

**Pope/Douglas Solid Waste Management
Regular Board Meeting
October 15, 2020**

Board Members Present: Paul Gerde, Jerry Wright, and Heather Larson
Board Members Present Remotely: Charlie Meyer and Larry Lindor
Others Present: Stephen Vrchota, Michael Martin, and Nathan Reinbold
Present Remotely: Brooke Hellerman and Jon Dalum

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

The October 15, 2020 Board Meeting Agenda

The Board received the agenda with no changes. Motion to approve the agenda was made by Meyer and seconded by Wright. Roll Call Vote:

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

The September 17, 2020 Regular Board Minutes - Motion to approve the September 17, 2020 minutes as written was made by Lindor and seconded by Meyer. Roll call vote:

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

Financial Progress Report - The Board received the schedule of funds report and revenue and expenditure reports. With 75% of the year completed, revenues are ahead for this time in 2019 by \$594,105.98 and expenses are down for this time in 2019 by \$1,259,560.69. A total of 75.81% of the revenue budget has been received and or 72.76% of the expense budget has been spent. Vrchota noted that Pope Douglas did receive the dollars for the new bond on October 1st for some of the major projects that we have been working on.

Plant Operations Report – Tons of Pope and Douglas County waste received during September totaled 2,531.11 tons plus 4,783.82 tons of waste from other counties and 165.04 tons of recycling equal to 7,479.97 tons. Total tip fee for September 2020 was \$614,936.03 and the year to date total of \$5,384,532.04.

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

	September Tons	YTD Tons	September Income	YTD Income
Tri-County	4,312.38	40,098.05	\$359,135.00	\$3,339,365.62
Stevens County	214.84	1,713.76	\$17,891.88	\$142,721.94
Grant County	256.60	1,958.20	\$21,369.65	\$163,078.89
Total Tons & Total Income	4,783.82	43,770.01	\$398,396.53	\$3,645,166.45

Vrchota added that the Grant County contract is up for renewal. Staff have been working with Jim Standish at Grant County to present an updated contract.

September 2020 Unit Availability Report – The 2020 average for all 3 units is 94.2%.

- Unit 1 – Operated 100.0% or 720 Hours out of 720 Hours
- Unit 2 – Operated 100.0% or 720 Hours out of 720 Hours
- Unit 3 – Operated 84.60% or 609 Hours out of 720 Hours for emergency refractory repair

The unit availability will go down with the 7-day outage in October for the rail replacement.

September 2020 Steam Sales –

	Monthly K lbs.	Fuel Price	September Income	Y.T.D. K lbs.	Y.T.D. Income
3M	8,158	\$2.98	\$38,383.78	84,166	\$404,250.18
Alomere	3,448	\$2.98	\$13,005.20	38,269	\$145,793.01
ATCC	0	\$5.50	\$50.00	0	\$450.00
Total	11,606		\$51,438.98	122,435	\$550,493.19

Turbine Generator Report – Megawatts of electricity totaling 574.97 (Generator 1 – 43.92 Megawatts and Generator 2 – 531.05 Megawatts) were produced in September. The demand saved in September was \$10,292.00 and the monthly total amount saved in avoided electrical costs was \$33,290.80 and a year to date total savings of \$302,648.90. Vrchota added that more steam is being sold and so we are producing less electricity.

Bypass – A year to date total of 224.70 tons of waste has been bypassed in 2020. Tons bypassed breakdown as follows: July – 33.86 tons, August – 33.11 tons, September – 31.73 tons.

Confidential Burn/Special Burn – Year to Date Confidential Burn/Special Burn tons have totaled 163.98 tons and year to date income totaled \$51,257.84.

July	12.23 tons	\$4,575.87
August	20.42 tons	\$7,250.49
September	19.98 tons	\$7,300.75
3 rd Quarter Total	52.63 tons	\$19,127.11

Reinbold noted that the DEA will be doing a burn in November that will bring up the tons and dollars for the program.

Landfill Operations Report – Ash landfill expenses for September totaled \$48,117.19 for a year to date total of \$458,647.68. The monitoring bill for September did not arrive as of the board meeting. September ash was 1,605.70 tons and fines were 831.03 tons for a total of ash/fines of 2,436.73 tons. Average yearly cost per ton to operate the ash landfill is \$20.31 as of September. A total of 126,000 gallons of leachate was removed from the landfill (9 loads to the City of Fergus Falls Wastewater Treatment Plant and 12 loads to the PDSWM facility for treatment). Vrchota added that it has been very dry at the landfill the past few months.

Material Recycling Facility Operations Report – Of the total of 7,314.93 tons of waste received a total of 4,317.29 tons or 59% of the total waste received in September was processed through the MRF facility. A total of 185.67 tons of recycling was removed during September or 4.3% of the waste processed.

Commodities shipped during September totaled 365 tons and 1,100 gallons of used motor oil. Year to date commodities sold was 2,623.85 tons and 4,230 gallons of oil. September income received for commodities sold was \$21,356.36 and year to date commodity income has been \$275,315.75.

Dalum reported that garbage was dumped directly in the WTE pit to keep the units running.

Plant Maintenance Report

Staff are actively busy with cleaning out the pit for the rail install. The pit will need to be empty to prevent a fire in the pit. Once the pit is empty staff will inspect the bottom of the pit and then move equipment into the pit for the rail install.

SCORE Programs

Household Hazardous Waste Report

Y.T.D. Residents Bringing Items In – 4,400

Y.T.D. Residents Taking Items Out – 677

Recycling Report

Y.T.D. Alex Recycling Center Tons – 386.22 Y.T.D. Vehicles – 22,201
Alex Recycling Center Avg. Vehicles Per Day – 123

Organics Report

Organics Tons picked up in September – 35.29 YTD – 254.4

Reinbold reported the following:

- The organics transfer structure is completed. We will need approval from the MPCA to begin accepting material at the transfer station.
- Pope County and Pope Douglas had agreed on a location for a drop site in the City of Glenwood for recycling and hazardous waste. The City of Glenwood would like the drop site to be at a different location but have not offered any other suitable sites. A solution will need to be decided prior to next recycling collection season. The trailer that staff have been pulling down to Glenwood and Starbuck is worn out and will need replacement if a drop site is not developed.

Organics Hauling Agreement – Alex Rubbish and Recycling was the only hauler to bid on the organics hauling contract for a 6-month collection agreement with an option for extending an additional 6 months. Organics collection will eventually be part of hauler collection services.

Motion to approve the organics collection and vehicle maintenance agreement with Alex Rubbish and Recycling was made by Wright and seconded by Larson. Roll call vote:

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

September 2020 Bills – The Board received the September bill list totaling \$1,535,701.37. The highlighted bills included A&B Welding – Control Room, Alexandria Electric – Ash Processing Conveyor Install, Braun Intertec – Ash Processing, CID Associates – Control Room, Custom Engineering – Ash Processing, ETEC – Refractory, Fastenal – Safety Supplies, Kafka Conveyors – Ash Processing, KoneCranes – Crane Project, Northland Power Washing – Maintenance, Richmond Engineering – Crane Project, Synergies – BF2 Conveyor, Tradesmen Construction – Ash Project & Compost Building.

Motion was made by Lindor and seconded by Meyer to approve payment of the bills. Roll call vote:

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

Other Business

Payroll Clothing Allowance – There was a discussion on payroll clothing allowance for 2021. Current policy allows for a certain dollar amount towards each item. Rather than a dollar amount towards each items the leadership group at Pope Douglas would like to see this as a dollar amount that employees can spend towards the allowed items.

Motion to allow for a payroll clothing allowance of \$225 a year for PPE reimbursement per employee was made by Larson and seconded by Wright. Roll call vote:

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

2021 Health Insurance – Hellerman noted that the renewal for health insurance came back with a 9.7% increase for 2021 coverage. During exit interviews with former employees many have noted the high cost of family health insurance. Two options were presented to the Board. Option 1 included additional dollars be contributed to health insurance premiums to employees electing employee + 1 and family coverage and option 2 to cover employees equally no matter which health plan they elected.

Motion was made by Lindor and seconded by Wright to move forward with Option 1 for health care expenses for 2021 coverage. Roll call vote:

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

2021 Budget – The 2021 budget was discussed. Revenue for 2021 is budgeted at \$12,514,868.00 and expenses are budgeted at \$12,297,584.00, for a net revenue at \$217,284.00.

A change under the SCORE program for 2021 is a budget towards a local government grant to build partnerships and for cities and townships to promote recycling.

Motion to approve the 2021 Pope/Douglas Solid Waste Management Budget was made by Meyer and seconded by Wright. Roll call vote:

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

Consulting Agreement – Actuarial Report – Consulting agreement with USICG (Hildi Inc.) was presented to the Board for the 2021 actuarial valuation and 2022 disclosures.

Motion to authorize the Pope/Douglas Solid Waste Management Board Chairman to sign the contract with USICG (Hildi Inc.) to complete the GASB 75 Actuarial Valuation for the price of \$2,200 for 2021 and disclosures for 2022 for \$500 was made by Lindor and seconded by Wright. Roll call vote:

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

Capital Project Review –

- Pictures of the control room install were presented to the Board. The control room does include spaces for a couple of offices for the Operations department.
- The MRF locker room remodel project is completed with a separate women’s locker room.
- The ash processing equipment is installed in the processing building at the landfill. The staff will begin processing and will hopefully sell some material yet in 2020.
- There will be an Open House at the landfill for the Pope/Douglas Board Members and partners at the landfill on November 13th from 10 a.m. – 2:00 p.m.

Covid – 19 – The Operational staff did have one shift affected by Covid – 19. It did stay contained to affecting just the one shift that we were able to fill with other staff. There were no serious cases of Covid. During the outage, each contractor will have their own bathroom and lunchroom.

There being no further business, the meeting was adjourned at 10:15 a.m. by Chairman Gerde.

Pope/Douglas Solid Waste Management


Paul Gerde, Board Chairman

Attest:



Brooke Helferman, Board Recording Secretary