

**Pope/Douglas Solid Waste Management  
Regular Board Meeting  
January 21, 2021**

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

**Board Members Present Remotely:** Larry Lindor

**Others Present:** Stephen Vrchota, Brooke Hellerman, Michael Martin

Vrchota called the meeting to order.

The Pledge of Allegiance to the Flag was recited.

Nominations were accepted for the 2021 Board Chairman. Meyer nominated Gerde for Board Chairman. Motion to cease nominations and cast a unanimous ballot was made by Meyer and seconded by Lindor. Motion carried.

Board Chairman Gerde called for nominations for 2021 Board Vice-Chairman. Wright nominated Meyer for Board Vice-Chairman. Motion to cease nominations and cast a unanimous ballot was made by Wright and seconded by Lindor. Motion carried.

Board Chairman Gerde appointed the 2021 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 21, 2021, 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:

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

**The December 17, 2020 Regular Board Minutes and December 29, 2020 Special Bill Paying Board Meeting Minutes** – Motion to approve the December 17, 2020 and December 29, 2020 minutes as written was made by Meyer and seconded by Wright. Roll call vote:

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

**Financial Progress Report as of December 31, 2020** – The Board received the monthly operating report, schedule of funds reports, and revenue and expenditure reports as of December 31, 2020. With 100% of the year over with, revenues are ahead for this time in 2019 by \$498,947.58 and expenses are down for this time in 2019 by \$716,285.71 in the general operating account. A total of \$11,360,007.16 or 105.88% of the 2020 revenue budget has been received and a total of 99.64% of the expense budget has been spent. Bond payment schedules and 2020 service fee collections were added to the funds report as requested by the Board.

**Plant Operations Report** – Tons of Pope and Douglas County waste received during December totaled 2,155.16 tons plus 5,322.65 tons of waste from other counties and 140.19 tons of recycling equal to 7,618.00 tons and a year-to-date total of waste received of 84,331.29 tons. Total tip fee for December 2020 was \$628,482.48 and a year-to-date tip fee of \$6,942,330.62. Vrchota reported that this was the highest processing year for Pope/Douglas Solid Waste Management, but the Pope and Douglas County tons were slightly down.

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

	December Tons	YTD Tons	December Income	YTD Income
Tri-County	4,804.92	51,298.16	\$400,153.73	\$4,272,110.77
Stevens County	299.94	2,456.43	\$24,979.00	\$204,571.50
Grant County	217.79	2,551.20	\$18,137.55	\$212,463.93
<b>Total Tons &amp; Total Income</b>	<b>5,322.65</b>	<b>56,305.79</b>	<b>\$443,270.28</b>	<b>\$4,689,146.20</b>

December 2020 Unit Availability Report

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

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

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

Averages for 2020

Unit 1 operated 88.3%, Unit 2 – 89%, and Unit 3 – 93.3%. Average for all 3 units combined – 91%.

December 2020 Steam Sales

	Monthly K lbs.	Fuel Price	December Income	Y.T.D. K lbs.	Y.T.D. Income
3M	14,964.00	\$4.12	\$82,115.59	118,215.00	\$582,866.17
Alomere	6,246.00	\$4.12	\$34,447.92	50,394.00	\$208,298.63
ATCC	0.00	\$6.20	\$50.00	0.00	\$600.00
<b>Total</b>	<b>21,210.00</b>		<b>\$116,643.51</b>	<b>168,609.00</b>	<b>\$791,764.80</b>

Vrchota noted that 3M was below expected with restriction due to COVID-19. He added that the contract has expired with Alexandria Technical and Community College. They are looking at their incentives of using steam versus using natural gas. The line is laid up to cycle steam through the pipe in a loop back to Pope/Douglas.

Turbine Generator Report – Megawatts of electricity totaling 549.56 (Generator 1 – 21.18 Megawatts and Generator 2 – 528.38 Megawatts) were produced in December for a year to date total 6,231.79 megawatts. The demand saved in December 2020 was \$10,698.10 and the monthly total amount saved in avoided electrical costs was \$32,680.50 and a year-to-date total savings of \$380,462.60.

Bypass – A year to date total of 303.91 tons of waste was bypassed in 2020. Tons bypassed in the 4th quarter of 2020 were 79.21 tons and the breakdown was as follows: October 20.03 tons, November 26.65 tons, and December 32.53 tons.

Confidential Burn/Special Burn December 2020 – Year to Date Confidential Burn/Special Burn tons have totaled 218.95 tons and year to date income totaled \$83,525.34.

October	4.50 tons	\$1,509.89
November	27.24 tons	\$23,311.14
December	23.23 tons	\$7,446.47
<b>4<sup>th</sup> Quarter Total</b>	<b>54.97 tons</b>	<b>\$32,267.50</b>

Landfill Operations Report – Ash landfill expenses for December 2020 totaled \$52,074.82 for a year-to-date total for 2020 - \$596,556.52. December ash equaled to 1,723.93 tons and fines equaled 964.49 tons for a combined December total of 2,688.42 tons and a year-to-date ash/fines total of 29,120.08 tons. Average yearly cost per ton to operate the ash landfill is \$20.57 as of December 2020. A total of 84,000 gallons of leachate were removed (2 loads to the City of Fergus Falls Wastewater Treatment Plant and 12 loads to the PDSWM facility for treatment). Vrchota added that a new fines screen will be installed during the spring outage.

**Material Recycling Facility Operations Report** – Of the total of 7,477.81 tons of waste received a total of 4,325.45 tons (57.8% of the total waste received in December was processed through the facility). A total of 197.12 tons of recycling was removed during December or 4.6% of the waste processed. A year-to-date total of 1,853.01 tons have been removed from the trash or 3.6%.

Commodities shipped during December 2020 totaled 320.01 tons. Year to date commodities sold in 2020 were 3,316.83 tons and 5,225 gallons of used motor oil. December income received for commodities sold was \$40,919.05 and a year-to-date income of \$356,776.35 and YTD used oil income of \$0.00.

**Jon Dalum reported the following:**

- Scrap Metal pricing is coming up while OCC pricing kept dropping in 2020.
- Tons through the MRF were down early in the year with COVID-19 but overall, the MRF had a good year.

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

- A piece of steel fell out of the Unit 3 feed chute in January so we will see an outage in the next month reports.
- A PO was issued for CTI Industries to order material and be available for the spring outage to install tub liners in the condensers.

**SCORE Programs**

**Household Hazardous Waste Report**

Y.T.D. Residents Bringing Items In – 6,089

Y.T.D. Residents Taking Items Out – 1,055

**Recycling Report**

Y.T.D. Vehicles – 29,721

Alex Recycling Center Avg. Vehicles Per Day – 96

**Organics Report**

Commercial Organics Tons picked up in December 2020 – 25.35

YTD Tons – 340.50

Residential Organics Tons December 2020 – .95

YTD Tons – 13.79

Green Bag Recycling YTD Tons – 2.56

**Reinbold reported the following topics:**

- Staff have reached out to the City of Glenwood if they have come up with other options for drop sites besides the location they did not approve of. The green bag organics collection has now ended for Glenwood.
- Staff have been working on the process of getting a new website developed along with another entity to develop a waste wizard for the website. The Counties, Cities, and Townships will have the ability to install the widget on their websites as well.
- Waste designation ordinance was sent to each County last week along with waste designation letters and contracts were sent to the haulers.
- The 10-year solid waste plan was moved up and will now be due in 2021.

**December 2020 Bills** - The Board received the December bill list totaling \$449,608.57. The highlighted bills included Alexandria Electric – Capital Projects, ETEC – Overfire Air, Ohio Magnetics – Rectifier, Richmond Engineering – Crane Replacement, Short Elliott Hendrickson – Geotechnical and permitting.

Motion was made by Meyer and seconded by Larson to approve payment of the bills totaling \$449,608.57.

**Roll call vote:**

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

### Other Business

Capital Project Review – An updated capital project list was presented to the board. Martin explained to the Board some of the cost differences with the crane project that included new crane rail beams and a larger control cab to include two offices.

#### *Switchboard*

The Board was presented with two quotes for a new switchboard. The Square D quote came in at \$29,613 and Siemens at \$40,200. The Square D also has a shorter lead time to allow for installation during the spring outage.

Motion was made by Meyer and seconded by Wright to approve the purchase of the switchboard with Square D in the amount of \$29,613. Roll call vote:

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

#### *Engineered Compost Systems*

Vrchota noted to the board that an agreement was already approved on a time and material basis with Engineered Compost Systems for engineering of aeration, fan, and controls at the compost facility. This is based on time and material and can be cancelled at any time.

#### *Landfill Update*

Nick Trinka the Landfill Manager presented a capital equipment cost spreadsheet for the landfill operation. Trinka noted some processing equipment were not included in the original budget plan such as the trommel, magnet, rectifier, and a hand sorting line into the system. Videos of the plant processing some material were also presented to the Board.

Vrchota added that staff have been working with Alex Rubbish on costs to purchase the bulldozer to operate it with our own staff to move the ash into the landfill.

The Board noted they would like to meet out at the landfill once the facility is up and running.

#### *CAP Phase II*

Vrchota stated that Pope/Douglas will be in the bill for the 2021 session for phase II of the CAP project. We have the same authors as we did with phase I.

### SEH – Compost Building Design Agreement

An agreement for professional services was presented to the board for Compost Facility and modular office design work for the projects in the CAP Grant in the amount of \$54,200.

Motion was made by Lindor and seconded by Larson to approve the Compost Building Design Service Agreement with Short Elliott Hendrickson Inc. for an amount of \$54,200. Roll call vote:

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

Bonding – Vrchota noted that for the grant process we will need to show we have the funds to move forward with the projects in the CAP Grant Application. It was added that approximately 1.2 million in funds have already been bonded for items that can be applied to the grant.

### Resolution 1 – 2021

#### **RESOLUTION NO. 1 - 2021**

WHEREAS, 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, along with the Pope County Board and Douglas County Board approved resolutions regarding a Capital Assistance Grant Application in 2019.

WHEREAS, the Joint Board, Pope County Board, and Douglas County Board were in support of the CAP project at \$18.9 million, provided that \$9 million in funds is being provided by the State and \$9.9 million would be provided by Pope/Douglas Solid Waste Management

WHEREAS, during the Fifth Special Session of 2020 a bill was passed that included bonding for the Pope Douglas Solid Waste Management organics composting facility and environmental learning center in the amount of \$5 million dollars for Phase I of II of the project.

WHEREAS, the Joint Board will need a bond to fund the matching portion of the CAP Grant.

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 21<sup>st</sup> day of January 2021.

Attest:

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

  
\_\_\_\_\_  
Pope/Douglas Solid Waste Management Chairman

Motion to authorize the Board Chairman to sign the Resolution 1 – 2021 was made by Meyer and seconded by Wright. Roll call vote:

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

Resolution 2 – 2021

Resolution No. 2 - 2021

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

**Resolution Requesting the Issuance by Pope County of  
\$5,000,000 General Obligation Solid Waste Revenue Bonds, Series 2021A**

- A. WHEREAS, the Pope/Douglas Joint Solid Waste Management Board (the “Joint Board”) operates a solid waste management system (the “Facilities”) located at 2115 Jefferson Street, in Alexandria, Minnesota, pursuant to the terms of a Third Amended Joint Powers Agreement (“Agreement”) between Pope County and Douglas County;
- B. WHEREAS, it is proposed that the Joint Board undertake the acquisition of various equipment replacements and upgrades, and the construction of various buildings for the organics composting facility and environmental learning center with a cost of approximately \$5,000,000 (the “Project”). The Project is expected to be owned 25% by Pope County and 75% by Douglas County, as permitted by Section 6 of the Agreement; and
- C. WHEREAS, the Joint Board is proposing that Pope County issue its General Obligation Solid Waste Revenue Bonds, Series 2021A, in the approximate principal amount of \$5,000,000 (the “Bonds”) pursuant to Section 7 of the Agreement to finance the Project.

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

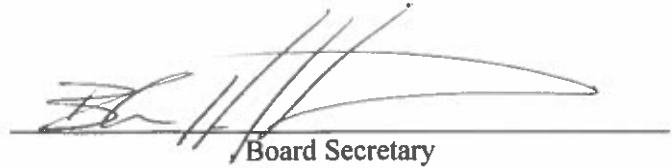
The motion for the adoption of the foregoing resolution was duly seconded by Joint Board Member Meyer and, after full discussion thereof and upon a vote being taken thereon, the following Joint Board Members voted in favor thereof:

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

and the following voted against the same:

Whereupon said resolution was declared duly passed and adopted.

Dated this 21<sup>st</sup> day of January 2021.



Board Secretary

**Estensen Environmental – Annual Reporting**

A schedule of reports was presented to the Board with the due date and estimated hours to complete the reports by Estensen Environmental. The estimated cost for completing the reports is \$15,980.00.

Motion was made by Larson and seconded by Meyer to approve Estensen Environmental for an amount of \$15,980.00. Roll call vote:

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

**Insurance Update**

A letter from MCIT was shared with the Board to show that we are insured for 2021 but 100% of the reinsurance coverage does fall on the Waste to Energy Members. It was noted that an engineering survey should be completed. There was discussion on creating a separate joint powers board with the other facilities for insurance purposes.

**Public Comment**

It was noted that there is a nonprofit that has some concerns for the Board. They were invited to present at the meeting but did not attend.

There being no further business, the meeting was adjourned at 10:40 a.m. by Chairman Gerde.

**Pope/Douglas Solid Waste Management**



Paul Gerde, Board Chairman

**Attest:**



Brooke Hellerman, Board Recording Secretary