

Sweetwater County Solid Waste Disposal District #1

Meeting Location: 2nd floor conference room
Sweetwater Co Health and Human Services Building
333 Broadway St
Rock Springs WY 82901
(307) 352-6869

April 8 2024

Agenda

<u>Business</u>	<u>Presenter</u>
1. Election of Officers - Treasurer	Chairman
2. Call to order	Chairman
3. Additions or changes to the Agenda	Chairman
4. Approval of the Agenda	Chairman
5. Additions or changes to the Minutes	Chairman
6. Approval of the Minutes	Chairman
7. Formal and/or informal petitions from the floor	Chairman
8. Manager's Report	Landfill Manager
- Action Items:	
- Motion to Establish and Reflect in the Minutes the Required Restricted Budget Reserve of \$2,000,000 for FY25	
- Motion to Establish and Reflect in the Minutes the Depreciation Closure Budget Reserve of \$2,000,000 for FY25	
- Motion and Reflection in the Minutes to Remove Deadra Muniz aka Debbie Kimsey from all accounts at Uinta Bank and add Dan Chetterbock as a signer in her place.	
- Motion and Reflection in the Minutes to Remove Deadra Muniz aka Debbie Kimsey from all Financial and Relevant accounts for The Sweetwater County Solid Waste District #1	
- Motion and Reflection in the Minutes to Add Colby Moss, Devon Brubaker and Justin Bryant to all Financial and Relevant Accounts for The Sweetwater County Solid Waste Disposal District #1	
- Non-Action Items:	
- Possibly switching phones at the landfill to Verizon cell phones	
- Caterpillar and Compactor Issue	
- Komatsu and new Compactor	
- Refrigerator Issue	

- **Updates:**
- Debbie Retirement
- Branch Pile Was Chipped
- Meeting With Sweetwater County Road and Bridge
- Meeting With Marty from Sweetwater County Purchasing
- Water Diverted From Roadside Pond
- Reservations for Hotels Were Made for WSWRA Conference
- Mike Began Training on Scraper
- Over 100 Individual Clicks From Google To Our Website
- New Last Load Policy In Effect
- New Scalehouse Attendant Is Fully Trained and Doing Well

9. Financial Statement	Treasurer
10. Approval of Financial Statement and Payment of Vouchers	Chairman
11. New Business	Chairman
❖ Troy and Robert from Wyoming Class	
❖ Putting the Districts Money Market Account Out For Bid	
12. Old Business	Chairman
13. Executive Session (If necessary)	Chairman
14. Adjournment	Chairman

**SWEETWATER COUNTY
SOLID WASTE DISPOSAL DISTRICT NO. 1**

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REGULAR BOARD MEETING MINUTES

March 11th, 2024

Ms. Celeste Black Vice-chairman, called the Regular Board Meeting to order at 5:30 p.m. on March 11th, 2024, in the 2nd floor conference room of the Sweetwater County Health & Human Services building at 333 Broadway St., Rock Springs WY, 82901

In Attendance:

Ms. Celeste Black
Ms. Larissa Apel
Mr. Colby Moss
Mr. Devon Brubaker (conferenced)

Absent:

Others Present:

Mr. Dan Chetterbock
Mr. Mike Kelley
Mr. Jerry Stroud
Mr. John Fritz (conferenced)
Mr. Island Richards
Mr. Ted Ware

Interim-Landfill Manager
District Employee
District Employee
H & K Law Associate
County Commissioner
Uintah Bank

ELECTION OF OFFICERS: Election of Officers was conducted due to a vacancy in the office of the Chairman. Nominations were opened for the position of Chairman. There was one sole nomination. The nominations were then closed. The nomination was accepted by acclamation. Ms. Apel motioned to nominate Ms. Celeste Black as Chairman. Mr. Brubaker seconded the nomination. Ms. Celeste Black was voted as Chairman by unanimous vote. Nominations were opened for the position of Vice-Chairman. There was one sole nomination. The nominations were then closed. The nomination was accepted by acclamation. Ms. Apel motioned to nominate Mr. Devon Brubaker as Vice-Chairman. Ms. Black seconded the nomination. Mr. Devon Brubaker was voted as Vice-Chairman by unanimous vote.

ADDITIONS OR CHANGES TO THE AGENDA: None

AGENDA: Ms. Apel motioned to approve the agenda as amended; Mr. Brubaker seconded. Motion carried.

ADDITIONS OR CHANGES TO THE MINUTES: None.

MINUTES: Mr. Brubaker motioned to approve the minutes from the previous meeting of February 12th, 2024, as presented. Ms. Apel seconded; motion carried.

FORMAL AND INFORMAL PETITIONS FROM THE FLOOR: None

MANAGERS REPORT:

Action Items:

- 1) Mr. Chetterbock presented a compost policy change. Mr. Chetterbock stated that the compost, woodchip and manure piles were getting large, and the landfill was running out of room. Mr. Chetterbock proposed opening this service to out of district residents and businesses. Ms. Apel stated that given the cost to create these goods, she would like to see a cost charged for out of district residents and businesses. Mr. Chetterbock stated that he would do some research on the matter. The subject was tabled for the next meeting.
- 2) Mr. Chetterbock presented the proposal from Longhorn Construction for chipping the branch pile. Ms. Apel made a motion to approve the proposal from Longhorn Construction. Mr. Moss seconded the motion; motion carried.
- 3) Mr. Chetterbock presented the two Cell 4 proposals for design and construction. After some discussion, Mr. Brubaker made a motion to accept the bid from Jacobs Engineering. Ms. Apel seconded the motion; motion carried.
- 4) Mr. Chetterbock presented the updated proposal from RAKI Recycling for E Waste removal. Ms. Larissa motioned to approve the updated bid. Mr. Moss seconded the motion; motion carried.
- 5) Mr. Chetterbock requested approval to purchase 300 tons of road base from Lewis & Lewis Inc. Mr. Chetterbock stated that the current pile was getting small at the landfill and that the road base is used to cover the road when it gets rutted. After some discussion, Ms. Apel made a motion to approve the purchase of the road base. Mr. Brubaker seconded the motion; motion carried.

Non-Action Items:

- 1) Mr. Chetterbock stated that the landfill would be needing future road repair due to a plugged drainage that was creating a water issue on the main road. Mr. Chetterbock stated that a trash pump would be purchased to clear the water from the clogged culvert. Mr. Chetterbock stated that if not addressed it could create some serious issues and costs.
- 2) Mr. Chetterbock stated that a backhoe rental would be needed in the future for the road and culvert repair. Ms. Apel suggested talking with the county about a backhoe

3) Mr. Chetterbock stated that the landfill needed fence repair at various sites of the landfill. Mr. Chetterbock stated that some of the fence repairs are required by the DEQ. After some discussion, Mr. Brubaker made a motion to give Mr. Chetterbock authority to have the fences repaired to be compliant with regulations. Ms. Apel seconded the motion; motion carried.

4) Mr. Chetterbock stated that the areas at the landfill with asphalt would need attention in the future and should be added to the budget. Mr. Chetterbock stated that he had some companies quoting the cost for the repair or replacement.

5) Mr. Brubaker reviewed the Project West impact on the Solid Waste District. Mr. Brubaker stated that a request was submitted for funds for this project. Mr. Brubaker stated that he would be attending the MOU meeting for the airport and would be able to represent the Solid Waste District as well if wanted. Ms. Black stated that she would like it if Devon represented the district at the meeting. Mr. Chetterbock stated that he received a letter for a town hall meeting for Pacific Soda if anyone wanted to attend. Mr. Brubaker stated that there would be another project coming in the future so there would be another opportunity for funds there also.

6) Mr. Chetterbock presented the WSWRA Conference information update.

7) Mr. Chetterbock stated that he was given an invitation to tour the Laramie Landfill and get some ideas for containment ideas.

8) Mr. Chetterbock presented the possible placement of a cardboard recycling bin at the landfill. Mr. Chetterbock stated that the landfill receives a lot of cardboard and that it tends to take up a lot of space. Mr. Brubaker stated that there were some grants available that the Recycling Center would be applying for funding for the bin.

9) Mr. Chetterbock asked if there were other items that the board would like to be added to the New Board Member Welcoming Packet. Ms. Apel stated that she would like a financial report added as well as bylaws.

Updates:

1) Mr. Chetterbock stated that he talked with the employees about the Safety Incentive Program and that they stated they like the way it was previously with store credits and gift certificates/cards. Mr. Chetterbock stated that he was reviewing step plans for the Incentive Program.

2) Mr. Chetterbock stated that he would be receiving the community visa from Commerce Bank hopefully this week.

3) Mr. Chetterbock stated that there was a Home Depot card for the district and that he was issued one.

4) Mr. Chetterbock stated that the advertising for the Last Load Policy was going well. Mr. Chetterbock stated that 200+ flyers have been distributed to the public as well as posted signs. Mr. Brubaker stated that the district could give a press release on the information to all local media and there would be no charge. Mr. Brubaker stated that not everyone would run the press release, but that it would be at no cost.

TASKS FROM LAWYER MEETING:

1) Mr. Chetterbock stated that he talked with LR Communications and they only provide internet

to the landfill.

- 2) Mr. Chetterbock stated that he met with Sweetwater Technologies and received an estimate from them. Mr. Chetterbock stated that it was an expensive estimate.
- 3) Mr. Chetterbock stated that he had a conversation with David Halter about fiber running to the landfill. Mr. Chetterbock stated that Mr. Halter stated that there was an antenna, and the landfill could connect to it wirelessly. Mr. Chetterbock stated that he would be going through the process with David once he was available.

NEW UPDATES:

- 1) Mr. Chetterbock stated that the new website was up and running. Ms. Apel asked about the Industrial Water at the landfill and if it was going to be used. Mr. Chetterbock stated that it is something that should be addressed.
- 2) Mr. Chetterbock stated that WYDEQ accepted the amended Annual Report. Mr. Chetterbock stated that the report triggered an initial inspection from WYDEQ. Mr. Chetterbock stated that there were some litter issues but that the landfill was given 90 days to fix the issue and then WYDEQ would revisit the landfill.
- 3) Mr. Chetterbock reviewed the Trihydro Title V monitoring. Mr. Chetterbock stated that Ms. Black signed the report, and it was sent off to Cheyenne.
- 4) Mr. Chetterbock stated that all of the CVA kits for the landfill equipment were received, and they would start adding them to the equipment with aid from CAT employees.
- 5) Mr. Chetterbock stated that the loader bucket was repaired successfully.
- 6) Mr. Chetterbock stated he hired a scale house employee, and she was in the process of training.

FINANCIAL STATEMENT/PAYMENT OF VOUCHERS: The Treasurer's Report and Financial Statement for January was given by Ms. Apel. After some discussion, Mr. Brubaker made a motion to accept the approval of the Financial Statement and Payment of Vouchers for October. Mr. Moss seconded the motion; motion carried.

NEW BUSINESS:

- 1) Mr. Ted Ware with Uintah Bank presented information to the board for finance options. After some discussion, Mr. Brubaker made a motion for invitation for bids from financial institutions for the Solid Waste District funds. Ms. Apel seconded the motion; motion carried.
- 2) The board made the decision to host a budget workshop on Friday April 19th at 11 a.m. Mr. Chetterbock stated that he would create a calendar invitation for the workshop.

OLD BUSINESS:

- 1) Mr. Chetterbock stated that the board needed to decide on the Summit Accounting proposal. After some discussion, Mr. Brubaker made a motion to accept the Summit Accounting proposal effective June 1st, 2024. Ms. Apel seconded the motion; motion carried.

With no further business to discuss, Mr. Brubaker made a motion to enter Executive Session to discuss legal matters. Ms. Apel seconded the motion and the Board entered executive session at 7:05 p.m.

The regular meeting was reconvened at 7:21 p.m. No decisions were made during Executive Session.

With no further business to discuss, Ms. Apel motioned to adjourn the meeting, Mr. Moss seconded the motion. The meeting unanimously adjourned at 7:22 p.m.

Ms. Celeste Black, Chairman

Ms. Larissa Apel, Sect./Treasurer