



FREMONT COUNTY SOLID WASTE DISPOSAL DISTRICT

Member of Wyoming Solid Waste and Recycling Association (WSWRA)

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FREMONT COUNTY SOLID WASTE DISPOSAL DISTRICT

Minutes of Regular Board Meeting

January 16, 2023

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 called to order by CHAIRMAN MOXLEY at 9:40am. 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>	Kyle Larson, Rick Klapproth, Mandy Rose, Robert Townsend, Rob Dolcater, Jen Lamb, Rod Haper, and Mark Moxley
<u>Excused Member(s):</u>	<i>no excused Board Members</i>
<u>Unexcused Member(s):</u>	<i>no unexcused Board 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>	Accounting Manager Camille Woody (recording minutes), and Andrew Frey (via Zoom)
<u>Consultant(s):</u>	Matt Evans (Burns & McDonald) via zoom
<u>Guests:</u>	<i>no guests present</i>

d. Approval of Agenda

VICE-CHAIR DOLCATER made a motion to approve the consent agenda as presented, moving the Burns and McDonnell discussions and Public Communication plan discussions to the beginning of the agenda. RICK KLAPROTH seconded the motion. ***MOTION CARRIED.***

e. Public Comment/Communication from the Floor

CHAIRMAN MOXLEY opened the floor to public comment. No public comment was made and the comment period was closed.

2. CONSENT ITEMS:

a. Approval of Prior Meeting Minutes

- i. December 2022 Regular Meeting

b. Approval of Accounts Payable

- i. December 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 – *no report submitted*

3. **BUSINESS ITEMS:**

a. **Scalehouse and Lander Transfer Station Projects – Burns & McDonnell (*Discussion & Formal Action*)**

Lander Transfer Station Project - Matt Evans provided project and schedule updates and requested authorization to advertise for bids. The intended bid advertising dates are 1/25/2023 and 2/1/2023, a pre-bid meeting on 2/8/2023, with bids being due 3/3/2023. Bid review with the Board and potential bid award will take place at the March 2023 Board meeting, with a project completion date of 5/31/2024. The current engineer's estimate is \$5.8 million.

Discussion: The earthwork quantity is approximately 12,000 cubic yards. The entire project is planned under one contract. There is a potential 9-month lead time on the building materials. The earthwork will include a pre-loading period to address any potential settlement. This will be the first major project identified within the Strategic Planning project.

RICK KLAPROTH made a motion to move forward with the advertisement for the Lander Transfer Station project. ROBERT TOWNSEND seconded the motion. **MOTIONED CARRIED.**

Scalehouse Replacement Project – Matt Evans provided project and schedule updates for the Lander, Dubois and Sand Draw Scalehouse Project and requested authorization to advertise for bids. The intended bid advertising dates are 2/8/2023 and 2/15/2023, a pre-bid meeting on 2/22/2023, with bids being due 3/10/2023. Bid review with the Board and potential bid award will take place at the March 2023 Board meeting, with a project completion date of 11/15/2023. The current engineer's estimate is \$1 million.

Discussion: The project includes site work, pavement, concrete, new sewer and water cisterns, two new scales, electric gates, and installation of the scale buildings ordered through the first phase of the project. Additional scales will be installed at the Lander and Sand Draw facilities, greatly reducing the time customers spend waiting in line. Based on the phasing of the projects and project requirements, the sites will remain open during construction.

ROBERT TOWNSEND made a motion to move forward with the advertisement for the Lander, Dubois and Sand Draw Scalehouse site bids. ROBERT TOWNSEND seconded the motion. **MOTIONED CARRIED.**

b. **Public Communication Plan – Planning Committee Update (*Discussion*)**

KYLE LARSON AND SECRETARY/TREASURER LAMB recapped the planning meeting presentation that Superintendent Frey provided to the City of Riverton, stating that Andy did a good job.

Discussion: The District will need to provide the same formal presentation to the City of Lander and the County Commissioners in the near future. Arrangements will be coordinated to schedule Superintendent Frey to assist following his transition to Trihydro. The timeline was loosely scheduled for mid-February.

c. **Election of Officers – Chairman, Vice-Chair, Secretary/Treasurer (*Discussion and Formal Action*)**

Discussion: After a brief discussion, it was recommended that the current Officers would remain the same since they are willing and it ensures there are at least two Board members relatively available to assist with reviewing/signing documents as requested.

RICK KLAPROTH made a motion to keep the current Board Members in their current Officer positions: Mark Moxley – Chairman, Rob Dolcater – Vice Chair, and Jen Lamb – Secretary/Treasurer. KYLE LARSON seconded the motion. **MOTION CARRIED.**

d. **Board Committee Member Assignments (*Discussion and Formal Action*)**

CHAIRMAN MOXLEY reviewed the existing committees with the Board member assignments, offering KYLE LARSON to the WRIR Solid Waste Negotiations Committee.

- Recycling Committee: Jennifer Lamb, Mandy Rose, Bob Townsend, and Mark Moxley
- Health Benefit and Wage Committee: Rob Dolcater, Mark Moxley, and Rick Klapproth
- Planning Committee: Bob Townsend, Mandy Rose, Jen Lam, and Rob Dolcator
- Budget Committee: Rick Klapproth, Jen Lam, Rob Dolcater, and Mark Moxley
- WRIR Solid Waste Negotiations Committee: Rod Haper, Mandy Rose, Mark Moxley, and Kyle Larson

e. Board Reimbursement – Travel and Expenditures (*Discussion*)

The 2023 IRS mileage rate has been established as \$0.655 per mile. A travel/expenditure sheet was given to each Board member.

f. New Year/Board Resolutions (*Discussion and Formal Action*)

i. Proposed Resolution 01-2023: Authorized Depositors

CHAIRMAN MOXLEY reviewed the resolution to the group, stating that this resolution authorizes the listed banks to receive deposits from the District. This resolution again lists all of the financial institutions on one resolution. The listed banks include Central Bank and Trust, Wyoming Community Bank, and the Bank of Jackson Hole.

ii. Proposed Resolution 02-2-23: Authorized Account Signers

CHAIRMAN MOXLEY reviewed the resolution to the group, stating that this resolution identifies the authorized individuals for signing District documents and that at least one of them must be a Board member. The listed authorized signers are identified as the Chairman, Vice-Chair, Secretary/Treasurer, Executive Director, and the Bookkeeper.

iii. Proposed Resolution 03-2023: Authorized Facsimile Signatures (State of Wyoming Requirement)

CHAIRMAN MOXLEY reviewed the resolution to the group, stating that this resolution registers the appointed Board members with State of Wyoming.

BOB TOWNSEND made a motion to approve Resolutions 01-2023 Authorized Depositors; 02-2023 Authorized Account Signers; and 03-2023 Authorized Facsimile Signatures. VICE-CHAIRMAN DOLCATER seconded the motion. **MOTION CARRIED.**

g. Atlantic City Area – Bear Proof Waste Container Grant Opportunity (*Discussion and Formal Action*)

Superintendent Frey informed the Board that over the past year there had been a request from the Atlantic City and South Pass area asking for another opportunity to receive bear proof waste storage containers. In 2014, the District teamed with Wyoming Game and Fish to pursue and be awarded a grant from the Animal Damage Management Board to purchase 16 bear-proof waste storage containers.

There is a program available through the Wyoming Department of Environmental Quality where funding is available for water management programs that assist with reducing the spread of CWD. In conversation with WDEQ, they felt that this project could apply with the understanding that the containers will also service as deer carcass storage for folks in the area along with the assistance with reducing the potential bear-to-human encounters.

The current program that is available must be sponsored by a solid waste entity in the State of Wyoming. The grant opportunity also only allows for up to 75% grant. The cost associated with purchase and delivery of 20 containers is \$30,262, so the grant could cover up to \$22,696.50. This would leave the remaining \$7,565.50 to be paid.

Discussion: There are potential opportunities for the remaining balance to be paid through wildlife advocacy groups. The District will continue to work with WY Game and Fish staff on this.

VICE-CHAIR DOLCATER made a motion to pursue this grant. RICK KLAPROTH seconded the motion. **MOTION CARRIED.**

h. District Policies – Recommended Updates (*Discussion and Formal Action*)

- ii. **Safety Policy**
- iii. **Personnel Policy**
- iv. **Managerial Guideline**

CHAIRMAN MOXLEY requested that the Board members review the draft policies with discussions scheduled at the next Board meeting.

i. Task Order Request – Trihydro Corporation (*Discussion and Formal Action*)

CHAIRMAN MOXLEY presented the Trihydro task order request to provide support services to the District on an as-requested basis between January 20, 2023 and June 30, 2023.

RICK KLAPROTH made a motion to approve the Trihydro Task Order with the modification to add Chairman Moxley and Camille Woody as persons authorized to request support. SECRETARY/TREASURER LAMB seconded the motion. **MOTION CARRIED.**

4. NEW BUSINESS:

- a. **Wind River Inter-Tribal Solid Waste Agreement:** The current solid waste agreement with the Wind River Inter-Tribal Council expires on July 31, 2023. The first meeting needs to be scheduled this month by the Board.
- b. **Reminder – February 2023 Board Meeting:** The meetings in February were permanently moved to the Wednesday following the third Monday to avoid conflict with President’s Day which the District observes as a holiday.
- c. **Executive Director Vacancy:** The District has started to broaden the advertising.

5. CALL FOR ADJOURNMENT:

RICK KLAPROTH made a motion to adjourn the meeting at 12:00 pm. SECRETARY/TREASURER LAMB seconded the motion. **MOTION CARRIED.**

6. UPCOMING MEETING(S):

- a. The next Regularly Scheduled Meeting: February 22, 2023, at 9:30 a.m.

Respectfully submitted by,



Camille Woody
Accounting and Human Resources Manager
Fremont County Solid Waste Disposal District



Mark Moxley
Board of Director’s Chairman
Fremont County Solid Waste Disposal District