To: ISWR Advisory Board  
From: ISWR Staff  
Date: December 27, 2016  
Re: Staff Report

1) Recycling Center Improvement Construction – Phase 1 and Phase 2  
The recycling center project is almost complete. We received the Certificate of Occupancy on December 21, and we hope to move in this week. The project is on track with the approved contract amount of $1,267,801, which includes one change order and $60,000 allocated for force account items. The approved force account is $60,000, of which we have $4,751 remaining. No other additional cost items have been identified at this time. The one change order approved by the Commissioners on August 23rd was for the Century Link conduit to the new pedestal on the berm and the repair of cracked concrete in the existing slab where it ties into the new slab in the amount of $13,801.

And now, we are starting to think about Phase 2. The original plan was to bring Phase 2 in front of the ISWR board and Commissioners for approval of a 2017 construction schedule. Due to all ISWR staff feeling overextended with the current array of projects, we plan to recommend to the BCC that we put a hold on Phase 2 until 2019 (i.e. bale storage facility and truck scale). In addition, we plan to recommend a contract amendment with CTA within the next few months so the architects can complete the final design of the full Phase 2, as well as procurement documents. This will provide the highest level of flexibility and efficiency in the eventual completion of the overall project.

2) Post Office Recycling  
An RFP for post office recycling will be issued on January 4. This contract, currently held by Jackson Curbside Recycling, expires on June 30, 2017. The bid due date is January 27 at noon.

3) GTNP Zero Landfill Initiative  
Heather will attend an All-Parks Summit for the GTNP Zero Landfill Initiative in Boulder from January 23-26.

4) Compost Contract  
The composting contract, currently held by Terra Firma Organics, expires on November 1, 2017. Due to the chaos of the site over the next 2-3 years and the difficulty it poses in writing a precise scope of work, I plan to recommend this contract for extension to get us through the construction projects at the site. If bid now, it is very likely that the cost would increase significantly, due to the short contract duration and complexity of the site and operations.

5) Landfill Closure/TTS Planning, Construction and Funding  
In the past month, we have solidified a timeline and plan for the interim Transfer Station/compost facility, as well as the continuation of the waste excavation project next
summer. Below please see staff reports for both the Golder Contract Amendment #5, as well as the Montana Civil Contractors Change Order #2.

- **Timeline**
  With the addition of the interim transfer facility construction, and the extension of the waste excavation project, we have adjusted the overall project timeline as follows:

  - 2017 – Complete Waste Excavation and Construction Interim TTS
  - 2018 – Construct TTS and Cap Landfill
  - 2019 – Finalize compost facility infrastructure

**2016 YTD Accomplishments for Landfill Closure, Trash Transfer Station and Scale House**

- **January 2016** – Bid out waste excavation project
- **January 2016** - Bid out fire protection project
- **January 2016** - Heather and Consultant submit building permit application to County Planning (2 month process)
- **January 19, 2016** - Scale House Ribbon Cutting Ceremony
- **February 2016** - Bid out scale house landscaping
- **March 2016** - Receive County approval of landfill closure and TTS project.
- **April 2016** - Acquire Teton County Building Department permits for waste excavation
- **April 2016** – Prepare SLIB application for landfill closure funding.
- **April 2016** – Begin excavation of Horsethief Canyon Landfill.
- **April 2016** - Sheriff Office deadline to remove all vehicles and fencing from impound yard at TTS.
- **May 2016** - Complete scale house landscaping
- **May 2016** – Begin waste excavation project.
- **May 2016** – Begin installation of fire protection system.
- **June 2016** - Receive approval for $5,120,188 from SLIB for landfill closure.
✓ July 2016 - Apply for SLIB landfill closure funding (if line has been removed from above #22 on DEQ's priority list

✓ November 2016 - End waste excavation Part 1 for the winter (begin again in April 2017)

✓ December 2016 - Approval from DEQ for use of SLIB TTS funds for Interim TTS

✓ December 2016 - BCC approval of Golder Contract Amendment #5 for Interim TTS and 2017 CM/CQA

✓ December 2016 - BCC approval of Montana Civil Contractors Change Order #2 for 2017 work

Upcoming:
January 2017 - Await approval from WDEQ to extend expiration date for use of dead animal pit from Nov. 2017 to December 2019

January 2016 - Complete fire protection system installation/Certificate of Occupancy

December 2016 - May 2017 - Permitting with Teton County for Interim TTS construction (DEV for interim TTS, CUP for animal incineration, GEC and Building Permit for Interim TTS)

Winter 2016/2017 - Figure out dead animal disposal

May 2017 – Bid out Interim TTS construction

January 2017 – Bid out interim composting contract (November 2017-October 2019?)

April 2017 - Bid out groundwater monitoring contract

June 2017 - Begin Interim TTS Construction

January 2018 - Bid out landfill closure construction (capping)

January 2018 - Bid out transfer station construction

• Fire Protection – Transfer Station and Scale House
  The fire protection project is almost complete. We are waiting on inspection results for the system, after which we should have our certificate of occupancy.

• Golder Contract Amendment #5 (Interim TTS, CM/CQA and Grading Plan)

Meeting Date: December 6, 2016
Submitting Dept: ISWR/Engineering
Interim Transfer Facility and Waste Excavation

Presenter: Heather Overholser
Subject: Golder Associates Contract Amendment #5 for
Statement / Purpose: To consider Amendment #5 to the County’s Contract with Golder Associates to provide:

- Engineering, design and procurement services for the Interim Transfer Station/Compost Facility;
- Revisions to the site grading plan to relocate the road to the upper pad and to accommodate greater quantities of excavated waste on the US Forest Service property; and,
- Engineering support, construction management and construction quality assurance during the 2017 construction of the interim transfer/compost facility and the completion of the waste excavation project.

Background / Description (Pros & Cons): Golder has submitted a proposal for a contract amendment in response to:

- A change of conditions/quantities in the waste excavation project, which is requiring its continuation in 2017;
- The opportunity to construct a building on the lower pad that will serve as an interim trash transfer station (TTS) during the construction of the permanent TTS, and serve long-term afterwards as a composting and waste diversion facility; and,
- Necessary changes to the site grading plan.

The proposed scope of work items are as follows:

- Engineering support during the continuation of the waste excavation project and the construction of the interim transfer/composting facility in 2017;
- Construction management and construction quality assurance during the continuation of the waste excavation project in 2017; (Please refer to staff report for December 6, 2016 agenda item (Consideration of Change Order #2 to Montana Civil Contract for Waste Excavation) for a detailed update on the waste excavation project.)
- Design, engineering, and procurement of an interim transfer/composting facility;
- Construction management and construction quality assurance during the interim transfer/composting facility construction; and, (Please refer to November 28, 2016 ISWR workshop staff report for detailed information on the interim transfer/composting facility.)
- Redesign of the site grading plan to relocate the road to the upper pad and to accommodate additional quantities of waste for relocation on the US Forest Service property.

As time is of the essence in regard to the design of the interim transfer/composting facility, staff recommends approval of the amendment to the contract with Golder Associates so work can be completed in a timely manner to put the interim transfer/composting facility out to bid in March 2017. Bidding out by the beginning of March is within a procurement time frame that would encourage the best pricing and the most bidders.

Golder was initially selected in 2012 through a qualifications-based selection process, in which experience and professionalism were of utmost importance. Out of five proposals, Golder was found to be the most qualified for the job, and has proven to produce high-quality work with a skilled and expert staff in the areas of landfill closure, transfer station design, groundwater analysis and remediation, WDEQ permitting, procurement and engineering.

Stakeholder Analysis & Involvement: Yellow Iron, Terra Firma, ISWR staff/board, County Planning, WDEQ, etc.

Fiscal Impact: Golder’s original proposal for contract amendment #5 was in the amount of $468,578. Through modifications to the scope of work, reallocation of unspent approved funds, and negotiation with Golder and subcontractors, ISWR staff was able to reduce the proposal amount by $119,291, with a the final proposal in the amount of $349,287.

The current Golder Associates/Teton County Agreement for Consulting is in the amount of $1,454,538, for:

- Permitting the Transfer Station and Scale House upgrades and landfill closure through County Planning Department. This task includes providing technical support and coordination for the Environmental Analysis (EA) that was conducted by another consultant contracted by Teton County; and, Preparation of a survey plat for the Landfill Closure Permit Boundary and the Transfer Station Permit Boundary in the
amount of $1,099,418. (Original Contract #2 approved by Teton County Commission on October 21, 2014);
- The design of a fire suppression system for the scale plaza, as required by the Teton County Fire Code, in the amount of $7,203 (Amendment #1 approved by the Teton County Commissioner on June 2, 2015);
- An electromagnetic survey of approximately 10 areas at the County’s Horsethief Canyon property, including all areas surrounding the trash transfer station, facility roadways, and the five (5) acre area that will eventually be excavated of all waste, in the amount of $13,636 (Amendment #2 approved at a Teton County Commission meeting on October 20, 2015);
- Engineering services to support the development of a bid package for Municipal Solid Waste relocation and site grading to be bid and completed in 2016, in the amount of $51,686 (Amendment #3 approved at a Teton County Commission meeting on December 15, 2015); and,
- Waste relocation bid package, engineering support during construction and CQA/CM during 2016 waste excavation - $282,595 (Amendment #4 approved at a Teton County Commission meeting on March 16, 2016).

The estimated cost of the work proposed under Amendment #5 is $349,287.00 (time and materials, not-to-exceed), which will amend the total Contract Time and Material billing amount to not exceed $1,803,825.00.

**Approved Motion:** I move to approve Amendment #5 to the County’s Contract with Golder Associates, for the engineering, design and procurement of the interim transfer/compost facility, engineering support during 2017 facility construction and waste excavation projects, and construction quality assurance and management during the 2017 waste excavation and interim transfer/compost facility construction projects at Horsethief Canyon, in the amount of $349,287.00 (T&M, not-to-exceed), for a total contract amount of $1,803,825.00.

- **Waste Excavation – Montana Civil Contractors**
  This project is on budget thus far and will continue into next construction season, due to the massive amounts of below design grade waste. $17,476 of the $200,000 force account have been used to:
  - perform investigatory digging for waste on the WYDOT property;
  - relocate compost piles that were in the way of excavation;
  - grade the road and pad on the ridge and build a gun range safety berm to protect staff and contractor on the ridge from stray bullets; and,
  - decommission groundwater monitoring wells that were unable to be saved during waste excavation.

Again, because of the increased quantities of waste, the project cost will increase to more than the $2.5 million approved per the contract. Due to the uncertainty of volumes of waste, it is challenging at this point to determine the final project cost; however, the engineers are working on a revised estimate based on new information. The original engineer’s estimate was $5.3 million and the number ISWR is using in the overall project budget is $3.77 million, so there is quite a bit of room to absorb the increase. Montana Civil plans to leave equipment on site over winter and come back in March or April. Heather received approval from the USFS of a revised access schedule that will allow work on the lowest portion of the USFS property as of March 1, and as of April 1 for the 2nd and 3rd sections of the USFS property. That said, if falcon nesting occurs in spring 2017, the upper section (i.e. 3rd section) will not be accessible until August 1. Please keep in mind that construction on any portion of the USFS property by the dates listed is ultimately weather permitting.
Following is the BCC staff report for MCC CO #2, which allows for MCC to return next season to complete the project:

Meeting Date: December 6, 2016  
Presenter: Heather Overholser  
Submitting Dept: ISWR/Engineering  
Subject: Change Order #2 to Montana Civil Contract for Waste Excavation

**Statement / Purpose:** To consider Change Order #2 to the County’s contract with Montana Civil Contractors (MCC) for the waste excavation project at the Horsethief Canyon Landfill.

**Background / Description (Pros & Cons):** The waste excavation project with Montana Civil Contractors, which began in spring 2016, went smoothly this season; however, there is a considerable amount of additional waste (approximately 70% more than the original estimate both above and below grade), which is necessary to remove per the Wyoming Department of Environmental Quality-approved landfill closure plan. Work this summer was slow-going due to large amounts of over-excavation that was required, as well as wet weather in the fall. That said, staff feels that Montana Civil has project familiarity, has gained operational efficiencies throughout the course of the excavation thus far, understands the complexity of the project, and has the majority of their equipment on site. For all of these reasons, staff recommends that Montana Civil return in March 2017 to complete the project. Engineers recently estimated the quantity of remaining waste, and staff is bringing forth a change order that would increase the total project scope of work and cost to address the following:

- Considerable additional waste removal beyond the original scope of work;
- Re-mobilization in 2017 - an additional 37% on top of the original mobilization cost as Montana Civil plans to leave some equipment on site over the winter and a second full mobilization will not be necessary;
- An increase in two unit cost items (waste excavation and clean soil excavation) due to the additional quantities being 70% greater than the original scope of work;
- A 44% increase in fuel costs since the project was bid; and,
- A new substantial completion date due to the change in conditions (November 15, 2017).

Note: The two unit cost items proposed for an increase by MCC (waste excavation and clean soil excavation/backfill) would only be applied to quantities beyond the original scope of work, which have not yet been reached.

**Stakeholder Analysis & Involvement:** ISWR continues to involve all stakeholders, including ISWR Advisory Board, Bridger-Teton National Forest, Wyoming Department of Environmental Quality, SLIB, Golder Associates, Solid Waste Professionals of Wyoming, Yellow Iron, Terra Firma Organics, County Planning and Building, JH Gun Club, and WYDOT.

**Fiscal Impact:** With the adjustments to the scope of work and the two unit cost items as listed above, the proposed estimated contract total cost is $3,596,257. The original contract price was $2,511,286; Change Order #1 decreased the contract amount by $630. Change Order #2 would increase the contract by $1,085,601. The proposed total is clearly more than the bid amount of $2.51 million; however, it is $1.8 million less than the engineer’s estimate and $170,672 less than ISWR’s project budget of $3.8 million. The additional cost of the project would be covered 50/50 through approved State Land Investment Board funding, as well as the 2012 Special Purpose Excise Tax for landfill closure.

**Approved Motion:** I move to approve Change Order #2 to the contract with Montana Civil Contractors for the expanded scope of work in 2017 and two unit cost increases (quantities beyond the original scope of work), for a lump sum and unit cost not-to-exceed total of $3,596,257, which is an increase of $1,085,601.
Residential Fall Yard Waste Collection Results

- 76.11 tons of yard waste was collected at the Rodeo Grounds over the three day drop-off period (this number includes pumpkins - this year we did not weigh pumpkins separately; we estimate that 6 – 8 tons of pumpkins were collected). This represents a 72% increase from 2015 – 44.3 tons;
- West Bank Sanitation delivered 16 full 30 yard roll-off containers to the Trash Transfer Station;
- 60.11 tons of residential yard waste was delivered to the Trash Transfer station during the free week;
- Total of 136.22 tons of residential yard waste collected during this community effort; and,
- 743 tons of commercial yard waste was collected at the Trash Transfer Station during the record breaking month of October!

Yard waste collection events have consistently succeeded in collecting increasing tonnages of materials from year to year. These events provide a venue for residents to more conveniently participate in the County’s composting program. All partners involved – including Town of Jackson staff - continue to be pleased with results, and recognize the importance of this service in growing composting awareness and participation in our community.

Great Pumpkin Round-Up
Teaming up with Jackson Hole Fire and EMS to offer this event proved to be a success. Having the firefighters, fire engine and extended ladder on site provided much excitement. We are looking forward to teaming up with Fire and EMS again next year, and continuing to grow this awareness raising event. We estimated that between 6 and 8 tons of pumpkins were collected during this event.

Farm to Fork Wyoming
Earlier this fall a Wyoming PBS producer visited with ISWR to learn more about Teton County’s composting program. From this, our program receives recognition in a couple recent episodes: The Story of Compost, Part 1 and 2.

RRR Business Leaders Program and RRR Zero Waste Green Events
ISWR continues to work with the ‘Hotshot’ team to sign new businesses and events up for this local, green business recognition program. This team recently completed updates to the questionnaires used to apply for this program based on Hotshot interactions and feedback. We are over ¼ of the way to reaching our initial goal of assisting 100 new businesses to apply for RRR Business Leader recognition. Thank you board members for continuing to encourage local businesses and organizations to apply for this program; feel free to let me know if you are aware of an interested business and I can connect them with the Hotshot team. Find an overview of this program HERE.

National Geographic World Legacy Award
Jackson Hole is one of three finalists for the Destination Leadership category of the 2017 National Geographic World Legacy Awards. The Jackson Hole Chamber of Commerce and Riverwind Foundation submitted the nomination on behalf of the community and destination of Jackson Hole that focused on the tradition of conservation and collaborative sustainability efforts. Teton County ISWR has partnered with the Riverwind Foundation and much focus was put on the County’s current waste diversion operations, as well as efforts to move towards Zero Waste in consideration of this recognition.

The awards will be presented at ITB Berlin, the world’s leading travel trade show, on March 8, 2017. The other two finalists are Segera Retreat, Kenya and Slovenian Tourist Board, Slovenia. Read more on National Geographic’s website: click here. Download the official press release from National Geographic: click here.

New Recycling Guide
Mari Allan and Mac have been working with a local designer to produce a more user-friendly community recycling guide. View this guide HERE, and please share any thoughts for improvements for this resource that you may have.

![New Recycling Guide](https://example.com/recycling-guide)

Report from Mari Allan – Administrative Assistant

Holiday Newsletter
Click here to view or visit www.tetonwy.org/recycle and find the newsletter link under Info & Education.

Road to Zero Waste (R2ZW)
Met with TOJ officials to discuss R2ZW initiatives that involve the Town. Determined tasks and timeline for the following recommendations:

- Recycle bins to accompany trash bins in town
- Processing of all TOJ recycling and waste through Teton County
- Development of a commercial recycling survey
- TOJ and Teton County recycling resolutions
• Preparation for a Pay As You Throw program
• Construction and Demolition deposit incentive program

Next steps to be completed by March 1, 2017.

Assisting with preparation for R2ZW BCC workshop in January

R2ZW for Households

Visit the new Zero Waste tab on the ISWR website. The tab includes general R2ZW information and video as well as the Teton County Resolution. There are two new links within the zero waste tab – one for households and one for businesses. The household link is being developed first. It includes a household definition of zero waste, resources for homes and families, and two special sections: Zero Waste Tip of the Month and Expert Q+A. The tip of the month begins with instructions for a household waste audit in January and will continue through one year of waste reduction awareness and activities for households that correspond to R2ZW initiatives throughout the county over the next twelve months. Click here to follow along!

Brochures Translated into Spanish (and Text Messaging)
Translation is complete and brochures are being distributed to retail, government and other organizations around town. A press release will go out the second week of January to let everyone know that Spanish and English brochures are updated for 2017 and available around town and online. The press release includes a thank you to One22 (www.one22jh.org) for their assistance in promoting and distributing this information to the community.

The press release also announces that text messaging is available for recycling and solid waste related questions and photos. The number is 307-200-9308. Answers via text within 1 business day.

HHW 2016 De-brief and 2017 Collection Schedule
The 2016 de-brief identified several ideas that will be considered for implementation next season:
• A special category (longer appointment) for customers with garage/barn cleanouts.
• Stronger language in reminder emails to discourage no-shows.
• More advertising/social media for HHW collection days, including stickers for items (i.e. paint) sold in local hardware stores with information on proper disposal.
• Outreach (maybe a lunch-n-learn) with realtors and property management companies to inform them of hhw collection guidelines and schedule.
• A self-serve cart for certain reusable HHW items (i.e. spray paint, household cleaners) that recycling center customers can take home and reuse at no charge.

The HHW schedule for 2017 is posted online and in the updated 2017 brochure.

**Attended Nonprofit Learning Lab Webinar**
The digital map included with this month’s board packet was an idea I discovered through this webinar. Other helpful highlights included: strategies for spotlighting partners and supporters in social media posts; live posting during events – pre/mid-post; two-way social media – post and response are equally important; the use of analytics to monitor website traffic; and targeted rather than general boosts on Facebook.

**Upcoming Projects**
Habitat ReStore Denim Drive – ISWR will help promote and serve as a collection site, Jan 10-Feb 4. Hope to generate more of this type of collaboration between donation/reuse/repair service organizations in Teton County.
Recycling Center Ribbon Cutting mid-February!