

**Pope/Douglas Solid Waste Management
Regular Board Meeting
January 18, 2018**

Board Members Present: Paul Gerde, Jerry Wright, Charlie Meyer, Larry Lindor, Jim Stratton

Others Present: Stephen Vrchota, Brooke Hellerman, Darrell Connell, Michael Martin, Megan Roering, Nathan Reinbold, Kory Muzik, Christa Weitzel, Shaynen Schmidt, and David Crowell.

Vrchota called the meeting to order.

The Pledge of Allegiance to the Flag was recited.

Nominations were accepted for the 2018 Board Chairman. Meyer nominated Stratton for Board Chairman. Lindor nominated Paul Gerde for Board Chairman.

Meyer, Wright, and Stratton voted for Stratton.
Lindor and Gerde voted for Gerde.

Vrchota then turned the meeting over to Chairman Stratton.

Board Chairman Stratton called for nominations for 2018 Board Vice-Chairman. Wright nominated Gerde for Board Vice-Chairman. Motion to cease nominations and cast a unanimous ballot was made by Meyer and seconded by Lindor. Motion carried.

Board Chairman Stratton appointed the 2018 Recycling, Landfill, and Long-Range Planning Committee members:

Recycling Committee – Lindor and Stratton

Landfill Operations Committee – Gerde and Meyer

Long Range Planning Committee – Wright and Gerde

As approved at the December 28th, 2017 Board Meeting, the 2018 Mileage will be per Federal Mileage Reimbursement Rate. Per Diems were set at \$100 per meeting.

The January 18, 2018, Board Meeting Agenda

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

The December 21, 2017 Regular Board Minutes and December 28, 2017 Special Bill Paying Board Meeting Minutes - Motion to approve the December 21st and December 28th Minutes as written was made by Gerde and seconded by Wright. Motion carried.

Financial Progress Report as of December 31, 2017 - Vrchota presented the Financial Progress report ending December 31, 2017 to the Board. He noted that with 100% of the year over with, revenues are ahead for this time in 2016 by \$978,399.31 and expenses are up for this time in 2016 by \$1,912,026.83. A total of \$10,048,799.06 or 110.0% of the 2017 revenue budget has been received and a total of 113% of the expense budget has been spent. Vrchota noted that some of the expenses are due to capital projects.

Plant Operations Report - Tons of Pope and Douglas County waste received during December totaled 2,011.28 tons plus 4,105.84 tons of Tri-County/Grant/Stevens waste and 131.27 tons of recycling equal to 6,248.39 tons and a year to date total of waste received of 83,947.62 tons (with Tri /Stevens Counties, tons we were down 7.3% from December 2016, without Tri/Stevens Counties we were up 1.9% from December 2016. Year to Date with Tri/Stevens Counties we were up .9% for the year, without Tri/Stevens Counties we

were up 1.7% for the year). Total tip fee for December 2017 was \$483,250.70 and a year to date tip fee of \$6,422,997.90. Ash and fines removed in December totaled 2,212.67 tons and the year to date total of 28,531.53 tons. Vrchota added that we average 4,300 tons of waste from Tri-County per month but purposely cut them back for plant outages, because of this it changes month to month on the report.

Waste Received from Other Counties – During December 2017, the following waste was received from Other Counties:

	December Tons	YTD Tons	December Income	YTD Income
Tri-County	3,851.21	49,419.25	\$296,543.17	\$3,805,282.25
Stevens County	97.54	2,739.91	\$7,510.58	\$210,973.07
Grant County	157.09	2,369.92	\$12,095.93	\$182,483.84
Total Tons & Total Income	4,105.84	54,529.08	\$316,149.68	\$4,198,739.16

We are working with Stevens County to see why they bring in more waste the first half of the year. We will coordinate with them to bring in the tons when we want them.

December 2017 Unit Availability Report

- Unit 1 – Operated 100.00% or 744.00 Hours out of 744 Hours
- Unit 2 – Operated 83.10% or 618.00 Hours out of 744 Hours for a cleaning outage.
- Unit 3 – Operated 81.30% or 605.00 Hours out of 744 Hours for a cleaning outage.

Vrchota report that for the year Unit 1 operated 91% of the time, Unit 2 - 88%, and Unit 3 - 94%. The average across the three units was 93%.

December 2017 Steam Sales –

	Monthly K lbs.	Fuel Price	December Income	Y.T.D. K lbs.	Y.T.D. Income
3M	14,112.00	\$4.16	\$676,274.31	123,167.00	\$669,839.56
DCH	5,350.00	\$4.16	\$30,102.80	43,278.00	\$238,784.63
ATCC	893.00	\$5.76	\$5,925.94	3,951.00	\$27,327.81
Total	17,913.00		\$112,303.05	170,396.00	\$935,952.00

Vrchota added that steam sales are in line with previous years.

Turbine Generator Report – Megawatts of electricity totaling 304.28 (Generator 1 – 0.05 Megawatts and Generator 2 – 304.23 Megawatts) were produced in December for a year to date total 5,764.25 megawatts. The demand saved in December 2017 was \$7,003.50 and the monthly total amount saved in avoided electrical costs was \$19,174.70 and a year to date total savings of \$364,444.60.

Bypass – A total of 10.25 tons of waste was bypassed during December 2017 for a year to date total of 264.13 tons of bypass. Vrchota added that there was a big drop in bypass due to more material being sold as a commodity versus being sent out as bypass.

Confidential Burn/Special Burn December 2017 – Year to Date Confidential Burn/Special Burn tons have totaled 278.20 tons and Year to Date Income totaled \$122,194.58. The monthly breakdown is as follow:

Special Burn	39.64	Tons	\$7,695.09	Income
Confidential Burn	1.09	Tons	\$561.60	Income
Household Pharmaceuticals	1.09	Tons	\$10,025.00	Income
Plant Base Drugs	.83	Tons	\$1,263.60	Income
P/D Confidential Burn	.99	Tons	-	Free
P/D Household Pharms	.15	Tons	-	Free
Monthly Total	43.79	Tons	\$15,655.77	

Landfill Operations Report – Ash landfill expenses for December 2017 totaled \$44,744.00 for a year to date total for 2017 - \$641,068.88. December ash tons (1,414.40) fines tons (798.27) were received for December for a total of ash/fines of 2,212.67 tons and a year to date ash/fines total of 28,531.53 tons. Average yearly cost per ton to operate the ash landfill is \$22.47 as of December 2017. A total of 96,000 gallons of leachate were removed (9 loads to the City of Fergus Falls Wastewater Treatment Plant and 7 loads to the PDSWM facility for treatment).

Material Recycling Facility Operations Report – Of the total of 6,117.12 tons of waste received a total of 4,769.43 tons (78% of the total waste received in December was processed through the facility). A total of 93.33 tons of recycling was removed during December or 2% of the waste processed. A year to date total of 1,651.88 tons have been removed from the trash or 2.4%. Commodities shipped during December 2017 totaled 258.93 tons, no motor oil was shipped out. Year to date commodities sold in 2017 were 3,473.44 tons and 4,055 gallons of used motor oil. December income received for commodities sold was \$25,026.28 and \$0.00 from used oil. A year to date income of \$601,213.20 and YTD used oil income of \$0.00. Muzik stated that some loads of waste were diverted to the pit this month because the garbage was fluffier and the MRF facility was full. Reinbold added that a couple of loads of commodities will be shipped out soon.

Plant Operations Report – Connell reported following update:

- The motor on unit one lime blower was changed out.
- Unit two lime blower had the blower changed out with a spare.
- New bearings were installed in the unit one FD fan.
- One new bearing was installed in the unit two fan.
- The blowdown line on unit one was repaired by Wrigley.
- Unit two had the top vibrator rack rebuilt when the unit was down.
- Unit two had the ash roller repaired when the unit was down and will need to have it replaced in February.
- Wrigley is redoing the glycol feed ram.
- Demo Plus is installing new refractory on 20ft of duct work.
- A new hydraulic pump was installed on unit one.
- Lovegreen will fix a worn-out trunnion wheel on the trommel.

Recycling/Household Hazardous Waste Report

Household Hazardous Waste Report December 2017

Residents Bringing Items In – 341

Y.T.D. Residents Bringing Items In – 6,472

Residents Taking Items Out – 112

Y.T.D. Residents Taking Items Out – 2,194

Recycling Report December 2017

Alex Recycling Center Tons – 38.39

Alex Recycling Center Avg. Vehicles Per Day – 78

Alex Recycling Center Vehicles for month – 1,943

Y.T.D. Alex Recycling Center Tons – 490.17

Y.T.D. Vehicles – 28,906

Reinbold reported the following topics:

- Many HHW events have been confirmed for 2018.
- Christmas trees are still coming in at the DCDL.
- Christa will be attending a forum on shrink wrap/plastic film/bag recycling.
- Reinbold will be attending a MN Milk workshop on January 24th to help promote the ag plastic recycling program.
- Current ads on the radio feature commercial organics recycling.

Organics - Reinbold stated that there are now 52 entities signed up for the organics program. On January 16th staff from Pope Douglas met with the Grant County Board to discuss a green bag that is co-collected in the garbage cart and pulled out at PDSWM's sorting line. PDSWM staff attended a commercial organics recycling workshop in St. Paul on January 17th. Pope Douglas will be seeking State Funds for organics composting site infrastructure. Reinbold is arranging to have finished compost delivered to area schools for plate to garden events and will demonstrate the "closed loop" to the students and community.

December 2017 Bills - The Board received the December bill list totaling \$1,074,133.54. Vrchota noted that a bond payment and insurance are paid at the first board meeting of the year.

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

Lab U.S.A. - Vrchota reported that Lab is continuing work at the landfill. The facility is about 95% mechanically complete but the system still needs some wiring done.

Tri-County Waste Disposal Agreement - Discussion on the Tri-County Waste Disposal Agreement continued from the December 28th, 2017 Board Meeting. Vrchota stated this will lock in additional tons through the contract. Changes include: continuing 50,000 tons of waste with the option of dropping by 1,000 tons each year, the calculation of the tipping fee change will be based on a full calendar year of operations from the preceding year and adding that actual processing capacity to be within 3 percent of the contracted capacity and shall be deemed to fulfill the commissions obligation.

Motion to approve the amendment to the Tri-County Waste Disposal Agreement was made by Meyer and seconded by Gerde. Motion Carried.

Resolution #1-2018 -

RESOLUTION #1-2018

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 \$260,000 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


James Stratton, Board Chair

ATTEST:


Stephen Vrchota, Executive Director

Dated at Alexandria, Minnesota this 18th day of January 2018

Motion was made by Lindor and seconded by Meyer to authorize Board Chairman to sign Resolution #1-2018. Roll Call Vote:

Lindor - Yes Meyer - Yes Stratton - Yes Wright - Yes Gerde - Yes

Motion Carried.

Ordinance – Vrchota met with officials from each county regarding updating solid waste and recycling ordinances in both Pope and Douglas Counties. The Douglas County ordinance was last updated in 1996 and the Pope County was last updated in 1983. Meyer suggested a user group (a couple of waste haulers) be included in the committee. Gerde and Meyer were in the meetings with the officials and will continue on the committee.

A motion to review the Douglas and Pope County Ordinances was made by Meyer and seconded by Gerde. Motion Carried.

Capital Project Review – Vrchota handed out a list of capital projects with updated actual costs. Vrchota noted that some of the projects came in higher than estimated. The MRF sort area is staying much more comfortable to work in than it was previously. Vrchota added that a discussion on priority 2 & 3 items will need to be discussed soon. A consultant will be on site in February to go over a facility master plan.

Closed Session – 12 Hour Shift / Personnel Coverage –

Motion to go into closed session was made by Lindor and seconded by Gerde. Roll Call Vote:
Gerde – Yes Lindor – Yes Meyer – Yes Wright – Yes Stratton – Yes

Vrchota handed a list of current staff at the facility, about a third of the staff have been here less than 2 years. Rotating shift personnel would like to switch to a 12-hour shift. Vrchota added that another person would be needed to fill in for vacation and sick leave. There was a discussion on adding a new Maintenance – Safety Planer position.

Motion was made by Gerde and seconded by Wright to come out of closed session. Roll Call Vote:
Lindor – Yes Stratton – Yes Meyer – Yes Gerde – Yes Wright – Yes

Motion was made by Lindor and seconded by Wright to fill the current open vacancies and adding an additional crane operator and a new Maintenance – Safety Planner position. Motion Carried.

February Board Meeting – Vrchota and Gerde will be attending the Tri-County Board Meeting on February 15, 2018 to discuss the Tri-County Waste Disposal Agreement.

The Pope Douglas Board Meeting was moved to February 21, 2018 at 8:00 a.m.

There being no further business, the meeting was adjourned at 10:45 a.m. by Chairman Stratton.

Pope/Douglas Solid Waste Management


James Stratton, Board Chairman

Attest:


Brooke Hellerman, Board Recording Secretary

**Pope/Douglas Solid Waste Management
Regular Board Meeting
February 21, 2018**

Board Members Present: Jim Stratton, Paul Gerde, Jerry Wright, Charlie Meyer, Larry Lindor

Others Present: Stephen Vrchota, Darrell Connell, Brooke Hellerman, Nathan Reinbold, Megan Roering, Kory Muzik, David Crowell, and Shaynen Schmidt.

Board Chairman Stratton called the meeting to order.

The Pledge of Allegiance to the Flag was recited.

The February 21, 2018, Board Meeting Agenda

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

The January 18, 2018 Regular Board Minutes - Motion to approve the January 18, 2018 Minutes as written was made by Wright and seconded by Meyer. Motion carried.

Financial Progress Report as of January 31, 2018 - Vrchota presented the Financial Progress report ending January 31, 2018 to the Board. He noted that with 8% of the year over with, revenues are down for this time in 2017 by \$77,931.18 and expenses are up for this time in 2017 by \$332,059.51. A total of \$671,553.88 or 7.0% of the 2018 revenue budget has been received and a total of 12% of the expense budget has been spent. Vrchota noted that the revenue is down, and expenses are up because we started our annual outage.

Plant Operations Report - Tons of Pope and Douglas County waste received during January totaled 2,032.05 tons plus 4,233.24 tons of Tri-County/Grant/Stevens waste and 135.54 tons of recycling equal to 6,400.83 tons (with Tri /Stevens Counties, tons we were down 11.4% from January 2017, without Tri/Stevens Counties we were up 9.7% from January 2017). Total tip fee for January 2018 was \$485,244.70. Ash and fines removed in January totaled 2,250.55 tons.

Waste Received from Other Counties – During January 2018, the following waste was received from Other Counties:

	January Tons	YTD Tons	January Income	YTD Income
Tri-County	3,851.70	3,851.70	\$296,580.90	\$296,580.90
Stevens County	192.97	192.97	\$14,858.69	\$14,858.69
Grant County	188.57	188.57	\$14,519.89	\$14,519.89
Total Tons & Total Income	4,233.24	4,233.24	\$325,959.48	\$325,959.48

January 2018 Unit Availability Report

Unit 1 – Operated 37.90% or 282.00 Hours out of 744 Hours for major maintenance outage.

Unit 2 – Operated 99.10% or 737.00 Hours out of 744 Hours for replacing feed ram fronts.

Unit 3 – Operated 100.00% or 744.00 Hours out of 744 Hours.

January 2018 Steam Sales –

	Monthly K lbs.	Fuel Price	January Income	Y.T.D. K lbs.	Y.T.D. Income
3M	13,291.00	\$3.94	\$68,344.35	13,291.00	\$68,334.35
DCH	4,630.00	\$3.94	\$24,585.30	4,630.00	\$24,585.30
ATCC	469.00	\$5.63	\$3,075.05	469.00	\$3,075.05
Total	18,390.00		96,004.70	18,390.00	\$96,004.70

Turbine Generator Report – Megawatts of electricity totaling 135.61 (Generator 1 – 6.57 Megawatts and Generator 2 – 129.04 Megawatts) were produced in January. The demand saved in January 2018 was \$7,143.50 and the monthly total amount saved in avoided electrical costs was \$12,567.90.

Bypass – A total of 13.35 tons of waste was bypassed during January 2018.

Confidential Burn/Special Burn January 2018 – Year to Date Confidential Burn/Special Burn tons have totaled 10.15 tons and Year to Date Income totaled \$3,249.09. The monthly breakdown is as follow:

Special Burn	3.37	Tons	\$876.33	Income
Confidential Burn	4.24	Tons	\$1,167.66	Income
Household Pharmaceuticals	.57	Tons	\$1,017.90	Income
Plant Base Drugs	.01	Tons	\$187.20	Income
P/D Confidential Burn	1.89	Tons	-	Free
P/D Household Pharms	.07	Tons	-	Free
Monthly Total	10.15	Tons	\$3,249.09	

Landfill Operations Report – Ash landfill expenses for January 2018 totaled \$54,279.60. January ash tons (1,330.59) fines tons (919.96) were received for January for a total of ash/fines of 2,250.55 tons. Average yearly cost per ton to operate the ash landfill is \$24.12 as of January 2018. A total of 78,000 gallons of leachate were removed (5 loads to the City of Fergus Falls Wastewater Treatment Plant and 8 loads to the PDSWM facility for treatment). Vrchota noted that the landfill is filling up with Lab U.S.A. not running yet.

Material Recycling Facility Operations Report – Of the total of 6,265.29 tons of waste received a total of 5,247.23 tons (83.8% of the total waste received in January was processed through the facility). A total of 148.59 tons of recycling was removed during January or 2.8% of the waste processed. Commodities shipped during January 2018 totaled 287.05 tons, no motor oil was shipped out. January income received for commodities sold was \$35,903.76 and \$0.00 from used oil. Muzik added that the facility is full even though less tons are coming in because the garbage is lighter in the winter months.

Plant Operations Report – Connell reported following update:

- The scale reader unit was damaged by a Waste Management truck.
- Unit 2 is down for the PLC upgrade and for refractory work. Unit 2 is also getting new sifting hoppers and double dumps.
- Unit 1 had some grates changed out, new safety valves and pop it valves installed, and had silicon carbide installed.
- A test spot was done in unit 1 baghouse to see if a new product will stand up to our application.
- SL3 belt was changed out in the MRF
- Waste Management came in with a hot load. We will need to look at creating a policy for this.
- Our 2 big CAT loaders are coming out of warranty. They each have different hours to stager the next time we purchase a loader.

Recycling/Household Hazardous Waste Report
Household Hazardous Waste Report January 2018

Residents Bringing Items In – 317
 Y.T.D. Residents Bringing Items In – 317

Residents Taking Items Out – 73
 Y.T.D. Residents Taking Items Out – 73

Recycling Report January 2018

Alex Recycling Center Tons – 40.40
 Alex Recycling Center Avg. Vehicles Per Day – 72
 Alex Recycling Center Vehicles for month – 1,875

Y.T.D. Alex Recycling Center Tons – 40.40
 Y.T.D. Vehicles – 1,875

Reinbold reported the following topics:

- Mobile collections have been scheduled for area towns. A few new towns have been added to the list for 2018.
- A waste pesticide container collection event will again happen in 2 events in 2018.
- Ads on the radio focus on commercial organics, as part of the organics grant the number of ads increased for the 1st quarter of 2018.
- PDSWM is working with Douglas County DAC to set up recycling at gas stations. The DAC would charge the gas stations a \$10/pickup service fee. Materials would be then dropped at PDSWM.

Organics - Reinbold reported that during the month of January 31.26 tons of organics was collected. There are now 58 entities signed up for the Organics Recycling program a 17% increase in 2 months.

- Grant County/Elbow Lake would like to start the co-collected green bag program in April. The MRF sorting line will be modified to add an additional chute to collect the material.
- Staff met with Senator Bill Ingebriksen to discuss compost site infrastructure and several other bills on the docket for 2018.

January 2018 Bills - The Board received the January bill list totaling \$938,613.65.

Vrchota noted that the Demo Plus and Wrigley Mechanical bills are for Unit 1 outage, while some of the other highlighted bills are payments towards capital projects.

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

Lab U.S.A. – Pictures of the Lab U.S.A. plant were presented to the board. The system is a full conveyor system with a few different eddy currents. Lab U.S.A. is still planning on being able to move the system a couple of times within the landfill. Vrchota is hopeful that the system will be wired by the end of the month and up and operating in April. Vrchota added that the ferrous and non-ferrous metals will be shipped locally while the small precious metals will be processed in Europe.

Tri-County Waste Disposal Agreement – Vrchota stated that there has been some push back from Tri-County on the agreement. They have concerns about not having enough waste to fulfill the contract. Vrchota added that PDSWM does count on those tons coming in to cover costs.

The Tri-County meeting has been moved to March 15, 2018 and Pope Douglas Solid Waste Management will have representatives at that meeting.

The March 2018 Pope Douglas Solid Waste Management Joint Powers Board Meeting was then rescheduled to March 29, 2018 to accommodate the Tri-County meeting and to have representatives at the Tri-County meeting.

Ordinance Discussion – Vrchota stated that PDSWM staff met with boards from each county and each were supportive of updating the Solid Waste Ordinance. The ordinance should be updated to current Minnesota Law. PDSWM would also like to review waste designation and additional recycling with the ordinance update.

To update we would like to allocate funds to work with an attorney that works with ordinances. The Counties will cost share some of the expenses for the ordinance update.

Motion was made by Meyer and seconded by Gerde to proceed with updating the Solid Waste Ordinance in Pope and Douglas County and to not to exceed \$15,000 towards attorney fees for legal counsel. Motion Carried.

Resolution #2-2018 – Landfill Assurance

RESOLUTION #2-2018

WHEREAS: The Pope/Douglas Solid Waste Management Board is the owner/operator of the Pope/Douglas Ash Landfill;

WHEREAS: The Pope/Douglas Solid Waste Management Board has established a designated Financial Assurance Long Term Care Fund for closure and post-closure costs associated with the Pope Douglas Solid Waste Management Ash Landfill.

NOW, THEREFORE; BE IT RESOLVED, that the Pope/Douglas Solid Waste Management Board instructs the Douglas County Auditor/Treasurer to transfer \$2,400.00 into this fund from the operating fund.

Pope/Douglas Solid Waste Management


James Stratton, Board Chair

ATTEST:


Stephen Vrchota, Executive Director

Dated at Alexandria, Minnesota this 21st day of February 2018

Motion was made by Meyer and seconded by Lindor to authorize Board Chairman to sign Resolution #2-2018.

Roll Call Vote: Gerde – Yes Wright – Yes Stratton – Yes Meyer – Yes Lindor – Yes
Motion Carried.

Resolution #3-2018 – Environmental Assistance Grant - Vrchota stated that we would like to apply for the Environmental Assistance Grant to help establish the design of a compost facility, along with helping to continue the current organics recycling program.

Resolution #3-2018
Pope/Douglas Solid Waste Management

Minnesota Pollution Control Agency
FY 2018-2019 GRANT ROUND
Authorization Resolution

WHEREAS, Pope/Douglas Solid Waste Management has applied for a grant from the Minnesota Pollution Control Agency (MPCA), under its FY18-19 Environmental Assistance (EA) Grant for Recycling and Composting; and

WHEREAS, if MPCA funding is received, Pope/Douglas Solid Waste Management is committed to implementing the proposed project as described in the grant application; and

WHEREAS, MPCA requires that Pope/Douglas Solid Waste Management enter into a grant agreement with MPCA that identifies the terms and conditions of the funding award;

BE IT RESOLVED THAT the Pope/Douglas Joint Solid Waste Management Board hereby agrees to enter into and sign a grant agreement [Pope/Douglas Organics Recycling Facility Infrastructure] with the MPCA to carry out the project specified therein and to comply with all of the terms, conditions, and matching provisions of the grant agreement and authorizes and directs the Board Chairman to sign the grant agreement on its behalf.

James Stratton


(Print Name of Signing Officer)


Signature of Board Chairman Resolution

Pope/Douglas Joint Solid Waste Management
Board Chairman

(Title)

February 21, 2018

Approved on This Date

Motion was made by Lindor and seconded by Meyer to authorize Board Chairman to sign Resolution #3-2018.

Roll Call Vote: Lindor – Yes Meyer – Yes Stratton – Yes Wright – Yes Gerde – Yes
Motion Carried.

Capital Project Review – A couple of pictures were presented to the board of new platforms that have been installed at the facility. Vrchota added that the HVAC is running in 3 areas that we replaced. The PLC upgrade is nearing completion. Consultants were out to look at the facility for the facility master plan, Vrchota authorized the consultants to look at the WTE as part of the master plan.

Vrchota updated the Board with where the funds are currently at. Wright suggested a summary of investment funds be handed to the board quarterly.

Commercial Recycling -

Schmidt addressed the Board and stated that the Osakis School now recycles as much as they can. Alex Rubbish and Recycling has had to redo their contract because they are now hauling very little waste for them. The concern is that haulers are not getting credit for commercial recycling.

Vrchota stated that Pope and Douglas County are the only counties in the State of Minnesota that directly subsidize recycling back to the hauler. It was noted that the Recycling Committee will review this request.

The next Pope Douglas Board Meeting was moved to March 29, 2018 at 8:00 a.m.

There being no further business, the meeting was adjourned at 10:00 a.m. by Chairman Stratton.

Pope/Douglas Solid Waste Management


James Stratton, Board Chairman

Attest:


Brooke Hellerman, Board Recording Secretary

**Pope/Douglas Solid Waste Management
Regular Board Meeting
March 29, 2018**

Board Members Present: Jim Stratton, Paul Gerde, Jerry Wright, Charlie Meyer, Larry Lindor

Others Present: Stephen Vrchota, Brooke Hellerman, Darrell Connell, Michael Martin, Megan Roering, Nathan Reinbold, Dan Behnke, and David Crowell.

Board Chairman Stratton called the meeting to order.

The Pledge of Allegiance to the Flag was recited.

The March 29, 2018, Board Meeting Agenda

The Board received the agenda with no changes.

The February 21, 2018, Regular Board Minutes - Motion to approve the February 21, 2018, Minutes as written was made by Lindor and seconded by Gerde. Motion carried.

Financial Progress Report as of February 28, 2018 - Vrchota presented the Financial Progress report ending February 28, 2018 to the Board. He noted that with 17% of the year over with, revenues are ahead for this time in 2017 by \$23,432.92 and expenses are up for this time in 2017 by \$725,297.51. A total of \$1,362,108.46 or 14.01% of the 2018 revenue budget has been received and a total of 22.91% of the expense budget has been spent. Vrchota added that some of the expenses are capital expenditures. Vrchota handed out a schedule of funds that was requested by the Board at the previous months board meeting.

Plant Operations Report - Tons of Pope and Douglas County waste received during February totaled 1,708.19 tons plus 3,224.34 tons of Tri-County/Grant/Stevens waste and 105.68 tons of recycling equal to 5,038.21 tons and a year to date total of waste received of 11,439.04 tons (with Tri /Stevens Counties, tons we were down 18.7% from February 2017, without Tri/Stevens Counties we were down 8.5% from February 2017. Year to Date with Tri/Stevens Counties we were down 11.4% for the year, without Tri/Stevens Counties we were down .5% for the year). Total tip fee for February 2018 was \$381,568.31 and a year to date tip fee of \$866,813.01. Ash and fines removed in February totaled 1,888.82 tons and the year to date total of 4,139.37 tons.

Waste Received from Other Counties – During February 2018, the following waste was received from Other Counties:

	February Tons	YTD Tons	February Income	YTD Income
Tri-County	2,937.54	6,789.24	\$226,190.58	\$522,771.48
Stevens County	144.04	337.01	\$11,091.08	\$25,949.77
Grant County	142.76	331.33	\$10,992.52	\$25,512.41
Total Tons & Total Income	3,224.34	7,457.58	\$248,274.18	\$574,233.66

February 2018 Unit Availability Report

Unit 1 – Operated 84.50% or 568.00 Hours out of 672 Hours for refractory repair and safety valve replacement.

Unit 2 – Operated 33.80% or 227.00 Hours out of 672 Hours for major maintenance outage & PLC upgrade

Unit 3 – Operated 91.70% or 616.00 Hours out of 672 Hours for refractory repair

Vrchota noted that we bring the units down for repairs at this time of the year because fuel isn't as available. Connell added that it is also when stack testing is done.

February 2018 Steam Sales –

	Monthly K lbs.	Fuel Price	February Income	Y.T.D. K lbs.	Y.T.D. Income
3M	12,460.00	\$5.63	\$88,055.47	25,751.00	\$156,399.82
DCH	4,651.00	\$5.63	\$33,998.81	9,281.00	\$58,584.11
ATCC	700.00	\$7.24	\$5,734.00	1,169.00	\$8,809.05
Total	17,811.00		\$127,788.28	36,201.00	\$223,792.98

Vrchota stated that only 1 day in the month of February we asked 3M to make sure that they had a boiler on.

Turbine Generator Report – Megawatts of electricity totaling 67.76.00 (Generator 1 – 0.00 Megawatts and Generator 2 – 67.76 Megawatts) were produced in February for a year to date total 203.37 megawatts. The demand saved in February 2018 was \$8,970.50 and the monthly total amount saved in avoided electrical costs was \$11,680.90 and a year to date total savings of \$24,248.80.

Bypass – A total of 8.64 tons of waste was bypassed during February 2018 for a year to date total of 21.99 tons of bypass.

Confidential Burn/Special Burn February 2018 – Year to Date Confidential Burn/Special Burn tons have totaled 17.86 tons and Year to Date Income totaled \$5,406.26. The monthly breakdown is as follow:

Special Burn	4.86	Tons	\$1,224.99	Income
Confidential Burn	2.30	Tons	\$557.78	Income
Household Pharmaceuticals		Tons		Income
Plant Base Drugs	.17	Tons	\$374.40	Income
P/D Confidential Burn	.38	Tons	-	Free
P/D Household Pharms		Tons	-	Free
P/D Plant Base Drugs		Tons	-	Free
Monthly Total	7.71	Tons	\$2,157.17	

Landfill Operations Report – Ash landfill expenses for February 2018 totaled \$41,587.50 for a year to date total for 2018 - \$95,867.10. February ash tons (1046.50) fines tons (842.32) were received for February for a total of ash/fines of 1,888.82 tons and a year to date ash/fines total of 4,139.37 tons. Average yearly cost per ton to operate the ash landfill is \$23.16 as of February 2018. A total of 60,000 gallons of leachate were removed (5 loads to the City of Fergus Falls Wastewater Treatment Plant and 5 loads to the PDSWM facility for treatment).

Annual Ash Landfill Monitoring Agreement – S.E.H. – 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 \$33,500.00 was made by Lindor and seconded by Wright. Motion carried.

Material Recycling Facility Operations Report – Of the total of 4,932.53 tons of waste received a total of 4,403.09 tons (89.3% of the total waste received in February was processed through the facility). A total of 122.36 tons of recycling was removed during February or 2.8% of the waste processed. A year to date total of 270.95 tons have been removed from the trash or 2.8%. Commodities shipped during February 2018 totaled 226.65 tons and no used motor oil was shipped. Year to date commodities sold in 2018 were 513.70 tons and 0 gallons of used motor oil. February income received for commodities sold was \$31,227.77 and \$0.00 from used oil. A year to date income of \$67,131.53 and YTD used oil income of \$0.00.

Plant Operations Report – Connell reported following update:

The Unit 2 PLC and BOP was completed during the Unit 2 shutdown.

Demo Plus was here to do refractory work on Unit 2.

Ash roller shafts, unit top grates, and a couple of economizer tubes and shields were replaced.

Recycling/Household Hazardous Waste Report
Household Hazardous Waste Report February 2018

Residents Bringing Items In – 240

Y.T.D. Residents Bringing Items In – 557

Residents Taking Items Out – 53

Y.T.D. Residents Taking Items Out – 126

Recycling Report February 2018

Alex Recycling Center Tons – 9.14

Alex Recycling Center Avg. Vehicles Per Day – 65

Alex Recycling Center Vehicles for month – 1,549

Y.T.D. Alex Recycling Center Tons – 49.54

Y.T.D. Vehicles – 3,424

Reinbold reported the following topics:

- Current ads being played on the radio feature the STEAM Expo, organics recycling, and boat wrap recycling.
- PDSWM Staff met with MPCA on doing a multi-family and commercial recycling outreach pilot. Reinbold submitted a grant for a GreenCorps person to assist with these projects.
- PDSWM will be at the STEAM Expo on April 5th from 4:30 p.m. – 8:00 p.m.

Organics – Reinbold reported that 35.02 tons of organics were collected over the month of February. There are 56 entities signed up for the organics program. Reinbold submitted an MPCA Environmental Assistance grant for organics support and continued development. Reinbold added that PDSWM coordinated 3 “plate to garden” compost drop off events at area schools to promote use of finished compost for school projects.

There will be chutes installed in the MRF for the pulling of Organix green bags from the MSW throughput. Grant County wish to begin residential organics recycling in April/May. PDSWM is continuing discussions to set up residential recycling in Glenwood and Osakis.

February 2018 Bills - The Board received the February bill list totaling \$714,761.26. The Board discussed some of the yellow highlighted bills. Motion was made by Gerde and seconded by Wright to approve payment of the bills. Motion carried.

Lab U.S.A. – Vrchota noted at the equipment is mostly complete at the landfill, otherwise not much else is going on out there yet. Lab is hoping to start processing in April. Ferguson Brothers will be out at the landfill soon to move topsoil and clay from the cell to start preparing for ash disposal and Lab U.S.A.

Tri-County Waste Disposal Agreement – The Board received the amendment from the Tri-County Waste Disposal Agreement. The amendment included updating the following:

Update Section 5.02 Adjustments to Tipping Fee. – as follows:

The PDSWMB’s calculation of the Tipping Fee change for the next year will be based on a full calendar year of operations from the preceding year (i.e. Operations data from January 1, 2017 – December 31, 2017 will be used for a proposed increase notified by September 30, 2018 and effective January 1, 2019).

Article XII

Capacity Provisions

Section 12.01 Annual Review- The listed tons in Section 3.01 are the maximum contracted tons. The parties will meet at a time mutually designated near the end of the year to determine the monthly tons that will be required to meet the annual capacity for the next year. Actual processing capacity provided within 3 percent of contracted capacity shall be deemed reasonable based on operating conditions and delivery constraints and not subject to liquidated damages. Similarly, actual deliveries within 3% of the contracted amount in

Section 3.01 shall be deemed to fulfill the Commission's obligation and not be subject to Failure to Deliver payments listed in Section 5.05 of this contract. The parties will also review whether the Commission would like to acquire (the rest of the section would stay the same).

Vrchota added that the Counties would like to look at all their options before they commit tons. Vrchota added that if Tri-County does not want to commit their tons we will want to look at other counties for the tons.

Motion to approve the amendment to the Tri-County Waste Disposal Agreement was made by Gerde and seconded by Lindor. Motion carried.

Ordinance Discussion-- PDSWM staff met with both counties and both counties agreed that the ordinances should be looked at along with making sure that the waste from Pope and Douglas Counties come to this facility.

Vrchota presented a memo from Stoel Rives LLP with the cost estimates of a waste designation process, this process itself is estimated to take 15 months and about \$60,000.00. Stoel Rives suggested starting with a model ordinance as the current ordinances are fairly old. Stoel Rives LLP is the firm that has worked on ordinances of the counties around us along with other ordinances in the metro area.

The next meeting will be on April 9th to discuss setting up a stakeholder group.

Resolution #4-2018 – Green Corps –

Resolution #4-2018
Pope/Douglas Solid Waste Management
Minnesota Pollution Control Agency
FY 2018-2019 GreenCorps Program
Authorization Resolution

WHEREAS, Pope/Douglas Solid Waste Management has applied to host an AmeriCorps member from the Minnesota GreenCorps, a program of the Minnesota Pollution Control Agency (MPCA), for 2018-2019 program year; and

WHEREAS, if the MPCA selects Pope/Douglas Solid Waste Management, the organization is committed to implementing the proposed project as described in the host site application, and in accordance with pre-scoped position description; and

WHEREAS, the MPCA requires that Pope/Douglas Solid Waste Management enter into a host site agreement with the MPCA that identifies the terms, conditions, roles and responsibilities;

BE IT RESOLVED THAT Pope/Douglas Solid Waste Management hereby agrees to enter into and sign a host site agreement with the MPCA to carry out the member activities specified therein and to comply with all of the terms, conditions, and matching provisions of the host site agreement and authorizes and directs the Board Chairman to sign the agreement on its behalf.

Jim Stratton

(Print Name of Signing Officer)

Sign

Pope/Douglas Joint Solid Waste Management
Board Chairman

(Title)

Date

3 29- 2018

Motion was made by Lindor and seconded by Wright to authorize the Board Chairman to sign Resolution #4-2018. Roll Call Vote:

Gerde – Yes Wright – Yes Stratton – Yes Meyer – Yes Lindor – Yes

Motion carried.

Summer Intern Position – Vrchota presented the idea of hiring a seasonal – full time position for 3 – 6 months for a summer internship for an engineering student. This position would assist the Safety/Maintenance Planner with critical engineering and safety issues such as P&ID's, plant drawings, basic design, and project management. If it works out we would try to hire this position each summer.

Motion to allow Pope Douglas Solid Waste Management to hire a seasonal – full time student for the summer intern position was made by Meyer and seconded by Gerde. Motion carried.

Capital Project Review – An updated list of the capital projects was presented to the Board. The Board had agreed to spend 1.2 million on priority 1 projects at the August 2017 Board Meeting. The scope of some of these projects changed once we dug into them. Vrchota noted that the Board will need to decide if we stop after we get to that 1.2 million or if we continue with the priority 1 projects. After the master facility plan comes in we will also need to look at the other priority projects.

Recycling/Trash Can Sponsorship – Pope Douglas was approached at the Pope County Rise n' Shine event to sponsor a recycling/trash can in downtown Glenwood. The can would have the Pope Douglas Solid Waste Management logo on it. The cost per can is \$2,500.

Motion to sponsor one recycling / trash can was made by Gerde and seconded by Lindor. Motion carried.

Facility Tour – Vrchota and Connell took the Board for a tour of the facility.

There being no further business, the meeting was adjourned by Chairman Stratton.

Pope/Douglas Solid Waste Management


James Stratton, Board Chairman

Attest:


Brooke Hellerman, Board Recording Secretary

**Pope/Douglas Solid Waste Management
Regular Board Meeting
April 19, 2018**

Board Members Present: Jim Stratton, Paul Gerde, Jerry Wright, Charlie Meyer, Larry Lindor

Others Present: Stephen Vrchota, Brooke Hellerman, Darrell Connell, Michael Martin, Kory Muzik, Megan Roering, Nathan Reinbold, Char Rosenow and Shaynen Schmidt.

Board Chairman Stratton called the meeting to order.

The Pledge of Allegiance to the Flag was recited.

The April 19, 2018, Board Meeting Agenda

The Board received the agenda with no changes. There was a discussion to move the financial progress report to the end of the meeting with the closed session. Motion to approve the agenda with changes was made by Lindor and seconded by Gerde. Motion carried.

The March 29, 2018, Regular Board Minutes - Motion to approve the March 29, 2018, Minutes as written was made by Gerde and seconded by Wright. Motion carried.

Plant Operations Report - Tons of Pope and Douglas County waste received during March totaled 2,004.49 tons plus 4,654.28 tons of Tri-County/Grant/Stevens waste and 137.27 tons of recycling equal to 6,796.04 tons and a year to date total of waste received of 18,235.08 tons. With Tri/Stevens Counties tons we were up 5.3% from March 2017; without Tri/Stevens Counties we were down .5% from March 2017. Year to Date with Tri/Stevens Counties we were down 8.2% for the year; without Tri/Stevens Counties we were up .2% for the year. Total tip fee for March 2018 was \$521,096.72 and a year to date tip fee of \$1,387,909.73. Ash and fines removed in March totaled 2,429.44 tons and the year to date total of 6,568.81 tons. Vrchota stated that March was not an outage month, so the numbers were up again.

Waste Received from Other Counties – During March 2018, the following waste was received from other counties:

	March Tons	YTD Tons	March Income	YTD Income
Tri-County	4,298.22	11,087.46	\$330,962.94	\$853,734.42
Stevens County	183.92	520.93	\$14,161.84	\$40,111.61
Grant County	172.14	503.47	\$13,254.78	\$38,767.19
Total Tons & Total Income	4,654.28	12,111.86	\$358,379.56	\$932,613.22

March 2018 Unit Availability Report

- Unit 1 – Operated 99.1% or 737.00 Hours out of 744 Hours for hydraulic skid repair.
- Unit 2 – Operated 83.60% or 622.00 Hours out of 744 Hours for major maintenance outage
- Unit 3 – Operated 100% or 744.00 Hours out of 744 Hours

Vrchota added that unit 3 is down in April for its maintenance outage.

March 2018 Steam Sales –

	Monthly K lbs.	Fuel Price	March Income	Y.T.D. K lbs.	Y.T.D. Income
3M	14,322.00	\$4.05	\$75,661.02	40,073.00	\$232,060.84
DCH	5,400.00	\$4.05	\$29,376.00	14,681.00	\$87,960.11
ATCC	423.00	\$5.78	\$2,841.80	1,592.00	\$11,650.85
Total	20,145.00		\$107,878.82	56,346.00	\$331,671.80

Vrchota stated that the numbers are typical for this time of year. The gas price starts dropping in March.

Turbine Generator Report – Megawatts of electricity totaling 367.33 (Generator 1 – 1.68 Megawatts and Generator 2 – 365.65 Megawatts) were produced in March for a year to date of 570.70 megawatts. The demand saved in March 2018 was \$7,507.50 and the monthly total amount saved in avoided electrical costs was \$22,200.70 and a year to date total savings of \$46,449.50. Vrchota stated that we are down from last year with not as much steam available.

Bypass – A total of 14.56 tons of waste was bypassed during March 2018 for a year to date total of 36.55 tons of bypass.

Confidential Burn/Special Burn March 2018 – Year to Date Confidential Burn/Special Burn tons have totaled 37.05 tons and Year to Date Income totaled \$15,255.32. The monthly breakdown is as follow:

Special Burn	6.66	Tons	\$2,166.84	Income
Confidential Burn	6.53	Tons	\$1,879.02	Income
Household Pharmaceuticals	2.47	Tons	\$4,293.90	Income
Plant Base Drugs	.39	Tons	\$1,509.30	Income
P/D Confidential Burn	3.14	Tons	-	Free
P/D Household Pharms		Tons	-	Free
P/D Plant Base Drugs		Tons	-	Free
Monthly Total	19.19	Tons	\$9,849.06	

Landfill Operations Report – Ash landfill expenses for March 2018 totaled \$53,699.87 for a year to date total for 2018 of \$152,064.47. March ash tons (1,422.70) fines tons (1,006.74) were received for March for a total of ash/fines of 2,429.44 tons and a year to date ash/fines total of 6,568.81 tons. Average yearly cost per ton to operate the ash landfill is \$23.15 as of March 2018. A total of 72,000 gallons of leachate were removed (4 loads to the City of Fergus Falls Wastewater Treatment Plant and 8 loads to the PDSWM facility for treatment).

Material Recycling Facility Operations Report – Of the total of 6,658.77 tons of waste received a total of 5,896.65 tons (88.6% of the total waste received in March was processed through the facility). A total of 144.89 tons of recycling was removed during March or 2.5% of the waste processed. A year to date total of 415.84 tons have been removed from the trash or 2.6%.

Muzik reported that the MRF is trying to get above a 3% recycling rate. New teeth have been installed on the trommel that will help open more bags, staff noticed that 40 – 50% of the bags running through the trommel were not open.

Commodities shipped during March 2018 totaled 304.50 tons and no used motor oil was shipped. Year to date commodities sold in 2018 were 818.20 tons and 0 gallons of used motor oil. March income received for commodities sold was \$50,738.53 and \$0.00 from used oil. A year to date income of \$117,870.06 and YTD used oil income of \$0.00.

Plant Operations Report – Connell and Vrchota showed a power point presentation of the maintenance repairs that were done in March 2018. The following was also reported:

- Unit 3 outage including rebuilding feed ram face, floor repair, boiler baffles were missing, gantry was installed for removing the boiler roof, and refractory roof and wall repair.
- New trommel teeth were installed with a new design.
- Main steam line condenser valve was repaired
- A hole was cut in the north side of the building for festoon cable installation.
- New crane festoon cables were installed.

Recycling/Household Hazardous Waste Report

Household Hazardous Waste Report March 2018

Residents Bringing Items In – 298

Y.T.D. Residents Bringing Items In – 855

Residents Taking Items Out – 134

Y.T.D. Residents Taking Items Out – 260

Recycling Report March 2018

Alex Recycling Center Tons – 47.17

Alex Recycling Center Avg. Vehicles Per Day – 71

Alex Recycling Center Vehicles for month – 1,917

Y.T.D. Alex Recycling Center Tons – 96.71

Y.T.D. Vehicles – 5,341

Reinbold reported the following topics:

- Current ads on the radio feature scrap metal recycling drop off and the City of Alexandria pick up day and the E-waste and appliance collection event.
- Reinbold applied for a GreenCorp member for 2018-2019. This person would assist with setting up recycling in multi-family units, troubleshooting organics, and work with SWCD's to raise awareness about compost use and rain gardens.
- There will be a zero-waste event coming up this fall. The "MeatOctBeer Fest 2018" will use compostable utensils and plates.
- Over 2 million tons of ag plastic was recycled last year through the partnership with Revolution Plastics. The final distribution will be this summer. Small farms can get the large tote bags if they are not big enough to have their own dumpsters.

Organics – Reinbold reported that there was 27.09 tons of organics picked up during March 2018. There was 3 plate to garden events, compost was dropped off at the schools for projects and to increase recycling awareness. Chutes are being installed in the MRF for pulling out the Organix green bags. Grant County/ Elbow Lake plans to begin residential organics recycling in June.

TFC Poultry has notified Pope Douglas that they plan on developing a composting site to handle their chicken feathers.

A trailer has been purchased with the organics grant dollars. The trailer will be used for educational events and other mobile collection events.

March 2018 Bills - The Board received the March bill list totaling \$732,657.47. The Board discussed some of the yellow highlighted bills. Vrchota noted that we are seeing bigger outage expenses this year compared to other years. Motion was made by Lindor and seconded by Wright to approve payment of the bills. Motion carried.

Lab U.S.A. – Vrchota reported that Lab can't start processing until the frost is out of the ground. Ferguson is on standby to move the top cover when the weather warms up. Red Wing has the same operational supervisor, but they will have different operational bodies.

Ordinance Discussion – Pope Douglas is looking at setting up a stakeholder group. They would then set up a user group to keep the meeting group smaller. Vrchota stated that anything truly ordinance would be up to the Counties to take care of. The designation part of the ordinance would be up to the Counties and Pope/Douglas to share. The lawyer that Pope Douglas has been working with regarding ordinances suggested that the we use the template that the State came out with a few years ago as a starting point.

Hildi Inc. Consulting Contract – Hellerman reported that our most recent valuation was done in 2014. Pope Douglas was due for an updated valuation in January 2017.

Motion to authorize the Pope Douglas Solid Waste Management Board Chairman to sign the contract with Hildi Inc. to complete the GASB 45 Actuarial Valuation for the price of \$2,100.00 and at year-end December 31, 2018 to develop disclosures for GASB 75 for a price of \$900.00 was made by Gerde and seconded by Lindor. Motion carried 4-1.

Capital Project Review – The capital project list was presented to the Board with an updated status of each of the projects. Statute 400 states that solid waste facilities are not required to get competitive bids for projects. Rosenow suggested that if we receive a quote on a project, that should be presented to the Board and placed in the minutes.

Financial Progress Report as of March 31, 2018 - Vrchota presented the Financial Progress report ending March 31, 2018 to the Board. He noted that with 25% of the year over with, revenues are behind for this time in 2017 by \$397,214.00 and expenses are up for this time in 2017 by \$863,086.74. A total of \$1,879,487.20 or 19.33% of the 2018 revenue budget has been received and a total \$3,437,303.84 or 32.04% of the expense budget has been spent.

Closed Session – Financial Status – Motion to go into closed session was made by Lindor and seconded by Meyer. Roll Call Vote:

Gerde – Yes Meyer – Yes Stratton – Yes Wright – Yes Lindor – Yes Motion Carried.

Douglas County Auditor/Treasurer Char Rosenow presented a list of funds and investments for Pope Douglas Solid Waste Management. There was a discussion on increasing the tipping fee and increasing the service fee.

Motion to re-open the meeting was made by Meyer and seconded by Wright. Roll Call Vote:
Lindor – Yes Meyer – Yes Gerde – Yes Stratton – Yes Wright – Yes Motion Carried.

Motion to allow PDSWM Director to request an advanced payment from Douglas and Pope Counties for the 2018 settlements was made by Lindor and seconded by Meyer. Motion carried.

The next Board Meeting will be on May 17, 2018 at 8:00 a.m.

There being no further business, the meeting was adjourned by Chairman Stratton.

Pope/Douglas Solid Waste Management


James Stratton, Board Chairman

Attest:


Brooke Hellerman, Board Recording Secretary

**Pope/Douglas Solid Waste Management
Regular Board Meeting
May 17, 2018**

Board Members Present: Jim Stratton, Paul Gerde, Jerry Wright, Charlie Meyer, Larry Lindor

Others Present: Stephen Vrchota, Brooke Hellerman, Darrell Connell, Kory Muzik, Megan Roering, and David Crowell.

Board Chairman Stratton called the meeting to order.

The Pledge of Allegiance to the Flag was recited.

The May 17, 2018, Board Meeting Agenda

The Board received the agenda. Vrchota noted that we would like to add a closed session at the end of the meeting to discuss staffing. Motion to approve the agenda was made by Gerde and seconded by Lindor. Motion carried.

The April 19, 2018, Regular Board Minutes - Motion to approve the April 19, 2018, Minutes as written was made by Wright and seconded by Gerde. Motion carried.

Financial Progress Report as of April 30, 2018 - Vrchota presented the Financial Progress report ending April 30, 2018 to the Board. He noted that with 33% of the year over with, revenues are ahead for this time in 2017 by \$1,042,057.31 and expenses are up for this time in 2017 by \$723,941.25. A total of \$3,738,311.15 or 38.45% of the 2018 revenue budget has been received and a total \$4,424,871.95 or 41.24% of the expense budget has been spent. Vrchota added that 1.2 million was moved over that wasn't part of the cash flow, this was done to cover the capital projects. The Board received a schedule of funds showing what is currently in the checking and invested, they also received a revenues and expenditures report through April 2018. Motion to approve the financial reports was made by Wright and seconded by Lindor. Motion carried.

Plant Operations Report - Tons of Pope and Douglas County waste received during April totaled 2,078.69 tons plus 3,203.44 tons of Tri-County/Grant/Stevens waste and 152.45 tons of recycling equal to 5,434.58 tons and a year to date total of waste received of 23,669.66 tons. With Tri/Stevens Counties tons we were down 8.8% from April 2017; without Tri/Stevens Counties we were up 5.7% from April 2017. Year to Date with Tri/Stevens Counties we were down 8.4% for the year; without Tri/Stevens Counties we were up 1.6% for the year. Total tip fee for April 2018 was \$407,236.82 and a year to date tip fee of \$1,795,146.55. Ash and fines removed in April totaled 1,845.57 tons and the year to date total of 8,414.38 tons. Vrchota added that it was a slightly heavier outage season and that was the reason the tonnage is down. Vrchota also stated that the condensers weren't cooling enough so we were not burning at max tons.

Waste Received from Other Counties – During April 2018, the following waste was received from other counties:

	April Tons	YTD Tons	April Income	YTD Income
Tri-County	2,917.75	14,005.21	\$224,666.75	\$1,078,401.17
Stevens County	110.54	631.47	\$8,511.58	\$48,623.19
Grant County	175.15	678.62	\$13,486.55	\$52,253.74
Total Tons & Total Income	3,203.44	15,315.30	\$246,664.88	\$1,179,278.10

April 2018 Unit Availability Report

- Unit 1 – Operated 100% or 720.00 Hours out of 720 Hours
- Unit 2 – Operated 99.4% or 716.00 Hours out of 720 Hours for an ash conveyor jam.
- Unit 3 – Operated 44.4% or 320.00 Hours out of 720 Hours for major maintenance outage.

April 2018 Steam Sales –

	Monthly K lbs.	Fuel Price	April Income	Y.T.D. K lbs.	Y.T.D. Income
3M	10,879.00	\$3.35	\$50,170.71	50,952.00	\$282,231.55
DCH	4,054.00	\$3.35	\$18,688.94	18,735.00	\$106,649.05
ATCC	301.00	\$5.35	\$1,904.16	1,893.00	\$13,555.01
Total	15,234.00		\$70,763.81	71,580.00	\$402,435.61

Turbine Generator Report – Megawatts of electricity totaling 135.86 (Generator 1 – 5.20 Megawatts and Generator 2 – 130.66 Megawatts) were produced in April for a year to date of 706.56 megawatts. The demand saved in April 2018 was \$6,716.50 and the monthly total amount saved in avoided electrical costs was \$12,150.90 and a year to date total savings of \$58,600.40. Vrchota added that all the available steam went to the steam customers. Pope Douglas makes approximately 4 – 6 times more in steam sales over electricity.

Bypass – A total of 24.29 tons of waste was bypassed during April 2018 for a year to date total of 60.84 tons of bypass. Muzik stated that we are seeing large items come in that are not processable. We do have an unacceptable waste charge for these items.

Confidential Burn/Special Burn April 2018 – Year to Date Confidential Burn/Special Burn tons have totaled 39.82 tons and Year to Date Income totaled \$15,954.98. The monthly breakdown is as follow:

Special Burn	1.16	Tons	\$400.14	Income
Confidential Burn	0.78	Tons	\$299.52	Income
Household Pharmaceuticals	-	Tons	-	Income
Plant Base Drugs	-	Tons	-	Income
P/D Confidential Burn	0.60	Tons	-	Free
P/D Household Pharms	0.23	Tons	-	Free
P/D Plant Base Drugs	-	Tons	-	Free
Monthly Total	2.77	Tons	\$699.66	

Landfill Operations Report – Ash landfill expenses for April 2018 totaled \$43,460.09 for a year to date total for 2018 of \$195,524.56. April ash tons (1,011.48) fines tons (834.09) were received for April for a total of ash/fines of 1,845.57 tons and a year to date ash/fines total of 8,414.38 tons. Average yearly cost per ton to operate the ash landfill is \$23.24 as of April 2018. A total of 78,000 gallons of leachate were removed (9 loads to the City of Fergus Falls Wastewater Treatment Plant and 4 loads to the PDSWM facility for treatment). Vrchota added that Ferguson Brothers was at the landfill to scrap the land for Lab USA to start processing. If it does rain we will have more leachate.

Material Recycling Facility Operations Report – Of the total of 5,282.13 tons of waste received a total of 4,735.02 tons (89.6% of the total waste received in April was processed through the facility). A total of 135.56 tons of recycling was removed during April or 2.9% of the waste processed. A year to date total of 554.73 tons have been removed from the trash or 2.7%. Muzik stated that semis are less full in the summer months with the garbage being wet and they can process more tons.

Commodities shipped during April 2018 totaled 274.75 tons and 450 gallons of used motor oil was shipped. Year to date commodities sold in 2018 were 1,092.95 tons and 450 gallons of used motor oil. April income received for commodities sold was \$64,594.78 and \$0.00 from used oil. A year to date income of \$182,464.84 and YTD used oil income of \$0.00. Vrchota added that the commodity pricing is down but we are still able to ship out our commodities, bigger cities are unable to get rid of their recycling.

Plant Operations Report – Connell and Vrchota showed a power point presentation of the maintenance repairs that were done in April 2018. The following was also reported:

- The festoon cable was installed, and an access hole was cut into the building.
- A lift was rented for the month to perform various tasks in the building.
- The baghouse hopper was replaced. Staff are looking into putting blankets on it.
- New refractory was installed on unit 3 feed ram.
- Repaired beam the bay 4 pit.
- Maintenance staff had a training with a bearing company.
- The doors on the MRF trommel were replaced.

Recycling/Household Hazardous Waste Report

Household Hazardous Waste Report April 2018

Residents Bringing Items In – 507

Y.T.D. Residents Bringing Items In – 1,391

Residents Taking Items Out – 174

Y.T.D. Residents Taking Items Out – 434

Recycling Report April 2018

Alex Recycling Center Tons – 28.77

Alex Recycling Center Avg. Vehicles Per Day – 86

Alex Recycling Center Vehicles for month – 2,141

Y.T.D. Alex Recycling Center Tons – 125.48

Y.T.D. Vehicles – 7,482

Vrchota reported the following topics:

- Current ads on the radio feature the community cleanups.
- Pope Douglas was awarded a GreenCorp member for 2018 – 2019. This person will begin on October 1st.
- Pope Douglas purchased 133 recapture bag starter kits to help fill in the gaps of coverage for farmers that are not big enough to qualify for their own dumpster with Revolution Plastics.
- A concrete pad has been installed to have an organics drop site at our facility.

Organics – Vrchota reported that there was 26.85 tons of organics picked up during April 2018. There are now 60 entities signed up for the organics program. Vrchota mentioned that new chutes have been installed in the MRF to accommodate the green bag program. The cities of Elbow Lake and Osakis are planning on doing the pilot program. Glenwood will have a final vote at the end of May to determine if they will also do the green bag program.

TFC Poultry has been in communication with Pope Douglas staff that they will be developing a composting site to handle their chicken feathers and by products. They would like to work with Pope/Douglas on having an outlet for collected household/commercial organics.

Recycling Committee Update – The recycling committee met after the April 19th Board Meeting to discuss recycling offset changes. We would like to offer an offset for organics recycling and encourage commercial single sort recycling. By making these changes Pope Douglas staff feel like this will help increase recycling tons in the two Counties

The proposed changes are:

Household Single Sort Recycling – change from \$30/ton to \$20/ton

Household Organics Recycling – add \$30/ton

Household Yard Waste – change from \$30/ton to \$20/ton

Commercial Single Sort Recycling – add \$20/ton

Commercial Organics Recycling – add \$30/ton

Commercial Cardboard – decrease from \$30/ton & \$25/ton to \$20/ton & \$15/ton

Motion to amend the recycling incentive offsets to the proposed changes effective July 1, 2018 was made by Lindor and seconded by Wright. Motion carried.

April 2018 Bills - The Board received the April bill list totaling \$385,631.11. The Board discussed the Wrigley Mechanical and Demo Plus bills, each were for plant outage expenses. The Alex Rubbish and recycling bill was increased this month to prepay for a couple months of service to spend down the organics grant. The Ferguson Brother invoice was for opening the landfill. Motion was made by Gerde and seconded by Wright to approve payment of the bills. Motion carried.

Lab U.S.A. – Vrchota reported that the Lab USA facility is mechanically complete. Lab USA needs to send one of their employees to landfill operator training to follow our permit. They are using a backhoe with an attachment that prescreens the material. Alex Rubbish and Recycling is providing the labor to push a stockpile of material for them to work on and then pushes the finished material back. Lab USA is mostly just testing at this point, they will be in full production soon.

Ordinance Discussion – PDSWM staff have been working with land and resource management from both counties. They have come up with a list of stakeholders and will need to have a smaller work group to discuss the items that may be controversial. Vrchota stated that the cost of the ordinance itself would be up to the individual counties to pay for. There will need to be further discussion on how the waste designation process should be cost shared.

Capital Project Review – The Board received an updated capital projects list. At the September Board Meeting the Board approved priority one projects excluding the control room HVAC system because as a priority two item staff would like to replace the control room. The air conditioning isn't currently working in the control room and we will soon be approaching the warm months of the year. The Board was sent 2 proposals one for moving the HVAC units onto the roof of the building and replacing the indoor 4-ton air handler with a new floor mount air handler. The other quote was for installing a new rooftop ventilation unit to get the room pressurized, to keep a positive pressure in the room. Electrical is not included in the total. Connell noted that there are very few HVAC companies in the area and even fewer that handle industrial HVAC. This makes it very difficult to get another quote.

Motion to approve both proposals from Ellingson to move the HVAC system to the roof and install a new ventilation unit in the amount of \$43,630.00 was made by Lindor and seconded by Meyer. Motion carried.

IT Consultant – Hellerman reported that Pope Douglas Solid Waste Management currently has a contract and works with a local IT services company for handling most of our IT needs, including computer, printer, and email support. They work well with those types of items but do not offer technical support on inventory management, scale systems, data input, network integration, and portable devices. When contacting other IT companies most want to sell us equipment. We would like to work with a top-level system designer that is not trying to sell us something just view what our needs are and assist us with them. Hellerman has been working with =V= Systems run by Chuck Vrchota. Chuck is the brother of director Steve Vrchota.

Motion to approve a not to exceed price of \$5,000 for consulting services with =V= Systems was made by Gerde and seconded by Wright. Motion carried.

Closed Session –

Motion to go into closed session was made by Lindor and seconded by Wright. Roll Call Vote:
Meyer – Yes Stratton – Yes Gerde – Yes Lindor – Yes Wright – Yes Motion Carried.

There was a discussion on personnel and staffing issues in the facility. PDSWM staff will look at similar position in other facilities and make a recommendation for a mid-year salary adjustment at the next board meeting. Staff will investigate increasing tip fees and service fees to offset these costs for 2019.

Motion to re-open the meeting was made by Meyer and seconded by Wright. Roll Call Vote:
Lindor – Yes Stratton – Yes Gerde – Yes Wright – Yes Meyer – Yes Motion Carried.

The Board discussed the meeting time and decided that the meetings would be at 8:00 a.m. year-round. The next Board Meeting will be on June 21, 2018 at 8:00 a.m.

There being no further business, the meeting was adjourned by Chairman Stratton.

Pope/Douglas Solid Waste Management


James Stratton, Board Chairman

Attest:


Brooke Helferman, Board Recording Secretary

**Pope/Douglas Solid Waste Management
Regular Board Meeting
June 21, 2018**

Board Members Present: Jim Stratton, Paul Gerde, Jerry Wright, Charlie Meyer, Larry Lindor

Others Present: Stephen Vrchota, Brooke Hellerman, Darrell Connell, Nathan Reinbold, Shawn Olson, Jeff Bertram, and David Crowell.

Board Chairman Stratton called the meeting to order.

The Pledge of Allegiance to the Flag was recited.

The June 21, 2018, Board Meeting Agenda

The Board received the agenda. Motion to approve the agenda was made by Meyer and seconded by Gerde. Motion carried.

The May 17, 2018, Regular Board Minutes - Motion to approve the May 17, 2018, Minutes as written was made by Lindor and seconded by Wright. Motion carried.

Financial Progress Report as of May 31, 2018 - Vrchota presented the Financial Progress report ending May 31, 2018 to the Board. He noted that with 42% of the year over with, revenues are ahead for this time in 2017 by \$2,220,979.82 and expenses are up for this time in 2017 by \$696,542.69. A total of \$5,670,558.58 or 58.32% of the 2018 revenue budget has been received and a total \$5,058,540.59 or 47.15% of the expense budget has been spent. Vrchota stated that \$1,119,017.80 was transferred in from the equipment replacement fund to cover capital projects and the solid waste services fees were transferred over from the Counties to help cover early expenses this year. Vrchota added that we had to do some spending down of the organics grant and will be reimbursed after the final report is completed at the end of June.

May 2018 Bills - The Board received the May bill list totaling \$607,394.53. The Board discussed highlighted bills from Breitbach Construction – Column repair and festoon access, Richmond Engineering – Festoon, Wrigley Mechanical – Equipment Maintenance, and Yokogawa – Flow Meter. Payments to the City of Glenwood and City of Osakis were small grants to the cities for purchasing bags and setting up household organics programs.

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

Lab U.S.A. – Vrchota stated that the equipment is up and running. They are currently only processing about 5 hours a day. They are adding some covers and chutes, so the debris doesn't go flying on windy days. He added that the MPCA was on site and didn't have any issues with the facility. The Pope Douglas Board Members will tour the facility when it is up and running full time.

Ordinance Discussion – Vrchota stated that they are working with Dave Green and David Rush of both Counties. A general outline has been set up. They are working on setting up members for different work groups. Before the ordinance goes to a public hearing all the sub groups would be getting together for a couple of meetings.

Capital Project Review – The Board received an updated capital projects list. We are getting close to the total budget; however, some items haven't been done yet. Vrchota added that he would present these projects to the Board on a case by case item as some of these are still a concern but not an immediate as the ones we have completed. We are getting information together for the arc flash study that is required by the National Electric Code.

Payroll Software – Hellerman reported that Pope Douglas Solid Waste Management has been working with Douglas County for its payroll services and plans on continuing this service. Douglas County is transitioning over to Kronos software and Pope Douglas needs to either sign a contract to continue with CPUi or transition over to Kronos. There will be a one time set up fee of \$4,500 and a monthly fee of \$3.15 per employee with a minimum of 50 employees (minimum of \$157.50 per month).

Motion to approve Pope Douglas Solid Waste Management to transition to Kronos Payroll Software and to allow Executive Director to sign order form with Kronos for implementation services was made by Meyer and seconded by Gerde. Motion carried.

Plant Operations Report - Tons of Pope and Douglas County waste received during May totaled 2,476.54 tons plus 4,435.63 tons of Tri-County/Grant/Stevens waste and 147.39 tons of recycling equal to 7,059.56 tons and a year to date total of waste received of 30,729.22 tons. With Tri/Stevens Counties tons we were down 6.7% from May 2017; without Tri/Stevens Counties we were up 9.7% from May 2017. Year to Date with Tri/Stevens Counties we were down 8% for the year; without Tri/Stevens Counties we were up 3.4% for the year. Total tip fee for May 2018 was \$552,583.63 and a year to date tip fee of \$2,347,730.18. Ash and fines removed in May totaled 2,482.26 tons and the year to date total of 10,869.64 tons.

Waste Received from Other Counties – During May 2018, the following waste was received from other counties:

	May Tons	YTD Tons	May Income	YTD Income
Tri-County	4,026.61	18,031.82	\$310,048.97	\$1,388,450.14
Stevens County	173.29	804.76	\$13,343.33	\$61,966.52
Grant County	235.73	914.35	\$18,151.21	\$70,404.95
Total Tons & Total Income	4,435.63	19,750.93	\$341,543.51	\$1,520,821.61

Vrchota stated that the tons to be delivered to Pope Douglas for 2018 was set at 50,000 tons; however, it looks like it will be closer to 49,000 tons delivered. We should be averaging about 4,600 tons of waste delivered from Tri-County during the summer months. We try to work with all haulers to make their quotas and they work with us when our tip floor is full.

May 2018 Unit Availability Report

- Unit 1 – Operated 88.8% or 661.00 Hours out of 744 Hours, scheduled cleaning outage.
- Unit 2 – Operated 99.6% or 741.00 Hours out of 744 Hours, floor feeder problems.
- Unit 3 – Operated 97.0% or 722.00 Hours out of 744 Hours, glycol condenser system.

May 2018 Steam Sales –

	Monthly K lbs.	Fuel Price	May Income	Y.T.D. K lbs.	Y.T.D. Income
3M	8,211.00	\$3.34	\$43,540.06	59,163.00	\$325,771.61
DCH	3,678.00	\$3.34	\$16,219.98	22,413.00	\$122,869.03
ATCC	155.00	\$5.02	\$952.10	2,048.00	\$14,507.11
Total	12,044.00		\$60,712.14	83,624.00	\$463,147.75

Vrchota added that 3M had a significant outage over Memorial Day and the week after that; that is why the K lbs. are down for them this month.

Turbine Generator Report – Megawatts of electricity totaling 600.40 (Generator 1 – 43.67 Megawatts and Generator 2 – 556.73 Megawatts) were produced in May for a year to date of 1,306.96 megawatts. The demand saved in May 2018 was \$10,458.00 and the monthly total amount saved in avoided electrical costs was \$34,474.00 and a year to date total savings of \$93,074.40.

Bypass – A total of 21.45 tons of waste was bypassed during May 2018 for a year to date total of 82.29 tons of bypass.

Confidential Burn/Special Burn May 2018 – Year to Date Confidential Burn/Special Burn tons have totaled 85.66 tons and Year to Date Income totaled \$39,831.20. The monthly breakdown is as follow:

Special Burn	24.21	Tons	\$6,372.41	Income
Confidential Burn	6.84	Tons	\$2,156.31	Income
Household Pharmaceuticals	7.66	Tons	\$13,218.10	Income
Plant Base Drugs	1.07	Tons	\$2,29.40	Income
P/D Confidential Burn	5.99	Tons	-	Free
P/D Household Pharms	0.7	Tons	-	Free
P/D Plant Base Drugs	-	Tons	-	Free
Monthly Total	45.84	Tons	\$23,876.22	

Vrchota added that staff have started looking at a special system to dump boxes of material right into the feed chute instead of having to manually move these boxes. We would be able to accept more of this sort of material if we had a system like this and would decrease the manpower of having to do these types of burns.

Landfill Operations Report – Ash landfill expenses for May 2018 totaled \$52,060.56 for a year to date total for 2018 of \$247,585.12. May ash tons (1,360.86) fines tons (1,121.40) were received for May for a total of ash/fines of 2,482.26 tons and a year to date ash/fines total of 10,896.64 tons. Average yearly cost per ton to operate the ash landfill is \$22.72 as of May 2018. A total of 84,000 gallons of leachate were removed (8 loads to the City of Fergus Falls Wastewater Treatment Plant and 6 loads to the PDSWM facility for treatment). Vrchota stated that he will add another column to show the fines as a monthly percent of the incoming garbage as that percentage.

Material Recycling Facility Operations Report – Of the total of 6,912.17 tons of waste received a total of 5,905.90 tons (85.4% of the total waste received in May was processed through the facility). A total of 164.06 tons of recycling was removed during May or 2.8% of the waste processed. A year to date total of 718.79 tons have been removed from the trash or 2.7%. Olson added that we receive a few bad loads each month that do not have much recyclable material in them.

Commodities shipped during May 2018 totaled 354.18 tons and 700 gallons of used motor oil was shipped. Year to date commodities sold in 2018 were 1,447.13 tons and 1,150 gallons of used motor oil. May income received for commodities sold was \$60,151.75 and \$0.00 from used oil. A year to date income of \$242,616.59 and YTD used oil income of \$0.00.

Plant Operations Report – Connell and Vrchota showed a power point presentation of the maintenance repairs that were done in May 2018. The following was also reported:

- Unit 1 and Unit 2 were each down for a cleaning and check over.
- A spare motor was installed on west condenser.
- The east condenser was check for leaks and had a few tubs that needed to be plugged.
- Jetting was done at the landfill and the plant.
- Cell 2B is open at the landfill and we are open to have more water also.

Recycling/Household Hazardous Waste Report
Household Hazardous Waste Report May 2018

Residents Bringing Items In – 855

Y.T.D. Residents Bringing Items In – 2,246

Residents Taking Items Out – 233

Y.T.D. Residents Taking Items Out – 667

Recycling Report May 2018

Alex Recycling Center Tons – 41.47
Alex Recycling Center Avg. Vehicles Per Day – 107
Alex Recycling Center Vehicles for month – 2,895

Y.T.D. Alex Recycling Center Tons – 166.95
Y.T.D. Vehicles – 10,377

Reinbold reported the following topics:

- PDSWM was awarded another \$250,000 Organics Grant. This grant will help with moving forward with organics recycling; including a layout to permit a compost facility at the ash landfill site.
- Ads on the radio feature the organics drop site at Pope Douglas Solid Waste Management.
- Ag plastic recapture starter kits were purchased for farmers that are not large enough to have their own bin.
- Community collections have been a success. The event at Starbuck was a large collection and many residents were thankful for the service.
- Staff is working with the Alexandria Parks Department and YMCA to develop an organics drop site and rain garden out at that facility.

Organics – Reinbold reported that there was 39.92 tons of organics picked up during May 2018. There are 62 entities signed up for the commercial organics program. The Organix Green Bag program for Osakis will begin on July 17th and Glenwood’s program will begin in August. Reinbold added that 55 households have already signed up for the household organics program in the city of Osakis. The Awake the Lakes Rib Fest will have all compostable items at this event.

Proposals - Vrchota presented two proposals from SEH Inc. The first is for \$24,000 for engineering costs to look at options to fix our leachate system. Staff are frequently having to acid treat the landfill, the system wasn’t initially designed to handle the fines material. The second proposal was for \$5,000 for the design and drawings of the landfill for developing plans for an organics facility.

The Board stated that they would like to look over the proposals and have this presented at the next Board Meeting.

The next Board Meeting will be on July 19, 2018 at 8:00 a.m.

There being no further business, the meeting was adjourned at 8:50 a.m. by Chairman Stratton.

Pope/Douglas Solid Waste Management


James Stratton, Board Chairman

Attest:


Brooke Hellerman, Board Recording Secretary

**Pope/Douglas Solid Waste Management
Regular Board Meeting
July 19, 2018**

Board Members Present: Jim Stratton, Paul Gerde, Jerry Wright, Charlie Meyer, Larry Lindor

Others Present: Stephen Vrchota, Brooke Hellerman, Darrell Connell, Kory Muzik, Megan Roering, Michael Martin, Don Kuismi, Doug Host, David Crowell and Jeff Bertram.

Board Chairman Stratton called the meeting to order.

The Pledge of Allegiance to the Flag was recited.

The July 19, 2018, Board Meeting Agenda

The Board received the agenda. Motion to approve the agenda was made by Gerde and seconded by Lindor. Motion carried.

The June 21, 2018, Regular Board Minutes – Motion to approve the June 21, 2018, Minutes as written was made by Meyer and seconded by Wright. Motion carried.

Financial Progress Report as of June 30, 2018 – Vrchota presented the Financial Progress report ending June 30, 2018 to the Board. He noted that with 50% of the year over with, revenues are ahead for this time in 2017 by \$1,417,205.80 and expenses are up for this time in 2017 by \$956,846.71. A total of \$6,391,218.25 or 65.73% of the 2018 revenue budget has been received and a total \$5,975,247.40 or 55.69% of the expense budget has been spent. Vrchota added that most of the items are right in line as expected, although we are behind on burning tons. The Board also received the schedule of funds worksheet and revenue expenditure reports.

Plant Operations Report – Tons of Pope and Douglas County waste received during June totaled 2,552.46 tons plus 4,397.62 tons of Tri-County/Grant/Stevens waste and 180.89 tons of recycling equal to 7,130.97 tons and a year to date total of waste received of 37,860.19 tons. Total tip fee for June 2018 was \$538,411.09 and a year to date tip fee of \$2,886,141.27. Ash and fines removed in June totaled 2,517.15 tons and the year to date total of 13,413.79 tons.

Waste Received from Other Counties – During June 2018, the following waste was received from other counties:

	June Tons	YTD Tons	June Income	YTD Income
Tri-County	4,008.85	22,040.67	\$308,681.45	\$1,697,131.59
Stevens County	174.17	978.93	\$13,411.09	\$75,377.61
Grant County	214.60	1,128.95	\$16,524.20	\$86,929.15
Total Tons & Total Income	4,397.62	24,148.55	\$338,616.74	\$1,859,438.35

June 2018 Unit Availability Report – Vrchota stated that he would like to see the unit availability be at 90% for the year, they average to about 85% currently.

- Unit 1 – Operated 100.00% or 720 Hours out of 720 Hours.
- Unit 2 – Operated 87.50% or 630 Hours out of 720 Hours, scheduled cleaning outage.
- Unit 3 – Operated 95.60% or 688 Hours out of 720 Hours, baghouse hopper plug.

June 2018 Steam Sales – Vrchota stated that we are on track from last year, with low gas prices we have low steam prices.

	Monthly K lbs.	Fuel Price	June Income	Y.T.D. K lbs.	Y.T.D. Income
3M	9,409.00	\$3.50	\$45,055.64	68,572.00	\$370,827.25
DCH	3,082.00	\$3.50	\$14,146.38	25,495.00	\$137,015.41
ATCC	76.00	\$5.31	\$419.52	2,124.00	\$15,022.23
Total	12,567.00		\$59,717.14	96,191.00	\$522,864.89

Turbine Generator Report – Megawatts of electricity totaling 569.47 (Generator 1 – 122.23 Megawatts and Generator 2 – 447.24 Megawatts) were produced in June for a year to date of 1,876.43 megawatts. The demand saved in June 2018 was \$17,268.60 and the monthly total amount saved in avoided electrical costs was \$40,047.40 and a year to date total savings of \$133,121.80.

Bypass – A total of 16.21 tons of waste was bypassed during June 2018 for a year to date total of 98.50 tons of bypass. Vrchota added that we are seeing some revenue for the waste that was previously bypassed that is now being recycled.

Confidential Burn/Special Burn June 2018 – Year to Date Confidential Burn/Special Burn tons have totaled 107.29 tons and Year to Date Income totaled \$44,751.64. Pope Douglas staff have a quote for an automated lift system for these burns, but we are looking at other options. The monthly breakdown is as follow:

Special Burn	14.79	Tons	\$3,213.41	Income
Confidential Burn	2.42	Tons	\$771.03	Income
Household Pharmaceuticals	0.50	Tons	\$936.00	Income
Plant Base Drugs	-	Tons	-	Income
P/D Confidential Burn	3.91	Tons	-	Free
P/D Household Pharms	0.1	Tons	-	Free
P/D Plant Base Drugs	-	Tons	-	Free
Monthly Total	21.63	Tons	\$4,920.44	

Landfill Operations Report – Ash landfill expenses for June 2018 totaled \$61,414.65 for a year to date total for 2018 of \$309,440.77. June ash tons (1,449.77) fines tons (1,067.38) were received for June for a total of ash/fines of 2,517.15 tons and a year to date ash/fines total of 13,413.79 tons. Average yearly cost per ton to operate the ash landfill is \$23.07 as of June 2018. A total of 102,000 gallons of leachate were removed (9 loads to the City of Fergus Falls Wastewater Treatment Plant and 8 loads to the PDSWM facility for treatment).

Vrchota stated that we will now discuss the Lab USA portion during the landfill operations report. He added that Lab USA has processed about 5,500 tons. They are planning on processing about 350 ton per day, with half being new ash and half being old ash. They have not sold any of the material yet and so we have not received a payment.

Material Recycling Facility Operations Report – Of the total of 6,950.08 tons of waste received a total of 5,814.05 tons (83.7% of the total waste received in June was processed through the facility). A total of 156.11 tons of recycling was removed during June or 2.7% of the waste processed. A year to date total of 874.90 tons have been removed from the trash or 2.7%. Muzik report that tin and aluminum are typically up in the summer months. Cardboard was down in June because of how wet it was and less was picked to avoid contamination and bad grading on the cardboard.

Commodities shipped during June 2018 totaled 313.12 tons and 850 gallons of used motor oil was shipped. Year to date commodities sold in 2018 were 1,760.25 tons and 2,000 gallons of used motor oil. June income received for commodities sold was \$27,040.80 and \$0.00 from used oil. A year to date income of \$269,657.39 and YTD used oil income of \$0.00.

Plant Operations Report – Connell and Vrchota showed a power point presentation of the maintenance repairs that were done in June 2018. The following was also reported:

- Condensers were cleaned out with high pressure water.
- Units 1 & 2 were shutdown to fix a water leak on the feedwater system.
- Al's Fan Balancing was on site to balance 4 fans.
- Wrigley Mechanical was on site to fix a leak on unit 1 water jacket.
- A third expansion tank was installed on the glycol condenser.

Recycling/Household Hazardous Waste and Organics Reports

Household Hazardous Waste Report June 2018

Residents Bringing Items In – 780

Residents Taking Items Out – 213

Y.T.D. Residents Bringing Items In – 3,026

Y.T.D. Residents Taking Items Out – 880

Recycling Report June 2018

Alex Recycling Center Tons – 44.31

Y.T.D. Alex Recycling Center Tons – 211.26

Alex Recycling Center Avg. Vehicles Per Day – 108

Y.T.D. Vehicles – 13,188

Alex Recycling Center Vehicles for month – 2,811

Organics Report

Commercial Organics Tons picked up in June 2018 – 27.65

Y.T.D. Commercial Organics Tons – 187.79

Commercial Organics Customers – 62

Vrchota reported the following topics:

- Pope/Douglas was awarded another 2-year, \$250,000 Environmental Assistance grant.
- The HHW collections in other communities were a success. Pope/Douglas will continue to do these events as the sites were busy, and residents appreciated the service.
- There is now a bin in the recycling center for plastic films, wraps, and bags.
- Staff have been assisting with event recycling at Concerts in the Park, Methodist Church Community Brick Oven, and Cruisers Car Club in Osakis.
- Pope/Douglas will have a booth at Waterama to sign up more Glenwood households for Organics Recycling.
- Voyager and Lincoln schools in Alexandria and Brandon and Evansville schools will be setting up organics recycling in the fall.
- Over 90 households have signed up in each Osakis and Glenwood for household organics recycling.

June 2018 Bills - The Board received the June bill list totaling \$1,396,073.32. The Board discussed highlighted bills from Alexandria Electric – VFD drive, Ellingson Plumbing & Heating – HVAC for control room, Richmond Engineering – plant maintenance and BOP, US Bank – bond payment, and Wrigley Mechanical – grapple repair and organics chutes.

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

Ordinance Discussion – Vrchota reported that he has met with the waste haulers as the main group and will be setting up focus groups for residential and business groups. Not much has been done as staff have been busy closing out the previous organics grant but will begin working on the ordinance again in the next couple of months.

Capital Project Review – The Board received an updated capital projects list. We have made a lot of improvements in getting information to the control room. The priority 2 & 3 items will be discussed in long term planning.

Audit of 2018 – Doug Host of Clifton Laron Allen presented that they have finished the audit of 2017. He added that the audit went very smoothly and that there were no material audit adjustments for 2017. He noted that the only internal control item to report was segregation of duties. This is noted every year and is a common finding in small offices. Host added that Pope/Douglas may need to look at the useful life tables as many of our assets are depreciating out to fast.

Proposal Leachate System – Vrchota stated that the landfill is not draining properly, the original design of the landfill did not have fines included. The fines are getting into the pipes and is clogging up the system. Staff are having to acid treat the landfill each month.

SEH has submitted a proposal to seek alternatives for increasing leachate collection efficiencies, prepare construction bid documents including engineering plans, specifications and contract documents for the project, and prepare documentation that the MPCA will use to document changes in the permitted infrastructure.

Vrchota noted that this is a special case as there is no landfill quite like ours, most other landfills have more ash material. Vrchota added that SEH rates are competitive with Wenck and Barr Engineering firms. The engineer that we are working with is the original engineer that designed the landfill and would have the best knowledge of the site. The proposal is based on time and material. Vrchota added that we can have them stop with the project at any time.

Motion to approve the not to exceed contract of \$24,830.00 with SEH Inc. for the Leachate Collection System Rehabilitation project was made by Gerde and seconded by Meyer. Motion carried.

Proposal Organics Facility – Vrchota presented another proposal from SEH Inc. to provide a feasibility study for an organics composting site at the Pope/Douglas Solid Waste Management Ash Landfill. SEH Inc. has all the original drawings and can start talking permitting, odor control, and constructions of roads. Vrchota added that we can spend the Pope/Douglas portion of the matching funds for the next organics grand towards these services. Vrchota noted that the price seems competitive with others being that SEH already has the landfill drawings.

Motion to approve the not to exceed contract of \$5,000.00 with SEH Inc. for the Organics Composting Feasibility Study was made by Meyer and seconded by Gerde. Motion carried.

Closed Session – Motion was made by Lindor and seconded by Wright to go into closed session. Roll Call Vote: Wright – Yes Stratton – Yes Lindor – Yes Gerde – Yes Meyer – Yes Motion carried.

There was a discussion on staffing concerns. Vrchota presented a current list of staff at the facility.

Motion to re-open the meeting was made by Lindor and seconded by Wright. Roll Call Vote: Gerde – Yes Meyer – Yes Wright – Yes Lindor – Yes Stratton – Yes Motion carried.

Employee Retention – Vrchota presented a few options that he would like to offer current employees to try to keep staff on at Pope/Douglas. He also presented ideas to increase interest in positions Pope/Douglas Solid Waste Management.

Referral Bonus – This \$500 bonus would be available to any Pope Douglas Solid Waste Management employee that can recommend a new employee who is a direct hire and who stays at Pope Douglas for at least 6 months.

Motion to approve a referral bonus to employees that recommend a new employee that is a direct hire in the amount of \$500 if the candidate stays at Pope Douglas Solid Waste Management for at least 6 months was made by Lindor and seconded by Meyer. Motion carried.

Signing Bonus – This \$500 bonus would be given to new employees after staying on the job one month. Hellerman noted that many new employees terminate employment within the first couple of weeks of employment.

Motion to approve a \$500 signing bonus to new employees after staying employed at Pope Douglas for at least one month was made by Meyer and seconded by Wright. Motion carried.

Moving Policy – Vrchota added that he would like the ability at the time of a job offer to offer up to \$2,000 for a moving stipend to candidates in skilled positions. Skilled positions include leadership positions, maintenance staff and boiler operators with a valid license. The candidate would have to live more than 90 minutes away from the Pope Douglas Solid Waste Management facility to qualify.

Motion to approve a moving policy up to \$2,000 for moving expenses of new employees in skilled positions who live more than 90 minutes away from the Pope Douglas Solid Waste Management facility, the candidate would need to move into either Pope or Douglas County. Motion was made by Lindor and seconded by Meyer. Motion carried.

Ongoing Education – Pope Douglas does have a current education and training policy. If an employee elects to participate in discretionary training the employee must use vacation or some time to attend the training during work hours. Boiler Plant Operation training is considered a discretionary training that some staff would like to attend but staff do not like to use vacation hours for this.

Motion to approve an ongoing education policy that allows staff to attend on going education classes that improve and train on their position at Pope Douglas Solid Waste Management without the need to use vacation time for these classes during scheduled working hours. Ongoing education classes would be reviewed by the Executive Director to see if this policy would apply. Motion was made by Wright and seconded by Lindor. Motion carried.

Mid-year salary adjustment – Vrchota noted that Pope Douglas has been having a difficult time maintaining employees. Pope Douglas is a few critical employees away from being forced to limit operations. The 2% pay increase over the past few years had eroded our standing as a competitive employer and other companies offer similar salaries but in a cleaner environment. Vrchota proposed a 2% mid-year salary adjustment to all positions at Pope Douglas.

Motion to approve a 2% mid-year salary increase to all position at Pope Douglas Solid Waste Management was made by Gerde and seconded by Wright. Motion carried.

Long Range Planning –The Long-Range Planning Committee met on June 28, 2018 to go over this evaluation and discussed where Pope Douglas could be in the future. Vrchota handed out a copy of the site evaluation prepared by Gershman, Brickner & Bratton, Inc. to the rest of the Board members. The MRF will reach its end of life in less than 5 years and maintenance will continue to increase in that time.

The Long-Range Planning Committee will work on a mission statement that will be presented at the next Board Meeting.

Motion was made by Meyer and seconded by Lindor to have the Long-Range Planning Committee continue discussions that go beyond 25 years. Motion carried.

The next Board Meeting will be on August 16, 2018 at 8:00 a.m.

There being no further business, motion was made by Meyer and seconded by Wright to adjourn the meeting. Motion carried.

Pope/Douglas Solid Waste Management



James Stratton, Board Chairman

Attest:



Brooke Hellerman, Board Recording Secretary

**Pope/Douglas Solid Waste Management
Regular Board Meeting
August 16, 2018**

Board Members Present: Jim Stratton, Paul Gerde, Jerry Wright, Charlie Meyer
Board Members Absent: Larry Lindor

Others Present: Stephen Vrchota, Brooke Hellerman, Darrell Connell, Michael Martin, Nathan Reinbold, Kory Muzik, Megan Roering, Peter Olmscheid, David Crowell, Jeff Bertram, and Shaynen Schmidt

Board Chairman Stratton called the meeting to order.

The Pledge of Allegiance to the Flag was recited.

The August 16, 2018, Board Meeting Agenda – The Board received the agenda. Motion to approve the agenda was made by Gerde and seconded by Wright. Motion carried.

The July 19, 2018, Regular Board Minutes – Motion to approve the July 19, 2018, Minutes as written was made by Wright and seconded by Gerde. Motion carried.

Financial Progress Report as of July 31, 2018 – Vrchota presented the Financial Progress report ending July 31, 2018 to the Board. He noted that with 58% of the year over with, revenues are ahead for this time in 2017 by \$1,304,805.44 and expenses are up for this time in 2017 by \$872,299.91. A total of \$7,013,887.85 or 72.13% of the 2018 revenue budget has been received and a total \$7,599,591.58 or 70.83% of the expense budget has been spent. The Board also received the revenue and expenditure report and schedule of funds.

Plant Operations Report – Tons of Pope and Douglas County waste received during July totaled 2,725.46 tons plus 4,577.27 tons of Tri-County/Grant/Stevens waste and 155.23 tons of recycling equal to 7,457.96 tons and a year to date total of waste received of 45,318.15 tons. Total tip fee for July 2018 was \$569,730.79 and a year to date tip fee of \$3,455,872.06. Ash and fines removed in July totaled 2,477.58 tons and the year to date total of 15,891.37 tons. Vrchota reported that we had low delivery tonnages during the outage months. We are working with the haulers to get these numbers caught back up.

Waste Received from Other Counties – During July 2018, the following waste was received from other counties:

	July Tons	YTD Tons	July Income	YTD Income
Tri-County	4,197.68	26,238.35	\$323,221.36	\$2,020,352.95
Stevens County	155.37	1,134.30	\$11,963.49	\$87,341.10
Grant County	224.22	1,353.17	\$17,264.94	\$104,194.09
Total Tons & Total Income	4,577.27	28,725.82	\$352,449.79	\$2,211,888.14

Vrchota reported that operations have changed in Sauk Centre, the previous owners had a crew that would sort the C & D material out. They are now having issues with getting acceptable waste loads and meeting their quota.

July 2018 Unit Availability Report – Vrchota noted that it was a good month, but we had a small outage and needed to bring both unit 1 and 2 down to get pressure off the system to make a repair.

- Unit 1 – Operated 97.70% or 727 Hours out of 744 Hours, U1 and U2 Common Feedwater Line Repair.
- Unit 2 – Operated 97.70% or 727 Hours out of 744 Hours, U1 and U2 Common Feedwater Line Repair.
- Unit 3 – Operated 100.00% or 744 Hours out of 744 Hours.

July 2018 Steam Sales – Vrchota reported that 3M was offline in July to make some repairs on their system. They have also added some equipment to fix the root problem. PDSWM and 3M will be having a meeting to discuss condensate line replacement.

	Monthly K lbs.	Fuel Price	July Income	Y.T.D. K lbs.	Y.T.D. Income
3M	8,118.00	\$3.63	\$39,709.03	76,690.00	\$410,536.28
DCH	3,358.00	\$3.63	\$15,916.92	28,853.00	\$152,932.33
ATCC	176.00	\$5.44	\$1,150.00	2,300.00	\$16,172.23
Total	11,652.00		\$56,775.95	107,843.00	\$579,640.84

Turbine Generator Report – Megawatts of electricity totaling 727.09 (Generator 1 – 91.93 Megawatts and Generator 2 – 635.16 Megawatts) were produced in July for a year to date of 2,603.52 megawatts. The demand saved in July 2018 was \$15,228.60 and the monthly total amount saved in avoided electrical costs was \$44,312.20 and a year to date total savings of \$177,434.00.

Bypass – A total of 22.08 tons of waste was bypassed during July 2018 for a year to date total of 120.58 tons of bypass. Vrchota stated that we pay more than \$85 per ton to ship out this material. Bypass was up this month because Waste Management was using a smaller floor and had less room to sort.

Confidential Burn/Special Burn July 2018 – Year to Date Confidential Burn/Special Burn tons have totaled 138.73 tons and Year to Date Income totaled \$54,593.10. The monthly breakdown is as follow:

Special Burn	25.49	Tons	\$6,771.38	Income
Confidential Burn	2.67	Tons	\$800.28	Income
Household Pharmaceuticals	1.24	Tons	\$1,801.80	Income
Plant Base Drugs	0.10	Tons	\$468.00	Income
P/D Confidential Burn	1.94	Tons	-	Free
P/D Household Pharms	-	Tons	-	Free
P/D Plant Base Drugs	-	Tons	-	Free
Monthly Total	31.44	Tons	\$9,841.46	

Landfill Operations Report – Ash landfill expenses for July 2018 totaled \$56,135.11 for a year to date total for 2018 of \$364,375.88. July ash tons (1,415.45) fines tons (1,062.13) were received for July for a total of ash/fines of 2,477.58 tons and a year to date ash/fines total of 15,891.37 tons. Average yearly cost per ton to operate the ash landfill is \$22.93 as of July 2018. A total of 120,000 gallons of leachate were removed (12 loads to the City of Fergus Falls Wastewater Treatment Plant and 8 loads to the PDSWM facility for treatment). Vrchota stated that a couple of columns have been added to the reports to show the ash tons as the percentage of MSW burned and percentage of fines of MSW processed. Olmscheid noted that the ash tons are wet, if it were dry it would be about a 90% reduction.

Lab USA processed 4,788.50 tons of ash in July 2018 and pulled out 10.55 tons of oversized ferrous metals. No revenue has been received at this time.

Material Recycling Facility Operations Report – Of the total of 7,302.73 tons of waste received a total of 6,509.59 tons (89.1% of the total waste received in July was processed through the facility). A total of 183.73 tons of recycling was removed during July or 2.8% of the waste processed. A year to date total of 1,058.63 tons have been removed from the trash or 2.7%. Muzik added that we received some bad loads of garbage in July but the loads are much better now in August.

Commodities shipped during July 2018 totaled 319.35 tons and 250 gallons of used motor oil was shipped. Year to date commodities sold in 2018 were 2,079.60 tons and 2,250 gallons of used motor oil. July income received for commodities sold was \$73,995.30 and \$0.00 from used oil. A year to date income of \$343,652.69 and YTD used oil income of \$0.00.

Plant Operations Report – Connell reported the following:

- New tires were installed on loader #2 in the MRF.
- Ziegler rotated the tires on loader #1, we usually rotate them after they are an inch different from front to back.
- New link boxes were installed in the loaders so that Ziegler can see how the loaders are running and they will be able to see if there is a problem with the loaders. With a service agreement there is no charge for this.
- A new pillow block and bearing were installed on the disc screen in the MRF. The bolt holes were stripped out and it kept coming loose.
- There was a broken pin on the 924m Loader in the MRF.
- Replaced the tines on one of the crane grapples.
- Replaced the ZTs position sensors with ultrasonic sensors.
- US Water was here to do a training with the shift supervisors and other boiler operators.

Recycling/Household Hazardous Waste and Organics Reports

Household Hazardous Waste Report July 2018

# Residents Bringing Items In – 605	Residents Taking Items Out – 227
Y.T.D. Residents Bringing Items In – 3,631	Y.T.D. Residents Taking Items Out – 1,107

Recycling Report July 2018

Alex Recycling Center Tons – 45.99	Y.T.D. Alex Recycling Center Tons – 257.25
Alex Recycling Center Avg. Vehicles Per Day – 113	Y.T.D. Vehicles – 16,019
Alex Recycling Center Vehicles for month – 2,831	

Organics Report

Commercial Organics Tons picked up in July 2018 – 29.14	Y.T.D. Commercial Organics Tons – 216.93
Commercial Organics Customers – 63	

Reinbold reported the following topics:

- Pope/Douglas has received word from the MPCA that they have selected a GreenCorps member at our facility starting October 1st. They will be assisting with multi-family/apartment recycling, convenience store recycling, parks recycling, and compost end use awareness.
- There will be recycling at the Douglas County Fair. The 4H will also be piloting organics recycling at their food stand.
- The Organix green bag program has started in the Osakis, Glenwood, and Elbow Lake communities. Alexandria residents have access to the organics drop site at the Pope Douglas facility. There is currently 92 household from Osakis and 126 in Glenwood that are signed up for this program.
- Staff met with TFC Poultry, as they are interested in setting up their own compost site. We are keeping our options open with an area that makes the most sense for a compost facility.
- The tip fee at Tri-County Organics is \$50/ton and we make up about 25% of their facility. Vrchota stated that he thinks that this material could be managed at about \$35/ton.

July 2018 Bills - The Board received the July bill list totaling \$475,912.44. The Board discussed highlighted bills from Demo Plus – U3 refractory repair, Maney International – organics truck repair, North American Industrial Service – condensor cleaning, Setco – tires for loader, Tire Associates – tires for leachate tanker, Wrigley Mechanical – festoon cable.

Vrchota added that some of our larger vendors put us on a 60 – 90 day plan to work with our budget and those bills have now come due.

Motion was made by Gerde and seconded by Wright to approve payment of the bills. Motion carried.

Capital Project Review – The Board received an updated capital projects list. Vrchota added that the highlighted projects are projects that have had a PO issues. He also added that we have a cool control room and sort room and have happier employees that are working in those environments.

Hauler Recycling Payment Requirements – Vrchota stated that Pope/Douglas would like to have the haulers support the recycling efforts of Pope/Douglas Solid Waste Management. Vrchota added that if we have an organics facility we would need the yard waste for that site.

The haulers must meet the following requirements to be eligible to receive the recycling offsets starting in September 2018:

1. Hauler must actively support all of Pope/Douglas Solid Waste Management’s recycling programs.
2. Hauler may be required to deliver the recovered materials to a specific party or location.
3. Hauler must show the recyclable materials were processed by an acceptable recycling facility.

Motion to require haulers that would like the recycling offset to meet the listed requirements starting in September 2018 was made by Gerde and seconded by Wright. Motion carried.

2019 Tipping Fee – Vrchota presented a spreadsheet showing the cost of processing. The actual net cost per ton to process MSW is over \$94 per ton. With the net operating cost per ton of incoming MSW more than \$94 per ton Vrchota requested a motion to increase the current tipping fee of \$77 per ton to \$80.08 per ton. This is a 4% increase as allowed per the Tri-County contract and applied to all MSW tons delivered to the facility.

Motion to increase the tipping fee to \$80.08 per ton to all MSW tons being delivered to the Pope/Douglas Solid Waste Management facility was made by Wright and seconded by Gerde. Motion carried.


Service Fee – Vrchota stated that the Pope/Douglas Solid Waste Service Fee was set at \$45 in 1987, it has stayed near that value and is currently only at \$48 per household in the two Counties. Taking a COLA analysis of the fee in 1987, it is approximately \$98 in 2018. The service fee has not increased with inflation over the years and the funds from Capital Project/Major Equipment Replacement Fund have not been able to keep pace with site repairs. Both the HHW Facility and MRF will need significant updates in the near future, if we want the facility to be running in a few years we will need to put some capital in it.

Motion to increase the solid waste service fee to \$99 per household for 2019 was made by Meyer and seconded by Gerde. Motion carried. Board Members will need to go to their respective Boards to obtain approval.

The next Board Meeting will be on September 20, 2018 at 8:00 a.m.

A motion was made by Wright and seconded by Meyer to adjourn the meeting. Motion carried.

Pope/Douglas Solid Waste Management


James Stratton, Board Chairman

Attest:


Brooke Hellerman, Board Recording Secretary

**Pope/Douglas Solid Waste Management
Regular Board Meeting
September 20, 2018**

Board Members Present: Jim Stratton, Paul Gerde, Jerry Wright, Charlie Meyer, and Larry Lindor

Others Present: Stephen Vrchota, Brooke Hellerman, Michael Martin, Nathan Reinbold, Megan Roering, Kory Muzik, and Jeff Bertram

Board Chairman Stratton called the meeting to order.

The Pledge of Allegiance to the Flag was recited.

The September 20, 2018, Board Meeting Agenda – The Board received the agenda. Motion to approve the agenda was made by Gerde and seconded by Wright. Motion carried.

The August 16, 2018, Regular Board Minutes – Motion to approve the August 16, 2018, Minutes as written was made by Lindor and seconded by Meyer. Motion carried.

Financial Progress Report as of August 31, 2018 – Vrchota presented the Financial Progress report ending August 31, 2018 to the Board. He noted that with 67% of the year over with, revenues are ahead for this time in 2017 by \$1,286,958.98 and expenses are up for this time in 2017 by \$1,076,209.40. A total of \$7,784,744.94 or 80.06% of the 2018 revenue budget has been received and a total \$8,329,751.63 or 77.63% of the expense budget has been spent. The Board also received the revenue and expenditure report and schedule of funds. The Board would like to see these additional reports each month. Vrchota added that PDSWM has not received any of the new organics grant yet. The money to fund the organics project is coming from the SCORE fund and so the SCORE fund will be over budget in 2018.

Plant Operations Report – Tons of Pope and Douglas County waste received during August totaled 2,763.90 tons plus 5,372.22 tons of Tri-County/Grant/Stevens waste and 177.45 tons of recycling equal to 8,313.57 tons and a year to date total of waste received of 53,631.72 tons. Total tip fee for August 2018 was \$634,011.69 and a year to date tip fee of \$4,089,883.75. Ash and fines removed in August totaled 2,754.35 tons and the year to date total of 18,645.72 tons. Vrchota noted that August 2018 was the largest receiving month in the history of Pope/Douglas. Tri County along with Stevens County were catching up on tons delivered.

Waste Received from Other Counties – During August 2018, the following waste was received from other counties:

	August Tons	YTD Tons	August Income	YTD Income
Tri-County	4,793.22	31,031.57	\$369,077.94	\$2,389,430.89
Stevens County	344.16	1,478.46	\$26,500.32	\$113,841.42
Grant County	234.84	1,588.01	\$18,082.68	\$122,276.77
Total Tons & Total Income	5,372.22	34,098.04	\$413,660.94	\$2,625,549.08

August 2018 Unit Availability Report – Vrchota noted that we have small outages for cleaning the units coming up in September and October. Operators were able to increase their burn percentage by 5% each day during the month of August.

- Unit 1 – Operated 100.00% or 744 Hours out of 744 Hours.
- Unit 2 – Operated 100.00% or 744 Hours out of 744 Hours.
- Unit 3 – Operated 100.00% or 744 Hours out of 744 Hours.

August 2018 Steam Sales – During the month of August 3M added equipment that mechanically pulls oxygen from the water in the condensate line. PDSWM and 3M have started discussions on repairing the condensate line that was damaged by oxygen bubbling to the top and creating pin holes in the line.

	Monthly K lbs.	Fuel Price	August Income	Y.T.D. K lbs.	Y.T.D. Income
3M	7,131.00	\$3.66	\$35,386.52	83,821.00	\$445,922.80
DCH	3,962.00	\$3.66	\$18,898.74	32,815.00	\$171,831.07
ATCC	160.00	\$5.47	\$1,054.80	2,460.00	\$17,227.03
Total	11,253.00		\$55,340.06	119,096.00	\$634,980.90

Turbine Generator Report – Megawatts of electricity totaling 599.60 (Generator 1 – 72.83 Megawatts and Generator 2 – 526.77 Megawatts) were produced in August for a year to date of 3,203.12 megawatts. The demand saved in August 2018 was \$15,192.90 and the monthly total amount saved in avoided electrical costs was \$39,176.90 and a year to date total savings of \$216,610.90.

Bypass – A total of 24.46 tons of waste was bypassed during August 2018 for a year to date total of 145.04 tons of bypass.

Confidential Burn/Special Burn August 2018 – Year to Date Confidential Burn/Special Burn tons have totaled 189.56 tons and Year to Date Income totaled \$66,037.46. The monthly breakdown is as follow:

Special Burn	25.61	Tons	\$6,253.07	Income
Confidential Burn	10.66	Tons	\$2,757.69	Income
Household Pharmaceuticals	1.07	Tons	\$1,778.40	Income
Plant Base Drugs	0.11	Tons	\$655.20	Income
P/D Confidential Burn	12.97	Tons	-	Free
P/D Household Pharms	0.41	Tons	-	Free
P/D Plant Base Drugs	-	Tons	-	Free
Monthly Total	31.44	Tons	\$11,444.36	

Landfill Operations Report – Ash landfill expenses for August 2018 totaled \$63,993.71 for a year to date total for 2018 of \$428,369.59. August ash tons (1,529.44) fines tons (1,224.91) were received for August for a total of ash/fines of 2,754.35 tons and a year to date ash/fines total of 18,645.72 tons. Average yearly cost per ton to operate the ash landfill is \$23.06 as of August 2018. A total of 162,000 gallons of leachate were removed (20 loads to the City of Fergus Falls Wastewater Treatment Plant and 7 loads to the PDSWM facility for treatment). Vrchota added that August was a wet month. PDSWM is spending more on leachate because the cells are still open with Lab USA processing.

Lab USA processed 4,375.00 tons of ash in August 2018 and shipped 39.94 tons of oversized ferrous metals. PDSWM has invoiced Lab USA for \$13,845.80 for ash processing in May, June, July, and August. Lab USA is only seeing about 1% of metals in the ash and they were hoping for about 3%.

Material Recycling Facility Operations Report – Of the total of 8,136.12 tons of waste received a total of 6,638.95 tons (81.6% of the total waste received in August was processed through the facility). A total of 178.37 tons of recycling was removed during August or 2.7% of the waste processed. A year to date total of 1,237.00 tons have been removed from the trash or 2.7%.

Commodities shipped during August 2018 totaled 340.92 tons and 650 gallons of used motor oil was shipped. Year to date commodities sold in 2018 were 2,420.52 tons and 2,900 gallons of used motor oil. August income received for commodities sold was \$31,159.04 and \$0.00 from used oil. A year to date income of \$374,811.73 and YTD used oil income of \$0.00. Muzik added that aluminum recovery has increased this year and that we did ship some out in August.

Plant Operations Report – Martin reported the following:

- Unit 1 Economizer was cleaned.
- Wrigley and Demo Plus was brought in to repair a crossover door. The metal frame needed repair and needed new refractory work.
- In October the condenser will be repaired to increase condenser efficiency.
- One of the loaders had cracking on the lifting frame. It will need to be replaced in 2019.
- Management has started planning the 2019 shutdowns with Wrigley.

Recycling/Household Hazardous Waste and Organics Reports

Household Hazardous Waste Report August 2018

Residents Bringing Items In – 622

Y.T.D. Residents Bringing Items In – 4,253

Residents Taking Items Out – 232

Y.T.D. Residents Taking Items Out – 1,339

Recycling Report August 2018

Alex Recycling Center Tons – 52.87

Alex Recycling Center Avg. Vehicles Per Day – 103

Alex Recycling Center Vehicles for month – 2,785

Y.T.D. Alex Recycling Center Tons – 310.12

Y.T.D. Vehicles – 18,804

Organics Report

Commercial Organics Tons picked up in August 2018 – 34.23

Commercial Organics Customers – 63

Residential Osakis – 97 Households

Y.T.D. Commercial Organics Tons – 251.16

Residential Glenwood – 134 Households

Reinbold reported the following topics:

- Current ads on the radio feature an upcoming zero waste event Oletober Fest and our year-round HHW Facility and related programs.
- PDSWM has received word from the MPCA that they have selected our GreenCorps member. The member will start at PDSWM on October 1st and will focus on recycling at apartments, convenience stores, and parks.
- Event recycling at the Carlos Creek Winery Grape Stomp was a success.
- Pope/Stevens Water Fest went well, less than 1 pound of garbage was collected.
- Staff will meet with ATCC this week to encourage them to set up organics recycling.
- Voyager and Lincoln Schools will be starting organics collection in January.
- PDSWM is working with Ida Township to develop a satellite organics drop site.
- The Organix green bag program is going well. MRF employees are pulling out more bags successfully.
- Grant County is looking at doing a Tuesday route for commercial organics recycling using the PDSWM organics truck.

August 2018 Bills - The Board received the August bill list totaling \$365,448.06. The Board discussed highlighted bills from Alexandria Electric – Crane Repair, Cem Source – ½ Annual Service Agreement, CTI Industries – Condenser Repair, Ellingson – Control Room A/C, Fabco – Baghouse Bags, Power House Technology – Grates.

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

Capital Project Review – The project list was presented to the Board. Vrchota added that the items listed in yellow are projects that are in progress. The control room HVAC has helped keep the control room much cooler than it was previously. For the arc flash study, we are currently doing background information on that. Vrchota and Hellerman are working on the computer server yet.

Vrchota added that there are other projects that are needed that are not on the list. We don't have a separate locker room for women as required by law. We are getting bids on remodeling the MRF Breakrooms to accommodate a women's locker room and making one men's locker room.

Both the Pope and Douglas County Boards approved an increase in the solid waste service fee. That fee will go from \$49 up to \$99.

Resolution #5-2018 – Market Price

Resolution #5 -2018

WHEREAS; MS Ch. 297H.02 requires certain political subdivisions to identify by Resolution a Market Price for solid waste management tax purposes if the political subdivision subsidizes the cost of Municipal Solid Waste (MSW) disposal at a facility, or directly bills for organized collection of MSW on property tax statements; and

WHEREAS; the political subdivision will be liable for any Solid Waste Management Tax (SWMT) based only on the Market Price identified by Resolution; and

WHEREAS, Market Price is defined in State Statute as the “lowest price available in the area”; and

WHEREAS, Pope/Douglas Solid Waste Management has researched and identified the lowest viable Market Price available in the area; and

WHEREAS, Pope/Douglas Solid Waste Management declares the Market Price for CY 2019 for all MSW generated in Pope and Douglas Counties to be \$41.50 per ton, based upon the lowest price available in the area. Pope/Douglas Solid Waste Management's identified Market Price includes both the cost per ton-mile for transportation and the cost per ton for disposal, assuming disposal at the Kandiyohi County Landfill. All costs were calculated using current hauling and tip fee rates offered in the region.

Pope/Douglas Solid Waste Management


James Stratton, Board Chairman

Attest:

Stephen Vrchota, Executive Director

Dated at Alexandria, Minnesota on September 20, 2018

Motion was made by Lindor and seconded by Meyer to authorize Board Chairman to sign Resolution #5-2018.

Roll Call Vote: Meyer – Yes Gerde – Yes Stratton – Yes Wright – Yes Lindor – Yes
Motion carried.

Health Insurance 2019 – Hellerman noted that the Board signed a two-year agreement with PEIP in 2017 for the years of 2018 and 2019. PDSWM has received their rates for 2019 and they have gone down from 2018.

Job Positions – Vrchota stated that we would like to add a couple of positions in the WTE Facility. These positions will impact the budget for 2019. The first position discussed was adding a position to our rotating shifts called First Plant Operator or a name similar. Either the Shift Supervisor or the First Plant Operator would always be in the control room and be responsible for the combustion process and emissions. This would not increase personnel, it would add a responsibility step and pay step between the Plant Operator and Boiler Operator. Vrchota suggested a \$1 per hour added to the top step of the Plant (Crane) Operator pay scale.

Motion to allow Pope Douglas Solid Waste Management to post for the First Plant Operator position was made by Gerde and seconded by Wright. Motion carried.

Vrchota stated that most plants like ours have a relief crew that fill in for vacations and time off. Our facility doesn't currently have that, and we pay quite a bit of overtime throughout the year. This also creates a problem if a shift supervisor would leave we don't have a person that can move into that place. Vrchota requested a position of Relief Operator.


Motion to allow Pope Douglas Solid Waste Management to post for a Relief Operator at the Shift Supervisor pay scale was made by Lindor and seconded by Meyer. Motion carried.

Tours – There was a discussion on setting up tours of other facilities. PDSWM staff would like to have the Board tour some of the newly build HHW facilities in the state. The Board added that either the 4th or 5th Monday or the 4th or 5th Thursday in the month work. Reinbold stated that he will set up a tour for October 22nd for Stearns County.

The next Board Meeting will be on October 29th, 2018 at 8:00 a.m.

A motion was made by Wright and seconded by Meyer to adjourn the meeting. Motion carried.

Pope/Douglas Solid Waste Management


James Stratton, Board Chairman

Attest:


Brooke Hellerman, Board Recording Secretary

**Pope/Douglas Solid Waste Management
Regular Board Meeting
October 29, 2018**

Board Members Present: Jim Stratton, Paul Gerde, Jerry Wright, Charlie Meyer, and Larry Lindor

Others Present: Stephen Vrchota, Brooke Hellerman, Darrell Connell, Michael Martin, Nathan Reinbold, Megan Roering, Kory Muzik, Emma Jones, Don Williamson, and Kevin Johnson

Board Chairman Stratton called the meeting to order.

The Pledge of Allegiance to the Flag was recited.

The October 29, 2018, Board Meeting Agenda – The Board received the agenda. Vrchota noted that he would like to add Capital Projects as the first line item in other business. Motion to approve the amended agenda was made by Gerde and seconded by Lindor. Motion carried.

The September 20, 2018, Regular Board Minutes – Motion to approve the September 20, 2018, Minutes as written was made by Wright and seconded by Meyer. Motion carried.

Financial Progress Report as of September 30, 2018 – Vrchota presented the Financial Progress report ending September 30, 2018 to the Board. He noted that with 75% of the year over with, revenues are ahead for this time in 2017 by \$1,286,958.98 and expenses are up for this time in 2017 by \$1,933,295.35. A total of \$8,431,081.31 or 87.45% of the 2018 revenue budget has been received and a total \$8,954,612.13 or 83.46% of the expense budget has been spent. The Board also received the revenue and expenditure report and schedule of funds. Vrchota noted that there was a meeting with Char Rosenow, Douglas County Auditor, and Jerry Wright to discuss these reports, there will be some changes to these reports next month.

Plant Operations Report – Tons of Pope and Douglas County waste received during September totaled 2,264.83 tons plus 4,395.03 tons of Tri-County/Grant/Stevens waste and 127.12 tons of recycling equal to 6,786.98 tons and a year to date total of waste received of 60,418.70 tons. Total tip fee for September 2018 was \$516,498.83 and a year to date tip fee of \$4,606,382.58. Ash and fines removed in September totaled 2,517.63 tons and the year to date total of 21,163.35 tons.

Waste Received from Other Counties – During September 2018, the following waste was received from other counties:

	September Tons	YTD Tons	September Income	YTD Income
Tri-County	3,998.12	35,029.69	\$307,855.24	\$2,697,286.13
Stevens County	189.94	1,668.40	\$14,625.38	\$128,466.80
Grant County	206.97	1,794.98	\$15,936.69	\$138,213.46
Total Tons & Total Income	4,395.03	38,493.07	\$338,417.31	\$2,963,966.39

Vrchota added that the waste haulers are making up tons in October to prepare for cleanings at the end of the year.

September 2018 Unit Availability Report – Vrchota added that the annual percentage of up time has been good at 88% for all 3 units.

- Unit 1 – Operated 86.50% or 623 Hours out of 720 Hours – Scheduled Cleaning Outage.
- Unit 2 – Operated 100.00% or 720 Hours out of 720 Hours.
- Unit 3 – Operated 100.00% or 720 Hours out of 720 Hours.

September 2018 Steam Sales – Vrchota noted that the Alex Tech was doing maintenance on their line. Vrchota added that there will be a follow up meeting on October 30th with 3M and U.S. Water regarding the 3M condensate line.

	Monthly K lbs.	Fuel Price	September Income	Y.T.D. K lbs.	Y.T.D. Income
3M	8,109.00	\$3.78	\$41,751.87	91,930.00	\$487,674.67
DCH	3,129.00	\$3.78	\$15,363.39	35,944.00	\$187,194.46
ATCC	0.00	\$5.48	\$50.00	2,460.00	\$17,277.03
Total	11,238.00		\$57,165.26	130,334.00	\$692,146.16

Turbine Generator Report – Megawatts of electricity totaling 695.93 (Generator 1 – 79.02 Megawatts and Generator 2 – 616.91 Megawatts) were produced in September for a year to date of 3,899.05 megawatts. The demand saved in September 2018 was \$12,624.50 and the monthly total amount saved in avoided electrical costs was \$40,461.70 and a year to date total savings of \$257,072.60. Vrchota added that some control during the balance of plant that keep the generators on more frequently.

Bypass – A total of 18.72 tons of waste was bypassed during September 2018 for a year to date total of 163.76 tons of bypass.

Confidential Burn/Special Burn September 2018 – Year to Date Confidential Burn/Special Burn tons have totaled 206.54 tons and Year to Date Income totaled \$71,034.53. Vrchota noted that this total includes our operational industrial burns and we could get more of these tons if needed. The monthly breakdown is as follow:

Special Burn	5.27	Tons	\$1,526.85	Income
Confidential Burn	3.98	Tons	\$1,223.82	Income
Household Pharmaceuticals	0.68	Tons	\$1,146.60	Income
Plant Base Drugs	0.49	Tons	\$1,099.80	Income
P/D Confidential Burn	6.56	Tons	-	Free
P/D Household Pharms	-	Tons	-	Free
P/D Plant Base Drugs	-	Tons	-	Free
Monthly Total	16.98	Tons	\$4,997.07	

Landfill Operations Report – Ash landfill expenses for September 2018 totaled \$57418.91 for a year to date total for 2018 of \$485,788.50. September ash tons (1,494.95) fines tons (1,022.68) were received for September for a total of ash/fines of 2,517.63 tons and a year to date ash/fines total of 21,163.35 tons. Average yearly cost per ton to operate the ash landfill is \$23.04 as of September 2018. A total of 114,000 gallons of leachate were removed (10 loads to the City of Fergus Falls Wastewater Treatment Plant and 9 loads to the PDSWM facility for treatment).

Lab USA processed 3,255.00 tons of ash in September 2018. PDSWM has invoiced Lab USA for \$3,255 for ash processing in September. Vrchota added that LAB had some startup issues and they are now fine tuning the system. Pope/Douglas had a meeting with Lab USA to discuss increasing costs to move ash and space issues. Pope/Douglas has also been working with S.E.H. on where the Lab equipment will move next.

Material Recycling Facility Operations Report – Of the total of 6,659.86 tons of waste received a total of 5,903.00 tons (88.6% of the total waste received in September was processed through the facility). A total of 141.39 tons of recycling was removed during September or 2.4% of the waste processed. A year to date total of 1,378.39 tons have been removed from the trash or 2.7%. Muzik added that the MRF has been understaffed and has been having to run with less people in the sort room.

Commodities shipped during September 2018 totaled 308.82 tons and 600 gallons of used motor oil was shipped. Year to date commodities sold in 2018 were 2,729.34 tons and 3,500 gallons of used motor oil. September income received for commodities sold was \$79,253.57 and \$0.00 from used oil. A year to date income of \$454,065.30 and YTD used oil income of \$0.00.

Plant Operations Report – Connell and Martin reported the following:

- New racking has been installed at the landfill. This will help with inventory and open more room in the shed.
- The condenser tubes were installed in September to repair the condenser. In total 76 tubes were installed inside the old tubes. If this process works well it may make sense to install in the rest of the tubes.
- A new ram floor feeder was installed on unit 3.
- New wheels were installed on the recycling gate.
- The air dryer will need to be replaced soon. The size of it was never increased when unit 3 was added.

Recycling/Household Hazardous Waste and Organics Reports

Household Hazardous Waste Report September 2018

Residents Bringing Items In – 587

Residents Taking Items Out – 182

Y.T.D. Residents Bringing Items In – 4,840

Y.T.D. Residents Taking Items Out – 1,521

Recycling Report September 2018

Alex Recycling Center Tons – 36.73

Y.T.D. Alex Recycling Center Tons – 346.85

Alex Recycling Center Avg. Vehicles Per Day – 106

Y.T.D. Vehicles – 21,454

Alex Recycling Center Vehicles for month – 2,650

Organics Report

Commercial Organics Tons picked up in September 2018 – 37.68 Commercial Organics Customers – 63

Y.T.D. Commercial Organics Tons – 288.84

Residential Osakis – 108 Households

Residential Glenwood – 136 Households

Reinbold reported the following topics:

- Staff and a few Board members toured the Stearns County HHW Facility on October 22nd.
- Current ads playing on the radio feature the year-round HHW facility and related programs.
- Pope/Douglas has been working with the State Recycling Committee on streamlining communication for recycling programs to reduce contamination and confusion.
- Pope/Douglas has been working with the Lakes Area Chamber of Commerce to offer organics recycling at the Wake Up and Off the Clock Events.
- Organics drop sites in Ida Township and Brandon will be set up by late November. Staff are working with LaGrand Township and the Habitat for Humanity for additional drop sites.

September 2018 Bills - The Board received the September bill list totaling \$490,489.58. The Board discussed highlighted bills from Ace World Companies – Replacement Gear Box, CTI Industries – Tube Liners (Condenser), Edelmann & Associates – Pump, Fabco – Bags, Northland Power Washing – Building and Equipment Cleaning, Turbine Pros – Feed Water Pump.

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

Capital Projects – A list of the capital projects list was presented to the Board. Vrchota noted that some of these items will be moved to phase 2. The arc flash study will still be listed as a phase 1 and a purchase order will be signed soon for that as it relates to safety.

Ordinance Discussion – Vrchota noted that Pope Douglas does have a sub committee for ordinances with Meyer and Gerde on that committee. He added that the main items to be discussed now is why the counties are doing this and the cost for the waste designation process.

Kevin Johnson, an attorney with Stoel Rives presented at the meeting on waste designation also referred to as flow control. He discussed the process steps of waste designation and explained that MSW can be designated but recycling cannot. Waste designation is a time-consuming process and is more than a year long process from start to finish.

Vrchota added that we need to move forward with this process as it will tie in with the ordinances for each county. There was a discussion if the funding should be split between Pope/Douglas, and Pope and Douglas Counties or if the funding should be done internally.

Motion was made by Lindor and seconded by Wright to move forward with Stoel Rives LLP for the waste designation process; with the payment coming from the service fees provided to Pope/Douglas Solid Waste Management from Pope and Douglas Counties.

The Board added that they will approve a contract at the next Board meeting.

Education/Score – Vrchota stated that he has budgeted \$150,000 for business and recycling assistance programs that will help create a positive business relationship and increase recycling access and awareness to businesses in Pope and Douglas County. This will assist businesses before updates to the Pope and Douglas County Solid Waste Ordinances are implemented.

Green Warrior Program - \$20,000 – Mini grants to area youth groups and non-profits to assist at community events for recycling and organics recycling setup, monitoring, and supplies.

Events Recycling Program - \$40,000 – Mini grants to businesses and commercial entities to encourage the use of compostable items and bags to reduce contamination in the organics recycling stream.

Competitive Business Recycling Grant – \$90,000 – to assist businesses and commercial entities in setting up new or to improve existing recycling and organics recycling programs through the purchase of bins, bags, stickers, signs, fence modifications.

Motion to approve the development and administration of the Pope/Douglas Business Recycling and Organics Recycling Programs not to exceed \$150,000 annually was made by Gerde and seconded by Wright. Motion carried.

Shift Differential – Vrchota noted that there is presently a fixed night shift at MRF facility. This shift has been moved around to adjust to better processing hours. The hours are 11 p.m. to 8:30 a.m. and this shift did not receive a shift differential until October 2017 at which time they were given a \$.50 per hour differential. Based on research, typical night shifts receive between \$.50 and \$1.75 per hour shift differential.

We feel that this shift has difficult hours to work and should be at \$1.25 per hour shift differential.

Motion to allow Pope Douglas Solid Waste Management to adjust the MRF night shift differential from \$.50 per hour to \$1.25 per hour was made by Lindor and seconded by Wright. Motion carried.

Health Insurance 2019 – The renewal for health insurance came back with a 2.5% decrease for 2019. This would save Pope/Douglas about \$10 per employee per month if we chose to stay with the same H.S.A. contribution. Vrchota noted that he has budgeted \$516.16 per month per employee or about a 3% increase for health insurance from 2018. This would increase the H.S.A. contribution to \$125 per month per employee. Hellerman noted that the rates are still below the cost Pope/Douglas paid in 2014.

Motion for 2019 health insurance Pope/Douglas will contribute \$391.16 towards employee health insurance and \$125 towards the employees H.S.A. for a total of \$516.16 per month per employee was made by Gerde and seconded by Lindor. Motion carried.

Budget 2019 –The Board would like more time to review the budget and will go over it at the November Board Meeting.

Closed Session – Personnel Discussion

Motion was made by Lindor and seconded by Wright to go into closed session. Roll call vote:
Gerde – Yes Lindor – Yes Wright – Yes Stratton – Yes Meyer – Not Present Motion carried.

The Board discussed challenges with staffing and turnover at Pope Douglas Solid Waste Management.

Motion to re-open the meeting was made by Lindor and seconded by Wright. Roll call vote:
Lindor – Yes Wright – Yes Stratton – Yes Gerde – Yes Meyer – Not Present Motion carried.

The next Board Meeting will be on November 15th, 2018 at 8:00 a.m.

A motion was made by Gerde and seconded by Lindor to adjourn the meeting. Motion carried.

Pope/Douglas Solid Waste Management


James Stratton, Board Chairman

Attest:


Brooke Hellerman, Board Recording Secretary

**Pope/Douglas Solid Waste Management
Regular Board Meeting
November 15, 2018**

Board Members Present: Jim Stratton, Paul Gerde, Jerry Wright, Charlie Meyer, and Larry Lindor

Others Present: Stephen Vrchota, Brooke Hellerman, Darrell Connell, Michael Martin, Megan Roering, Kory Muzik, Emma Jones, Don Williamson, and David Crowell

Board Chairman Stratton called the meeting to order.

The Pledge of Allegiance to the Flag was recited.

The November 15, 2018, Board Meeting Agenda – The Board received the agenda. Motion to approve the agenda was made by Lindor and seconded by Meyer. Motion carried.

The October 29, 2018, Regular Board Minutes – Motion to approve the October 29, 2018, Minutes as written was made by Gerde and seconded by Wright. Motion carried.

Financial Progress Report as of October 31, 2018 – Vrchota presented the Financial Progress report ending October 31, 2018 to the Board. He noted that with 83% of the year over with, revenues are ahead for this time in 2017 by \$12,100.58 and expenses are up for this time in 2017 by \$1,311,534.78. A total of \$7,989,902.29 or 82.87% of the 2018 revenue budget has been received and a total \$9,693,134.49 or 90.34% of the expense budget has been spent. The Board also received the revenue and expenditure report and schedule of funds report. Vrchota noted that an additional row on the monthly operating report was added to show other financing sources; \$1,119,017.80 was a transfer in from another fund and is not a revenue as it was previously reported.

Plant Operations Report – Tons of Pope and Douglas County waste received during October totaled 2,333.53 tons plus 5,765.44 tons of Tri-County/Grant/Stevens waste and 211.56 tons of recycling equal to 8,310.53 tons and a year to date total of waste received of 68,729.23 tons. Total tip fee for October 2018 was \$642,340.72 and a year to date tip fee of \$5,248,723.30. Ash and fines removed in October totaled 2,795.38 tons and the year to date total of 23,958.73 tons. Vrchota added that there were no delivery issues or plant problems and overall it was a very good processing month.

Waste Received from Other Counties – During October 2018, the following waste was received from other counties:

	October Tons	YTD Tons	October Income	YTD Income
Tri-County	5,218.30	40,247.99	\$401,809.10	\$3,099,095.23
Stevens County	324.15	1992.55	\$24,959.55	\$153,426.35
Grant County	222.99	2,017.97	\$17,170.23	\$155,383.69
Total Tons & Total Income	5,765.44	44,258.51	\$443,938.88	\$3,407,905.27

October 2018 Unit Availability Report – Vrchota added that stack testing is coming up, all 3 units will go down prior to testing for a cleaning.

The annual percentage of uptime is at 91% for all 3 units.

- Unit 1 – Operated 100.00% or 744 Hours out of 744 Hours.
- Unit 2 – Operated 86.30% or 642 Hours out of 744 Hours. – Scheduled cleaning outage.
- Unit 3 – Operated 100.00% or 744 Hours out of 744 Hours.

October 2018 Steam Sales – Vrchota stated that Alex Tech is still down as they are doing maintenance on their system. Vrchota gave an update on meetings with 3M and the condensate line. The damage to the line

appears to be from a onetime incident. We are waiting to hear back from the U.S. Water legal team to see if they will be sharing some of the costs with 3M and Pope/Douglas.

	Monthly K lbs.	Fuel Price	October Income	Y.T.D. K lbs.	Y.T.D. Income
3M	10,430.00	\$3.87	\$54,342.19	102,360.00	\$542,016.86
DCH	4,095.00	\$3.87	\$21,416.85	40,039.00	\$208,611.31
ATCC	0.00	\$5.73	\$50.00	2,460.00	\$17,327.03
Total	11,238.00		\$75,809.04	144,859.00	\$767,955.20

Turbine Generator Report – Megawatts of electricity totaling 678.43 (Generator 1 – 97.74 Megawatts and Generator 2 – 580.69 Megawatts) were produced in October for a year to date of 4,577.48 megawatts. The demand saved in October 2018 was \$9,310.00 and the monthly total amount saved in avoided electrical costs was \$36,447.20 and a year to date total savings of \$293,519.80.

Bypass – A total of 20.75 tons of waste was bypassed during October 2018 for a year to date total of 184.51 tons of bypass.

Confidential Burn/Special Burn October 2018 – Year to Date Confidential Burn/Special Burn tons have totaled 229.43 tons and Year to Date Income totaled \$90,871.83. The monthly breakdown is as follows:

Special Burn	5.23	Tons	\$1,399.32	Income
Confidential Burn	5.97	Tons	\$1,689.48	Income
Household Pharmaceuticals	8.59	Tons	\$13,601.20	Income
Plant Base Drugs	1.94	Tons	\$3,147.30	Income
P/D Confidential Burn	1.16	Tons	-	Free
P/D Household Pharms	-	Tons	-	Free
P/D Plant Base Drugs	-	Tons	-	Free
Monthly Total	22.89	Tons	\$19,837.30	

Connell noted that some of these loads do run hot, staff must mix in the material slower for these burns.

Landfill Operations Report – Ash landfill expenses for October 2018 totaled \$60,249.81 for a year to date total for 2018 of \$546,038.31. October ash tons (1,503.56) and fines tons (1,291.82) were received for October for a total of ash/fines of 2,795.38 tons and a year to date ash/fines total of 23,958.73 tons. Average yearly cost per ton to operate the ash landfill is \$22.87 as of October 2018. A total of 114,000 gallons of leachate were removed (12 loads to the City of Fergus Falls Wastewater Treatment Plant and 7 loads to the PDSWM facility for treatment).

Vrchota noted that Lab USA has not provided numbers of ash processed for October 2018.

Material Recycling Facility Operations Report – Of the total of 8,098.97 tons of waste received a total of 7,128.67 tons (88% of the total waste received in October) was processed through the facility. A total of 214.76 tons of recycling was removed during October or 3% of the waste processed. A year to date total of 1,593.15 tons have been removed from the trash or 2.7%. Muzik noted that more residential loads have been coming in and this is making the loads more consistent and nicer to process. The night shift has been fully staffed which has helped for processing also.

Commodities shipped during October 2018 totaled 340.53 tons and 675 gallons of used motor oil was shipped. Year to date commodities sold in 2018 were 3,069.87 tons and 4,175 gallons of used motor oil. October income received for commodities sold was \$24,633.76 and \$0.00 from used oil. A year to date income of \$478,699.06 and YTD used oil income of \$0.00. Muzik added that we do have a load of aluminum that is ready for shipment.

Plant Operations Report – Connell and Martin reported the following:

- Unit 1 was down for a cleaning and to change out the bags and cages in the baghouse. This is done by our staff and everything went well.
- Wrigley was here to rebuild a carbon nozzle on unit 1 and weld up the differential pressure port that was loose on the unit.
- A new motor was installed on lime feeder #1.
- Al's Fan Balancing was here to balance the FGR fan and found the bearings in the motor that were needed to be replaced. The motor was swapped out with a spare and it was sent in to be checked over and have new bearings installed.
- The MRF is running well, it will take an outage at the end of the month to do repairs when Unit 3 goes down.

Recycling/Household Hazardous Waste and Organics Reports

Household Hazardous Waste Report October 2018

Residents Bringing Items In – 726

Y.T.D. Residents Bringing Items In – 5,566

Residents Taking Items Out – 179

Y.T.D. Residents Taking Items Out – 1,700

Recycling Report October 2018

Alex Recycling Center Tons – 50.04

Alex Recycling Center Avg. Vehicles Per Day – 104

Alex Recycling Center Vehicles for month – 2,811

Y.T.D. Alex Recycling Center Tons – 396.89

Y.T.D. Vehicles – 24,265

Organics Report

Commercial Organics Tons picked up in October 2018 – 32.58

Y.T.D. Commercial Organics Tons – 321.42

Commercial Organics Customers – 66

Residential Osakis – 108 Households

Residential Glenwood – 136 Households

Muzik added that staff have been noticing the bags better now. The color has been staying in the bags a lot better now in the cooler months.

Vrchota reported the following topics:

- The organics drop sites in Ida Township and Brandon have been installed. They will open in December.
- Staff have been working with the City of Starbuck to also host a community drop site.
- We will be expecting more hazardous waste numbers with adding additional collections in Pope County.
- Staff have been communicating 7 different ways to get the word out about the organics programs. National average for these programs in the first year is about 5%, we are seeing about 10 – 15%.
- Revolution Plastics is unable to support the ag plastic bins in Pope and Douglas Counties and other surrounding Counties. Pope/Douglas went out for bids for collection of this material. Revolution Plastics still wants plastic and is willing to keep the dumpsters on site. Vrchota noted he will be looking for a motion soon to support collection of this material and will request it to be subsidized higher than other recycling. This material causes issues with the Pope/Douglas facility when it comes in as waste.

October 2018 Bills - The Board received the October bill list totaling \$307,506.39. The Board discussed highlighted bills from Fabco – cages, Richmond Engineering – 3 months of billing.

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

Capital Projects – A list of the capital projects list was presented to the Board. Vrchota noted that the arc flash study was deemed critical yet and a P.O. to do this will be sent out soon. There are several projects in tier 2 that we will seek grants and bonding for.

Ordinance Discussion – Vrchota presented a contract with Stoel Rives for the waste designation implantation process. He noted that this is more complicated than usual ordinances and involves more statutes. This would guarantee that Pope and Douglas County tons would stay in the County and come to the Pope/Douglas facility.

Williamson stated that he preferred a free market and they have no economic incentive to move the tons elsewhere.

Motion was made by Lindor and seconded by Stratton to allow Executive Director to sign engagement letter with Stoel Rives LLP for the waste designation process, in an amount not to exceed sixty thousand dollars (\$60,000.00). Motion carried 4 -1.

Budget 2019 –The proposed 2019 budget was discussed. The 2019 revenue is budgeted at \$10,829,958.00 and expense budget totals \$10,498,662.00 a net revenue of expenses for 2019 of \$331,296.00 Revenue changes for 2019 include an increase in the tip fee along with the increase for the solid waste service fee.

Motion to approve the 2019 Pope/Douglas Solid Waste Management Budget was made by Lindor and seconded by Wright. Motion carried.

Hildi Inc. Consulting Contract – Hellerman noted that the valuation done earlier in 2018 was the valuation that was due in January 2017. GASB 75 replaced GASB 45 after June 15, 2017.

Motion to authorize the Pope/Douglas Solid Waste Management Board Chairman to sign the contract with Hildi Inc. to complete the GASB 75 actuarial study for Other Post-Employment Benefits (OPEBs) for a price of \$2,200 and at year-end December 31, 2020 to develop disclosures for GASB 75 for a price of \$800.00 was made by Gerde and seconded by Meyer. Motion carried.

Resolution #6 – 2018 – Vrchota noted that the Board approved \$1,200,000.00 to be moved from the equipment replacement fund in August of 2017. A total spend from the general operations account was \$1,526,196.68. Vrchota is requested the Board approve an addition \$326,196.68 to be moved from the Equipment replacement fund to balance out the general operations fund. This would leave the balance of the equipment replacement fund at \$1,529,825.32.

RESOLUTION #6-2018

- WHEREAS:** The Pope/Douglas Solid Waste Management Board is the owner/operator of a solid waste management system;
- WHEREAS:** The Pope/Douglas Solid Waste Management Board has established a designated fund for equipment upgrade and replacement;
- WHEREAS:** The Pope/Douglas Solid Waste Management Board approved a transfer of \$1,200,000.00 from the Equipment Replacement Fund to the Operating Fund on August 17, 2017 for capital project repairs;
- WHEREAS:** An additional \$326,196.68 was spend for major equipment repairs.

WHEREAS: The total spent from general operations was \$1,526,196.68.

NOW, THEREFORE BE IT RESOLVED that the Pope/Douglas Solid Waste Management Board of Directors approves an additional \$326,196.68 to be moved from the Equipment Replacement Fund to balance out the General Operations Investment Fund. This transfer will leave the Equipment Replacement Fund at \$1,529,825.32.

Pope/Douglas Solid Waste Management


Jim Stratton, Board Chair

ATTEST:


Stephen Vrchota, Executive Director

Dated at Alexandria, Minnesota this 15th day of November 2018


Motion was made by Lindor and seconded by Wright to authorize Board Chairman to sign Resolution #6-2018.

Roll call vote: Meyer – Yes Gerde – Yes Stratton – Yes Wright – Yes Lindor – Yes
Motion carried.

The next Board Meeting will be on December 20th, 2018 at 8:00 a.m.

A motion was made by Gerde and seconded by Lindor to adjourn the meeting. Motion carried.

Pope/Douglas Solid Waste Management


James Stratton, Board Chairman

Attest:


Brooke Hellerman, Board Recording Secretary

**Pope/Douglas Solid Waste Management
Regular Board Meeting
December 20, 2018**

Board Members Present: Jim Stratton, Paul Gerde, Jerry Wright, Charlie Meyer, and Larry Lindor

Others Present: Stephen Vrchota, Brooke Hellerman, Michael Martin, Nathan Reinbold, Megan Roering, Kory Muzik, Jeff Bertram, and David Crowell

Board Chairman Stratton called the meeting to order.

The Pledge of Allegiance to the Flag was recited.

The December 20, 2018, Board Meeting Agenda – The Board received the agenda. Motion to approve the agenda was made by Gerde and seconded by Lindor. Motion carried.

The November 15, 2018, Regular Board Minutes – Motion to approve the November 29, 2018, Minutes as written was made by Gerde and seconded by Wright. Motion carried.

Financial Progress Report as of November 30, 2018 – Vrchota presented the Financial Progress report ending November 30, 2018 to the Board. He noted that with 92% of the year over with, revenues are behind for this time in 2017 by 64,782.58 and expenses are up for this time in 2017 by \$1,271,737.30. A total of \$8,655,601.64 or 89.78% of the 2018 revenue budget has been received and a total \$10,364,993.07 or 96.60% of the expense budget has been spent. The Board also received the revenue and expenditure report and schedule of funds reports. Vrchota noted that we will be slightly over budget in 2018. He added that the WTE had major boiler and PLC work done early in the year and the SCORE fund received grant money in other years but the much was spent in 2018.

Plant Operations Report – Tons of Pope and Douglas County waste received during November totaled 2,204.24 tons plus 4,654.70 tons of Tri-County/Grant/Stevens waste and 143.67 tons of recycling equal to 7,002.61 tons and a year to date total of waste received of 75,731.84 tons. Total tip fee for November 2018 was \$532,678.19 and a year to date tip fee of \$5,781,401.49. Ash and fines removed in November totaled 2,401.85 tons and the year to date total of 26,360.58 tons.

Waste Received from Other Counties – During November 2018, the following waste was received from other counties:

	November Tons	YTD Tons	November Income	YTD Income
Tri-County	4,127.42	44,375.41	\$317,811.34	\$3,416,906.57
Stevens County	350.83	2,343.38	\$27,013.91	\$180,440.26
Grant County	176.45	2,194.42	\$13,586.65	\$168,970.34
Total Tons & Total Income	4,654.70	48,913.21	\$358,411.90	\$3,766,317.17

Vrchota noted that Stevens County is a little behind with their tonnage, we have been working with them to get their numbers in.

November 2018 Unit Availability Report – The annual percentage of uptime is at 91% for all 3 units.

- Unit 1 – Operated 84.20% or 606 Hours out of 720 Hours. – Baghouse Bag Replacement
- Unit 2 – Operated 100.00% or 720 Hours out of 720 Hours. –
- Unit 3 – Operated 80.00% or 576 Hours out of 720 Hours. – Scheduled Cleaning Outage – Feed Chute/Tube Repairs

Vrchota stated that Unit 2 will be taken down in December for a small cleaning outage before stack testing in January. The Board noted they would like to see a difference in up time from one year to the next on future reports.

November 2018 Steam Sales – Vrchota noted that Alex Tech still isn't online. PDSWM and Alex Tech will have a meeting on December 20th later in the day to review the maintenance that they have going on.

	Monthly K lbs.	Fuel Price	November Income	Y.T.D. K lbs.	Y.T.D. Income
3M	11,567.00	\$4.41	\$66,731.45	113,927.00	\$608,748.31
DCH	5,663.00	\$4.41	\$33,241.81	45,702.00	\$241,853.12
ATCC	0.00	\$5.98	\$50.00	2,460.00	\$17,377.03
Total	11,238.00		\$100,023.26	162,089.00	\$867,978.46

Turbine Generator Report – Megawatts of electricity totaling 392.557 (Generator 1 – 56.87 Megawatts and Generator 2 – 335.70 Megawatts) were produced in November for a year to date of 4,970.05 megawatts. The demand saved in November 2018 was \$12,848.50 and the monthly total amount saved in avoided electrical costs was \$28,551.30 and a year to date total savings of \$322,071.10.

Bypass – A total of 16.35 tons of waste was bypassed during November 2018 for a year to date total of 200.86 tons of bypass. Vrchota noted that in 2019 he will likely take this off the monthly update and only report on this smaller amount of tonnage quarterly.

Confidential Burn/Special Burn November 2018 – Year to Date Confidential Burn/Special Burn tons have totaled 237.89 tons and Year to Date Income totaled \$96,045.00. The monthly breakdown is as follows:

Special Burn	3.67	Tons	\$1,280.58	Income
Confidential Burn	2.26	Tons	\$733.59	Income
Household Pharmaceuticals	.61	Tons	\$1,591.20	Income
Plant Base Drugs	.44	Tons	\$1,567.80	Income
P/D Confidential Burn	1.43	Tons	-	Free
P/D Household Pharms	.05	Tons	-	Free
P/D Plant Base Drugs	-	Tons	-	Free
Monthly Total	22.89	Tons	\$5,173.17	

Landfill Operations Report – Ash landfill expenses for November 2018 totaled \$47,655.00 for a year to date total for 2018 of \$593,693.31. November ash tons (1,454.42) and fines tons (947.43) were received for November for a total of ash/fines of 2,401.85 tons and a year to date ash/fines total of 26,360.58 tons. Average yearly cost per ton to operate the ash landfill is \$22.61 as of November 2018. A total of 108,000 gallons of leachate were removed (10 loads to the City of Fergus Falls Wastewater Treatment Plant and 8 loads to the PDSWM facility for treatment).

Vrchota noted that Lab USA has not provided numbers of ash processed for November 2018. Pope/Douglas has invoiced \$1,968.12 for November ash processed. Lab USA is not currently processing out at our site because of a belt failure. They plan on fixing the belt in the spring when they resume operations.

Material Recycling Facility Operations Report – Of the total of 6,098.97 tons of waste received a total of 4,990.23 tons (72.8% of the total waste received in November) was processed through the facility. A total of 137.17 tons of recycling was removed during November or 2.7% of the waste processed. A year to date total of 1,730.32 tons have been removed from the trash or 2.7%. Muzik noted that the number are down because the MRF needed to condense down to 1 shift for about a week due to low staffing. He added that we are now back to full staff on both shifts.

Commodities shipped during November 2018 totaled 358.70 tons and 400 gallons of used motor oil was shipped. Year to date commodities sold in 2018 were 3,428.57 tons and 4,575 gallons of used motor oil. November income received for commodities sold was \$26,549.48 and \$0.00 from used oil. A year to date income of \$505,248.54 and YTD used oil income of \$0.00.

Plant Operations Report – A power point of pictures was displayed to show some of the repairs in the plant. Martin reported the following:

- Unit 3 boiler had a bent boiler tube. Staff needed to chip out hardened ash in the boiler around the tubes using small jackhammers.
- Demo Plus was on site to add some refractory in on Unit 2 by the bottom grates.
- Staff worked on Unit 2 duct work cleaning.
- The disc screen roller was replaced in the MRF. This should reduce the number of fines heading out to the landfill.
- Staff changed out 2 trommel wheels and bearings – 4 more wheels have been ordered.
- Parts have been ordered for the shutdowns coming in the spring.
- There was a lime spill on the day after Thanksgiving. Staff worked to clean up about 500 pounds of ash. We worked with a power washing company to wash the Alex Tech parking lot, trees, and building. Serv Pro was brought in to clean the Memorials. The MPCA was notified of the incident.

Recycling/Household Hazardous Waste and Organics Reports

Household Hazardous Waste Report November 2018

Residents Bringing Items In – 510

Y.T.D. Residents Bringing Items In – 6,076

Residents Taking Items Out – 113

Y.T.D. Residents Taking Items Out – 1,813

Recycling Report November 2018

Alex Recycling Center Tons – 37.85

Alex Recycling Center Avg. Vehicles Per Day – 86

Alex Recycling Center Vehicles for month – 2,152

Y.T.D. Alex Recycling Center Tons – 434.74

Y.T.D. Vehicles – 26,417

Organics Report

Commercial Organics Tons picked up in November 2018 – 41.36

Commercial Organics Customers – 73

Y.T.D. Commercial Organics Tons – 362.78

Residential Osakis – 114 Households

Residential Glenwood – 164 Households

Reinbold reported the following topics:

- Radio ads feature Christmas Tree and Lights recycling with drop off locations. Waste Haulers are supportive of this program.
- Organics drop sites are located at Ida Township (by Garfield), Brandon, Starbuck, and at Pope/Douglas. An additional site coming in 2019 is Villard. Staff are working with Carlos, Evansville, and Long Beach. He noted that Milona and LaGrand Township have declined.
- Reinbold handed out a schedule of the next facility tour taking place on January 28th, 2019. This tour will feature Dem-Con, Carver County Environmental Center, and Randy's Environmental Services.

Resolution #7-2018 – Reinbold noted that Revolution Plastics could not continue the Ag Plastic recycling program because they were receiving less tons than they expected. Pope/Douglas did go out for bids for the collection of this material. Reinbold noted that he is working with the State to find a solution to recycle the plastic but for now the material would still go Revolution Plastics as the Revolution Plastics bins are that are being used at this time. A collection schedule was handed out that will include a pickup every other month.

RESOLUTION #7-2018

Whereas, the Pope/Douglas Solid Waste Management Board is responsible for administering the Recycling, Household Hazardous Waste, Waste Education, and all other Score items are required by the State of Minnesota;

Whereas, the funding furnished by the State of Minnesota is inadequate to support these programs;

Whereas, Pope/Douglas Solid Waste Management uses SCORE dollars to fund subsidy reimbursements to waste haulers for the collection of recyclables.

Whereas, Ag plastic collection for recycling from Revolution Plastics will be ending in 2018. This material was previously solid waste, and it creates problems with the Pope/Douglas Solid Waste Management facility.

Whereas, to continue the collection of Ag plastic, Pope/Douglas Solid Waste Management has received bids for the collection and baling of this material.

Whereas, the funding of the collection of the Ag plastic material will be a larger subsidy than other collected recyclables with an estimated total of \$7,000.00 per year. This total would come out of the current recycling subsidy.


Whereas, the locations with a collection bin of ag plastic would cost share the collection of the material with Pope/Douglas Solid Waste Management. They would have a fee of \$25 per collection.

NOW, THEREFORE; BE IT RESOLVED, that the Pope/Douglas Solid Waste Management Board agrees to subsidize the collection of ag plastic at a higher rate than other collected recyclables. The funding of the collection of this material will come from existing SCORE fund dollars.

Pope/Douglas Solid Waste Management


James Stratton, Board Chair

ATTEST:


Stephen Vrchota, Executive Director

Dated at Alexandria, Minnesota this 20th day of December 2018

Motion was made by Gerde and seconded by Lindor to authorize Board Chairman to sign Resolution #7-2018.

Roll call vote: Wright – Yes Lindor – Yes Stratton – Yes Meyer – Yes Gerde – Yes
Motion carried.

November 2018 Bills - The Board received the November bill list totaling \$388,988.18. The Board discussed highlighted bills from Alexandria Iron & Metals – Blue Bins, Bulk Handling Systems – Disk Screen, Demo Plus – U3 Repair, Interstate Power Systems – Fan ID Motor & Drag Chain.

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

Capital Projects – Vrchota presented the updated capital projects list with some items highlighted in blue. Those items are Plant Insulating and Ventilation, Computer Server, and WTE Locker Room Re-model. These items are being moved out of priority 1 and into priority 2. The items highlighted in red for priority 2 are the

more critical items to be completed. Those items are Computer Server, Crane Controls Upgrade, Crane Replacement, Control Room Replacement, and MRF Locker Room Facility Upgrade.

The Long-Range Planning Committee met on December 17, 2018. The crane control and control room replacement are items that are critical items for repair. The Committee thinks that Pope/Douglas will need to spend about 5 million dollars within the next few years.

Bonding 2019 – The Long-Range Planning Committee feels that we will need to spend 5 million dollars for critical upgrades soon. Most of our investments are locked into funds until 2022, we think that the best plan to fund this would be to bond for the most critical projects and then seek out additional bonding and grant dollars for the other long-term capital projects. Vrchota requested a motion from the Board that they would like Pope/Douglas to proceed with the idea of Bonding and to have detailed planning on the critical projects.

Motion was made by Lindor and seconded by Wright to approve Pope/Douglas staff to get a detailed plan and have the plan presented at the January 2019 Board Meeting for Bonding up to 5 million dollars. Motion carried.

MRF Locker Room Remodel – Vrchota noted that the MRF locker room has not been updated since it was installed in 2003. The space does not meet compliance for separate facilities for men and women. The space is exempt from ADA because the work environment of our facility includes many ladders and is not a handicap accessible plant. We have received bids from two contractors and are still finalizing the plans. The new design would allow for about 6 women and would accommodate our male staff better as well.

Motion was made by Lindor and seconded by Wright to allow Executive Director to finalize plans for the MRF locker room and to proceed with the lowest bid in a not to exceed price of \$90,000.00. Motion carried.

MRF Loader Purchase – Vrchota noted that Pope/Douglas had budgeted for a new wheel loader purchase in 2019. Staff had worked out a price with Ziegler on pricing out a new loader that meets the State Contract guidelines. The salesman at Ziegler called prior to the Board Meeting that the price of the same loader was going up over \$4,000. Vrchota called Chairman Stratton to ask for his approval to sign the contract for the new loader. The new loader will be delivered in April 2019.

2019 CAT 926M High Lift Wheel Loader -	\$196,345.00
Trade of 2015 CAT 924K HL Value -	<u>(\$42,500.00)</u>
Grand Total	\$152,845.00

Motion was made by Gerde and seconded by Meyer for the approval to purchase the CAT 926M high lift wheel loader at the purchase price of \$152,845.00.

Ordinance Discussion – Vrchota noted that the waste designation is a separate part of the ordinance. The user groups have been finalized. The groups consist of a government group, business group, and waste hauler group. Most details will be worked out in the groups prior to the public comment period.

Clifton Larson Allen – Hellerman presented the engagement agreement with Clifton Larson Allen for the 2018 audit. We would like to continue using their services. The fee for CLA to complete the 2018 PDSWM audit would be \$9,200 for the financial statement audit and an additional \$1,500 if a single audit is required. These rates are the same from 2017.

Motion to authorize the PDSWM Board Chairman to sign the engagement letter with Clifton Larson Allen for the 2018 Audit was made by Gerde and seconded by Stratton. Motion carried.

Air Emission Compliance Testing – Vrchota noted that he received a proposal from Interpoll Laboratories, Inc. for the Air Emission Compliance Testing at the Pope/Douglas facility in 2019. Stack testing was last done in 2016. He noted that a separate bid was not obtained because there is only a couple of bidders within the 5-state area. The other bidders would have a much greater mobilization fee than the company from Minnesota. The total cost of this service is \$59,950.00.

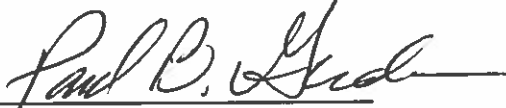
MCIT Outstanding Loss Ratio/Dividend – Hellerman reported that Minnesota Counties Intergovernmental Trust has paid a dividend of \$52,637.00 on November 20, 2018. We received a Certificate of Excellence in recognition of an Outstanding Loss Ratio Under 50% for plan years 2013 – 2017.

The next meeting will be on December 27th, 2018 at 8:00 a.m. for final bill pay for 2018.


The next Board Meeting will be on January 17th, 2019 at 8:00 a.m.

Chairman Stratton adjourned the meeting.

Pope/Douglas Solid Waste Management


Board Chairman

Attest:


Brooke Hellerman, Board Recording Secretary

**Pope/Douglas Solid Waste Management
Regular Board Meeting
December 27, 2018**

Board Members Present: Jim Stratton, Paul Gerde, Charlie Meyer, and Jerry Wright
Board Members Not Present: Larry Lindor

Others Present: Darrell Connell, Brooke Hellerman, and Nathan Reinbold

Board Chairman Stratton called the meeting to order.

The Pledge of Allegiance to the Flag was recited.

The December 27, 2018, Board Meeting Agenda

The Board received the agenda with the addition of Youth Outdoor Activity Day and a Discussion on Per Diem Voucher. Motion to approve the amended agenda was made by Gerde and seconded by Meyer. Motion carried.

Bills – There was a discussion on the highlighted bills, Interstate Power Systems – Drop Forged Chain, and Lars Engineering – Grapple.

Motion was made by Meyer and seconded by Wright to approve the payment of the year end bills totaling \$78,233.55. Motion carried.

2019 Mileage Reimbursement and Per Diem Rates – Motion was made by Gerde and seconded by Meyer to set the 2019 Mileage Reimbursement consistent with Federal Guidelines and to set the Per Diem at \$100 per meeting. Motion carried.

STEAM Expo Event Contribution Request – Hellerman presented a request to the Board to authorize a \$500 contribution to the STEAM Expo.

Motion was made by Meyer and seconded by Gerde to authorize a \$500 contribution to the 2019 STEAM Expo Event. Motion carried.

Douglas County Annual Kid's Groundwater Festival – Hellerman presented a request to the Board to authorize a \$200 contribution to the Douglas County Kid's Groundwater Festival.

Motion was made by Gerde and seconded by Wright to authorize a \$200 contribution to the Douglas County Kid's Groundwater Festival in 2019. Motion carried.

Pope/Stevens Kid's Water Festival – Hellerman presented a request to the Board to authorize a \$200 contribution to the Pope/Stevens Kid's Water Festival.

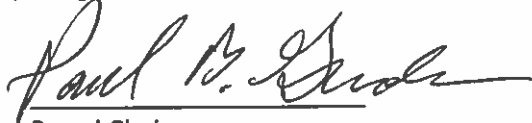
Motion was made by Wright and seconded by Meyer to authorize a \$200 contribution to the Pope/Stevens Kid's Water Festival. Motion carried.

Youth Outdoor Activity Day – Chairman Stratton suggested to the Board and to Pope/Douglas Solid Waste Management staff that we participate in the Youth Outdoor Activity Day. Meyer stated that this event draws a big crowd of kids that range from 6 – 13 years old. Reinbold added that in the past we haven't had staffing to be able to assist with this event but with the Green Warrior Program he will add that to the list of events to go to in 2019.

Per Diem Voucher – Chairman Stratton stated he would like the Board members to use a voucher that the Board Members sign off. Meyer will obtain the document another committee uses and Hellerman will update it to make it meet the needs of Pope/Douglas Solid Waste Management.

Motion was made by Meyer and seconded by Wright to adjourn the meeting. Motion carried.

Pope/Douglas Solid Waste Management



Board Chairman

Attest:



Brooke Hellerman, Board Recording Secretary