

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

February 12 2024

Agenda

Business

Presenter

- | | |
|--|------------------|
| 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: | |
| - Review Rates for Law Firms | |
| - Review Proposal Letter for a policy change on the times waste are accepted at the landfill | |
| - Implement Safety Incentive | |
| - Get a debit card for Dan Chetterbock for the district bank account | |
| - Approve bid to get the bucket repaired on the 950H Loader | |
| - Approve bid to get E-waste recycled at the Landfill | |
| - Review proposal from Trihydro to continue monitoring at the Districts Landfills | |
| - Approve Bid to get tires for the operator and inspector pickups | |
| - Review proposal from Wyoming Machinery for CVA Kits | |
| - Non-Action Items: | |
| - Sign Solid Waste Facility Application Form | |
| - Sign Letterhead to add Dan Chetterbock to the district bank account | |
| - Review Jacobs Engineering Proposal for Cell 4 | |
| - Further research on website design | |

- Wyoming Association of Special District Officer Training
- Updates:
 - Meeting with Trihydro
 - Repair on 950H
 - Spoke with Sweetwater County Community Service
 - Update on Compactor problems
 - Landfill Manager Job Description
 - Landfill Pickup recalls
 - New Propane Tank
 - Wyoming Special District Handbook
 - WSRA Conference Price Update
 - WYDEQ Annual Report Problems

- | | |
|--|-----------|
| 8. Financial Statement | Treasurer |
| 9. Approval of Financial Statement and Payment of Vouchers | Chairman |
| 10. New Business | Chairman |
| ❖ Address Summit Accounting Proposal | |
| ❖ Discuss Financial Investments | |
| ❖ Does the board want to bond Dan Chetterbock | |
| 11. Old Business | Chairman |
| 12. Executive Session (If necessary) | Chairman |
| ● Personnel Issue | |
| ● Personnel Issue - General Manager | |
| 13. 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

January 8th, 2024

Ms. Celeste Black Vice-chairman, called the Regular Board Meeting to order at 5:44 p.m. on January 8th, 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

Absent:

Mr. Rick Cozad
Mr. Lars Nandrup

Others Present:

Mr. Dan Chetterbock
Mr. Jerry Stroud
Mr. Mike Kelley
Mr. Island Richards
Ms. Kim Stroud

Interim-Landfill Manager
District Employee
District Employee
County Commissioner
District Resident

ADDITIONS OR CHANGES TO THE AGENDA: None

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

ADDITIONS OR CHANGES TO THE MINUTES: None.

MINUTES: Ms. Apel motioned to approve the minutes of the December 11th, 2023, meeting as presented. Mr. Hall seconded; motion carried.

FORMAL AND INFORMAL PETITIONS FROM THE FLOOR: None

MANAGERS REPORT:

Action Items: 1) Mr. Chetterbock requested a propane estimate from Bridger Valley Propane. Mr. Chetterbock said that the new cost would be half as much as the current vendor. Mr. Hall asked Mr. Chetterbock if he checked with Freedom Oil, Mr. Chetterbock stated that he did ask for an estimate, but never received a response. Mr. Hall made a motion to change propane from AmeriGas to Bridger Valley Propane. Ms. Apel seconded the motion; motion carried. 2) Mr. Chetterbock requested an estimate from Raki Recycling for Electronic Waste Pickup. Mr. Chetterbock stated that the landfill's e-waste had not been picked up in a while. Mr. Chetterbock stated he also requested estimates from Clean Earth and ERI, both of whom had not submitted estimates. Mr. Chetterbock provided the estimate from Raki Recycling and stated that they would pick up the e-waste from the landfill. Mr. Chetterbock stated that the items would be picked up quarterly. 3) Mr. Chetterbock stated that an operator with the landfill would be retiring in April. Mr. Chetterbock stated that Mr. Kelley, the current inspector, could be trained to fill that position and then replace his position. Mr. Chetterbock said the issue could be re-addressed in April, barring that Mr. Kelley has finished the training for the position. 4) Mr. Chetterbock stated that the shop needs a new pressure washer hose. He stated that the previous hose had been spliced several times due to 'bursts' and presented a safety hazard. Mr. Chetterbock stated he found a 10000-psi burst rating hose at Morcon which had 100ft and would be capable of reaching around the entire shop. Mr. Chetterbock stated he was still researching a wand replacement. 5) Mr. Chetterbock presented the updated District Website he had been working on through Squarespace. Mr. Chetterbock presented a pricing list from Squarespace that would provide storage on the site as well as other basic functions that the landfill could benefit from. Mr. Chetterbock stated he would do more research for the site to see if we could get all services, such as email and a domain, provided. 6) Mr. Chetterbock stated that he would need a Wells Fargo Credit card for day-to-day purchases because the current card was in Kevin's name. Mr. Chetterbock stated that he called Wells Fargo about the card, and they gave him some items they would need to issue him a card. 7) Mr. Chetterbock reviewed possible schedule solutions for the Landfill Inspector schedule rotation. Mr. Chetterbock reviewed the pros and cons of the schedule. Mr. Hall asked what Mr. Kelley thought of the potential schedule. Mr. Kelley stated that he was concerned about not receiving the full number of work hours. Ms. Apel asked if two and a half people might make the schedule a little more helpful, with the half being a part-time position. Mr. Chetterbock stated that would help with the scheduling a lot and that it would make it so that two inspectors were always at the landfill.

Non-Action Items: 1) Mr. Chetterbock stated that the water truck has a possible hole in the tank and the cab is infested with mice and there might need to be a replacement soon. Mr. Chetterbock stated that the hole couldn't be inspected until summer when they were able to fill the water truck, and he was researching costs for this. 2) Mr. Chetterbock stated that the fuel tank has a lot of sediment in it which causes filters to clog. Mr. Chetterbock stated they would need to have the tank cleaned and possibly purchase a new tank, which he was researching. Mr. Chetterbock stated it has been hard to find someone with the capability of cleaning fuel tanks. Mr. Chetterbock also stated that he was researching the OSHA and WYDEQ regulations for fuel tanks. 3) Mr. Chetterbock stated that the old loader has two tears in the bucket that need repaired. Mr. Chetterbock stated he was researching the cost and actions to remedy the buck and showed

pictures of the crack and issues with the bucket. 4) Mr. Chetterbock stated that he requested bids from Stead, Moneyhun and Greene's welding to compare the cost. Mr. Chetterbock stated that it was an issue that needed to be dealt with to avoid replacing the bucket entirely. Mr. Chetterbock stated that he should have all the quotes back, hopefully, by the end of the week. 5) Mr. Chetterbock stated that new signage, specifically bilingual signage, would be helpful for the landfill. Mr. Chetterbock stated that he was going to research the cost for new signs. 6) Mr. Chetterbock stated that he would be getting bids for the new pit construction. Ms. Apel stated that the board usually goes through the bids and then typically awards the lowest bid amount. Mr. Stroud stated that there were two leachate ponds already built and that it would need pumps and liners. 7) Mr. Chetterbock stated that the landfill inspector truck and the new loader would need new tires soon. Mr. Chetterbock provided images of the tires on the loader that needed to be replaced. Mr. Chetterbock stated that it would be a big expense. Mr. Chetterbock suggested possibly bartering for tires in exchange for not being charged to dispose of tires. Ms. Apel and Ms. Black stated that this would be a good idea. Mr. Stroud stated that the landfill did have a tire machine at the landfill. Mr. Chetterbock also stated that Michelin Tire just came out with tires that did not require any air, which could be good to look at in the future for the landfill. 8) Mr. Chetterbock stated that a new compactor might be needed because the final drives on the compactor were serviced, and they looked bad. Mr. Chetterbock stated that the final drives could possibly be rebuilt. Mr. Chetterbock also stated he would investigate leasing equipment from CAT because the equipment would all be under warranty and available to be serviced through CAT. Mr. Stroud stated that equipment was being kept for so long that there wasn't any value left to it and this could be a solution to that. Mr. Chetterbock stated that he would get some number from Duke and get back to the board the information given.

UPDATES: 1) Mr. Chetterbock stated that the seat and door had been replaced on the inspector truck and that he put a durable seat cover over the seat to protect it and make it last longer. Mr. Chetterbock stated that he was just waiting for the door lock for the truck to be finished up. 2) Mr. Chetterbock stated that he purchased a new grease gun for field maintenance for the landfill. 3) Mr. Chetterbock stated that he purchased a new monitor for the scale house because the old one had lines through it 4) Mr. Chetterbock stated that he purchased new money bags for the scale house because paper taped envelopes were what was being previously used as moneybags. 5) Mr. Chetterbock stated that he passed the WYDEQ Landfill Operator and Landfill Manager exams. 6) Mr. Chetterbock stated that he took ownership of the Landfill's Google business profile and updated the hours and maps. 7) Mr. Chetterbock stated that he contacted David Reid of WYDEQ because the annual report was not submitted in November. Mr. Chetterbock stated that he spoke with Mr. Reid and was given an extension to submit the report and submitted the report prepared by the previous Landfill Manager on January 4th, 2024. 8) Mr. Chetterbock stated that he had contacted WYDEQ about a permit renewal folder that was left by the previous Landfill Manager which was for the Industrial Waste Site. Mr. Chetterbock stated that Trihydro was handling the report, and everything was in order. 9) Mr. Chetterbock stated that he had made a point of contact with Caroline Brewer from Trihydro and should be talking with her the following Friday. 10) Mr. Chetterbock stated that he was implementing vehicle walk-around forms that he was currently working on. 11) Mr. Chetterbock stated that he talked to Beau Peck about attending the WSWRA Conference in August. Mr. Apel stated that the board has wanted people to go the previous two years and it had not happened. Mr. Stroud stated that Dale, Ron,

Dand and himself were the only employees that had been to the conference. Ms. Apel suggested making a rotation of employees to attend. 12) Mr. Chetterbock stated that there were challenges with the refrigerator freon evacuation, and it was becoming an eyesore. Mr. Chetterbock showed images of the refrigerator area and suggested streamlining the reports and possibly evacuating the fridges in the shop in the winter to keep the inventory down. Mr. Hall suggested having a form online to fill out. Ms. Apel suggested charging for the fridges. Mr. Hall stated that might create more public waste in the desert if people must pay. Ms. Apel stated she didn't want that but if it was something that took time to deal with and with rising costs, that charging for it could be a good idea to offset that. Mr. Chetterbock also suggested having business evacuate their freon before disposing of the fridges at the landfill. Mr. Kelley stated that it could help if the scale house new about the R600 refrigerators because those were unable to be evacuated and therefore could go straight to the white goods pile.

FINANCIAL STATEMENT/PAYMENT OF VOUCHERS: The Treasurer's Report and Financial Statement for October was given by Ms. Apel. Ms. Apel stated that two CDs would be maturing soon and to start looking into other CDs. Ms. Apel 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) Mr. Chetterbock stated that he had been in contact with Gaylon West and that Mr. West was no longer interested in being the legal counsel for the Solid Waste District. Ms. Apel stated that she accessed the Wyoming Bar website and emailed all related lawyers and was contacted by one business that stated what they could do for the board. Ms. Apel stated that she asked Gary McLean what the best way would be to go about acquiring legal counsel for the board. Ms. Apel stated that Mr. McLean said he would investigate some names for the board. 2) Ms. Black stated that the board would officially have three board positions open this year. Ms. Black stated one member resigned previously in the day and the other two members' terms would be up. Ms. Apel suggested putting the board member application on the new landfill website. 3) Ms. Apel stated that the document for the landfill manager job description should be started in Google docs so the board could have that for the future. Ms. Apel also suggested adding a 'to do list' document that everyone could add to so that those items could be prioritized to stay on track. Mr. Chetterbock stated that he would get those items started. There was not any other New Business to be discussed at this meeting.

OLD BUSINESS: 1) Ms. Apel stated that she wanted clarification from the workshop that the board and interim manager would be working on the landfill manager description. Ms. Apel also stated that once legal counsel was obtained the board could look into placing Mr. Chetterbock into this position permanently. Mr. Hall stated that the board didn't want to waste time having interviews if they wanted Mr. Chetterbock in the position. Ms. Black stated that it would be nice to have an answer from a lawyer. Ms. Apel stated she would get a hold of Mr. McLean and have him weigh in on the subject. 2) Ms. Apel stated that the board would like to reinstate having the executive assistant take back on the reports for meetings and minutes. Ms. Black stated that she didn't mind doing the meeting minutes but that it would be good to have the reports and other items done. Ms. Apel stated it would be good for the executive assistant to take those duties back over. Mr. Chetterbock stated that he asked Ms. Muniz if she was interested in taking those items

back on and she said she would consider it when the new fiscal year arrives. Ms. Apel stated that she wanted to make sure that all the rules were being followed for the board and where the agenda and minutes needed to be sent. There was not any other Old Business to be discussed at this 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 7:22 p.m.

The regular meeting reconvened at 7:37 p.m. and no actions were taken.

With no further business to discuss, Ms. Apel motioned to adjourn the meeting; Mr. Hall seconded the motion. The meeting unanimously adjourned at 7:38 p.m.

Ms. Celeste Black

Ms. Larissa Apel, Sect./Treasurer