



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 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 Meeting Minutes
 - i. September 2020
 - b. Approval of the Accounts Payable
 - i. September 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 Update – Matt Evans (*Discussions*)
 - b. Backhoe Purchase Bids (*Discussions and Formal Action*)
 - c. Freedom of Information Act – Rate Structure (*Discussions*)
 - d. City of Riverton – Yard Waste Grinder Cost Share (*Discussions*)
4. **NEW BUSINESS**
5. **CLOSING ITEMS:**
 - a. Upcoming Meeting(s):
 - i. The next Regularly Scheduled Meeting(s): November 16, 2020, at 9:30 a.m.
 - b. Call for Adjournment



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FREMONT COUNTY SOLID WASTE DISPOSAL DISTRICT

Minutes of Regular Board Meeting

September 21, 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 Zoom), Rick Klapproth, Gary Weisz, Jennifer Lamb (via conference call), Robert Townsend, Steve Baumann, Rob Dolcater (via Zoom), and Mark Moxley
<u>Excused Member(s):</u>	Michael Adams
<u>Unexcused Member(s):</u>	No Unexcused Members
<u>Commissioner Liaison:</u>	Michael Jones (via Zoom)
<u>Community Liaisons:</u>	No liaisons
<u>Attorney:</u>	Rick Sollars (Western Law & Assoc.)
<u>Staff:</u>	Superintendent Andy Frey
<u>Consultant(s):</u>	Matt Evans (Burns and McDonnell)
<u>Guest(s):</u>	No Guests present

d. Approval of Agenda

SECRETARY/TREASURER KLAPROTH made a motion to approve the consent agenda. 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. August 2020
- b. **Approval of Accounts Payable**
 - i. August 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. **Operational Evaluation and Strategic Planning Project (*Discussions and Formal Action*)**

Matt Evans (Burns and McDonnell) provided the Board an update on the project. The current focus of the project is (1.) Cost of Service Review, (2.) Development of a baseline model, (3.) Development of conceptual drawings to support site modifications, and (4.) Development of a draft schedule. The cost of service review has included a detailed review of the current operations, including the staff and equipment utilization, then relating them back to the services provided at each site to determine the exact cost for each service per unit of measurement (typically per ton or per cubic yard). A District-wide baseline operational model has been developed with the Superintendent to use as a baseline comparison for all alternative models. The baseline model has been developed ensuring a similar set of services are provided as currently provided to all communities. This baseline does not represent the proposed model necessarily, it only represents what has been deemed as the most cost-effective model to provide a similar set of services as currently provided.

Discussion(s): (1.) The waste diversion and recycling costs appear to be the most expensive additional services provided at all sites. (2.) The recycling and waste diversion programs should be reviewed to identify any modifications that may allow operational savings. (3.) Future discussions with the City of Riverton will be essential to review in detail the future services provided in town and at the Sand Draw Landfill. (4.) Conceptual site drawings intend to work towards having all site services provided post scale to allow for any future changes without excessive expense. (5.) Public communication with this project will be valuable.

b. **Scrap Metal Processing, Removal, and Recycling Bids (*Discussions and Formal Action*)**

Superintendent Frey reviewed the sealed bids the District received on the Scrap Metal Processing, Removal, and Recycling. Relaying that both bids fulfilled the bid requirements. The highest bidder was also determined to be the highest responsible bidder. Since the District has had no working history with Pacific Steel in this capacity a number of phone calls were held to ensure they fully understood the intent. Superintendent Frey recommended that the bid be awarded to Pacific Steel out of Casper with a bid of \$46 per ton paid to the District.

- Federal Auto (Riverton) at \$42 per ton
- Pacific Steel (Casper) at \$46 per ton

STEVE BAUMANN made a motion to award the Scrap Metal Processing, Removal, and Recycling bid to Pacific Steel of Casper for \$46 per ton paid to the District. GARY WEISZ seconded the motion. **MOTION CARRIED**

c. **Union Cell Phone Tower Agreement Review (*Discussions and Formal Action*)**

Superintendent Frey reviewed with the Board the proposed agreement between with Union following a number of renditions and discussions. The proposed version accounted for all of the District's requirements, including site access limitations, utility installation limitations, a 1-year term limit, and a termination clause.

STEVE BAUMANN made a motion to approve the Union Cell Phone Tower agreement as presented.

SECRETARY/TREASURER KLAPROTH seconded the motion. **MOTION CARRIED**

4. NEW BUSINESS

- #### a. **2020 HHW Event:** Superintendent Frey discussed with the Board the 2020 HHW Event. The event was delayed with COVID-19, and the majority of the volunteering groups have elected to withdraw for the year due to the unknowns. Additionally, the contractor has increased costs associated with the COVID safety precautions.

The Board agreed to postpone the event until next year and to advertise the delay.

- b. **City of Riverton – Temporary Grinder Opportunity:** ROB DOLCATER informed the Board that he had discussed with Riverton Councilmember Mike Bailey the possibility of sharing a temporary tub-grinder that could serve both the City’s yard waste needs and the District’s tire shredding needs.
- c. **Green Waste Management:** CHAIRMAN MARK MOXLEY discussed with the group the increased volume of green waste due to the recent winter storm, as well as the City of Riverton’s struggle with their tub-grinder fire.

Discussion(s): (1.) The District does not provide any yard waste/green waste program at the Sand Draw Landfill. (2.) The City of Riverton plans to purchase a new tub-grinder and continue their green waste program. (3.) The Lander Landfill has been receiving some of the green waste from the Riverton area.

5. CALL FOR ADJOURNMENT

STEVE BAUMANN made a motion to adjourn at 11:20AM. ROB DOLCATER seconded the motion. **MOTION CARRIED**

6. UPCOMING MEETING(S):

- a. **The Next Regularly Scheduled Meeting:**
 - i. October 19, 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 September 30, 2020

	<u>Sep 30, 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	90,025.33
123115 · Edward Jones Investments	4,542,188.86
123120 · Bank of Jackson Hole	95,512.29
123130 · Wyo Star	8,209,077.82
123132 · Wyo Star II	5,732,939.85
123134 · Wyoming Community Bank	1,494,091.90
Total Checking/Savings	<u>20,166,136.05</u>
Accounts Receivable	
133141 · Accounts Rec - User Fees	218,763.52
Total Accounts Receivable	<u>218,763.52</u>
Other Current Assets	<u>11,455.30</u>
Total Current Assets	<u>20,396,354.87</u>
TOTAL ASSETS	<u>20,396,354.87</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	68,086.15
Other Current Liabilities	4,043.26
Total Current Liabilities	<u>72,129.41</u>
Total Liabilities	72,129.41
Equity	
32000 · Unrestricted Net Assets	4,570,024.04
380860 · Cash Reserve	750,000.00
380970 · Closure/Post-Closure Reserve	14,617,116.00
Net Income	387,085.42
Total Equity	<u>20,324,225.46</u>
TOTAL LIABILITIES & EQUITY	<u>20,396,354.87</u>



memorandum

To: Andy Frey, P.E., Superintendent, Fremont County SWDD
From: Jeff Young, P.E.
cc: Fremont County SWDD Board
Date: October 12, 2020
Re: Project Updates for October 19, 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 – 2020-2021 Environmental Activities Monitoring (Task Order 10-028 / Trihydro Project 09Y-008-006)

Trihydro had intended to be on site to conduct routine fall methane and groundwater monitoring during the week of October 26, 2020. Our field schedule moved up two weeks and was conducted during the week of October 12, 2020. Laboratory results are anticipated towards the beginning of November. The next routine event will be quarterly methane monitoring during the first quarter of 2021.

There will be no Title V air reporting until January 2021.

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.

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.



Andy Frey, FCSWDD
October 12, 2020
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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: October 13, 2020
To: Andy Frey, PE, Fremont County Solid Waste Disposal District
From: Matt Evans, PE
Subject: Progress Report – October 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:

- Draft operational efficiency study report preparation
- Weekly meetings and discussions with the Superintendent regarding the operation of the District's solid waste facilities
- 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
- Lander transfer station conceptual design

Preliminary Operational Efficiency results will be shared with the Board in October. The Superintendent and Burns & McDonnell are continuing to look for ways to implement operational efficiencies.

Capacity Audits

Surveying of the four landfill facilities were completed on July 9 and 10, 2020. Surveying data has been processed, with the exception of an additional area of Lander that needed to be surveyed. Analysis and calculations to determine the airspace consumption rate, compaction, and remaining life are being completed. Capacity audit reports are anticipated to be submitted to the board this month. Airspace consumption analysis will be discussed at the October board meeting.

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.

Memorandum *(continued)*



October 13, 2020

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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:

- Determine soil stockpile locations. Currently, Burns & McDonnell and William H. Smith & Associates, Inc. are evaluating onsite and offsite locations
- Prepare plans and specs for contractor bidding of remaining excavation of the landfill cell
- Contractor excavates and stockpiles as part of a construction project
- Survey permanent marker locations for edge of landfill
- District places permanent markers

Burns & McDonnell is currently working with the Superintendent on potential stockpile locations for the excavated soil.

On-call Surveying

No on-call surveying has been performed since the last board report.

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 13, 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 = \$86 per ton & 27,300 total tons – for the first three quarters of the year

Staff:

1. September 2020: The ***Lander Area Staff Appreciation Lunch*** was held with great participation.
2. 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. → ***still cancelled due to the COVID-19 issue.***
3. 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 3 months***, 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 9 months!!***

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 participated in a meeting hosted by the WDEQ at their Lander building with representatives from the EPA Region 8, WDEQ, the Wyoming Legislation, the

Indian Health Services, and the Fremont County Sheriff's Office. The topics of discussion were **illegal dumping on and off the Wind River Indian Reservation**.

2. County – **No Updates**

3. Municipalities:

- a. October 2020: A meeting with Kyle Butterfield (Riverton Public Works Director) and Brian Eggleston (Operations Division Manager) was held at the Riverton City Hall to discuss a number of current events (i.e. the District's Operational Efficiency Evaluation and Strategic Planning project, the City of Riverton Yard Waste program, stormwater management and changes around the Riverton Transfer Station, etc.).

Regulatory/Engineering/Legal/General Contractors

Regulatory:

1. August/September/October 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.
 - b. October 2020: The question was asked of the WDEQ if the new well was installed if they would then remove the other two wells that have been considered upgradient from the network.

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 – No Updates

General Contractors:

- a. September/October 2020: The **Scrap Metal Processing contract** was developed following the last Board meeting and mailed to the selected contractor. To date there has not been a returned signed copy back.
- b. October 2020: The District is pursuing quotes for **e-waste recycling** following notice that the current vendor is planning an increased rate structure.

Sites/Operations/Equipment:

Sites – No Updates

Operations – No Updates

Equipment:

- a. September/October 2020: The District developed bid specifications, advertised for, and received sealed bids for three **new backhoes**. There is a bid summary included in the Board meeting packet and there is an agenda item to discuss.
- b. September/October 2020: Bid specifications and advertising documents have been developed and are being advertised for a **new semi-tractor**. Bids will be received and reviewed prior to the November meeting with intentions to review with the Board at the November meeting.
- c. September/October 2020: Bid specifications and advertising documents have been developed and are being advertised for a **new side-dump trailer**. Bids will be received and reviewed prior to the November meeting with intentions to review with the Board at the November meeting.

Miscellaneous/Upcoming Work & Events/Work in Progress:

Miscellaneous – No Updates

Upcoming Work & Events:

- a. 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.

Thank you,



Andrew Frey, P.E.

Superintendent of Operations

Fremont County Solid Waste Disposal District



FREMONT COUNTY SOLID WASTE DISPOSAL DISTRICT

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October 8, 2020

Fremont County Solid Waste Disposal District
Board of Directors
PO Box 1400
52 Beebee Road
Lander, Wyoming 82520

Re: Backhoe Replacement – Review and Recommendation

Board,

Within the District's fleet are three aged tractor-type backhoes essential to the daily operations at the Lander Landfill, Riverton Transfer Station, and the Dubois Landfill and Transfer Station. These backhoes range in age from 15 years to 23 years with hours ranging from 7,000 to 9,000.

With the regular use of these machines, their proximity to the end of their depreciated life-span, and an increase in their cost of operation and ownership, we included within the current operating budget adequate funds to replace the three machines (i.e. \$408,000). The combined maintenance expenses associated with the three units combined is approximately \$183,000, including over 1,300 mechanic hours.

Between September and October 2020, the District developed a bid package, advertised a request for bids, and received sealed competitive bids for the purchase of three new tractor-type backhoes with a trade option. Three sealed bids were received and all bid submittals fulfilled the bids requirements. Following is the bid summary:

Unit Bid Price:

	<u>Company Name</u>	<u>Unit</u>	<u>Individual Price</u>	<u>Combined Price</u>	<u>Difference</u>
1.	Wyoming Machinery	Cat 416	\$103,915.45	\$311,746.35	low bid
2.	Titan Machinery	Case 580N	\$121,944.15	\$365,832.45	\$54,086.10
3.	Honnen Equipment	JD 310L	\$139,000.00	\$417,000.00	\$105,253.65

Trade Value:

	<u>Company Name</u>	<u>Trade Unit #1</u>	<u>Trade Unit #2</u>	<u>Trade Unit #3</u>	<u>Total</u>
1.	Wyoming Machinery	\$17,000	\$13,500	\$11,500	\$42,000
2.	Titan Machinery	\$13,000	\$12,200	\$18,140	\$43,340
3.	Honnen Equipment	\$20,000	\$16,500	\$16,500	\$53,000

The lowest bid price represents the lowest responsible bidder. The proposed trade values came in at a relatively low value. These trade offers may serve as a baseline for potential sales. The District may first offer the backhoe units to the public for purchase through a silent bid system. If the silent bid offers are greater than the proposed trade values, the silent bid option may be pursued. If the silent bid offers are lower than the proposed trade values, the trade value may be pursued.

As we work towards developing the Sand Draw Landfill into our primary site, having a backhoe available onsite to assist with trenching, culvert placement, and other stormwater management would be beneficial. The existing lowest hour machine is also the machine with the lowest cost of ownership.

My recommendation to the Board would be to:

- Bid Award: Award the bid to Wyoming Machinery for three new, model year 2021, 416 tractor-type backhoe units, with a purchase price of \$103,915.45 per unit, or \$311,746.35 total purchase price.
- Explore Alternative Sales: Once the new backhoe units arrive onsite and are ready for use, the District can then pursue a silent bid option with a retained trade opportunity with Wyoming Machinery.
- Retain a Machine: Retain the ownership of the lowest hour machine for use at the Sand Draw Landfill.

It is our intention to present this to the Board of Directors at the October 2020 Board meeting. Please feel free to contact me at your convenience with any comments or questions.

Thank you,



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