

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

March 11 2024

Agenda

<u>Business</u>	<u>Presenter</u>
1. Election of Officers	Vice Chair
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:	
- Possible Compost Policy changes for the 2024 Calendar year.	
- Review Proposal from Longhorn Construction for chipping of the branch pile.	
- Review Proposals for Cell 4 Design and Construction.	
- Review Updated Proposal from Raki Recycling for E Waste removal.	
- Approval to Purchase 300 Tons of Road Base from Lewis and Lewis Inc.	
- Non-Action Items:	
- Future Road Repair at the Landfill.	
- Future Backhoe Rental.	
- Future Fence Repair at various sites at the landfill.	
- Landfill Parking Lot and Bin Area Asphalt needs attention.	
- West Soda LLC Impact on the Solid Waste District.	
- WSWRA Conference Information Update	
- Travel to Laramie Landfill for tour and litter containment ideas.	
- Possible placement of a Cardboard Recycling Bin on site at the Landfill.	
- Ideas on what should be included in the New Board Member Welcoming Packet.	

- **Updates:**
- Tasks From Last Board Meeting
 - Employee Safety Incentive Program.
 - Research on Credit Cards.
 - Home Depot Card.
 - Last Load Policy Advertising.
- Tasks From Lawyer Meeting
 - LR Communications information.
 - Sweetwater Technologies Meeting.
 - Conversation with David Halter about County Networking
- New Updates
 - Website is Fully Built and Online.
 - WYDEQ Accepted our Amended Annual Report
 - WYDEQ Initial Inspection on 2/29/2024.
 - Trihydro Title V Monitoring.
 - CVA Kits for Equipment
 - Loader Bucket Repair
 - Scalehouse Attendant Interviews

9. Financial Statement	Treasurer
10. Approval of Financial Statement and Payment of Vouchers	Chairman
11. New Business	Chairman
❖ Ted Ware to Discuss Financial Options with Uinta Bank	
❖ Decide on a Date for the Budget Workshop	
12. Old Business	Chairman
❖ Summit Accounting	
13. Executive Session (If necessary)	Chairman
❖ Legal Team Discussion	
14. Adjournment	Chairman

**SWEETWATER COUNTY
SOLID WASTE DISPOSAL DISTRICT NO. 1
P.O. BOX 1493
ROCK SPRINGS, WY 82902
(307) 352-6869
FAX (307) 352-6867**

REGULAR BOARD MEETING MINUTES

February 12th, 2024

Ms. Celeste Black Vice-chairman, called the Regular Board Meeting to order at 5:40 p.m. on February 12th, 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. Andy Hall
Mr. Devon Brubaker (conferenced in)

Absent:

Mr. Rick Cozad

Others Present:

Mr. Dan Chetterbock
Mr. Mike Kelley
Mr. Erik Flaten
Mr. Island Richards

Interim-Landfill Manager
District Employee
District Employee
County Commissioner

ADDITIONS OR CHANGES TO THE AGENDA: None

AGENDA: Ms. Apel motioned to approve the agenda; Mr. Hall seconded. Motion carried.

ADDITIONS OR CHANGES TO THE MINUTES: None.

MINUTES: Mr. Hall motioned to approve the minutes from the previous meeting of January 8th, 2024, as presented. Ms. Apel seconded; motion carried.

FORMAL AND INFORMAL PETITIONS FROM THE FLOOR: None

MANAGERS REPORT:

Action Items: 1) Mr. Chetterbock presented quotes he requested from two different law firms, H&K law firm and Wyo law firm. Mr. Chetterbock stated that there was a third law firm [McDunnah Law] out of Laramie that he contacted but had yet to receive a quote back at the time of the meeting. Mr. Chetterbock stated that H&K law was knowledgeable in District Law and that the office is in Cheyenne. Mr. Chetterbock stated that H&K

said they could also assist the Solid Waste District in creating bylaws. After some discussion, Ms. Apel made a motion to accept H&K law firm as the representative for the Solid Waste District, Mr. Brubaker seconded, motion carried.

2) Mr. Chetterbock presented a proposal letter for a policy change on times that waste would be accepted into the landfill. Mr. Chetterbock stated that other landfills do not accept waste an allotted amount of time before closing. Mr. Chetterbock stated that to follow DEQ regulations the landfill is required to have at least 6” of dirt cover on the pit at the end of every working day. Mr. Chetterbock stated that this could alleviate not only scavenging, but bird issues and litter issues at the landfill. Mr. Hall stated that he did not have issues with the landfill time-change, but that it needed to be well advertised for the public. Mr. Brubaker stated that he would recommend a press release to get the message out to the public. Mr. Chetterbock stated he would like the time change to go into effect April 1st to give the public time to comment and be aware of the new schedule change. After some discussion, Mr. Hall made a motion to accept the proposal to change the time waste is accepted at the landfill before closing. Ms. Apel seconded the motion, motion carried.

3) Mr. Chetterbock asked about the Safety Incentive in the budget. Ms. Apel stated that she had previously been told that the Safety Incentive money was used for PPE. Ms. Apel stated that she would like Mr. Chetterbock to come up with some ideas on how he would like the funds to be used and that maybe he could discuss it with the employees.

4) Mr. Chetterbock stated he had been trying to get onto the Wells Fargo account and was having issues and would like to get a credit card to deal with purchases as the interim manager. Mr. Chetterbock stated that he could look at different credit card options for the district to gain him purchasing power. Mr. Chetterbock stated he would look at credit card options and get back to the board with his findings. Ms. Apel asked if there was still a Home Depot credit card. Mr. Chetterbock stated that the employees said they had previously used Mr. Hermans’ district Wells Fargo card to purchase items at Home Depot. Mr. Chetterbock stated that he thought the landfill had a Home Depot card, but that he has been unable to locate one. Ms. Apel stated that there was a Home Depot card and that she had seen vouchers on it. Ms. Apel stated that she knew there was a Home Depot card and that issue needed to be resolved.

5) Mr. Chetterbock presented two bids from Moneyhun and Greens Welding to repair the 950H loader bucket and requested approval of a bid. Mr. Hall made a motion to accept the bid from Moneyhun in the amount of \$985.00. After some discussion, Ms. Apel seconded the motion; motion carried.

6) Mr. Chetterbock reviewed a bid to get e-waste recycled from the landfill. Mr. Chetterbock presented bids from all e-waste companies contacted. After some discussion, Ms. Apel made a motion to accept RAKI as the e-waste recycler for the landfill. Mr. Brubaker seconded the motion; motion carried.

7) Mr. Chetterbock presented a proposal from Trihydro to continue monitoring at the districts landfill that he required signatures for. Mr. Chetterbock stated the increase in cost was due to shipping rates. After some discussion, Mr. Brubaker made a motion to accept the proposal from Trihydro. Mr. Hall seconded the motion; motion carried.

8) Mr. Chetterbock presented bids to get new tires for the operator and inspector pickups. Mr. Chetterbock stated that the budget was over on vehicle maintenance but that he could use the operating supply line item of the budget to fulfill the request. After some discussion, Mr. Brubaker made a motion to accept the bid from 307 Tire for \$1560.00. Mr. Hall seconded the motion; motion carried.

9) Mr. Chetterbock reviewed a proposal from Wyoming Machinery for CVA kits for the landfill machinery equipment. Mr. Chetterbock stated that two pieces of equipment have the CVA kits on them and five that require them. Mr. Chetterbock stated that CAT would cover \$300.00 on three of the five modules. Mr. Chetterbock stated that these items were already being purchased for maintenance, but purchasing the items at once gets the information in a timelier manner and creates accountability for the equipment and employees. Mr. Chetterbock stated that the units could be installed by the employees and that the V-link technology was included with the CVA kits at no additional cost. After some discussion, Mr. Hall made a motion to approve the purchase of the CVA kits. Ms. Apel seconded the motion; motion carried.

Non-Action Items:

- 1) Mr. Chetterbock stated that the Solid Waste Facility Application Form needed signing for Trihydro.
- 2) Mr. Chetterbock stated he needed a signed letterhead to add Dan Chetterbock to the district bank account and remove Mr. Cozad since his term was ending at the end of the month.
- 3) Mr. Chetterbock presented the Jacobs Engineering Proposal for Cell 4 of the landfill. Mr. Chetterbock stated he would like to take the rest of the month for the proposal to be reviewed so it could be acted upon at the following meeting. Mr. Chetterbock stated that Trihydro would also be assembling a proposal packet for Cell 4 construction. Mr. Chetterbock stated Jacobs Engineering had done all the construction for bids in the past for the landfill and they would be present at the meeting next month. Mr. Chetterbock stated he would be emailing out proposals from the two companies.
- 4) Mr. Chetterbock presented information for the landfill website design and costs. Mr. Chetterbock stated that the current site had no SSL certificate, meaning the information on the site was not secure. Mr. Chetterbock stated he had been looking at designing a website on WIX. Mr. Chetterbock stated that Sweetwater County used Revize for their website. Mr. Brubaker stated that the City of Rock Springs was also moving over to Revize for their website. Mr. Chetterbock stated that switching to WIX would be about the same cost of what the district was currently paying.
- 5) Mr. Chetterbock presented information from Wyoming Association for Special District Officer Training. Mr. Chetterbock stated that the person in charge would be emailing him the cost. Mr. Brubaker stated that the Department of Audit was going to offer the training online for free. Mr. Brubaker stated that he had already completed that training and he would send his certificate. Ms. Apel stated that all board members whose terms were not expiring had the training and that new members would need to be informed of the information in the coming months.

- Updates:**
- 1) Mr. Chetterbock stated he had a meeting with Trihydro about the Industrial Waste Permitting and no further action was needed. Mr. Chetterbock stated that they requested more information on the Title V permitting and he sent that information to them. Mr. Chetterbock stated that the information was sent off to the DEQ and EPA on January 24th and the landfill was in compliance and Title V would be good for the year.
 - 2) Mr. Chetterbock stated that there were repairs recently needed for the 950H loader and the repairs were completed.
 - 3) Mr. Chetterbock stated that he spoke with Sweetwater County Community Service about litter collection, and they agreed to collect litter for free.
 - 4) Mr. Chetterbock stated that he spoke with Wyoming Machinery about the compactor issues. Mr. Chetterbock stated that they said it was a preventative maintenance issue that could be resolved.
 - 5) Mr. Chetterbock stated that he finished the Landfill Manager Job Description and sent it out to the board for review. Ms. Apel asked if anything needed to be done with the description or if it should be sent out to the new legal counsel for review. Ms. Apel suggested a workshop with the new law firm to go over legal descriptions and bylaws of the landfill. Mr. Brubaker and Ms. Black agreed that a workshop would be good to have with the new legal counsel.
 - 6) Mr. Chetterbock stated that the landfill pickup had some outstanding recalls, and he had those issues serviced and resolved.
 - 7) Mr. Chetterbock stated that a new propane tank was installed. Mr. Chetterbock stated it was an easy move over of the propane with no loss of propane. Ms. Apel asked about the fuel tank and Mr. Chetterbock stated he was having difficulties contacting someone to remove the gas from the fuel tank to replace it. Mr. Chetterbock stated that his next move was to contact a vac-truck to remove the fuel and place it in the contaminated soil area.
 - 8) Mr. Chetterbock stated that he added a copy of the Wyoming Special District handbook in the shared Google Drive folder.
 - 9) Mr. Chetterbock stated that the cost of the WSRA Conference had gone down in cost. Mr. Chetterbock stated that would probably be included in the next fiscal budget year.
 - 10) Mr. Chetterbock stated that there had been issues with the WYDEQ Annual Report. Mr. Chetterbock stated that the number that Mr. Herman had submitted were incorrect. Mr. Chetterbock stated that he met with Tim Reed and fixed the issues with the report which was approved and resubmitted.

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. Hall seconded the motion; motion carried.

NEW BUSINESS: 1) Ms. Black stated that she had the Summit Accounting Proposal re-added to the agenda. Ms. Black stated that because of some issues that had come to light with the previous landfill manager deleting QuickBooks and the contents of his computer that she felt it was imperative that the district at least consider the less costive option to separate monetary items and create some accountability from the board to the taxpayer and to ensure there was a backup plan since Summit Accounting would have access to the landfill QuickBooks from this proposal. Ms. Black reviewed the previous proposals from Summit Accounting and that they might need to contact them to make sure the proposals would have the same cost. Mr. Brubaker stated that he uses Summit Accountings higher end of the proposal for the Airport and that the Sweetwater County Travel & Tourism board uses the lower proposal cost for their board and that he recommended using the higher proposal cost for the Solid Waste District. Mr. Brubaker stated that he felt that Mr. Chetterbock needed to be able to focus on the operations of the landfill and that the higher end package would make the most sense for the organization initially. Ms. Apel stated that she was for moving forward with the direction but that she would like to see how the adoption of the proposal would play out with the current roles at the landfill. Ms. Black stated that she would be for the smaller proposal if need be since it was less involved but that her primary concern was having something in place. Ms. Apel suggested tabling the issue so that Mr. Chetterbock could contact Summit Accounting to see if the rates would be the same. Mr. Brubaker stated that he would volunteer to work with Mr. Chetterbock and Summit Accounting to review the proposals and base them off current staffing and have a special committee to review it and bring it to the next board meeting. Ms. Apel volunteered to also be on that committee. After further discussion, Mr. Brubaker made a motion to table the Summit Accounting Proposal until the following meeting. Ms. Apel seconded the motion; motion carried. 2) Ms. Apel stated that two CDs would be maturing the following day. Ms. Apel reviewed the CDs and stated that she had spoken with Ted Ware at Uintah bank. Ms. Apel stated that the district had been using six months CDs and that she would like to see the board use longer term investing. Ms. Apel presented longer CDs and rates given by Uintah bank. Ms. Apel stated that she had learned about WYOCLASS in the district training and that she has called someone from WYOCLASS to discuss the options. Mr. Brubaker stated that he would help the board get an Investment Policy for issues concerning the district. Mr. Brubaker stated that if the board wanted longer term CDs that they needed to be put out for bid. After further discussion, Mr. Brubaker made a motion to withdraw the three maturing CDs that expire in February of 2024 and deposit them into the money market account and table the issue of investing the money until the next board meeting. Ms. Apel seconded the motion; motion carried. 3) Mr. Chetterbock asked if the board would like to bond him as a manager. Mr. Brubaker stated that he needed to be by state statue. After further discussion, Mr. Hall made a motion to bond Dan Chetterbock. Ms. Apel seconded the motion; motion carried. There was no other New Business to be discussed at the meeting.

OLD BUSINESS: 1) Ms. Apel asked Mr. Richards if there were other applicants for the board. Mr. Richards stated that there was only one applicant on file. There was no other Old Business to be discussed at the meeting. With no further business to discuss Ms. Apel made a motion to enter Executive Session to discuss personnel matters. Mr. Hall seconded the motion and the Board entered executive session at 7:09 p.m. The regular meeting reconvened at 7:36 p.m. Mr. Brubaker made a motion to proceed as discussed in Executive Session. Mr. Hall seconded the motion; motion carried. With no further business to discuss, Mr. Brubaker motioned to adjourn the meeting; Ms. Apel seconded the motion. The meeting unanimously adjourned at 7:37 p.m.

