

## Valley County Refuse District #1

### Board Meeting

### Commissioners Office

January 17, 2023-3:00 PM

Members present: Paul Tweten, John Fahlgren, Mary Armstrong

Others Present: Darcia Schindler-Administrative Assistant, Brian Austin-Refuse District Manager, Rocky Thompson-T&R Trucking, Mark Arneson, and Char Arneson.

Chairman Tweten called the meeting to order.

Chairman Tweten asked for public comment on the agenda items. Mark Arneson asked if public comment was on non-agenda items or agenda items, as the Refuse agenda just reads public comment. Chairman Tweten said its on agenda items and at the end of the meeting will be public comment on anything, but since the agenda just says public comment, you can give any public comment now.

No public comment.

The December 20,2022 meeting minutes were reviewed. Mary Armstrong moved to approve December minutes. John Fahlgren seconded. Motion carried.

The December 2022/January 2023 claims were reviewed. John Fahlgren moved to approve the claims. Mary Armstrong seconded the motion. Motion carried.

Next is the finance report. Darcia Schindler said she really didn't bring a finance report because she wanted to wait until we decided this meeting what we wanted on the finance report. Darcia did say we are at 45% of the overall budget.

Next on the agenda was the expectations of the finance report.

There was discussion about what the Board would like on the finance report. It was decided the Board would like finance reports, (Revenue and expenditure) reports for the previous months ending of date of the Board meeting. The Board would also like the chart that has T&R's monthly bill and tonnage statement that compares to the previous year.

Next on the agenda is the managers' report. Manager, Brian Austin said they've been busy plowing snow, moving snow, and made some snow fences to keep snow off the road. He has also been preparing drainages to get ready for spring. There is a seal on the loader that is leaking that CAT will have to look at. The loader is still under warranty. Brian has been having to use the spear on the loader a lot to get the garbage out of the roll off containers. He said things have been running smoothly. John Fahlgren suggested they could use the Road Dept. side dump truck to help move the snow. Brian also reported that sometimes when planes fly over the shop door will open. He thinks its something to do with the planes radio frequency. It just happens randomly.

Next on the agenda is the expectations of the Managers report. After discussion, the Board would like a broken-down tonnage report from everything that goes across the scale added to the Managers report. Manager, Brian Austin said he didn't think that would be too hard.

Chairman Tweten then asked Rocky Thompson if he would like to give a T&R report. Rocky reported that things have been cold, snowy, and icy, and things have been slow. He also said it's a good thing that they plowed Frazer out so well or it may have been almost impossible to get to.

Next on the Agenda is the assessment update. Darcia Schindler said she had nothing to report. Chairman Tweten said he talked to Treasure Brenda Anderson, and she hasn't heard from the Department of Revenue in a long time. John Fahlgren said there will be a new subdivision that could have 60 homes.

End of Old Business.

### New Business

The Board had recently called Bob Church from Great West Engineering about the possibility of them doing an assessment and rate study. Bob Church said there will be MSEP and ARPA grants available to apply for in the Spring or late summer. Great West will not Charge for the grant application. Great West emailed two different options for a solid waste study. The first option is a CIP update and rate study, not to exceed \$35,000. The next option is for a preliminary engineering Report, not to exceed \$55,000. Bob Church said he didn't think we needed a PER done. Bob thought the CIP update and rate study would accomplish everything we needed. See attached Task Orders.

John Fahlgren moved to have Great West Engineering apply for grants for them to do a CIP update and rate study. Mary Armstrong seconded the motion. Chairman Tweten asked for discussion. Mary Armstrong said the study would look out for the next twenty years, so maybe ask Great West to do a regulatory review and anticipated regulation changes that could impact Landfill operations. After further discussion, Mary would like to add the words current and anticipated. Chairman Tweten called for a vote. Motion carries unanimously.

Next on the agenda is Barry Damschen's yearly consulting agreement for calendar year 2023. John Fahlgren moved to have County Attorney Dylan Jensen look over the agreement and put it on the agenda for the

next meeting. Mary Armstrong seconded the motion. Chairman Tweten called for discussion. Mary Armstrong said maybe we could get Barry to change his agreement to fiscal year instead of calendar year. After discussion it was decided to leave it as is. Chairman Tweten called for a vote. Motion carried unanimously.

Mary Armstrong suggested that maybe we should approve it at the next Commissioners discussion and decision meeting following County Attorney Dylan Jensen's approval if it is important to get this signed soon. John Fahlgren said the Commissioners must sign it anyway so we should. Chairman Tweten said we already passed a motion to have it at the next Refuse meeting, so we should have another motion to have the Commissioners approve it. Mary Armstrong moved to move forward with the Barry Damschen consulting agreement per County Attorney, Dylan Jensen's approval at the County Commissioners discussion and decision meeting. John Fahlgren seconded the motion. Chairman Tweten called for a vote. Motion carried unanimously.

Other Business: John Fahlgren talked to the State about doing soil sampling on the States property adjacent to the Refuse property. John would like to trade County land for the State land next to the Landfill for future expansion. Fahlgren said it wouldn't be difficult to get a permit to do some soil sampling and see if its worth pursuing. It would have to be done latter in the fall after the crops are harvested. Refuse manager, Brian Austin suggested that Steve Hansen could drill the property, since he could get down deeper then a backhoe. John Fahlgren or the Refuse Board will fill out the paperwork for the permit. Brian Austin presented the Board with the paperwork for the post-closure. As of last February, there is 130 years left on the pit. Mary Armstrong asked that every February or March, when the post closure report comes in, it be on the agenda. There was more discussion on fees, what out of County pays, and rate studies. No action was taken.

Chairman Tweten asked for public comment.

John Fahlgren moved to adjourn. Mary Armstrong seconded. Motion carried.



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Paul Tweten, Chairman

Valley County Refuse District



**EXHIBIT "A"**  
**SPECIFIC TASK ORDERS**

January 17, 2023

Valley County  
Box #1  
Glasgow, MT 59230-2405  
Attn: Commissioners

**Re: Task Order No. 4A – Solid Waste CIP Update and Rate Study**  
**Valley County Engineering Services On-Call**  
**Great West Engineering Project No. 1-18174**

Dear Commissioners:

This letter constitutes *Task Order No. 4A* to our *Agreement for Professional Services* dated January 2, 2019, for the above-referenced Project. Great West's scope of services, schedule of fees, and schedule for completion of these services ("Services") are as follows:

**In general, the scope of services consists of preparing a Solid Waste System CIP Update and Rate Study.**

**A more detailed description of the scope of services is as follows:**

- A. Review Existing Available Data**  
Engineer will collect and review available planning, financial and other technical reports and data. Owner will provide the information to Engineer for review.
- B. Develop Study Area and Base Maps**  
Engineer will develop a detailed base map of the area and work with Owner to develop the study area. The study area will be used as the basis for planning. Study maps will be based on utilizing available GIS and Google Earth data and do not include any surveying work.
- C. Establish Design Population and Growth**  
Engineer will collect and evaluate population data for the study area and present the same to the Owner. Engineer will work with the Owner to establish the design population and level of growth to be planned for in this study effort.
- D. Establish Waste Quantities**  
Engineer will collect and evaluate waste quantities and types handled by the solid waste system, provided by the Owner. Engineer will work with Owner to establish existing and estimate future waste quantities for the study effort. The planning period of the study will be twenty years.
- E. Characterize the Condition of Existing Facilities/Prepare Detailed CIP**  
A description of the existing solid waste facilities will be presented along with appropriate maps and layouts. The existing performance of these systems will be described in considerations of capacity, future growth, public safety, environmental concerns, regulatory limitations, costs and operation and maintenance. The analysis will include a detailed description of solid waste system needs including equipment, facilities and operations and maintenance improvements.

The Study will update the County's Solid waste infrastructure and equipment CIP for the next twenty years. This will include heavy equipment, buildings, landfill capital projects, public drop-off sites, and supporting infrastructure. Great West will evaluate each component of equipment and supporting infrastructure based on our inspection, discussions with the manager, maintenance records, landfill development plan and standard service life estimates. Based on this evaluation Great West will estimate the



remaining service life and projected year for replacement of each component of equipment, landfill capital projects and supporting infrastructure.

Engineer will also evaluate the current and future costs of operations and needed capital/equipment investments. This analysis will be utilized to evaluate the whether the rates and charges being assessed by the County are adequate and equitable. Historical operations cost data and needed CIP investments will be included in a financial model spreadsheet for the County's use. The financial model will allow the County to run multiple rate scenarios and compare the impact to the system cash flow. The Engineer will make recommendations to the County on long term rates for the solid waste system based on this analysis. The Engineer will also review the recent re-assessment of solid waste units and determine whether additional work is necessary.

**F. Evaluate Solid Waste System Improvement Alternatives**

Engineer will evaluate several solid waste system improvement alternatives. Specific alternatives to be considered in the analysis include the following:

- Lateral expansion of the landfill,
- Infrastructure Improvements at Landfill
- Alternative of accepting Daniels County's waste including impacts to facility life and solid waste assessment, and
- Improvements at each of the existing container sites

The detailed evaluation will include a description of each alternative, a layout of the proposed alternative, operation and maintenance considerations and costs and capital costs. A ranking of the alternatives will be presented and the preferred alternatives recommended to the Commission.

**G. Prepare Draft and Final Report**

Engineer will meet with Commission and County staff during the kick-off meeting to tour the operation and infrastructure. The Engineer will also meet with the County once during the rate study and alternative evaluation process to obtain input and comment. Therefore, the scope includes two meetings for one engineer with the County during the report development. Once the preferred alternatives are selected by the County, Engineer will prepare a draft report for Owner, general public, and funding agency review. Based on comments received, appropriate changes will be made and a final report will be prepared.

As compensation for these Services, Client shall pay Great West an amount not to exceed **\$ 35,000.00**, as determined by the *Consultant Agreement*. This amount can not be exceeded without Client's written approval.

Please have an authorized representative sign both originals of this letter and return one executed original to Great West at the following address:

Great West Engineering, Inc.  
P.O. Box 4817  
Helena, MT 59604

**Acknowledgement.** This *Task Order No. 4A* is agreed to by the parties and is effective as of the date of this letter.

**GREAT WEST ENGINEERING, INC.**

**Valley COUNTY**

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Presiding Member

\_\_\_\_\_  
President

\_\_\_\_\_

Date



**EXHIBIT "A"**  
**SPECIFIC TASK ORDERS**

January 17, 2023

Valley County  
Box #1  
Glasgow, MT 59230-2405  
Attn: Commissioners

**Re: Task Order No. \_4 – Solid Waste Preliminary Engineering Report  
Valley County Engineering Services On-Call  
Great West Engineering Project No. 1-18174**

Dear Commissioners:

This letter constitutes *Task Order No.4* to our *Agreement for Professional Services* dated January 2, 2019, for the above-referenced Project. Great West's scope of services, schedule of fees, and schedule for completion of these services ("Services") are as follows:

In general, the scope of services consists of preparing a Preliminary Engineering Report (PER) of the County solid waste system in accordance with the Uniform Application for Montana Public Facility Projects guidelines, as developed by W2ASACT. The report will, as appropriate, contain schematic layouts and conceptual design criteria with appropriate exhibits to indicate the agreed-to requirements, considerations involved, and those alternate solutions available to Owner as recommended by Engineer. For each recommended solution, Engineer will provide an opinion of probable project capital cost as well as operation and maintenance cost impacts.

A more detailed description of the scope of services is as follows:

- A. **Review Existing Available Data**  
Engineer will collect and review available planning, financial and other technical reports and data. Owner will provide the information to Engineer for review.
- B. **Develop Study Area and Base Maps**  
Engineer will develop base maps for the planning area and work with Owner to develop the study area. The study area will be used as the basis for planning. Study area maps will be prepared for use in the kickoff and public meetings. Study maps will be based on utilizing available GIS and Google Earth data and do not include any surveying work.
- C. **Establish Design Population and Growth**  
Engineer will collect and evaluate population data for the study area and present the same to the Owner. Engineer will work with the Owner to establish the design population and level of growth to be planned for in this study effort.
- D. **Establish Waste Quantities**  
Engineer will collect and evaluate waste quantities and types handled by the solid waste system, provided by the Owner. Engineer will work with Owner to establish existing and estimate future waste quantities for the study effort. The planning period of the study will be twenty years.
- E. **Characterize the Condition of Existing Facilities**  
A description of the existing solid waste facilities will be presented along with appropriate maps and layouts. The existing performance of these systems will be described in considerations of capacity, future growth, public safety, environmental concerns, regulatory limitations, costs and operation and maintenance. The analysis will include a detailed description of solid waste system needs including equipment, facilities and operations and maintenance improvements.



Engineer will also evaluate the current and future costs of operations and needed capital/equipment investments. This analysis will be utilized to evaluate whether the rates and charges being assessed by the County are adequate and equitable. The Engineer will make recommendations to the County on long term rates for the solid waste system. The Engineer will also review the recent re-assessment of solid waste units and determine whether additional work is necessary.

**F. Evaluate Solid Waste System Improvement Alternatives**

Engineer will evaluate several solid waste system improvement alternatives. Specific alternatives to be considered in the analysis include the following:

- Lateral expansion of the landfill,
- Infrastructure Improvements at Landfill
- Alternative of accepting Daniels County's waste including impacts to facility life and solid waste assessment, and
- Improvements at each of the existing container sites

The PER will update the County's Solid waste infrastructure and equipment CIP. The detailed evaluation will include a description of each alternative, a layout of the proposed alternative, operation and maintenance considerations and costs, capital costs, present worth costs, environmental impacts, and other features. A ranking of the alternatives will be presented and the preferred alternatives recommended to the Commission.

**G. Prepare Funding Strategy and Implementation Recommendation**

Engineer will prepare a detailed funding strategy based on the costs presented in the Alternatives Evaluation. The funding strategy will consider all sources of potential funding including MCEP, DNRC, CDBG, RD, SRF, ARPA and others as appropriate. The funding strategy will result in a final cost per equivalent rural user per year for the proposed project(s). A detailed implementation recommendation will be presented and could include phasing of the recommended improvements.

**H. Prepare Draft and Final Report**

Engineer will meet with Commission and County staff during the kick-off meeting to tour the operation and infrastructure. The Engineer will also meet with the County once during the alternative evaluation process to obtain input and comment on the preferred alternatives. Therefore, the scope includes two meetings for one engineer with the County during the report development. Once the preferred alternatives are selected by the County, Engineer will prepare a draft report for Owner, general public, and funding agency review. Based on comments received, appropriate changes will be made and a final report will be prepared.

**I. Public Meeting**

Engineer will prepare a presentation and attend one public meeting to present the Draft PER. This will be the third and final meeting provided by the engineer under this scope of work.

As compensation for these Services, Client shall pay Great West an amount not to exceed \$55,000.00, as determined by the *Consultant Agreement*. This amount can not be exceeded without Client's written approval.

Please have an authorized representative sign both originals of this letter and return one executed original to Great West at the following address:

Great West Engineering, Inc.  
P.O. Box 4817  
Helena, MT 59604

**Acknowledgement.** This *Task Order No. 4* is agreed to by the parties and is effective as of the date of this letter.

GREAT WEST ENGINEERING, INC.

Valley COUNTY

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Presiding Member

President

Date

