

**Pope/Douglas Solid Waste Management
Regular Board Meeting
February 20, 2020**

Board Members Present: Paul Gerde, Jerry Wright, Charlie Meyer, Heather Larson, Larry Lindor

Others Present: Stephen Vrchota, Brooke Hellerman, Michael Martin, Jon Dalum, Megan Roering, Nathan Reinbold, Shaynen Schmidt, Don Williamson, Taylor Williamson, Troy Freihammer and David Crowell.

Chairman Gerde called the meeting to order.

The Pledge of Allegiance to the Flag was recited.

The February 20, 2020 Board Meeting Agenda

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

The January 16, 2020 Regular Board Minutes - Motion to approve the January 16, 2020 minutes as written was made by Meyer and seconded by Wright. Motion carried.

Financial Progress Report as of January 31, 2020 - Vrchota presented the Financial Progress report ending January 31, 2020 to the Board. He noted that with 8% of the year over with, revenues are behind for this time in 2019 by \$176,970.21 and expenses are down for this time in 2019 by \$217,786.81. A total of \$591,867.16 or 5.5% of the 2020 revenue budget has been received and a total of 7.7% 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 January totaled 2,032.28 tons plus 4,876.17 tons of waste from other counties and 233.40 tons of recycling equal to 7,141.85 tons. Total tip fee for January 2020 was \$581,415.64.

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

	January Tons	YTD Tons	January Income	YTD Income
Tri-County	4,474.51	4,474.51	\$372,637.19	\$372,637.19
Stevens County	239.53	239.53	\$19,948.06	\$19,948.06
Grant County	162.13	162.13	\$13,502.19	\$13,502.19
Total Tons & Total Income	4,876.17	4,876.17	\$406,087.44	\$406,087.44

January 2020 Unit Availability Report – The average for all 3 units is 95.2%, 2020 goal is to be above 88%.

Unit 1 – Operated 81.30% or 605.00 Hours out of 744 Hours for a planned outage
 Unit 2 – Operated 99.30% or 739.00 Hours out of 744 Hours for a planned outage
 Unit 3 – Operated 100.00% or 744.00 Hours out of 744 Hours.

January 2020 Steam Sales –

	Monthly K lbs.	Fuel Price	January Income	Y.T.D. K lbs.	Y.T.D. Income
3M	16,271.00	\$3.92	\$84,185.74	16,271.00	\$84,185.74
Alomere	4,719.00	\$3.92	\$24,963.51	4,719.00	\$24,963.51
ATCC	0.00	\$5.46	\$50.00	0.00	\$50.00
Total	20,990.00		\$109,199.25	20,990.00	\$109,199.25

Turbine Generator Report – Megawatts of electricity totaling 375.85 (Generator 1 – 61.30 Megawatts and Generator 2 – 314.55 Megawatts) were produced in January. The demand saved in January 2020 was \$7,412.10 and the monthly total amount saved in avoided electrical costs was \$22,446.10.

Landfill Operations Report – Ash landfill expenses for January 2020 totaled \$53,110.34. January ash tons (1,573.49) fines tons (892.35) were received for January for a total of ash/fines of 2,465.84 tons. Average yearly cost per ton to operate the ash landfill is \$21.62 as of January 2020. A total of 102,000 gallons of leachate were removed (10 loads to the City of Fergus Falls Wastewater Treatment Plant and 7 loads to the PDSWM facility for treatment). Vrchota noted that the fines screen in the MRF is wearing out and will be replaced again this year.

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 Lindor and seconded by Wright. Motion carried.

Material Recycling Facility Operations Report – Of the total of 6,908.45 tons of waste received a total of 4,726.38 tons (68.4% of the total waste received in January was processed through the facility). A total of 199.25 tons of recycling was removed during January or 4.2% of the waste processed.

Commodities shipped during January 2020 totaled 307.90 tons and 250 gallons of used motor oil. January income received for commodities sold was \$14,693.46.

Dalum reported that the trash has been very dry. Some loads have been diverted to the pit to keep the units going. Vrchota added that we like to see over 70% of throughput.

Plant Maintenance Report – Martin reported the following:

- Unit 2 shutdown went well. There were some hydraulic cylinders that were changed out.
- The reactor vessel was repaired on Unit 2 like what was done on Unit 1.
- A company was out to assist maintenance staff with aligning a fan.
- Management has been interviewing candidates for an open scale operator and plant operator position.

SCORE Programs

Organics Report

Commercial Organics Tons picked up in January 2020 – 40.50

Residential Organics Tons January 2020 – 1.05

Green Bag Recycling Tons – .44

Reinbold reported the following topics:

- Pope Douglas hosted a CISSR Meeting on February 18th.
- Many different townships have already scheduled their community cleanups for April, May, and June.
- Jim & Judy's gas station near Miltona is the first gas station to set up recycling.
- Miltona will soon have a drop site at the church located next to the community center.
- Staff have been working on multifamily recycling. Grand Arbor, Nelson Gables, and Windmill Ponds will be recycling soon.
- Zero waste events scheduled include a Beer & Wine event, Chili feed, and a waffle feed.

January 2020 Bills – The Board received the January bill list totaling \$1,171,598.50. The highlighted bills included CemSource – RATA Testing, Demo Plus – Unit 1 Refractory Repair, eMaint – Work Order Software, John Henry Foster – Air Dryer, Konecranes – 30% Crane Deposit, Richmond Engineering – Crane Engineering, Star Equipment – Garage Door Upgrade, XS Consulting – Server, Ziegler Inc. – Equipment Maintenance.

Motion was made by Lindor and seconded by Larson to approve payment of the bills. Motion carried.

Other Business

Resolution #1-2020 –

RESOLUTION #1-2020

WHEREAS: The Pope/Douglas Solid Waste Management Board is responsible for administering the Recycling, Household Hazardous Waste, Waste Education, and all other SCORE items as required by the State of Minnesota;

WHEREAS: The funding furnished by the State of Minnesota is inadequate to support these programs;

NOW, THEREFORE; BE IT RESOLVED, that the Pope/Douglas Solid Waste Management Board instructs the Douglas County Auditor/Treasurer to transfer \$410,000.00 from the operating account into the score account to cover the fund deficit and to comply with the matching fund requirement for Pope and Douglas Counties.

Pope/Douglas Solid Waste Management



Pope/Douglas Solid Waste Management Board Chairman

ATTEST:



Stephen Vrchota, Executive Director

Dated at Alexandria, Minnesota this 20th day of February 2020

Motion was made by Wright and seconded by Lindor to authorize Board Chairman to sign Resolution #1-2020. Roll Call Vote: Larson – Yes Meyer – Yes Gerde – Yes Wright – Yes Lindor – Yes Motion carried.

Capital Project Review – Vrchota presented an updated capital project list.

The compost building does need to be built in 2020 because of the separate grant that we have already received from the MPCA.

The Board received quotes from Tradesman Construction and Breitbach Construction for the bathroom/locker room remodel. The Tradesman Construction quote came in at \$124,689.60 and the Breitbach Construction quote came in at \$110,900.00.

Motion to approve the MRF bathroom remodel project with Breitbach Construction with a not to exceed price of \$110,900 was made by Lindor and seconded by Wright. Motion carried.

Land Discussion – The technical college would like to sell the 8.8 acres of land to the east of the Pope/Douglas campus. It has been appraised at \$800,000. ATCC would like to complete the land sale by June 30th.

They have also asked if we would be interested in purchasing the property we currently sit on. The property we currently sit on is leased from the technical college, which is 3.74 acres. They are estimating the value of that piece to be at \$293,245.

Motion to authorize the Executive Director to sign a purchase agreement for the 8.8 acres to the east of Pope/Douglas Solid Waste Management from Alexandria Technical and Community College but not to purchase the current leased land was made by Lindor and seconded by Larson. Motion carried.

Landfill –

1. Vrchota noted that there are several motions that we will need to move forward with the Landfill Mining project including the purchase of the processing equipment. Pope/Douglas and Lab USA are still working on the language of the agreement.

Motion was made by Lindor and seconded by Meyer to approve the Pope/Douglas Solid Waste Management Executive Director to finalize the purchase agreement of the ash landfill separation equipment with Lab USA with a not to exceed price of \$650,000. Motion carried.

2. Vrchota noted that part of the agreement is to take over the lease agreements of the mobile equipment at the landfill. These costs would be separate from the separation equipment.

Motion was made by Larson and seconded by Lindor to approve the transfer of leases from Lab USA to Pope/Douglas Solid Waste Management for the mobile equipment at the landfill site and allow the Pope/Douglas Solid Waste Management Director to review and proceed with the lowest financing option. Motion carried.

3. Staff and Board have toured GEM Ash, which is a privately owned group. They process ash like how we plan on processing. They have markets for the materials that we will be processing and have years of experience and knowledge that would be of value to Pope/Douglas as we start this project.

- a. Motion was made by Meyer and seconded by Larson to authorize the Pope/Douglas Solid Waste Management Board Chairman to sign a consulting agreement with GEM Ash at an annual commitment rate of \$60,000.00. Motion Carried.

- b. Motion was made by Meyer and seconded by Lindor to authorize the Pope/Douglas Solid Waste Management Board Chairman to sign a brokerage agreement with GEM Ash for the marketing of the recovered non – ferrous material at the Pope/Douglas Solid Waste Management Ash Landfill. Motion carried.

4. Vrchota noted that the position of a Landfill and Compost Facility Manager was already posted and offered contingent on the approval from the Pope/Douglas Solid Waste Management Board to proceed with the landfill mining project.

Motion was made by Lindor and seconded by Larson to authorize the hiring of the Landfill and Compost Facility Manager.

5. Vrchota noted that SEH, Inc. has provided a proposal for the final design of the building to house the mining equipment. Included in the proposal is also the final design for the building of the compost facility. Together the cost of the two projects will be approximately \$50,300.

Motion was made by Larson and seconded by Lindor to authorize the Pope/Douglas Solid Waste Management Board Chairman to sign the proposal for the final design of the compost transfer building and ash processing building contract with Short Elliott Hendrickson (SEH, Inc.) for the not to exceed amount of \$50,300. Motion carried.

Closed Session – Motion was made by Lindor and seconded by Wright to go into closed session as permitted by Minnesota Statutes Section 13D.05, subdivision 3, for discussing personnel.

The meeting was reopened by the Board.

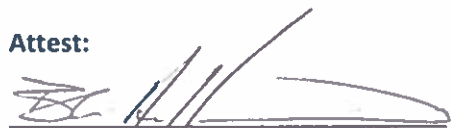
Motion to approve the hiring of a Construction Manager as an hourly position was made by Lindor and seconded by Meyer. Motion carried.

There being no further business, the meeting was adjourned at 10:08 a.m. by Chairman Gerde.

Pope/Douglas Solid Waste Management


Paul Gerde, Board Chairman

Attest:



Brooke Hellerman, Board Recording Secretary