

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

June 10 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:**
 - Motion to amend the FY 23-24 Budget and pull \$1,500,000 from the Equipment Replacement Fund Reserve for the purchase of a new compactor.
 - Motion to approve a bid for the purchase of a new compactor.
 - Motion to approve a bid for a GPS system for the new compactor
 - Motion to switch security companies from High Security Lock and Alarm to Simplisafe
 - **Non-Action Items:**
 - Budget Discussion for Using the Mill Levy vs Fees for Refrigerator Evacuation Costs
 - Budget Discussion for Using the Mill Levy vs Fees for Mattress Recycling Costs
 - Budget Discussion regarding a 3% raise for Non Salary District Employees
 - Budget Discussion regarding the purchase of a New Front End Loader
 - Budget Discussion regarding Litter Control
 - Budget Discussion regarding HR Software from Bamboo
 - **Updates:**
 - The District was signed on to Omnia Partners Cooperative Purchasing
 - The Operators and I Constructed a Semi Permanent Litter Fence
 - WYDEQ Came for a follow up inspection

- Freon Evacuation Started by Agas on June 3rd and will be completed on June 18
- Website updates
- Compactor Update
- HK Law Balance
- PMCH Audit Update

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)

- Policy Discussion

General Manager

13. Adjournment

Chairman

Sweetwater County Solid Waste Disposal District #1

PO BOX 1493 Rock Springs WY 82901

(307) 352-6869

May 13, 2024 Board Meeting Minutes

The Chairman called the meeting to order at 5:32pm on May 13, 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
Mr. Justin Bryant

Absent:

Others Present:

Mr. Dan Chetterbock
Mr. Jerry Stroud
Mr. John Fritz (conferenced)
Mr. Island Richards
Mr. Ted Ware
Mr. Andrew ("Drew") Varley
Mr. Michael Kelley

Interim-Landfill Manager
District Employee
Hathaway & Kunz, LLP
County Commissioner
Uintah Bank
Summit Accounting Services, PC
District Employee

Additions or changes to the Agenda: None.

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

Additions or changes to the Minutes: None.

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

Formal and/or Informal Petitions from the Floor:

- Mr. Richards stated that he has gotten reports of wonderful service by the District.

Presentation by Summit Accounting Services, PC

- Mr. Varley presented the Financial Statement and provided different financial reports which Summit Accounting Services, P.C. can present to the Board. Mr. Brubaker discussed the

Board's efforts to improve the District's internal financial reporting. Mr. Brubaker requested Mr. Varley prepare a year-to-date report, showing in-District vs. out-of-District delineations.

Manager's Report:

- **Action Items:** 1) Mr. Brubaker moved to renew for four years the Stormwater Permit; seconded by Ms. Apel. Motion carried; 2) Mr. Brubaker moved to have A-Gas Recover evacuate the refrigerators at landfill at \$15/unit and to make this a continuing service for the District; seconded by Mr. Bryant. Motion carried; 3) Mr. Chetterbock requested a motion to impose a \$25/unit refrigerator fee charge, motion tabled with direction for Mr. Chetterbock to investigate how other districts/landfills charge for similar services; 4) Mr. Brubaker moved for change to District policy to charge for compost purchased by out of District customers to \$15/truck load and \$50/dump trailer; seconded by Mr. Moss. Motion carried; 5) Mr. Brubaker moved to accept Trihydro Title V Proposal for FY24-25; seconded by Ms. Apel. Motion carried.
- **Non-Action Items:** 1) Mr. Chetterbock suggested plan for purchasing Compactor. Board directed Mr. Chetterbock to email his suggested plan such that the Board can make it a budget amendment next meeting; 2) Mr. Chetterbock suggested having Springback recycle mattresses. Mr. Brubaker moved to approve Springback to recycle mattresses for \$35/mattress; seconded by Ms. Apel. Motion carried. The Board requested Mr. Chetterbock to investigate a similar process for recycling tires. 3) Mr. Chetterbock requested guidance on whether to deposit Sweetwater County Treasurer Checks by ACH. Board directed Mr. Chetterbock to accept ACH. 4) Mr. Chetterbock noted District will accept Compactor Def at purchase; 5) Mr. Chetterbock updated on District purchase of WSWRA membership and conference ticket information; 6) Mr. Chetterbock requested guidance on whether to work with Sweetwater Technologies, Board directed Mr. Chetterbock to not proceed with Sweetwater Technologies.
- **Updates:** 1) Mr. Chetterbock discussed the Cell 4 budgeting, inclusion of parking lot design for \$8,500.00, the surveying of future cells, and parking lot water line. Mr. Chetterbock noted he has copies of notes from this meeting; 2) Mr. Chetterbock stated that DEQ financial reporting is complete for this year; 3) Mr. Chetterbock updated the District's website to be ADA complaint. Mr. Brubaker noted that there are new ADA requirements, and the Board directed Mr. Chetterbock to investigate the same. Mr. Chetterbock noted that there were 392 interactions with the website; 4) Mr. Chetterbock noted the District saved \$265/month by switching phone lines to Verizon; 5) Mr. Chetterbock stated that Square credit card processing helpful; 6) Mr. Chetterbock stated Dale Williams is retiring on May 15 after working for District for 30 years, requested guidance on whether to pay for entire retirement party or to pay only for Dale Williams and his significant other's dinner. Board directed Mr. Chetterbock to buy Dale Williams and his significant other's dinner (not to include alcohol); 7) Mr. Chetterbock stated new pit inspector to start May 21; 8) Mr. Chetterbock updated that Dozer had a 4-6 gallons/day hydraulic leak and chose to repair it; 9) Mr. Chetterbock updated on status of compactor, stating that because the Board approved purchasing a new compactor he chose not to get the old compactor repaired; 10) Mr. Chetterbock stated that Doud BTS made a partial payment of outstanding owed amounts, and decided Doud BTS cannot dump anything further until outstanding balance fully paid; 11) Mr. Chetterbock updated that Boy Schouts began litter collection on May 11, will do again on May 18; 12) Mr. Chetterbock updated that diesel tank has been cleaned; 13) Mr. Chetterbock updated that American Recycling has now invoiced for outstanding amount District expected to owe for past e-waste pickup services; 14) Mr. Chetterbock updated on cyber

insurance and need in the coming month to renew. Mr. Chetterbock also renewed LGLP insurance; 15) Mr. Chetterbock updated on outstanding advance fee remaining with Hathaway & Kunz, LLP; 16) Mr. Chetterbock updated on his progress discussing auditing practices with Porter Muirhead Cornia & Howard. Mr. Brubaker asked whether the District has engaged PMCH to prepare an audit for upcoming reporting period. Board directed Mr. Chetterbock to determine whether PMCH will prepare the audit for upcoming period; 17) Mr. Chetterbock updated on status of fence repair, contractor did good work; 18) Mr. Chetterbock stated he has changed all locks in District and implemented a key check out policy; 19) Mr. Chetterbock stated he has scheduled a meeting to discuss windmill with Casper landfill.

Financial Statement/ Payment of Vouchers: Mr. Brubaker moved to accept financials as presented by Mr. Varley; seconded by Mr. Moss. Motion carried.

New Business:

- Uinta Bank. Ms. Black acknowledged Mr. Ware's attendance. Ms. Black offered to allow Mr. Ware to present to the Board. Mr. Ware had no presentation for the Board. Ms. Black offered the Board an opportunity to ask questions to Mr. Ware. The Board had no questions for Mr. Ware.
- Budget Amendment. Ms. Black opened the floor for public comment on the budget. No public comment. Ms. Black closed the opportunity for a budget amendment. Ms. Black requested Mr. Chetterbock to present the budget amendment. Mr. Chetterbock presented a budget amendment \$5,500,000.00 for upcoming Cell construction. Mr. Brubaker motioned to approve the budget amendment; Mr. Bryant seconded. Motion carried.
- Bids for District Banking. Mr. Brubaker discussed the four returned applications to become public depositories. Mr. Brubaker moved to accept State Bank, Commerce Bank of Wyoming, Uinta Bank, and First Western Trust as public depositories for the District; Ms. Apel seconded. Motion carried.
- Investment Policy. Mr. Brubaker moved to approve the investment policy; Mr. Bryant seconded. Motion carried.
- Open Wyoming CLASS Account. Mr. Bryant moved to open a Wyoming CLASS account; Ms. Apel seconded. Mr. Brubaker moved for a friendly amendment for executive committee of Board to be appointed as signers, and giving Mr. Varley and the remainder of the Board read-only access. Motion, as amended, carried.
- Close First Western Trust Checking Account. Mr. Brubaker moved to close the First Western Trust checking account, to open a Commerce Bank of Wyoming checking account, and to make all necessary changes to move all checking services from First Western Trust to Commerce Bank of Wyoming; Mr. Bryant seconded. Mr. Brubaker amended his motion to make executive committee of Board to be appointed as signers, and giving Mr. Varley and the remainder of the Board read-only access. Motion, as amended, carried.
- Close RSNB CD 100-0606271. Mr. Brubaker moved to Close RSNB CD 100-0606271 and move all associated funds to Wyoming CLASS account created; Mr. Bryant seconded. Motion carried.
- Close First Western Trust Money Market Account. Mr. Brubaker moved to close First Western Trust Money Market Account and move all associated funds to Wyoming CLASS; Mr. Bryant seconded. Motion carried.

- Mr. Brubaker moved to close the following CDs at next maturation date: RSNB 100-06003 (move to Wyoming CLASS), Uinta 2627 (move to Wyoming CLASS); Mr. Bryant seconded. Motion carried.
- Mr. Brubaker moved to close the following CDs at next maturation date: Uinta 1970 (move to Commerce Bank 12 Month CD); Uinta 2089 (move to Commerce Bank 18 Month CD); Uinta 2585 (move to Commerce Bank 24 Month CD); Uinta 2090 (move to Commerce Bank 60 Month CD); Mr. Bryant seconded. Motion carried.
- Mr. Brubaker moved to roll the already expired or soon to expire Uinta CDs for another 30 days to allow time to work changes (Uinta CDs 2089, 2085, and 2090); Mr. Bryant seconded. Motion carried.

Old Business:

- Mr. Brubaker updated Board on status of 300 port-a-potties being recycled.
- Mr. Brubaker updated that United Site Services asked about allowing e-invoices, asked if Mr. Chetterbock could investigate whether District can do e-invoices.

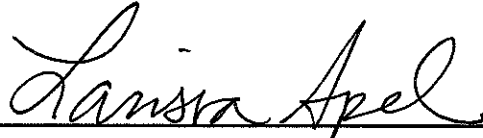
Executive Session: Mr. Brubaker moved to move into executive session; seconded by Mr. Bryant. Motion carried. Executive session exited.

- After exiting executive session, on Ms. Black moved to offer Solid Waste Manager position \$90,000.00 with 20% performance bonus annually. Mr. Brubaker moved to amend the motion such that Solid Waste Manager is eligible for up to 20% performance bonus based on metrics to be created. Seconded, as amended, by Mr. Bryant. Motion carried. Pay to be prorated from May 14. Mr. Chetterbock accepted.

Adjournment:



Chairman



Secretary/Treasurer