



# FREMONT COUNTY SOLID WASTE DISPOSAL DISTRICT

Member of Wyoming Solid Waste and Recycling Association (WSWRA)

P.O. Box 1400

Lander, WY 82520

FREMONT COUNTY SOLID WASTE DISPOSAL DISTRICT

telephone 307.332.7040

## Minutes of Regular Board Meeting

fax 307.332.5013

August 19, 2024

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 CHAIRMAN MOXLEY at 9:30 am. 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>	Mark Moxley, Kyle Larson, Rob Dolcater, Jen Lamb, John Larsen, Rod Haper, Bob Townsend and Bob Carlson
<u>Excused Member(s):</u>	No Excused Members
<u>Unexcused Member(s):</u>	No Unexcused Members
<u>Commissioner Liaison:</u>	Mike Jones
<u>Community Liaisons:</u>	No Community Liaisons
<u>Attorney:</u>	Rick Sollars
<u>Staff:</u>	HR&A Manager Camille Woody
<u>Consultant(s):</u>	Matt Evans via Teams (Burns and McDonnell), Scott Baker (FES), and Andy Frey (Trihydro)
<u>Guests:</u>	None

#### d. **Approval of Agenda (*Discussion and Formal Action*)**

JOHN LARSEN made a motion to approve the consent agenda as presented. KYLE LARSON seconded the motion.

#### **MOTION CARRIED**

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

No comment or communication from the floor.

### 2. CONSENT ITEMS:

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

- i. **July 2024 Regular Meeting**

#### b. **Approval of Accounts Payable**

- i. **July 2024 invoices**

#### c. **Acceptance of Meeting Reports:**

- i. **Trihydro Corporation – Progress Report**
- ii. **Burns and McDonnell – Progress Report**
- iii. **FCSWDD Operational Report**
- iv. **Wind River Indian Reservation Inter-Tribal Solid Waste Program – *no report submitted***

### 3. BUSINESS ITEMS:

#### a. **Project Updates and Pay Application Review – Burns and McDonnell (*Discussion and Formal Action*)**

- i. **Lander Excavation and Stockpiling Project.**

Matt Evans (Burns and McDonnell) reported that the project continues with quantities to exceed the initial projections. A final survey will be used to determine quantity and payment.

ii. **Lander Scale Facility.**

Matt Evans reported the final punch list items and the 41-day settlement notice period have been completed. Following completion of these, the District provided the final project payment as authorized at the July Board meeting.

iii. **Lander Transfer Station.**

Matt Evans reported the concrete floor has been poured and the building erection is underway. The project appears to be on schedule with the November 30, 2024, completion date. Pay application #15 submitted by AEI in the amount \$359,816.30 recommended for payment, bringing the project to 70% complete on a cost basis.

VICE CHAIR DOLCATER made a motion to approve pay application #15 for AEI in the amount \$359,816.30. JOHN LARSEN seconded the motion. **MOTION CARRIED**

Matt Evans reported to the Board that three new project change orders have been submitted by AEI; however, quantities are necessary prior to recommendation for approval. The change orders include CO #4 for additional soil placement, CO #5 for concrete remediation on the septic tank excavation and installation, and CO #6 for a concrete pad for the electrical meter.

iv. **Sand Draw Scale Facility**

Matt Evans reported the new scale building has been placed and the backfilling has been completed. Transition into the new scale building is anticipated this week. Additionally, asphalt placement scheduled for Wednesday of this week, moving and installing the old scale is anticipated for Thursday of this week. Pay application #5 submitted by LCI in the amount \$154,082.70 recommended for payment.

**Discussion:** JOHN LARSEN asked Matt Evans to confirm that control joints in the concrete were not missed by LCI since he did not notice any when visiting the site.

KYLE LARSON made a motion to approve pay application #5 in the amount of \$154,082.70. JOHN LARSEN seconded the motion. **MOTION CARRIED**

Matt Evans reported to the Board that LCI had submitted a change order to install a water storage tank level gauge with a cost of \$3,295.

BOB TOWNSEND made a motion to approve the LCI change order to install a water storage tank water level gauge in the amount \$3,295. ROD HAPER seconded the motion. **MOTION CARRIED**

b. **Propane Bid – Review and Award (Discussion & Formal Action)**

Camille Woody reviewed the District's process for requesting propane bids. She then reported that only one bid was received, and it was from Pirate Propane in the amount \$1.99 per gallon.

VICE-CHAIR DOLCATER made a motion to approve the Pirate Propane bid for propane at \$1.99 per gallon. JOHN LARSEN seconded the motion. **MOTION CARRIED**

c. **Tribal Agreement (Discussion & Formal Action)**

CHAIRMAN MOXLEY shared with the Board that the District had received correspondence from the WRITC contact indicating an interest in splitting the Tribal Agreement into separate agreements with the two Tribes individually. However, there has not been an actual request submitted by the WRITC.

**Discussion:** The agreement is with the WRITC and any agreement amendment requests would need to be submitted by the WRITC. Concern was raised with handling of the agreement if one of the Tribal groups

performs and the other does not. The WRITC has the ability to alter payment and responsibility internally by assignment of responsibilities and payment without District involvement.

**4. NEW BUSINESS**

**a. Executive Director Update (*Discussion*)**

CHAIRMAN MOXLEY discussed the Executive Committee’s suggestion to split the responsibilities of the Executive Director between two new positions. The two new positions would be Business Manager and Operations Manager. The Business Manager position responsibilities would include many of the duties of the Accounting Manager position with additional duties including department head, lead with administrative, HR, and reporting. The Operations Manager position responsibilities would include day-to-day operations, fleet management, and regulatory. The Executive Committee would like to promote Camille Woody into the Business Manager position following development of job descriptions and adoption of the operational change.

Discussion: Suggested qualifications for the Operations Manager would be construction management or civil engineering experience. Pay scale for the Business Manager and Operations Manager would need to be defined. Job descriptions will be developed.

**5. CLOSING ITEMS:**

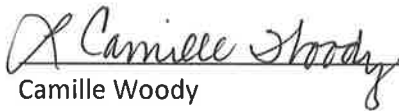
**a. Upcoming Meetings:**

- i. The next regularly scheduled meeting: **September 16, 2024, at 9:30am.**

**b. Call for Adjournment.**

BOB TOWNSEND made a motion to adjourn the meeting at 11:16am. KYLE LARSON seconded the motion. **MOTION CARRIED**

Respectfully submitted by,

  
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Camille Woody  
HR&A Manager  
Fremont County Solid Waste Disposal District

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