

**Pope/Douglas Solid Waste Management  
Regular Board Meeting  
January 19, 2023**

<b>Attendee Name</b>	<b>Title</b>	<b>Status</b>
Paul Gerde	Pope County Commissioner (2023 PDSWM Chairman)	Present
Charlie Meyer	Douglas County Commissioner (2023 PDSWM Vice Chair)	Present
Larry Lindor	Pope County Commissioner	Absent
Keith Englund	Douglas County Commissioner	Present
Jerry Wright	Designated Representative	Present
Stephen Vrchota	Executive Director	Absent
Brooke Hellerman	Board Recording Secretary	Present

Others Present: Jon Dalum, Michael Martin, Karl Frovarp, Gary Schneider, Brad Schultz, and Megan Hansen.

Hellerman called the meeting to order.

The Pledge of Allegiance to the Flag was recited.

Nominations were accepted for the 2023 Board Chairman. Meyer nominated Gerde for Board Chairman, and Wright seconded the nomination. Motion to cease nominations and cast a unanimous ballot was made by Meyer and seconded by Wright. Motion carried.

Board Chairman Gerde called for nominations for 2023 Board Vice-Chairman. Englund nominated Meyer for Board Vice-Chairman, and Wright seconded the nomination. Motion to cease nominations and cast a unanimous ballot was made by Wright and seconded by Englund. Motion carried.

Board Chairman Gerde appointed the 2023 committee members:

**Recycling Committee** – Lindor and Englund

**Landfill Operations Committee** – Gerde and Meyer

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

**Ordinance Committee** – Meyer and Gerde

**Dispute Resolution Committee** – Wright

**The January 19, 2023, Board Meeting Agenda**

The Board received the agenda with the addition of Pay Equity Report and Safety Training Software. Motion to approve the agenda with additions was made by Meyer and seconded by Englund. Motion carried.

**The December 15, 2022, Regular Board Minutes and December 28, 2022, Bill Pay Meeting Minutes** –

Motion to approve the December 15, 2022, and December 28, 2022, minutes as written was made by Wright and seconded by Meyer. Motion carried.

**Financial Progress Report as of December 31, 2022** – The Board received the monthly operating report, schedule of funds reports, and revenue and expenditure reports as of December 31, 2022. With 100% of the year over, revenues are down for this time in 2021 by \$579,684.05 and expenses are down for this time in 2021 by \$169,677.95 in the general operating account. A total of \$12,850,810.97 or 98.60% of the 2022 revenue budget has been received and a total of \$13,360,402.82 or 103.13% of the expense budget has been spent.

Motion to approve of the financial reports as of December 31, 2022 was made by Meyer and seconded by Wright. Motion carried.

**Plant Operations Report** – Tons of Pope and Douglas County waste received during December totaled 2,068.72 tons plus 4,543.68 tons of waste from other for a monthly total of 6,612.40 tons and the total of waste received for the year of 78,897.86 tons. Total tip fee for December 2022 was \$603,481.25 and total for the year equaled to \$7,185,265.01.

Schneider reported that 2 new hires will be starting in the next couple of weeks. This will bring the Operations department back to full staff.

**Waste Received from Other Counties** – The following waste was received from other counties during December 2022:

	December Tons	YTD Tons	December Income	YTD Income
Tri-County	4,036.02	45,418.40	\$363,524.32	\$4,090,835.31
Stevens County	311.97	1,987.64	\$28,099.14	\$179,026.74
Grant County	195.69	2,647.64	\$17,625.80	\$238,472.93
<b>Total Tons &amp; Total Income</b>	<b>4,543.68</b>	<b>50,053.68</b>	<b>\$409,249.26</b>	<b>\$4,508,334.98</b>

**Unit Availability Report**

Unit 1 – Operated 99.7% or 742 Hours out of 744 Hours temperature probe replacement.  
 Unit 2 – Operated 94.5% or 703 Hours out of 744 Hours for glycol leak in feed chute.  
 Unit 3 – Operated 98.7% or 734 Hours out of 744 Hours for feedwater pump repair.

**Averages for 2022**

Unit 1 operated 93.3%, Unit 2 – 92.3%, and Unit 3 – 94.4%. Average for all 3 units combined – 93.6%.

**Steam Sales**

	Monthly K lbs.	Fuel Price	December Income	Y.T.D. K lbs.	Y.T.D. Income
3M	13,041.00	\$9.27	\$95,437.16	129,268.00	\$1,004,543.47
Alomere	2,746.00	\$9.27	\$30,812.81	18,478.00	\$168,075.46
<b>Total</b>	<b>15,787.00</b>		<b>\$126,249.97</b>	<b>147,746.00</b>	<b>\$1,172,618.93</b>

**Turbine Generator Report** – Megawatts of electricity totaling 178.23 (Generator 1 – 178.23 Megawatts and Generator 2 – 0 Megawatts) were produced in December for a year to date total 4,701.16 megawatts. The demand saved in December 2022 was \$4,124.52 and the monthly total amount saved in avoided electrical costs was \$11,253.72 and a year-to-date total savings of \$308,322.72.

**Bypass** – A year to date total of 190.68 tons of waste was bypassed in 2022. Tons bypassed in the 4th quarter of 2022 were 42.95 tons and the breakdown was as follows: October 16.18 tons, November 14.36 tons, and December 12.41 tons.

**Confidential Burn/Special Burn** – Year to Date Confidential Burn/Special Burn tons totaled 263.16 tons and year to date income totaled \$101,359.38.

October	25.95 tons	\$8,260.20
November	27.98 tons	\$13,999.05
December	15.51 tons	\$7,558.79
<b>4<sup>th</sup> Quarter Total</b>	<b>69.44 tons</b>	<b>\$29,818.04</b>

**Landfill Operations Report** – Ash landfill expenses for December 2022 totaled \$75,045.18 for a year-to-date total for 2022 - \$851,137.00. December ash equaled to 1,589.22 tons and fines equaled 557.90 tons for a combined December total of 2,147.12 tons and a year-to-date ash/fines total of 25,345.08 tons. Average yearly cost per ton to operate the ash landfill is \$39.93 as of December 2022. A total of 102,000 gallons of leachate were removed with 6 loads to the City of Fergus Falls Wastewater Treatment Plant and 11 loads to the PDSWM facility for treatment.

**Metal Recovery** – Metal shipped out of the landfill included 133.79 tons of ferrous, 0 tons of 0-10 fraction, and 24.40 tons of 10-45 fraction and 0 tons of over 45mm hand sorted material. The metal recovery facility received \$67,391.24 in December for a year total received of \$739,842.17.

Trinka noted that the processing facility is currently running as staff had wind rowed material this fall so that they had material to get through the winter. Pricing on ferrous and non-ferrous metal have started to increase from October 2022.

**Compost Facility** – Staff are working on a report for organic material delivered to the compost facility for 2023. There were two weather related issues at the compost facility with a fan faulting out.

**Material Recycling Facility Operations Report** – Of the total of 6,627.91 tons of waste received a total of 4,116.06 tons (62.1% of the total waste received in December was processed through the facility). A total of 129.07 tons of recycling was removed during December or 3.1% of the waste processed. Total tons removed for the year equaled 1,876.03 tons or 3.7%.

Commodities shipped during December 2022 totaled 191.11 tons and 250 gallons of used motor oil. Year to date commodities sold in 2022 were 2,384.28 tons and 4,860 gallons of used motor oil. December income received for commodities sold was \$13,031.87 and a year-to-date income of \$555,535.50 and YTD used oil income of \$0.00.

Dalum reported the following:

- There were some staffing issues in 2022, but it has been much better now; the mid – year increase along with the year end increase have helped.
- Less cardboard was received at the facility from waste haulers and a reason why the commodities received were much less in 2022 than in 2021.
- Income received was less due to receiving less cardboard and because of the commodity markets. Cardboard, scrap metal, and baled tin all see significant price decreases in 2022 from 2021.

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

- Unit 2 had a glycol leak that needed to be fixed as staff were having to add glycol weekly.
- Unit 3 had a feedwater pump that the seals went out of. Staff were able to swap the pump with another pump and it is in the process of being rebuilt.
- Unit outages will be occurring in the spring for all 3 units. During these outages some refractory will be repaired along with replacing a drag chain.
- Unit 2 generator should be here near the end of January.

### **SCORE Programs**

#### **Household Hazardous Waste Report**

Y.T.D. Residents Bringing Items In – 8,479

Y.T.D. Residents Taking Items Out – 1,309

#### **Recycling Report**

Y.T.D. Vehicles – 32,246

Recycle Center Y.T.D. Tons – 449.81

#### **Organics Report**

Y.T.D. Organics Tons – 364.20

**Bills** – The Board received the December bill list totaling \$707,388.84, capital projects added up to \$270,353.24 of the bill list. The highlighted bills include: Breitbach Construction – Phase 1 site work; DM Enterprises – MRF Expansion Conveyors; Fabco Industries – Baghouse bags; JR Miller – Engineering facility expansion; MCIT – Insurance; S.E.H. Inc. – Permitting for MRF Expansion; US Sitework – Cell 3 Expansion

Motion was made by Wright and seconded by Meyer to approve payment of the bills totaling \$707,388.84. Motion carried.

**Other Business**

**Capital Project Review – Martin reported:**

- The maintenance building project (old Cenex building) is nearing completion. Pictures of the maintenance building moving into place and concrete being added were presented to the Board.
- The Environmental Center and MRF Expansion will be going out for bid within the month.
- The MPCA has requested information on inflation numbers from Breitbach Construction.

**Resolution 1 – 2023**

**RESOLUTION #1 – 2023**

- WHEREAS:** Pope/Douglas Solid Waste Management has five active bonds. Payment for bond interest is due February 1, 2023.
- WHEREAS:** The Douglas County 2019A interest payment of \$201,825.00 is due on February 1, 2023; and
- WHEREAS:** The Pope County 2019A interest payment of \$60,415.00 is due on February 1, 2023; and
- WHEREAS:** The Douglas County 2020A interest payment of \$45,677.50 is due on February 1, 2023; and
- WHEREAS:** The Pope County 2021A interest payment of \$41,707.50 is due on February 1, 2023; and
- WHEREAS:** The Douglas County 2022A interest payment is not due until August 1, 2023; and
- WHEREAS:** There is a \$475.00 agent fee due for each county for a total of \$950.00 this is to be paid with the interest payments that are due on February 1, 2023; and
- WHEREAS:** There is a \$4,000.00 fee for arbitrage reporting fee in connection with the Douglas County 2020A; and
- 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 \$354,575 into the bonds and interest account from the general operating account for payment of the bond interest payments listed above.

**Pope/Douglas Solid Waste Management**



**Paul Gerde, Board Chair**

**ATTEST:**



**Brooke Hellerman, Board Recording Secretary**

**Dated at Alexandria, Minnesota this 19<sup>th</sup> day of January 2023.**

Motion was made by Meyer and seconded by Englund to approve Resolution #1 – 2023. Roll call vote: Gerde – Yes Englund – Yes Lindor – Absent Meyer – Yes Wright – Yes Motion carried.

**RESOLUTION #2-2023**

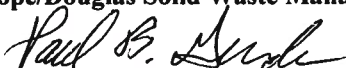
**WHEREAS:** The Pope/Douglas Solid Waste Management Board is responsible for administering the Recycling, Household Hazardous Waste, Waste Education, and all other SCORE items as required by the State of Minnesota; and

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

**WHEREAS:** The 2023 budget for internal SCORE transfer is \$467,000.00.

**NOW, THEREFORE; BE IT RESOLVED,** that the Pope/Douglas Solid Waste Management Board instructs the Douglas County Auditor/Treasurer to transfer \$467,000.00 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**



**Paul Gerde, Board Chairman**

**ATTEST:**



**Brooke Hellerman, Board Recording Secretary**

**Dated at Alexandria, Minnesota this 19<sup>th</sup> day of January 2023.**

Motion was made by Meyer and seconded by Wright to approve Resolution #2 – 2023. Roll call vote: Gerde – Yes Meyer – Yes Wright – Yes Englund – Yes Lindor – Absent Motion carried.

**Pay Equity Report**

The pay equity report is due at the end of January. This report must be submitted every 3 years. David Drown and Associates completed the scoring of positions using the Jet method in October 2022.

Motion to approve of scoring with the Jet method and to submit the pay equity report was made by Wright and seconded by Englund. Motion carried.

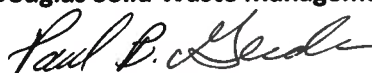
**Safety Training Software**

Schultz noted that the current safety training software Safety Skills was recently bought out and the pricing for the service has increased. JJ Keller has restructured their programing and has had a price decrease. The JJ Keller software has online safety training courses but also, SDS management and other tools that staff can use.

Motion to move forward with the one – year agreement with JJ Keller was made by Meyer and seconded by Wright. Motion carried.

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

**Pope/Douglas Solid Waste Management**



**Paul Gerde, Board Chairman**

**Attest:**



**Brooke Hellerman, Board Recording Secretary**