



## 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  
November 16, 2022 - 9:30 a.m.

#### 1. PRELIMINARY ITEMS:

- a. Pledge of Allegiance
- b. Roll Call: Michael Adams, Mandy Rose, Rick Klaproth, Mark Moxley, Rob Dolcater, Rod Haper, Jennifer Lamb, Robert Townsend, and Kyle Larson
- c. Declaration of Quorum
- d. Approval of Agenda (*Discussion and Formal Action*)
- e. Public Comment / Communication from the Floor

#### 2. CONSENT ITEMS:

- a. Approval of the Meeting Minutes
  - i. October 2022
- b. Approval of the Accounts Payable
  - i. October 2022
- 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. Lander Transfer Station Update – Burns and McDonnell (*Discussion*)
- b. Scalehouse Project Update – Burns and McDonnell (*Discussion*)
- c. Used Front-End Loaders – Sale/Trade Discussions (*Discussion and Formal Action*)
- d. Public Communication Plan – Planning Committee Update (*Discussion*)
- e. Superintendent Replacement (*Discussion*)

#### 4. NEW BUSINESS

#### 5. CLOSING ITEMS:

- a. Upcoming Meeting(s):
  - i. The next Regularly Scheduled Meeting(s): December 19, 2022, at 9:30 a.m.
- b. Call for Adjournment



## 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

October 17, 2022

#### 1. PRELIMINARY ITEMS:

- a. CHAIRMAN MOXLEY introduced the newly appointed Board member KYLE LARSON.
- b. – 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 MOXLEY at 9:30am. CHAIRMAN MOXLEY then led the Pledge of Allegiance and declared that there was a quorum of the Board with the following people in attendance:

<u>Board Members:</u>	Robert Townsend, Mandy Rose, Mark Moxley , Rob Dolcater, Jen Lamb, Michael Adams, Rod Haper, and Kyle Larson
<u>Excused Member(s):</u>	Rick Klaproth
<u>Unexcused Member(s):</u>	<i>no unexcused members</i>
<u>Commissioner Liaison:</u>	Mike Jones
<u>Community Liaisons:</u>	John Larson (City of Lander)
<u>Attorney:</u>	Rick Sollars
<u>Staff:</u>	Superintendent Andy Frey
<u>Consultant(s):</u>	Matt Evans and Cassidy Tieman (Burns and McDonnell)
<u>Guest(s):</u>	<i>no guests present</i>

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

MICHAEL ADAMS made a motion to approve the consent agenda as presented. SECRETARY/TREASURER LAMB seconded the motion. **MOTION CARRIED**

#### e. **Public Comment/Communication from the Floor**

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

#### 2. CONSENT ITEMS:

- a. **Approval of Prior Meeting Minutes**
  - i. September 2022 Regular Meeting
- b. **Approval of Accounts Payable**
  - i. September 2022 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. **BUSINESS ITEMS:**

#### a. **Scale Building Bids – Bid Results (*Discussion and Formal Action*)**

Superintendent Frey updated the Board on the Scale Building Bids: The District publicly advertised for, and received sealed bids for, the purchase of three pre-fabricated scale house buildings. Two bids were received; however, one of the sealed bids was delivered late. One sealed bid was received on-time, and met all of the bid requirements. Alexander Excavation submitted a bid in the amount of \$688,500. In review of the Alexander Excavation bid documents, the bid requirements were met. A recommendation was given to the Board to award the contract with Alexander Excavating in the amount of \$688,500.

**Discussion:** (1.) The responsibility of the prime contractor is to submit material and equipment submittals for engineers review and approval (if acceptable), coordinate the construction as per the engineering plans and specifications, deliver on schedule, and unload the buildings at the specific locations. (2.) Cheyenne, WY went through a similar project and allowed onsite stick built construction and realized a higher final project expense.

BOB TOWNSEND made a motion to award the contract to Alexander Excavating in the amount of \$688,500.

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

#### b. **CIP Model Update Follow-Up – Burns and McDonnell (*Discussion*)**

Matt Evans and Cassidy Tieman (Burns and McDonnell) presented to the Board:

1. CIP Model Update: these documents were updated to reflect the varying revenues – deferred mill levy royalty payments and associated annual expenses.
2. Dubois Excavation: the volume consumption and District excavation activities were evaluated to update remaining available airspace and borrow placement space. There is seven to eight years of airspace remaining within the excavated area.
3. Lander Transfer Station: reduced footprint to 110-ft by 100-ft. The footprint was staked prior to the meeting to allow the Board to visually observe the footprint and location.
4. Scalehouse Project: the building purchases approved at today's meeting the remaining portion of the overall project will be molded into a bid document that allows each site to be bid separately.

#### c. **Stakeholder Engagement Management – Planning Committee (*Discussion*)**

SECRETARY/TREASURER LAMB updated the Board on the Planning Committee's efforts to date. They developed a basic outreach model, identified a list of communities and stakeholders to engage, started to identify a "beta" group to conduct initial meetings with, started a DRAFT public service announcement, and outlined a core message to deliver.

**Discussion:** (1.) Certain time sensitive decisions are being made as we work to develop this plan. (2.) Public input is requested, but there are a number of items within the strategic plan that do not offer flexibility (i.e. the Lander landfill will fill, etc.).

### 4. **NEW BUSINESS**

- a. Hot Springs County Waste: KYLE LARSON suggested that the District reach out to Hot Springs County following their announcement of their landfill closing to see if they desire to discuss future disposal with the District.

**5. CALL FOR ADJOURNMENT**

MICHAEL ADAMS suggested moving the November Board meeting date to November 16, 2022. The Board agreed.

BOB TOWNSEND made a motion to adjourn the meeting at 11:05am. MICHAEL ADAMS seconded the motion. ***MOTION CARRIED***

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

- a. **The next Regularly Scheduled Meeting: November 16, 2022, at 9:30 a.m.**

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 October 31, 2022

	Oct 31, 22
<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	1,700.00
123110 · CB&T Checking	101,412.46
123115 · Edward Jones Investments	
123115a · Edward Jones-Federal Bonds	13,080,846.59
123115 · Edward Jones Investments - O...	6,442.74
<b>Total 123115 · Edward Jones Investments</b>	13,087,289.33
123120 · Bank of Jackson Hole	210,731.59
123130 · Wyo Star	1,177,160.73
123132 · Wyo Star II	5,510,127.18
123134 · Wyoming Community Bank	1,258,887.55
<b>Total Checking/Savings</b>	21,348,008.84
<b>Accounts Receivable</b>	
133141 · Accounts Rec - User Fees	300,714.57
<b>Total Accounts Receivable</b>	300,714.57
<b>Other Current Assets</b>	310,277.27
<b>Total Current Assets</b>	21,959,000.68
<b>TOTAL ASSETS</b>	<b>21,959,000.68</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	146,852.15
<b>Equity</b>	
32000 · Unrestricted Net Assets	2,971,005.78
380860 · Cash Reserve	750,000.00
380970 · Closure/Post-Closure Reserve	18,155,822.00
Net Income	-64,679.25
<b>Total Equity</b>	21,812,148.53
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>21,959,000.68</b>



## memorandum

**To:** Andy Frey, P.E., Superintendent, Fremont County SWDD  
**From:** Scott Lee, P.E.  
**cc:** Fremont County SWDD Board  
**Date:** November 14, 2022  
**Re:** Project Updates for November 21, 2022 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 (WDEQ), 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 – 2022-2023 Environmental Activities and Monitoring (Task Order 10-032 / Trihydro Project 09Y-008-008)**

Activities associated with this work order during the previous month and anticipated in the near future include:

- Semiannual methane and groundwater monitoring was conducted between October 10<sup>th</sup> and October 15<sup>th</sup>. Monitoring included PFAS sample collection at the groundwater collection tank (GWCT) at the Lander Landfill.
- Laboratory reports have been received for the Dubois, Shoshoni, and Sand Draw Landfills, and Trihydro is working with the lab through some adjustments based on our Tier I data validation. Once revised reports are received, we will continue with data validation, statistical analysis, and reporting.

### **Technical Assistance (Task Order 10-033 / Trihydro Project 09Y-005-009)**

Technical assistance activities during the previous month are as follows:

- A monthly Board memo was prepared for the October 2022 District Board meeting.
- Trihydro met with Mr. Andy Frey to discuss Sampling and Analysis Plan permit modifications for each facility. Each modification is underway, and we anticipate providing draft documents to Mr. Frey over the coming week.
- Alongside discussions with Mr. Frey, Trihydro is also evaluating the feasibility and benefit of expanding the groundwater compliance boundary at the Sand Draw Landfill via BLM Right-of-Ways or other mechanism. Current point-of-compliance wells are at the edge of waste and are impacted by



Andy Frey, FCSWDD  
November 14, 2022  
Page 2

volatile organic compounds.

- Trihydro addressed WDEQ comments regarding the Shoshoni Construction Quality Assurance Report, and the revised report was submitted to WDEQ on November 8, 2022.

Please let us know if you have any questions or need additional information. You can call me on my direct office line (307-335-3169), send me an email ([slce@trihydro.com](mailto:slce@trihydro.com)), or stop by our office at 388 Main Street, Suite C, in Lander.

**END OF MEMORANDUM**

# Memorandum



Date: November 11, 2022

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

From: Matt Evans, PE

Subject: Progress Report –November 2022

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

## *Capacity Audits*

Surveys for the 2022 capacity audits were completed in July 2022. Capacity audit reports for the 2022-2023 FY were completed and presented to the Board at the September 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. Additionally, the following tasks were completed at the request of the Superintendent:

- Dubois staking plan
- Analysis of Riverton Transfer Station tonnage going to Sand Draw Landfill
- Presentation at the October board meeting

## *Capital Improvement Plan Modeling*

The CIP model has been updated with the fiscal yearend results for 2021-2022. Updated model output information was presented during the board presentations at the September and October board meetings.

## *Scale House Construction Project*

Alexander Excavation, Inc was awarded the bid for the scalehouse construction project on October 19, 2022.

The installation of the scalehouses and site work at the three sites will be bid out individually by site. This will be done in an effort to make the project more attractive to bidders, since the District did not previously receive any complete bids when the sites were bid out together.

Bidding is anticipated to occur in December 2022 and January 2023 with bids awarded in March 2023. The construction project will likely begin in June 2023 following the delivery of the scalehouses.



# Memorandum *(continued)*



November 11, 2022

Page 2

## *Lander Transfer Station*

The conceptual design submittal for the Lander Transfer Station was sent to the Superintendent for review on October 7, 2022. Geotechnical borings were conducted October 28-29, 2022. Construction documents are on schedule to be ready for client review by the first week of January 2023. Bidding is anticipated to occur in February and March 2023 with an anticipated construction project start date of July 2023.

## *On-call Surveying*

Staking was completed at the Dubois Landfill to identify the perimeter and excavation limits of the C&D landfill.

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 612-240-2094 or [maevans@burnsmcd.com](mailto:maevans@burnsmcd.com) at your earliest convenience.

Fremont County Solid Waste Disposal District

**Superintendent Report**

November 15, 2022

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 per ton & 31,472 total tons
  - b. 2014 = \$176 per ton & 27,562 total tons
  - c. 2015 = \$99 per ton & 31,890 total tons
  - d. 2016 = \$103 per ton & 29,659 total tons
  - e. 2017 = \$102 per ton & 33,483 total tons
  - f. 2018 = \$106 per ton & 36,352 total tons
  - g. 2019 = \$88 per ton & 41,900 total tons
  - h. 2020 = \$89 per ton & 36,200 total tons
  - i. 2021 = \$141 per ton & 35,700 total tons
    - **Note: 2021 included approximately \$1.1 million in expenses for the Shoshoni Landfill Closure project and \$457,900 in new equipment (i.e. three backhoes and a semi-tractor). Removing these two large expenditures, the annual review would be presented as \$97.91 per ton & 35,700 total tons.**
  - j. 2022 = \$128 per ton & 25,728 total tons for the first three quarters of the fiscal year
    - **Note: within this period our expenses have included the final three pay applications for the Shoshoni Landfill Closure project, inflationary price impacts, and a new front-end loader.**

Staff:

1. August 2022: 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) have not had a single lost-time accident/incident in **7 years and 4 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 **6 years and 10 months!!**
2. October 2022: The District supervisors (x6) received two days of **human resource training** from Local Government Liability Pool (LGLP).
3. November 2022: The District will be completing the **annual staff performance evaluations** in early December 2022.
4. October 2022: The District worked through hiring of six **new employees** following a number of staff leaving employment with the District (i.e. three retired, two for policy related issues, and one for additional pay elsewhere). In addition to the new hires, the District developed a new "onboarding" process that ensure additional District guidance on policies, safety training, and a definition of expectations.

Board:

1. 2022 – Below is the list of **Board Committees and Members:**
  - a. Recycling Committee: Jennifer Lamb, Mandy Rose, Bob Townsend, and Mark Moxley.
  - b. Health Benefit and Wage Committee: Rob Dolcater, Mike Adams, Mark Moxley, and Rick Klapproth.

- c. Planning Committee: Bob Townsend, Mandy Rose, Jen Lamb, and Rob Dolcater.
  - d. Budget Committee: Rick Klaproth, Jen Lamb, Rob Dolcater, and Mark Moxley.
  - e. WRIR Solid Waste Negotiations Committee: Rod Haper, Michael Adams, Mandy Rose, and Mark Moxley.
2. November 2022: Three Board positions have their term expire at the end of the year; Michael Adams, Mark Moxley, and Road Haper. Please be sure to encourage them to re-apply!

Inter-Government:

- 1. State – **No Updates**
- 2. County:
  - a. November 2022: The District has been reaching out to potential funding opportunities to assist the Atlantic City area residents with **bear-proof waste containers**. A possible funding opportunity has been identified through a program governed cooperatively by SLIB (State Land Investment Board) and the WDEQ.
- 3. Municipalities – **No Updates**
- 4. Tribal:
  - a. November 2022: The District continues to participate in the conference calls / Zoom meetings with **EPA and the Tribes**.

Regulatory/Engineering/Legal/General Contractors

Regulatory:

- 1. September 2022: The District is submitted the final grant application request for the **Shoshoni Landfill Closure project** to SLIB following review and comment by the WDEQ.
- a. November 2022: The final payment has been received for the grant and it has been awarded in the full amount allowed (i.e. \$673,000).

Engineering:

- 1. Trihydro: (1.) Environmental Monitoring (2.) Technical Assistance.
  - a. November 2022: We have been working with Trihydro to develop permit amendments to request a reduction in monitoring requirements at the District's landfills based on historic trends and precedence established around the state. The request should be submitted with the WDEQ in November 2022.
- 2. Burns and McDonnell: (1.) Capacity Audits (2.) Surveying (3.) Operational Efficiency Evaluation and Strategic Planning (4.) CIP Model Updates, (5.) Scale Facility Bidding Administration, and (6.) the Lander Transfer Station design and bidding.
  - a. November 2022: Burns and McDonnell has provided notice to the District that the work items requested by the District has led to full use of the Technical Assistance budget. A few of the items outside of the normal use has included: (1.) Board member request of an evaluation of moving up the date of implementing the rate reduction at the Sand Draw Landfill, (2.) Board member request of keeping the Riverton Transfer Station open after a rate reduction at the Sand Draw Landfill, (3.) Strategic Plan work outside of the scope - development of additional documents to show the schedule of large-scale projects and associated expenses in a "reader friendly" format, presentation preparation and onsite delivery of a follow-up presentation regarding the number of questions and requests at

the first meeting. (3.) Re-evaluation / updating the Dubois excavation quantities and fill areas volumes.

Legal – No Updates

General Contractors:

1. October 2022: Pacific Steel, the District's current **scrap metal processing contractor** mobilized to the Dubois Landfill, Lander Landfill, and the Sand Draw Landfill and processed all onsite scrap metal. The tonnages and payment receipts for each site are as follows:

<u>Site</u>	<u>Tonnage</u>	<u>Payment Received</u>
Dubois	74.45	\$6,179.35
Lander	294.73	\$24,462.59
Sand Draw	64.50	\$5,353.50

Sites/Operations/Equipment:

Sites:

1. November 2022: We have been working to have our staff build **permanent waste boundary markers** for our active landfills as a means of providing permanent guidance as to the location of the edge of waste for operators and during closure activities. They are built to 14-ft, with a burial at 1-ft, allowing a horizontal and vertical guide marker. We implemented this on a portion of the Lander Landfill three years ago with great success.

Operations:

1. September 2022: New **weekly staff meeting forms** were developed to ensure that all staff members are provided a consistent safety message, as well as operational updates and an opportunity for staff feedback on operations.

Equipment:

1. November 2022: The District has developed bid specifications for a **replacement dozer (D-6) at the Lander Landfill** since the existing machine (2012) has nearly 11,000 hours. Currently, the plan will be to have a bid recommendation at the December 2022 meeting. The District allocated \$650,000 within the current operating budget for this replacement.
2. November 2022: The District has developed bid specifications for additional **roll-off containers** to support the District recycling programs. Currently, the plan will be to have a bid recommendation at the December 2022 meeting. The District allocated \$110,000 within the current operating budget for this replacement.
3. November 2022: Now that the District received both new front-end loaders that were ordered, we need to decide how to handle the sale of the two machines that were replaced. The two machines are a 2014 Caterpillar 924K with approximately 10,000 hours and a 2005 Caterpillar IT-14 with approximately 13,000 hours. Both machines have been well maintained and will serve as good machines for a non-production based second life. Wyoming Machinery has offered \$45,000 on the 924K, and \$16,500 on the IT-14.

Their offer on the 924K seems in line with the value; however, the IT-14 should be able to be sold locally for a higher value. I plan to recommend accepting the trade value from Wyoming Machinery

on the 924K and offer the IT-14 locally through a sealed bid offering. If the sealed bids come in lower than the Wyoming Machinery offer, the District could always accept the trade offer.

Miscellaneous/Upcoming Work & Events/Work in Progress:

Miscellaneous:

1. September 2022: Recently, there has been discussion around the ways that the District has assisted and given back to the members of Fremont County.
  - i. November 2022: The list has been again attached for the Board's reference.

Upcoming Work & Events – No Updates

Work in Progress:

1. September 2022: The District received the survey data from the ***tire shredding pilot project*** on August 10, 2022, and is working to process the data. The preliminary review identified the volume reduction at 63%.
  - i. October 2022: The evaluation has been submitted for peer review prior to distribution. Still no review comments.

Thank you,



Andrew Frey, P.E.

Superintendent of Operations

Fremont County Solid Waste Disposal District

**Special Note :** The District does not actively pursue recognition for our ongoing county-wide efforts to assist groups in need. This summary has been developed as a means to demonstrate the District's commitment to all residents within the District and to address recent questioning of these commitments.

<u>Event</u>	<u>Fees to the Public</u>	<u>Avoided Public Cost</u> <u>(estimate)</u>	<u>Frequency</u>	<u>Public Impact</u>
Household Hazardous Waste and Chemical Waste Cleanup Event	\$0	\$35,000/year	Annual	Human Health & Safety, and Reduced Environmental Risk
Deer Carcass Fee Waiver Program	\$0	\$3,000/year	Daily	Wildlife Safety, Public Education, Hunter Benefit
Recycling and Waste Diversion Programs	\$0	\$500,000/year	Daily	Human Health & Safety, and Reduced Environmental Risk
Freon Removal from White Goods	\$0	\$5,000/year	Daily	Convenience and Reduced Environmental Risk
Town of Shoshoni Downtown Demolition (permitting, construction coordination, fee waiver)	\$0	\$500,000	Once	Human Health & Safety
County-Wide Firing Range Grading Improvements (used by all law enforcement agencies in the county)	\$0	\$10,000	Twice	Maintained NRA certification
Free Recycling Trailer Use for Events	\$0	\$5,000	As Requested	Convenience
Guidance to the Public on Managing Challenging and Hazardous Waste Disposal	\$0	\$5,000	As Requested	Convenience and avoided excessive costs.
Assistance to the University of Missouri Geology Camp in Sinks Canyon	\$0	\$5,000 +	Annual	Continued education
Community Based Volunteer Operation of Transfer Stations	\$0	Not Measurable	As Requested	Convenience and community control of respective site operational hours
Wyoming Life Resource Center Demolition (guidance on disposal, petitioning for special authorizations outside of operating permits, flexible and special operational hours, staff and equipment special accommodations, special fee structures)	\$0	\$1,000,000 + (hauling out of state and special waste disposal rates)	As Requested	Human Health & Safety, reduced environmental risk and waste management costs
Downtown Lander Business Fire Loss Demolition (guidance on disposal, petitioning for special authorization outside of operating permits, flexible and special operational hours, staff and equipment special accommodations, special fee structures)	\$0	Not Measurable (leading into the Solar Eclipse timeline and community planning)	As Requested	Human Health & Safety, reduced environmental risk and waste management costs
Condemned Trailer Park Demolition Assistance for the County (guidance on disposal flexible and special operational hours, staff and equipment special accommodations, fee waiver)	\$0	\$10,000 +	As Requested	Human Health & Safety
Lander Family Fire Disposal Fee Waiver	\$0	\$5,000	As Requested	Assistance During Times of Need

<u>Event</u>	<u>Avoided Public Cost</u>			<u>Frequency</u>	<u>Public Impact</u>
	<u>Fees to the Public</u>	<u>(estimate)</u>			
Natural Disaster Cleanup Assistance (additional hours, weight waivers, staff and equipment special accommodations)	\$0	Not Measurable	As Identified	Convenience	
Community Entry Services - Operational Assistance	\$0	\$60,000/year +	Continuous	Community Benefit	
Special Site Access for Wyoming Game & Fish	\$0	Not Measured	Continuous	Human Health & Safety	
Christmas Tree Collection Event (fee waiver, loading/hauling trees to Ocean Lake)	\$0	Not Measurable	Annual	Wildlife Structure	
Bear-Proof Container Grant Application, Management, Reporting, and Delivery	\$0	\$10,000	Once	Human Health & Safety	
Midvale Grazing Association - Area Cleanup Event (special operational accommodations - site access, staff and equipment for hauling)	\$0	\$5,000	Once	Human Health & Safety and Wildlife Safety	
Fremont County Flood Assistance (special operational hours, committed staff and equipment to rock excavation for river bank stability)	\$0	\$10,000 +	Once	Human Health & Safety	
Active Review of Proposed State and Federal Rule/Regulation Changes to Minimize Local Impacts	\$0	Unmeasurable	Continuous	Community Benefit	

## **Lander's Landfill will be Full this Decade**

### **Change is coming**

The Lander landfill will be filled to capacity by 2029. When it's full it will close.

### **Will the landfill closure affect you?**

The closure affects every Fremont County resident. Municipal solid waste and construction/demolition waste from around the county go into the landfill.

The landfill at Sand Draw, seven miles southeast of Riverton on Wyoming Highway 135, will become Fremont County's singular municipal landfill. How we transition to reach that goal is what's up for discussion.

### **Background**

In 1978 the citizens of Fremont County voted to create the Fremont County Solid Waste Disposal District (the district). The county commissioners appointed a board to manage solid waste disposal operations.

The Lander landfill was slated to reach capacity in 2024. Thanks to implementation of improved compaction techniques, the Wyoming Department of Environmental Quality extended the permit to operate the landfill until it reached capacity, up to five years.

The district closed the Shoshoni landfill in 2021. The district knows the process.

### **Regulatory requirements**

During a landfill's life the Environmental Protection Agency requires the district to show its ability to pay for closure costs, post-closure monitoring, and unforeseen future mitigation actions for 30 years after closure. Regulations allow the district to satisfy the obligation with corporate surety bonds or irrevocable letters of credit, which would have added the expense of third-party oversight to ensure the landfill's proper management prior to closure, or to self-insure.

The district chose to self-insure, and has built a "futures account" to prepare for expenses and liabilities associated with closing a landfill. While building this account, the district hasn't raised waste disposal fees at the landfill in more than 10 years.

### **What's next?**

The district has been researching and considering the transition for several years. The district wants you to know what's ahead, and it seeks your input.



Prime considerations are time and transportation costs to the district, to residents, and to commercial haulers.

The district is considering these changes:

- Dubois: the transfer station will continue to accept residents' household waste
  - the district will continue to transport the waste to the landfill (Sand Draw)
  - fees will increase to accommodate the additional 50-mile roundtrip haul distance
  - the construction/demolition landfill will continue to operate in Dubois
  - recycling will still be available at the Dubois transfer station
- Lander: build a residents-use-only Lander transfer station near the existing landfill
  - the district will transport the waste to Sand Draw
  - residents' disposal fees will increase at the new transfer station
  - commercial haulers that serve Lander residents and businesses will transport that waste to Sand Draw
  - recycling will still be available at the new Lander transfer station
- Riverton: close the existing Riverton transfer station due to its proximity to Sand Draw
  - residents and commercial haulers will transport waste to Sand Draw
  - recycling will still be available at the current Riverton transfer station site

Rural transfer stations near Atlantic City, Jeffrey City, Lysite, Missouri Valley, Pavillion, and Shoshoni will continue to operate as they do now. Disposal fees could increase.

### **Get involved**

Please share your thoughts. Attend district meetings on the third Monday of each month at 9:30 a.m. at the Lander landfill administrative office. Discuss the upcoming changes with your commercial hauler if you use one. Talk with your elected officials if you live in Dubois, Lander, or Riverton.

Please visit the district website: <https://trashmatters.org/>

**Lander's landfill will be full by 2029. Sand Draw will become the singular municipal landfill when the Lander landfill closes.**

**Frequently asked questions:**

Q: Why does the landfill need to close? Why can't we continue dumping waste on top of the pile?

A: In Wyoming the Department of Environmental Quality determines the capacity for landfills and issues permits for operation up to that permitted capacity. When capacity is reached the landfill must close. The DEQ basis its determinations on many factors, not least of which include the potential future effect of the waste on air and ground water quality.

Projections of waste disposal volume suggest Lander's landfill will reach its permitted capacity by 2029. Therefore when it reaches that capacity it will close.

Q: I live in Dubois. How will the Lander landfill closure affect me?

A1: Your current transfer station will continued to operate. Fees to transport household waste will go up to cover the Fremont County Solid Waste Disposal District's cost to transport the waste the extra 50 round-trip miles to Sand Draw's landfill.

A2: The Dubois construction and demolition landfill will continue to operate so no change is expected.

A3: Recycling will still be available at the current Lander landfill site.

Q: I live in Lander. How will the Lander landfill closure affect me?

A1: If you currently transport your own municipal waste to the Lander landfill, you will be able to continue using the facility. It will be a newly constructed transfer station, and the Fremont County Solid Waste Disposal District will transport the waste to Sand Draw. You should expect your rates to increase when you cross the scale.

A2: If you currently pay a contract service to pick up your waste, you may continue to do so. The contract service sets the disposal rates so discuss that with your service provider.

A3: Recycling will still be available at the current Lander landfill site.

Q: I live in Riverton. How will the Lander landfill closure affect me?

A: The Riverton transfer station will close.

A1: If you currently transport your own municipal waste to the Riverton transfer station, you will need to transport your waste to Sand Draw. You might see a slight decrease in your disposal rate.

A2: If you currently pay a contract service to pick up your waste, you may continue to do so. The contract service sets the disposal rates so discuss that with your service provider.

A3: Recycling will still be available at the current Riverton transfer station site.

Q: I live in one of the outlying communities, and I use a rural transfer station. How will the Lander landfill closure affect me?

A: The current plan continues the operation of the rural transfer stations. Rates might increase depending upon the transport distance difference to Sand Draw.

Last Revision: November 2022

Fremont County Solid Waste Disposal District  
Fremont County  
Lander, Wyoming

*JOB TITLE:*  
*EXECUTIVE DIRECTOR*

## **GENERAL**

REPORTS TO: Fremont County Solid Waste Disposal District Board of Directors.

POSITION SUMMARY: Performs responsible supervisory and administrative work planning, scheduling, evaluating, and supervising the operations of all District operations related to; sanitary landfills, transfer stations, recycling, waste diversion, and annual cleanup events. Duties are varied and require considerable knowledge of the functions and equipment common to landfilling, waste transportation, and recycling/waste diversion management. Considerable knowledge is also required of all federal, state, and local laws concerning the handling and disposal of all types of waste. Work is a mixture of office and field work.

Status: Exempt (salaried)

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Instruct and supervise up to 26 District employees in the operation of the District's landfills, bale stations, transfer stations, recycling collection programs, waste diversion programs, and annual cleanup events.
- Instruct and supervise the operation of heavy equipment, daily cash deposits collection, gate receipts, and deposits of monies.
- Plan short-term and long-term operation activities of District landfills, bale stations, transfer stations, and recycling collection facilities to ensure conformity with federal and state regulations governing solid waste facilities.
- Represent the District in legal matters.
- Represent the District in legislative matters.
- Provide internal engineering services associated with permitting, design, and oversight of projects.
- Develop and manage the District's annual budget.
- Ensure compliance with established accounting directives.
- Develop and implement approved operational changes.
- Manage the District's Human Resources (hiring, layoffs, interviewing, workers compensation claims, disciplinary actions, etc.).
- Maintain regulatory compliance.
- Draft, market, propose, and manage contract and consultant work.
- Review and provide comment on proposed regulatory changes developed by the WDEQ.
- Manage equipment, and supply procurement through a competitive bidding process.

- Ensure that staff is completing required safety and educational courses, meetings and training.
  - Schedule, coordinate, and maintain a file system for all solid waste staff drug & alcohol screening and testing.
  - Assess District's level of risk with current and future activities.
  - Prepare materials and documents for meetings and events, including agendas and meeting minutes.
  - Attend all Solid Waste Board of Directors meetings.
  - Ensure confidentiality.
  - Promote District safety policies and procedures.
  - Review and approve staff timesheets, and invoices.
  - Maintain employee records (i.e. filing: accident reports, accident report follow-up, incident reports, workman's compensation reports, disciplinary actions, etc.).
  - Conduct site inspections and operation reviews.
  - Operate equipment as required, train personnel in the safe operation of equipment and in methods and approaches to assigned tasks.
- *This list of duties is intended to provide a general understanding, and may not include all duties that are the responsibility of the solid waste superintendent.*

#### PUBLIC RELATIONS/INTERACTION:

1. Attend, participate in, and report on public meetings.
2. Greet the public in a friendly, helpful manner.
3. Answer questions regarding the Solid Waste District.
4. Maintains professionalism by exerting tact, diplomacy, and good judgment when dealing with the public or other staff in a public setting.
5. Lead and present information in public meetings.

#### SAFETY:

1. Operates all equipment and tools in a safe and prudent manner.
2. Wears appropriate safety glasses/goggles, safety vests, hard hats, and other safety clothing to maintain safety of the job.
3. Actively participate in all safety meetings.
4. Maintains awareness of other vehicles, equipment, people, and other safety hazards near work sites.
5. Controls traffic at work sites by flagging, posting signs, and other means to guide traffic through work areas in a safe manner.
6. Follows internal and external safety operating procedures as established by the Fremont County Solid Waste District and supervisors.
7. Performs all duties in conformance to appropriate safety and security standards.

#### SUPPLEMENTAL DUTIES:

1. Assist with general operations as needed, or upon unforeseen staff shortages.
2. Assist with Emergency Services.

## REQUIREMENTS

### DESIRED MINIMUM QUALIFICATIONS:

#### 1. Education and Work Experience:

- Minimum of a Bachelor's Degree in Civil Engineering or Environmental Engineering, minimum of 5 years working experience in solid waste.
- Registered Professional Engineer in the State of Wyoming, or ability to acquire within first 6 months of starting position.
- Minimum of 5 years supervision experience (preferred).
- Experience in construction and heavy equipment operations or operational oversight (preferred).

#### 2. Knowledge, skills, and abilities:

- Knowledge of heavy equipment operation and maintenance.
- Ability to supervise employees and manage daily operational plans.
- Ability to establish effective working relationships.
- Effectively present information and respond to questions from the Board of Directors, County Commissioners, town officials, state legislature, and the media in written and verbal communications, including public presentations.

### MANDATORY QUALIFICATIONS:

1. Possession of, or ability to obtain within 2-months, a valid Wyoming driver's license.
2. Possession of, or ability to obtain within 6-months, the Wyoming Department of Environmental Solid Waste Operator and Solid Waste Manager certifications

### PRE-EMPLOYMENT SCREENINGS:

- Pre-employment screenings may include, but are not limited to, the following: drug screen, references, and criminal background.

### WORK ENVIRONMENT:

- The District facility work environments involve exposure to hazards or physical risks.
- The work environment involves moderate exposure to unusual elements, such as extreme temperatures, dirt, dust, fumes, smoke, unpleasant odors, and loud noises.
- The work will involve working with others, around others, and has contact with the public.
  - Public relations will include: (1.) greeting the public in a friendly and helpful manner, (2.) answering questions regarding the District, (3.) maintain professionalism by exercising tact, diplomacy, and good judgment, (4.) attending public meetings, (5.) follow-up with complaints.
- Safe operations are required. Appropriate personal protective equipment will be required.

### PHYSICAL DEMANDS:

- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is required to hear, read, use hands to finger, handle or feel objects, reach with hands and arms, taste or smell, and drive a vehicle. Frequently required to sit, talk, climb, or balance, stand, walk, stoop, kneel, crouch, or crawl, write, and use a keyboard.

- Must have the ability to lift 70 pounds in multiple repetitions.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**MENTAL/MOTOR DEMANDS:**

- While performing the duties of this job, the employee shall be:
  - o Responsive to deadlines
  - o Attentive to the multiple job duties
  - o Supportive of co-workers and staff
  - o Effective in verbal and written communications
  - o Able to manage multiple tasks throughout a given work day and prioritize completion of these tasks in order of importance
  - o Able to use good judgment

**AGREEMENT:**

I certify that I have read and understand all of the above listed information and requirements associated with the Administrative Assistant position at the Fremont County Solid Waste Disposal District.

---

APPLICANTS PRINTED NAME

APPLICANTS SIGNATURE

DATE

## EXECUTIVE DIRECTOR of SOLID WASTE

The Fremont County Solid Waste Disposal District (District) is now accepting applications for the Executive Director of Solid Waste. This position requires a professional engineering license in either civil or environmental engineering.

***Starting wages range from \$85,000 to \$112,000 per year, depending on qualifications, accompanied by a comprehensive benefit package*** (i.e. 2-weeks paid vacation, 2-weeks paid sick leave, Wyoming Retirement, health insurance, health savings account contributions, dental insurance, vision insurance, life insurance, air & ground ambulance insurance, short-term disability, and long-term disability).

Job Descriptions and Applications can be picked up at the District Lander Landfill Office (52 Beebe Road / Lander, WY 82520), at [trashmatters.org](http://trashmatters.org) (under Employment), and the Wyoming Department of Workforce Services. Applications can be dropped off at, or mailed to, the Lander Landfill Office at: Fremont County Solid Waste Disposal District / PO Box 1400 / Lander, Wyoming 82520. The Fremont County Solid Waste Disposal District is an Equal Opportunity Employer, and conforms with enforcement of a drug-free workplace.

Applications will be reviewed as received, and interviews will be held until the positions are filled. Please feel free to contact us with any questions at (307) 332-7040.

---

### Newspaper(s):

Please publish in the help wanted on the dates listed below:

- Lander Journal: November 20, November 27, and December 4, 2022.
- Riverton Ranger: November 20, November 27, and December 4, 2022.

Newspapers, please send an Affidavit of Publication following final advertisement to:

Fremont County Solid Waste Disposal District  
PO Box 1400  
Lander, WY 82520

### Online/Internet:

- County 10:  
Please run within your job notices during the dates listed below:
  - o November 16, 2022, through December 17, 2022.
- Solid Waste Association of North America (SWANA):  
Please run within your job notices during the dates listed below:
  - o November 16, 2022, through December 17, 2022.

### Wyoming Workforce Services:

Please run within your job announcement notices during the dates listed below:

- September 16, 2022, through October 15, 2022.