



# FREMONT COUNTY SOLID WASTE DISPOSAL DISTRICT

Member of Wyoming Solid Waste and Recycling Association (WSWRA)

P.O. Box 1400

Lander, WY 82520

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trashmatters.org

## MEETING AGENDA

FREMONT COUNTY SOLID WASTE DISPOSAL DISTRICT

BOARD OF DIRECTORS – REGULAR MEETING

May 15, 2023 – 9:30 a.m.

### 1. **PRELIMINARY ITEMS:**

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

### 2. **CONSENT ITEMS:**

- a. Approval of Meeting Minutes
  - i. April 2023
- b. Approval of the Accounts Payable
  - i. April 2023
- c. Acceptance of Consultants and Agreement Reports
  - i. Trihydro Corporation
  - ii. Burns and McDonnell
  - iii. Wind River Inter-Tribal Solid Waste – *no report submitted*

### 3. **BUSINESS ITEMS:**

- a. District Policies – Recommended Updates (*Discussion and Formal Action*)
  - i. Personnel Policy
  - ii. Managerial Guidelines
- b. Rules & Regulations - Proposed Language and New Fee Amendment Review (*Discussion*)
- c. Scale Facility Projects – Burns and McDonnell (*Discussion and Formal Action*)
  - i. Project Update (Lander and Dubois)
  - ii. Sand Draw – design review and bid timeline
- d. Lander Transfer Station Project – Burns and McDonnell (*Discussion and Formal Action*)
  - i. Project Update
- e. Executive Director Vacancy (*Discussion*)
- f. WRITC Meeting Update (*Discussion*)

### 4. **NEW BUSINESS**

- a. Approve the Proposed Budget (*Discussion and Formal Action*)

### 5. **CLOSING ITEMS:**

- a. Upcoming Meetings:
  - i. The Next Regularly Scheduled Meeting(s): June 19, 2023, at 9:30am.
- b. Call for Adjournment



## FREMONT COUNTY SOLID WASTE DISPOSAL DISTRICT

Member of Wyoming Solid Waste and Recycling Association (WSWRA)

FREMONT COUNTY SOLID WASTE DISPOSAL DISTRICT

### Minutes of Regular Board Meeting

April 17, 2023

P.O. Box 1400

Lander, WY 82520

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trashmatters.org

#### 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 VICE-CHAIRMAN DOLCATER at 9:36am. VICE-CHAIRMAN DOLCATER 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>	Rob Dolcater, Kyle Larson, Mandy Rose via zoom, Jen Lamb, Rod Haper, Robert Townsend, and Rick Klapproth
<u>Excused Member(s):</u>	Mark Moxley
<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)
<u>Consultant(s):</u>	Andrew Frey (Trihydro via Zoom), and Matt Evans (Burns and McDonnell via Zoom)
<u>Guests:</u>	No Guests

#### d. Approval of Agenda

RICK KLAPROTH 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

VICE-CHAIRMAN DOLCATER opened the floor to public comment.

- i. There was no public comment.

#### 2. **CONSENT ITEMS:**

##### a. Approval of Prior Meeting Minutes

- i. March 2023 Regular Meeting

##### b. Approval of Accounts Payable

- i. March 2023 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 (vacant position)*

**3. BUSINESS ITEMS:**

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

- i. Safety Policy
- ii. Personnel Policy
- iii. Managerial Guideline

**Discussion:** Rick Sollars had concerns about the broadness of the word “cousins” in the Personnel Policies. It will be researched and revised at the next meeting.

BOB TOWNSEND made a motion to approve the Safety Policy and Managerial Guideline. KYLE LARSON seconded the motion. **MOTION CARRIED.**

**b. Scale Facility Projects – Burns and McDonnell (*Discussion and Formal Action*)**

- i. Project Update (Lander and Dubois)

**Discussion:** Matt Evans with Burns & McDonnell went over the costs of the upcoming construction/support services - \$428,200 (Sand Draw is not included).

BOB TOWNSEND made a motion to approve the Burns & McDonnell Authorization #45 in the amount of \$428,200 for construction/support services. RICK KLAPROTH seconded. **MOTION CARRIED.**

- ii. Notice to Proceed (Lander and Dubois)

RICK KLAPROTH made a motion to sign the Notice to Proceed with the Lander Scale Facility Project for Alexander Construction. BOB TOWNSEND seconded the motion. **MOTION CARRIED.**

KYLE LARSON made a motion to sign the Notice to Proceed with the Dubois Scale Facility Project for LCI Construction. BOB TOWNSEND seconded the motion. **MOTION CARRIED.**

- iii. Sand Draw – design review and bid timeline

**Discussion:** It was decided to bid this out late summer or early fall - TBD.

**c. Lander Transfer Station Project – Burns and McDonnell (*Discussion and Formal Action*)**

- i. Project Update
- ii. Notice to Proceed

RICK KLAPROTH made a motion to sign the Notice to Proceed with the Lander Transfer Station Project for Alexander Construction. BOB TOWNSEND seconded the motion. **MOTION CARRIED.**

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

**Discussion:** Andy Frey with Trihydro walked the Board through the application, resolution and memorandum of agreement.

- i. WDEQ/SLIB Grant Application
- ii. Resolution No. 04-2023 Bear Proof Waste Container Grant Authorization
- iii. Memorandum of Agreement

SECRETARY/TREASURER LAMB made a motion to submit the application of the bear proof waste container grant, sign resolution No. 04-2023 grant authorization, and sign the memorandum of agreement. RICK KLAPROTH seconded. **MOTION CARRIED.**

e. **Executive Director Vacancy – Interview Outcome (*Discussion*)**

**Discussion:** There was a very brief/basic discussion regarding the recent interview. The position was not offered to the candidate interviewed.

f. **WRITC Meeting Update (*Discussion*)**

**Discussion:** Camille Woody was asked to schedule another contract review meeting for the WRIR Solid Waste Agreement with the WRITC and District Negotiations Committee.

4. **NEW BUSINESS:**

- a. **Budget Status Update:** Susan Brodie with SLB Inc. has started to develop a projected year-end budget summary and draft FY 2023-24 budget. Camille Woody will be meeting with Susan in the next week. A Budget Committee meeting will be scheduled in the near future.

5. **CLOSING ITEMS:**

- a. **REMINDER - Wind River Inter-Tribal Solid Waste Meeting:** A meeting will be scheduled soon. It will take place at 15 North Fork Road, Fort Washakie (in Chambers – across the street from the Post Office).

6. **CALL FOR ADJOURNMENT:**

BOB TOWNSEND made a motion to adjourn the meeting at 10:33am. ROD HAPER seconded the motion. ***MOTION CARRIED.***

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

- a. The next Regularly Scheduled Meeting: May 15, 2023, at 9:30am.

Respectfully submitted by,

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

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

Fremont County Solid Waste Disposal District  
 Profit & Loss - Modified Accrual  
 For April 2023  
 (with comparative data for 2021)

	Apr 22	Apr 23	Jul-Apr 22	Jul-Apr 23	Budget	YTD = 83% % of Budget
<b>Ordinary Income/Expense</b>						
<b>Income</b>						
410210 · 3 Mill Levy Property Tax Revenue	17,067.68	102,273.89	1,242,635.71	2,567,009.57	1,512,490.00	169.72%
410214 · Auto Tax Revenue	0.00	0.00	171,098.43	187,477.40	325,000.00	57.69%
432000 · Intergovernmental Revenue	0.00	0.00	39,906.24	43,892.79	36,000.00	121.92%
435260M · Misc. Grant Revenue	0.00	0.00	344,090.61	0.00	0.00	0.0%
441270 · User Fees	224,180.12	225,473.79	2,178,256.14	2,087,537.67	2,500,000.00	83.5%
471250 · Interest Income	40,959.22	43,300.00	209,151.77	271,396.15	220,000.00	123.36%
480271 · Compost Sales	1,192.50	0.00	3,129.50	4,750.00	3,000.00	158.33%
480277O/S · Overage (Shortage)	0.00	0.00	-45.52	-3.45	0.00	100.0%
480290 · Miscellaneous Revenue	4,661.28	76.77	5,496.27	5,464.25	4,100.00	133.27%
480290C · Recycling Revenue	25,328.68	552.78	197,557.17	107,387.62	160,000.00	67.12%
499272 · Sale of Surplus Vehicles	0.00	0.00	0.00	77,101.00	110,000.00	70.09%
<b>Total Income</b>	<b>313,389.48</b>	<b>371,677.23</b>	<b>4,391,276.32</b>	<b>5,352,013.00</b>	<b>4,870,590.00</b>	<b>109.88%</b>
<b>Expense</b>						
510310 · WAGES	103,168.84	86,600.89	959,926.77	1,002,069.81	1,280,750.00	78.24%
<b>520000 · Payroll Tax &amp; Benefits</b>						
520320 · FICA	7,075.21	5,919.19	65,592.85	69,288.06	91,600.00	75.64%
520330 · WYOMING RETIREMENT	14,788.57	12,380.22	140,036.14	137,292.66	189,100.00	72.6%
520340 · HEALTH BENEFITS	41,785.69	46,518.60	396,907.50	422,243.83	624,950.00	67.56%
520350 · WORKER'S COMPENSATION	1,485.62	1,134.51	13,822.96	13,127.11	18,400.00	71.34%
520360 · UNEMPLOYMENT INSURANCE	0.00	303.42	-4,639.60	303.42	10,000.00	3.03%
<b>Total 520000 · Payroll Tax &amp; Benefits</b>	<b>65,135.09</b>	<b>66,255.94</b>	<b>611,719.85</b>	<b>642,255.08</b>	<b>934,050.00</b>	<b>68.76%</b>
<b>530000 · Travel, Seminars &amp; Training</b>						
530620 · Board Travel/Seminars	21.25	0.00	382.34	718.79	5,500.00	13.07%
530630 · Staff Travel, Seminars & Training	0.00	0.00	4,590.05	9,020.66	10,000.00	90.21%
<b>Total 530000 · Travel, Seminars &amp; Training</b>	<b>21.25</b>	<b>0.00</b>	<b>4,972.39</b>	<b>9,739.45</b>	<b>15,500.00</b>	<b>62.84%</b>
<b>540000 · Contractual Services</b>						
540700 · Engineering	30,902.94	17,059.93	294,499.43	319,975.70	593,890.00	53.88%
540840 · Audit/Acctg Fees	0.00	0.00	4,132.00	4,218.00	4,218.00	100.0%
540842 · Public Information	105.00	0.00	3,502.58	6,494.99	10,000.00	64.95%
540844 · Accountant	1,675.00	1,750.00	16,300.00	16,950.00	30,000.00	56.5%
540846 · Misc.Contract Services	0.00	0.00	4,458.15	0.00	17,000.00	0.0%
540850 · Attorney Fees	600.00	600.00	6,961.66	6,975.00	25,000.00	27.9%
<b>Total 540000 · Contractual Services</b>	<b>33,282.94</b>	<b>19,409.93</b>	<b>329,853.82</b>	<b>354,613.69</b>	<b>680,108.00</b>	<b>52.14%</b>
<b>550000 · Other Admin. Expenses</b>						
550610 · Office Expense	55.46	149.75	6,046.50	8,080.69	12,000.00	67.34%
550611 · Postage	0.00	0.00	1,577.93	1,334.02	3,000.00	44.47%
550612 · Advertising	0.00	126.00	2,350.60	9,407.50	6,500.00	144.73%
550616 · Office Equip.- Malnt. & Repairs	515.70	91.17	2,590.97	6,682.81	35,000.00	19.09%
550635 · Bank fees	2,164.78	2,333.27	22,471.10	32,817.13	35,000.00	93.76%
<b>Total 550000 · Other Admin. Expenses</b>	<b>2,735.94</b>	<b>2,700.19</b>	<b>35,037.10</b>	<b>58,322.15</b>	<b>91,500.00</b>	<b>63.74%</b>

Fremont County Solid Waste Disposal District  
Profit & Loss - Modified Accrual  
For April 2023

(with comparative data for 2021)

	Apr 22	Apr 23	Jul-Apr 22	Jul-Apr 23	Budget	YTD = 83% % of Budget
<b>620000 · Operations</b>						
<b>620420 · Operat/Maint Fuel, Lube, Filter</b>						
620421 · Fuel	24,198.92	13,092.52	191,477.97	203,232.32	603,835.00	33.66%
620420 · Operat/Maint Fuel, Lube, Filter - Other	4,316.19	2,643.32	27,063.36	29,319.64		100.0%
<b>Total 620420 · Operat/Maint Fuel, Lube, Filter</b>	<b>28,515.11</b>	<b>15,735.84</b>	<b>218,541.33</b>	<b>232,551.96</b>	<b>603,835.00</b>	<b>38.51%</b>
620430 · Equipment Repairs	6,770.13	25,317.47	98,541.71	133,858.54	274,876.00	48.7%
620470 · Tires/All sites	3,976.41	146.35	22,437.01	16,231.20	62,000.00	26.18%
620475 · Safety	1,160.87	650.77	34,990.79	17,077.34	35,000.00	48.79%
620495 · Tools/all sites	63.15	28.48	2,231.45	1,695.73	5,000.00	33.92%
620591 · Supplies/All Sites	619.76	896.92	9,605.89	9,898.95	15,000.00	65.99%
620630 · Property Leases/Equip. Rents	12,731.86	2,494.01	37,391.29	19,510.36	55,000.00	35.47%
620710 · Bale Station Repair	582.22	0.00	8,902.08	316.79	200,000.00	0.16%
620711 · Baler wire	0.00	0.00	7,306.41	5,502.50	5,000.00	110.05%
<b>Total 620000 · Operations</b>	<b>54,419.51</b>	<b>45,269.84</b>	<b>439,947.96</b>	<b>436,643.37</b>	<b>1,255,711.00</b>	<b>34.77%</b>
<b>630000 · Other Operating Expense</b>						
630521 · Site Maintenance/All Sites	2,243.47	3,567.63	40,233.15	59,934.01	94,000.00	63.76%
630690 · Transfer Stations	0.00	0.00	75.48	83.92	1,000.00	8.39%
630695 · Wind River Res. Trnsfr Stations	22,191.78	22,602.74	224,876.73	229,041.07	275,000.00	83.29%
630730 · Recycling	6,667.45	1,979.91	110,984.13	84,350.64	130,000.00	64.89%
630740 · Financial Assurance Pmt.	0.00	1,000.00	200.00	1,200.00	1,200.00	100.0%
630839 · Bad Debts	0.00	-30.00	0.00	45.40	1,000.00	4.54%
630854 · Landfill Closure	0.00	0.00	1,281,083.20	0.00	0.00	0.0%
<b>Total 630000 · Other Operating Expense</b>	<b>31,102.70</b>	<b>29,120.28</b>	<b>1,657,452.69</b>	<b>374,655.04</b>	<b>502,200.00</b>	<b>74.6%</b>
<b>640650 · Utilities/All sites</b>						
640651 · Power	3,859.10	4,344.47	42,350.04	47,784.51		
640652 · Cell Phone	518.43	0.00	5,539.50	5,627.81		
640653 · Phones	729.63	708.26	7,233.40	7,464.98		
640654 · Water	1,640.67	2,999.43	21,405.18	21,068.06		
640655 · Internet	260.90	264.90	3,102.57	2,625.15		
640656 · Propane/Natural Gas	893.93	423.43	11,038.02	20,174.27		
640650 · Utilities/All sites - Other	0.00	0.00	504.00	1,118.00	135,000.00	0.83%
<b>Total 640650 · Utilities/All sites</b>	<b>7,902.66</b>	<b>8,740.49</b>	<b>91,172.71</b>	<b>105,862.78</b>	<b>135,000.00</b>	<b>78.42%</b>
650712 · Scale Houses	543.84	679.69	5,893.38	7,399.65	35,000.00	21.14%
<b>710000 · Insurance</b>						
710640 · Insurance Liability	0.00	0.00	6,986.00	7,378.00	6,249.00	118.07%
710645 · Insurance Property	0.00	0.00	30,027.39	31,779.00	32,000.00	99.31%
710647 · Insurance Bonds	0.00	0.00	75.00	75.00	200.00	37.5%
<b>Total 710000 · Insurance</b>	<b>0.00</b>	<b>0.00</b>	<b>37,088.39</b>	<b>39,232.00</b>	<b>38,449.00</b>	<b>102.04%</b>
850410 · Equipment Purchase	0.00	0.00	0.00	306,337.00	1,046,500.00	29.27%
850414 · Infrastructure Improvements	0.00	0.00	0.00	240,539.09	1,750,000.00	13.75%
850410 · Office Equipment	0.00	160.00	0.00	8,754.98	50,000.00	17.51%
850855B · SLIB Grant Sandraw Expansion	0.00	0.00	0.00	0.00	0.00	0.0%
880905 · Debt Service - Interest	0.00	0.00	0.00	0.00	0.00	0.0%
880915 · Debt Service- Prncplal	0.00	0.00	0.00	0.00	0.00	0.0%
<b>Total Expense</b>	<b>298,312.77</b>	<b>258,937.25</b>	<b>4,173,065.06</b>	<b>3,586,424.09</b>	<b>7,814,768.00</b>	<b>45.89%</b>
<b>Net Ordinary Income</b>	<b>15,076.71</b>	<b>112,739.98</b>	<b>218,211.26</b>	<b>1,765,588.91</b>	<b>-2,944,178.00</b>	<b>-59.97%</b>
<b>Net Income</b>	<b>15,076.71</b>	<b>112,739.98</b>	<b>218,211.26</b>	<b>1,765,588.91</b>	<b>-2,944,178.00</b>	<b>-59.97%</b>

Fremont County Solid Waste Disposal District  
Balance Sheet  
As of April 30, 2023

	<u>Apr 30, 23</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
122105 · Petty Cash	300.00
122106 · Transfer Station Cash	400.00
122107 · Scale House Cash	1,700.00
123110 · CB&T Checking	29,591.47
123115 · Edward Jones Investments	13,086,281.47
123120 · Bank of Jackson Hole	221,456.32
123130 · Wyo Star	1,196,768.59
123132 · Wyo Star II	5,582,048.21
123134 · Wyoming Community Bank	3,270,515.24
<b>Total Checking/Savings</b>	<u>23,389,061.30</u>
<b>Accounts Receivable</b>	
133141 · Accounts Rec - User Fees	332,446.61
<b>Total Accounts Receivable</b>	<u>332,446.61</u>
<b>Other Current Assets</b>	
122125 · Undeposited Funds	4,227.49
132155 · Grant Receivable	30.00
136146 · Interest Receivable	3,066.68
165158 · Prepaid expenses	6,202.00
<b>Total Other Current Assets</b>	<u>13,526.17</u>
<b>Total Current Assets</b>	<u>23,735,034.08</u>
<b>TOTAL ASSETS</b>	<b><u>23,735,034.08</u></b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	92,617.39
<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	1,765,588.91
<b>Total Equity</b>	<u>23,642,416.69</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>23,735,034.08</u></b>