



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 20, 2025

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:

- Board Members: Rob Dolcater, Kyle Larson Rod Haper, Jen Lamb, John Larsen, and Shawn Brown (via Teams)
- Excused Member(s): Bob Carlson
- Unexcused Member(s): *No Unexcused Members*
- Commissioner Liaison: Mike Jones
- Community Liaisons: Missy White (Lander)
- Attorney: Rick Sollars
- Staff: Business Manager, Camille Woody
- Consultant(s): Matt Evans (Burns and McDonnell) via Teams, Andy Frey (Trihydro) via Teams, Dave Fehringer (Fremont Engineering and Surveying), Jason Lund (Carver, Florek, and James) via Teams
- Guests: *None*

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

KYLE LARSON made a motion to approve the consent items, moving agenda item 3.b. to the end of Business Items.

JOHN LARSEN seconded the motion. **MOTION CARRIED**

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

Commissioner Jones provided comments to the Board on draft legislative bills that have the potential to affect the mill levy through tax reductions. He suggested that special districts voice their concerns. Another draft bill is recommending doubling the maximum payment, increasing the payment from \$250,000 to \$500,000. Groups should discuss this impact LGLP.

2. CONSENT ITEMS:

a. **Approval of Prior Meeting Minutes**

- i. **December 2024**

b. **Approval of Accounts Payable**

- i. **December 2024**

c. **Acceptance of Meeting Reports:**

- i. **Trihydro Corporation**
- ii. **Burns and McDonnell**
- iii. **District Operations Report**
- iv. **Eastern Shoshone Tribe Solid Waste Operational Report – *no report submitted***
- v. **Northern Arapahoe Tribe Solid Waste Operational Report – *no report submitted***

3. BUSINESS ITEMS:

a. **FY2023-2024 Financial Audit – Carver, Florek, and James, CPAs (*Discussion and Formal Action*)**

Jason Lund (Carver, Florek, and James) indicated their audit provides a clean opinion on the District's financial audit. One reoccurring finding relative to effective segregation of duties due to small staff. They found that Board awareness is good. Expenses remained constant and revenues increased.

JOHN LARSON made a motion to accept the FY2023-2024 Financial Audit as presented. ROD HAPER seconded the motion. **MOTION CARRIED**

b. **Review of Active Construction Projects – Burns and McDonnell (*Discussion and Formal Action*)**

i. **Lander Excavation and Stockpiling (status, pay application)**

Matt Evans (Burns and McDonnell) reported that the excavation work, surveying, and cost analysis has been completed for this project. The survey determined that 7,356 cubic yards of soil was excavated with a final project cost of \$55,171.

KYLE LARSON made a motion to approve payment to AEI in the amount \$55,171 as the final payment for the Lander Excavation and Stockpiling project, as presented. JOHN LARSEN seconded the motion. **MOTION CARRIED**

ii. **Lander Transfer Station (status, change orders, contract dates, pay application)**

Mr. Evans reported the remaining items necessary to complete the project include the breakroom, restroom, and the fire water tank connection for the fire department. AEI still has not provided an updated project schedule. The current project completion dates, adjusted for all change order work, have substantial completion as December 8, 2024, and final completion as February 20, 2025, and that AEI is aware of the dates. Change orders #1 through #4 have been paid. CO #5 for the concrete remediation in the septic area is \$7,432.64 and is recommended for approval.

JOHN LARSEN made a motion to approve the AEI change order #5 for concrete remediation in the septic tank area in the amount \$7,432.64. SECRETARY/TREASURER JEN LAMB seconded the motion. **MOTION CARRIED**

Mr. Evans continued, reporting that CO #6 in the amount \$9,935 was approved at the December 2024 meeting, CO #7 for additional soil placement has not been finalized, but the surveying work is complete. Pay application #20 was presented for AEI in the amount \$144,909, not including any change orders, and recommended for approval.

VICE-CHAIR DOLCATER made a motion to approve payment of pay application #20 for AEI in the amount \$144,909 as presented. SECRETARY/TREASURER JEN LAMB seconded the motion. **MOTION CARRIED**

Discussion: (1.) The seam on the fire water tank has not been addressed by AEI. Burns and McDonnell will follow up on the situation.

Sand Draw Scale Facility

Mr. Evans reported that all work has been completed within the contractual dates. The District was notified of the completion and has initiated the 41-day Settlement Period notice.

c. **Review Project Warranty Work – Burns and McDonnell (*Discussion*)**

Mr. Evans updated the Board on active warranty work related to the projects they have been managing. LCI received formal notice on the issues with the electric access gate at Dubois and submitted a warranty claim with the vendor. The Burns and McDonnell notice required a response by January 31, 2025. AEI also received formal notice on the issues with the scale buildings windows and hot water heaters. Drawings showing the building windows with issues were also provided. The Burns and McDonnell notice required a response by January 31, 2025.

- d. **Election of Board Officers: Chair, Vice-Chair, and Secretary/Treasurer (*Discussion and Formal Action*)**
CHAIRMAN MOXLEY opened the floor to nominations.

Discussion: SECRETARY/TREASURER JEN LAMB thanked both MARK MOXLEY and ROB DOLCATER for their years of service and nominated MARK MOXLEY for the Chairman position, ROB DOLCATER for the Vice-Chair position, and JOHN LARSEN for the Secretary/Treasurer position.

KYLE LARSON made a motion to approve the nominations as presented by JEN LAMB. JOHN LARSEN seconded the motion. **MOTION CARRIED**

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

- i. **Recycling Committee: Jen Lamb and Mark Moxley**
- ii. **Health Benefit & Wage Committee: Rob Dolcater, Mark Moxley, John Larsen, and Rod Haper.**
- iii. **Planning Committee: Jen Lamb and Rob Dolcater.**
- iv. **Budget Committee: Jen Lamb, Rob Dolcater, and Mark Moxley.**
- v. **WRIR Solid Waste Negotiations Committee: Rod Haper, Mark Moxley, and Kyle Larson.**

Discussion: SECRETARY/TREASURER LARSEN was added to the Recycling Committee and Budget Committee, and SHAWN BROWN was added to the Planning Committee.

- f. **Board Member Reimbursement – Travel and Expenditures (*Discussion*)**

Business Manager Woody updated the Board on the IRS mileage reimbursement rate of \$0.70 per mile and reminded them of the District provided forms for reimbursement application.

Discussion: The Board requested to have the District reach out to the City of Dubois to encourage them to identify a Board member applicant to ensure that portion of the District is represented.

- g. **New Year Board Resolutions (*Discussion and Formal Action*)**

- i. **Proposed Resolution 01-2025: Authorized Depositors**
- ii. **Proposed Resolution 02-2025: Authorized Signers**
- iii. **Proposed Resolution 03-2025: Authorized Facsimile Signatures (State of WY Requirement)**

Business Manager Woody reviewed the draft resolutions with the Board and recommended approval.

JEN LAMB made a motion to approve Resolution 01-2025, 02-2025, and 03-2025. SECRETARY/TREASURER LARSEN seconded the motion. **MOTION CARRIED**

- h. **Executive Session – Potential Litigation (*Discussion and Formal Action*)**

JEN LAMB made a motion to enter Executive Session for potential litigation at 10:55am, excusing Rick Sollars, Susan Brodie, Mike Jones. KYLE LARSON seconded the motion. **MOTION CARRIED**

KYLE LARSON made a motion to exit Executive Session at 11:15am. SECRETARY/TREASURER LARSEN seconded the motion. **MOTION CARRIED**

4. **NEW BUSINESS:**

CHAIRMAN MOXLEY opened discussion for new business. No new business was reported.

5. **CLOSING ITEMS:**


a. **Upcoming Meetings:**

- i. **The next regularly scheduled meeting: February 19, 2024, at 9:30am.**

b. **Call for Adjournment.**

JEN LAMB made a motion to adjourn the meeting at 11:18am. KYLE LARSON seconded the motion. **MOTION CARRIED**

Respectfully submitted by,

A handwritten signature in blue ink that reads "Camille Woody". The signature is written in a cursive style and is positioned above a horizontal line.

Camille Woody
Business Manager
Fremont County Solid Waste Disposal District

A handwritten signature in black ink that reads "Mark Moxley". The signature is written in a cursive style and is positioned above a horizontal line.

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