

**Pope/Douglas Solid Waste Management  
Regular Board Meeting  
June 18, 2020**

**Board Members Present:** Paul Gerde, Charlie Meyer, and Heather Larson  
**Board Members Present via Telephone:** Jerry Wright and Larry Lindor  
**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 June 18, 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 Lindor. Roll call vote:

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

**The May 21, 2020 Regular Board Minutes** - Motion to approve the May 21, 2020 minutes as written was made by Meyer and seconded by Lindor. Roll call vote:

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

**Audit of 2019** –Miranda Wendland of Clifton Larson Allen presented that they have finished the audit of 2019. As in years past they have found one material weaknesses and that is segregation of duties. This is often found in smaller offices. They found no significant deficiencies.

**Financial Progress Report as of May 31, 2020** - Vrchota presented the Financial Progress report ending May 31, 2020 to the Board. He noted that with 42% of the year over with, revenues are ahead for this time in 2019 by \$151,647.75 and expenses are down for this time in 2019 by \$806,095.73. A total of \$3,531,697.19 or 32.92% of the 2020 revenue budget has been received and a total of 37.20% of the expense budget has been spent. The Board also received the schedule of funds and revenue and expenditure reports. Vrchota added that the MRF revenue is down due to commodity rates, steel dipped down to \$10/ton last month.

**Plant Operations Report** - Tons of Pope and Douglas County waste received during May totaled 2,192.13 tons plus 4,459.75 tons of waste from other counties and 145.64 tons of recycling equal to 6,797.52 tons. Total tip fee for May 2020 was \$556,868.42 and the year to date total of \$2,909,545.78.

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

	May Tons	YTD Tons	May Income	YTD Income
Tri-County	4,164.86	22,705.41	\$346,849.56	\$1,890,906.57
Stevens County	66.69	818.59	\$5,553.94	\$68,172.18
Grant County	228.20	949.99	\$19,004.52	\$79,115.19
<b>Total Tons &amp; Total Income</b>	<b>4,459.75</b>	<b>24,473.99</b>	<b>\$371,408.02</b>	<b>\$2,038,193.94</b>

**May 2020 Unit Availability Report** – The 2020 average for all 3 units is 93.2%.

Unit 1 – Operated 99.3% or 739 Hours out of 744 Hours for crane work.  
 Unit 2 – Operated 77.0% or 573 Hours out of 744 Hours for cleaning outage and a tube leak.  
 Unit 3 – Operated 98.4% or 732 Hours out of 744 Hours for crane work.

**May 2020 Steam Sales** –

	Monthly K lbs.	Fuel Price	May Income	Y.T.D. K lbs.	Y.T.D. Income
3M	6,270.00	\$2.67	\$29,585.40	59,156.00	\$285,722.58
Alomere	3,509.00	\$2.67	\$10,966.85	22,626.00	\$95,802.06

ATCC	0.00	\$4.80	\$50.00	0.00	\$250.00
<b>Total</b>	<b>14,181.00</b>		<b>\$40,602.75</b>	<b>81,782.00</b>	<b>\$381,774.64</b>

**Turbine Generator Report** – Megawatts of electricity totaling 614.36 (Generator 1 – 53.56 Megawatts and Generator 2 – 560.80 Megawatts) were produced in May. The demand saved in May was \$8,357.60 and the monthly total amount saved in avoided electrical costs was \$32,932.00 and a year to date total savings of \$131,366.50.

**Landfill Operations Report** – Ash landfill expenses for May totaled \$54,225.08 for a year to date total of \$248,565.37. May ash was 1,967.15 tons and fines were 705.25 tons for a total of ash/fines of 2,672.40 tons. Average yearly cost per ton to operate the ash landfill is \$20.01 as of May. A total of 108,000 gallons of leachate was removed (6 loads to the City of Fergus Falls Wastewater Treatment Plant and 12 loads to the PDSWM facility for treatment).

**Material Recycling Facility Operations Report** – Of the total of 6,651.88 tons of waste received a total of 4,159.47 tons (62.50% of the total waste received in May was processed through the MRF facility). A total of 132.60 tons of recycling was removed during May or 3.2% of the waste processed.

Commodities shipped during May 2020 totaled 274.98 tons and 900 gallons of used motor oil. Year to date commodities sold was 1,313.98 tons and 1,450 gallons of oil. May income received for commodities sold was \$11,403.65 and year to date commodity income has been \$103,677.30.

Dalum reported:

- The MRF locker room, break room, and office remodel are coming along
- The MRF is getting back to full staff again.

**Conveyor**

A picture was shown of the BF2 rollers that showed the rollers almost square; the rollers should be round. The conveyor needs total replacement. We have received 2 bids for the replacement of the BF2 conveyor:

Lovegreen	\$135,075.00
Bulk Material Handling	\$188,000.00

There was a discussion on the difference between the two bids. Bulk Material Handling quoted a conveyor with sealed bearings in each roller. The Lovegreen conveyor would have an external oiling system.

Motion was made by Lindor and seconded by Larson to accept bid from Bulk Material Handling for a cost of \$188,000.00 for replacement of the BF2 conveyor. Roll call vote:

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

**Plant Maintenance Report** – Vrchota reported:

- There was a blown boiler tube on unit 2. Management has been in contact with the boiler maker. Staff believe the issue is not enough steam flow to the tubes farthest away from cooling source and too hot of gases.
- The condenser was washed of dirt and debris.
- We had an air compressor motor failure that caused a fire. We were able to rent a compressor for a couple of weeks while the motor was rebuilt.
- The new air dryer had some oil issues, inline drains and filters were added to the system. It was also noted that the media will need to be replaced in the air dryer because it did get oil on it.

**SCORE Programs**

**Organics Report**

Commercial Organics Tons picked up in May 2020 – 15.96	YTD – 146.06
Residential Organics Tons May 2020 – .75	YTD – 5.22
Green Bag Recycling Tons – .23	YTD – 1.43

Reinbold reported the following:

- 22 Northmen, Carlos Creek Winery, Nelson Ball Fields and many other organizations and locations are getting recycling set up.
- Staff have been working with the Rotary Club on a couple of their events including the Pork and Corn Feed and looking at scheduling an E-waste collection event.
- Several clean up events are still scheduled including Miltona on June 20<sup>th</sup> and on June 27<sup>th</sup> will be Forada and Nelson.
- The waste designation paperwork was sent on May 27<sup>th</sup> to the MPCA. They have up to 120 days to review it before it goes out for a public comment period. Sometime around August 2021 will be final approval.

**May 2020 Bills** – The Board received the May bill list totaling \$473,104.67. The highlighted bills included Alexandria Electric – Fire Hose Dry Pipe System, Breitbach Construction – Locker Room Renovation, CID Associates – Crane Project, and Richmond Engineering – Crane replacement.

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

**Change Orders** – Motion to authorize Executive Director authority to approve change orders by direction of the Board Chairman for up to 15% of a project not to exceed \$15,000. Change orders above those limitations would be presented to the Pope Douglas Joint Powers Board was made by Meyer and seconded by Wright. Roll call vote:

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

**Other Business**

**Resolution #5 – 2020 –**

**RESOLUTION #5 – 2020**

**WHEREAS:** Pope/Douglas Solid Waste Management has two active bonds. Payment for these bonds are due August 1, 2020.

**WHEREAS:** The Douglas County 2019A bond amount due on August 1, 2020 is \$1,031,200.00.

**WHEREAS:** The Pope County 2019A bond amount due on August 1, 2020 is \$109,332.89.

**WHEREAS:** The payments for these bonds must be transferred from the general operating account (account ending 6391) to the bonds and interest account (account ending 8980).

**NOW, THEREFORE; BE IT RESOLVED,** that the Pope/Douglas Solid Waste Management Board instructs the Douglas County Auditor/Treasurer to transfer \$1,140,532.80 into the bonds and interest account from the general operating account for payment of the bonds listed above.

**Pope/Douglas Solid Waste Management**

  
**Paul Gerde, Board Chair**

ATTEST:

  
Stephen Vrchota, Executive Director

Dated at Alexandria, Minnesota this 18<sup>th</sup> day of June 2020.

Motion was made by Meyer and seconded by Larson to authorize the Board Chairman to sign Resolution #5 – 2020. Roll call vote:

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

Resolution #6 – 2020 –

Resolution # 6 – 2020  
Pope Douglas Solid Waste Management

Minnesota Pollution Control Agency  
FY 2020-2024 GRANT ROUND  
Support Resolution

WHEREAS, Stevens County has applied for a grant from the Minnesota Pollution Control Agency (MPCA), under its FY2020-2024 Environmental Assistance (EA) Grant for Recycling and Composting; and

WHEREAS, if MPCA funding is received, Stevens County is committed to implementing the proposed project as described in the grant application; and

WHEREAS, MPCA requires that Stevens County enter into a grant agreement with MPCA that identifies the terms and conditions of the funding award; and

WHEREAS, Stevens County is a regional solid waste partner with Pope/Douglas Solid Waste Management and that 50% of the solid waste from Stevens County is delivered to the Pope/Douglas Solid Waste Management facility; and

WHEREAS, the 2019 solid waste composition study at the Pope/Douglas Solid Waste Management facility showed that over 30% of the waste stream was organics recycling; and

WHEREAS, Pope/Douglas Solid Waste Management is constructing a regional composting facility and has regional support from Stevens, Grant, and Otter Tail Counties.

BE IT RESOLVED THAT the Pope/Douglas Solid Waste Management Board supports the efforts of the Stevens County Board to develop a grant application with the intention of improving recycling and composting with granted funds.

Paul Gerde  
(Print Name of Signing Officer)

Pope/Douglas Joint Solid Waste Management  
Board Chairman  
\_\_\_\_\_  
(Title)

  
Signature of Board Chairman

June 18, 2020  
Resolution Approved on This Date

Motion was made by Larson and seconded by Meyer to authorize the Board Chairman to sign Resolution #6 – 2020. Roll call vote:

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

#### Capital Project Review –

##### *JRMA*

JRMA is a firm of architects and engineers with a background and focus on solid waste projects. Vrchota added that if the bill would pass, we would need to move forward with final design of the facility. JRMA rates are like those of HDR and Widseth Smith & Nolting. This project would be on a T & M basis. The Board noted that this project would be much different than just a building and that they would be looking for a firm with experience in MRF and Transfer Stations. There was a discussion on who Perham used, Vrchota noted that RRC an outfit that is no longer in business did that but JRMA did do some work on that project.

Motion was made by Meyer and seconded by Larson to move forward with JRMA as the contractor for the design and engineering of the facility expansion project. Roll call vote:

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

##### *Alexandria Technical and Community College Property –*

A survey of the property was presented to the board showing about 7.83 acres of land to be sold to Pope/Douglas. The acres went down so that the college did not need to move a road on their site. The approximate sales price would be \$731,435.00

##### *Landfill Construction Progress –*

Vrchota noted that they broke ground on June 15<sup>th</sup> for construction of the building and site. Vrchota added that it should be fully constructed by mid-September.

Landfill Construction Support Agreement – This agreement is to help manage the contractors and making sure they are using the right materials for the project.

Motion to approve landfill construction support agreement with Short Elliott Hendrickson for \$33,000 was made by Larson and seconded by Meyer. Roll call vote:

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

Bonding – Vrchota noted that the Senate does have us listed in their bill also. That puts us in all 3 bills at the State. Management have been working with Ehlers on getting numbers for bonding. We will need to present 2 proposals; one proposal would be for about 5 million for projects being completed this year and another for 11 million to fund our match of the grant if we are awarded that in 2020. The numbers will be presented and will need approval at the July 2020 Board meeting.

MCIT Insurance Update – Management participated in a phone call with MCIT and other facilities like the PDSWM facility. For 2020, MCIT had difficulties finding reinsurance; they expect that they will have similar issues for 2021. MCIT covered 80% of the cost of reinsurance for 2020 but that cost will fall completely on the facilities for 2021. The Pope/Douglas share of reinsurance was an additional \$60,000 for 2020 coverage. Other WTE facilities like the HERC and Washing Ramsey do go through a private broker.

##### Lease

Vrchota noted that Pope/Douglas Solid Waste Management entered into a lease agreement for the mobile equipment at the landfill. Pope/Douglas is not allowed to incur debt of a parent county. The counties must agree to anything that increases the debt of the county. Vrchota added that most likely something will be presented to each County Board for approval of the lease agreement for the equipment.

There being no further business, the meeting was adjourned at 10:37 a.m. by Chairman Gerde.

**Pope/Douglas Solid Waste Management**

  
Paul Gerde, Board Chairman

**Attest:**

  
Brooke Hellerman, Board Recording Secretary