Moxley
- Excused Member(s): No Excused Members
- Unexcused Member(s): No Unexcused Members
- Commissioner Liaison: Michael Jones
- Community Liaisons: No liaisons
- Attorney: Rick Sollars (Western Law & Assoc.)
- Staff: Superintendent Andy Frey
- Consultant(s): Matt Evans (Burns and McDonnell), and Susan Brodie (SLB, Inc.)
- Guest(s): No Guests present

d. **Approval of Agenda**

BOB TOWNSEND made a motion to approve the consent agenda. STEVE BAUMANN 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. June 2020
- b. **Approval of Accounts Payable**
 - i. June 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. Fiscal Year 2020-2021 Operating Budget Adoption (*Discussions and Formal Action*)

CHAIRMAN MOXLEY communicated the need to take formal action on the budget adoption, stating that the draft budget had been reviewed with the Budget Committee, the full Board, and presented to the commissioners.

SECRETARY/TREASURER KLAPROTH made a motion to adopt the Fiscal Year 2020-2021 Operating Budget as presented. BOB TOWNSEND seconded the motion.

Discussions: (1.) CHAIRMAN MOXLEY informed the group that the commissioners expressed their distrust that the Board would be providing raises or bonuses without it represented in the budget. It was made clear that the Board has never misrepresented any raises or bonuses and that the budget presentation represents the intended expenditures. (2.) Commissioner Liaison Jones informed the group that the commissioners also questioned the reserve amounts within the District's accounts and felt the District should work to clarify the total financial needs. (3.) CHAIRMAN MOXLEY confirmed the value and good timing of the strategic planning project.

CHAIRMAN MOXLEY called the question on the motion. **MOTION CARRIED**

b. Wind River Inter-Tribal Council – Solid Waste Committee Request (*Discussions and Formal Action*)

Superintendent Frey revisited the Board's review of a request from the WRITC-SWC at the March 2020 Board meeting stating that there had been very little communication from the Tribes relating to their sites or a cleanup since. The District has now received another request asking for assistance with a cleanup effort that will be orchestrated through a number of different organizations, such as the Tribal Transportation, Shoshone Roads, and Eastern Shoshone Tribe Construction, as well as their solid waste group.

This request clarified the extent of the cleanup goal as including only the fenced areas at the Ethete, Crowheart and Ft. Washakie sites, and that they are not requesting a fee waiver.

If considered, there would need to be a fair amount of coordination and planning to ensure all the groups could participate, but also to define the approach, such as what types of equipment are offered or available by each group, truck/trailer types, how the loading will take place, waste screening, work schedule, hauling location, how fees will be paid as they will likely exceed the funds available for each month, etc.. Additionally, we would need to make it clear that this is a one-time offer and that they will be responsible to maintain the sites following the cleanup efforts.

Discussions: (1.) Assistance could lead to site management improvements, potentially including established hours of operation, secured sites, and fee implementation. (2.) A full-scale cleanup could easily take over a month with a few days per week. (3.) A meeting to discuss the proposed logistics would be necessary prior to a commitment. (4.) Cleanup assistance appears to be reoccurring and management plans must be developed prior to consideration of assistance. (5.) A response letter should include a meeting request to discuss the details of a proposed cleanup, inviting EPA and involved politicians.

c. FY 2020-2021 Task Order Requests (*Discussions and Formal Action*)

i. Burns and McDonnell:

- **Amendment No. 6: Agreement for Environmental Services**

STEVE BAUMANN made a motion to approve Amendment number 6. ROB DOLCATER seconded the motion. **MOTION CARRIED**

- **Task Order/Authorization No.28: Capacity Audits (NTE \$36,500)**

STEVE BAUMANN made a motion to approve Task Order/Authorization No. 28. BOB TOWNSEND seconded the motion. **MOTION CARRIED**

- **Task Order/Authorization No.29: Technical Assistance (NTE \$20,000)**

STEVE BAUMANN made a motion to approve Task Order/Authorization No. 29. ROB DOLCATER seconded the motion. **MOTION CARRIED**

- **Task Order/Authorization No.30: CIP Model Update (NTE \$17,250)**

STEVE BAUMANN made a motion to approve Task Order/Authorization No. 30. BOB TOWNSEND seconded the motion. **MOTION CARRIED**

- **Task Order/Authorization No.31 Surveying (NTE \$12,000)**

STEVE BAUMANN made a motion to approve Task Order/Authorization No. 31. ROB DOLCATER seconded the motion. **MOTION CARRIED**

ii. **Trihydro:**

- **Non-Exclusive Service Agreement**

STEVE BAUMANN made a motion to approve the Non-Exclusive Service Agreement. ROB DOLCATER seconded the motion. **MOTION CARRIED**

- **Task Order 10-028: (NTE \$131,218)**
 - o **Environmental Monitoring**
 - o **Groundwater Classification – Lander, Shoshoni, Dubois**
 - o **Statistical Evaluations**

STEVE BAUMANN made a motion to approve Task Order No. 10-028. BOB TOWNSEND seconded the motion. **MOTION CARRIED**

- **Task Order 10-027: Technical Assistance (NTE \$22,600)**

STEVE BAUMANN made a motion to approve Task Order No. 10-027. ROB DOLCATER seconded the motion. **MOTION CARRIED**

d. **Operational Evaluation and Strategic Planning Project (Discussions)**

Matt Evans (Burns and McDonnell) reviewed a PowerPoint presentation regarding the work plan and considerations associated with the project.

Discussions: (1.) Committee meetings will be held through the week to allow for more detailed discussions.

4. **NEW BUSINESS**

- a. **Staff Appreciation Lunch Events:** Superintendent Frey informed the Board that this year's staff appreciation lunch events will be held on August 26 & 27.
- b. **County Specific Information:** Commissioner Liaison Jones informed the Board: (1.) that the District is leading the way within the county on operational efficiency considerations, reviews, and implementation. The county is now beginning to conduct similar actions. (2.) The county land use plan is under review and updating for the first time since 2004.

5. CALL FOR ADJOURNMENT

STEVE BAUMANN made a motion to adjourn at 11:18AM. ROB DOLCATER seconded the motion. ***MOTION CARRIED***

6. UPCOMING MEETING(S):

a. The Next Regularly Scheduled Meeting:

- i. August 17, 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 July 31, 2020

	Jul 31, 20	Jul 31, 19
ASSETS		
Current Assets		
Checking/Savings		
122105 · Petty Cash	300.00	300.00
122106 · Transfer Station Cash	400.00	400.00
122107 · Scale House Cash	1,600.00	1,600.00
123110 · CB&T Checking	30,489.52	51,764.58
123115 · Edward Jones Investments	4,542,188.86	5,555,969.41
123120 · Bank of Jackson Hole	89,277.49	53,198.32
123130 · Wyo Star	8,198,519.31	8,053,634.76
123132 · Wyo Star II	5,701,071.55	2,845,094.42
123134 · Wyoming Community Bank	500,002.56	0.00
124135 · U.S. Bank	615,916.72	814,444.11
Total Checking/Savings	19,679,766.01	17,376,405.60
Accounts Receivable		
133141 · Accounts Rec - User Fees	346,719.72	242,049.30
Total Accounts Receivable	346,719.72	242,049.30
Other Current Assets	64,542.65	11,255.66
Total Current Assets	20,091,028.38	17,629,710.56
TOTAL ASSETS	20,091,028.38	17,629,710.56
LIABILITIES & EQUITY		
Liabilities	90,019.39	97,547.22
Equity		
32000 · Unrestricted Net Assets	4,570,024.04	2,269,168.63
380860 · Cash Reserve	750,000.00	750,000.00
380970 · Closure/Post-Closure Rese...	14,617,116.00	14,617,116.00
Net Income	63,868.95	-104,121.29
Total Equity	20,001,008.99	17,532,163.34
TOTAL LIABILITIES & EQUITY	20,091,028.38	17,629,710.56



memorandum

To: Andy Frey, P.E., Superintendent, Fremont County SWDD
From: Jeff Young, P.E.
cc: Fremont County SWDD Board
Date: August 10, 2020
Re: Project Updates for August 17, 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

The Board approved two work order requests including one for upcoming environmental activities and another for technical support. The Board also approved the extension for the Non-Exclusive Service Agreement between FCSWDD and Trihydro.

Sand Draw, Shoshoni, Lander, and Dubois Landfills – 2020-2021 Environmental Activities Monitoring (Task Order 10-028 / Trihydro Project 09Y-008-006)

Trihydro is conducting (today, August 10, 2020) the third quarter methane monitoring event at the Dubois, Lander, and Sand Draw Landfills. The next routine groundwater and methane monitoring event is scheduled for the week of October 5, 2020.

Title V semiannual air reporting was completed for the Sand Draw Landfill and submitted at the end of July 2020. The next air reporting for this facility will not be until the end of January 2021.

The District has been approached by the WDEQ, Landfill Remediation Program (LRP) to discuss enrollment in the program for installation of a new background well at the Shoshoni Landfill. Trihydro is evaluating whether enrollment is advisable or not. Unfortunately, the path forward is not black or white. Caroline Brewer anticipates submitting a recommendation to the Board prior to the August 17, 2020 meeting.

Mr. Frey has also asked Trihydro to review the pros and cons of possibly letting WDEQ make a determination for groundwater classification at the Lander and Shoshoni Landfills as opposed to the District supplying data to support their own recommendation. Ms. Brewer will also make a recommendation regarding this action prior to the Board meeting.



Andy Frey, FCSWDD
August 10, 2020
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Technical Assistance (Task Order 10-027 / Trihydro Project 09Y-005-007)

Technical assistance activities during the previous month included:

- A project status report was prepared for the monthly Board meeting.
- Per a request from Mr. Andy Frey, Trihydro is working to locate historical documents relating to the siting standards reviewed for possible siting of a C&D landfill at or near the existing Lander MSW Landfill.
- OTHER?

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), or stop by our office at 388 Main Street, Suite C, in Lander.

Attachment:

- None

END OF MEMORANDUM

Memorandum



Date: August 7, 2020
To: Andy Frey, PE, Fremont County Solid Waste Disposal District
From: Matt Evans, PE
Subject: Progress Report – August 2020

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

Operational Efficiency Study and Strategic Plan

The following has been completed related to the Operational Efficiency Study and Strategic Plan:

- Kick-off meetings and facility assessments with the Superintendent
- Research related to District operations (i.e. site security, traffic flow, waste measurement methods, etc.)
- CIP Budget model updates to analyze costs of services at each District facility
- Lander to Sand Draw transition planning, including construction project timing and cost estimating
- Conceptual site layout alternatives for Lander, Riverton and Sand Draw that accommodate the changing District operations and services

Preliminary Operational Efficiency results are anticipated to be shared with the Board in September.

Capacity Audits

Surveying of the four landfill facilities were completed on July 9 and 10, 2020. Surveying data is being processed. Analysis and calculations to determine the airspace consumption rate, compaction, and remaining life will be completed in the next two months. Capacity audit reports are anticipated to be submitted to the board in the fall 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.

Capital Improvement Plan Modeling

Burns & McDonnell has updated the budget model. The model is being used as the foundation for the financial analysis being 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:

- Prepare plans and specs for contractor bidding of remaining excavation of the landfill cell

Memorandum *(continued)*



August 7, 2020

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- Contractor excavates and stockpiles as part of a construction project
- Survey permanent marker locations for edge of landfill
- District places permanent markers

On-call Surveying

William H. Smith performed grade checks and survey staking at the Lander landfill on August 6 to assist District operations in filling activities.

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
August 17, 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 = \$92 per ton & 16,908 total tons – for the first half of the year

Staff:

1. 2020 – the **annual District safety training** had 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. August 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, the Sand Draw Landfill, the Shoshoni Landfill, and the rural transfer stations) has not had a single lost-time accident/incident in **5 years and 1 month**, and the **Lander Area** staff (i.e. Lander Landfill and the Dubois Landfill) had one lost-time accident early on but has now made it **4 years and 7 months!!**
 - The Riverton Area staff all were awarded dinner for two (consistent with the Safety Incentive Policy).
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 at 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 Klaproth.
 - c. Planning Committee: Bob Townsend, Steve Baumann, Jen Lamb, and Gary Weisz.
 - d. Budget Committee: Rick Klaproth, 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:
 - a. The District continues to work with the state to ensure an appropriate disposal opportunity for most waste generated through the **Wyoming Life Resource Center** demolition and construction projects.
- 2. County – **No Updates**
- 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 from the Town on additional signs.

Regulatory/Engineering/Legal/General Contractors

Regulatory:

- 1. August 2020: Craig McOmie from the WDEQ communicated their interest in installing an **additional monitoring well at the Shoshoni Landfill** in an area they feel would better represent up-gradient water. The WDEQ would cover the cost of the well and the District would then be required to include the well into the monitoring network (i.e. include in the testing, reporting, etc.). Their intent is to use the data for classifying the groundwater more clearly.
 - a. Caroline Brewer (Trihydro) and I have been discussing the idea and what possible consequences may exist. There is minimal gain yet identified by the District outside of additional expenses with the landfill nearing closure within 6-10 months.

Engineering:

- a. Trihydro: (1.) Environmental Monitoring (2.) Groundwater Classifications (3.) Groundwater Statistical Methodology Review
- b. Burns and McDonnell: (1.) Capacity Audits (2.) Surveying (3.) Operational Efficiency Evaluation and Strategic Planning (4.) Dubois Closure Plans

Legal:

- a. August 2020: We continue to work with our attorney on appropriate draft language for the **Union Telephone Company agreement**.

General Contractors:

- b. August 2020: The District advertised for **Propane Bids** with the bids due the week prior to the August Board meeting. The bid results will be presented to the Board at the August meeting.
- c. August 2020: The District has advertised for **Scrap Metal Processing contract proposals** in the local circulations and the Casper paper. The proposal results will be presented to the Board at the September meeting. The RFP was delayed with hopes

of having the markets improve; however, space availability on our sites has required this process to move ahead.

Sites/Operations/Equipment:

Sites:

- a. August 2020: ***Filling plans at the Lander Landfill*** have been modified slightly to account for the potential transition into a large-scale CDW landfill, working to fill the more challenging areas and slopes with the current large volumes of MSW. As always, safety is the number one priority in the planning.

Operations – No Updates

Equipment:

- a. August 2020: The District has started drafting ***bid specifications*** for (1.) Backhoes, (2.) a Semi Tractor, and (3.) a Side Dump.

Miscellaneous/Upcoming Work & Events/Work in Progress:

Miscellaneous – No Updates

Upcoming Work & Events:

- a. August 2020: The ***2020 WSWRA conference*** has been cancelled. The WSWRA Board is working to develop continuing education opportunities to assist operators.
- b. August 2020: The ***2020 household hazardous waste event*** planning has been delayed with the COVID-19 impacts. Through emailed correspondence the majority of the typical partners have declined involvement and funding assistance for an event this year. The District continues to research what limitations and/or additional costs may arise with hosting an event during the ongoing COVID-19 impacts. The contractor the District utilizes to host the event (Veolia) has a new regional manager and we are working with them to educate them on our events and developing pricing. We have already been informed that they will require additional staffing for them to assist with maintaining safe operations, increasing the costs. As the initial planning develops further the District will make a decision on the likelihood of an event.

Work in Progress: August 2020 – District staff are working through the provided training documents from Call 2 Recycle, the group that the District will utilize for the ***battery recycling process***.

Thank you,



Andrew Frey, P.E.

Superintendent of Operations

Fremont County Solid Waste Disposal District