

**Pope/Douglas Solid Waste Management
Regular Board Meeting
January 16, 2020**

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

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

Vrchota called the meeting to order.

The Pledge of Allegiance to the Flag was recited.

Nominations were accepted for the 2020 Board Chairman. Meyer nominated Gerde for Board Chairman. Motion to cease nominations and cast a unanimous ballot was made by Meyer and seconded by Larson. Motion carried.

Board Chairman Gerde called for nominations for 2020 Board Vice-Chairman. Wright nominated Meyer for Board Vice-Chairman. Motion to cease nominations and cast a unanimous ballot was made by Larson and seconded by Wright. Motion carried.

Board Chairman Gerde appointed the 2020 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 16, 2020, Board Meeting Agenda

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

The December 19, 2019 Regular Board Minutes and December 26, 2019 Special Bill Paying Board Meeting Minutes - Motion to approve the December 19, 2019 and December 26, 2019 minutes as written was made by Wright and seconded by Meyer. Motion carried.

Financial Progress Report as of December 31, 2019 - Vrchota presented the Financial Progress report ending December 31, 2019 to the Board. He noted that with 100% of the year over with, revenues are ahead for this time in 2018 by \$1,223,031.62 and expenses are up for this time in 2018 by \$226,658.27. A total of \$10,861,059.58 or 100.29% of the 2019 revenue budget has been received and a total of 107.99% of the expense budget has been spent. The Board also received the schedule of funds and revenue and expenditure reports. Vrchota noted that the market price for commodities were significantly less in 2019 so the MRF did not receive as much income as projected. Unit 3 had a major outage in the fall and that increased expenses for 2019.

Plant Operations Report - Tons of Pope and Douglas County waste received during December totaled 2,206.12 tons plus 5,248.20 tons of waste from other counties and 143.47 tons of recycling equal to 7,597.79 tons and a year to date total of waste received of 80,994.52 tons. Total tip fee for December 2019 was \$600,358.46 and a year to date tip fee of \$6,429,040.39.

Waste Received from Other Counties – During December 2019, the following waste was received from Other Counties:

	December Tons	YTD Tons	December Income	YTD Income
Tri-County	4,831.97	46,740.93	\$386,944.16	\$3,743,013.66
Stevens County	223.27	2,287.62	\$17,879.46	\$183,192.61
Grant County	192.96	2,438.06	\$15,452.24	\$195,239.85
Total Tons & Total Income	5,248.20	51,466.61	\$420,275.86	\$4,121,446.12

December 2019 Unit Availability Report

Unit 1 – Operated 92.30% or 687.00 Hours out of 744 Hours for baghouse cleaning and inspection.
 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.

Averages for 2019

Unit 1 operated 87.7%, Unit 2 – 89.1%, and Unit 3 – 87.6%. Average for all 3 units combined – 88%.

December 2019 Steam Sales –

	Monthly K lbs.	Fuel Price	December Income	Y.T.D. K lbs.	Y.T.D. Income
3M	13,203.00	\$4.16	\$73,227.83	130,711.00	\$685,771.78
Alomere	3,549.00	\$4.16	\$19,767.93	45,055.00	\$226,411.01
ATCC	0.00	\$5.56	\$50.00	0.00	\$600.00
Total	17,901.00		\$93,045.76	175,766.00	\$912,782.79

Turbine Generator Report – Megawatts of electricity totaling 405.74 (Generator 1 – 35.96 Megawatts and Generator 2 – 369.78 Megawatts) were produced in December for a year to date total 4,905.82 megawatts. The demand saved in December 2019 was \$9,203.90 and the monthly total amount saved in avoided electrical costs was \$25,433.50 and a year to date total savings of \$315,552.30.

Bypass – A year to date total of 220.01 tons of waste was bypassed in 2019. Tons bypassed in the 4th quarter of 2019 were 49.84 tons and the breakdown was as follows: October 16.30 tons, November 21.65 tons, and December 11.89 tons.

Confidential Burn/Special Burn December 2019 – Year to Date Confidential Burn/Special Burn tons have totaled 281.55 tons and year to date income totaled \$119,700.81.

October	10.91 tons	\$4,713.95
November	28.24 tons	\$23,127.01
December	10.83 tons	\$4,153.50
4th Quarter Total	49.98 tons	\$119,700.81

Landfill Operations Report – Ash landfill expenses for December 2019 totaled \$49,635.89 for a year to date total for 2019 - \$658,763.89. December ash tons (1,758.92) fines tons (716.71) were received for December for a total of ash/fines of 2,475.63 tons and a year to date ash/fines total of 26,912.96 tons. Average yearly cost per ton to operate the ash landfill is \$24.57 as of December 2019. A total of 138,000 gallons of leachate were removed (13 loads to the City of Fergus Falls Wastewater Treatment Plant and 10 loads to the PDSWM facility for treatment). Vrchota added that we will see a drop in fines in early 2020 with maintenance on the fines screen.

Material Recycling Facility Operations Report – Of the total of 7,454.32 tons of waste received a total of 4,120.50 tons (55.3% of the total waste received in December was processed through the facility). A total of 85.62 tons of recycling was removed during December or 2.1% of the waste processed. A year to date total of 1,626.41 tons have been removed from the trash or 2.8%.

Commodities shipped during December 2019 totaled 239.43 tons. Year to date commodities sold in 2019 were 3,455.14 tons and 3,525 gallons of used motor oil. December income received for commodities sold was \$12,003.06 and a year to date income of \$354,690.31 and YTD used oil income of \$0.00.

Dalum reported the following:

- A new rubber door was installed on the MRF west tipping floor. This is a fast opening and closing door and will be a good test for future door installs.
- The trash received at the plant was very dry and fills up the tipping floor very fast. Some loads get directed to the pit to keep up with the WTE.
- A bag splitter demo was done on site. This was a drum with teeth to rip open bags. Dalum noted that you could see more material for recycling but there were also more fines.

Plant Maintenance Report – Martin and Frovarp reported the following:

- Unit 1 had a scheduled cleaning outage, boiler inspection, and repair of the reactor vessel.
- The units have been burning the garbage well and burning faster than the MRF can produce.
- A new ash chute was installed for the mix master. The new chute is plastic line and has a motor to rotate.
- Ash has been moved in the landfill to fill cell 2A all the way to the outer berms. It will be ready for clay cover in the spring.
- Culverts were placed in the landfill to help with water flow to one location. This will make pumping water easier in the spring.
- Gas recirc bearings went out of Unit 2. It was back up in running in 6 hours.
- Wrigley Mechanical will be coming in to work on the scale. They will make bridges around the legs. This should help the scale last a couple more years.

SCORE Programs

Household Hazardous Waste Report

Y.T.D. Residents Bringing Items In – 6,873

Y.T.D. Residents Taking Items Out – 1,633

Recycling Report

Y.T.D. Alex Recycling Center Tons – 513.98

Y.T.D. Vehicles – 28,933

Alex Recycling Center Avg. Vehicles Per Day – 79

Organics Report

Commercial Organics Tons picked up in December 2019 – 36.74

YTD Tons – 425.88

Residential Organics Tons December 2019 – 1.60

YTD Tons – 19.20

Green Bag Recycling YTD Tons – 5.80

Vrchota added that about 2% of the waste is being diverted into organics recycling.

Reinbold reported the following topics:

- Many different tour groups have visited the facility.
- Meet with Otter Tail County Green Corp member on how Otter Tail County could work with organics recycling.
- Grant County organics has been growing.
- Capital Financing is on the House, Senate, and Governor's list.

December 2019 Bills - The Board received the December bill list totaling \$428,567.96. The highlighted bills included Ehlers for refinancing the Unit 3 bond and Richmond Engineering for crane engineering.

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

Lab USA Equipment Purchase – Vrchota noted that January 6th was the first time that Lab was able to get back to us on our offer. There has been some negotiating on the price and current mobile equipment lease agreements.

Motion was made by Meyer and seconded by Larson to extend the time allowed to negotiate with Lab USA Pope Douglas until February 19, 2020.

Crane Replacement – Vrchota stated that a letter of intent has been signed with Kone Cranes. They have already started ordering parts and a contract with them should be signed soon.

There being no further business, the meeting was adjourned at 9:20 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
February 20, 2020**

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

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

Chairman Gerde called the meeting to order.

The Pledge of Allegiance to the Flag was recited.

The February 20, 2020 Board Meeting Agenda

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

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

Financial Progress Report as of January 31, 2020 - Vrchota presented the Financial Progress report ending January 31, 2020 to the Board. He noted that with 8% of the year over with, revenues are behind for this time in 2019 by \$176,970.21 and expenses are down for this time in 2019 by \$217,786.81. A total of \$591,867.16 or 5.5% of the 2020 revenue budget has been received and a total of 7.7% of the expense budget has been spent. The Board also received the schedule of funds and revenue and expenditure reports.

Plant Operations Report - Tons of Pope and Douglas County waste received during January totaled 2,032.28 tons plus 4,876.17 tons of waste from other counties and 233.40 tons of recycling equal to 7,141.85 tons. Total tip fee for January 2020 was \$581,415.64.

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

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

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

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

January 2020 Steam Sales –

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

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

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

Annual Ash Landfill Monitoring Agreement – Motion to authorize the Pope/Douglas Solid Waste Management Board Chairman to sign the Water Monitoring Services Contract with Short Elliott Hendrickson (S.E.H. Inc.) for the not to exceed amount of \$34,700.00 was made by Lindor and seconded by Wright. Motion carried.

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

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

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

Plant Maintenance Report – Martin reported the following:

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

SCORE Programs

Organics Report

Commercial Organics Tons picked up in January 2020 – 40.50

Residential Organics Tons January 2020 – 1.05

Green Bag Recycling Tons – .44

Reinbold reported the following topics:

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

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

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

Other Business

Resolution #1-2020 –

RESOLUTION #1-2020

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

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

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

Pope/Douglas Solid Waste Management



Pope/Douglas Solid Waste Management Board Chairman

ATTEST:



Stephen Vrchota, Executive Director

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

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

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

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

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

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

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

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

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

Landfill –

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

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

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

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

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

- a. Motion was made by Meyer and seconded by Larson to authorize the Pope/Douglas Solid Waste Management Board Chairman to sign a consulting agreement with GEM Ash at an annual commitment rate of \$60,000.00. Motion Carried.
- b. Motion was made by Meyer and seconded by Lindor to authorize the Pope/Douglas Solid Waste Management Board Chairman to sign a brokerage agreement with GEM Ash for the marketing of the recovered non – ferrous material at the Pope/Douglas Solid Waste Management Ash Landfill. Motion carried.

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

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

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

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

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

The meeting was reopened by the Board.

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

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

Pope/Douglas Solid Waste Management


Paul Gerde, Board Chairman

Attest:


Brooke Hellerman, Board Recording Secretary

**Pope/Douglas Solid Waste Management
Regular Board Meeting
March 19, 2020**

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

Others Present: Stephen Vrchota, Brooke Hellerman

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

The March 19, 2020 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 February 20, 2020 Regular Board Minutes - Motion to approve the February 20, 2020 minutes as written was made by Lindor and seconded by Wright. Motion carried.

Financial Progress Report as of February 29, 2020 - Vrchota presented the Financial Progress report ending February 29, 2020 to the Board. He noted that with 17% of the year over with, revenues are behind for this time in 2019 by \$116,632.13 and expenses are down for this time in 2019 by \$159,684.61. A total of \$1,466,224.42 or 13.67% of the 2020 revenue budget has been received and a total of 15.23% 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 February totaled 1,801.12 tons plus 4,371.29 tons of waste from other counties and 114.15 tons of recycling equal to 6,286.56 tons. Total tip fee for February 2020 was \$519,011.81 and the year to date total of \$1,100,427.45.

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

	February Tons	YTD Tons	February Income	YTD Income
Tri-County	4,015.06	8,489.57	\$364,374.20	\$707,011.39
Stevens County	195.50	435.03	\$16,281.24	\$36,229.30
Grant County	160.73	322.86	\$13,385.59	\$26,887.78
Total Tons & Total Income	4,371.29	9,247.46	\$364,041.03	\$770,128.47

Stevens County is interested in sending additional tons to the Pope/Douglas facility. The Grant County agreement ends in 2020 but they are interested in continuing to send waste to Pope/Douglas.

February 2020 Unit Availability Report – The 2020 average for all 3 units is 90.1%.

Unit 1 – Operated 99.9% or 695 Hours out of 696 Hours.
Unit 2 – Operated 82.3% or 573 Hours out of 696 Hours for a cleaning outage and ram repair.
Unit 3 – Operated 78.4% or 546 Hours out of 696 Hours for a cleaning outage.

Vrchota noted that the crane outage is scheduled for October.

February 2020 Steam Sales –

	Monthly K lbs.	Fuel Price	February Income	Y.T.D. K lbs.	Y.T.D. Income
3M	13,844.00	\$3.45	\$64,996.87	30,115.00	\$149,182.61
Alomere	5,405.00	\$3.45	\$25,565.65	10,124.00	\$50,529.16
ATCC	0.00	\$5.54	\$50.00	0.00	\$100.00
Total	40,239.00		\$90,612.52	40,239.00	\$199,811.77

Turbine Generator Report – Megawatts of electricity totaling 630.05 (Generator 1 – 13.50 Megawatts and Generator 2 – 240.70 Megawatts) were produced in February. The demand saved in February 2020 was \$0 and the monthly total amount saved in avoided electrical costs was \$10,168 and a year to date total savings of \$32,614.10. There was no standby kVA in February.

Landfill Operations Report – Ash landfill expenses for February 2020 totaled \$43,183.58 for a year to date total of \$92,266.40. February ash was 1,377.59 tons and fines were 716.27 tons for a total of ash/fines of 2,093.86 tons. Average yearly cost per ton to operate the ash landfill is \$9.51 as of February 2020. A total of 90,000 gallons of leachate was removed (8 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 6,172.41 tons of waste received a total of 4,142.48 tons (67.1% of the total waste received in February was processed through the facility). A total of 124.65 tons of recycling was removed during February or 3% of the waste processed.

Commodities shipped during February 2020 totaled 216.48 tons and 250 gallons of used motor oil. Year to date commodities sold was 524.38 tons and 250 gallons of oil. February income received for commodities sold was \$34,139.33 and year to date commodity income has been \$48,832.79.

Plant Maintenance Report – Vrchota reported that the facility has been operating as normal. The roto screen in the MRF will be replaced in March to reduce the number of fines going to the landfill.

SCORE Programs

Organics Report

Commercial Organics Tons picked up in February 2020 – 37.89	YTD – 78.39
Residential Organics Tons February 2020 – 1.16	YTD – 2.65
Green Bag Recycling Tons – .32	YTD – .75

Vrchota reported the following:

- The organics programs are slowing growing but with Covid – 19 closing schools and restaurants it will drop.
- The recycling center has continued to stay open but that may change.
- The recycling committee will need to meet to discuss single sort options for recycling collection in Pope County. The bins would only be unlocked when attended.
- Most of the community events schedule for April have been cancelled.

February 2020 Bills – The Board received the February bill list totaling \$510,346.25. The highlighted bills included Bulk Handling Systems – MRF roto screen, Demo Plus – Refractory for Units 2 & 3, Lars Engineering – Equipment Maintenance for 2019, MCIT – Property Reinsurance, Wrigley Mechanical – Unit 1 Outage.

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

Other Business

Resolution #1-2020 –

RESOLUTION #1-2020

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


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

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

Pope/Douglas Solid Waste Management


Paul Gerde, Board Chairman

ATTEST:


Stephen Vrchota, Executive Director

Dated at Alexandria, Minnesota this 19th day of March 2020

Motion was made by Lindor and seconded by Wright to authorize Board Chairman to sign Resolution #2-2020. Roll Call Vote: Wright – Yes Gerde – Yes Larson – Yes Lindor – Yes Meyer – Yes

Motion carried.

Training Agreement – A training agreement with Gem Ash was presented to the Board. This agreement would allow the Pope/Douglas Solid Waste Management Ash Landfill Manager to shadow train at the Gem Ash facility for approximately two – three weeks and then return for additional shadow training at a later date.

Motion to authorize the Executive Director to sign the training agreement with Gem Ash for a not to exceed amount of \$10,000 was made by Lindor and seconded by Meyer. Motion carried.

Waste Designation Plan – Vrchota presented the draft waste designation plan to the Board. The MPCA will need the Joint Powers Board and each County Board to approve the waste designation plan to move forward with the plan.

RESOLUTION NO. 3 - 2020

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 “Member 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, and a Third Amended Joint Powers Agreement dated April 2, 2019, (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, Pope/Douglas Solid Waste Management plans to upgrade its programs and facilities in the near future and has obtained the support of each of the Member Counties for this expansion.

WHEREAS, Pope/Douglas Solid Waste Management estimates that between 3,000 and 6,000 tons per year of mixed municipal solid waste is generated in the Member Counties and are not delivered to the Pope/Douglas Solid Waste Management System.

WHEREAS, the Joint Board would like to meet its operational goals and operate closer to its capacity.

WHEREAS, the Joint Board and Member Counties plan to designate by ordinance all the acceptable waste available after waste reduction, reuse, and recycling activities to the Pope/Douglas Solid Waste Management System.

NOW, THEREFORE, BE IT RESOLVED THAT the Pope/Douglas Solid Waste Management Joint Board hereby approves of the draft joint waste designation plan and will send to the Member Counties for approval.

Dated at Alexandria, Minnesota this 19th day of March 2020.


Pope/Douglas Solid Waste Management Chairman

Attest:


Stephen Vrchota, Executive Director

Motion was made by Lindor and seconded by Wright to authorized Board Chairman to sign Resoulution #3 – 2020 for approval of the joint waste designation plan.

Roll call vote: Lindor – Yes Meyer – Yes Larson – Yes Gerde – Yes Wright – Yes

MCIT – Property Reinsurance Coverage – MCIT was able to secure property reinsurance for Pope/Douglas Solid Waste Management and other Waste to Energy facilities for 2020. MCIT Board did decide to cover 80% of the cost for reinsurance and the facilities would be billed the pro-rated portion of the remaining 20% based upon the facilities total insured value. Pope/Douglas's share was \$62,448.00 for property reinsurance coverage in 2020.

Capital Project Review – Vrchota presented an updated list and progress for capital projects. Vrchota noted that the fire hose dry pipe system is a project in motion because it is a safety item to move forward. The air dryer system is also moving forward because it was a critical need for operation.

The long-range planning meeting will need to meet to discuss how to fund the purchase of the property to the east of the current Pope/Douglas campus.

With COVID – 19 we do not know how the CAP Funding is progressing.

COVID – 19 – Vrchota noted that we are making sure the garbage still has somewhere to go but we have and will be limiting the services provided by Pope/Douglas Solid Waste Management. Services have been either restricted or closed to limit the contact with outside sources. Commonly used areas are being frequently sanitized, and we are following solid waste and CDC recommendations.

The Federal Government passed the Families Frist Coronavirus Response Act allowing for Emergency Paid Sick Leave that employees must meet certain reasons and an Emergency Family and Medical Leave Expansion Act for employees that must care for children when their schools and daycares have closed. The plans are for facilities with less than 500 employees.

There being no further business, the meeting was adjourned at 9:33 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 16, 2020**

Board Members Present: Paul Gerde and Charlie Meyer

Board Members Present via Telephone: Jerry Wright, Larry Lindor, and Heather Larson

Others Present: Stephen Vrchota, Brooke Hellerman, and Nathan Reinbold

Chairman Gerde called the meeting to order.

The Pledge of Allegiance to the Flag was recited.

The April 16, 2020 Board Meeting Agenda

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

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

The March 19, 2020 Regular Board Minutes - Motion to approve the March 19, 2020 minutes as written was made by Lindor and seconded by Larson. Roll call vote:

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

Financial Progress Report as of March 31, 2020 - Vrchota presented the Financial Progress report ending March 31, 2020 to the Board. He noted that with 25% of the year over with, revenues are behind for this time in 2019 by \$11,104.15 and expenses are down for this time in 2019 by \$218,264.74. A total of \$2,019,092.10 or 18.82% of the 2020 revenue budget has been received and a total of 23.84% 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 2,144.97 tons plus 5,256.53 tons of waste from other counties and 138.84 tons of recycling equal to 7,540.34 tons. Total tip fee for March 2020 was \$6,19,794.67 and the year to date total of \$1,720,222.12.

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

	March Tons	YTD Tons	March Income	YTD Income
Tri-County	4,872.00	13,361.57	\$405,740.16	\$1,112,751.55
Stevens County	190.63	625.66	\$15,875.67	\$52,104.97
Grant County	193.90	516.76	\$16,147.99	\$43,035.77
Total Tons & Total Income	5,256.53	14,503.99	\$437,763.82	\$1,207,892.29

March 2020 Unit Availability Report – The 2020 average for all 3 units is 91.2%.

Unit 1 – Operated 96.1% or 715 Hours out of 744 Hours for a tube leak in the economizer and refractory.

Unit 2 – Operated 77.0% or 573 Hours out of 744 Hours for a shut down due to low MSW.

Unit 3 – Operated 100.0% or 744 Hours out of 744 Hours.

March 2020 Steam Sales –

	Monthly K lbs.	Fuel Price	March Income	Y.T.D. K lbs.	Y.T.D. Income
3M	12,963.00	\$2.97	\$60,522.65	43,078.00	\$209,705.26
Alomere	4,620.00	\$2.97	\$19,219.20	14,744.00	\$69,748.36
ATCC	0.00	\$5.46	\$50.00	0.00	\$150.00
Total	17,583.00		\$79,791.85	57,822.00	\$279,603.62

Turbine Generator Report – Megawatts of electricity totaling 519.09 (Generator 1 – 24.73 Megawatts and Generator 2 – 494.36 Megawatts) were produced in March. The demand saved in March 2020 was \$9,145.00

and the monthly total amount saved in avoided electrical costs was \$29,908.60 and a year to date total savings of \$62,522.70.

Bypass – A year to date total of 40.68 tons of waste has been bypassed in 2020. Tons bypassed breakdown as follows: January 10.51 tons, February 10.19 tons, and March 19.98 tons. Vrchota added that we bypassed more tons in March because our ability to sort was restricted due to Covid – 19.

Confidential Burn/Special Burn December 2019 – Year to Date Confidential Burn/Special Burn tons have totaled 59.41 tons and year to date income totaled \$18,554.04.

January	29.39 tons	\$8,277.75
February	15.74 tons	\$6,123.37
March	14.28 tons	\$4,152.92
1 st Quarter Total	59.41 tons	\$18,554.04

We restricted the amount of burns through the facility in March and April due to Covid – 19. During the restricted time, staff have been working on procedures for accepting the material with limited contact with individuals coming in.

Landfill Operations Report – Ash landfill expenses for March 2020 totaled \$52,708.58 for a year to date total of \$144,974.98. March ash was 1,747.51 tons and fines were 833.13 tons for a total of ash/fines of 2,580.64 tons. Average yearly cost per ton to operate the ash landfill is \$20.39 as of March 2020. A total of 132,000 gallons of leachate was removed (11 loads to the City of Fergus Falls Wastewater Treatment Plant and 11 loads to the PDSWM facility for treatment). Vrchota added that once the ash processing equipment is up and operating, we will have a separate report that will show the productivity.

Annual Ash Landfill Monitoring Agreement – Motion to authorize the Pope/Douglas Solid Waste Management Board Chairman to sign the Water Monitoring Services Contract with Short Elliott Hendrickson (S.E.H. Inc.) for the not to exceed amount of \$34,700.00 was made by Meyer and seconded by Wright. Roll call vote: Wright – Yes Gerde – Yes Meyer – Yes Lindor – Yes Larson – Yes Motion carried.

Material Recycling Facility Operations Report – Of the total of 7,401.50 tons of waste received a total of 5,173.21 tons (69.9% of the total waste received in March was processed through the facility). A total of 112.83 tons of recycling was removed during March or 2.2% of the waste processed.

Commodities shipped during March 2020 totaled 244.68 tons and 300 gallons of used motor oil. Year to date commodities sold was 769.06 tons and 550 gallons of oil. March income received for commodities sold was \$29,609.15 and year to date commodity income has been \$78,441.94.

Vrchota added that through the shelter in place order we have limited our MRF staff to work on one day shift. We have a limited amount of PPE to work with and only have full time employees working.

Plant Maintenance Report – Vrchota reported that the storm water collection area had tree growth. A tree trimming company came in and cleared the collection area. As noted in the unit availability report we did have a tube leak in the economizer that was likely the cause of the baghouse issues. Units 1 and 2 were cleaned while they were down at the end of March and beginning of April.

SCORE Programs

Household Hazardous Waste Report

Y.T.D. Residents Bringing Items In – 805

Y.T.D. Residents Taking Items Out – 180

Recycling Report

Y.T.D. Alex Recycling Center Tons – 39.90

Y.T.D. Vehicles – 5,264

Organics Report

Commercial Organics Tons picked up in March 2020 – 35.96	YTD – 114.40
Residential Organics Tons March 2020 – 1.01	YTD – 3.66
Green Bag Recycling Tons – .25	YTD – 1.00

Recycling Committee Updates – The recycling committee met on March 24th where several topics were discussed and brought to the full Board. Reinbold noted that there between 35 – 38 ag plastic customers that have a pickup of ag plastic every other month. The annual cost for Pope/Douglas to provide this service is approximately \$3,400.

The trailer for collecting recyclables in Pope County is wearing out. We could get the trailer to work for one more year if no other options are available for 2020. It was noted that this should be up to the Pope County Board to find a spot for the collection of recyclables. Reinbold added that he has been looking into having a garbage company bring a container that would be locked when unstaffed. This service would then be single sort recycling.

The recycling committee also discussed C & D Landfills. Vrchota noted that the Land & Resource Management Directors are still the solid waste officers of their respective Counties. It was noted that a sub committee will be implemented to have a board member from each county along with the Land and Resource Management Directors and members of leadership from Pope/Douglas Solid Waste Management to discuss common issues.

March 2020 Bills – The Board received the March bill list totaling \$415,270.85. The highlighted bills included Estensen Environmental – Report, Nova Fire Protection – Fire System, Richmond Engineering – January and February maintenance, West Central Sanitation – 2019 Recycling, Wrigley Mechanical – Equipment Maintenance.

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

Other Business

Capital Project Review – Vrchota noted that 3 companies bid for the new control room. The control room will be installed prior to the crane installation so that the controls can be installed in the new control room. The lowest bid was Starflite Systems, but they are unable meet the delivery date. Vrchota added that the CID Associates in the graph did not included some add-ons. The total lump sum price is \$158,596.00

Company Name	Starflite Systems	CID Associates Inc.	SCR Solutions Inc.
Schedule	20+ Weeks	13+ Weeks	Unknown
Price	\$120,800	\$154,596	\$210,000

Motion to move forward with the CID Associates proposal for the control room was made by Meyer and seconded by Lindor. Roll call vote:

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

Resolution #4-2020 –

RESOLUTION NO. 4 - 2020

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 " Member 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, and a Third Amended Joint Powers Agreement dated April 2, 2019, (collectively, the "Agreement"); and

WHEREAS, the Joint Board plans on purchasing property from the Alexandria Technical and Community College for future expansion.

WHEREAS, the Joint Board has purchased mining equipment at the Pope/Douglas Solid Waste Management Ash Landfill and will design and build a structure at the Ash Landfill for said equipment.

WHEREAS, the Joint Board has agreed to design and build a compost site at the Ash Landfill for composting of organic material.

WHEREAS, the Joint Board will need a short-term bond to fund the above-mentioned projects.

NOW, THEREFORE, BE IT RESOLVED THAT the Pope/Douglas Solid Waste Management Joint Board hereby approves moving to each County Board for approval of a Resolution for Reimbursement Bond Regulations Under the Internal Revenue Code.

Dated at Alexandria, Minnesota this 16th day of April 2020.


Pope/Douglas Solid Waste Management Chairman

Attest:


Stephen Vrchota, Executive Director

Motion was made by Meyer and seconded by Wright to authorize Board Chairman to sign Resolution #4-2020. Roll Call Vote:

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

COVID – 19

COVID-19 Leave Policy

Policy Statement

Pope Douglas Solid Waste Management is issuing a temporary personnel policy in response to COVID-19. This policy may be amended to reflect our changing environment as needed. The purpose of the policy is to protect the health, safety and welfare of the employees and, therefore, the citizens of Pope and Douglas County.

Policy

Leaves of Absence Related to COVID-19: Pope Douglas Solid Waste Management employees will be granted leaves of absence subject to the federal Emergency Family and Medical Leave Expansion Act and/or Emergency Paid Sick Leave Act and any related regulations, and those leaves of absence will be paid in the manner required by those laws.

Executive Director Responsibilities: The Executive Director shall be responsible for applying this policy. For these purposes, he/she is directed to stay abreast of recommendations and requirements of the Minnesota Department of Health (MDH) and Centers for Disease Control (CDC). If, after considering those recommendations and requirements, the Executive Director determines that an employee under his/her supervision should not be at work because the employee is displaying symptoms of COVID-19, has traveled to areas affected by COVID-19, or has been otherwise potentially exposed to COVID-19, the Executive Director may direct the employee to stay home from work until risk of transfer is eliminated. Any such order will be considered a "local quarantine or isolation order related to COVID-19" that will qualify the affected employee for a leave of absence as noted above.

Employee Travel: All Pope/Douglas Solid Waste Management employee travel is hereby prohibited without express written permission from the Executive Director or the Joint Powers Board.

Worksite Closure: If the Pope/Douglas Solid Waste Management Executive Director or Joint Powers Board determines that any Pope/Douglas Solid Waste Management worksite must be closed due to COVID-19, and if that closure results in an employee being unable to work or telework, the closure will, for the affected

Pope/Douglas Solid Waste Management

April 16, 2020 - Page 4

employee, be deemed a "local quarantine or isolation order related to COVID-19" that will qualify the affected employee for leaves of absence as noted above.

Motion to approve the COVID – 19 Leave Policy until December 31, 2020 as presented was made by Lindor and seconded by Wright. Roll call vote:

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

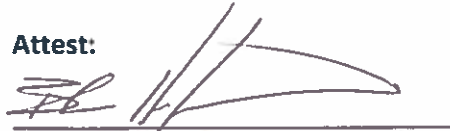
Vrchota did note that he as received notice from Pope County that if people do not pay their property tax the payment to Pope/Douglas Solid Waste Management for the service fee may be delayed. It was noted that Douglas County has mentioned that we may receive the portion of the fees that are paid.

There being no further business, the meeting was adjourned at 9:58 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 21, 2020**

Board Members Present: Paul Gerde, Charlie Meyer, and Heather Larson

Board Members Present via Telephone: Jerry Wright and Larry Lindor

Others Present: Stephen Vrchota, Brooke Hellerman, and Nick Trink

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

The May 21, 2020 Board Meeting Agenda

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

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

The April 16, 2020 Regular Board Minutes - Motion to approve the April 16, 2020 minutes as written was made by Lindor and seconded by Wright. Roll call vote:

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

Financial Progress Report as of April 30, 2020 - Vrchota presented the Financial Progress report ending April 30, 2020 to the Board. He noted that with 33% of the year over with, revenues are ahead for this time in 2019 by \$253,672.37 and expenses are down for this time in 2019 by \$291,798.90. A total of \$2,870,669.65 or 26.76% of the 2020 revenue budget has been received and a total of 30.09% of the expense budget has been spent. The Board also received the schedule of funds and revenue and expenditure reports. Vrchota added that the outage season has adjusted so our expenses are down this year compared to 2019.

Plant Operations Report - Tons of Pope and Douglas County waste received during April totaled 2,050.62 tons plus 5,510.25 tons of waste from other counties and 108.54 tons of recycling equal to 7,669.41 tons. Total tip fee for April 2020 was \$632,455.24 and the year to date total of \$2,352,677.36.

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

	April Tons	YTD Tons	April Income	YTD Income
Tri-County	5,178.98	18,540.55	\$431,305.46	\$1,544,057.01
Stevens County	126.24	751.90	\$10,513.27	\$62,618.24
Grant County	205.03	721.79	\$17,074.90	\$60,110.67
Total Tons & Total Income	5,510.25	20,014.24	\$458,893.63	\$1,666,785.92

April 2020 Unit Availability Report – The 2020 average for all 3 units is 92.7%.

Unit 1 – Operated 90.0% or 648 Hours out of 720 Hours for refractory patch and cleaning outage.
Unit 2 – Operated 100.0% or 720 Hours out of 720 Hours.
Unit 3 – Operated 99.7% or 718 Hours out of 720 Hours.

April 2020 Steam Sales – Vrchota noted that he has been working with Randy Anderson at the Alomere hospital to sell them excess steam over their normal summer usage at a reduced rate for the 2020 summer.

	Monthly K lbs.	Fuel Price	April Income	Y.T.D. K lbs.	Y.T.D. Income
3M	9,808.00	\$2.37	\$46,431.92	52,886.00	\$256,137.18
Alomere	4,373.00	\$2.37	\$15,086.85	19,117.00	\$84,835.21
ATCC	0.00	\$4.50	\$50.00	0.00	\$200.00
Total	14,181.00		\$61,568.77	72,003.00	\$341,172.39

Turbine Generator Report – Megawatts of electricity totaling 679.09 (Generator 1 – 45.73 Megawatts and Generator 2 – 633.36 Megawatts) were produced in April. The demand saved in April 2020 was \$8,748.20 and the monthly total amount saved in avoided electrical costs was \$35,911.80 and a year to date total savings of \$98,434.50.

Landfill Operations Report – Ash landfill expenses for April 2020 totaled \$49,365.31 for a year to date total of \$194,340.29. April ash was 1,997.91 tons and fines were 661.50 tons for a total of ash/fines of 2,659.41 tons. Average yearly cost per ton to operate the ash landfill is \$19.91 as of April 2020. A total of 126,000 gallons of leachate was removed (7 loads to the City of Fergus Falls Wastewater Treatment Plant and 14 loads to the PDSWM facility for treatment).

Material Recycling Facility Operations Report – Of the total of 7,560.87 tons of waste received a total of 4,137.02 tons (54.70% of the total waste received in April was processed through the facility). A total of 150.34 tons of recycling was removed during April or 3.6% of the waste processed.

Commodities shipped during April 2020 totaled 269.94 tons and 0 gallons of used motor oil. Year to date commodities sold was 1,039 tons and 550 gallons of oil. April income received for commodities sold was \$13,831.71 and year to date commodity income has been \$92,273.65.

Dalum reported:

- At the end of March and April the MRF went down to a single shift. Many homemade masks were made for workers not on the sort line but for working in other areas.
- The MRF bathroom remodel project is currently going on.
- Some electrical needed to be moved for a dirty laundry chute.
- Windows are being installed in the MRF breakroom and office area. When the windows were cut in other damage was found and needed repair.

Plant Maintenance Report – Vrchota reported:

- A picture of the new compressed air dryer was presented to the board. That project is now complete.
- Pictures were presented of the scale support legs. The legs needed replacement and should hold up for another couple of years but will be one of the first major projects to complete when the facility moves.
- Unit 3 ram front had an upgrade to a removeable cutting edge.

SCORE Programs

Organics Report

Commercial Organics Tons picked up in April 2020 – 15.75	YTD – 130.15
Residential Organics Tons April 2020 – .81	YTD – 4.47
Green Bag Recycling Tons – .20	YTD – 1.20

Reinbold reported the following:

- He had an interview with the Lindor Farm Network. There will be an ad that will play in our market area regarding ag plastic.
- Hazardous waste drop offs have increased over the past several years.
- PDSWM has been working on creating messaging that is consistent with all haulers and shares common recycling information for residents to recycle better.
- PDSWM has been awarded a keep America beautiful grant. This grand will be for park recycling bins.
- There was a plate to garden event on May 15th and 16th. Over 800 bags of compost were sold.

April 2020 Bills – The Board received the April bill list totaling \$486,257.64. The highlighted bills included Fastenal Company – Masks, Interpoll Labs – Air Testing, Richmond Engineering – Crane replacement and HMI upgrade, and Short Elliott Hendrickson – Landfill Engineering.

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

Other Business

Consulting Agreement – The consulting agreement with Darrell Connell was set to expire on June 30, 2020. The contract does allow for a 6-month extension of the consulting agreement. With new members in management, Connell would be a good resource for those new leaders to learn the history of the PDSWM facility. Connell is the only person currently that can do the site certification for waste combustors.

Motion to approve Executive Director to sign consulting agreement contract extension with Darrell Connell for an additional 6 months of service was made by Meyer and seconded by Wright. Roll call vote:

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

Capital Project Review – Vrchota updated the board on the capital bonding, it was noted that the bonding bill failed and will go into special session. He noted that he received phone calls asking if they could possibly split the project. Vrchota did say that the project could be split with 5 million now to move the HHW and scale and get the site prepped for the 4 million of the MRF.

Landfill Buildings

Nick Trinka was hired as the Landfill and Compost Facility Manager. He presented and updated operating cost estimate for the landfill. Trinka presented bids for the construction of the ash processing and compost buildings.

	Greystone	Tradesmen	Innovative	Ram	Breitbach
Ash Buildings	\$917,007.00	\$928,825.00	\$1,053,786.00	\$1,092,563.00	\$1,125,515.00
Compost Building	\$180,627.00	\$215,592.00	\$208,460.00	\$203,096.00	\$250,994.00
Total	\$1,097,634.00	\$1,144,417.00	\$1,262,246.00	\$1,295,659.00	\$1,376,509.00

There was discussion on using lowest bids but also using local companies that have residents that live, work, and pay taxes in our area working for these local companies. Both Greystone and Tradesmen Construction would have the buildings constructed by August 15th.

Motion to approve contract with Tradesmen Construction for the construction of the ash processing buildings and compost transfer building at a not to exceed price of \$1,144,417.00 was made by Larson and seconded by Meyer. Roll call vote:

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

Trommel

A major piece of equipment that the processing facility will need is a mobile trommel. This equipment will be used for screening out the large items before it reaches the processing facility. A Vermeer TR626 is the largest mobile trommel and would be the best fit for the operation. Quotes were presented to the Board; a new TR626 is about \$367,466 while used trommels go between \$175,000 and \$300,000. Staff feel like a slightly used trommel would be a better option to purchase. We missed out on one due to timing with the Board meeting. Staff would like approval to purchase a used trommel when another trommel is found.

Motion to approve the purchase of a used trommel at a not to exceed price of \$275,000.00 was made by Meyer and seconded by Lindor. Roll call vote:

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

ATCC Land Purchase – The tech college would like to continue to use/lease the storage shed on the property that PDSWM will be purchasing until July 1, 2022.

Motion to approve a zero-cost lease to Alexandria Technical and Community College until July 1, 2022 and for full access to the Alexandria Technical and Community College shipping and receiving building was made by Meyer and seconded by Wright. Roll call vote:

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

Bonding 2020 – Priority level 2 projects listed on the capital project included the ash metal recovery facility, landfill expansion, land purchase, compost facility, conveyor replacement, camera system, and digital signage. A plan for bonding will be presented at the June 18, 2020 board meeting.

The Pope/Douglas Board along with the Pope County Board have already approved a reimbursement resolution that include these projects. The Douglas County Board will vote on the reimbursement resolution on June 2, 2020.

Motion to approve Pope/Douglas staff to get a detailed plan with the plan and resolution being presented at the June 18, 2020 Board Meeting for Bonding 5.2 million dollars was made by Meyer and seconded by Wright. Roll call vote:

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

Covid – 19 – Vrchota noted that all contractors are using masks and staying 6 feet away. We are following CDC guidelines. Our biggest concern is making sure we have PPE for our employees.

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
June 18, 2020**

Board Members Present: Paul Gerde, Charlie Meyer, and Heather Larson
Board Members Present via Telephone: Jerry Wright and Larry Lindor
Others Present: Stephen Vrchota, Brooke Hellerman, and Nathan Reinbold

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

The June 18, 2020 Board Meeting Agenda

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

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

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

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

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

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

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

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

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

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

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

May 2020 Steam Sales –

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

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

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

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

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

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

Dalum reported:

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

Conveyor

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

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

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

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

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

Plant Maintenance Report – Vrchota reported:

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

SCORE Programs

Organics Report

Commercial Organics Tons picked up in May 2020 – 15.96

YTD – 146.06

Residential Organics Tons May 2020 – .75

YTD – 5.22

Green Bag Recycling Tons – .23

YTD – 1.43

Reinbold reported the following:

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

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

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

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

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

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

Other Business

Resolution #5 – 2020 –

RESOLUTION #5 – 2020

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

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

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

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

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

Pope/Douglas Solid Waste Management



Paul Gerde, Board Chair

ATTEST:


Stephen Vrchota, Executive Director

Dated at Alexandria, Minnesota this 18th day of June 2020.

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

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

Resolution #6 – 2020 –

Resolution # 6 – 2020
Pope Douglas Solid Waste Management

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

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

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

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

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

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

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

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



(Print Name of Signing Officer)

Pope/Douglas Joint Solid Waste Management
Board Chairman

(Title)


Signature of Board Chairman

June 18, 2020
Resolution Approved on This Date

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

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

Capital Project Review –

JRMA

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

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

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

Alexandria Technical and Community College Property –

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

Landfill Construction Progress –

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

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

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

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

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

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

Lease

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

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

Pope/Douglas Solid Waste Management


Paul Gerde, Board Chairman

Attest:


Brooke Hellerman, Board Recording Secretary

**Pope/Douglas Solid Waste Management
Regular Board Meeting
July 16, 2020**

Board Members Present: Charlie Meyer and Jerry Wright

Board Members Present via Telephone: Paul Gerde, Heather Larson, and Larry Lindor

Others Present: Stephen Vrchota, Brooke Hellerman, Nathan Reinbold, and Nick Trinka

Chairman Gerde called the meeting to order.

The Pledge of Allegiance to the Flag was recited.

The July 16, 2020 Board Meeting Agenda

The Board received the agenda with the addition of item of Compost Facility Naming. Motion to approve the agenda was made by Meyer and seconded by Wright. Roll call vote:

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

The June 18, 2020 Regular Board Minutes - Motion to approve the June 18, 2020 minutes as written was made by Wright and seconded by Meyer. Roll call vote:

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

Financial Progress Report - Vrchota noted that financial information was not available from Douglas County in time for the meeting.

Plant Operations Report - Tons of Pope and Douglas County waste received during June totaled 2,394.22 tons plus 4,964.22 tons of waste from other counties and 205.69 tons of recycling equal to 7,564.13 tons. Total tip fee for June 2020 was \$616,631.15 and the year to date total of \$3,526,176.93. Vrchota added that we have seen an increase of residential garbage through Covid – 19.

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

	June Tons	YTD Tons	June Income	YTD Income
Tri-County	4,538.97	27,244.38	\$378,005.43	\$2,268,912.00
Stevens County	184.58	1,003.17	\$15,371.82	\$83,544.00
Grant County	240.67	1,190.66	\$20,043.00	\$79,115.19
Total Tons & Total Income	4,964.22	29,438.21	\$413,420.25	\$2,451,614.19

June 2020 Unit Availability Report – The 2020 average for all 3 units is 93.8%.

Unit 1 – Operated 100.0% or 720 Hours out of 720 Hours

Unit 2 – Operated 88.3% or 636 Hours out of 720 Hours for expected tube leak and staffing shortage

Unit 3 – Operated 100.0% or 720 Hours out of 720 Hours

June 2020 Steam Sales –

	Monthly K lbs.	Fuel Price	June Income	Y.T.D. K lbs.	Y.T.D. Income
3M	2,131.00	\$2.56	\$10,245.72	61,287.00	\$295,968.30
Alomere	3,893.00	\$2.56	\$12,251.45	26,519.00	\$108,053.51
ATCC	0.00	\$4.34	\$50.00	0.00	\$300.00
Total	6,024.00		\$22,547.17	87,806.00	\$404,321.81

Turbine Generator Report – Megawatts of electricity totaling 767.16 (Generator 1 – 173.65 Megawatts and Generator 2 – 593.51 Megawatts) were produced in June. The demand saved in June was \$19,422.00 and the monthly total amount saved in avoided electrical costs was \$50,108.40 and a year to date total savings of \$181,474.90.

Bypass – A year to date total of 126.00 tons of waste has been bypassed in 2020. Tons bypassed breakdown as follows: April – 28.26 tons, May – 28.30 tons, June – 28.76 tons.

Confidential Burn/Special Burn – Year to Date Confidential Burn/Special Burn tons have totaled 111.35 tons and year to date income totaled \$32,130.73.

April	20.24 tons	\$4,351.23
May	11.76 tons	\$3,744.59
June	19.94 tons	\$5,480.87
2 nd Quarter Total	51.94 tons	\$13,576.69

Landfill Operations Report – Ash landfill expenses for June totaled \$49,005.21 for a year to date total of \$297,570.58. June ash was 1,598.29 tons and fines were 955.81 tons for a total of ash/fines of 2,554.10 tons. Average yearly cost per ton to operate the ash landfill is \$19.88 as of June. A total of 84,000 gallons of leachate was removed (4 loads to the City of Fergus Falls Wastewater Treatment Plant and 10 loads to the PDSWM facility for treatment).

Vrchota added that staff are working with the ash hauling company at staging loads of ash differently to prepare for the processing later this fall.

Material Recycling Facility Operations Report – Of the total of 7,358.44 tons of waste received a total of 5,010.81 tons or 68.10% of the total waste received in June was processed through the MRF facility. A total of 150.30 tons of recycling was removed during June or 3.0% of the waste processed.

Commodities shipped during June 2020 totaled 262.33 tons and 750 gallons of used motor oil. Year to date commodities sold was 1,576.31 tons and 2,200 gallons of oil. June income received for commodities sold was \$65,883.12 and year to date commodity income has been \$169,560.42.

Dalum noted that we are seeing more wet trash later in the year and more non processable / unacceptable waste in the garbage.

Plant Maintenance Report – Vrchota reported that annually we have Missouri River Energy perform a thermal scanning. They noticed a hot spot in a closed cabinet the Unit 1 ID fan lead wire was replaced. During the outage this fall maintenance will be looking at the breakers in the plant.

SCORE Programs

Household Hazardous Waste Report

Y.T.D. Residents Bringing Items In – 2,542

Y.T.D. Residents Taking Items Out – 228

Recycling Report

Y.T.D. Alex Recycling Center Tons – 235.79

Y.T.D. Vehicles – 12,540

Alex Recycling Center Avg. Vehicles Per Day – 129

Organics Report

Commercial Organics Tons picked up in June 2020 – 23.62

YTD – 169.70

Residential Organics Tons June 2020 – .75

YTD – 5.22

Green Bag Recycling Tons – .31

YTD – 1.44

Reinbold reported the following:

- The cities of Glenwood and Osakis have been running the green bag organics program for a 2-year pilot program. Staff has noticed better success with drop sites in other towns. We will be looking at

switching to drop sites at those 2 cities soon. The Osakis drop site will be near the public works building. The Glenwood drop site would be at the Pope County Health and Human Service Building along with a drop site for recycling and hazardous waste.

- The Rotary Club hosted an e-waste, appliance, and mattress collection event. Residents were very happy with the event and was the first time that mattresses/box springs were collected.
- There will be a cleanup in August for the City of Lowry.
- Glenwood's cleanup was cancelled. – The Board suggested that PDSWM staff should work on scheduling a cleanup in Pope County in the fall.

Glenwood Drop Site – Reinbold presented numbers to the Board for estimated costs for setting up the recycling, organics, and hazardous waste drop site in Pope County.

Motion to proceed with setting up the drop site in Pope County at a not to exceed cost of \$45,500.00 was made by Lindor and seconded by Larson. Roll call vote:

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

June 2020 Bills – The Board received the June bill list totaling \$1,565,180.67. The highlighted bills included Bond Trust Services Corporation – 2019A Pope and Douglas County Bonds, CID Associates – Capital Project Control Room Cab, Edelman & Associates – Glycol Pump Repair, Richmond Engineering – Capital Project Crane, Short Elliott Hendrickson – Ash Process Building, and Stoel Rives – Waste Designation.

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

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

Other Business

Capital Project Review –

Crane Project

Vrchota presented the budget of the crane and noted that the crane project is still expected to be about 3.8 million. Purchase orders have been sent out to keep the project moving along for the structural installation of the control room, steel fabrication of parts going into the control room, and cab platform structural steel.

The Board received two proposals for the steel fabrication of the stairs, grating, and handrails from GCL Inc. (\$27,253) and TC American (\$35,600).

Motion to approve steel fabrication package for the stairs, grating, and handrails from GCL Inc. for a not to exceed price of \$27,253 was made by Wright and seconded by Meyer. Roll call vote:

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

Ash Mining Project

Equipment Installation

An updated project analysis was presented to the Board. A proposal was presented to the board from Custom Engineering & Fabrication, Inc. for fabrication and installation of platforms and equipment within the ash mining building and feeder belt.

Motion to approve proposal with Custom Engineering & Fabrication, Inc. for the installation of platforms, equipment, and batch feeder for a not to exceed price of \$550,000 was made by Meyer and seconded by Larson. Roll call vote:

Conveyor System

After the ash has been processed it will need to be placed back within the landfill. Staff priced out options for a dump truck but considered costs as fuel and maintenance and felt like the better option would be to use conveyors to move the material back to the landfill.

Kafka Conveyors has six used conveyors that could be purchased for \$85,000 and then modified to transfer the ash to the landfill.

Motion to approve purchase of used conveyors and modification for a not to exceed price of \$180,000 with Kafka Conveyors & Equipment Inc. was made by Meyer and seconded by Wright. Roll call vote:
Wright – Yes Lindor – Yes Larson – Yes Meyer – Yes Gerde – Yes Motion carried.

Electrical Installation

Vrchota noted that the electrical will need to be completed for the ash mining equipment.

Motion to approve electrical installation of the ash landfill mining equipment for a not to exceed price of \$120,000.00 with Alexandria Electric was made by Meyer and seconded by Larson. Roll call vote:
Lindor – Yes Gerde – Yes Meyer – Yes Wright – Yes Larson – Yes Motion carried.

Bonding – Vrchota presented plans to the Board and noted we are waiting to hear from the State whether our Grant will be approved or not. Pope Douglas will need to bond for 5.6 million if not approved for State funding or 10 million if awarded for our match of the projects.

A special bonding meeting was scheduled for July 28th at 8:00 a.m.

Compost Facility Naming –

**Resolution 7 – 2020
Resolution Approving a Facility Name for the Compost Facility**

WHEREAS, the Pope/Douglas Joint Solid Waste Management Board (the “Joint Board”) operates a solid waste management system with facilities located at 2115 Jefferson Street in Alexandria, Minnesota and an ash landfill located at 5823 County Rd 112 SW in Hoffman, Minnesota and operates pursuant to the terms of the Third Amended Joint Powers Agreement (“Agreement”) between Pope County and Douglas County.

WHEREAS, the Joint Board has approved the construction of buildings for the mining project and compost facility at the Hoffman location.

WHEREAS, all contracts at the Hoffman location will be entered into by Pope/Douglas Solid Waste Management.

WHEREAS, for site designation, promoting, and marketing of the compost facility to use the name Glacial Ridge Compost Facility.

NOW, THEREFORE BE IT RESOLVED by the Pope/Douglas Joint Solid Waste Management Board, that the Joint Board hereby approves the site name of Glacial Ridge Compost Facility for the compost facility located at 5823 County Rod 112 SW in Hoffman.

Dated at Alexandria, Minnesota this 16th day of July 2020.



Pope/Douglas Solid Waste Management Chairman

Attest:



Stephen Vrchota, Executive Director

Motion was made by Lindor and seconded by Larson to authorize the Board Chairman to sign Resolution #7 – 2020. Roll call vote:

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

There being no further business, the meeting was adjourned at 9:50 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
Special Board Meeting
July 28, 2020**

Board Members Present: Paul Gerde, Jerry Wright, and Heather Larson

Board Members Present via Telephone: Larry Lindor

Board Members Absent: Charlie Meyer

Others Present: Stephen Vrchota, Brooke Hellerman, Michael Martin, and Nick Trink

Others Present via Telephone: Char Rosenow

Chairman Gerde called the meeting to order.

The Pledge of Allegiance to the Flag was recited.

The July 28, 2020 Special Meeting Agenda

The Board received the agenda as presented.

Financial Progress Report – The Board received the revenue and expenditure report Vrchota presented the Financial Progress report ending June 30, 2020 to the Board. With 50% of the year over with, revenues are ahead for this time in 2019 by \$242,102.27 and expenses are down for this time in 2019 by \$1,092,949.53. A total of \$5,840,192.10 or 54% of the 2020 revenue budget has been received and a total of 43% of the expense budget has been spent. Vrchota added that steam sales will be increasing with the hospital using more and 3M coming back online.

Capital Project Review – Vrchota presented the capital project review for the Board to see the cost of many of the current projects that have been approved and the approximate cost to complete.

Michael Martin presented the following purchase and change orders to the Board.

Landfill Building

Martin presented a purchase order to the Board from Tradesmen Construction for a change order of \$19,626.73 to add sales tax to total of the landfill building for liability purposes.

Motion to approve the change order of \$19,626.73 with Tradesmen Construction was made by Larson and seconded by Wright. Roll call vote:

Larson – Yes Lindor – Yes Gerde – Yes Wright – Yes Meyer - Absent

Steel Tube Guard Fence

There were three bids received for the fabrication of the steel tube guard fence. One from T/C American for \$9,800; General Fabricating Services for \$12,400; and Western Pennsylvania Fab for \$14,525.

Motion to approve T/C American for the fabrication of the steel tube guard fence for a not to exceed cost of \$9,800 was made by Lindor and seconded by Wright. Roll call vote:

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

Scrap Handling Magnet

Martin received a quote from Ohio Magnets for a scrap magnet that will be mounted on the excavator at the landfill. This magnet fits our need as the duty cycle is longer. The quote includes the cost of a rectifier which allows us to use electricity that is in the landfill versus buying a generator to run the magnet.

Motion to approve the purchase of a loadstar scrap magnet and rectifier from Ohio Magnets for a cost of \$31,945.00 was made by Larson and seconded by Wright. Roll call vote:

Wright – Yes Meyer – Absent Laron – Yes Lindor – Yes Gerde – Yes

Control Room Furniture

A bid was received to custom build a kitchenet and boiler operator's console was received from Interiors Interface, Inc. This set would be made from Formica which should be able to take more abuse. The console has a slotted base to allow for air movement in the computer cabinet.

Motion to approve the purchase of control room furniture from Interiors Interface, Inc. for a not to exceed price of \$12,253.75 was made by Wright and seconded by Larson. Roll call vote:

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

Bonding –

Resolution No. 8 - 2020

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

**Resolution Requesting the Issuance by Douglas County of
\$5,795,000 General Obligation Solid Waste Revenue Bonds, Series 2020A**

- 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 land and various equipment replacements and upgrades, and the construction of various building modifications of the Facilities to accommodate the landfill mining operation with a cost of approximately \$5,795,000 (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 Douglas County issue its General Obligation Solid Waste Revenue Bonds, Series 2020A, in the approximate principal amount of \$5,795,000 (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 Douglas 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:

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

and the following voted against the same:

Meyer – Absent

Whereupon said resolution was declared duly passed and adopted.

Dated this 28th day of July 2020.



Board Secretary

Government Obligation Contract – Vrchota presented Resolution 9 – 2020 as this will clean up a contract with KS State Bank for the lease agreement for the landfill mobile equipment.

Resolution No. 9 – 2020

Member Larson introduced the following resolution and moved its adoption, which motion was seconded by Member Wright:

**RESOLUTION CONSENTING TO ASSUMPTION OF
GOVERNMENT OBLIGATION CONTRACT OF POPE /
DOUGLAS JOINT SOLID WASTE MANAGEMENT BY
DOUGLAS COUNTY**

WHEREAS, Douglas County, Minnesota (“Douglas County”) and Pope County, Minnesota (“Pope County”; each a “County,” and together, the “Counties”) have approved, by resolutions adopted April 2, 2019 and February 19, 2019, respectively, a Third Amended Joint Powers Agreement (the “Agreement”), providing for the joint operation and management of an integrated solid waste system (the “System”), including waste-to-energy facilities;

WHEREAS, the Agreement provides that Douglas County is responsible for receiving and disbursing all funds received by the Pope / Douglas Joint Solid Waste Management Board (this “Joint Board”) in accordance with any written agreement between the Counties or resolution of one County with the consent of the other County, including a resolution relating to the issuance of debt for the financing or refinancing of improvements to the System, which debt may be issued by either County with the specific consent, by resolution, of the other County;

WHEREAS, this Joint Board entered into a Government Obligation Contract dated as of April 10, 2020 (the “Contract”), with KS StateBank (the “Bank”) to finance the purchase of certain equipment described in the Contract for the Joint Entity (described below);

WHEREAS, the Contract is a debt obligation that lists “Pope / Douglas Joint Solid Waste Management” (the “Joint Entity”) as the “Obligor”;

WHEREAS, debt may only be issued by either County with the specific consent, by resolution, of the other County; and

WHEREAS, Douglas County desires to assume the Joint Entity’s responsibilities under the Contract with the consent of the Bank, this Joint Board, and Pope County, as a debt obligation of Douglas County.

NOW, THEREFORE, BE IT RESOLVED by the Joint Board that the Joint Board hereby consents to the assumption of all the Joint Entity’s obligations and responsibilities under the Contract by Douglas County, and this Joint Board shall document such consent by executing an Assignment, Assumption, Consent, and Release of Government Obligation Contract between Douglas County and the Joint Entity, and consented to by the Bank and Pope County.

Upon vote being taken thereon, the following voted in favor thereof:
Lindor – Yes Larson – Yes Wright – Yes Gerde - Yes

and the following voted against the same:

Meyer – Absent

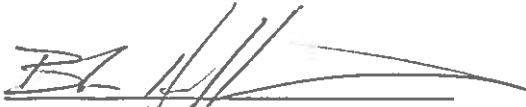
whereupon the resolution was declared duly passed and adopted.

Adopted July 28, 2020

Pope/Douglas Solid Waste Management


Board Chairman

ATTEST:



Brooke Hellerman
Pope/Douglas Solid Waste Management
Board Secretary

There being no further business, the meeting was adjourned at 8:37 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
August 20, 2020**

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

Board Members Present via Telephone: Larry Lindor

Others Present: Stephen Vrchota, Brooke Hellerman, Nathan Reinbold, and Michael Martin

Chairman Gerde called the meeting to order.

The Pledge of Allegiance to the Flag was recited.

The August 20, 2020 Board Meeting Agenda

The Board received the agenda with the addition of other business items: Tipping Fee Increase and Staffing Issues. Motion to approve the agenda was made by Wright and seconded by Larson. Motion carried.

The July 16, 2020 Regular Board Minutes & July 28, 2020 Special Meeting Minutes - Motion to approve the July 16, 2020 & July 28, 2020 minutes as written was made by Meyer and seconded by Wright. Motion carried.

Financial Progress Report – The Board received the schedule of funds report and revenue and expenditure reports. With 58% of the year completed, revenues are ahead for this time in 2019 by \$42,131.18 and expenses are down for this time in 2019 by \$1,478,798.87. A total of \$6,338,615.76 or 59% of the revenue budget has been received and \$6,269,543.69 or 59% of the expense budget has been spent.

Plant Operation Reports - Tons of Pope and Douglas County waste received during July totaled 2,727.03 tons plus 5,046.85 tons of waste from other counties and 185.13 tons of recycling equal to 7,959.01 tons. Total tip fee for July 2020 was \$651,069.15 and the year to date total of \$4,177,246.08.

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

	July Tons	YTD Tons	July Income	YTD Income
Tri-County	4,553.02	31,797.40	\$379,175.50	\$2,648,087.50
Stevens County	235.62	1,238.79	\$19,622.43	\$103,166.43
Grant County	258.21	1,448.87	\$21,503.70	\$120,661.89
Total Tons & Total Income	5,046.85	34,485.06	\$420,301.63	\$2,871,915.82

July 2020 Unit Availability Report – The 2020 average for all 3 units is 93.9%. This number will drop during the October outage.

Unit 1 – Operated 79.2% or 589 Hours out of 744 Hours for a cleaning outage

Unit 2 – Operated 99.6% or 741 Hours out of 744 Hours

Unit 3 – Operated 99.9% or 743 Hours out of 744 Hours

July 2020 Steam Sales –

	Monthly K lbs.	Fuel Price	July Income	Y.T.D. K lbs.	Y.T.D. Income
3M	6,660.00	\$2.36	\$31,789.74	67,947.00	\$327,458.04
Alomere	4,192.00	\$2.36	\$12,062.80	30,711.00	\$120,116.31
ATCC	0.00	\$4.59	\$50.00	0.00	\$350.00
Total	10,852		\$43,602.54	98,658.00	\$447,924.35

Turbine Generator Report – Megawatts of electricity totaling 735.37 (Generator 1 – 94.90 Megawatts and Generator 2 – 640.47 Megawatts) were produced in July. The demand saved in July was \$19,032.00 and the

monthly total amount saved in avoided electrical costs was \$48,446.80 and a year to date total savings of \$229,921.70.

Landfill Operations Report – Ash landfill expenses for July totaled \$56,223.50 for a year to date total of \$353,804.08. July ash was 1,691.70 tons and fines were 968.69 tons for a total of ash/fines of 2,660.39 tons. Average yearly cost per ton to operate the ash landfill is \$20.08 as of July. A total of 186,000 gallons of leachate was removed from the landfill in July.

Vrchota added that most of the landfill is currently open but once we begin processing, we can start to cover and close cells.

Material Recycling Facility Operations Report – Of the total of 7,773.88 tons of waste received a total of 5,582.15 tons or 71.80% of the total waste received in July was processed through the MRF facility. A total of 165.41 tons of recycling was removed during July or 3.0% of the waste processed.

Commodities shipped during July 2020 totaled 366.75 tons and 700 gallons of used motor oil. Year to date commodities sold was 1,943.06 tons and 2,900 gallons of oil. July income received for commodities sold was \$43,650.27 and year to date commodity income has been \$213,210.69.

Plant Maintenance Report – Vrchota reported that there was no major maintenance in the plant in July.

SCORE Programs

Organics Report

Commercial Organics Tons picked up in July 2020 – 23.56	YTD – 193.26
Residential Organics Tons July 2020 – 1.40	YTD – 7.68
Green Bag Recycling Tons – .28	YTD – 2.02

Reinbold reported the following:

- Staff were at the Rotary Club Pork Chop and Corn feed. This is a good outreach event where staff gave out information on organics drop sites.
- On August 26th there will be a clean up day in Lowry.
- There will be a public meeting with the Glenwood Planning Commission on August 26th to discuss the Pope County organics, recycling, and hazardous waste drop site.
- Staff have been working with the City of Osakis to set up an organics drop site.
- Pope County Breakfast at the farm will be on Labor Day at the Pope County Fairgrounds.
- Staff have worked with setting up recycling at 68 & Vine Veterans Winery.
- A logo has been created for the compost facility.
- We are still on track for waste designation.
- Keep America Beautiful bins are being placed on Broadway and at the Brophy Park.

July 2020 Bills – The Board received the July bill list totaling \$518,117.49. The highlighted bills included Anderson Crane – Belts, Breitbach Construction – Bathroom Remodel, Doozer Software – Logging Software, ETEC – Over Fire Air, SEH Inc. – Services, Synergies – Down Payment for Belt, Waste Management – Recycling.

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

Other Business

Capital Project Review –

- Vrchota noted that we are moving forward with the bonding process.

- A budget to actual of the landfill project has not been updated yet. The landfill project is about 2 weeks behind schedule.
- A load of PDSWM ash was ran through the GEM Ash facility. The PDSWM product has 7% more saleable material and more red material than what they typically produce.
- The MRF locker room is just about completed.
- The crane project is still on schedule but the cap on the I beam has a significant crack. This crack will add a couple of extra days to the outage.

MCIT Update – Vrchota and Gerde participated in a conference call with MCIT and similar facilities covered by MCIT. MCIT has been limited on how many companies will cover reinsurance coverage to these facilities. In 2020, 80% of the reinsurance cost was covered by the pool and 20% by the facilities. These facilities will pay all the cost of reinsurance in 2021. Some facilities want permission to find insurance for catastrophic coverage elsewhere but to keep auto and workers comp with MCIT. The Board may need to decide in January or February 2021 if they would like to seek other property coverage in 2022. We will not know the insurance rates until November 2020 for 2021 coverage.

Tipping Fee Increase – The current tipping fee is \$83.28 per ton. The Tri-County agreement only allows for a 4% increase in tipping fee each year. A 4% increase would bring the cost to \$86.61 per ton for MSW in 2021.

Motion to increase the tipping fee to \$86.61 per ton to all MSW tons being delivered to the Pope/Douglas Solid Waste Management facility in 2021 was made by Meyer and seconded by Wright. Motion carried.


Staffing Issue – The Board was notified that a more recent employee refused to wear a mask. Management discussed with him the need to wear a face covering on 3 different occasions. PDSWM will need to figure out how to fill the open position.

There being no further business, the meeting was adjourned at 9:49 a.m. by Chairman Gerde.

Pope/Douglas Solid Waste Management


Paul Gerde, Board Chairman

Attest:


Brooke Helleman, Board Recording Secretary

**Pope/Douglas Solid Waste Management
Regular Board Meeting
September 17, 2020**

Board Members Present: Paul Gerde, Charlie Meyer, and Jerry Wright
Board Members Present via Telephone: Larry Lindor and Heather Larson
Others Present: Stephen Vrchota and Brooke Hellerman

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

The September 17, 2020 Board Meeting Agenda

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

The August 20, 2020 Regular Board Minutes - Motion to approve the August 20, 2020 minutes as written was made by Wright and seconded by Lindor. Motion carried.

Financial Progress Report – The Board received the schedule of funds report and revenue and expenditure reports. With 67% of the year completed, revenues are ahead for this time in 2019 by \$248,308.21 and expenses are down for this time in 2019 by \$1,466,952.95. A total of 67% of the revenue budget has been received and or 65% of the expense budget has been spent. Vrchota added that expenses are expected to go up during the October outage.

Plant Operation Reports - Tons of Pope and Douglas County waste received during August totaled 2,543.21 tons plus 4,501.13 tons of waste from other counties and 167.99 tons of recycling equal to 7,212.33 tons. Total tip fee for August 2020 was \$592,349.93 and the year to date total of \$4,769,596.01.

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

	August Tons	YTD Tons	August Income	YTD Income
Tri-County	3,988.27	35,785.67	\$332,143.12	\$2,980,230.62
Stevens County	260.13	1,498.92	\$21,663.63	\$124,830.06
Grant County	252.73	1,701.60	\$21,047.35	\$141,709.24
Total Tons & Total Income	4,501.13	38,986.19	\$374,854.10	\$3,246,769.92

August 2020 Unit Availability Report – The 2020 average for all 3 units is 94.5%. Vrchota added that the unit availability will go down during the October outage.

Unit 1 – Operated 99.5% or 740 Hours out of 744 Hours for crane project downtime
Unit 2 – Operated 99.5% or 740 Hours out of 744 Hours for crane project downtime
Unit 3 – Operated 97.0% or 722 Hours out of 744 Hours shutdown for low MSW

August 2020 Steam Sales –

	Monthly K lbs.	August Income	Y.T.D. K lbs.	Y.T.D. Income
3M	8,061.00	\$38,408.36	76,008.00	\$365,866.40
Alomere	4,110.00	\$12,671.50	34,821.00	\$132,787.81
ATCC	0.00	\$50.00	0.00	\$400.00
Total	12,171.00	\$51,129.86	110,829.00	\$499,054.21

Staff are working with the college and negotiating if we will be laying up that line. They currently do not have someone with a boiler license at the college.

Turbine Generator Report – Megawatts of electricity totaling 500.36 were produced in August. The monthly total amount saved in avoided electrical costs was \$39,436.40 and a year to date total savings of \$269,358.10.

Landfill Operations Report – Ash landfill expenses for August totaled \$56,726.41 for a year to date total of \$410,530.49. August ash was 1,701.45 tons and fines were 846.92 tons for a total of ash/fines of 2,548.37 tons. Average yearly cost per ton to operate the ash landfill is \$20.37 as of August. A total of 180,000 gallons of leachate was removed from the landfill in August.

Material Recycling Facility Operations Report – Of the total of 7,044.34 tons of waste received a total of 4,144.08 tons or 58.8% of the total waste received in August was processed through the MRF facility. A total of 183.67 tons of recycling was removed during August or 4.4% of the waste processed. Vrchota added that with low msw being brought to the facility, some loads were directed right to the WTE pit.

Commodities shipped during August 2020 totaled 315.79 tons and 230 gallons of used motor oil. Year to date commodities sold was 2,258.85 tons and 3,130 gallons of oil. August income received for commodities sold was \$40,748.70 and year to date commodity income has been \$253,959.39.

Plant Maintenance Report –

- Vrchota reported that the manways at the landfill were sandblasted and coated with an epoxy paint.
- Unit 3 had some anchors fail and we lost some refractory. Demo Plus did the repair under warranty.

SCORE Programs

Organics Report

Commercial Organics Tons picked up in August 2020 – 25.90	YTD – 219.16
Residential Organics Tons August 2020 – 0.97	YTD – 8.91
Green Bag Recycling Tons – .26	YTD – 2.28

We received word from the MPCA that the waste designation plan has been approved. Each County will need to call a public hearing and take public comments for 90 days.

August 2020 Bills – The Board received the August bill list totaling \$752,657.34. The highlighted bills included A & B Welding – Control Room, Anixter – Crane Project, Braun Intertec Corp – Ash Processing Building, Breitbach – MRF Locker Room Remodel, CemSource – Quarterly Agreement, Fastenal – General Supplies, GCL Inc. – MCC Room, KFI – Short Circuit Study, Ohio Magnetics – Magnet, Richmond Engineering – Crane Project, Setco – Tires for loader, Synergies – BF2 Conveyor Payment, TC American – Control Room

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

There was a discussion on applying for CARES Act dollars for items relating to COVID – 19.

Other Business

Resolution #10 – 2020 –

Resolution #10 – 2020

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 2021 for all MSW generated in Pope and Douglas Counties to be \$57.50 per ton, based upon the lowest price available in the area. Pope/Douglas Solid Waste Management's identified Market Price includes both the cost per ton-mile for transportation and the cost per ton for disposal, assuming disposal at the Kandiyohi County Landfill. All costs were calculated using current hauling and tip fee rates offered in the region.

Pope/Douglas Solid Waste Management


Paul Gerde, Board Chairman

Attest:


Stephen Vrchota, Executive Director

Dated at Alexandria, Minnesota on September 17, 2020

Motion was made by Wright and seconded by Meyer to authorize the Board Chairman to sign Resolution #10 – 2020. Roll call vote:

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

Capital Project Review –

- Vrchota noted that Kone Cranes informed Pope/Douglas on September 3, 2020 that they will not be making the October outage. Kone has agreed to cover the cost of 2 mobilizations to split the outage into two. The rail install would happen this October and crane install would happen in the spring of 2021.
- The control room cab is on site and will be set today. The cab has a sprayed epoxy floor that should be more rugged than other floorings.
- The construction of the processing building at the landfill is almost completed. The week of September 28th crews will be in to start setting equipment.
- The compost transfer building is almost completed. This will allow the truck to dump and then be transferred to another facility until we start our own compost site.

Bonding – Meyer noted that 5 agencies bid on the bonding, with rates ranging from 1.4% to 1.54%. Vrchota added that the selected bond was for 5.4 million and will close on 10/01. This bonding was to finish the ash processing facility and equipment, for construction of cell 3 at the landfill, and the land purchase from the tech college.

MCIT Update – MCIT is looking to see if we can obtain our own insurance for 2021. MCIT has offered to pay a consultant to look for outside coverage. The facilities that need to seek coverage are Perham, Polk, Pope/Douglas, and Prairie Land.

MCIT has noted that we would be able to keep workers compensation with them but MCIT would need to do bylaw changes to keep other types of insurance.

It was noted that there will be an open house at the landfill for a tour of the completed facility on November 13th and all Board Members are welcome to attend.

There being no further business, the meeting was adjourned at 9:22 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 15, 2020**

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

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

The October 15, 2020 Board Meeting Agenda

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

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

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

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

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

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

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

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

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

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

Unit 1 – Operated 100.0% or 720 Hours out of 720 Hours

Unit 2 – Operated 100.0% or 720 Hours out of 720 Hours

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

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

September 2020 Steam Sales –

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

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

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

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

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

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

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

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

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

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

Plant Maintenance Report

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

SCORE Programs**Household Hazardous Waste Report**

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

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

Recycling Report

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

Organics Report

Organics Tons picked up in September – 35.29 YTD – 254.4

Reinbold reported the following:

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

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

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

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

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

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

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

Other Business

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

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

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

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

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

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

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

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

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

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

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

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

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

Capital Project Review –

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

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

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

Pope/Douglas Solid Waste Management


Paul Gerde, Board Chairman

Attest:



Brooke Helferman, Board Recording Secretary

**Pope/Douglas Solid Waste Management
Regular Board Meeting
November 19, 2020**

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

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

The November 19, 2020 Board Meeting Agenda

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

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

The October 15, 2020 Regular Board Minutes - Motion to approve the October 15, 2020 minutes as written was made by Lindor and seconded by Meyer. Roll call vote:

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

Financial Progress Report - The Board received the schedule of funds report and revenue and expenditure reports. With 83% of the year completed, revenues are ahead for this time in 2019 by \$515,760.43 and expenses are down for this time in 2019 by \$1,053,259.30. A total of 80.49% of the revenue budget has been received and 80.18% of the expense budget has been spent. Vrchota noted that waste was not accepted for about 10 days in October and will have less in tipping fees.

Plant Operations Report – Tons of Pope and Douglas County waste received during October totaled 1,483.28 tons plus 2,598.31 tons of waste from other counties and 33.87 tons of recycling equal to 4,115.46 tons. Total tip fee for October 2020 was \$341,176.08 and the year to date total of \$5,725,708.12.

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

	October Tons	YTD Tons	October Income	YTD Income
Tri-County	2,598.31	42,373.42	\$189,492.81	\$3,528,858.43
Stevens County	179.99	1,893.75	\$14,989.57	\$157,711.51
Grant County	142.95	2,101.15	\$11,904.88	\$174,983.77
Total Tons & Total Income	2,598.31	46,368.32	\$216,387.26	\$3,861,553.71

Vrchota added that waste was diverted from other counties during the crane rail replacement. Some of the waste haulers will catch up their delivery tons in November and December.

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

Unit 1 – Operated 24.1% or 179 Hours out of 744 Hours for installing an improved refractory system.
Unit 2 – Operated 51.5% or 383 Hours out of 744 Hours for cleaning and repairs.
Unit 3 – Operated 62.6% or 466 Hours out of 744 Hours for cleaning.

All units were down during the crane rail replacement and were cleaned and repaired in that time.

October 2020 Steam Sales – The heating boiler was used during the plant outage to keep some heat in the steam lines. During the outage both the hospital and 3M used their own boilers.

	Monthly K lbs.	Fuel Price	October Income	Y.T.D. K lbs.	Y.T.D. Income
3M	6,943	\$2.75	\$33,924.15	91,109	\$438,174.33
Alomere	1,699	\$2.75	\$6,626.10	39,968	\$152,419.11
ATCC	0	\$5.24	\$50.00	0	\$500.00
Total	8,642		\$40,600.25	131,077	\$591,093.44

Turbine Generator Report – Megawatts of electricity totaling 246.31 (Generator 1 – 4.43 Megawatts and Generator 2 – 241.88 Megawatts) were produced in October. The demand saved in October was \$9,300.00 and the monthly total amount saved in avoided electrical costs was \$19,152.40 and a year to date total savings of \$321,801.30.

Landfill Operations Report – Ash landfill expenses for October totaled \$30,931.22 for a year to date total of \$492,314.25. October ash was 1,067.30 tons and fines were 364.86 tons for a total of ash/fines of 1,432.16 tons. Average yearly cost per ton to operate the ash landfill is \$20.51 as of October. A total of 90,000 gallons of leachate was removed from the landfill (9 loads to the City of Fergus Falls Wastewater Treatment Plant and 6 loads to the PDSWM facility for treatment).

Material Recycling Facility Operations Report – Of the total of 4,081.59 tons of waste received a total of 1,927.70 tons or 47% of the total waste received in October was processed through the MRF facility. A total of 128.91 tons of recycling was removed during October or 6.7% of the waste processed.

The baling infeed conveyor was replaced during the outage. Commodities in storage were still able to be shipped during the outage.

Commodities shipped during October totaled 145.85 tons and 320 gallons of used motor oil. Year to date commodities sold was 2,769.70 tons and 4,550 gallons of oil. October income received for commodities sold was \$23,091.96 and year to date commodity income has been \$298,407.71.

Plant Maintenance Report

- An electrical company, Square D., was on site during the outage to pull apart every breaking in the plant to be cleaning. The MCC room does now have a HVAC and filter system and the doors are staying closed to keep that area cleaner.
- Repairs were made to the leachate tank as new stainless-steel legs were installed.
- Ash room floor was cut out and installed new drains and rebar and replaced concrete. New steel plates were installed where the ash containers roll on.

SCORE Programs

Organics Report

Organics Tons picked up in October – 33.08 YTD – 287.50

Reinbold reported the following:

- The organics program is still doing well. The program is moving away from the green bag program as we have seen better use from the drop sites.
- Staff have not heard from the City of Glenwood for other options for the drop center for Pope County.
- Pope Douglas hosted an open house at the Pope Douglas Solid Waste Management ash landfill for the Metal Recovery Facility and Glacial Ridge Compost Facility.
- Tom Kraemer Inc. will have a bin for Christmas Tree Recycling at the Pope/Douglas Recycling Center in Alexandria and the Pope County Health and Human Services Building in Glenwood.

Organics Transfer Agreement –

Three bids were received for organics transfer from the Glacial Ridge Compost Facility to Tri County Organics. Bidders included Tom Kraemer Inc., Alex Rubbish and Recycling, and West Central Sanitation. Staff reviewed the bids and Tom Kraemer Inc. was the lowest bid with the ability to haul up to 18 tons.

Motion to approve the organics transfer agreement with Tom Kraemer Inc. was made by Larson and seconded by Meyer. Roll call vote:

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

October 2020 Bills – The Board received the October bill list totaling \$1,481,823.80. The highlighted bills included A&B Welding – Control Room, Alexandria Electric – Crane Project & Ash Processing Conveyor Install, Breitbach Construction – MRF Locker Room Remodel, Custom Engineering and Manufacturing – Ash Processing Equipment Install, Demo Plus – Improved Refractory, Ellingson – HVAC Control Room, ETEC – Overfire Air Instrumentation, GCL Inc – Control Room Platform, Interiors Interface – Control Room Kitchenette, Kafka Conveyors – Feeder Conveyor Ash Processing, Kone Cranes – Crane Replacement, Nova Fire – Sprinkler System, Richmond Engineering – Crane Replacement & HMI Control Computers, Sunbelt Rentals – Equipment Maintenance, TC American – Control Room, USA Security – Camera System.

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

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

Other Business

Capital Project Review –

- MRF BF1 Sprinkler System was installed by Nova Fire Systems under the baler feed belt.
- Nova also installed new sprinkler heads underneath the new control room cab because it makes 2 levels in the building.
- New rails and bearings were installed on the BF1 conveyor.
- The I-beams, girders, and rail were replaced during the outage and took about 7 days to complete.
- The old control room was demoed in about 2 days.
- Vrchota added that it is estimated that after the bonding it will be about \$20,000,000 in debt with the State matching some of the dollars.

JRMA – Master Plan Design Services –

The Board approved using JRMA as the contractor for design and engineering for the facility expansion project at the June 18, 2020 meeting. Vrchota noted that JRMA would be working with local engineering companies. Vrchota noted it would be ideal to have some of the design completed so we can move forward with the project once the State dollars are released. If we did work prior to receiving the funds those funds would not be part of our matching dollars.

Motion to authorize the Pope/Douglas Solid Waste Management Board Chairman to sign the agreement with JRMA for master plan design services for a cost of \$24,500.00 was made by Meyer and seconded by Lindor.

Roll call vote:

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

Front End Loader –

The MRF is on schedule to upgrade loaders and the landfill will need an additional loader for feeding the ash into the recovery facility at the landfill. Because the environment will be much harder on equipment the old loader will be brought to the landfill and the new loader would be used at the plant. Ziegler has provided a quote using the state contract. This loader does include the fire suppression system and lube system upgrades.

Motion to authorize the purchase of a new 926M loader from Ziegler Inc. for a not to exceed cost \$215,800.00 was made by Meyer and seconded by Larson. Roll call vote:

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

Bobcat Toolcat 5600 – Vrchota noted that the scale room will be moved across the campus in the facility plan. They will need a multipurpose piece of equipment. The Toolcat is not comparable to any other piece of equipment as it is a combination of a side by side and a skid loader.

The quote does include a snowblower, bucket, broom, and pallet fork.

Motion to authorize the purchase of a Bobcat Toolcat 5600 for a not to exceed cost of \$64,574.42 was made by Meyer and seconded by Lindor. Roll call vote:

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

Bonding – Before the State will grant the matching funds, Pope/Douglas will need to show that we will have our matching funds. We will need a Resolution that the Pope/Douglas Board approves to bond and then will need to move before each County Board. A Resolution will be presented to the Pope/Douglas Board at the December 17, 2020 board meeting.

Grant County Waste Disposal Agreement – The Grant County Waste Disposal Agreement will end at the end of 2020. The updated agreement does match the tip fee costs the same as the Tri County Agreement. The new agreement will be for the years of 2021 – 2031.

Motion to approve Waste Disposal Agreement with Grant County was made by Meyer and seconded by Larson. Roll call vote:

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

Pay Equity Report – Hellerman noted that the pay equity report was completed in January. We just received the results that we are compliant.

Public Comment – There was a discussion on a neighboring facility that had some concerns with the expansion. It was noted that Vrchota has responded to the questions the facility had. It was added that we work with an inventory plan that rotates the garbage. With a new tipping floor design, we will be able to keep the doors closed longer.


The year end bill pay meeting was set for December 29, 2020 at 8:00 a.m.

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
December 17, 2020**

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

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

The December 17, 2020 Board Meeting Agenda

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

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

The November 19, 2020 Regular Board Minutes - Motion to approve the November 19, 2020 minutes as written was made by Meyer and seconded by Wright. Roll call vote:

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

Financial Progress Report - The Board received the schedule of funds report and revenue and expenditure reports. With 92% of the year completed, revenues are ahead for this time in 2019 by \$312,830.33 and expenses are down for this time in 2019 by \$810,927.90. A total of 86% of the revenue budget has been received and 90% of the expense budget has been spent. There was discussion of adding a report of total outstanding debt with line items on total interest and bond payments to be presented with the financial reports.

Plant Operations Report – Tons of Pope and Douglas County waste received during November totaled 2,181.23 tons plus 4,614.82 tons of waste from other counties and 135.59 tons of recycling equal to 6,931.64 tons. Total tip fee for November 2020 was \$572,510.52 and the year-to-date total of \$6,298,218.64. Vrchota added that 2020 could still be the highest receiving year for tons even with the October outage.

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

	November Tons	YTD Tons	November Income	YTD Income
Tri-County	4,119.82	46,493.24	\$343,098.61	\$3,871,957.04
Stevens County	262.74	2,156.49	\$21,880.99	\$179,592.50
Grant County	232.26	2,333.41	\$19,342.61	\$194,326.38
Total Tons & Total Income	4,614.82	50,983.14	\$384,322.21	\$4,245,875.92

November 2020 Unit Availability Report – The 2020 average for all 3 units is 90.2%.

Unit 1 – Operated 92.50% or 666 Hours out of 720 Hours for unit cleaning and PLC card failure.
Unit 2 – Operated 51.5% or 626 Hours out of 720 Hours for economizer tube leak.
Unit 3 – Operated 62.6% or 709 Hours out of 720 Hours for PLC card failure.

November 2020 Steam Sales – Vrchota noted that 3M has been running on some Saturdays and Sundays with both a production and heat use. The hospital's heat load is picking up. Alexandria Technical and Community College is not online. Staff have made the line so that it loops back to our plant to keep the line live and our equipment running.

	Monthly K lbs.	Fuel Price	November Income	Y.T.D. K lbs.	Y.T.D. Income
3M	12,142	\$3.78	\$62,576.25	103,251	\$500,750.58
Alomere	4,180	\$3.78	\$21,401.60	44,148	\$173,820.71
ATCC	0	\$5.86	\$50.00	0	\$550.00
Total	16,322		\$84,027.85	147,399	\$675,121.29

Turbine Generator Report – Megawatts of electricity totaling 415.47 (Generator 1 – 16.44 Megawatts and Generator 2 – 399.03 Megawatts) were produced in November. The demand saved in November was \$9,362.00 and the monthly total amount saved in avoided electrical costs was \$25,980.80 and a year-to-date total savings of \$347,782.10.

Landfill Operations Report – Ash landfill expenses for November totaled \$52,167.45 for a year-to-date total of \$544,481.70. November ash was 1,552.39 tons and fines were 775.37 tons for a total of ash/fines of 2,327.76 tons. Average yearly cost per ton to operate the ash landfill is \$20.68 as of November. A total of 90,000 gallons of leachate was removed from the landfill (2 loads to the City of Fergus Falls Wastewater Treatment Plant and 13 loads to the PDSWM facility for treatment). The ash numbers on average have increased by 1% from last year.

With the landfill now staffed with Pope/Douglas landfill employees we are looking at placing our own ash in the landfill as we handle it from the mining operation.

Ash Hauling Agreement – Alex Rubbish and Recycling have requested an increase for hauling of the ash and fines effective January 2021. The cost would go from \$160 a load up to \$168 a load. They have requested the increase due to the hours and days of operation required for the hauler and increased employee demands.

Motion to approve an increase for ash and fines hauling from \$160 per load to \$168 per load under section 2. Payment Per Service (a) Transportation of Ash/Fines as listed in the Ash, Fines, and Leachate Transportation and Disposal Agreement with Alex Rubbish and Recycling, Inc. was made by Meyer and seconded by Larson. Roll call vote:

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

Material Recycling Facility Operations Report – Of the total of 6,795.55 tons of waste received a total of 4,115.48 tons or 60.6% of the total waste received in November was processed through the MRF facility. A total of 122.26 tons of recycling was removed during November or 3% of the waste processed.

Commodities shipped during November totaled 227.12 tons and 0 gallons of used motor oil. Year to date commodities sold was 2,996.82 tons and 4,950 gallons of oil. November income received for commodities sold was \$17,449.59 and year to date commodity income has been \$315,857.30.

Plant Maintenance Report

Vrchota noted that a PLC card went bad and was replaced. This did bring down a couple of the units for a short period of time.

SCORE Programs

Organics Report

Organics Tons picked up in November – 27.64 YTD – 315.20

Reinbold reported the following:

- The organics drop sites are doing well and not having any big issues.
- The organics pile does generate enough heat that it has not frozen into a block at the landfill.

- The Christmas tree drop off will have a bin located at Pope/Douglas Solid Waste and the health and human services building in Pope County.
- Staff toured a couple of composting facilities that will be similar sizes to the one Pope/Douglas will be developing at the landfill. Staff are gathering design options and working with SEH, Inc. and a facility in Seattle on some features. Larson added that it would be good information for the appropriate board committees to attend tours of facilities.

November 2020 Bills – The Board received the November bill list totaling \$1,047,056.60. The highlighted bills included Alexandria Electric – Capital Projects, CemSource – 4th Quarter CEMS Report, Richmond Engineering – Crane Replacement, Synergies – Ash Mining Project, Tradesmen Construction – Ash Process Building, Wrigley Mechanical – Unit 2 & 3 outage.

Vrchota noted that there will be discussion with Tradesmen Construction on the ash mining building as they were 49 days late with completion. The affect it had on continuing with the project was approximately 21 days from the install of the equipment.

Motion was made by Larson and seconded by Meyer to approve payment of the bills totaling \$1,047,056.60.

Roll call vote:

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

Other Business

Capital Project Review –

An updated capital project list was presented to the Board. Vrchota noted that both groups have been bonded for.

Goff Public – Lobbyists Services Agreement –

Goff Public was the lobbyist for the 2020 bonding year. They have asked if we are interested in continuing their services for the other phase of the project. It was noted that 2021 is a nonbonding year but it is a good idea to keep our connections with the representatives that supported the project.

Motion to authorize the Pope/Douglas Solid Waste Management Executive Director to sign the agreement with Goff Public for lobbyist services for a total of \$15,000 was made by Meyer and seconded by Wright.

Roll call vote:

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

Bonding –

Vrchota noted that new for 2020, entities are allowed to spend the in-kind match after October 22, 2020 the date the bill was approved. Some items that we bonded for in 2020 would be part of the in-kind total or about 1.5 million. Pope/Douglas may only need to bond for part of the match approximately 3.5 million. There was added discussion by the Board the on which County could handle the bonding in 2021 and which would be able to do the bonding for the other half in 2022. It discussed that Pope County could do the 2021 and Douglas in 2022. A bonding meeting will be scheduled in January 2021 to discuss further.

CLA – Audit Engagement Letter – An engagement letter with Clifton Larson Allen was presented to the Board for audit services for the audit of 2020. The audit is expected to be done in May 2021. The estimated fees are \$10,000 for the audit and \$500 technology fee.

Motion to authorize the Board Chairman to sign the engagement letter with Clifton Larson Allen for the 2020 audit was made by Meyer and seconded by Lindor. Roll call vote:

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

RESOLUTION #11-2020

- WHEREAS:** Pope/Douglas Solid Waste Management employees accrue vacation according to the schedule in the Personnel Policy; and
- WHEREAS:** Vacation shall be granted at such times as it will least interfere with operations; and
- WHEREAS:** The policy notes that no employee shall retain a vacation accumulation of 30 days or 240 hours as of December 31st of each year.
- WHEREAS:** Some department heads were unable to schedule time off due to staff shortages and plant outages and would lose days of accumulated vacation time.

NOW, THEREFORE; BE IT RESOLVED, that the Pope/Douglas Solid Waste Management Board grants the Maintenance Manager, Construction Manager, and MRF Manager a 60-day grace period to this section of the Personnel Policy for only year ending December 31, 2020.

Pope/Douglas Solid Waste Management


Paul Gerde, Board Chairman

ATTEST:


Stephen Vrchota, Executive Director

Dated at Alexandria, Minnesota this 17th day of December 2020.

Motion to authorize the Board Chairman to sign the Resolution 11 – 2020 was made by Meyer and seconded by Larson. Roll call vote:

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

There being no further business, the meeting was adjourned at 9:34 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
Year End Board Meeting
December 29, 2020**

Board Members Present: Paul Gerde, Charlie Meyer, and Heather Larson

Board Members Present Remotely: Larry Lindor and Jerry Wright

Others Present: Stephen Vrchota and Brooke Hellerman

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, Mission Mechanical – MCC Room Air Conditioner; Synergies – Baler BF2 Final Payment; USA Security – partial payment on security system; Westmor Industries – Sandblasting the Leachate Storage Tank.

Motion was made by Lindor and seconded by Larson to approve the payment of the year end bills totaling \$154,150.25. Roll call vote:

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

2020 Mileage Reimbursement and Per Diem Rates – Motion was made by Meyer and seconded by Larson to set the 2020 Mileage Reimbursement consistent with Federal Guidelines and to set the Per Diem at \$100 per meeting. Roll call vote:

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

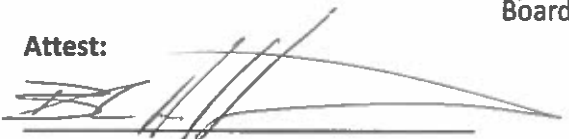
Other Business – Vrchota noted that MCIT had just provided two quotes for property insurance coverage. Unlike 2020, the reinsurance will fall 100% on the waste facilities in 2021. We do have insurance in 2021 but will need to revisit in 90 days which coverage option we are moving forward with. If one group moves away from MCIT the rest of the groups will need to as well. There was a discussion on creating a separate joint powers agreement for going out for insurance as a group and having board members from each group on that board. At a future meeting, the board will need to take action on property reinsurance coverage.

There being no further business, the meeting was adjourned at 8:37 a.m. by Chairman Gerde.

Pope/Douglas Solid Waste Management


Board Chairman

Attest:


Brooke Hellerman, Board Recording Secretary