

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

August, 12 2024

Agenda

Business

	<u>Presenter</u>
1. Call to order	Chairman
2. Additions or changes to the Agenda	Chairman
3. Approval of the Agenda	Chairman
4. Additions or changes to the Minutes	Chairman
5. Approval of the Minutes	Chairman
6. Formal and/or informal petitions from the floor	Chairman
7. Manager's Report	Landfill Manager

Action Items:

- **Motion to Approve Site Analysis and Capacity Audit by Trihydro**
- **Review Governmental Contract Quotes for New Landfill Compactor by:**
 - Bomag
 - Caterpillar
 - Tana
 - Volvo
- **Possible Motion to Approve the Purchase of a New Landfill Compactor**

Non-Action Items:

- Production Water Pond Usage Need
- Oil & Battery Recycling Relocate
- Slow Speed Shredder to Address Future Problems
- Alternative Cover Research Continues

Updates:

- RSHS Band Booster Dumped Paint
- Waste Handler Meeting
- Contacted Liberty Tire
- Met with Scaleit to Review Their Scale Software
- Purchased Gallon Meter for Diesel Tank
- Traveling to Buffalo Landfill after WSWRA to Tour Landfill
- PMCH Comment
- HK Law Update
- Website Analytics

8. New Business

9. Old Business

10. Financial Statement

Treasurer

11. Approval of Financial Statement and Payment of Vouchers

Chairman

12. Executive Session (If necessary)

13. Adjournment

Chairman

Sweetwater County Solid Waste Disposal District #1
PO BOX 1493 Rock Springs WY 82901
(307) 352-6869

July 9, 2024 Board Meeting Minutes

The Chairman called the meeting to order at 5:30pm on July 9, 2024, in the 2nd floor conference room Sweetwater Co Health and Human Services Building, 333 Broadway St, Rock Springs, Wyoming.

In Attendance:

Ms. Celeste Black
Ms. Larissa Apel
Mr. Colby Moss
Mr. Devon Brubaker

Absent:

Mr. Justin Bryant*

*Mr. Justin Bryant resigned from the Board in July, 2024.

Others Present:

Mr. Dan Chetterbock	General Manager, Rock Springs Landfill
Mr. Jerry Stroud	District Employee
Ms. Melissa Burke (conferenced)	Hathaway & Kunz, LLP
Mr. Andrew ("Drew") Varley	Summit Accounting Services, PC
Ms. Robin Faulkner-Harrison	Wood Wealth Group

Additions or changes to the Agenda: Mr. Brubaker motioned to add a spot for the public hearing to the agenda; Mr. Moss seconded. Motion carried.

Agenda: Mr. Brubaker motioned to approve the agenda as amended; Mr. Moss seconded. Motion carried.

Additions or changes to the Minutes: None.

Minutes: Mr. Moss motioned to approve the agenda as amended; Mr. Brubaker seconded. Motion carried.

Formal and/or Informal Petitions from the Floor: None.

Public Hearing on Annual Budget

- The Board opened the meeting for public hearing allowing public comments on the proposed Fiscal Year 2025 Budget. There were no public comments on the Fiscal Year 2025 Budget. The Board then closed the hearing as to public comments.

Manager's Report:

- **Action Items:** 1) Mr. Brubaker moved to approve the purchase of 2 new scraper tires; seconded by Mr. Moss. Motion carried; 2) Mr. Brubaker moved to approve the purchase of new tires for the general manager's pickup; seconded by Mr. Moss. Motion carried.
- **Non-Action Items:** 1) Mr. Chetterbock discussed methods of obtaining a new compactor and front end loader. Board directed Mr. Chetterbock to travel to Casper to view a new model Caterpillar and report back. Discussion to continue after Mr. Chetterbock has a chance to view the new model Caterpillar. 2) Mr. Chetterbock clarified that the cost for recycling mattresses is \$35.00 for businesses and out of district. 3) The Board discussed potentially enacting a purchasing policy that allows the General Manager authority to purchase items up to a certain amount without Board approval. The current policy is that the General Manager has the ability to make purchases up to \$5,000.00 without board approval and anything over \$7,500.00 has to be formally bid. The Board would like to consider revising this policy.
- **Updates:** 1) Mr. Chetterbock discussed the stormwater permit and noted that it was successfully renewed until May 2028. 2) Mr. Chetterbock noted that the fiscal year 2024 audit is underway, and that Mr. Varley would further discuss. 3) Mr. Chetterbock reported that the new pit inspector has been hired. His first week went well, he liked the schedule, had some prior equipment operating experience, and he will start working on his own this next Wednesday. 4) Mr. Chetterbock stated refrigerator evacuation is nearly complete, about 400 left that will likely go out tomorrow. All refrigerators will go in the next sale of metal. 5) Mr. Chetterbock stated that a Facebook page has been created and a link to the Facebook page has been added to the bottom of the website. 6) Mr. Chetterbock noted that he sent out an email to all the local financial advisors on behalf of the District. Ms. Robin Faulkner-Harrison is in attendance in response to that email and has questions for the Board. 7) Mr. Chetterbock discussed cell 4 preparations, noting that the electrical preparations for the ponds where they will pump out has begun. He is also working with TriHydro on stockpile ideas as to locations. 8) Mr. Chetterbock discussed that he will be attending the upcoming Quarterly Waste Handler meeting that is set for July 23, 2024 at 12:00pm. Peak and Wyoming Waste will also be in attendance and the goal is to discuss good practices. 9) Mr. Chetterbock discussed the alternative cover demonstration that is scheduled for July 17, 2024 at 9:00am. It is a free demonstration and has high reviews from other landfills, including Buffalo. The solution would be in place of dirt. Mr. Chetterbock also informed the board of a vacuum option for litter control that he was shown by Buffalo. The machine itself is around \$15,000.00 and is able to wipe out half of the Buffalo site in a day. Mr. Chetterbock noted he was invited by Buffalo to come tour their landfill. He also stated that closing 30 minutes early is helping with litter control and that the Boy Scouts are still picking up litter. 10) Mr. Chetterbock stated that the WSRA tickets have been purchased. The event is August 19 – 22, 2024 and Mr. Chetterbock along with Mike and Eric are attending. 11) Mr. Chetterbock discussed the website and noted that he continues to receive good feedback about the new website. There was a 5-star review left on the Google business profile and a customer called the website a “nice refreshing website.” Mr. Chetterbock also reported the business profile numbers, including 374 actions, 1515 views, 867 searches, 148 calls from Google, 99 people received directions. The website statistics were 311 unique, 22 returning visitors, 23 contact form submissions, 409 site sessions, 323 mobile and 88 desktop.

New Business:

- Robin Faulkner-Harrison from Wood Wealth Group attended the meeting to ask questions related to the investments of the District and its future goals. The Board noted they do have an investment policy based on state statute and that they would send it to Ms. Faulkner-Harrison. The Board discussed their goals, sources of revenue, expenses, and liquidity with Ms. Faulkner-Harrison. Ms. Faulkner-Harrison had not prepared a proposal but noted she would. Her fees are 5% of the total balance of the account, and it is charged quarterly. Her individual fee is 1%. District Treasurer asked for a proposal to review, Ms. Faulkner-Harrison noted she would be in touch with Mr. Chetterbock.
- Mr. Andrew ("Drew") Varley attended the meeting and provided an update. Mr. Varley confirmed that his firm needs the engagement letter signed. District President was present and would sign at conclusion of meeting. Mr. Varley noted the District's five highest paying customers. Mr. Varley noted that they have received collateral confirmation from all of the banks and a confirmation from the County Treasurer for how much the County has paid through the mill tax.
- Mr. Varley and the Board discussed the current status of Board members, when terms are up, and the need to note any financial interests in the district.
- Mr. Varley and the Board discussed a potential Capitalization Policy. The Board ultimately did not make a motion to approve the Capitalization Policy as the consensus was that the Board did not find it was necessary at this time.
- Fiscal Year 2025 Budget – Mr. Chetterbock asked to increase the budget by \$25,000 for the recycling center. It was brought to Mr. Chetterbock's attention that the Recycling Center needed new equipment in accordance with the MOU. Ms. Apel motioned to approve the Fiscal Year 2025 Budget as amended; Mr. Brubaker seconded. Motion carried; Mr. Brubaker abstained from voting.

Executive Session: Ms. Apel moved to move into executive session; seconded by Mr. Brubaker. Motion carried. Ms. Apel moved to exit executive session; seconded by Mr. Brubaker. Motion carried.

New Business Continued:

- MOU for Ray Lavato Recycling Center – Ms. Apel motioned to approve the MOU for the Ray Lavato Recycling Center; Mr. Moss seconded. Motion carried; Mr. Brubaker abstained from voting.
- Invoice for Ray Lavato Recycling Center – Ms. Apel motioned to approve payment of the invoice for the Ray Lavato Recycling Center; Mr. Moss seconded. Motion carried; Mr. Brubaker abstained from voting.

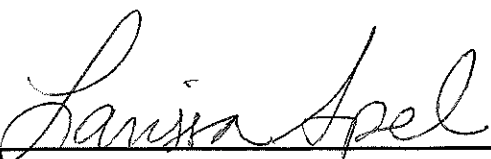
Old Business: None.

Financial Statement/ Payment of Vouchers: Ms. Apel moved to accept financials as presented by Summit Accounting Services, P.C.; seconded by Mr. Moss. Motion carried; Mr. Brubaker abstained from voting.

Adjournment:



 Chairman



 Secretary/Treasurer