

**Pope/Douglas Solid Waste Management
Regular Board Meeting
April 16, 2020**

Board Members Present: Paul Gerde and Charlie Meyer
Board Members Present via Telephone: Jerry Wright, Larry Lindor, and Heather Larson
Others Present: Stephen Vrchota, Brooke Hellerman, and Nathan Reinbold

Chairman Gerde called the meeting to order.
 The Pledge of Allegiance to the Flag was recited.

The April 16, 2020 Board Meeting Agenda

The Board received the agenda with no changes. Motion to approve the agenda as presented was made by Wright and seconded by Meyer. Roll call vote:

Larson – Yes Lindor – Yes Meyer – Yes Gerde – Yes Wright – Yes Motion carried.

The March 19, 2020 Regular Board Minutes - Motion to approve the March 19, 2020 minutes as written was made by Lindor and seconded by Larson. Roll call vote:

Gerde – Yes Meyer – Yes Larson – Yes Lindor – Yes Wright – Yes Motion carried.

Financial Progress Report as of March 31, 2020 - Vrchota presented the Financial Progress report ending March 31, 2020 to the Board. He noted that with 25% of the year over with, revenues are behind for this time in 2019 by \$11,104.15 and expenses are down for this time in 2019 by \$218,264.74. A total of \$2,019,092.10 or 18.82% of the 2020 revenue budget has been received and a total of 23.84% of the expense budget has been spent. The Board also received the schedule of funds and revenue and expenditure reports.

Plant Operations Report - Tons of Pope and Douglas County waste received during March totaled 2,144.97 tons plus 5,256.53 tons of waste from other counties and 138.84 tons of recycling equal to 7,540.34 tons. Total tip fee for March 2020 was \$6,19,794.67 and the year to date total of \$1,720,222.12.

Waste Received from Other Counties – During March 2020, the following waste was received from other counties:

	March Tons	YTD Tons	March Income	YTD Income
Tri-County	4,872.00	13,361.57	\$405,740.16	\$1,112,751.55
Stevens County	190.63	625.66	\$15,875.67	\$52,104.97
Grant County	193.90	516.76	\$16,147.99	\$43,035.77
Total Tons & Total Income	5,256.53	14,503.99	\$437,763.82	\$1,207,892.29

March 2020 Unit Availability Report – The 2020 average for all 3 units is 91.2%.

Unit 1 – Operated 96.1% or 715 Hours out of 744 Hours for a tube leak in the economizer and refractory.
 Unit 2 – Operated 77.0% or 573 Hours out of 744 Hours for a shut down due to low MSW.
 Unit 3 – Operated 100.0% or 744 Hours out of 744 Hours.

March 2020 Steam Sales –

	Monthly K lbs.	Fuel Price	March Income	Y.T.D. K lbs.	Y.T.D. Income
3M	12,963.00	\$2.97	\$60,522.65	43,078.00	\$209,705.26
Alomere	4,620.00	\$2.97	\$19,219.20	14,744.00	\$69,748.36
ATCC	0.00	\$5.46	\$50.00	0.00	\$150.00
Total	17,583.00		\$79,791.85	57,822.00	\$279,603.62

Turbine Generator Report – Megawatts of electricity totaling 519.09 (Generator 1 – 24.73 Megawatts and Generator 2 – 494.36 Megawatts) were produced in March. The demand saved in March 2020 was \$9,145.00

and the monthly total amount saved in avoided electrical costs was \$29,908.60 and a year to date total savings of \$62,522.70.

Bypass – A year to date total of 40.68 tons of waste has been bypassed in 2020. Tons bypassed breakdown as follows: January 10.51 tons, February 10.19 tons, and March 19.98 tons. Vrchota added that we bypassed more tons in March because our ability to sort was restricted due to Covid – 19.

Confidential Burn/Special Burn December 2019 – Year to Date Confidential Burn/Special Burn tons have totaled 59.41 tons and year to date income totaled \$18,554.04.

January	29.39 tons	\$8,277.75
February	15.74 tons	\$6,123.37
March	14.28 tons	\$4,152.92
1 st Quarter Total	59.41 tons	\$18,554.04

We restricted the amount of burns through the facility in March and April due to Covid – 19. During the restricted time, staff have been working on procedures for accepting the material with limited contact with individuals coming in.

Landfill Operations Report – Ash landfill expenses for March 2020 totaled \$52,708.58 for a year to date total of \$144,974.98. March ash was 1,747.51 tons and fines were 833.13 tons for a total of ash/fines of 2,580.64 tons. Average yearly cost per ton to operate the ash landfill is \$20.39 as of March 2020. A total of 132,000 gallons of leachate was removed (11 loads to the City of Fergus Falls Wastewater Treatment Plant and 11 loads to the PDSWM facility for treatment). Vrchota added that once the ash processing equipment is up and operating, we will have a separate report that will show the productivity.

Annual Ash Landfill Monitoring Agreement – Motion to authorize the Pope/Douglas Solid Waste Management Board Chairman to sign the Water Monitoring Services Contract with Short Elliott Hendrickson (S.E.H. Inc.) for the not to exceed amount of \$34,700.00 was made by Meyer and seconded by Wright. Roll call vote: Wright – Yes Gerde – Yes Meyer – Yes Lindor – Yes Larson – Yes Motion carried.

Material Recycling Facility Operations Report – Of the total of 7,401.50 tons of waste received a total of 5,173.21 tons (69.9% of the total waste received in March was processed through the facility). A total of 112.83 tons of recycling was removed during March or 2.2% of the waste processed.

Commodities shipped during March 2020 totaled 244.68 tons and 300 gallons of used motor oil. Year to date commodities sold was 769.06 tons and 550 gallons of oil. March income received for commodities sold was \$29,609.15 and year to date commodity income has been \$78,441.94.

Vrchota added that through the shelter in place order we have limited our MRF staff to work on one day shift. We have a limited amount of PPE to work with and only have full time employees working.

Plant Maintenance Report – Vrchota reported that the storm water collection area had tree growth. A tree trimming company came in and cleared the collection area. As noted in the unit availability report we did have a tube leak in the economizer that was likely the cause of the baghouse issues. Units 1 and 2 were cleaned while they were down at the end of March and beginning of April.

SCORE Programs

Household Hazardous Waste Report

Y.T.D. Residents Bringing Items In – 805

Y.T.D. Residents Taking Items Out – 180

Recycling Report

Y.T.D. Alex Recycling Center Tons – 39.90

Y.T.D. Vehicles – 5,264

Organics Report

Commercial Organics Tons picked up in March 2020 – 35.96	YTD – 114.40
Residential Organics Tons March 2020 – 1.01	YTD – 3.66
Green Bag Recycling Tons – .25	YTD – 1.00

Recycling Committee Updates – The recycling committee met on March 24th where several topics were discussed and brought to the full Board. Reinbold noted that there between 35 – 38 ag plastic customers that have a pickup of ag plastic every other month. The annual cost for Pope/Douglas to provide this service is approximately \$3,400.

The trailer for collecting recyclables in Pope County is wearing out. We could get the trailer to work for one more year if no other options are available for 2020. It was noted that this should be up to the Pope County Board to find a spot for the collection of recyclables. Reinbold added that he has been looking into having a garbage company bring a container that would be locked when unstaffed. This service would then be single sort recycling.

The recycling committee also discussed C & D Landfills. Vrchota noted that the Land & Resource Management Directors are still the solid waste officers of their respective Counties. It was noted that a sub committee will be implemented to have a board member from each county along with the Land and Resource Management Directors and members of leadership from Pope/Douglas Solid Waste Management to discuss common issues.

March 2020 Bills – The Board received the March bill list totaling \$415,270.85. The highlighted bills included Estensen Environmental – Report, Nova Fire Protection – Fire System, Richmond Engineering – January and February maintenance, West Central Sanitation – 2019 Recycling, Wrigley Mechanical – Equipment Maintenance.

Motion was made by Lindor and seconded by Wright to approve payment of the bills. Roll call vote: Lindor – Yes Wright – Yes Gerde – Yes Meyer – Yes Larson – Yes Motion carried.

Other Business

Capital Project Review – Vrchota noted that 3 companies bid for the new control room. The control room will be installed prior to the crane installation so that the controls can be installed in the new control room. The lowest bid was Starflite Systems, but they are unable meet the delivery date. Vrchota added that the CID Associates in the graph did not included some add-ons. The total lump sum price is \$158,596.00

Company Name	Starflite Systems	CID Associates Inc.	SCR Solutions Inc.
Schedule	20+ Weeks	13+ Weeks	Unknown
Price	\$120,800	\$154,596	\$210,000

Motion to move forward with the CID Associates proposal for the control room was made by Meyer and seconded by Lindor. Roll call vote:

Gerde – Yes Larson – Yes Lindor – Yes Wright – Yes Meyer – Yes Motion carried.

Resolution #4-2020 –

RESOLUTION NO. 4 - 2020

WHEREAS, this Pope/Douglas Joint Solid Waste Management Board (this "Joint Board") was established pursuant to a Joint Powers Agreement for Solid Waste Management between the counties of Douglas and Pope (the " Member Counties") dated December 7, 1983, which was amended by a Joint Powers Agreement dated April 9, 1997, and a Second Amended Joint Powers Agreement dated August 22, 2003, and a Third Amended Joint Powers Agreement dated April 2, 2019, (collectively, the "Agreement"); and

WHEREAS, the Joint Board plans on purchasing property from the Alexandria Technical and Community College for future expansion.

WHEREAS, the Joint Board has purchased mining equipment at the Pope/Douglas Solid Waste Management Ash Landfill and will design and build a structure at the Ash Landfill for said equipment.

WHEREAS, the Joint Board has agreed to design and build a compost site at the Ash Landfill for composting of organic material.

WHEREAS, the Joint Board will need a short-term bond to fund the above-mentioned projects.

NOW, THEREFORE, BE IT RESOLVED THAT the Pope/Douglas Solid Waste Management Joint Board hereby approves moving to each County Board for approval of a Resolution for Reimbursement Bond Regulations Under the Internal Revenue Code.

Dated at Alexandria, Minnesota this 16th day of April 2020.


Pope/Douglas Solid Waste Management Chairman

Attest:



Stephen Vrchota, Executive Director

Motion was made by Meyer and seconded by Wright to authorize Board Chairman to sign Resolution #4-2020. Roll Call Vote:

Meyer – Yes Lindor – Yes Wright – Yes Gerde – Yes Larson – Yes Motion carried.

COVID – 19

COVID-19 Leave Policy Policy Statement

Pope Douglas Solid Waste Management is issuing a temporary personnel policy in response to COVID-19. This policy may be amended to reflect our changing environment as needed. The purpose of the policy is to protect the health, safety and welfare of the employees and, therefore, the citizens of Pope and Douglas County.

Policy

Leaves of Absence Related to COVID-19: Pope Douglas Solid Waste Management employees will be granted leaves of absence subject to the federal Emergency Family and Medical Leave Expansion Act and/or Emergency Paid Sick Leave Act and any related regulations, and those leaves of absence will be paid in the manner required by those laws.

Executive Director Responsibilities: The Executive Director shall be responsible for applying this policy. For these purposes, he/she is directed to stay abreast of recommendations and requirements of the Minnesota Department of Health (MDH) and Centers for Disease Control (CDC). If, after considering those recommendations and requirements, the Executive Director determines that an employee under his/her supervision should not be at work because the employee is displaying symptoms of COVID-19, has traveled to areas affected by COVID-19, or has been otherwise potentially exposed to COVID-19, the Executive Director may direct the employee to stay home from work until risk of transfer is eliminated. Any such order will be considered a "local quarantine or isolation order related to COVID-19" that will qualify the affected employee for a leave of absence as noted above.

Employee Travel: All Pope/Douglas Solid Waste Management employee travel is hereby prohibited without express written permission from the Executive Director or the Joint Powers Board.

Worksite Closure: If the Pope/Douglas Solid Waste Management Executive Director or Joint Powers Board determines that any Pope/Douglas Solid Waste Management worksite must be closed due to COVID-19, and if that closure results in an employee being unable to work or telework, the closure will, for the affected Pope/Douglas Solid Waste Management

employee, be deemed a "local quarantine or isolation order related to COVID-19" that will qualify the affected employee for leaves of absence as noted above.

Motion to approve the COVID – 19 Leave Policy until December 31, 2020 as presented was made by Lindor and seconded by Wright. Roll call vote:

Lindor – Yes Gerde – Yes Meyer – Yes Larson – Yes Wright – Yes Motion carried.

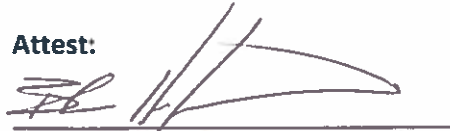
Vrchota did note that he as received notice from Pope County that if people do not pay their property tax the payment to Pope/Douglas Solid Waste Management for the service fee may be delayed. It was noted that Douglas County has mentioned that we may receive the portion of the fees that are paid.

There being no further business, the meeting was adjourned at 9:58 a.m. by Chairman Gerde.

Pope/Douglas Solid Waste Management


Paul Gerde, Board Chairman

Attest:



Brooke Hellerman, Board Recording Secretary