

**Pope/Douglas Solid Waste Management  
Regular Board Meeting  
January 17, 2019**

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

**Others Present:** Stephen Vrchota, Brooke Hellerman, Darrell Connell, Michael Martin, Megan Roering, Nathan Reinbold, Kory Muzik, Emma Jones, Jeff Bertram, and David Crowell.

Vrchota called the meeting to order.

The Pledge of Allegiance to the Flag was recited.

Nominations were accepted for the 2019 Board Chairman. Meyer nominated Gerde for Board Chairman. Nomination was seconded by Lindor. Motion to cease nominations and cast a unanimous ballot was made by Meyer and seconded by Lindor. Motion carried

Board Chairman Gerde called for nominations for 2019 Board Vice-Chairman. Lindor nominated Meyer for Board Vice-Chairman. Motion to cease nominations and cast a unanimous ballot was made by Lindor and seconded by Wright. Motion carried.

Board Chairman Gerde appointed the 2019 Recycling, Landfill, Long-Range Planning, and Ordinance Committee members:

**Recycling Committee** – Lindor and Larson

**Landfill Operations Committee** – Gerde and Meyer

**Long Range Planning Committee** – Wright and Gerde

**Ordinance Committee** – Meyer and Gerde

**The January 17, 2019, 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 Wright. Motion Carried.

**The December 20, 2018 Regular Board Minutes and December 27, 2018 Special Bill Paying Board Meeting Minutes** - Motion to approve the December 20, 2018 Minutes as written was made by Meyer and seconded by Wright. Motion carried.

Motion to approve the December 27, 2018 Minutes as written was made by Wright and seconded by Meyer. Motion carried.

**Financial Progress Report as of December 31, 2018** - Vrchota presented the Financial Progress report ending December 31, 2018 to the Board. He noted that with 100% of the year over with, revenues are behind for this time in 2017 by \$410,771.10 and expenses are up for this time in 2017 by \$892,899.61. A total of \$9,638,027.96 or 99.97% of the 2018 revenue budget has been received and a total of 103.55% of the expense budget has been spent. The Board also received the schedule of funds and revenue and expenditure reports.

**Plant Operations Report** - Tons of Pope and Douglas County waste received during December totaled 1,913.03 tons plus 4,805.95 tons of Tri-County/Grant/Stevens waste and 125.45 tons of recycling equal to 6,844.43 tons and a year to date total of waste received of 82,514.70 tons. Total tip fee for December 2018 was \$520,263.93 and a year to date tip fee of \$6,301,665.42. Ash and fines removed in December totaled 2,269.82 tons and the year to date total of 28,630.40 tons. Vrchota stated that the facility had two months that processed over 8,000 tons in 2018. He added that operators were burning better at the end of 2018.

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

	December Tons	YTD Tons	December Income	YTD Income
Tri-County	4,264.86	48,640.27	\$328,394.22	\$3,745,300.79
Stevens County	370.06	2,713.44	\$28,494.62	\$208,934.88
Grant County	171.03	2,365.45	\$13,169.31	\$182,139.65
<b>Total Tons &amp; Total Income</b>	<b>4,805.95</b>	<b>53,719.16</b>	<b>\$370,058.15</b>	<b>\$4,136,375.32</b>

Vrchota stated that he met with Tim Oswald the new Coordinator for the Tri-County Solid Waste Management Commission. Their Counties would like to continue 50,000 tons per year for an additional 5 years and do a slower ramp down.

**December 2018 Unit Availability Report**

Unit 1 – Operated 99.2% or 738.00 Hours out of 744 Hours for repair baghouse bag attachment.

Unit 2 – Operated 86.20% or 641.00 Hours out of 744 Hours for a cleaning outage.

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

**Averages for 2018**

Unit 1 operated 89.8%, Unit 2 – 89.8%, and Unit 3 – 92.5%. Average for all 3 units combined – 91.2%.

Vrchota stated that we will see a similar patter in 2019 for unit outages.

**December 2018 Steam Sales** – Vrchota reported that ATCC has had major maintenance to their system that is not cost effective to repair at this time. The heat exchanger and pumps are having failures. They have not shared the cost to what it will be to repair.

	Monthly K lbs.	Fuel Price	December Income	Y.T.D. K lbs.	Y.T.D. Income
3M	12,718.00	\$5.44	\$87,484.21	126,645.00	\$696,232.52
DCH	5,183.00	\$5.44	\$36,695.64	50,885.00	\$278,548.76
ATCC	0.00	\$7.00	\$50.00	2,460.00	\$17,427.03
<b>Total</b>	<b>17,901.00</b>		<b>\$124,229.85</b>	<b>179,990.00</b>	<b>\$992,208.31</b>

**Turbine Generator Report** – Megawatts of electricity totaling 454.11 (Generator 1 – 116.40 Megawatts and Generator 2 – 337.71 Megawatts) were produced in December for a year to date total 5,424.16 megawatts. The demand saved in December 2017 was \$7,560.90 and the monthly total amount saved in avoided electrical costs was \$25,725.30 and a year to date total savings of \$347,796.40.

**Bypass** – A total of 10.74 tons of waste was bypassed during December 2018 for a year to date total of 211.60 tons of bypass. Staff did a better job at metal recovery in 2018 and watched the items that was going through the facility.

**Confidential Burn/Special Burn December 2018** – Year to Date Confidential Burn/Special Burn tons have totaled 250.84 tons and Year to Date Income totaled \$99,944.62. The monthly breakdown is as follow:

Special Burn	3.65	Tons	\$1,162.99	Income
Confidential Burn	1.42	Tons	\$478.53	Income
Household Pharmaceuticals	.97	Tons	\$1,661.40	Income
Plant Base Drugs	.36	Tons	\$596.70	Income
P/D Confidential Burn	6.31	Tons	-	Free
P/D Household Pharms	.24	Tons	-	Free
<b>Monthly Total</b>	<b>12.95</b>	<b>Tons</b>	<b>\$3,899.62</b>	

**Landfill Operations Report** – Ash landfill expenses for December 2018 totaled \$55,336.04 for a year to date total for 2018 - \$649,029.35. December ash tons (1,605.61) fines tons (664.21) were received for December for a total of ash/fines of 2,269.82 tons and a year to date ash/fines total of 28,630.40 tons. Average yearly cost per ton to operate the ash landfill is \$22.75 as of December 2018. A total of 96,000 gallons of leachate

were removed (8 loads to the City of Fergus Falls Wastewater Treatment Plant and 8 loads to the PDSWM facility for treatment).

Lab USA has stopped processing for the season. Pope/Douglas did invoice \$2,148.40 in December for additional processing done in November 2018. Total ash processed in 2018 was 21,651.84 tons. Total invoiced to Lab USA for processing in 2018 was \$23,189.14. Vrchota added that there is no requirement of when they need to operate in the contract. Vrchota state that he thinks they will begin processing again in April.

**Annual Ash Landfill Monitoring Agreement** – Motion to authorize the Pope/Douglas Solid Waste Management Board Chairman to sign the Water Monitoring Services Contract with Short Elliott Hendrickson (S.E.H. Inc.) for the not to exceed amount of \$33,750.00 was made by Lindor and seconded by Meyer. Motion carried.

**Material Recycling Facility Operations Report** – Of the total of 6,718.98 tons of waste received a total of 3,748.34 tons (55.8% of the total waste received in December was processed through the facility). A total of 81.30 tons of recycling was removed during December or 2.2% of the waste processed. A year to date total of 1,821.23 tons have been removed from the trash or 2.8%. Muzik noted that numbers were slightly lower because production hours were decreased due to low staffing.

Commodities shipped during December 2018 totaled 203.54 tons and 350 gallons of used motor oil was shipped. Year to date commodities sold in 2018 were 3,632.11 tons and 4,925 gallons of used motor oil. December income received for commodities sold was \$71,110.02 and \$0.00 from used oil. A year to date income of \$576,358.56 and YTD used oil income of \$0.00.

**Plant Operations Report** – Connell reported following update:

- A new gear box and wheels were installed on the south crane.
- A new motor was installed on the hydraulic skid for units 1 & 2. This was one of the original pumps installed in 1997 – 1998.
- A new platform was installed by unit 3 duck work to access the overhead door that we could not get to before.
- New seat cushions were installed in the 908 loader and new mirror brackets were also installed.
- New seat cushion was installed on the #2 – 924 loader and a new step was installed on #1 – 924 loader.
- A new set of tires has been ordered for #1 loader which is the loader that will be traded in. We will keep the tires off that loader when the new loader arrives.
- Stack testing will take place at the end of January.

**Recycling/Household Hazardous Waste Report**

**Household Hazardous Waste Report December 2018**

# Residents Bringing Items In – 359

Y.T.D. Residents Bringing Items In – 6,435

Residents Taking Items Out – 108

Y.T.D. Residents Taking Items Out – 1,921

**Recycling Report December 2018**

Alex Recycling Center Tons – 34.01

Alex Recycling Center Avg. Vehicles Per Day – 84

Alex Recycling Center Vehicles for month – 2,012

Y.T.D. Alex Recycling Center Tons – 428.35

Y.T.D. Vehicles – 28,429

**Organics Report**

Commercial Organics Tons picked up in December 2018 – 27.40

Commercial Organics Customers – 74

Y.T.D. Commercial Organics Tons – 390.18

Reinbold reported the following topics:

- Current ads on the radio feature Commercial Recycling Grants Assistance for businesses, churches, and non-profits and the multifamily recycling pilot program.
- Green bag programs are going well. Staff will be in Osakis on Saturday, January 19<sup>th</sup> for a sign-up event.
- The ag/LDPE film recycling service will be start up again on January 18<sup>th</sup>. 44 locations will be serviced in Pope & Douglas Counties.
- Alexandria Chamber does organics and regular recycling on their events. Glenwood has agreed to do the same for their rise-n-shine events.
- Staff met with members of the 4H and they have agreed to add increased organics/recycling at the Douglas County fair.

**Resolution #1-2019 –**

**RESOLUTION #1-2019**

**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 \$450,500.00 from the operating account into the score account to cover the fund deficit and to comply with the matching fund requirement for Pope and Douglas Counties.

**Pope/Douglas Solid Waste Management**

  
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**Pope/Douglas Solid Waste Management Board Chairman**

**ATTEST:**

  
\_\_\_\_\_  
**Stephen Vrchota, Executive Director**

**Dated at Alexandria, Minnesota this 17th day of January 2019**

Motion was made by Wright and seconded by Lindor to authorize Board Chairman to sign Resolution #1-2019. Roll Call Vote: Gerde – Yes Larson – Yes Wright – Yes Meyer – Yes Lindor – Yes  
Motion carried.

**Parks Recycling** – Jones presented that she has been working with the Alexandria Parks and Recreation and Douglas County Public Works to install recycling and waste bins. There will be a partnership with these entities to purchase matching bins to have in different parks in Pope and Douglas County. The bins cost \$845 each, 3 parks currently have these bins. A waste audit will be done after implementation to see how effective they are.

**Multi-Family Recycling Pilot** – Jones noted that she has developed outreach materials to educate tenants in multifamily facilities. Jones displayed a reusable tote that has brochures on what we can and can not take at our facility. When she reached out to multifamily facilities, she got about 20 responses back with about 10

of them being interested in recycling. Jones noted that there is not currently any recycling offered at some of the buildings.

Bertram stated that we should let him know if any are West Central Sanitation customers and he will follow up with them.

**December 2018 Bills** - The Board received the December bill list totaling \$774,962.92. Vrchota noted that a bond payment and insurance are paid at the first board meeting of the year. The other highlighted bill was from Bulk Process Equipment for a sifting hopper.

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

**Capital Project Review** – Vrchota noted the plant historian and arc flash study have just started. The remaining priority 1 projects will move down the list to priority 2. Some of the priority 2 projects will need attention/replacement within the next 2 years. The Long-Range Planning Committee has met to discuss bonding for some of the priority 2 projects up to \$5,000,000.

**Joint Powers Agreement** – Vrchota noted that with the Long-Range Planning Committee looking at going through Pope County for the Bonding for capital projects it was suggested by Ehlers Inc. to add flexibility regarding bond issuance and payments to the Joint Powers Agreement.

#### RESOLUTION NO. 2 - 2019

#### RESOLUTION APPROVING THE THIRD AMENDED JOINT POWERS AGREEMENT, SOLID WASTE PROJECTS, AND THE ISSUANCE OF BONDS THEREFOR

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

WHEREAS, pursuant to the Agreement, the Counties are authorized to jointly conduct solid waste planning and management activities pursuant to Minnesota Statutes, Section 400.04, and have established an integrated solid waste system (the “System”) to be managed and operated by the Joint Board; and

WHEREAS, the Agreement provides for, among other things, the receiving and disbursing of all funds received by the Joint Board, the ownership allocation of real and personal property between the Counties, and the allocation of revenues and expenses between the Counties; and

WHEREAS, amendment or modification of the Agreement is permitted without the written consent of the Counties after resolution by each of the Counties’ respective Boards of Commissioners; and

WHEREAS, the Counties and Joint Board desire to complete certain capital repairs and projects in the System, including, but not limited to, crane replacement/refurbishment, control room replacement, WTE equipment upgrades, ash system equipment upgrades, computer/communication system installation, WTE building modifications, and regional compost facility construction (the “Projects”); and

WHEREAS, it has been proposed that the Projects be financed by General Obligation Solid Waste Revenue Bonds to be issued by Pope County (the “Bonds”) in an amount not to exceed \$5,000,000; and

WHEREAS, the Counties desire to amend the Agreement to, among other things, revise the allocation of ownership of incinerators owned by the Counties and better enable Pope County to issue the Bonds to finance the Projects and provide adequate security therefor.

NOW, THEREFORE, BE IT RESOLVED by the Joint Board as follows:


Section 1. Amended Agreement. The Joint Board hereby approves the Agreement as amended and proposes that the Counties authorize the amendments by resolution of their respective Boards of Commissioners.

Section 2. The Projects and Bonds. The Joint Board hereby approves of the Projects and the issuance of the Bonds by Pope County to finance the Projects.

Dated at Alexandria, Minnesota this 17<sup>th</sup> day of January 2019.

  
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Pope/Douglas Solid Waste Management Chairman

Attest:

  
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Stephen Vrchota, Executive Director

Motion was made by Meyer and seconded by Wright to authorize Board Chairman to sign Resolution #2-2019. Roll Call Vote: Meyer – Yes    Wright – Yes    Larson – Yes    Gerde – Yes    Lindor – Yes  
Motion carried.

The Board suggested that a copy of the amendments be sent to each County Attorney to review prior to the Counties deciding to approve the Joint Powers Agreement.

Bonding – The Pope/Douglas Solid Waste Management Board received Reimbursement Resolutions that will be presented to the Pope and Douglas County Boards. Each County will need to sign their own Reimbursement Resolution and only the County that issues the Bond will use it. This is set so that we can reimburse the general fund with Bond proceeds.

Motion to forward the presented Reimbursement Resolutions to the Pope and Douglas County Boards was made by Lindor and seconded by Meyer. Motion carried.

Ordinance – Vrchota stated that we have met with the hauler group and with David Green and Dave Rush. He added that we can make recommendations, but it is up to the Counties to make the final decisions on the Ordinance.

There being no further business, the meeting was adjourned at 9:25 a.m. by Chairman Gerde.

Pope/Douglas Solid Waste Management

  
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Paul Gerde, Board Chairman

Attest:

  
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Brooke Hefner, Board Recording Secretary

**Pope/Douglas Solid Waste Management  
Regular Board Meeting  
February 21, 2019**

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

**Others Present:** Stephen Vrchota, Brooke Hellerman, Darrell Connell, Michael Martin, Megan Roering, Kory Muzik, Emma Jones, Jeff Bertram, and David Crowell.

Chairman Gerde called the meeting to order.

The Pledge of Allegiance to the Flag was recited.

**The February 21, 2019, Board Meeting Agenda**

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

**The January 17, 2019 Regular Board Minutes**

Motion to approve the January 17, 2019 Minutes as written was made by Wright and seconded by Meyer. Motion carried.

**Financial Progress Report as of January 31, 2019** - Vrchota presented the Financial Progress report ending January 31, 2019 to the Board. He noted that with 8% of the year over with, revenues are ahead for this time in 2018 by \$96,685.49 and expenses are down for this time in 2018 by \$272,720.33. A total of \$768,839.37 or 7.10% of the 2019 revenue budget has been received and a total of 9.89% of the expense budget has been spent.

The Board also received the schedule of funds and revenue and expenditure reports. Vrchota added that our outage months are done in the first 3 months of the year and are our biggest expense months.

**Plant Operations Report** - Tons of Pope and Douglas County waste received during January totaled 1,954.70 tons plus 5,032.17 tons of Tri-County/Grant/Stevens waste and 135.27 tons of recycling equal to 7,121.64 tons. Total tip fee for January 2019 was \$566,859.78. Ash and fines removed in January totaled 2,395.82 tons.

**Waste Received from Other Counties** – During January 2019, the following waste was received from other Counties:

	January Tons	YTD Tons	January Income	YTD Income
Tri-County	4,489.86	4,489.86	\$359,547.98	\$359,547.98
Stevens County	361.11	361.11	\$28,917.69	\$28,917.69
Grant County	181.20	181.20	\$14,510.50	\$14,510.50
<b>Total Tons &amp; Total Income</b>	<b>5,032.17</b>	<b>5,032.17</b>	<b>\$402,976.17</b>	<b>\$402,976.17</b>

**January 2019 Unit Availability Report** – Vrchota noted that stack testing was done on Unit 1 during the month of January and so Unit 2 was brought down because they share a stack. He added that stack testing is done every 3 years.

Unit 1 – Operated 95.30% or 709.00 Hours out of 744 Hours for safety valve replacement and low fuel.  
 Unit 2 – Operated 85.10% or 633.00 Hours out of 744 Hours for stack testing on U1.  
 Unit 3 – Operated 97.00% or 722.00 Hours out of 744 Hours for low fuel during U1 stack testing.

### January 2019 Steam Sales –

	Monthly K lbs.	Fuel Price	January Income	Y.T.D. K lbs.	Y.T.D. Income
3M	15,663.00	\$5.03	\$99,468.92	15,663.00	\$99,468.92
DCH	6,181.00	\$5.03	\$40,794.60	6,181.00	\$40,794.60
ATCC	0.00	\$6.58	\$50.00	0.00	\$50.00
<b>Total</b>	<b>21,844.00</b>		<b>\$140,313.52</b>	<b>21,844.00</b>	<b>\$140,313.52</b>

**Turbine Generator Report** – Megawatts of electricity totaling 343.05 (Generator 1 – 30.54 Megawatts and Generator 2 – 312.51 Megawatts) were produced in January. The demand saved in January 2019 was \$8,503.30 and the monthly total amount saved in avoided electrical costs was \$22,225.30.

**Landfill Operations Report** – Ash landfill expenses for January 2019 totaled \$48,376.55 for a year to date total for 2019 - \$48,376.55. January ash tons (1,595.69) fines tons (800.13) were received for January for a total of ash/fines of 2,395.82 tons. Average yearly cost per ton to operate the ash landfill is \$20.28 as of January 2019. A total of 78,000 gallons of leachate were removed (7 loads to the City of Fergus Falls Wastewater Treatment Plant and 7 loads to the PDSWM facility for treatment). Vrchota noted that he is hoping to keep fines at around 14 – 15%.

Lab USA is shut down for the winter, we are expecting them to start up again in April. Vrchota added that they have had personnel changes with their management.

**Material Recycling Facility Operations Report** – Of the total of 6,986.87 tons of waste received a total of 5,401.18 tons (77.3% of the total waste received in January was processed through the facility). A total of 134.90 tons of recycling was removed during January or 2.5% of the waste processed. Muzik stated that some of the loads of garbage were run around to the pit to keep the WTE running and on the cold days the MRF employees stayed home.

Commodities shipped during January 2019 totaled 265.64 tons and 0 gallons of used motor oil was shipped. January income received for commodities sold was \$31,114.95 and \$0.00 from used oil.

**Plant Operations Report** – Connell reported following update:

- New bearings were installed on unit 1 FD Fan.
- New ash chain and conveyor work is being done on unit 1. New sprockets and chain were installed on the drive end.
- New bearings and shafts were installed on the unit 1 ash conveyor.
- New tanks and valves were installed on unit bag house 1 along with new electrical boxes to accommodate bigger solenoids.
- Economizer shields were installed on unit 1.
- Demo Plus fixed the duct work and is finishing up the combustor walls.
- New pulse headers were installed along with a new style of grates on unit 1.
- IF2 conveyor had a new chute installed on the intersection with SL1.
- Maintenance was able to fix the railing on the backside of SL1 and SL2 that was tore off.
- Wrigley will repair the trommel tops.

### **SCORE Programs**

#### **Organics Report**

Commercial Organics Tons picked up in January 2019 – 37.71



**January 2019 Bills** - The Board received the January bill list totaling \$484,404.03. The highlighted bills were from Anderson Crane – Conveyor parts, Cambell Sevey, Inc. – Safety Valves, Douglas County A/T – Annual Services, Powerhouse Technologies – Grates, Setco – Tires, Wrigley Mechanical – Partial Payment for Outage Services.

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

**Capital Project Review** – Vrchota presented the capital project review to the Board. The top items are mostly done with final work on plant historian. He noted that we are moving forward with the Electrical Arc Flash Study. He presented a picture to show a near miss that happened recently at our facility with arc flash. Vrchota added that we will have some repair work to do after the study has been completed.

Vrchota met with lobbyists and they recommended getting a sale piece together to have information while in session now and have tours in May or June of this year and have it presented at next year’s sessions.

**Bonding** – Pope County as approved the Joint Powers Agreement and Resolution. Douglas County is still reviewing them. Vrchota added that a Long-Range Planning Meeting is being set to finalize the list of projects to be presented to the Board for approval and then to get bonding.

**Ordinance** – Vrchota noted that Land and Resource Management in both Counties are working on this. Pope/Douglas does have the attorney in place for the waste designation part of the ordinances. When we go to the State for bonding, they will want to know that the waste is coming here.

**Tri-County Waste Disposal Agreement –**

**Amendment to the Tri-County Waste Disposal Agreement**

Update Section 3.01 as follows:

Sixth through tenth full year (2017-2021)	50,000	(Current Agreement)
Eleventh through fifteenth full year (2022-2026)	50,000	
Sixteenth through twentieth full year (2027-2031)	50,000	

During years fifteenth through the twentieth full year (2026-2031), the amount of waste may be decreased by a maximum of 5,000 tons per year. The decision to reduce tonnage must be made at least one calendar year in advance of the reduced tonnage commitment (i.e. If 45,000 tons are requested in 2026, the notice must be made by January 1, 2025).

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

**Solid Waste Service Fee** – Pope and Douglas Counties have asked us to have a public release statement about the service fee. There may be some questions about the fee. Vrchota added that an article was posted on the Echo Press website that morning.

**Closed Session – Personnel Discussion** – Vrchota asked if Connell could sit in on the closed session.

Motion to go into closed session was made by Wright and seconded by Lindor. Roll call vote:  
Meyer – Yes    Larson – Yes    Gerde – Yes    Wright – Yes    Lindor – Yes

Connell gave the Board notice of his retirement effective April 26, 2019.

Motion to re-open the meeting was made by Wright and seconded by Lindor. Roll call vote:  
Lindor – Yes   Gerde – Yes   Wright – Yes   Larson – Yes   Meyer – Yes

There being no further business, the meeting was adjourned at 9:25 a.m. by Chairman Gerde.

Pope/Douglas Solid Waste Management

  
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Paul Gerde, Board Chairman

Attest:

  
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Brooke Hellerman, Board Recording Secretary

**Pope/Douglas Solid Waste Management  
Special Meeting  
March 8, 2019**

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

**Board Members Absent:** Larry Lindor

**Others Present:** Stephen Vrchota, Darrell Connell, Michael Martin, Megan Roering, Pete Olmscheid

Chairman Gerde called the meeting to order.

The Pledge of Allegiance to the Flag was recited.

**The March 8, 2019 Special Meeting Agenda**

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

**Organizational Chart, Job Positions and Definitions**

Vrchota stated that with Darrell retiring there is going to be some staffing changes. The Board received the current and proposed Pope Douglas Organization Structure for review. There are 5 positions that are going to need to be filled. Vrchota stated that with the new organizational chart the managers work together when he is out of the office for problem solving. Vrchota stated that it will be the same bodies that are currently doing the duties, they will just be reassigning Connells duties. Connell noted that a Chief A license is needed to run the facility. Olmscheid stated to keep in mind before fully implementing that we do a comp wirth study. Meyer stated we need to implement and then we can make corrective action.

Motion was made by Meyer and seconded by wright to approve the Organizational Charts and positions as presented. Motion carried.

**Closed Session – Consulting Agreement** – Vrchota asked if Connell could sit in on the closed session.

Motion was made by Meyer and seconded by Wright to go into closed session. Motion carried

Meeting was opened by Chairman Gerde.

Meyer made a motion to approve a Consulting Agreement with Darrell Connell starting on June 1, 2019 for 12 months with an option of being longer, Larson Seconded. Motion Carried.

There being no further business, the meeting was adjourned at 9:07 a.m. by Chairman Gerde.

**Pope/Douglas Solid Waste Management**



Paul Gerde, Board Chairman

**Attest:**

  
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Megan Roering

**Pope/Douglas Solid Waste Management  
Regular Board Meeting  
March 21, 2019**

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

**Board Members Absent:** Heather Larson

**Others Present:** Stephen Vrchota, Brooke Hellerman, Darrell Connell, Michael Martin, Nathan Reinbold, Megan Roering, Jeff Bertram, David Crowell, Ricky Kluver, Shaynen Schmidt, Emma Jones, Kory Muzik, Mike Muzik, Tom Collins, Jeffrey Myrold, Shawn Olson, Nick Trierweiler, Craig Hookom, Jon Dalum, Gary Schneider, and Craig Cowdery

Chairman Gerde called the meeting to order.

The Pledge of Allegiance to the Flag was recited.

**The March 21, 2019, Board Meeting Agenda**

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

**The February 21, 2019 Regular Board Minutes**

Motion to approve the February 21, 2019 Minutes as written was made by Lindor and seconded by Wright. Motion carried.

**Financial Progress Report as of February 28, 2019** - Vrchota presented the Financial Progress report ending February 28, 2019 to the Board. He noted that with 17% of the year over with, revenues are ahead for this time in 2018 by \$214,242.85 and expenses are down for this time in 2018 by \$703,739.86. A total of \$1,582,856.55 or 14.62% of the 2019 revenue budget has been received and a total of 16.99% of the expense budget has been spent. The Board also received the schedule of funds and revenue and expenditure reports. Vrchota added that bonds in the financial assurance fund matured and the Auditors office was able to swap and move these funds into the general fund.

**Plant Operations Report** - Tons of Pope and Douglas County waste received during February totaled 1,684.74 tons plus 3,671.64 tons of Tri-County/Grant/Stevens waste and 147.06 tons of recycling equal to 5,503.44 tons and a year to date total of waste received of 12,625.08 tons. Total tip fee for February 2019 was \$431,842.70 and the year to date total of \$998,877.98. Vrchota noted that we have been restricting some waste from Tri-County for unit outages.

**Waste Received from Other Counties** – During February 2019, the following waste was received from other Counties:

	<b>February Tons</b>	<b>YTD Tons</b>	<b>February Income</b>	<b>YTD Income</b>
Tri-County	3,377.64	7,867.50	\$270,481.41	\$630,029.39
Stevens County	145.00	506.11	\$11,611.60	\$40,529.29
Grant County	149.00	330.20	\$11,931.92	\$26,442.42
<b>Total Tons &amp; Total Income</b>	<b>3,671.64</b>	<b>8,703.81</b>	<b>\$294,024.93</b>	<b>\$697,001.10</b>

**February 2019 Unit Availability Report** – Annual plant average YTD is 83.5%.

Unit 1 – Operated 5.10% or 34.00 Hours out of 672 Hours for unit 1 scheduled outage.  
Unit 2 – Operated 83.90% or 564.00 Hours out of 672 Hours for stack testing on U1.  
Unit 3 – Operated 100.00% or 672.00 Hours out of 672 Hours.

**February 2019 Steam Sales** – Vrchota stated that fuel wasn't delivered due to weather for a couple of days in February. We had to restrict steam flow because of low fuel at the facility.

	Monthly K lbs.	Fuel Price	February Income	Y.T.D. K lbs.	Y.T.D. Income
3M	13,499.00	\$4.51	\$78,288.70	29,162.00	\$177,757.62
DCH	4,477.00	\$4.51	\$26,772.46	10,658.00	\$67,567.06
ATCC	0.00	\$6.07	\$50.00	0.00	\$100.00
<b>Total</b>	<b>21,844.00</b>		<b>\$105,111.16</b>	<b>39,820.00</b>	<b>\$245,424.68</b>

**Turbine Generator Report** – Megawatts of electricity totaling 36.70 (Generator 1 – 0.00 Megawatts and Generator 2 – 36.70 Megawatts) were produced in February and a year to date a total of 379.75 megawatts. The demand saved in February 2019 was \$6,835.50 and the monthly total amount saved in avoided electrical costs was \$8,303.50 and a year to date total savings of \$30,528.80. Vrchota added that we have been having some issues with generator 1 and we didn't have extra steam to produce electricity in February.

**Landfill Operations Report** – Ash landfill expenses for February 2019 totaled \$41,429.33 for a year to date total for 2019 - \$89,889.88. February ash tons (1,096.26) fines tons (824.10) were received for February for a total of ash/fines of 1,920.36 tons and a year to date ash/fines total of 4,316.18 tons. Average yearly cost per ton to operate the ash landfill is \$20.92 as of February 2019. A total of 72,000 gallons of leachate were removed (5 loads to the City of Fergus Falls Wastewater Treatment Plant and 7 loads to the PDSWM facility for treatment). Lab USA is still currently shutdown, they have not given us a specific startup date.

**Material Recycling Facility Operations Report** – Of the total of 5,356.38 tons of waste received a total of 4,289.16 tons (80.1% of the total waste received in February was processed through the facility). A total of 156.20 tons of recycling was removed during February or 3.6% of the waste processed. Muzik noted that there is a strong staff now on both shifts and can take more off the line. He added that we are also seeing much better trash.

Commodities shipped during February 2019 totaled 266.73 tons and 325 gallons of used motor oil. Year to date commodities sold in 2019 were 532.37 ton and 325 gallons of used oil. February income received for commodities sold was \$20,548.17 and \$0.00 from used oil and a total year to date commodity income of \$51,663.12.

**Plant Operations Report** – Connell reported following update:

- Unit 1 outage work is completed.
- Pulse zones showed they were pulsing on the computer screens, but an operator noticed that they weren't pulsing.
- Unit 2 work is on schedule. Demo Plus has finished their work and only have cleanup left.
- Steer horns are breaking apart and refractory is falling apart because of that.
- A test fire brick was welded to a baffle plate to test.
- Chain and pulley wheels were replaced on ash conveyors during the outages.
- Team Industrial will x-ray the DA tank and condensate tank.
- New trommel wheels will be shipped on March 29<sup>th</sup>.

**SCORE Programs** – Reinbold reported the following:

**Organics Report**

Commercial Organics Tons picked up in February 2019 – 38.51

YTD Tons – 76.22

- Current ads feature the STEAM Expo, commercial recycling grants, and multifamily recycling pilot.
- Several community groups and events will be setting up organics, can, and bottle recycling.

- The 2<sup>nd</sup> Ag/LDPE film recycling pickup service occurred last week at 44 locations in Pope & Douglas County.
- Drop sites are seeing more use than co-collection. About 2% of PDSWM waste is being separated as organics.
- Staff will be doing a quarterly ride along to get estimates on other usage of other drop sites.
- Villard, Long Beach, WCS – South Alex, and Habitat for Humanity – North Alex are future sites.
- Staff are working to do Plate to Garden events to promote how compost is used.
- Jones updated the Board on the progress on the Multifamily Recycling Pilot.

**February 2019 Bills** - The Board received the February bill list totaling \$690,377.88. The highlighted bills were from Alexandria Electric – outage, Demo Plus – refractory, Interpoll Laboratories – stack testing, Minncast – grates, Wrigley Mechanical – partial outage payment.

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

**Staff Concerns** – A group of employees were in the Board meeting to discuss their concerns of the salary of the updated MRF Manager position. Vrchota informed the group that Connell’s duties will be distributed between the MRF Manager, Operations Manager, and Maintenance Manager. The MRF Manager position will have many more duties than the previous MRF Supervisor position had.

**Long Range Planning/Bonding** – Vrchota discussed site and building history of Pope/Douglas Solid Waste Management. A picture of an office building, HHW, and education center was presented and explained that a building like picture would not fit on the current property. The building would be eligible for partial State CAP funding and would better fit the needs of the community. There was also a discussion on an Energy Park concept.

**Closed Session – Land Negotiations** –

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

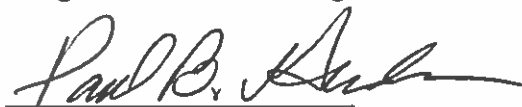
There was a discussion on land procurement.

Motion to re-open the meeting was made by Lindor and seconded by Wright. Roll call vote:  
Lindor – Yes    Wright – Yes    Gerde – Yes    Meyer – absent

Motion to approve a not to exceed price of \$45,000.00 (forty-five thousand dollars) for engineering and design for preliminary planning for the proposed Pope/Douglas Solid Waste Management site was made by Lindor and seconded by Wright. Motion carried.

There being no further business, the meeting was adjourned at 9:37 a.m. by Chairman Gerde.

**Pope/Douglas Solid Waste Management**



Paul Gerde, Board Chairman

**Attest:**



Brooke Hellerman, Board Recording Secretary

**Pope/Douglas Solid Waste Management  
Regular Board Meeting  
April 18, 2019**

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

**Others Present:** Stephen Vrchota, Brooke Hellerman, Darrell Connell, Michael Martin, Megan Roering, Jeff Bertram, David Crowell, and Jean Connell.

Chairman Gerde called the meeting to order.

The Pledge of Allegiance to the Flag was recited.

**The April 18, 2019, 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 Wright. Motion Carried.

**The March 8, 2019 Special Meeting Minutes and the March 21, 2019 Regular Board Minutes**

Motion to approve the March 8, 2019 Special Meeting Minutes and March 21, 2019 Meeting Minutes as written was made by Wright and seconded by Lindor. Motion carried.

**Financial Progress Report as of March 31, 2019** - Vrchota presented the Financial Progress report ending March 31, 2019 to the Board. He noted that with 25% of the year over with, revenues are ahead for this time in 2018 by \$150,709.05 and expenses are down for this time in 2018 by \$677,489.06. A total of \$2,030,196.25 or 18.75% of the 2019 revenue budget has been received and a total of 26.29% of the expense budget has been spent. The Board also received the schedule of funds and revenue and expenditure reports.

**Plant Operations Report** - Tons of Pope and Douglas County waste received during March totaled 1,913.98 tons plus 4,229.07 tons of Tri-County/Grant/Stevens waste and 119.38 tons of recycling equal to 6,262.43 tons and a year to date total of waste received of 18,887.51 tons. Total tip fee for March 2019 was \$499,436.08 and the year to date total of \$1,498,314.06.

Vrchota added that we are starting to get closer to summer tons coming into the facility.

**Waste Received from Other Counties** – During March 2019, the following waste was received from other Counties:

	<b>March Tons</b>	<b>YTD Tons</b>	<b>March Income</b>	<b>YTD Income</b>
Tri-County	3,853.73	11,721.23	\$308,606.69	\$938,636.08
Stevens County	198.54	704.65	\$15,899.08	\$56,428.37
Grant County	176.80	507.00	\$14,158.14	\$40,600.56
<b>Total Tons &amp; Total Income</b>	<b>4,229.07</b>	<b>12,932.88</b>	<b>\$338,663.91</b>	<b>\$1,035,665.01</b>

**March 2019 Unit Availability Report** – Annual plant average YTD is 82.2%.

Unit 1 – Operated 89.0% or 662.00 Hours out of 744 Hours for water jacket repair.  
Unit 2 – Operated 32.8% or 244.00 Hours out of 744 Hours for U2 main scheduled outage.  
Unit 3 – Operated 98.4% or 732.00 Hours out of 744 Hours for U3 main scheduled outage.

Vrchota noted that some of the refractory that is being replaced is original to when the equipment was installed.

**March 2019 Steam Sales –**

	Monthly K lbs.	Fuel Price	March Income	Y.T.D. K lbs.	Y.T.D. Income
3M	13,860.00	\$4.00	\$71,971.52	43,022.00	\$249,729.14
DCH	4,750.00	\$4.00	\$25,555.00	15,408.00	\$93,122.06
ATCC	0.00	\$5.67	\$50.00	0.00	\$150.00
<b>Total</b>	<b>58,430.00</b>		<b>\$97,576.52</b>	<b>58,430.00</b>	<b>\$343,001.20</b>

**Turbine Generator Report** – Megawatts of electricity totaling 184.52 (Generator 1 – 0.00 Megawatts and Generator 2 – 184.52 Megawatts) were produced in March and a year to date a total of 564.27 megawatts. The demand saved in March 2019 was \$5,347.50 and the monthly total amount saved in avoided electrical costs was \$12,728.30 and a year to date total savings of \$43,257.10.

**Bypass Report** – A year to date total of 39.46 tons of waste has been bypassed in 2019. January was 10.20 tons, February was 9.62 tons, and March totaled 19.64 tons.

**Confidential/ Special Burn** – Year to date confidential/special burn tons have totaled 78.02 tons and a year to date income totaled \$24,151.71.

January	29.82 tons	\$9,914.72
February	14.04 tons	\$3,913.07
March	34.16 tons	\$10,323.92
<b>Total</b>	<b>78.02 tons</b>	<b>\$24,151.71</b>

**Landfill Operations Report** – Ash landfill expenses for March 2019 totaled \$47,315.58 for a year to date total for 2019 - \$137,205.46. March ash tons (1,344.83) fines tons (799.12) were received for March for a total of ash/fines of 2,143.95 tons and a year to date ash/fines total of 6,460.13 tons. Average yearly cost per ton to operate the ash landfill is \$21.33 as of March 2019. A total of 126,000 gallons of leachate were removed (14 loads to the City of Fergus Falls Wastewater Treatment Plant and 7 loads to the PDSWM facility for treatment). Vrchota noted that there will be more leachate in April.

**Material Recycling Facility Operations Report** – Of the total of 6,143.05 tons of waste received a total of 4,516.53 tons (73.50% of the total waste received in March was processed through the facility). A total of 110.58 tons of recycling was removed during March or 2.4% of the waste processed. Some of the waste was bypassed around to the WTE pit for direct processing during maintenance outages.

Commodities shipped during March 2019 totaled 255.58 tons and 0 gallons of used motor oil. Year to date commodities sold in 2019 were 787.95 ton and 325 gallons of used oil. March income received for commodities sold was \$46,399.24 and \$0.00 from used oil and a total year to date commodity income of \$98,062.36.

**Plant Operations Report** – Connell & Martin reported following update:

- New bags were installed in the baghouse
- Top grates were replaced in the combustor
- The ceiling of the combustor and feed chute had refractory replaced
- An ash drag chain was replaced
- A new cutting edge was installed for the push ram.
- Team Industrial was here to inspect the DA tank and condensate tank. The condensate tank has pitting and will eventually start to leak. It will need to be relined or a new one will need to be built in its place.



- A new valve was installed and can be viewed from the control room. This will keep water in the DA tanks in an emergency shutdown.
- The trommel had new wheels installed and a new top welded on.

**SCORE Programs** – Vrchota reported the following:

- There will be regular scheduled hazardous waste collections 2 times a month in Pope County.
- The recycling center has a high amount of traffic through the facility each day. We are working on rerouting some of the traffic and using the recycling attendants to help with the traffic.

**Household Hazardous Waste Report**

Y.T.D. Residents Bringing Items In – 941

Y.T.D. Residents Taking Items Out – 250

**Recycling Report**

Y.T.D. Alex Recycling Center Tons – 99.19

Y.T.D. Vehicles – 5,054

Alex Recycling Center Avg. Vehicles Per Day – 66

**Organics Report**

Commercial Organics Tons picked up in March 2019 – 33.35

YTD Tons – 109.57

**March 2019 Bills** - The Board received the March bill list totaling \$476,805.90. The highlighted bills were from Demo Plus – U1 refractory, Fabco Industrial Services – U3 Bags, Interstate Power Systems – drag chain, Karges-Faulconbridge, Inc. – arc flash study, MPCA – air testing expense, Richmond Engineering – plant historian, Triple S Dynamics – trommel wheels.

Vrchota added that the arc flash study is required by national electric code and they are not seeing a big risk. We will see Wrigley Mechanical bills in the next couple of months for the plant outages. Wrigley have given us longer terms to better align with money coming in.

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

**Long Range Planning/Bonding** – Vrchota stated that both counties have now approved the Third Joint Powers Agreement. In the coming months we will be finalizing numbers and will be requesting bonding.

We burn approximately 80,000 tons per year and 50,000 tons from Tri-County. On January 1, 2022, Tri-County will go from 50,000 tons down to 35,000 tons a loss of about 18%. Vrchota added that he has been setting up meetings with individual Counties. Sherburn has stated that they are not interested in extending their contract but will honor the current contract. Vrchota will be going to the Benton and Stearns County meetings as well. We would like to secure waste to 2041.

**Resolution #3- 2019 –**

Resolution #3-2019  
Pope/Douglas Solid Waste Management

Minnesota Pollution Control Agency  
FY 2019-2020 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 2019-2020 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.

Paul Gerde

(Print Name of Signing Officer)



Sign

Pope/Douglas Joint Solid Waste Management  
Board Chairman

(Title)

April 18, 2019

Date

Motion was made by Wright and seconded by Lindor to authorize the Board Chairman to sign Resolution #3 - 2019. Roll call vote:

Lindor – Yes    Wright – Yes    Gerde – Yes    Meyer – Yes    Larson – Yes

**Consulting Agreement** – Vrchota noted that PERA does not allow an agreement prior to an employee retiring. There must be a 30-day separation from employment. A consulting agreement with Darrell Connell will be presented at the May 16<sup>th</sup> meeting.

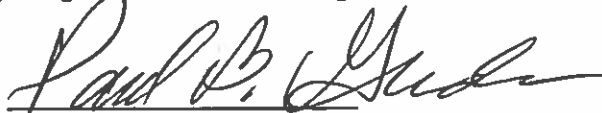
**Other Business**

Vrchota noted that he would like to attend the next Tri-County meeting on May 16<sup>th</sup>. The Board meeting will be moved to 7:00 a.m. so that he can attend that meeting.

Hellerman noted that this is Connell's final Board Meeting. The Board thanked Connell for his service to the facility and wished him luck in his retirement.

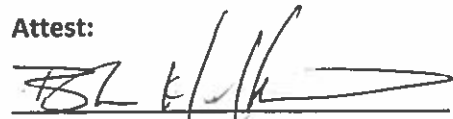
There being no further business, the meeting was adjourned at 9:15 a.m. by Chairman Gerde.

Pope/Douglas Solid Waste Management



Paul Gerde, Board Chairman

Attest:



Brooke Hellerman, Board Recording Secretary

**Pope/Douglas Solid Waste Management  
Regular Board Meeting  
May 16, 2019**

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

**Others Present:** Stephen Vrchota, Brooke Hellerman, Michael Martin, Karl Frovarp, Jon Dalum, Nathan Reinbold, Megan Roering, Emma Jones, Darrell Connell, Gerald Fiecke, Jeff Bertram, Troy Freihammer, and David Crowell.

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

**The May 16, 2019, 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 April 18, 2019 Regular Board Minutes**

Motion to approve the April 18, 2019 Meeting Minutes as written was made by Meyer and seconded by Wright. Motion carried.

**Financial Progress Report as of April 30, 2019** - Vrchota presented the Financial Progress report ending April 30, 2019 to the Board. He noted that with 33% of the year over with, revenues are down for this time in 2018 by \$2,296.07 and expenses are down for this time in 2018 by \$925,101.49. A total of \$2,616,997.28 or 24.16% of the 2019 revenue budget has been received and a total of 33.34% of the expense budget has been spent. The Board also received the schedule of funds and revenue and expenditure reports. Vrchota noted that the bond payment will be coming due in July.

**Plant Operations Report** - Tons of Pope and Douglas County waste received during April totaled 2,337.92 tons plus 2,982.72 tons of Tri-County/Grant/Stevens waste and 169.55 tons of recycling equal to 5,490.19 tons and a year to date total of waste received of 24,377.70 tons. Total tip fee for April 2019 was \$433,518.41 and the year to date total of \$1,931,832.47.

**Waste Received from Other Counties** -- During April 2019, the following waste was received from other Counties:

	April Tons	YTD Tons	April Income	YTD Income
Tri-County	2,648.77	14,370.00	\$212,113.50	\$1,150,749.58
Stevens County	116.35	821.00	\$9,317.31	\$65,745
Grant County	217.60	724.60	\$17,425.41	\$58,025.97
<b>Total Tons &amp; Total Income</b>	<b>2,982.72</b>	<b>15,915.60</b>	<b>\$238,856.22</b>	<b>\$1,274,521.23</b>

Vrchota added that with the unit 3 outage out of county waste was reduced.

**April 2019 Unit Availability Report** – Annual plant average YTD is 84%.

Unit 1 – Operated 96.30% or 693.00 Hours out of 720 Hours for water jacket emergency repair.  
Unit 2 – Operated 100.00% or 720.00 Hours out of 720 Hours.  
Unit 3 – Operated 40.60% or 292.00 Hours out of 720 Hours for U3 main scheduled outage.

Vrchota added that we are waiting for the stack testing results.

**April 2019 Steam Sales –**

	Monthly K lbs.	Fuel Price	April Income	Y.T.D. K lbs.	Y.T.D. Income
3M	11,088.00	\$3.59	\$54,221.80	54,110.00	\$303,950.94
DCH	3,071.00	\$3.59	\$15,047.90	18,479.00	\$108,169.96
ATCC	0.00	\$5.42	\$50.00	0.00	\$200.00
<b>Total</b>	<b>58,430.00</b>		<b>\$69,319.70</b>	<b>72,589.00</b>	<b>\$412,320.90</b>

**Turbine Generator Report** – Megawatts of electricity totaling 172.05 (Generator 1 – 0.00 Megawatts and Generator 2 – 172.05 Megawatts) were produced in April and a year to date a total of 736.32 megawatts. The demand saved in April 2019 was \$1,196.60 and the monthly total amount saved in avoided electrical costs was \$8,078.60 and a year to date total savings of \$51,335.70. Generator 2 will have some repairs done during the fall outage.

**Landfill Operations Report** – Ash landfill expenses for April 2019 totaled \$54,062.02 for a year to date total for 2019 - \$191,267.48. April ash tons (1,106.68) fines tons (630.32) were received for April for a total of ash/fines of 1,737.00 tons and a year to date ash/fines total of 8,197.13 tons. Average yearly cost per ton to operate the ash landfill is \$23.43 as of April 2019. A total of 300,000 gallons of leachate were removed (45 loads to the City of Fergus Falls Wastewater Treatment Plant and 5 loads to the PDSWM facility for treatment).

**Material Recycling Facility Operations Report** – Of the total of 5,320.64 tons of waste received a total of 3,961.04 tons (74.40% of the total waste received in April was processed through the facility). A total of 135.74 tons of recycling was removed during April or 3.4% of the waste processed.

Commodities shipped during April 2019 totaled 292.41 tons and 400 gallons of used motor oil. Year to date commodities sold in 2019 were 1,080.36 ton and 725 gallons of used oil. April income received for commodities sold was \$17,861.04 and \$0.00 from used oil and a total year to date commodity income of \$115,923.40.

**Plant Operations Report** – Martin and Frovarp reported the following:

- Superior Jetting was on site at the plant and landfill. They inspected the leachate tank. The tank itself looks good but the entrance point has some rusting.
- Generator #2 will have some general maintenance in the fall with the general wear parts.
- Lime blowers are being sent in for repair.
- The soot blower was replaced on unit 2.

**SCORE Programs** – Reinbold reported the following:

- Staff have been at many different community clean up events for mobile HHW collection.
- There will be an e-waste event coming up on June 1<sup>st</sup> at the Alexandria Technical College grounds. This event is in partnership with the Alexandria Rotary Club.
- Business grants have been awarded to many different businesses and government locations.
- On May 17th, there will be a couple of compost sales events. This material is from the organics program.
- There has been groups and events utilizing the recycling resources that Pope/Douglas provides.

**Organics Report**

Commercial Organics Tons picked up in April 2019 – 30.57      YTD Tons – 140.14  
Residential Organics Tons April 2019 – 1.20                      YTD Tons – 6.20

**April 2019 Bills** - The Board received the April bill list totaling \$829,895.77.

The highlighted bills were from Breitbach Construction – Garage Door Maintenance, CEM Source – Annual CEM Maintenance, Dalco – Event Recycling, Demo Plus – Unit 3 Refractory, Estensen Environmental – Annual Reports, Fabco Industrial Service – Unit 3 Maintenance, Ferguson Brother Excavating – Landfill Road Work, Lovegreen – Fan and Trommel Repair, Richmond Engineering – Plant Maintenance, Team Industrial – Tank Inspection, Wrigley Mechanical – Unit Outages.

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

**Long Range Planning/Bonding** – Vrchota noted there is not much to report on this topic. We did get an initial report on the quote for a new crane, but it did not include installation cost. There have been some site design meetings. Vrchota will get a detailed list on quotes to present before the Board to prepare for bonding.

**Resolution #4 – 2019 Consulting Agreement**

**Resolution #4 – 2019**

**WHEREAS:** Darrell Connell has retired from his full-time position as Plant Manager of Pope/Douglas Solid Waste Management effective April 26, 2019;

**WHEREAS:** The Pope/Douglas Solid Waste Management Joint Powers Board desires to engage Mr. Connell’s expertise for the purposes of being a consultant, as needed, by the Executive Director;

**NOW, THEREFORE BE IT RESOLVED:**

Effective June 1<sup>st</sup>, 2019, authorization is hereby given to engage Darrell Connell as a consultant to the Executive Director in accordance with the consultant agreement dated May 16, 2019.

Pope/Douglas Solid Waste Management



Paul Gerde, Board Chair

ATTEST:



Stephen Vrchota, Executive Director

Dated at Alexandria, Minnesota this 16<sup>th</sup> day of May 2019.

Motion was made by Lindor and seconded by Meyer to authorize the Board Chairman to sign Resolution #4 – 2019.

Roll Call Vote:

Larson – Yes Gerde – Yes Meyer – Yes Wright – Yes Lindor – Yes

Motion carried.

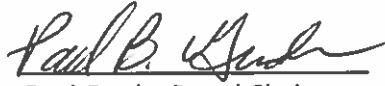
**Other Business –**

Douglas County resident Gerald Fiecke expressed his concerns on the Solid Waste Service Fee to the Board. Fiecke requested to have the fee permanently abated from his property. Meyer noted that the fee is for the betterment of the community.

Motion was made by Meyer and seconded by Wright to not abate the property. Motion carried.

There being no further business, the meeting was adjourned at 8:20 a.m. by Chairman Gerde.

**Pope/Douglas Solid Waste Management**



Paul Gerde, Board Chairman

**Attest:**



Brooke Hellerman, Board Recording Secretary

**Pope/Douglas Solid Waste Management  
Regular Board Meeting  
June 20, 2019**

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

**Others Present:** Stephen Vrchota, Brooke Hellerman, Michael Martin, Karl Frovarp, Jon Dalum, Nathan Reinbold, Megan Roering, David Crowell, and Jeff Bertram.

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

**The June 20, 2019, Board Meeting Agenda**

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

**The May 16, 2019 Regular Board Minutes**

Motion to approve the May 16, 2019 Meeting Minutes as written was made by Lindor and seconded by Wright. Motion carried.

**Financial Progress Report as of May 31, 2019** - Vrchota presented the Financial Progress report ending May 31, 2019 to the Board. He noted that with 42% of the year over with, revenues are down for this time in 2018 by \$1,171,491.34 and expenses are down for this time in 2018 by \$287,162.47. A total of \$3,380,049.44 or 31.21% of the 2019 revenue budget has been received and a total of 45.45% of the expense budget has been spent. Vrchota noted that the revenue difference was due to receiving the service fee early in 2018. This payment will come in at the end of June. The Board also received the schedule of funds and revenue and expenditure reports.

**Plant Operations Report** - Tons of Pope and Douglas County waste received during May totaled 2,530.58 tons plus 5,382.93 tons of Tri-County/Grant/Stevens waste and 168.98 tons of recycling equal to 8,082.49 tons and a year to date total of waste received of 32,460.19 tons. Total tip fee for May 2019 was \$656,198.13 and the year to date total of \$2,588,030.60.

Vrchota noted that we were waiting for the results of a stack retesting. We did receive the results back and have passed the test. Staff increased lime and carbon for that test. Unit 3 will need to be tested every year for 3 years.

Martin reported the following:

- Units go about 16 weeks between cleanings. Unit 1 shutdown was done the first week in June.
- Unit 2 will be shut down in a couple of weeks.
- Parts have been ordered to repair the #2 generator.
- Consultant Darrell Connell was in the 2<sup>nd</sup> week of June to provide CEMS training.

**Waste Received from Other Counties** –The following waste was received from other Counties in May 2019:

	May Tons	YTD Tons	May Income	YTD Income
Tri-County	4,855.21	19,225.21	\$388,805.23	\$1,539,554.81
Stevens County	298.21	1,119.21	\$23,880.66	\$89,626.34
Grant County	229.51	954.11	\$18,379.16	\$76,405.13
<b>Total Tons &amp; Total Income</b>	<b>5,382.93</b>	<b>21,298.53</b>	<b>\$431,065.05</b>	<b>\$1,705,586.28</b>

**May 2019 Unit Availability Report** – Annual plant average YTD is 83%.

Unit 1 – Operated 100.00% or 744.00 Hours out of 744 Hours.  
Unit 2 – Operated 100.00% or 744.00 Hours out of 744 Hours.  
Unit 3 – Operated 97.70% or 727.00 Hours out of 744 Hours for bag house auger failure.

**May 2019 Steam Sales –**

	Monthly K lbs.	Fuel Price	May Income	Y.T.D. K lbs.	Y.T.D. Income
3M	12,805.00	\$3.16	\$61,141.31	66,915.00	\$365,092.25
DCH	3,369.00	\$3.16	\$14,183.49	21,848.00	\$122,353.45
ATCC	0.00	\$5.17	\$50.00	0.00	\$250.00
<b>Total</b>	<b>16,174.00</b>		<b>\$75,374.80</b>	<b>88,763.00</b>	<b>\$487,695.70</b>

**Turbine Generator Report** – Megawatts of electricity totaling 738.23 (Generator 1 – 243.51 Megawatts and Generator 2 – 494.72 Megawatts) were produced in May and a year to date a total of 1,474.55 megawatts. The demand saved in May 2019 was \$8,797.80 and the monthly total amount saved in avoided electrical costs was \$38,327.00 and a year to date total savings of \$89,662.70.

Vrchota noted that there are some issues with the large generator. When it runs there is some movement from the thrust bearing. This generator will be repaired on site during the next Unit 3 outage.

**Landfill Operations Report** – Ash landfill expenses for May 2019 totaled \$63,478.39 and a year to date total for 2019 of \$254,745.87. May ash tons (1,654.07) fines tons (969.29) were received for May for a total of ash/fines of 2,623.36 tons and a year to date ash/fines total of 10,820.49 tons. Average yearly cost per ton to operate the ash landfill is \$23.64 as of May 2019. A total of 252,000 gallons of leachate were removed (32 loads to the City of Fergus Falls Wastewater Treatment Plant and 10 loads to the PDSWM facility for treatment).

Lab USA has started processing again and they have increased the numbers they are processing. Surveyors have assessed the landfill and there is a concern that the landfill may fill up before they process enough material. Vrchota noted that he will be working the attorney to draft a letter to Lab USA.

**Material Recycling Facility Operations Report** – Of the total of 7,913.51 tons of waste received a total of 5,720.85 tons (72.30% of the total waste received in May was processed through the facility). A total of 154.71 tons of recycling was removed during May or 2.7% of the waste processed.

Commodities shipped during May 2019 totaled 325.29 tons and 380 gallons of used motor oil. Year to date commodities sold in 2019 were 1,405.65 ton and 1,105 gallons of used oil. May income received for commodities sold was \$49,902.32 and \$0.00 from used oil and a total year to date commodity income of \$165,825.72.

Dalum reported the following:

- The new loader has come in and they have changed the tires on it. We are waiting on the bucket to be delivered to start using it.
- The main sort line belt has been patched. The belt is 16 years old and is showing some wear. A new belt may need to be ordered soon.
- Staff has done an inventory of the belts and accessories; needed inventory has been ordered.



**Plant Maintenance Report** – Frovarp reported the following:

- Maintenance needed to shut down Unit 3 burner for a couple of days to repair an auger.
- During Unit 1 shutdown it was noticed that the refractory in the throat of the unit was thin. Demo Plus was on site to do a slight repair. This section is scheduled to have a complete replacement in 2020.
- A chiller failed in the CEMs office, it was replaced and sent to Colorado for repair.
- The fence around the facility has been repaired from the winter.

**SCORE Programs** – Reinbold reported the following:

- Staff have done some auditing of the green bags program and have noted that only about 20% of the bags given out have been pulled from the waste stream. Staff will be looking at other models of organics recycling in the communities doing the green bag program.
- Pope/Douglas staff have been working with Grant County to help them develop an organics program.
- Additional drop site locations will be coming soon to north Alexandria at Habitat for Humanity and south Alexandria at West Central Sanitation.
- Pope/Douglas has been awarded a grant with the Recycling Partnership. This grant will be for the Glenwood area for bags, stickers, and bins for multifamily recycling.
- The Pope County Hazardous Waste Trailer will be at the Pope County Highway Department once in July, August, and September.
- Pope/Douglas is currently in the middle of a waste sort. This waste sort must be done every 5 years and requires 40 samples of 200 – 300 lbs.

**Organics Report**

Commercial Organics Tons picked up in May 2019 – 45.42	YTD Tons – 185.56
Residential Organics Tons May 2019 – 1.45	YTD Tons – 7.87

**May 2019 Bills** - The Board received the May bill list totaling \$669,560.77.

The highlighted bills were from Ferguson Brother Excavating – Landfill Road Work, Richmond Engineering – Plant Maintenance, Wrigley Mechanical – Unit Outages.

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

**Other Business**

**Tri – County Waste Disposal Agreement** – The Board received a memo from Tim Oswald with Tri – County regarding a counter proposal for an amendment to the Tri – County Waste Disposal Agreement. An agreement will be presented at the next Board meeting.

**Long Range Planning/Bonding** – Vrchota noted that he has received some refined numbers on proposals on capital project costs. There are over \$5,000,000 worth of projects that need to be completed within the next 2 – 3 years.

Wright requested a pro form budget on how the \$5,000,000 will affect Pope/Douglas Solid Waste Management.

Motion to move forward with the bonding process and to have a resolution presented at the July Board meeting with the split being 75% Douglas County and 25% Pope County was made by Lindor and seconded by Meyer. Motion carried.

WTE Survey Report – The MPCA sent out a report to all Minnesota Resource Recovery Association members. The report includes all WTE facilities in the United States. This report only compares to other electrical generation and not how it compares to other waste solutions.

C & D Landfills – There was a discussion on C&D landfills in Pope and Douglas Counties. Vrchota noted that the State will mandate C & D landfills to be lined. Crowell noted that he will send information to Vrchota. Vrchota added that Land and Resource Management for both counties should be involved in discussions. The State is also changing some of the requirements on how some landfills are being covered.

There being no further business, the meeting was adjourned at 9:30 a.m. by Chairman Gerde.

**Pope/Douglas Solid Waste Management**

  
Paul Gerde, Board Chairman

**Attest:**



Brooke Hellerman, Board Recording Secretary

**Pope/Douglas Solid Waste Management  
Regular Board Meeting  
July 18, 2019**

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

**Others Present:** Stephen Vrchota, Brooke Hellerman, Michael Martin, Karl Frovarp, Jon Dalum, Megan Roering, David Crowell, Todd Hagen, Emma Jones, Shaynen Schmidt and Pat Haabala.

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

**The July 18, 2019, Board Meeting Agenda**

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

**The June 20, 2019 Regular Board Minutes**

Motion to approve the June 20, 2019 Meeting Minutes as written was made by Meyer and seconded by Larson. Motion carried.

**Financial Progress Report as of June 30, 2019** - Vrchota presented the Financial Progress report ending June 30, 2019 to the Board. He noted that with 50% of the year over with, revenues are ahead for this time in 2018 by \$325,889.38 and expenses are down for this time in 2018 by \$306,855.78. A total of \$5,598,089.83 or 51.69% of the 2019 revenue budget has been received and a total of 53.99% of the expense budget has been spent. The Board also received the funds report and revenue/expenditure report.

**Plant Operations Report** - Tons of Pope and Douglas County waste received during June totaled 2,438.85 tons plus 4,065.64 tons of Tri-County/Grant/Stevens waste and 143.15 tons of recycling equal to 6,647.64 tons and a year to date total of waste received of 39,107.83 tons. Total tip fee for June 2019 was \$531,343.04 and the year to date total of \$3,119,373.64.

Martin reported the following:

- Operations have been actively interviewing for the last couple of open positions.
- Unit 2 was shut down for scheduled cleaning. The small units go 12 – 14 weeks between each cleaning.
- An employee had heat exhaustion. Extra water was picked up to make sure all employees are drinking enough water. All employees are encouraged to pitch in and rotate with the cleaning.

**Waste Received from Other Counties** – The following waste was received from other Counties in June 2019:

	June Tons	YTD Tons	June Income	YTD Income
Tri-County	3,754.00	22,979.21	\$300,620.32	\$1,840,175.13
Stevens County	110.72	1,229.93	\$8,866.46	\$98,492.80
Grant County	200.92	1,155.03	\$16,089.67	\$92,494.80
<b>Total Tons &amp; Total Income</b>	<b>4,065.64</b>	<b>25,364.17</b>	<b>\$325,576.45</b>	<b>\$2,031,162.73</b>

Vrchota noted that Pope/Douglas restricted the June deliveries with the scheduled cleaning outage. He added that we are having some issues with the transfer trucks from Tri-County all arriving at our facility at the same time.

June 2019 Unit Availability Report – Annual plant average YTD is 85%.

Unit 1 – Operated 80.30% or 578.00 Hours out of 720 Hours for cleaning outage and refractory repair.  
Unit 2 – Operated 100.00% or 720.00 Hours out of 720 Hours.  
Unit 3 – Operated 100.00% or 720.00 Hours out of 720 Hours.

June 2019 Steam Sales –

	Monthly K lbs.	Fuel Price	June Income	Y.T.D. K lbs.	Y.T.D. Income
3M	6,212.00	\$3.32	\$30,070.42	73,127.00	\$395,162.67
DCH	2,188.00	\$3.32	\$9,605.32	24,036.00	\$131,958.77
ATCC	0.00	\$5.11	\$50.00	0.00	\$300.00
<b>Total</b>	<b>8,400.00</b>		<b>\$39,725.74</b>	<b>97,163.00</b>	<b>\$527,421.44</b>

Vrchota noted that ATCC is still down with their system. They have no contractual incentive to make them repair their system and buy steam.

Turbine Generator Report – Megawatts of electricity totaling 461.98 (Generator 1 – 197.97 Megawatts and Generator 2 – 264.01 Megawatts) were produced in June and a year to date a total of 1,936.53 megawatts. The demand saved in June 2019 was \$10,560.40 and the monthly total amount saved in avoided electrical costs was \$29,284.80 and a year to date total savings of \$118,947.50. Parts to fix generator 2 are on site and ready to repair the generator.

Bypass – A year to date total of 103.40 tons of waste has been bypassed in 2019. Tons bypassed in the 2<sup>nd</sup> quarter of 2019 were 63.94 tons and the breakdown was as follows: April 16.48 tons, May 24.87 tons, and June 22.59 tons.

Confidential/Special Burn – Year to date confidential/ special burn tons have totaled 189.27 tons and a year to date income totaled \$72,968.40.

April	30.23 tons	\$9,669.48
May	43.87 tons	\$25,888.73
June	37.15 tons	\$13,258.48
<b>2<sup>nd</sup> Quarter Total</b>	<b>111.25 tons</b>	<b>\$48,816.69</b>

Landfill Operations Report – Ash landfill expenses for June 2019 totaled \$63,386.80 and a year to date total for 2019 of \$318,132.67. June ash tons (1,552.03) fines tons (798.97) were received for June for a total of ash/fines of 2,351.00 tons and a year to date ash/fines total of 13,171.49 tons. Average yearly cost per ton to operate the ash landfill is \$24.24 as of June 2019. A total of 198,000 gallons of leachate were removed (24 loads to the City of Fergus Falls Wastewater Treatment Plant and 9 loads to the PDSWM facility for treatment).

Material Recycling Facility Operations Report – Of the total of 6,504.49 tons of waste received a total of 4,680.31 tons (72% of the total waste received in June was processed through the facility). A total of 191.83 tons of recycling was removed during June or 4.1% of the waste processed.

Commodities shipped during June 2019 totaled 318.26 tons and 385 gallons of used motor oil. Year to date commodities sold in 2019 were 1,723.91 tons and 1,490 gallons of used oil. June income received for commodities sold was \$18,337.71 and \$0.00 from used oil and a total year to date commodity income of \$184,163.43.

Dalum reported the following:

- The MRF was not able to process as much material because of the stringy material in the transfer loads.
- Dalum and Vrchota toured facilities and met with the loader operators and invited those loader operators to tour our facility to see what we are dealing with.
- Commodity prices are low, but we have still been able to ship material out.

**Plant Maintenance Report** – Frovarp reported the following:

- Replaced the boiler safety valve on U2. This is done annually.
- ID fan on U2 will need to be reskinned this winter.
- Wrigley was on site to repair a leaking boiler tube.
- Missouri River Energy was here to perform infrared testing and air audit.
- Trommel bearings were replaced in the MRF.

**SCORE Programs** – Vrchota reported the following:

- Working on signage for the recycling center. With the new layout we will have 2 people service the incoming traffic.
- Staff are reviewing the Green bag program. The program will run one more year and by this time next year we should know whether to continue this program.

**Household Hazardous Waste Report**

Y.T.D Residents Bringing Items In – 3,043

Y.T.D. Residents Taking Items Out – 794

**Recycling Report**

Y.T.D. Alex Recycling Center Tons – 242.21

Y.T.D. Vehicles – 13,565

Alex Recycling Center Avg. Vehicles Per Day – 125

**Organics Report**

Commercial Organics Tons picked up in June 2019 – 27.65

YTD Tons – 205.73

Residential Organics Tons June 2019 – 1.50

YTD Tons – 9.37

**June 2019 Bills** - The Board received the June bill list totaling \$1,803,518.64.

The highlighted bills were from Anderson Crane – Equipment Maintenance, Demo Plus – Equipment Maintenance U1 Outage, Elliot Company – Equipment Maintenance Turbines, US Bank – Solid Waste Bond, Wrigley Mechanical – Unit Outages Final Payment, Ziegler Inc. – Asset New Loader.

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

**Other Business**

**Lab USA** – A 90-day notice has been sent to Lab USA. They will need to show Pope/Douglas a plan on how they will be keeping the plant running. If they cannot show that they will keep ahead of the ash being delivered to the landfill the equipment will be pulled out.

**Landfill Permitting** – Vrchota noted that we will need to permit for cell 3 at the ash landfill. The compost facility will also be sited in this agreement. As part of the grant with the MPCA we did already agree to of a compost facility and did budget matching dollars towards the project.

Motion to authorize the Pope/Douglas Solid Waste Management Board Chairman to sign the Landfill Permitting Contract with Short Elliott Hendrickson (S.E.H. Inc.) for the not to exceed amount of \$77,500.00 was made by Meyer and seconded by Larson. Motion carried.

Tri – County Waste Disposal Agreement – Vrchota presented a letter that was sent from the Tri-County Board. They would agree to a 2% increase for the next 10 years and would have the ability to go to a 4% increase if the Tri-County Board approved. This would guarantee us to be at full capacity to 2031.

Motion to have the Long-Range Planning Committee and Executive Director work with Tri-County on the Tri-County Waste Disposal Agreement was made by Wright and seconded by Lindor. Motion carried.

Resolution #5-2019 Bonding –

Resolution No. 5 – 2019

Joint Board Member Lindor introduced the following resolution and moved its adoption:

**Resolution Requesting the Issuance by Pope County of  
\$5,125,000 General Obligation Solid Waste Revenue Bonds, Series 2019A**

- A. WHEREAS, the Pope/Douglas Joint Solid Waste Management Board (the “Joint Board”) operates a solid waste management system (the “Facilities”) located at 2115 Jefferson Street, in Alexandria, Minnesota, pursuant to the terms of a Third Amended Joint Powers Agreement (“Agreement”) between Pope County and Douglas County;
- B. WHEREAS, it is proposed that the Joint Board undertake the acquisition of various equipment replacements and upgrades, and the construction of various building modifications of the Facilities with a cost of approximately \$5,125,000 (the “Project”). The Project is expected to be owned 25% by Pope County and 75% by Douglas County, as permitted by Section 6 of the Agreement; and
- C. WHEREAS, the Joint Board is proposing that Pope County issue its General Obligation Solid Waste Revenue Bonds, Series 2019A, in the approximate principal amount of \$5,125,000 (the “Bonds”) pursuant to Section 7 of the Agreement to finance the Project.

NOW, THEREFORE, BE IT RESOLVED by the Pope/Douglas Joint Solid Waste Management Board, that the Joint Board hereby requests that Pope County consider the issuance of the Bonds at a time and place as the County shall determine.

The motion for the adoption of the foregoing resolution was duly seconded by Joint Board Member Wright and, after full discussion thereof and upon a vote being taken thereon, the following Joint Board Members voted in favor thereof:

Roll Call Vote: Larson – Yes    Lindor – Yes    Gerde – Yes    Wright – Yes    Meyer – Yes

and the following voted against the same: None

Whereupon said resolution was declared duly passed and adopted.

Dated this 18<sup>th</sup> day of July 2019.

  
\_\_\_\_\_  
Board Secretary

Long Range Planning – Pope/Douglas is applying for CAP funding from the State for a new facility. If we would get State funding our Board would need to approve a Resolution that we would move forward with the plan we are presenting them. The final package to present is due in August and they will start touring after that.

Prairie Lakes Discussion – Chairman Gerde met with a member of the Prairie Lakes Municipal Solid Waste Authority and they are interested in Pope/Douglas joining that group. More information from Prairie Lakes will be available at a future meeting.

There being no further business, the meeting was adjourned at 9:30 a.m. by Chairman Gerde.

**Pope/Douglas Solid Waste Management**



Paul Gerde, Board Chairman

**Attest:**



Brooke HeVerman, Board Recording Secretary

**Pope/Douglas Solid Waste Management  
Regular Board Meeting  
August 15, 2019**

**Board Members Present:** Paul Gerde, Jerry Wright, Charlie Meyer, and Heather Larson  
**Board Members Not Present:** Larry Lindor

**Others Present:** Stephen Vrchota, Brooke Hellerman, Michael Martin, Karl Frovarp, Jon Dalum, Nathan Reinbold, Megan Roering, David Crowell, Zach Fjestad, Chris McConn, Doug Huebsch, Miranda Wendlandt, and Jill Frisell.

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

**The August 15, 2019, Board Meeting Agenda**

The Board received the agenda with one addition. Members from Prairie Lakes and Otter Tail County were present at the meeting, Chairman Gerde requested the Board add a spot in the meeting to hear their presentation. Motion to accept the agenda with the addition was made by Wright and seconded by Larson. Motion Carried.

**The July 18, 2019 Regular Board Minutes**

Motion to approve the July 18, 2019 Meeting Minutes as written was made by Meyer and seconded by Wright. Motion carried.

**Financial Progress Report as of July 31, 2019** - Vrchota presented the Financial Progress report ending July 31, 2019 to the Board. He noted that with 58% of the year over with, revenues are ahead for this time in 2018 by \$401,614.53 and expenses are up for this time in 2018 by \$148,750.98. A total of \$6,296,484.58 or 58.14% of the 2019 revenue budget has been received and a total of 73.80% of the expense budget has been spent. The Board also received the funds report and revenue/expenditure report.

**Plant Operations Report** - Tons of Pope and Douglas County waste received during July totaled 2,727.12 tons plus 4,201.41 tons of Tri-County/Grant/Stevens waste and 209.82 tons of recycling equal to 7,138.35 tons and a year to date total of waste received of 46,246.18 tons. Total tip fee for July 2019 was \$560,773.90 and the year to date total of \$3,680,147.54.

Martin reported the following:

- Unit 3 was brought down early for cleaning and maintenance due to a hole in the throat of the unit.
- Unit 3 will have the annual outage this fall/winter rather than in the spring to fix the hole.
- Demo Plus was on site to repair some refractory.
- Staff have been doing interviews to fill some vacancies.

**Waste Received from Other Counties** –The following waste was received from other Counties in July 2019:

	July Tons	YTD Tons	July Income	YTD Income
Tri-County	3,857.73	26,836.94	\$308,927.01	\$2,149,102.14
Stevens County	84.81	1,314.74	\$6,791.58	\$105,284.38
Grant County	258.87	1,413.90	\$20,730.31	\$113,225.11
<b>Total Tons &amp; Total Income</b>	<b>4,201.41</b>	<b>29,565.58</b>	<b>\$336,448.90</b>	<b>\$2,367,611.63</b>

Vrchota added that Tri – County is a little behind budget because of the Unit 3 down time in July.



July 2019 Unit Availability Report – Annual plant average YTD is 85.7%.

Unit 1 – Operated 100.00% or 744.00 Hours out of 744 Hours.  
Unit 2 – Operated 83.50% or 621.00 Hours out of 744 Hours for scheduled cleaning outage.  
Unit 3 – Operated 87.90% or 654.00 Hours out of 744 Hours for refractory repair and cleaning outage.

July 2019 Steam Sales –

	Monthly K lbs.	Fuel Price	July Income	Y.T.D. K lbs.	Y.T.D. Income
3M	7,150.00	\$3.01	\$34,781.09	80,277.00	\$429,943.76
Alomere	4,058.00	\$3.01	\$16,394.32	28,094.00	\$148,353.09
ATCC	0.00	\$4.80	\$50.00	0.00	\$350.00
<b>Total</b>	<b>11,208.00</b>		<b>\$51,225.41</b>	<b>108,371.00</b>	<b>\$578,646.85</b>

Turbine Generator Report – Megawatts of electricity totaling 563.80 (Generator 1 – 171.46 Megawatts and Generator 2 – 392.34 Megawatts) were produced in July and a year to date a total of 2,500.33 megawatts. The demand saved in July 2019 was \$18,532.80 and the monthly total amount saved in avoided electrical costs was \$41,084.80 and a year to date total savings of \$160,032.30.

Landfill Operations Report – Ash landfill expenses for July 2019 totaled \$52,198.46 and a year to date total for 2019 of \$370,331.13. July ash tons (1,475.72) fines tons (813.75) were received for July for a total of ash/fines of 2,289.47 tons and a year to date ash/fines total of 15,460.96 tons. Average yearly cost per ton to operate the ash landfill is \$24.04 as of July 2019. A total of 156,000 gallons of leachate were removed (17 loads to the City of Fergus Falls Wastewater Treatment Plant and 9 loads to the PDSWM facility for treatment).

Material Recycling Facility Operations Report – Of the total of 6,928.53 tons of waste received a total of 5,442.45 tons (78.6% of the total waste received in July was processed through the facility). A total of 126.25 tons of recycling was removed during July or 2.3% of the waste processed.

Commodities shipped during July 2019 totaled 277.82 tons and 675 gallons of used motor oil. Year to date commodities sold in 2019 were 2,001.73 tons and 2,165 gallons of used oil. July income received for commodities sold was \$44,141.82 and \$0.00 from used oil and a total year to date commodity income of \$228,305.25.

Dalum reported the following:

- There was damage to the MRF tipping floor building beam. MCIT sent an adjustor on site to access the damage and Breitbach Construction has inspected it.
- Staff have been doing interviews to fill a couple of open MRF positions. It has been tough to staff with the market for general labor positions.
- More waste was processed in July, but we pulled out less due to staffing shortages in the sort room.

Plant Maintenance Report – Frovarp reported the following:

- Staff were at the ash landfill to acid treat and for pump maintenance and cleaning.
- PD Blower was removed to replace the bearings and to be rebuilt.
- The north crane has been having some issues. Staff replaced some bearings, a wheel, a shaft, and have the gearbox rehailed.
- Unit 3 cleanout was completed.

SCORE Programs – Meyer expressed his appreciation to Pope/Douglas Solid Waste Management on behalf of the Rotary Club. The Corn and Pork Chop Jubilee held at the fire department service 2,482 people. Vrchota noted that this was the largest zero waste single day event that Pope/Douglas participated with.

Reinbold reported the following:

- Organics drop sites are still performing better than the co – collection program.
- PDSWM staff are working with the cities of Glenwood and Osakis on the co – collection program. The pilot will continue for another year. Some members have been cut out that were not using the program.
- Staff participated in a couple of zero waste events including the Rotary Corn and Porkchop feed and the REA Membership breakfast.
- PDSWM is having a hard time finding Green Warriors to help at community events.
- Staff have been working with Grant County to extend the commercial organics program to Grant County.

Organics Report

Commercial Organics Tons picked up in July 2019 – 26.11                      YTD Tons – 231.84

Residential Organics Tons July 2019 – 1.83    YTD Tons – 11.20

July 2019 Bills - The Board received the July bill list totaling \$377,462.70.

The highlighted bills were from CemSource – Annual Maintenance Agreement, Demo Plus – Refractory Repair on U3, Garage Door Store – Building Maintenance, Richmond Engineering – Landfill Monitoring Capital Project, Stearns County Environmental Services – Hazardous Waste Disposal.

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

Other Business

Audit of 2018 – Miranda Wendlandt with Clifton Larson Allen presented information on the Audit of 2018. The findings were similar to other audits that PDSWM has limited segregation of duties as there is limited staff. During the audit it was also noted that an electronic copy of the closed session should be kept on file and management agreed with the finding and will make procedures to ensure compliance. The last finding included broker requirements. This was completed while audit personnel were on site.

Prairie Lakes Discussion – Doug Huebsch commissioner of Otter Tail County and Chris McConn of Prairie Lakes MSW Authority were on site to discuss the possibility of a partnership in the future to make waste a regional effort. They would like to form a committee with a member from each of the 11 counties they have been in contact with. It would be a regional effort to deal with organics, single sort recycling, ash utilization, and many other forms of waste.

A motion was made by Meyer and seconded by Wright to set up a joint committee to meet with the Prairie Lakes Group with a member representative from each county involved to explore the feasibility of joining the group. Motion carried.

Lab USA – Vrchota presented a letter from Lab USA that gave a notice of termination of the services agreement between Lab USA and Pope/Douglas Solid Waste Management. Vrchota noted that none of the 3 Lab USA facilities located in the USA are currently in operation. PDSWM does need the space that they are operating in Lab USA has started dismantling the equipment.

Vrchota also presented a letter from the PDSWM attorney’s office. Vrchota noted that it is not worth pursuing any of the costs that we feel we have incurred with Lab USA in that location at the landfill.

Tipping Fee Increase for 2020 – Vrchota presented a spreadsheet to determine the actual cost of processing waste to the Board. Pope/Douglas is allowed to increase the tipping fee by 4% for 2020 with the current Tri-County Agreement. The actual net cost per ton to process waste in 2018 was over \$104.

Motion to increase the tipping fee to \$83.28 per ton to all MSW tons being delivered the Pope/Douglas Solid Waste Management facility was made by Wright and seconded by Larson. Motion carried.

Tri – County Waste Disposal Agreement – The long-range planning committee met on August 7<sup>th</sup>. One of the topics for discussion was the Tri-County Waste Disposal Agreement. The updated agreement was presented to the Board. This agreement would make PDSWM full of waste until 2026 and to prepare for a new partner in waste in 2026.

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

Server Proposal – A proposal from XS Consulting for a new server was presented to the Board. Pope Douglas does currently use XS Consulting for support services. The costs of the materials would be \$29,735.25 plus the cost of labor to install. Consultant Chuck Vrchota emailed that this quote does not look out of line when looking long term, it would bring our facility and networking into compliance and would add wireless access into the facility.

A motion to have the Board Chairman sign the Server and Accessories Proposal was made by Meyer and seconded by Wright. Motion carried.

CAP Discussion – Vrchota noted that he is looking for a resolution that the Pope/Douglas Solid Waste Management Board is in support of the CAP 2020 project that Pope/Douglas Solid Waste Management has applied for capital assistance.

Gerde suggested to have the individual counties also sign

The Bonding tour will be on September 4<sup>th</sup> at the Minnesota State Community and Technical College in Fergus Falls. Pope/Douglas will be presenting around 7:30 p.m.

Resolution #5-2019 Bonding –

Resolution #6-2019  
Pope/Douglas Solid Waste Management  
Regarding a Capital Assistance Grant Application

WHEREAS, Pope/Douglas Solid Waste Management has applied for three (3) connected Capital Assistance Program (CAP) grants with the Minnesota Pollution Control Agency (MPCA) and State of Minnesota, for 2020 program year; and

WHEREAS, Pope/Douglas Solid Waste Management wishes to enhance their household hazardous waste, recycling center, solid waste recycling, regional compost recycling, processing programs and facilities; 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, the Pope/Douglas Solid Waste Management Joint Powers Board is in support of the CAP project at \$18.9 million, provided that \$8 million in funds is being provided by the State and \$10.9 million would be provided by Pope/Douglas Solid Waste Management.

WHEREAS, MPCA and State of Minnesota 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, if the MPCA selects Pope/Douglas Solid Waste Management, the organization is committed to implementing the proposed project as described in the application.

Paul Gerde

Pope/Douglas Joint Solid Waste Management  
Board Chairman

\_\_\_\_\_  
(Print Name of Signing Officer)

\_\_\_\_\_  
(Title)



\_\_\_\_\_  
Signature of Board Chairman

August 15, 2019

\_\_\_\_\_  
Resolution Approved on This Date

Motion was made by Meyer and seconded by Wright to authorize Board Chairman to sign Resolution #6 – 2019.

Roll Call Vote: Wright – Yes Larson – Yes Meyer – Yes Gerde – Yes

Lindor – Not Present

Motion carried.

Motion – Purchase Agreements – Vrchota noted that with the State will want purchase agreements in place for this project to be shovel ready. The long – range planning committee discussed this topic during the August 7<sup>th</sup> meeting and agreed that \$10,000 per property did not seem to be an unreasonable price for the purchase agreement.

Motion was made by Meyer and seconded by Larson to proceed with obtaining purchase agreements for up to \$10,000 per property for a total of \$30,000 plus attorney and real estate agent fees. Motion carried.

There being no further business, the meeting was adjourned at 10:30 a.m. by Chairman Gerde.

**Pope/Douglas Solid Waste Management**



\_\_\_\_\_  
Paul Gerde, Board Chairman

**Attest:**



\_\_\_\_\_  
Brooke Hellerman, Board Recording Secretary

**Pope/Douglas Solid Waste Management  
Regular Board Meeting  
September 19, 2019**

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

**Others Present:** Stephen Vrchota, Brooke Hellerman, Michael Martin, Karl Frovarp, Jon Dalum, Nathan Reinbold, Megan Roering, Jeff Bertram and David Crowell.

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

**The September 19, 2019, 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 Wright. Motion Carried.

**The August 15, 2019 Regular Board Minutes**

Motion to approve the August 15, 2019 Meeting Minutes as written was made by Meyer and seconded by Wright. Motion carried.

**Financial Progress Report as of August 31, 2019** - Vrchota presented the Financial Progress report ending August 31, 2019 to the Board. He noted that with 67% of the year over with, revenues are behind by this time in 2018 by \$815,689.97 and expenses are up for this time in 2018 by \$82,983.85. A total of \$6,969,054.97 or 64.35% of the 2019 revenue budget has been received and a total of 80.13% of the expense budget has been spent. The Board also received the funds report and revenue/expenditure report.

Vrchota noted that there will be an outage on unit 3 later this fall. The unit will need significant repairs to the hangers that hold the refractory and the refractory itself. This will adjust the normal spring outage and expense to 2019 rather than the spring of 2020. Vrchota noted that a fall unit 3 outage will affect Tri-County delivered tons for 2019.

**Plant Operations Report** - Tons of Pope and Douglas County waste received during August totaled 2,598.95 tons plus 4,814.21 tons of Tri-County/Grant/Stevens waste and 172.51 tons of recycling equal to 7,585.67 tons and a year to date total of waste received of 53,831.85 tons. Total tip fee for August 2019 was \$596,694.98 and the year to date total of \$4,276,842.52.

Martin reported the following:

- Hellerman and Martin attended a job fair in Alexandria on September 17<sup>th</sup>.
- A new part time employee has started in the WTE.
- Martin showed a graph of experience operators have. He noted that it takes a good plant operator 2 – 3 years to understand waste combustion.

**Waste Received from Other Counties** –The following waste was received from other Counties in August 2019:

	<b>August Tons</b>	<b>YTD Tons</b>	<b>August Income</b>	<b>YTD Income</b>
Tri-County	4,328.64	31,165.58	\$346,637.48	\$2,495,739.62
Stevens County	262.98	1,577.72	\$21,059.44	\$126,343.82
Grant County	222.59	1,636.49	\$17,825.01	\$131,050.12
<b>Total Tons &amp; Total Income</b>	<b>4,814.21</b>	<b>34,379.79</b>	<b>\$385,521.93</b>	<b>\$2,753,133.56</b>

Vrchota mentioned that both Grant and Stevens Counties are interested in longer term contracts. Stevens County is also interested in bringing more tons into the Pope/Douglas facility.

August 2019 Unit Availability Report – Annual plant average YTD is 87.60%.

Unit 1 – Operated 100.00% or 744.00 Hours out of 744 Hours  
Unit 2 – Operated 100.00% or 744.00 Hours out of 744 Hours  
Unit 3 – Operated 100.00% or 744.00 Hours out of 744 Hours

August 2019 Steam Sales –

	Monthly K lbs.	Fuel Price	August Income	Y.T.D. K lbs.	Y.T.D. Income
3M	7,470.00	\$3.01	\$36,012.01	87,747.00	\$465,955.77
Alomere	2,498.00	\$3.01	\$10,091.92	30,592.00	\$158,445.01
ATCC	0.00	\$4.80	\$50.00	0.00	\$400.00
<b>Total</b>	<b>9,968.00</b>		<b>\$46,153.93</b>	<b>118,339.00</b>	<b>\$624,800.78</b>

Turbine Generator Report – Megawatts of electricity totaling 819.28 (Generator 1 – 257.80 Megawatts and Generator 2 – 561.48 Megawatts) were produced in August and a year to date a total of 3,319.61 megawatts. The demand saved in August 2019 was \$18,777.20 and the monthly total amount saved in avoided electrical costs was \$51,548.40 and a year to date total savings of \$211,580.70.

Landfill Operations Report – Ash landfill expenses for August 2019 totaled \$49,060.83 and a year to date total for 2019 of \$419,391.96. August ash tons (1,501.86) fines tons (829.98) were received for August for a total of ash/fines of 2,331.84 tons and a year to date ash/fines total of 17,792.80 tons. Average yearly cost per ton to operate the ash landfill is \$23.66 as of August 2019. A total of 126,000 gallons of leachate were removed (12 loads to the City of Fergus Falls Wastewater Treatment Plant and 9 loads to the PDSWM facility for treatment).

Pope Douglas staff have been working with SEH Inc. on re-permitting the landfill so that we are ready for cell 3.

Material Recycling Facility Operations Report – Of the total of 7,413.16 tons of waste received a total of 5,947.22 tons (80.2% of the total waste received in August was processed through the facility). A total of 137.67 tons of recycling was removed during August or 2.3% of the waste processed.

Commodities shipped during August 2019 totaled 304.02 tons and 0 gallons of used motor oil. Year to date commodities sold in 2019 were 2,305.75 tons and 2,165 gallons of used oil. August income received for commodities sold was \$33,548.64 and \$0.00 from used oil and a total year to date commodity income of \$261,853.89.

Dalum reported the following:

- The cardboard has been wet and sloppy due to the wet weather.
- Staff have been working on filling open key positions. We are down a Rover Operator and experienced help has been difficult to find.

Plant Maintenance Report – Frovarp reported the following:

- The Mix Master had the main shaft break.
- The main cylinder ram broke on unit 3. PDSWM Staff were able to fix themselves.
- Staff repaired the main baghouse auger that broke. It will be replaced during the unit 3 outage.
- Maintenance staff were at the landfill and did a weed clean up around the fencing.
- High volumes of water have been removed from the landfill with the wet weather late this summer.

**SCORE Programs** – Reinbold reported the following:

- PDSWM staff have been calling the green bag customers in Osakis and Glenwood to see if they have been using the green bag program.
- A new organics drop site is now located in Long Beach at the Minnewaska House. Another organics drop site will be added in Villard soon.
- Alomere Health will start commercial organics collection in October.
- The contract has been finalized for commercial organics collection in Grant County.

**Organics Report**

Commercial Organics Tons picked up in August 2019 – 32.69      YTD Tons – 264.53  
Residential Organics Tons August 2019 – 1.62                      YTD Tons – 12.82

**August 2019 Bills** - The Board received the August bill list totaling \$329,462.98. The highlighted bills were from C Emery Nelson – Pulse Air Blower, CemSource – Chiller Repair, and Veolia – Hazardous Waste Disposal.

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

**Other Business**

**Resolution #7 – 2019**

**Resolution #7 – 2019**

**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 2020 for all MSW generated in Pope and Douglas Counties to be \$56.70 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 Nobles County Landfill. All costs were calculated using current hauling and tip fee rates offered in the region.

Pope/Douglas Solid Waste Management



Paul Gerde, Board Chairman

Attest:



Stephen Vrchota, Executive Director

Dated at Alexandria, Minnesota on September 19, 2019

Motion was made by Wright and seconded by Larson to authorize Board Chairman to sign Resolution #7 – 2019. Roll Call Vote: Larson – Yes Lindor – Yes Wright – Yes Meyer – Yes Gerde – Yes Motion carried.

Tri – County Waste Disposal Agreement – Vrchota noted that the Tri-County Board had a couple of changes to the contract. A finalized copy will be presented at the October Board Meeting for approval.

The Tri-County group has requested Pope/Douglas to attend their meeting on November 21<sup>st</sup>. The Pope/Douglas Solid Waste Management Board Meeting will be moved ahead one hour to 7:00 a.m. on November 21<sup>st</sup> to accommodate staff and the chairman to attend the Tri-County meeting.

CAP Discussion – A slideshow presentation was presented to the PDSWM Board that was given at the House Bonding Tour in Fergus Falls on September 4<sup>th</sup>. PDSWM is estimating the projects to be 18.9 million dollars total and is asking for 8 million dollars in support. Vrchota noted that the PDSWM project is in the top 3 projects that the MPCA is pushing through to the Governor.

Chairman Gerde suggested to have the individual Pope and Douglas County Board pass a Resolution in support of the projects to present along with the Grant and Stevens County Resolutions.

Crane Engineering – PDSW will need an owner engineer to write specifications and provide construction oversight of the crane project. Richmond Engineering has provided their rates for this project. Richmond Engineering would not bid a not to exceed price because there are too many unknowns. They have estimated the project at \$390,000.00. Vrchota added that Richmond Engineering is more familiar with our facility and have engineers in this area.

Vrchota also provided the Board with rates from another engineering firm HDR. HDR along with other firms would come from further away and would increase the costs.

Motion to move forward with Richmond Engineering as the owner’s engineer for the crane project was made by Meyer and seconded by Lindor. Motion carried.

Lab USA – Lab USA has started to disassemble the machinery at the Pope/Douglas Landfill. Pope Douglas does have the first right of refusal on the operating system. Lab USA has put a value of 2.5 million dollars on the equipment at the landfill and they added that the investment in the machinery was 4.7 million dollars.

Vrchota noted that he will have more information to present to the Board at the October meeting.

Wright added to investigate if there is a lien on the machinery.

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

**Pope/Douglas Solid Waste Management**

  
Paul Gerde, Board Chairman

**Attest:**

  
Brooke Hellerman, Board Recording Secretary



**Pope/Douglas Solid Waste Management  
Regular Board Meeting  
October 17, 2019**

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

**Others Present:** Stephen Vrchota, Brooke Hellerman, Michael Martin, Jon Dalum, Nathan Reinbold, Megan Roering, Darrell Connell, Jacob Geller, Jeff Bertram and David Crowell.

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

**The October 17, 2019, 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 Wright. Motion carried.

**The September 19, 2019 Regular Board Minutes**

Motion to approve the September 19, 2019 Meeting Minutes as written was made by Wright and seconded by Meyer. Motion carried.

**Financial Progress Report as of September 30, 2019** - Vrchota presented the Financial Progress report ending September 30, 2019 to the Board. He noted that with 75% of the year over with, revenues are behind by this time in 2018 by \$891,526.42 and expenses are up for this time in 2018 by \$60,780.99. A total of \$7,539,554.89 or 69.62% of the 2019 revenue budget has been received and a total of 85.87% of the expense budget has been spent. The Board also received the funds report and revenue/expenditure report.

**Plant Operations Report** - Tons of Pope and Douglas County waste received during September totaled 2,458.48 tons plus 4,625.85 tons of Tri-County/Grant/Stevens waste and 186.55 tons of recycling equal to 7,270.88 tons and a year to date total of waste received of 61,102.73 tons. Total tip fee for September 2019 was \$570,060.32 and the year to date total of \$4,846,902.84.

**Waste Received from Other Counties** –The following waste was received from other Counties in September 2019:

	September Tons	YTD Tons	September Income	YTD Income
Tri-County	4,157.92	35,323.50	\$332,966.23	\$2,828,705.85
Stevens County	230.69	1,808.41	\$18,473.66	\$144,817.48
Grant County	237.24	1,873.73	\$18,998.18	\$150,048.30
<b>Total Tons &amp; Total Income</b>	<b>4,625.85</b>	<b>39,005.64</b>	<b>\$370,438.07</b>	<b>\$3,123,571.63</b>

**September 2019 Unit Availability Report** – Annual plant average YTD is 88.80%.

Unit 1 – Operated 100.00% or 720.00 Hours out of 720 Hours  
 Unit 2 – Operated 100.00% or 720.00 Hours out of 720 Hours  
 Unit 3 – Operated 97.80% or 720.00 Hours out of 720 Hours for baghouse auger failure.

Vrchota noted that the baghouse auger will be replaced in October during the unit 3 outage. Annual plant average of operation hours will be lower this year because of another scheduled outage for Unit 3.

September 2019 Steam Sales –

	Monthly K lbs.	Fuel Price	September Income	Y.T.D. K lbs.	Y.T.D. Income
3M	7,120.00	\$2.79	\$34,777.76	94,867.00	\$500,733.53
Alomere	2,662.00	\$2.79	\$10,088.98	33,254.00	\$168,533.99
ATCC	0.00	\$4.29	\$50.00	0.00	\$450.00
<b>Total</b>	<b>9,782.00</b>		<b>\$44,916.74</b>	<b>128,121.00</b>	<b>\$669,717.52</b>

Turbine Generator Report – Megawatts of electricity totaling 599.35 (Generator 1 – 190.97 Megawatts and Generator 2 – 408.38 Megawatts) were produced in September and a year to date a total of 3,918.96 megawatts. The demand saved in September 2019 was \$8,729.60 and the monthly total amount saved in avoided electrical costs was \$32,703.60 and a year to date total savings of \$244,284.30.

Bypass – A year to date total of 170.17 tons of waste has been bypassed in 2019. Tons bypassed in the 3rd quarter of 2019 were 66.77 tons and the breakdown was as follows: July 24.26 tons, August 20.29 tons, and September 22.22 tons.

Confidential/Special Burn – Year to date confidential/ special burn tons have totaled 231.57 tons and a year to date income totaled \$87,706.35.

July	22.22 tons	\$7,649.48
August	9.64 tons	\$3,632.28
September	10.44 tons	\$3,456.19
3 <sup>rd</sup> Quarter Total	42.30 tons	\$14,737.95

Landfill Operations Report – Ash landfill expenses for September 2019 totaled \$64,666.01 and a year to date total for 2019 of \$484,057.97. September ash tons (1,647.26) fines tons (775.41) were received for September for a total of ash/fines of 2,422.67 tons and a year to date ash/fines total of 20,215.47 tons. Average yearly cost per ton to operate the ash landfill is \$24.03 as of September 2019. A total of 336,000 gallons of leachate were removed (47 loads to the City of Fergus Falls Wastewater Treatment Plant and 9 loads to the PDSWM facility for treatment).

Material Recycling Facility Operations Report – Of the total of 7,084.33 tons of waste received a total of 5,008.82 tons (70.70% of the total waste received in September was processed through the facility). A total of 137.81 tons of recycling was removed during September or 2.8% of the waste processed.

Commodities shipped during September 2019 totaled 325.45 tons and 1,000 gallons of used motor oil. Year to date commodities sold in 2019 were 2,631.20 tons and 3,165 gallons of used oil. September income received for commodities sold was \$19,511.55 and \$0.00 from used oil and a total year to date commodity income of \$281,365.44.

Dalum reported the following:

- MRF tipping floor door was hit on 9/20/2019, we have received a bid on a replacement door. Management has been doing research on using a rubber style door.
- Tip floor has been emptied of the old trash that was on the tip floor.

Plant Maintenance Report – Martin reported the following:

- There is a hole in the #1 feed chute, this will be fixed during the unit 1 outage.
- An ID fan was repaired.
- Unit 3 outage will start in the middle of October and will be down for approximately 3 weeks.
- The scale has been inspected, they reported that the main beams have holes in the webbing.

**SCORE Programs** – Reinbold reported the following:

- Introduced Jacob Geller, the new Green Crop Member for 2019 – 2020.
- He was at the RAM/SWANA Conference and gave a presentation on multi-family recycling.
- Staff have been working with Grant County to set up commercial organics. The first locations in Grant County to be set up are the schools and hospital in Elbow Lake.
- MPCA has reported that the PDSWM CAP project is in their top 2.
- Attorney is still working on the waste designation process.
- Empty pesticide collection event is in October.

**Household Hazardous Waste Report**

Y.T.D Residents Bringing Items In – 5,224

Y.T.D. Residents Taking Items Out – 1,296

**Recycling Report**

Y.T.D. Alex Recycling Center Tons – 387.09

Y.T.D. Vehicles – 22,315

Alex Recycling Center Avg. Vehicles Per Day – 115

**Organics Report**

Commercial Organics Tons picked up in September 2019 – 36.80

YTD Tons – 301.30

Residential Organics Tons September 2019 – 1.28

YTD Tons – 14.10

**September 2019 Bills** - The Board received the September bill list totaling \$347,635.86. The highlighted bills were from Richmond Engineering – Plant Maintenance, Short Elliott Hendrickson – Monitoring/Testing Expense.

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

**Other Business**

**Tri – County Waste Disposal Agreement** – The Board received the Tri – County Waste Disposal Agreement. Vrchota noted that it does have a fixed solid waste tipping fee increase with the ability to go up 4%. This agreement does guarantee tons through 2031.

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

**Lab USA** – Vrchota noted that Lab USA Hoffman is pulling out its operation. Employees of Lab are currently working on pulling the equipment out of the ash landfill. The long-range planning committee met on October 16<sup>th</sup> to discuss purchasing the equipment. Letters from Gem Ash and Recco were presented to the Board, along with a project analysis, including estimated expenses and estimated revenues.

Vrchota added that Pope/Douglas gains approximately 20% of landfill space of the screened ash. The ash would need to be cleaned of the metal material for other use. Polk County is using the screened ash for roadbeds.

A motion was made by Larson and seconded by Lindor to table the topic for one month to give the Board time to visit other sites and will give a final decision at the November 21, 2019 Board Meeting. Motion carried.

**2020 Health Insurance** – Hellerman noted that the renewal for health insurance came back with about a 6.5% increase for 2020. We have budgeted \$541.20 per month per employee for health insurance costs. New for 2020 will be a high option plan and a four-tier rate structure.

Motion was made by Meyer and seconded by Wright for the 2020 health insurance, Pope/Douglas will contribute \$541.20 per month per employee under the PEIP Insurance Plans. Employee electing the HAS Plan

will have \$416.20 applied towards health insurance and \$125 a month towards the H.S.A.; employee electing the high option plan will have \$541.20 applied towards the employee health insurance. Motion carried.

2020 Budget – The 2020 budget was discussed. Revenue for 2020 is budgeted at \$10,729,464.00 and expenses are budgeted at \$10,659,530.00, for a net revenue at \$69,934.00.

Motion to approve the 2020 Pope/Douglas Solid Waste Management Budget was made by Meyer and seconded by Wright. Motion carried.

CAP Discussion – Vrchota presented a memo from Goff Public regarding lobbyist services for the CAP Grant proposal. The total contract amount is \$24,000.00; pre-approved expenses and travel outside of the Twin Cities would be invoiced separately.

Motion to allow Executive Director to sign agreement with Goff Public for a not to exceed amount of \$24,000 plus pre-approved expenses and outside travel was made by Lindor and seconded by Meyer. Motion carried.

Organics Hauling Contracts – Two organics collection agreements were presented to the Board. The first agreement that was presented was with Grant County. Grant County would like to utilize the Pope/Douglas Solid Waste Organics collection vehicle for a route one day a week. The fee will be invoiced from Pope/Douglas to Grant County. The agreement is effective for 1 year.

Motion to approve the organics hauling agreement with Grant County was made by Lindor and seconded by Larson. Motion carried.

The second agreement that was presented was with Alex Rubbish and Recycling for a 1-year agreement for the operation of the Pope/Douglas Organics collection vehicle. This agreement has a 3% increase from the previous agreement and would allow for an additional year extension to the agreement.

Motion to approve the Organics Collection and Vehicle Maintenance Agreement with Alex Rubbish and Recycling was made by Wright and seconded by Larson. Motion carried.

Toys for Tots – Hellerman noted that a shift supervisor has requested Pope/Douglas Solid Waste Management to be a drop site for the Toys for Tots program. He was contacted by the Marines recruiter to host a location. The box would be located in the office.


There being no further business, the meeting was adjourned at 10:05 a.m. by Chairman Gerde.

**Pope/Douglas Solid Waste Management**



Paul Gerde, Board Chairman

**Attest:**



Brooke Hellerman, Board Recording Secretary

**Pope/Douglas Solid Waste Management  
Regular Board Meeting  
November 21, 2019**

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

**Others Present:** Stephen Vrchota, Brooke Hellerman, Jon Dalum, Karl Frovarp, Michael Martin, Nathan Reinbold, Megan Roering, Jacob Geller, Jeff Bertram, David Crowell, Troy Freihammer, Nick Trinka, and Owen Miller.

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

**The November 21, 2019, 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 Wright. Motion carried.

**The October 17, 2019 Regular Board Minutes**

Motion to approve the October 17, 2019 Meeting Minutes as written was made by Meyer and seconded by Wright. Motion carried.

**Financial Progress Report as of October 31, 2019** - Vrchota presented the Financial Progress report ending October 31, 2019 to the Board. He noted that with 83% of the year over with, revenues are ahead by this time in 2018 by \$130,239.88 and expenses are down for this time in 2018 by \$93,430.14. A total of \$8,120,142.17 or 75% of the 2019 revenue budget has been received and a total of 91.4% of the expense budget has been spent. The Board also received the funds report and revenue/expenditure report.

**Plant Operations Report** - Tons of Pope and Douglas County waste received during October totaled 2,474.30 tons plus 3,603.73 tons of Tri-County/Grant/Stevens waste and 201.86 tons of recycling equal to 6,279.89 tons and a year to date total of waste received of 67,382.62 tons. Total tip fee for October 2019 was \$490,800.35 and the year to date total of \$5,337,703.19.

Vrchota added that Tri-County tons were reduced because of the Unit 3 outage.

**Waste Received from Other Counties** –The following waste was received from other Counties in October 2019:

	<b>October Tons</b>	<b>YTD Tons</b>	<b>October Income</b>	<b>YTD Income</b>
Tri-County	3,198.17	38,521.67	\$256,109.46	\$3,084,815.31
Stevens County	179.29	1,987.70	\$14,357.54	\$159,175.02
Grant County	226.30	2,100.03	\$18,122.10	\$168,170.40
<b>Total Tons &amp; Total Income</b>	<b>3,603.76</b>	<b>42,609.40</b>	<b>\$288,589.10</b>	<b>\$3,412,60.73</b>

**October 2019 Unit Availability Report** – Annual plant average YTD is 87.4%. Vrchota noted that he is expecting the annual plant average to be at about 90% for the year.

Unit 1 – Operated 87.50% or 651.00 Hours out of 744 Hours for a cleaning outage.  
Unit 2 – Operated 100.00% or 744.00 Hours out of 744 Hours  
Unit 3 – Operated 100.00% or 744.00 Hours out of 744 Hours

**October 2019 Steam Sales –**

	<b>Monthly K lbs.</b>	<b>Fuel Price</b>	<b>October Income</b>	<b>Y.T.D. K lbs.</b>	<b>Y.T.D. Income</b>
3M	10,169.00	\$2.91	\$48,695.82	105,036.00	\$549,429.35
Alomere	3,759.00	\$2.91	\$15,374.31	37,013.00	\$183,908.30
ATCC	0.00	\$4.50	\$50.00	0.00	\$500.00
<b>Total</b>	<b>9,782.00</b>		<b>\$64,120.13</b>	<b>142,049.00</b>	<b>\$733,837.65</b>

**Turbine Generator Report** – Megawatts of electricity totaling 103.87 (Generator 1 – 103.87 Megawatts and Generator 2 – 0.00 Megawatts) were produced in October and a year to date a total of 4,022.83 megawatts. The demand saved in October 2019 was \$9,659.60 and the monthly total amount saved in avoided electrical costs was \$13,814.40 and a year to date total savings of \$258,098.70. Vrchota added that generator 2 was down for repairs during the unit 3 outage.

**Landfill Operations Report** – Ash landfill expenses for October 2019 totaled \$64,392.46 and a year to date total for 2019 of \$551,745.51. October ash tons (1,338.16) fines tons (750.63) were received for October for a total of ash/fines of 2,088.79 tons and a year to date ash/fines total of 22,304.26 tons. Average yearly cost per ton to operate the ash landfill is \$24.83 as of October 2019. A total of 344,000 gallons of leachate were removed (43 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 6,078.03 tons of waste received a total of 4,525.34 tons (74.50% of the total waste received in October was processed through the facility). A total of 127.37 tons of recycling was removed during October or 2.8% of the waste processed.

Commodities shipped during October 2019 totaled 340.96 tons and 0 gallons of used motor oil. Year to date commodities sold in 2019 were 2,972.16 tons and 3,165 gallons of used oil. October income received for commodities sold was \$17,771.56 and \$0.00 from used oil and a total year to date commodity income of \$299,137.00.

Dalum reported that the main support column was replaced that was struck earlier in the year.

**Plant Maintenance Report** – Martin and Frovarp reported the following:

- Trash has been very dry already and is burning like winter garbage.
- Generator 2 has been repaired and is like new again.
- A gas burner control valve went out on unit 2 while bringing the unit back up after its cleaning.
- Unit 2 had a cleaning and replaced some fan bearings.
- Unit 3 outage went very well. Augers were redesigned, replaced a main ram, ID fan bearings, and refractory.
- Divers were at the landfill for cleaning the landfill sump. This will hopefully help the landfill have better flow.

**SCORE Programs** – Reinbold reported the following:

- A new organics drop site was installed in the city of Villard.
- Grant County organics bins were delivered. They are scheduled to begin commercial organics in December.
- DEA was on site in November for their drug take back disposal.
- New signs were installed in the HHW/Recycling area to help direct residential customers.
- Christmas tree recycling is available at TKI in Glenwood and ARR in Alexandria.
- Christmas light bins are out at area businesses for recycling.

Organics Report

Commercial Organics Tons picked up in October 2019 – 41.95

YTD Tons – 343.30

Residential Organics Tons October 2019 – 1.80

YTD Tons – 16.25

October 2019 Bills - The Board received the October bill list totaling \$412,169.17. The highlighted bills were from Breitbach Construction – MRF Column Repair, Ferguson Asphalt & Paving – Parking Lot Repairs, Synergies – Fly Ash Chute, and Turbine Pros – Unit 2 Generator Repair.

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

Other Business

Clifton Larson Allen – An engagement letter was presented to the Board to approve using Clifton Larson Allen for audit services for the audit of 2019. The fees are up slightly from 2017 and 2018 with an estimated total of \$10,000 (\$9,524 for the audit and \$476 for the technology fee).

Motion to authorize the PDSWM Board Chairman to sign the engagement letter with Clifton Larson Allen for the 2019 Audit was made by Meyer and seconded by Larson. Motion carried.

Vehicle Purchase – A request for quote was emailed to Glenwood Chevrolet, Diamond Buick GMC, Juettner Motors, and KA Trucks for the purchase of a new or used shop truck. Only one quote was received back from KA Trucks for a used 2018 RAM 3500 truck. We feel this is a reasonable price for a truck and cheaper than building a new truck to the requested specifications.

Motion to approve the purchase of the 2018 RAM 3500 from KA Trucks for a purchase price of \$39,987.00 plus tax, license and fees was made by Lindor and seconded by Wright. Motion carried.

CAP Grant – Owen Miller made note that he knows Senator Senjem and would have a meeting with him to discuss the Pope/Douglas CAP Grant request. Vrchota added that Pope/Douglas staff have been working with Goff and they have asked to simplify the sell/information sheet. We are looking for Tri-County support to make the project an even greater regional project.

Closed Session – Motion was made by Lindor and seconded by Larson to go into closed session as permitted by Minnesota Statutes Section 13D.05, subdivision 3(b), for developing offers of certain property transactions.

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

Motion was made by Lindor and seconded by Larson to offer a purchase price to Lab USA for the purchase of the equipment at the ash landfill. Motion carried.

MCIT Dividend – Hellerman reported that Minnesota Counties Intergovernmental Trust has paid a dividend of \$42,824.00 in November 2019.

The yearend bill pay meeting was set for Thursday, December 26<sup>th</sup>, 2019 at 10:30 a.m.  
There being no further business, the meeting was adjourned at 8:40 a.m. by Chairman Gerde.

Pope/Douglas Solid Waste Management

  
Paul Gerde, Board Chairman

Attest:

  
Brooke Hellerman, Board Recording Secretary

**Pope/Douglas Solid Waste Management  
Regular Board Meeting  
December 19, 2019**

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

**Others Present:** Stephen Vrchota, Brooke Hellerman, Nathan Reinbold, Wayne Wieberdink, Jon Dalum, David Crowell, Troy Friehammer, Michael Martin, Karl Frovarp, and Megan Roering

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

**The December 19, 2019, Board Meeting Agenda**

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

**The November 21, 2019 Regular Board Minutes**

Motion to approve the November 21, 2019 Meeting Minutes as written was made by Wright and seconded by Lindor. Motion carried.

**Financial Progress Report as of November 30, 2019** - Vrchota presented the Financial Progress report ending November 30, 2019 to the Board. He noted that with 92% of the year over with, revenues are ahead by this time in 2018 by \$284,007.54 and expenses are up for this time in 2018 by \$19,333.22. A total of \$8,939,609.18 or 82.55% of the 2019 revenue budget has been received and a total of 98.91% of the expense budget has been spent. The Board also received the funds report and revenue/expenditure report.

Vrchota noted that with the additional outage for unit 3 expenses will be up in 2019 and revenue will be down.

**Plant Operations Report** - Tons of Pope and Douglas County waste received during November totaled 2,260.29 tons plus 3,609.01 tons of Tri-County/Grant/Stevens waste and 144.81 tons of recycling equal to 6,014.11 tons and a year to date total of waste received of 73,396.73 tons. Total tip fee for November 2019 was \$490,978.74 and the year to date total of \$5,828,681.93.

**Waste Received from Other Counties** –The following waste was received from other Counties in November 2019:

	<b>November Tons</b>	<b>YTD Tons</b>	<b>November Income</b>	<b>YTD Income</b>
Tri-County	3,387.29	41,908.96	\$271,254.19	\$3,356,069.50
Stevens County	76.65	2,064.35	\$6,138.13	\$165,313.15
Grant County	145.07	2,245.10	\$11,617.21	\$179,787.61
<b>Total Tons &amp; Total Income</b>	<b>3,609.01</b>	<b>46,218.41</b>	<b>\$289,009.53</b>	<b>\$3,701,170.26</b>

**November 2019 Unit Availability Report** – Annual plant average YTD is 87.1%.

Unit 1 – Operated 100.00% or 720.00 Hours out of 720 Hours  
Unit 2 – Operated 86.40% or 609.00 Hours out of 720 Hours for scheduled cleaning outage.  
Unit 3 – Operated 75.80% or 546.00 Hours out of 720 Hours for scheduled outage refractory repair.

Vrchota added that we have been having some fuel delivery issues from Tri – County.



November 2019 Steam Sales –

	Monthly K lbs.	Fuel Price	November Income	Y.T.D. K lbs.	Y.T.D. Income
3M	12,472.00	\$3.73	\$63,114.60	117,508.00	\$612,543.95
Alomere	4,493.00	\$3.73	\$22,734.78	41,506.00	\$206,643.08
ATCC	0.00	\$5.23	\$50.00	0.00	\$550.00
<b>Total</b>	<b>16,965.00</b>		<b>\$85,899.38</b>	<b>159,014.00</b>	<b>\$819,737.03</b>

Turbine Generator Report – Megawatts of electricity totaling 477.25 (Generator 1 – 91.32 Megawatts and Generator 2 – 385.93 Megawatts) were produced in November and a year to date a total of 4,500.08 megawatts. The demand saved in November 2019 was \$12,930.10 and the monthly total amount saved in avoided electrical costs was \$32,020.10 and a year to date total savings of \$290,118.80.

Landfill Operations Report – Ash landfill expenses for November 2019 totaled \$57,382.49 and a year to date total for 2019 of \$609,128.00. November ash tons (1,403.93) fines tons (729.14) were received for November for a total of ash/fines of 2,133.07 tons and a year to date ash/fines total of 24,437.33 tons. Average yearly cost per ton to operate the ash landfill is \$25.02 as of November 2019. A total of 180,000 gallons of leachate were removed (22 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 5,869.30 tons of waste received a total of 4,231.21 tons (72.10% of the total waste received in November was processed through the facility). A total of 127.73 tons of recycling was removed during November or 3.0% of the waste processed.

Commodities shipped during November 2019 totaled 243.55 tons and 360 gallons of used motor oil. Year to date commodities sold in 2019 were 3,215.71 tons and 3,525 gallons of used oil. November income received for commodities sold was \$43,550.25 and \$0.00 from used oil and a total year to date commodity income of \$342,687.25.

Dalum reported the following:

- A new style of door will be installed in the MRF the week of January 13<sup>th</sup>.
- Management has been interviewing staff to fill open positions.
- The trash has been fluffy, so loads have been sent around to the pit to keep the WTE processing.
- The baler has been having some issues.

Plant Maintenance Report – Martin and Frovarp reported the following:

- A picture was shown of some duct work that is showing some wear. The duct work will need some maintenance as it is allowing moisture inside of it and is reacting with the lime.
- A bag popper machine was borrowed from the Red Wing facility to clean all the bags in the baghouse.
- Management have been doing interviews to fill a position for a Plant Operator.
- There was a fire in the MRF, the fire department was contacted but plant staff were able to put out the fire.
- A bearing went out of the air compressor and it is being rebuilt in the cities.
- Staff acid treated the landfill one more time before winter.

SCORE Programs – Reinbold reported the following:

- Staff are working on getting organics drop sites in Miliona and Evansville.
- Organics have picked up a bit with the Green Bag program.
- Elbow Lake and Kensington schools have started with the organics program now.

- Have not had any responses from gas stations at this time. Staff will work with the GreenCorp member to focus on that the first part of the year.
- Still moving forward with CAP Grant and doing a lot of correspondence with Representatives.

Larson thanked Pope/Douglas for being involved in the Douglas County Holiday Party.

Organics Report

Commercial Organics Tons picked up in November 2019 – 45.84	YTD Tons – 389.14
Residential Organics Tons November 2019 – 1.35	YTD Tons – 17.60

November 2019 Bills - The Board received the November bill list totaling \$781,065.21. The highlighted bills were from Alexandria Electric – unit shut down, Braun Intertec Corp – compost site design, Dalco – event recycling bins, Demo Plus – refractory repair, Fabco – baghouse bags, Lovegreen – infeed belt, Richmond Engineering Works – equipment maintenance, Turbine Pros – turbine maintenance, Wrigley Mechanical – unit outage.

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

Other Business

Lab USA Equipment Purchase – All of the mining equipment is out of the landfill. There is no staff currently in the USA except for the foreman at the Hoffman site. Vrchota noted he has been in contact with a representative with CNIM the parent company of Lab.

Motion was made by Meyer and seconded by Laron to give the Pope/Douglas Solid Waste Management Director authority to rescind the offer to purchase the mining equipment if we do not hear back from Lab or CNIM by the January 16, 2020 Board Meeting.

MCIT Insurance Issue – A letter was presented to the Board from MCIT. MCIT is having issues finding 2<sup>nd</sup> party reinsurance for the Waste to Energy operations that they cover. We still have insurance through MCIT for 2020. MCIT along with Pope/Douglas and the other WTE facilities will be working on this in early 2020 for coverage in 2021.

MCIT sent a certificate of excellence for an outstanding loss ration under 50% for the years of 2014 – 2018.

MPCA – A letter was presented to the Board from the MPCA regarding an exceedance during stack testing.

Crane Replacement – The Board was given a handout of the estimated costs for crane replacement. Wayne Wieberdink with Richmond Engineering the hired owners engineer for the crane project noted that 4 companies had different solutions to the same problem.

Company	Estimated Total
Kone	\$2,122,490.00
MWOCC	\$1,879,106.00 – did not include the cost of installation
Piedmont	\$3,911,061.00
Superior	\$1,781,870.00

There was discussion between the Board, Management, and the hired Owner’s Engineer on differences between Kone and Superior. Wieberdink added that Kone is much more competent in automation than the others.

Motion was made by Larson and seconded to move forward with Superior with the crane replacement. After further discussion Larson and Meyer withdrew their motion and second.

Motion was then made by Meyer and seconded by Larson to move forward with Kone Cranes for the crane replacement project. Motion carried.

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

Pope/Douglas Solid Waste Management

  
Paul Gerde, Board Chairman

Attest:

  
Brooke Hefflerman, Board Recording Secretary

**Pope/Douglas Solid Waste Management  
Regular Board Meeting  
December 26, 2019**

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

**Others Present:** Stephen Vrchota, Brooke Hellerman, Karl Frovarp, Michael Martin, Nathan Reinbold, and Megan Roering

Board Chairman Gerde called the meeting to order.

The Pledge of Allegiance to the Flag was recited.

**Bills** – There was a discussion on the highlighted bills, Ferguson Brothers Excavating – moving of clay in cell 2A, Synergies – Capital Asset, Turbine Pros – turbine repair, Veit Company – divers at the landfill, Wrigley Mechanical – unit outage maintenance.

Motion was made by Lindor and seconded by Wright to approve the payment of the year end bills totaling \$205,929.29. Motion carried.

**2020 Mileage Reimbursement and Per Diem Rates** – Motion was made by Meyer and seconded by Lindor to set the 2020 Mileage Reimbursement consistent with Federal Guidelines and to set the Per Diem at \$100 per meeting. Motion carried.

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

Motion was made by Wright and seconded by Larson to authorize a \$500 contribution to the 2020 STEAM Expo Event. Motion carried.

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

Motion was made by Meyer and seconded by Lindor to authorize a \$200 contribution to the Douglas County Kid's Groundwater Festival in 2020. Motion carried.

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

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

**Crane Replacement** – Vrchota updated the Board with some of the risks involved with moving forward with Kone Cranes for the crane replacement project.

**Closed Session** – Motion was made by Lindor and seconded by Wright to go into closed session as permitted by Minnesota Statutes Section 13D.05, subdivision 3(b), for developing offers of certain property transactions.

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

There being no further business, the meeting was adjourned at 11:40 a.m. by Chairman Gerde.

**Pope/Douglas Solid Waste Management**

  
Board Chairman

**Attest:**

  
Brooke Hellerman, Board Recording Secretary