

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

Attendee Name	Title	Status
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
Total Tons & Total Income	4,543.68	50,053.68	\$409,249.26	\$4,508,334.98

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
Total	15,787.00		\$126,249.97	147,746.00	\$1,172,618.93

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
4th Quarter Total	69.44 tons	\$29,818.04

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 19th 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

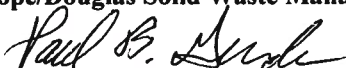
WHEREAS: The Pope/Douglas Solid Waste Management Board is responsible for administering the Recycling, Household Hazardous Waste, Waste Education, and all other SCORE items as required by the State of Minnesota; and

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 19th 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.

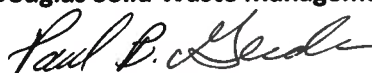
Safety Training Software

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

**Pope/Douglas Solid Waste Management
Regular Board Meeting
February 16, 2023**

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

Others Present: Jon Dalum, Karl Frovarp, Gary Schneider, Nick Trinkka, Nathan Reinbold, and Dan Behnke

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

The February 16, 2023, Board Meeting Agenda

The Board received the agenda with the addition of Long-Range Planning Meeting Update, Special Burn Fees, Support Services Agreement, Landfill Monitoring Agreement, Third Party Study with Barr, and the removal of Resolution 3 – 2023. Motion to approve the agenda with the changes was made by Meyer seconded by England. Motion carried.

The January 19, 2023, Regular Board Minutes – Motion to approve the January 19, 2023, minutes as written was made by Wright and seconded by Lindor. Motion carried.

Financial Progress Report as of January 31, 2023 – PDSWM hasn't received the January reports from Douglas County yet. New staff with Douglas County are going through training and haven't yet completed the financial reports.

Plant Operations Report – Tons of Pope and Douglas County waste received during January totaled 2,174.49 tons plus 4,917.39 tons of waste from other for a monthly total of 7,091.88 tons. Total tip fee for January 2023 was \$671,439.28.

Schneider reported that management has completed some interviews to fill some vacancies in the operations department. Staff are working on updating the training manual for operations.

Waste Received from Other Counties – The following waste was received from other counties during January 2023:

	January Tons	January Income
Tri-County	4,463.72	\$418,116.67
Stevens County	243.19	\$22,779.61
Grant County	210.48	\$19,715.66
Total Tons & Total Income	4,917.39	\$460,611.94

Unit Availability Report

Unit 1 – Operated 99.9% or 743 Hours out of 744 Hours.
Unit 2 – Operated 99.9% or 743 Hours out of 744 Hours.
Unit 3 – Operated 99.6% or 741 Hours out of 744 Hours.

Vrchota noted that the small amounts of down time were due to some issues with the cranes.

Steam Sales

	Monthly K lbs.	Fuel Price	January Income
3M	15,571.00	\$8.63	\$114,507.94
Alomere	2,232.00	\$8.63	\$23,145.84
Total	17,803.00		\$137,653.78

Turbine Generator Report – Megawatts of electricity totaling 432.00 (Generator 1 – 432.00 Megawatts and Generator 2 – 0 Megawatts) were produced in January. The demand saved in January 2023 was \$10,666.98 and the monthly total amount saved in avoided electrical costs was \$27,946.98. Frovarp noted that there still is no firm delivery date for the new generator.

Landfill Operations Report – Ash landfill expenses for January 2023 totaled \$62,042.33. January ash equaled to 1,724.06 tons and fines equaled 533.79 tons for a combined January total of 2,257.85 tons. Average yearly cost per ton to operate the ash landfill is \$33.41 as of January 2023. A total of 78,000 gallons of leachate were removed with 13 loads coming to the PDSWM facility for treatment.

Metal Recovery – Metal shipped out of the landfill included 139.12 tons of ferrous, 20 tons of 0-10 fraction, and 29.49 tons of 10-45 fraction and 0 tons of over 45mm hand sorted material with a recovery of 6%. The metal recovery facility received \$31,053.96 in January. Trinkka reported that for most of 2022 the price for metal was under \$100/ton. We should start seeing better numbers with commodity prices increasing.

Material Recycling Facility Operations Report – Of the total of 7,091.88 tons of waste received a total of 4,563.38 tons (64.3% of the total waste received in January was processed through the facility). A total of 124.91 tons of recycling was removed during January or 2.7% of the waste processed.

Commodities shipped during January 2023 totaled 164.09 tons and 160 gallons of used motor oil. January income received for commodities sold was \$43,103.19.

Dalum reported the following:

- Cardboard numbers are down due to no value and paying for shipment of the commodity.
- A few shipments of other commodities including aluminum and paper were shipped out recently.
- Like the metal recovery facility, the MRF is also seeing commodity pricing starting to increase.

Plant Maintenance Report – Frovarp reported the following:

- Unit 1 is down for major refractory repair and work on the combustor.
- Boiler inspection for unit 1 took place recently and that went well.
- There was a glycol leak on unit 2 that was brought down for repair and is back up again.
- The roto screen in the MRF was replaced last month. This is the screens for the fines material.
- RATA testing went well, there is a probe and flanges that will need to be fixed on the stacks.

SCORE Programs

Vrchota noted that the public comment period has completed for the solid waste plan. There were some math errors that have been corrected in the plan. There was discussion on landfill numbers. Management expects the landfill delivery numbers to decrease once waste designation is implemented.

Reinbold reported the following:

- Different communities have expressed interest in community cleanup events. There will be events coming up in Brandon/Evansville and Osakis.
- The Starbuck drop site will be used this spring for the Pope County recycling collections. Staff have discussed reusing the hut from the Alexandria site for Pope County.
- There was a discussion on an E-waste collection event this spring.

Bills – The Board received the January bill list totaling \$560,793.81, capital projects added up to \$26,210.37 of the bill list. The highlighted bills include: Breitbach Construction – Phase 1 site work; Bulk Handling Systems – Equipment Maintenance; Fabco – Equipment Maintenance; Richmond Engineering – Equipment Maintenance.

Motion was made by Lindor and seconded by Englund to approve payment of the bills totaling \$560,793.81. Motion carried.

Other Business

Capital Project Review –

- Vrchota noted that the Pope Douglas project was in the initial governor’s bonding bill, but we are not currently named in the other bills right now. There was a discussion on lead authors and State match of the project.
- Staff recently applied for an EPA Solid Waste Infrastructure Grant. The Grant Application was submitted and requested 2.52 million towards equipment for the MRF.
- A spreadsheet was presented to the board members of where the bonded dollars have been spent, including the compost building expansion, fast seal door, land purchase, baler rebuild, scale, engineering.

Organics Hauling Agreement –

The organics collection program started as a pilot program that was intended to be handed over to the waste haulers once the new solid waste ordinances took effect. It is still approximately two years out for that to happen. A request for bid went out to all waste haulers in Pope and Douglas County. Pope Douglas only received one bid for the collection from Alex Rubbish and Recycling.

Motion to approve the organics hauling agreement with Alex Rubbish and Recycling was made by Lindor and seconded by Wright. Motion carried.

Environmental Center Hours –

Due to staffing issues within the Environmental Center staff will need to adjust the hours open to the public. It was suggested that the Environmental Center close on Wednesday’s and open 1 Saturday a month.

The facility hours would be Monday, Tuesday, Thursday, and Friday from 8:00 a.m. – 4:00 p.m. and the 2nd Saturday of each month from 8:00 a.m. - 2:00 p.m.

Motion was made by Englund and seconded by Lindor to approve the updated Environmental Center hours as presented, effective March 1, 2023. Motion Carried.

Meeting Adjustments and Year End Bill Pay Meeting –

The Pope/Douglas Joint Powers Board Meetings are regularly scheduled for the 3rd Thursday of each month at 8:00 a.m., they occasionally need to be adjusted for staff to attend the Tri-County Solid Waste Commission Meetings. Tri – County would also like another joint session in August and to set the year end bill pay meeting.

Pope Douglas Meeting Dates:

March 16, 2023, at 7:00 a.m.
April 20, 2023, at 8:00 a.m.
May 18, 2023, at 7:00 a.m.
June 15, 2023, at 8:00 a.m.
July 20, 2023, at 8:00 a.m.
August 17, 2023, at 8:00 a.m.
August 29, 2023, at 10:00 a.m. Melrose City Center – Tri County Joint Session

September 21, 2023, at 8:00 a.m.
October 19, 2023, at 8:00 a.m.
November 16, 2023, at 7:00 a.m.
December 21, 2023, at 8:00 a.m.
December 27, 2023, at 9:00 a.m. Year End Bill Pay Meeting

Motion to approve the 2023 meeting dates and times as presented was made by Lindor and seconded by Englund. Motion carried.

Tri – County Joint Session –

Vrchota noted that we will want the joint meetings with the Tri – County Solid Waste Commission to be as beneficial as possible. There was a discussion knowing Tri-County's plan for 2026 and beyond. We would also like to have a conversation about some of the waste that is coming into the Pope/Douglas facility. The MPCA supports the waste hierarchy, it was suggested to have a representative with the MPCA attend the next joint session.

Long Range Planning Meeting/Ordinance Meeting Update –

There was a long-range planning/ordinance meeting in January. Those committee members reviewed other revenue funding options like a hauler collected fee. The solid waste service fee went up a few years ago but that does not adjust with inflation where a hauler collected fee tax could. It was noted that management should prepare a resolution for the Joint Powers Board to move to each County Board.

Special Burn Fees –

In 2014 an administrative fee was added to confidential and special burn types. The rates of the burns and tipping fees have remained the same. Due to increased labor, equipment, and time with the burns it was suggested to increase the rates for these burns. The In County would be for burns from waste generated in Pope and Douglas County, Partnered Counties would be for the counties that have waste contracts with Pope Douglas (Grant, Stevens, Stearns, Benton, and Sherburne Counties). Out of County would be for other counties, states, countries, and governmental units located outside of the in county and partnered county burns.

- \$225/ton + \$50 admin fee + 17% solid waste tax – in county confidential burns.
- \$225/ton + \$75 admin fee + 17% solid waste tax – in county special burns.
- \$275/ton + \$50 admin fee + 17% solid waste tax – partnered counties confidential burns.
- \$275/ton + \$75 admin fee + 17% solid waste tax – partnered counties special burns.
- \$325/ton + \$50 admin fee + 17% solid waste tax – out of county confidential burns.
- \$325/ton + \$75 admin fee + 17% solid waste tax – out of county special burns
- \$1,000/ton + \$200 admin fee + 17% solid waste tax – partnered counties – PBDD, HP, CD.
- \$1,250/ton + \$200 admin fee + 17% solid waste tax – out of county – PBDD, HP, CD.
- \$50 per hour handling fee for loads that go beyond 30 minutes to unload.

Motion to increase the tipping rate, administrative fee, and handling fee to all burns as listed effective March 1, 2023, was made by Meyer, and seconded by Englund. Motion carried.

Support Services Agreement – XS Consulting –

The support services agreement with XS Consulting was presented to the Board. XS Consulting currently handles the computer network and desktop support on approximately 53 devices.

Motion was made by Englund and seconded by Meyer to approve the support services agreement with XS Consulting. Motion carried.

Landfill Monitoring Agreement – SEH Inc. –

The landfill monitoring agreement with Short Elliott Hendrickson was presented to the Board. This is for monitoring and reporting requirements as outlined in the modified solid waste permit issued by the MPCA. In addition, the stormwater monitoring under the industrial stormwater permit.

Motion to approve the agreement with Short Elliott Hendrickson, Inc. for a not to exceed cost of \$64,950.00 was made by Englund and seconded by Wright. Motion carried.

Third Party PFAS Study – Barr Engineering Co. –

An agreement was presented for preparation, data collection, and reporting of PFAS sampling and analysis. The estimated per facility cost ranges from \$4,000 to \$6,000. There would be two sampling periods and testing up to four wells.


Motion was made by Meyer and seconded by Englund to approve the agreement with Barr Engineering Co. Motion carried.

There being no further business, the meeting was adjourned at 9:55 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 16, 2023**

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

Others Present: Karl Frovarp, Mike Martin, Jon Dalum, Nathan Reinbold, Gary Schneider, Megan Hansen

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

The March 16, 2023, Board Meeting Agenda

The Board received the agenda with the addition of Third-Party Study with Barr and the Removal of Resolution 4-2023. Motion to approve the agenda was made by Lindor seconded by Englund. Motion carried.

The February 16, 2023, Regular Board Minutes – Motion to approve the February 16, 2023, minutes as written was made by Meyer and seconded by Englund. Motion carried.

Financial Progress Report as of February 28, 2023 – The Board received the monthly operating report, schedule of funds reports, and revenue and expenditure reports as of February 28, 2023. With 17% of the year over, revenues are ahead for this time in 2022 by \$235,438.64 and expenses are up for this time in 2022 by \$156,503.94 in the general operating account. A total of \$1,443,014.27 or 11.93% of the 2023 revenue budget has been received and a total of \$2,095,420.00 or 15.92% of the expense budget has been spent. Vrchota noted that the Score transferred hasn't happened yet, he also commented that we will start spending some of the 7M.

Plant Operations Report – Tons of Pope and Douglas County waste received during February totaled 1,817.90 tons plus 3,765.80 tons of waste from other for a monthly total of 5,583.70 tons. Year-to-date 12,675.58 tons have been delivered to the facility. Total tip fee for February 2023 was \$529,261.81 making the year-to-date total of \$1,200,701.09. Vrchota commented that tons were down due to unit outages, we never reduce Grant/Stevens County tons, just Tri-County.

Schneider reported: Still trying to fill vacancies, Englund asked why employees don't apply/stay, Schneider said we have a lot of call in on weekends and other employees don't want to pick up the shifts unless they get double pay. Vrchota commented that managers have been having to fill in shifts as we are short staffed.

Waste Received from Other Counties – The following waste was received from other counties during February 2023:

	February Tons	Y.T.D. Tons	February Income	Y.T.D. Income
Tri-County	3,383.93	7,847.65	\$316,972.73	\$735,089.40
Stevens County	217.63	460.82	\$20,385.40	\$43,165.01
Grant County	164.24	374.72	\$15,384.36	\$35,100.02
Total Tons & Total Income	3,765.80	8,683.19	\$352,742.49	\$813,354.43

Unit Availability Report

Unit 1 – Operated 43.9% or 295 Hours out of 672 Hours for unit shutdown.

Unit 2 – Operated 92.9% or 624 Hours out of 672 Hours for a broken ram and glycol leak.

Unit 3 – Operated 100% or 672 Hours out of 672 Hours.

Steam Sales

	Monthly K lbs.	Fuel Price	February Income	Y.T.D. K lbs.	Y.T.D. Income
3M	14,003.00	\$8.54	\$102,245.54	29,574.00	\$216,753.48
Alomere	2,881.00	\$8.54	\$30,970.75	5,113.00	\$54,116.59
Total	16,884.00		\$133,216.29	34,687.00	\$270,870.07

Turbine Generator Report – Megawatts of electricity totaling 350.00 (Generator 1 – 350.00 Megawatts and Generator 2 – 0 Megawatts) were produced in February. The demand saved in February 2023 was \$9,907.74 and the monthly total amount saved in avoided electrical costs was \$23,907.74 with a year – to – date savings of \$51,854.72. Vrchota commented that when there is high steam usage the generators are not running much, we would rather sell the steam.

Landfill Operations Report – Ash landfill expenses for February 2023 totaled \$45,591.02 for a year – to – date total of \$106,850.35. February ash equaled 1,398.84 tons and fines equaled 429.93 tons for a combined February total of 1,828.77 tons and year – to – date total of 4,086.62 tons. Vrchota noted that we fixed the fines screen so hoping to see the fines number down. The average yearly cost per ton to operate the ash landfill is \$31.54 as of February 2023. A total of 66,000 gallons of leachate were removed with 8 loads coming to the PDSWM facility and 3 loads going to the Fergus Fall Public Works for treatment.

Metal Recovery – Metal shipped out of the landfill included 126.85 tons of ferrous, 42.25 tons of 0 – 10 fraction, and 44.34 tons of 10-45 fraction and 0 tons of over 45mm hand sorted material with a recovery of 9%. The metal recovery facility received \$43,789.50 in February for a year – to – date total of \$74,843.46. Vrchota noted: Pricing for materials is going up, during slow times they are working on maintenance items. Gerde commented that leachate amount was low, Vrchota stated due to the freeze.

Material Recycling Facility Operations Report – Of the total of 5,583.70 tons of waste received a total of 3,740.93 tons (67% of the total waste received in February was processed through the facility). A total of 131.53 tons of recycling was removed during February or 3.5% of the waste processed.

Commodities shipped during February 2023 totaled 183.94 tons and 0 gallons of used motor oil. Year – to – date 348.03 tons of commodities have been shipped and 160 gallons of used motor oil. February income received for commodities sold was \$15,312.36 for a year – to – date total of \$58,415.55.

Dalum reported the following: Due to the planned outages tons were down. Due to staffing shortages tons had to be diverted on night shift, other employees did snow removal. The biggest difference in commodities is still cardboard, he talked to vendor about possibly shipping a few loads.

Plant Maintenance Report – Frovarp reported the following: The new generator got delivered but the 2 computers aren't talking to each other with the upgrades, so working on fixing that. The generator had a speed sensor rod break. Unit 1 outage had firebrick collapsing so they fixed that while the unit was down, replaced refractory, baghouse had the poppets replaced, extended the landing deck on unit, repaired the feed chute. Unit 2 had the same repairs as unit 1, minus the refractory. Unit 3 will be going down in a couple weeks.

SCORE Programs

Reinbold reported the following: Vrchota/Reinbold attended the SWAA day at the capital, he was on open line, BBE Schools and the college toured the facility. Groundwater Festival Event happening soon. Met with

Brad Bonk about Biochar. PDSW is hosting the Landfill Demo Training. Let's Get Growing is April 1, Plate to Garden events, E-waste Events and Cleanup Days.

Bills – The Board received the January bill list totaling \$703,097.23, capital projects added up to \$54,825.37 of the bill list. The highlighted bills include Anderson Crane – Ash Chain; Demo Plus – Unit 1 Shutdown; Nova Fire Protection – Leaks to Dry System; PSI Engineering – Turbine Feed Water Pump Rebuild.

Motion was made by Meyer and seconded by Lindor to approve payment of the bills totaling \$703,097.23. Motion carried.

Other Business

Capital Project Review – Vrchota noted that we did not make the current Bonding Bill, and asked Board Members if they knew legislatures to reach out for support. He noted that the construction index is up 50% due to inflation, the project had started 5 years ago, and we had to break the project into 2 phases.

Pay Equity Report – Hansen noted that Hellerman submitted the pay equity report in January. We received notice that we are in compliance.

Third Party PFAS Study – Barr Engineering Co. –

The agreement was signed for what was presented in February for reporting of PFAS sampling and analysis. The estimated per facility cost is \$4,000. There would be two sampling periods and testing up to four wells.

Resolution 3 – 2023 –

RESOLUTION #3 – 2023

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

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

WHEREAS: The financial assurance account balance as of December 31, 2022, was \$2,005,223.72; The facility's present value financial obligation is calculated to be \$3,326,533.09.

WHEREAS: Based on updated calculations, the 2022 minimum monthly payment rate to the fund is approximately \$11,011.00 or \$132,132 for the year 2023.

NOW, THEREFORE; BE IT RESOLVED, that the Pope/Douglas Solid Waste Management Board instructs the Douglas County Auditor/Treasurer to transfer \$33,033 into this fund from the operating account in March 2023, June 2023, September 2023, and December 2023, for an annual total of \$132,132.

Pope/Douglas Solid Waste Management


Paul Gerde, Board Chairman

ATTEST:


Stephen Vrchota, Executive Director

Dated at Alexandria, Minnesota this 16th day of March 2023.

Motion was made by Lindor and seconded by Wright to approve Resolution 3 – 2023. Roll call vote:
Englund – Yes Gerde – Yes Lindor – Yes Meyer – Yes Wright – Yes Motion carried.

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

Pope/Douglas Solid Waste Management



Paul Gerde, Board Chairman

Attest:



Megan Hansen, Office Manager Assistant

**Pope/Douglas Solid Waste Management
Regular Board Meeting
April 20, 2023**

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

Others Present: Nathan Reinbold, Nick Trinkka, David Crowell, Gary Schneider, Jon Dalum, Michael Martin, and Megan Hansen

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

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 Englund. Motion carried.

Board Minutes – Motion to approve the March 16, 2023, minutes as written was made by Meyer and seconded by Wright. Motion carried.

Financial Progress Report – The Board received the monthly operating report, schedule of funds reports, and revenue and expenditure reports as of March 31, 2023. With 25% of the year over, revenues are ahead for this time in 2022 by \$281,247.36 and expenses are up for this time in 2022 by \$382,343.02 in the general operating account. A total of \$2,659,254.97 or 20.14% of the 2023 revenue budget has been received and a total of \$3,272,747.28 or 24.87% of the expense budget has been spent.

Plant Operations Report – Tons of Pope and Douglas County waste received during March totaled 2,158.16 tons plus 4,258.24 tons of waste from other counties equal to 6,416.40 tons and a year-to-date total of waste received of 19,091.98 tons. Total tip fee for March was \$603,385.89 and a year-to-date tip fee of \$1,804,086.98. Schneider noted that there are some newer operators, and we will have some more new ones starting.

On Call Pay

We have a policy in place for on call pay. This is currently being used by maintenance staff. Management would like to incorporate this into Operations so that there is an Operations team member on call for the weekends so that not every employee gets a phone call each weekend. Many weekends, management has been covering shifts that are left shorthanded. The estimated impact this will have for the year is approximately \$10,000.

Motion was made by Lindor and seconded by Englund to approve of Operations to move forward with an on-call schedule. Motion carried.

Waste Received from Other Counties – The following waste was received from other counties:

	March Tons	YTD Tons	March Income	YTD Income
Tri-County	3,798.14	11,645.79	\$355,771.77	\$1,090,861.17
Stevens County	272.46	733.28	\$25,521.33	\$68,686.34
Grant County	187.64	562.36	\$17,576.24	\$52,676.26
Total Tons & Total Income	4,258.24	12,941.43	\$398,869.34	\$1,212,223.77

Unit Availability Report

Unit 1 – Operated 99.2% or 738 Hours out of 744 Hours to replace an FGR Bearing.
Unit 2 – Operated 78.5% or 584 Hours out of 744 Hours for cleaning and maintenance.
Unit 3 – Operated 77.4% or 576 Hours out of 744 Hours for cleaning and maintenance.

Averages for 2023

Unit 1 operated 82.2%, Unit 2 – 90.3%, and Unit 3 – 92.1%. Average for all 3 units combined – 89.2%.

Steam Sales

	Monthly K lbs.	Fuel Price	March Income	Y.T.D. K lbs.	Y.T.D. Income
3M	13,743	\$6.21	\$100,651.44	43,317	\$317,404.92
Alomere	4,055	\$6.21	\$32,956.30	9,168	\$87,072.89
Total	17,798		\$133,607.74	52,485	\$404,477.81

There was a discussion on ATCC receiving some funding for steam. We will see if that will help them fix equipment and resume purchasing steam.

Turbine Generator Report – Megawatts of electricity totaling 825.35 (Generator 1 – 400 Megawatts and Generator 2 – 425.35 Megawatts) were produced in March for a year to date total 1,607.35 megawatts. The demand saved in March was \$11,323.62 and the monthly total amount saved in avoided electrical costs was \$44,337.62 and a year-to-date total savings of \$96,192.34.

Bypass – A total of 40.77 tons of waste was bypassed during the first quarter in 2023. The monthly breakdown was as follows: January 15.30 tons, February 12.78 tons, and March 12.69 tons.

Confidential Burn/Special Burn – Year to Date Confidential Burn/Special Burn tons have totaled 56.85 tons and year to date income total at \$19,731.61.

January	34.94 tons	\$10,007.74
February	15.64 tons	\$7,284.42
March	6.27 tons	\$2,439.45
Total	56.85 tons	\$19,731.61

Landfill Operations Report – Ash landfill expenses for March totaled \$51,836.44. The year-to-date total for landfill expenses equal \$159,4671.74. March ash equaled 1,551.15 tons and fines equaled 300.10 tons for a combined March total of 1,851.25 tons and a year-to-date ash/fines total of 5,937.87 tons. The average yearly cost per ton to operate the ash landfill is \$32.42. A total of 84,000 gallons of leachate were removed with 4 loads to the City of Fergus Falls Wastewater Treatment Plant and 10 loads to the PDSWM facility for treatment. Trinka noted that lots of water was moved in April, and we will see that information next month.

Metal Recovery – Metal shipped out of the landfill included 29.09 tons of ferrous, 0 tons of 0-10 fraction, and 0 tons of 10-45 fraction. The facility processed 1,100 tons of ash with an average throughput per hour of 5.98 and recovery of 3% and YTD recovery of 7%. The metal recovery facility received \$59,011.46 in March for a year to date received \$133,854.92. Process tons were down in March due to moisture. Pricing on commodities are slightly lower in April.

Compost Received – Year to Date the compost facility has received 163.75 tons of organic material. YTD income from other counties dropping off organics has equaled to \$3,620.50.

Material Recycling Facility Operations Report – Of the total of 6,416.40 tons of waste received a total of 4,260.01 tons (66.4% of the total waste received in March was processed through the facility). A total of

126.66 tons of recycling was removed or 3% of the waste processed. A year-to-date total of 383.10 tons have been removed from the trash or 3%.

Commodities shipped during March totaled 159.28 tons. Year to date commodities sold is 507.31 tons and 160 gallons of used motor oil. Income received in March for commodities sold was \$59,396.43 and a year-to-date income of \$117,811.98 and YTD used oil income of \$0.00.

Jon Dalum reported the following:

Cardboard numbers are still down, and it does affect the percentage processed, tons shipped, and income. There is a load scheduled to go out today and we will be paid for this load, lately we have been paying to get rid of the cardboard.

There was a UBC load that went out earlier this week.

Plant Maintenance Report – Vrchota and Hellerman reported the following:

- The unit 3 outage went well. Demo Plus did some repairs on the refractory of the unit, feed chute, and the throat of the unit. Wrigley worked on the feed chute, inside of the unit, ram, and glycol system.
- The glycol tie-in for the expansion is complete. The tie-in valves are installed, and the glycol has been replaced. Premium Services washed the inside of the tubes and cleaned up the build up off the inside of the tubes. Team Industries did a tube inspection while the glycol was out of the system. They didn't see any significant wear of any of the tubes. Premium Services will be here again in May to wash the outside of the condensers.
- Generator 2 is back to normal and seems to be working normally after some control maintenance.
- CEMS Source was on site to do the 2nd quarter gas audits and maintenance of the CEMS the week of April 10th.
- The feed system/feed deck we have is a horizontal deck, staff are looking at a design that would have the feeding system in a vertical system. This would help with staff being able to pick full grapple loads and would help with less annual maintenance. Initial estimates for repair of the deck is about \$500,000 and to replace the system with a water wall and vertical is about \$800,000 - \$900,000.

SCORE Programs

Household Hazardous Waste Report

Y.T.D. Residents Bringing Items In – 1,459

Y.T.D. Residents Taking Items Out – 219

Recycling Report

Y.T.D. Vehicles – 5,919

Alex Recycling Center Avg. Vehicles Per Day – 103

Organics Report – A total of 91.34 tons of organics was picked up during the first quarter in 2023. The monthly breakdown was as follows: January 32.52 tons, February 27.24 tons, and March 31.58 tons.

Reinbold reported the following topics:

- The Rotary E-Waste Collection event is scheduled for May 6th at the Douglas County Fairgrounds from 9 a.m. – 11:00 a.m.
- There is a Reuse Workshop scheduled for May 17th from 11:00 a.m. – 12:30 p.m. at the Alexandria Technical College.
- Many community collection/cleanup dates are scheduled in May and June. Information on dates and locations is available on the popedouglasrecycle.com website.

Bills - The Board received the bill list totaling \$1,060,444.01; capital projects added up to \$444,363.26 of the bill list. The highlighted bills include Anderson Crane – IF2 Sprocket and Chain; Breitbach Construction – Maintenance Shop; CEM’s Source – Quarterly CEMs Audit; DM Enterprises – MRF Equipment; Fastenal Company – Equipment Maintenance/Safety Supplies; Integrated Power Services – Generator; JRMA – Maintenance Shop/MRF Equipment; Kurita – Testing of the glycol system and glycol; Richmond Engineering – Monthly Maintenance; Team Industrial – Testing Glycol System; Wrigley Mechanical – Unit 1 Shutdown.

Motion was made by Meyer and seconded by Englund to approve payment of the bills totaling \$1,060,444.01. Motion carried.

Other Business

Capital Project Review – The capital projects list was presented. This hasn’t been updated with some of the newer projects. The MRF Expansion and Environmental Center projects did go out for bid again. The bids will be due back this week. We haven’t received any information on them but have heard we had more interest and more bidders than we did the last bidding round. We likely will not find out until end of session on May 22nd if Pope Douglas will receive bonding dollars.

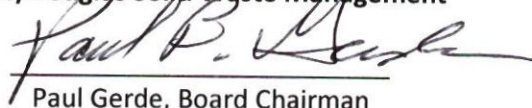
Solid Waste Service Fee – Solid waste service fees were applied to properties in Pope County with connected parcels with garage units. Properties in similar situations in Douglas County did not have the fee applied to them. We are requesting to abate the 2022 service fee on the 257 properties equaling to approximately \$25,443.

Motion was made by Meyer and seconded by Lindor to abate the 2022 solid waste service fee on the 257 listed properties as provided by Pope County. Motion carried.

Land Parcel Separation – Vrchota noted this is now just informational. Laws note that buildings can’t be built over property lines without a fire wall. Pope Douglas has received a letter from the City of Alexandria that if the entity is in control of both properties than it can build over property lines. The City did suggest amending the lease agreement with the State of Minnesota to purchase the current leased property after 2035.

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
May 18, 2023**

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

Others Present: Nathan Reinbold, Mike Martin, Karl Frovarp, Jon Dalum, David Crowell, Gary Schneider, Megan Hansen, Jenny Thilges, Jill Frisell, Becca Hoffman, Breanna Dokka, and Miranda Wendlandt

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

Board Meeting Agenda – The Board received the agenda with the addition of Designation Ordinance in Other Business Discussion. The motion to approve the agenda with changes was made by Lindor and seconded by Englund. Motion carried.

Board Minutes – Motion to approve the April 20, 2023, minutes as written was made by Meyer and seconded by Wright. Motion carried.

Financial Progress Report – The Board received the monthly operating report, schedule of funds reports, and revenue and expenditure reports as of April 30, 2023. With 33% of the year over, revenues are ahead for this time in 2022 by \$784,853.55 and expenses are up for this time in 2022 by \$58,755.12 in the general operating account. A total of \$3,471,606.33 or 26.29% of the 2023 revenue budget has been received and a total of \$4,244,472.51 or 32.26% of the expense budget has been spent.

Plant Operations Report – Tons of Pope and Douglas County waste received during April totaled 2,221.93 tons plus 3,801.26 tons of waste from other counties equal to 6,023.19 tons and a year-to-date total of waste received of 25,115.17 tons. Total tip fee for April was \$574,945.95 and a year-to-date tip fee of \$2,379,032.93.

Schneider reported that staffing levels have remained steady. Pope Douglas is still posting for a boiler operator to fill a vacant Shift Supervisor position. By having staffing that are staying on board, the operations department is doing better and producing better production numbers.

Waste Received from Other Counties – The following waste was received from other counties:

	April Tons	YTD Tons	April Income	YTD Income
Tri-County	3,309.59	14,955.38	\$310,009.30	\$1,400,870.47
Stevens County	275.26	1,008.54	\$25,783.60	\$94,469.94
Grant County	216.41	778.77	\$20,271.12	\$72,947.38
Total Tons & Total Income	3,801.26	16,742.69	\$356,064.02	\$1,568,287.79

Unit Availability Report

Unit	Average	April Hours of Uptime	Uptime Percentage	Reason for Downtime
1	86.6%	April – 717 of 720	April – 99.6%	
2	99.7%	April – 718 of 720	April – 99.7%	
3	89.5%	April – 589 of 720	April – 81.8%	Unit Shutdown
All	89.6%			

Steam Sales

	Monthly K lbs.	Fuel Price	April Income	Y.T.D. K lbs.	Y.T.D. Income
3M	11,021	\$5.77	\$80,470.01	54,338	\$397,874.93
Alomere	3,649	\$5.77	\$27,303.14	12,817	\$114,376.03
Total	14,670		\$107,773.15	67,155	\$512,250.96

Hospital usage will go down during the summer months. We are unsure if 3M production and usage numbers will decrease due to current layoffs and reduced hours at their facility. ATCC is still not taking steam at this time, but they did have dollars in the State Bonding Bill to fix their steam system.

Turbine Generator Report – Megawatts of electricity totaling 376 (Generator 1 – 55.59 Megawatts and Generator 2 – 320.41 Megawatts) were produced in April for a year to date total 1,983.35 megawatts. The demand saved in April was \$7,995.96 and the monthly total amount saved in avoided electrical costs was \$23,035.96 and a year-to-date total savings of \$119,228.30.

Landfill Operations Report – Ash landfill expenses for April totaled \$67,679.06. The year-to-date total for landfill expenses equal \$227,140.80. April ash equaled 1,668.53 tons and fines equaled 248.55 tons for a combined April total of 1,917.08 tons and a year-to-date ash/fines total of 7,854.95 tons. The average yearly cost per ton to operate the ash landfill is \$34.52. A total of 360,000 gallons of leachate were removed with 35 loads to the City of Fergus Falls Wastewater Treatment Plant and 25 loads to the PDSWM facility for treatment.

Jetting at the landfill has opened the system and more water is coming through. The fines numbers are down due to some recent screen maintenance.

Metal Recovery – Metal shipped out of the landfill included 95.61 tons of ferrous, 0 tons of 0-10 fraction, 16.05 tons of 10-45 fraction, and 12.62 tons of hand sorted material. The facility processed 2,115 tons of ash with an average throughput per hour of 13.22 and recovery of 6% and YTD recovery of 7%. The metal recovery facility received \$31,517.71 in April for a year to date received \$165,372.63.

Material Recycling Facility Operations Report – Of the total of 6,023.19 tons of waste received a total of 4,108.06 tons (68.2% of the total waste received in April was processed through the facility). A total of 99.24 tons of recycling was removed or 2.4% of the waste processed. A year-to-date total of 482.34 tons have been removed from the trash or 2.9%.

Commodities shipped during April totaled 163.36 tons. Year to date commodities sold are 670.67 tons and 410 gallons of used motor oil. Income received in April for commodities sold was \$18,880.94 and a year-to-date income of \$136,692.92 and YTD used oil income of \$0.00.

Jon Dalum reported the following:

- Some commodities were held up in storage in the MRF building. We will see a higher number of tons removed in May because those numbers will be turned in.
- More loads of cardboard are being sent to Liberty Paper; staff are looking to send one load a month to their facility for recycling.
- Another load of aluminum is about ready to be shipped out again soon.

Plant Maintenance Report

Frovarp reported the following:

- Every other year the condenser interior and exterior are washed. Earlier in the year the interior was washed but due to the cold weather the exterior wasn't washed. The exterior washing has now been completed. This does help with the cooling process and helps with the production process.

- Jetting at the plant and at the landfill are going on. The landfill was acid treated twice before jetting took place.
- The mix master will need a complete rebuild soon.
- There have been some issues with the current feed chutes that they have developed some leaks. A pad watch was done on the unit 2 feed chute to continue operating but a complete rebuild or replacement will need to be completed in the fall or spring. A quote for removal and replacement of the exiting feed chutes was presented to the board. The replacement option would be a better design of the system and would allow for the crane automation to run better and the cranes would be able to grab full scoops rather than partial loads. A decision on the direction to move forward with will need to be made at the next meeting.

SCORE Programs

Reinbold reported the following topics:

- The annual Rotary E-Waste collection event took place recently. The event wasn't as busy as expected. The Rotary Club would like to look into a mattress and tire collection event.
- There are some Compost/Plate to Garden events coming up along with many more community clean up events these events can be found on the Pope Douglas website.
- The Pope County recycling trailer is now at its drop site in Starbuck on Tuesday's and Thursday's.

Bills - The Board received the bill list totaling \$668,787.81; capital projects added up to \$27,145.39 of the bill list. The highlighted bills include: Cems Source – Quarterly Maintenance and Probe; Clifton Larson Allen – Audit Expense; DM Enterprises – Capital MRF Equipment; Fastenal Company – Equipment Maintenance and Safety Supplies; Hose/Conveyors Inc. – Equipment Maintenance; MPCA – Annual Air Emissions; Short Elliott Hendrickson – MRF Permitting; Ty Cushion Tire – Equipment Maintenance; Wrigley Mechanical – Unit 1 Outage.

Motion was made by Lindor and seconded by Englund to approve payment of the bills totaling \$668,787.81. Motion carried.

Other Business

Clifton Larson Allen – Audit of 2022

Miranda Wendlandt of Clifton Larson Allen presented the exit presentation for the Audit of 2022. An unmodified opinion was issued on the financial statements. A separate letter, as required by auditing standards, was issued to all board members with required communications in detail. The audit was performed the week of April 3rd. GASB 87 was implemented during this audit with no significant effect on the financial statements.

Capital Project Review –

A spreadsheet of the capital projects was presented to the Board but does include some of the older projects. Bids were received for the Environmental Center and MRF. The Environmental Center bids did come in lower than when we last bid the project. There was added discussion on moving forward with the Environmental Center and doing a reduced version of the MRF project.

Staff will know by May 22nd if we will receive dollars from the State and then will need to start moving forward with awarding bids. A letter of support from the City of St. Cloud was shared with the Board. The letter of support was to show that the city does support the Pope/Douglas Solid Waste Management project on the CAP bonding request.

Engagement Letter – Husch Blackwell –

Kevin Johnson, the attorney that we work with for solid waste issues has moved firms. He has completed most of the designation ordinances in the State of Minnesota.

Motion was made by Lindor and seconded by Englund to allow the Board Chairman to sign the engagement letter with Husch Blackwell. Motion carried.

Designation Ordinance –

Both Douglas and Pope County have approved and agreed on the designation ordinance. This will ensure that all Pope and Douglas County trash comes to the Pope/Douglas facility and can track the waste. Most of the haulers have signed contracts with Pope/Douglas.

General Discussion –

Kone Cranes would like to have a Board Member meet to discuss the project and warranty issues. There is approximately \$160,000 that has been held from Kone, but Pope/Douglas can show over \$300,000 in loss charges from the crane project. The meeting will be held in June via Zoom and was discussed that either Gerde, Meyer, or Wright to attend the meeting with Kone.

There being no further business, a motion to adjourn the meeting was made by Meyer and seconded by Englund at 8:26 a.m. Motion carried.

Pope/Douglas Solid Waste Management



Paul Gerde, Board Chairman

Attest:



Brooke Hellerman, Board Recording Secretary

**Pope/Douglas Solid Waste Management
Special Meeting
June 6, 2023**

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

Others Present: Ryan Breitbach, Adam Breitbach, Michael Martin, Jon Dalum, and Nathan Reinbold

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

Board Meeting Agenda – There were no changes to the agenda.

Review and Award Bids on Environmental Center and Material Recovery Facility Projects –

Vrchota noted that Pope Douglas Solid Waste Management was awarded funds from the State of Minnesota. Vrchota added that the documentation is completed with the MPCA, but they will need to make an amendment to the agreement for this award.

Ryan Breitbach shared a budget recap along with a bid tabulation of the different project scopes of work for the Environmental Center project and the MRF project. It was noted that the Pope Douglas Solid Waste Management contract is with Breitbach Construction as they are our Construction Manager at Risk (CMAR) and then the subcontractor agreements are with Breitbach. Breitbach will collect the lien waivers from each subcontractor, receive and submit payment for bills, and submit the prevailing wage documentation. Pope Douglas will receive invoices only from Breitbach Construction.

Ryan Breitbach added that there will be 4 amendments to the contract for labor and tax-exempt materials for the Environmental Center and labor and tax-exempt materials for the Material Recovery Facility project.

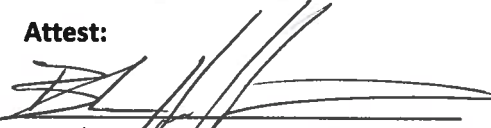
Motion for approval for amendments with the CMAR, Breitbach Construction, and to move forward with the projects for a not to exceed cost of \$18,582,045 and allow the Executive Director to approve of change orders was made by Lindor and seconded by Englund. Motion carried.

Chairman Gerde adjourned the meeting at 2:35 p.m.

Pope/Douglas Solid Waste Management


Paul Gerde, Board Chairman

Attest:


Brooke Hellerman, Board Recording Secretary

**Pope/Douglas Solid Waste Management
Regular Board Meeting
June 15, 2023**

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

Others Present: David Crowell, Karl Frovarp, Gary Schneider, Gary Swenson, Megan Hansen

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

Board Meeting Agenda – The Board received the agenda with the additions of Holiday Policy Update, Starbuck Drop Site, Property Insurance Renewal, and a Closed Session was made by Englund and seconded by Wright. Motion carried.

Board Minutes – Motion to approve the May 18, 2023, minutes as written was made by Meyer and seconded by Wright. Motion carried.

Financial Progress Report – No financial reports were available at the time of the board meeting. Vrchota noted that the bank account balance is in line with last month's balance.

Plant Operations Report – Tons of Pope and Douglas County waste received during May totaled 2,631.11 tons plus 4,162.95 tons of waste from other counties equal to 6,794.06 tons and a year-to-date total of waste received of 31,909.23 tons. Total tip fee for May was \$644,135.75 and a year-to-date tip fee of \$3,023,168.68.

Schneider reported the following:

- Operations management and supervisors are working with the new hires and working on a plan to schedule crew changes to bring more consistency to all crews.

Waste Received from Other Counties – The following waste was received from other counties:

	May Tons	YTD Tons	May Income	YTD Income
Tri-County	3,878.14	18,833.52	\$363,265.37	\$1,764,135.84
Stevens County	44.39	1,052.93	\$4,158.01	\$98,627.95
Grant County	240.42	1,019.19	\$22,520.14	\$95,467.52
Total Tons & Total Income	4,162.95	20,905.64	\$389,943.52	\$1,958,231.31

Unit Availability Report

Unit	Average	May Hours of Uptime	Uptime Percentage	Reason for Downtime
1	89.0%	May – 733 of 744	May – 98.5%	Water Outage
2	91.8%	May – 659 of 744	May – 88.6%	Glycol Leak, Ram Repair, etc.
3	91.4%	May – 733 of 744	May – 98.5%	Water outage
All	90.9%			

Steam Sales

	Monthly K lbs.	Fuel Price	May Income	Y.T.D. K lbs.	Y.T.D. Income
3M	7,900	\$4.66	\$46,235.50	62,238	\$444,110.43
Alomere	2,672	\$4.66	\$15,150.24	15,489	\$129,526.27
Total	10,572		\$61,385.74	77,727	\$573,636.70

Turbine Generator Report – Megawatts of electricity totaling 652.62 (Generator 1 – 193.88 Megawatts and Generator 2 – 458.74 Megawatts) were produced in May for a year to date total 2,635.97 megawatts. The demand saved in May was \$12,664.26 and the monthly total amount saved in avoided electrical costs was \$38,769.06 and a year-to-date total savings of \$157,997.36.

Landfill Operations Report – Ash landfill expenses for May totaled \$83,090.82. The year-to-date total for landfill expenses equal \$310,231.62. May ash equaled 1,750.02 tons and fines equaled 589.20 tons for a combined May total of 2,339.22 tons and a year-to-date ash/fines total of 10,194.17 tons. The average yearly cost per ton to operate the ash landfill is \$35.83. A total of 354,000 gallons of leachate were removed with 31 loads to the City of Fergus Falls Wastewater Treatment Plant and 28 loads to the PDSWM facility for treatment.

Metal Recovery – Metal shipped out of the landfill included 209.03 tons of ferrous, 0 tons of 0-10 fraction, 30.07 tons of 10-45 fraction, and 0 tons of hand sorted material. The facility processed 5,410 tons of ash with an average throughput per hour of 30.74 and recovery of 4% and YTD recovery of 6%. The metal recovery facility received \$41,279.12 in May for a year to date received \$206,651.75.

We are seeing good processing numbers in the facility, but commodity pricing is down for the products.

Compost material was handed out to the board to show a final product of a premium compost that had been run through a trommel with a ¼ inch screen. The product had been through a Solvita compost maturity test to make sure the compost was not still a hot product. Management is looking at options for the best salable product.

Material Recycling Facility Operations Report – Of the total of 6,794.06 tons of waste received a total of 4,384.32 tons (64.5% of the total waste received in May was processed through the facility). A total of 166.33 tons of recycling was removed or 3.8% of the waste processed. A year-to-date total of 648.67 tons have been removed from the trash or 3.1%.

Commodities shipped during May totaled 191.82 tons. Year to date commodities sold are 862.49 tons and 1,160 gallons of used motor oil. Income received in May for commodities sold was \$54,247.41 and a year-to-date income of \$190,940.33 and YTD used oil income of \$0.00.

Plant Maintenance Report

Frovarp reported the following:

- Operations and Maintenance have been working through some crane issues. There is an electrical short with the cranes. If it is unable to be found, Kone Crane service will be here on June 16th to help fix the issue.
- Unit 1 was down for an outage and cleaning in the beginning of June.
- During the unit 1 outage, there was CEMs work that was completed.
- Wrigley was on site to install a new rod and flange on the stack. A new testing probe was also installed.
- Wrigley was able to repair a feed chute leak.
- There was a PD blower that was unable to be fixed and needed replacement.
- Unit 2 will be down for its outage at the end of June.

SCORE Programs

Vrchota reported the following topics:

Environmental staff have been busy this spring with many community cleanup events. Residents have been happy with these events. The City of Kensington cleanup was on June 3rd, City of Carlos was on June 10th and the Forada/Hudson Township cleanup is scheduled for June 17th. Frovarp noted that the organics truck has needed some significant repairs.

Bills - The Board received the bill list totaling \$690,079.91; capital projects added up to \$210,193.51 of the bill list. The highlighted bills include Demo Plus – Unit 3 Outage; DM Enterprises – MRF Equipment; JRMA – Capital Project – Environmental Center/MRF; Premium Plant Service – Hydro Blast Condensers; Sparta – Phase 2 Equipment Design; Wrigley Mechanical – Unit 3 Shutdown & Capital – Glycol Tie In.

Motion was made by Lindor and seconded by Wright to approve payment of the bills totaling \$690,079.91 Motion carried.

Other Business

Capital Project Review –

Vrchota presented information to the board on what grant dollars are remaining to be reimbursed from the State from the first award.

There were four contract amendments with Breitbach Construction presented to the board. These contract amendments were for the Environmental Center – Labor and miscellaneous materials and a separate for tax exempt materials; MRF Expansion – Labor and miscellaneous materials and a separate for tax exempt materials. The contract amendments between the two projects total \$18,582,045.

Motion to approve the AIA contract amendments with Breitbach Construction for a not to exceed cost of \$18,582,045 was made by Lindor and seconded by Meyer. Motion carried.

Vrchota noted that JRMA did have a cost approximate of \$400,000 in the agreement that was signed in 2021 for the overall project scope.

Motion to approve a not to exceed cost of \$400,000 to J.R. Miller and Associates was made by Englund and seconded by Wright. Motion carried.

PDSWM Year End Report –

A copy of the 2022-year end report was presented to the board. Vrchota would like final approval of the report to send out to other counties.

Motion to approve the 2022 Pope Douglas Solid Waste Management year end report was made by Lindor and seconded by Englund. Motion carried.

Resolution 4 – 2023 – Bond Payment –

RESOLUTION #4 – 2023

- WHEREAS:** Pope/Douglas Solid Waste Management has five active bonds. Payment for these bonds is due August 1, 2023.
- WHEREAS:** The Douglas County 2019A bond amount due on August 1, 2023, is \$951,825; and
- WHEREAS:** The Pope County 2019A bond amount due on August 1, 2023, is \$255,415; and
- WHEREAS:** The Douglas County 2020A bond amount due on August 1, 2023, is \$285,677.50.
- WHEREAS:** The Pope County 2021A bond amount due on August 1, 2023, is \$261,707.50; and

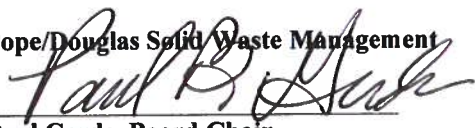
WHEREAS: The Douglas County 2022A bond amount due on August 1, 2023, is \$265,405.78.

WHEREAS: There is a \$950.00 for agent fees due with the interest payments that are due on August 1, 2023; 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 \$2,020,980.78, 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 Vrechota, Executive Director

Dated at Alexandria, Minnesota this 15th day of June 2023.

Motion was made by Lindor and seconded by Wright to approve Resolution #4 – 2023. Roll call vote:
Gerde – Yes Englund – Yes Lindor – Yes Meyer – Yes Wright – Yes Motion carried.

Designation Ordinance/Hauler Agreement Updates –

Management have been meeting with the waste haulers as the designation ordinance has been completed. There will be a waste hauler meeting on June 20th as a regular scheduled meeting with the haulers. Some of them have been submitting route information as required under the ordinance.

Service Fee Review –

It was suggested during the audit that Pope Douglas review increasing the service fee or moving forward with a hauler collected fee.

Motion was made by Lindor and seconded by Wright to move forward with an 8% hauler collected percentage of sales price fee. Motion carried.

Resolution 5 – 2023 – Vacation Time

RESOLUTION #5 – 2023

WHEREAS: Pope/Douglas Solid Waste Management employees accrue vacation according to the schedule in the Personnel Policy.

WHEREAS: Vacation shall be granted at such times as it will least interfere with operations.

WHEREAS: Pope/Douglas Solid Waste Management leadership staff have had large construction projects and some departments have been short staffed and have not had the ability to take vacation time.

WHEREAS: The policy notes that no employee shall retain over 240 hours vacation as of December 31st of each year.

WHEREAS: The Executive Director along with the Department Managers and other staff members may be unable to use the accumulated vacation time.

WHEREAS: Some of the large projects will take place over the next few years.

NOW, THEREFORE; BE IT RESOLVED, that the Pope/Douglas Solid Waste Management Board grants the Executive Director, Department Managers, and other staff members at the discretion of the Executive Director or Department Manager the option to cash out vacation time not to exceed 80 hours of time that would be forfeited as of December 31, 2023; December 31, 2024; and December 31, 2025.

Pope/Douglas Solid Waste Management

Paul Gerde, Board Chairman

ATTEST:


Stephen Vrchota, Executive Director

Dated at Alexandria, Minnesota this 15th Day of June 2023.

Motion was made by Englund and seconded by Lindor to approve Resolution #5 – 2023. Roll call vote: Lindor – Yes Gerde – Yes Meyer – Yes Wright – Yes Englund – Yes Motion carried.

Compensation for Work Away from Station – Policy Update –

An updated policy was presented to the board for the compensation for work away from station policy to include reimbursement by per diem for meals and incidental and lodging expenses. Actual costs can be requested if requested due to increased expenses due to a special event.

Motion was made by Lindor and seconded by Meyer to approve the updated Compensation for Work Away from Station policy. Motion carried.

Juneteenth – Holiday Policy Update

Juneteenth became an official federal holiday on June 17, 2021. In February 2023 the State of Minnesota signed into law the holiday with it set to go into effect on August 1, 2023. In late May, legislators amended the bill to become effective before June 19, 2023. An updated Holiday policy was introduced to the board to include Juneteenth.

Motion was made by Lindor and seconded by Englund to approve of the Juneteenth holiday and updated Holiday policy. Motion carried.

Starbuck Drop Site – Gary Swenson

The Mayor of Starbuck, Gary Swenson, attended the meeting to inquire about when the drop site in Starbuck will be completed. He noted that it would be good to have fencing and signage at the site.

Vrchota noted that groundwork was completed late last fall and management is working with Xcel Energy and a fence contractor to get power and fencing up at the site. There should be improvements within the next 2 months. There is a staff member at the site on Tuesdays and Thursdays for collection.

Property Insurance Renewal

Property insurance coverage documentation was presented to the board. The policy term is August 1, 2023, to August 1, 2024. The renewal rate is \$416,761 with the optional terrorism coverage.

Motion to bind property insurance with Starr Surplus Lines Insurance Company for a rate of \$416,761 was made by Lindor and seconded by Englund. Motion carried.

Closed Session

Motion to move to closed session was made by Englund and seconded by Lindor. Motion carried.

Motion to exit closed session was made by Lindor and seconded by Englund. Motion carried.

Motion to approve final payment of \$60,865.00 to Kone Crane for final payment for the crane project was made by Lindor and seconded by Wright. Motion carried.

There was a discussion that Prairie Lakes Municipal Solid Waste Authority has invited the Pope Douglas Board to their next meeting on June 28th as they will be touring the Pope Douglas Ash Landfill, Metal Recovery Facility, and Glacial Ridge Compost Facility.

There being no further business, a motion to adjourn the meeting was made by Meyer and seconded by Englund at 10:15 a.m. Motion carried.

Pope/Douglas Solid Waste Management



Paul Gerde, Board Chairman

Attest:



Brooke Hellerman, Board Recording Secretary

**Pope/Douglas Solid Waste Management
Regular Board Meeting
July 20, 2023**

Attendee Name	Title	Status
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	Present
Brooke Hellerman	Board Recording Secretary	Present

Others Present: Michael Martin, Nick Trinkka, David Crowell, Jon Dalum, Gary Schneider, and Megan Hansen

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

Board Meeting Agenda – The Board received the agenda with no additions was made by Wright and seconded by Meyer. Motion carried.

Board Minutes – Motion to approve the June 6, 2023, special meeting minutes and the June 15, 2023, regular board meeting minutes as written was made by Meyer and seconded by Englund. Motion carried.

Financial Progress Report – The Board received the monthly operating report, schedule of funds reports, and revenue and expenditure reports as of June 30, 2023. With 50% of the year over, revenues are ahead for this time in 2022 by \$309,600.59 and expenses are up for this time in 2022 by \$66,396.39 in the general operating account. A total of \$6,610,788.13 or 50.06% of the 2023 revenue budget has been received and a total of \$6,089,379.14 or 46.28% of the expense budget has been spent.

There was a discussion on the schedule of funds report. As of June 30, 2023, the bond payment and insurance payment have not been paid out of the general fund. Those transactions will take place in July.

Plant Operations Report – Tons of Pope and Douglas County waste received during June totaled 2,762.74 tons plus 3,740.40 tons of waste from other counties equal to 6,503.14 tons and a year-to-date total of waste received of 38,412.37 tons. The total tip fee for June was \$623,532.44 and a year-to-date tip fee of \$3,646,701.12.

Schneider reported the following:

- Staff are busy training new employees.
- There have been more issues with the cranes tripping breakers. The final payment has not been sent to Kone Cranes as we are waiting to hear confirmation of warranty.
- The Mix Master has been having some issues as well.
- The Cems processor recently had an update.

Waste Received from Other Counties – The following waste was received from other counties:

	June Tons	YTD Tons	June Income	YTD Income
Tri-County	3,434.21	22,267.73	\$321,682.45	\$2,085,818.29
Stevens County	66.55	1,119.48	\$6,233.74	\$104,861.69
Grant County	239.64	1,258.83	\$22,447.08	\$117,914.60
Total Tons & Total Income	3,740.40	24,646.04	\$350,363.27	\$2,308,594.58

Unit Availability Report

Unit	Average	June Hours of Uptime	Uptime Percentage	Reason for Downtime
1	89.0%	June – 547 of 720	June – 76.0%	ID Fan Bearing, Glycol Leak
2	91.8%	June – 558 of 720	June – 77.5%	Glycol Leak, Cleanout
3	91.4%	June – 720 of 720	June – 100%	
All	90.9%			

There are some planned outages this year but are hopeful to remain at 90% availability.

Steam Sales

	Monthly K lbs.	Fuel Price	June Income	Y.T.D. K lbs.	Y.T.D. Income
3M	7,322	\$4.41	\$42,430.42	69,560	\$486,540.85
Alomere	2,280	\$4.41	\$12,813.60	17,769	\$142,339.87
Total	9,602		\$55,244.02	87,329	\$628,880.72

There has been an issue with dissolved oxygen in the condensate line from 3M. There is a cost split to look at fixing the issue.

Turbine Generator Report – Megawatts of electricity totaling 850 (Generator 1 – 330.00 Megawatts and Generator 2 – 520.00 Megawatts) were produced in June for a year to date total 3,485.97 megawatts. The demand saved in June was \$18,303.52 and the monthly total amount saved in avoided electrical costs was \$52,303.52 and a year-to-date total savings of \$210,300.88.

Bypass – A total of 43.35 tons of waste was bypassed during the first quarter of 2023. The monthly breakdown was as follows: April 10.86 tons, May 15.64 tons, and June 16.85 tons.

Confidential Burn/Special Burn – Year to Date Confidential Burn/Special Burn tons have totaled 135 tons and year to date income total at \$60,302.66.

April	33.43 tons	\$14,740.96
May	18.75 tons	\$9,448.92
June	25.97 tons	\$16,381.17
Total	78.15 tons	\$40,571.05

Landfill Operations Report – Ash landfill expenses for June totaled \$63,092.77. The year-to-date total for landfill expenses equal \$373,324.39. June ash equaled 1,497.62 tons and fines equaled 574.16 tons for a combined June total of 2,071.78 tons and a year-to-date ash/fines total of 12,265.95 tons. The average yearly cost per ton to operate the ash landfill is \$35.82. A total of 234,000 gallons of leachate were removed with 14 loads to the City of Fergus Falls Wastewater Treatment Plant and 25 loads to the PDSWM facility for treatment.

Metal Recovery – Metal shipped out of the landfill included 145.79 tons of ferrous, 0 tons of 0-10 fraction, 15.44 tons of 10-45 fraction, and 0 tons of hand sorted material. The facility processed 3,504 tons of ash with an average throughput per hour of 20.86 and recovery of 5% and YTD recovery of 6%. The metal recovery facility received \$73,105.52 in June for a year to date received \$279,757.27.

Trinka noted that the processing was down slightly in June due to some mechanical issues with a bearing on a magnet, the 973 Cat needing cylinder repair, and some belts in the plant needing to be replaced. There will be an increase in income received as the smelt plant now has enough metal to process.

Compost Received – Year to the compost facility has received 317.78 tons of organics and 93.70 tons of yard waste at the facility for a total of 411.48 tons of material.

Material Recycling Facility Operations Report – Of the total of 6,503.14 tons of waste received a total of 4,201.29 tons (64.6% of the total waste received in June was processed through the facility). A total of 155.92 tons of recycling was removed or 3.7% of the waste processed. A year-to-date total of 804.59 tons have been removed from the trash or 3.2%.

Commodities shipped during June totaled 252.33 tons. Year to date commodities sold are 1,114.82 tons and 1,860 gallons of used motor oil. Income received in June for commodities sold was \$23,631.50 and a year-to-date income of \$214,571.83 and YTD used oil income of \$0.00.

Dalum noted that MRF management has put together a quality control procedure to process the best we can for cardboard. MRF management will be going on a tour of Liberty Paper, Northern Metals, and Pythons in the next couple of weeks. The night shift has improved, and the staff are getting along well.

Plant Maintenance Report

Schneider reported the following:

- The condensate line from 3M will be dug up within the next week to look for a hole in the line.
- Pictures were presented to show some of the refractory patching on Unit 2. Schneider noted that the bull nose is wearing out and they did some patch work, but it will need major work again in the near future.

SCORE Programs

Household Hazardous Waste Report

Y.T.D. Residents Bringing Items In – 4,093

Y.T.D. Residents Taking Items Out – 579

Recycling Report

Y.T.D. Vehicles – 14,773

Alex Recycling Center Avg. Vehicles Per Day – 190

Organics Report – A total of 89.63 tons of organics was picked up during the second quarter in 2023. The monthly breakdown was as follows: April 26.31 tons, May 37.91 tons, and June 25.41 tons.

Bills – The Board received the bill list totaling \$566,840.10; capital projects added up to \$106,345.23 of the bill list. The highlighted bills include Breitbach Construction – Maintenance Building Project; CemSource – Equipment Maintenance; Fastenal – Safety Supplies; JRMA – MRF Capital Project; North Central International – Organics Truck Asset Rebuild; Northstar Maintenance – Events Recycling Compostable Supplies; Short Elliott Hendrickson – Monitoring/Testing.

Motion was made by Meyer and seconded by Englund to approve payment of the bills totaling \$690,079.91
Motion carried.

Other Business

Capital Project Review –

Vrchota informed the Board that the actual amount of the contract with JRMA for Construction support services is \$415,492. It was reported in June the approximate amount was \$400,000. JRMA also had a change order of approximately \$200,000 on other engineering expenses. Vrchota did negotiate that down to \$50,000.

Motion to approve the change order of \$50,000 and not to exceed \$415,492 for construction support services with J.R. Miller and Associates was made by Meyer and seconded by Wright. Motion carried.

The Pope County Environmental Site is Starbuck is moving forward as well. Management have worked with the power utility to start getting power delivered to the site. Staff have received a couple of quotes for a fence around the facility.

Resolution 6 – 2023 – Solid Waste Management Plan –

RESOLUTION #6 – 2023

***A Resolution to Approve and Adopt the
Pope Douglas Solid Waste Management Joint Powers Board Solid Waste Management Plan***

WHEREAS, the legislatures of the State of Minnesota requires that Minnesota’s counties develop a Solid Waste Management Plan Update (Update) in accordance with Minnesota Statutes §§ 115A.46; 115A.471; 115A.551, subd. 6 – 7; 115A.552; 115A.557 subd. 2 – 3; 115A.63; 115A.84; 115A.914; 115A.96, subd. 6 – 7; 115A.917; 115A.97; Minnesota Rules 9215; and any other Applicable Statutes and Rules; and

WHEREAS, the State of Minnesota requires said Solid Waste Plans to be reviewed and/or modified periodically. Said timeline for Solid Waste Plan update is every 10 calendar years; and

WHEREAS, Minnesota counties recognize the need to plan for and practice environmentally sound methods of managing their solid waste stream; and

WHEREAS, Pope Douglas Solid Waste Management Joint Powers Board recognizes the need to plan for and implement various strategies, programs or facilities to promote the proper management and disposition of solid waste generated within the member counties of Douglas and Pope. The Counties will use this plan to encourage the reduction, reuse, recycling, composting, and/or advanced processing solid waste with technologies available based upon the type of solid waste material generated and the capability of the integrated solid waste management system in place; and

WHEREAS, the Pope Douglas Solid Waste Management Solid Waste Plan does describe the integrated solid waste management systems currently in place to meet the needs of Pope and Douglas Counties citizens and the requirements of the State of Minnesota, and enhances exiting programs and strategies that achieve positive environmental, social, and economic outcomes; and

WHEREAS, the State of Minnesota has placed the Pope Douglas Solid Waste Management Solid Waste Plan on notice, in accordance with the requirements for publication, notice, and comment period; and

WHEREAS, upon completion of the public comment period. No comments were received in objection to the adoption of the Pope Douglas Solid Waste Management Solid Waste Management Plan.

NOW, THEREFORE; BE IT RESOLVED, that the Pope Douglas Solid Waste Management Board hereby adopts the 2023 – 2033 Pope Douglas Solid Waste Management Solid Waste Plan. The Board does hereby agree to maintain and implement the Plan as required by Minn. Rule pt. 9215.0530, Subd. 1 and 2; and

BE IT FURTHER RESOLVED, that the Pope Douglas Solid Waste Management hereby submit the 2023 – 2033 Pope Douglas Solid Waste Management Plan to the Minnesota Pollution Control Agency for final approval pursuant to applicable Minnesota Statutes and Rules.

Dated at Alexandria, Minnesota this 20th day of July 2023.

Pope/Douglas Solid Waste Management



Paul Gerde, Board Chairman

ATTEST:



Stephen Vrclota, Executive Director

Motion was made by Englund and seconded by Wright to approve Resolution #6 – 2023. Roll call vote:
Gerde – Yes Lindor – Absent Meyer – Yes Wright – Yes Englund – Yes Motion carried.

MCIT Update – PFAS –

A letter and coverage change document was received from MCIT regarding adding an exclusion for PFAS (Perfluoroalkyl and Polyfluoroalkyl Substances) exposures, effective July 1, 2023.

The Board noted management should look for other quotes for liability, automotive, and liability coverage to compare cost for coverage from MCIT.

MRRA – PFAS Testing Plan –

A letter from the MRRA was presented to the Board. The MPCA has requested all WTE facilities to stack test for PFAS. This is an expensive cost per test per stack. The MRRA has applied for a federal grant and has submitted a plan to the MPCA to test one stack at each facility. If the MPCA does agree to the plan this would be a cheaper option for all facilities. The cost would be about \$90,000 per facility but should be less if the grant is awarded.

Motion was made by Meyer and seconded by Englund to move forward with the joint proposal but come back to the board for approval with the final cost per facility. Motion carried.


Agenda Items for Tri – County Meeting –

Agenda items were presented to the board to be discussed during the joint PDSWM and Tri – County meeting on August 29th. The Board suggested rearranging the discussion topics but approved of the topics that were presented.

Vrchota noted that he is working on preparing the formal request for an increase of tipping fee based off net cost of operations. The Tri – County Board will review the request at their August meeting before the joint meeting.

There being no further business, Chairman Gerde adjourned the meeting at 9:22 a.m.

Pope/Douglas Solid Waste Management



Paul Gerde, Board Chairman

Attest:



Brooke Hellerman, Board Recording Secretary

**Pope/Douglas Solid Waste Management
Regular Board Meeting
August 17, 2023**

Attendee Name	Title	Status
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	Present
Brooke Hellerman	Board Recording Secretary	Present

Others Present: Michael Martin, Jon Dalum, Gary Schneider, and Karl Frovarp

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

Board Meeting Agenda – The Board received the agenda with no additions was made by Meyer and seconded by Wright. Motion carried.

Board Minutes – Motion to approve the July 20, 2023, regular board meeting minutes as written was made by Wright and seconded by Englund. Motion carried.

Financial Progress Report – The Board received the monthly operating report, schedule of funds reports, and revenue and expenditure reports as of July 31, 2023. With 58% of the year over, revenues are ahead for this time in 2022 by \$1,198,278.44 and expenses are up for this time in 2022 by \$438,085.36 in the general operating account. A total of \$8,370,795.52 or 63.38% of the 2023 revenue budget has been received and a total of \$8,952,461.73 or 68.03% of the expense budget has been spent.

Some of the December Service Fee payments were requested early from Douglas County due to the timing of property insurance.

Plant Operations Report – Tons of Pope and Douglas County waste received during July totaled 2,686.11 tons plus 3,869.03 tons of waste from other counties equal to 6,555.14 tons and a year-to-date total of waste received of 44,967.51 tons. The total tip fee for July was \$624,861.74 and a year-to-date tip fee of \$4,271,562.86.

Schneider reported the following:

- Some of the waste coming in has been wet and making it harder to burn.
- Management is working with the newer employees.
- Operations is still short of a Shift Supervisor. Once the Supervisor position is filled the trainer can get back to his position of training operators.

Waste Received from Other Counties – The following waste was received from other counties:

	July Tons	YTD Tons	July Income	YTD Income
Tri-County	3,603.15	25,870.88	\$337,507.05	\$2,423,325.34
Stevens County	25.49	1,144.97	\$2,387.65	\$107,249.34
Grant County	240.39	1,499.22	\$22,517.33	\$140,431.93
Total Tons & Total Income	3,869.03	28,515.07	\$362,412.03	\$2,671,006.61

Unit Availability Report

Unit	Average	July Hours of Uptime	Uptime Percentage	Reason for Downtime
1	89%	July – 742 of 744	July – 99.7%	
2	92%	July – 723 of 744	July – 97.2%	Cleaning, Ram Repair
3	91%	July – 744 of 744	July – 100%	
All	91%			

There will be some maintenance and down time for the fall cleanings and maintenance on some feed chutes along with other repairs.

Steam Sales

	Monthly K lbs.	Fuel Price	July Income	Y.T.D. K lbs.	Y.T.D. Income
3M	6,588	\$4.86	\$41,162.12	76,148	\$527,702.97
Alomere	2,244	\$4.86	\$13,733.28	20,013	\$156,073.15
Total	8,832		\$54,895.40	96,161	\$683,776.12

Turbine Generator Report – Megawatts of electricity totaling 1079.57 (Generator 1 – 695.28 Megawatts and Generator 2 – 384.29 Megawatts) were produced in July for a year to date total 4,619.75 megawatts. The demand saved in July was \$16,179.60 and the monthly total amount saved in avoided electrical costs was \$59,362.40 and a year-to-date total savings of \$271,831.68.

Landfill Operations Report – Ash landfill expenses for July totaled \$54,690.02. The year-to-date total for landfill expenses equal \$428,014.41. July ash equaled 1,637.78 tons and fines equaled 487.35 tons for a combined July total of 2,125.13 tons and a year-to-date ash/fines total of 14,391.08 tons. The average yearly cost per ton to operate the ash landfill is \$35.10. A total of 210,000 gallons of leachate were removed with 11 loads to the City of Fergus Falls Wastewater Treatment Plant and 24 loads to the PDSWM facility for treatment.

Metal Recovery – Metal shipped out of the landfill included 249.09 tons of ferrous, 0 tons of 0-10 fraction, 66.14 tons of 10-45 fraction, and 0 tons of hand sorted material. The facility processed 5,595 tons of ash with an average throughput per hour of 33.30 and recovery of 6% and YTD recovery of 6%. The metal recovery facility received \$176,715.65 in July for a year to date received \$456,472.92.

Material Recycling Facility Operations Report – Of the total of 6,555.14 tons of waste received a total of 4,551.13 tons (69.4% of the total waste received in July was processed through the facility). A total of 152.37 tons of recycling was removed or 3.3% of the waste processed. A year-to-date total of 956.96 tons have been removed from the trash or 3.2%.

Commodities shipped during July totaled 235.65 tons. Year to date commodities sold are 1,350.47 tons and 1,860 gallons of used motor oil. Income received in July for commodities sold was \$47,359.38 and a year-to-date income of \$261,931.21 and YTD used oil income of \$0.00.

Dalum reported the following:

- Some of the haulers have been bringing cardboard to PDSWM again.
- Members of MRF operations took a tour of Liberty Paper. Staff put together a quality control process and training process to ensure an effort in the quality of OCC being shipped.

Plant Maintenance Report

Frovarp reported the following:

- Pictures were shared with the Board on 3M condensate line repair.
- The glycol condenser bearings have been replaced.
- Different gases are being used with the CEMS as requested by the EPA.
- Staff are still working through some crane issues.

SCORE Programs

Reinbold reported:

- The Starbuck cleanup will be on September 9th and Villard on September 23rd.
- SWAA meetings will be in Alexandria this year at Arrowwood on September 20 – September 22nd.
- PDSWM Staff assisted at the Rotary Pork and Corn Feed. Meyer thanked Pope Douglas Staff for all their work.
- Management is working on the Solid Waste Permit for the facility expansion.
- Management is working on grant extensions for the electric car chargers for the environmental center.
- The Iowa Composting Council will be touring the compost facility on August 17th.

Bills - The Board received the bill list totaling \$642,796.14; capital projects added up to \$257,266.70 of the bill list. The highlighted bills include Breitbach Construction – Building Project; Electric Motor Service – Equipment Maintenance; Ferguson Brothers – Condensate Line Replacement; Richmond Engineering – Equipment Maintenance; Ziegler Inc. – Equipment Maintenance.

Motion was made by Meyer and seconded by Wright to approve payment of the bills totaling \$642,796.14 Motion carried.

Other Business

Capital Project Review –

- A letter from the city of Alexandria was presented to the Board. The calculated costs of water and sewer connection for the environmental center is \$22,697.50.
 - Motion to approve payment to the City of Alexandria for the water and sewer connection for a cost of \$22,697.50 was made by Meyer and seconded by Wright. Motion carried.
- Vrchota noted that Pope Douglas Management has given the City of Alexandria an easement to plant some trees in the wetland area for a bike path that is planned along Nokomis Street.
- A new Breitbach Construction site manager has been at the facility. They plan on dirt work to start in September with Kotzer and Fergusons Excavating.

2024 Tipping Fee –

The tipping fee is currently at \$93.67 in 2023. The actual cost of operation was \$115.03 per ton in 2022. The waste disposal contracts allow for a 4% increase in tipping fees each year.

Motion to increase the tipping fee to \$97.42 per ton to all MSW tons being delivered to the Pope Douglas Solid Waste Management facility in 2024 was made by Meyer and seconded by Wright. Motion carried.

Joint Meeting Tri – County –

The discussion points were sent to the board of what will be on the agenda for the joint meeting with the Tri – County Solid Waste Management Commission on August 29th. Vrchota noted that Pope/Douglas' legal counsel has been invited to the meeting, along with members of the MPCA.

Hellerman noted that Pope Douglas Solid Waste Management does have some old parts for equipment that is no longer being used. Pope Douglas has reached out to vendors to inquire about selling or offering a credit, but the offer is less than the value of the parts. Staff have suggested using a selling service or eBay to sell the parts.

Motion was made by Englund and seconded by Wright to allow for old parts and equipment to be sold on eBay. Motion carried.

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

Pope/Douglas Solid Waste Management


Paul Gerde, Board Chairman

Attest:


Brooke Hellerman, Board Recording Secretary

**Pope/Douglas Solid Waste Management
Regular Board Meeting
September 21, 2023**

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

Others Present: Michael Martin, Karl Frovarp, Jon Dalum, Nick Trinkka, and Shaynen Schmidt

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

Board Meeting Agenda – The Board received the agenda with no additions was made by Lindor and seconded by Wright. Motion carried.

Board Minutes – Motion to approve the August 17, 2023, regular board meeting minutes as written was made by Meyer and seconded by Wright. Motion carried.

Financial Progress Report – The Board received the monthly operating report, schedule of funds reports, and revenue and expenditure reports as of August 31, 2023. With 67% of the year over, revenues are ahead for this time in 2022 by \$1,406,905.38 and expenses are up for this time in 2022 by \$60,360.71 in the general operating account. A total of \$9,529,651.12 or 72.16% of the 2023 revenue budget has been received and a total of \$9,734,429.20 or 73.98% of the expense budget has been spent.

Revenues are higher than normal due to the request of Douglas County transferring \$950,000.00 of service fee payments over early due to timing of some larger bills.

Plant Operations Report – Tons of Pope and Douglas County waste received during August totaled 2,873.09 tons plus 4,211.05 tons of waste from other counties equal to 7,084.14 tons and a year-to-date total of waste received of 52,051.65 tons. The total tip fee for August was \$677,976.28 and a year-to-date tip fee of \$4,949,539.14.

Operations reported the following:

- Schneider is currently working on shift to fill in for Shift Supervisors that are out due to vacation and family emergencies.
- There are a few vacancies in Plant Operators and a Shift Supervisor that management is working on staffing.

Waste Received from Other Counties – The following waste was received from other counties:

	August Tons	YTD Tons	August Income	YTD Income
Tri-County	3,814.80	29,685.68	\$363,417.32	\$2,786,742.66
Stevens County	141.09	1,286.06	\$13,215.90	\$120,465.24
Grant County	255.16	1,754.38	\$23,900.84	\$164,332.77
Total Tons & Total Income	4,211.05	32,726.12	\$400,534.06	\$3,071,540.67

Unit Availability Report

Unit	Average	August Hours of Uptime	Uptime Percentage	Reason for Downtime
1	90%	August – 727 of 744	August – 99.7%	Sprinkler Head Replacement
2	92%	August – 742 of 744	August – 97.2%	Bag Replacement
3	95%	August – 744 of 744	August – 100%	
All	93%			

Some cleaning outages are planned for this year. Major repairs and longer shutdowns will take place in the spring during construction outages.

Steam Sales

	Monthly K lbs.	Fuel Price	August Income	Y.T.D. K lbs.	Y.T.D. Income
3M	8,592	\$4.81	\$55,057.83	84,740	\$582,760.80
Alomere	2,385	\$4.81	\$14,476.95	22,398	\$170,550.10
Total	10,977		\$69,534.78	107,138	\$753,310.90

Turbine Generator Report – Megawatts of electricity totaling 728.07 (Generator 1 – 125 Megawatts and Generator 2 – 603.07 Megawatts) were produced in August for a year to date total 5,347.82 megawatts. The demand saved in August was \$15,828.46 and the monthly total amount saved in avoided electrical costs was \$44,951.26 and a year-to-date total savings of \$316,782.94.

Landfill Operations Report – Ash landfill expenses for August totaled \$59,186.20. The year-to-date total for landfill expenses equal \$487,200.61. August ash equaled 1,553.93 tons and fines equaled 493.30 tons for a combined August total of 2,047.23 tons and a year-to-date ash/fines total of 16,438.31 tons. The average yearly cost per ton to operate the ash landfill is \$35.00. A total of 234,000 gallons of leachate were removed with 17 loads to the City of Fergus Falls Wastewater Treatment Plant and 22 loads to the PDSWM facility for treatment.

Metal Recovery – Metal shipped out of the landfill included 251.39 tons of ferrous, 43.55 tons of 0-10 fraction, 24 tons of 10-45 fraction, and 0 tons of hand sorted material. The facility processed 6,156 tons of ash with an average throughput per hour of 36.64 and recovery of 5% and YTD recovery of 6%. The metal recovery facility received \$92,363.69 in August for a year to date received \$548,836.61.

Trinka noted that they are moving a good amount of 10 – 45 and 0 – 10 right now. They do have a couple of loads of hand sort that is being stored until prices increase.

Material Recycling Facility Operations Report – Of the total of 7,084.14 tons of waste received a total of 4,757.65 tons (67.2% of the total waste received in August was processed through the facility). A total of 127.24 tons of recycling was removed or 2.7% of the waste processed. A year-to-date total of 1,084.20 tons have been removed from the trash or 3.1%.

Commodities shipped during August totaled 240.69 tons. Year to date commodities sold are 1,591.16 tons and 3,235 gallons of used motor oil. Income received in August for commodities sold was \$22,559.23 and a year-to-date income of \$284,490.44 and YTD used oil income of \$0.00.

Dalum reported the following:

- More tons are being shipped but less money is being received for products.
- There have been some issues with staffing on the night shift, but management have been touring candidates.
- Dalum and Hellerman attended a job fair at the Alexandria Technical and Community College on September 13th.

Plant Maintenance Report

Frovarp reported the following:

- The heat exchanger was starting to leak so gaskets were replaced. With the facility expansion it would also need to be increased in size so new plates were added so it is sized correctly.
- There was a worn spot in the throat from an air nozzle blowing in the same spot that created a hole in the refractory. The spot was patched and the air nozzle creating the issue was plugged.
- Unit 3 is down for its fall outage cleaning and annual boiler safety valve swap along with boiler inspection.
- Demo Plus was able to sandblast the boiler tubes to clean them up. The boiler tube thickness is staying good.
- Unit 1 will be going down next week for cleaning and some feed chute repair.

SCORE Programs

- PDSWM Staff attended the Starbuck cleanup on September 9th and Villard clean up on September 23rd. Once the new facility is up and operating, we will direct residents to utilize the facility in Alexandria.
- Members of Management are at the SWAA meetings in Alexandria this week. There have been tours of the landfill.

Bills - The Board received the bill list totaling \$985,001.42; capital projects added up to \$97,960.65 of the bill list. The highlighted bills include Breitbach Construction – Building Project; CemSource – Quarterly Maintenance; City of Alexandria – Capital Projects; Demo Plus – Equipment Maintenance; Fastenal Company – Safety Supplies; JRMA – Capital Projects; KoneCranes – Equipment Maintenance; Mahoney Group – Property Insurance; Veolia – Haz Waste Disposal; Wrigley Mechanical – Condensate Line Replacement; Ziegler Inc. – Equipment Maintenance.

Motion was made by Lindor and seconded by Wright to approve payment of the bills totaling \$985,001.42. Motion carried.

There was a discussion on what other facilities have for property insurance. It was noted that when MCIT released these groups, they worked together as a group for property insurance so most in the State of Minnesota have the same carrier.

Other Business

Capital Project Review –

Vrchota noted that some of the projects for the facility expansion. Kotzer and Fergusons will be working within the next week on soil corrections and footings before snow arrives. It was added that there is a large gap on equipment, and they are having a hard time finding a system under 5 million dollars.

Resolution 7 – 2023 Bond Paying Agent –

RESOLUTION #7 – 2023

WHEREAS: Pope/Douglas Solid Waste Management has five active bonds. Payment for these bonds is due August 1, 2023.

WHEREAS: The Douglas County 2022A bond has a required paying agent fee.

WHEREAS: The paying agent fee is a \$475.00 for agent fees due with the interest payments that are due on August 1, 2023; 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 \$475.00, 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 21st day of September 2023.

Motion was made by Wright and seconded by Englund to approve Resolution #7 – 2023. Roll call vote: Gerde – Yes Englund – Yes Lindor – Yes Meyer – Yes Wright – Yes Motion carried.

Resolution 8 – 2023 Market Price Declaration –

Resolution #8 – 2023

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 2024 for all MSW generated in Pope and Douglas Counties to be \$57.51 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 21, 2023

Motion was made by Lindor and seconded by Englund to approve Resolution #8 – 2023. Roll call vote:
Lindor – Yes Meyer – Yes Englund – Yes Wright – Yes Gerde – Yes Motion carried.

Ash, Fines, Leachate Hauling Discussion –

A letter was presented to the board expressing that Alex Rubbish and Recycling is terminating the ash, fines, and leachate hauling agreement as of December 31, 2023.

Vrchota noted that PDSWM will be going out for bids near the end of September.

Updates from Joint Meeting with Tri – County –

Vrchota noted that both the Pope Douglas Board along with the Tri County Board felt that the meeting was a good meeting. Tri County could drop waste starting in 2026 but would need to provide a year notice.

Hauler Collected Service Fee Updates –

Vrchota met with both Pope County and Douglas County to on a fee that the waste haulers would collect. The haulers would prefer the name of the fee to be something different than hauler collected fee if used. It was noted it would likely be something like Pope Douglas Environmental Fee.

There was a discussion on increasing the solid waste service fee while Pope Douglas Staff and the County Staff work on ordinances that would allow of the environmental fee.

The motion to increase the solid waste service fee to \$130.00 per household for 2024 was made by Meyer and seconded by Lindor. Motion carried. The Board agreed that they would like each County to keep processing at the county levels with the hauler collected fee.

Health Insurance Plan –

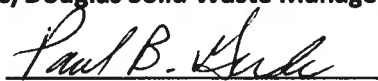
Hellerman presented information on health insurance for 2024. Gallagher went out for a request for proposal for health insurance for the group for 2024 coverage. There were 6 carriers that provided a proposal of the groups that provided proposals Sourcewell provided the least increase with an 18.19% increase for 2024 coverage and 11.9% cap for 2025 coverage.

The renewal with the Minnesota Public Employees Insurance Program came back with a 4.5% increase for 2024 coverage for the Pope Douglas Solid Waste Management group. The PEIP average in increase on rates for renewals was 3.6%. The renewal with PEIP would require a two – year commitment without knowing what the 2025 coverage would be, but a group can withdraw if premiums increase 50% or more from one insurance year to the next.


Motion to renew health insurance with PEIP for 2024 health insurance coverage was made by Lindor and seconded by Englund. Motion carried.

There being no further business, Chairman Gerde adjourned the meeting at 9:47 a.m.

Pope/Douglas Solid Waste Management


Paul Gerde, Board Chairman

Attest:


Brooke Hellerman, Board Recording Secretary

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

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

Others Present: Gary Schneider, Nathan Reinbold, Karl Frovarp, Jon Dalum, and Megan Hansen

Chairman Gerde called the meeting to order.

The Pledge of Allegiance to the Flag was recited.

Board Meeting Agenda – The Board received the agenda with the additions of Resolution #10 – 2023, and Resolution #11 – 2023 for support of applying for grants was made by Meyer and seconded by Englund. Motion carried.

Board Minutes – Motion to approve the September 21, 2023, regular board meeting minutes as written was made by Lindor and seconded by Wright. Motion carried.

Financial Progress Report – The Board received the monthly operating report, schedule of funds reports, and revenue and expenditure reports as of September 30, 2023. With 75% of the year over, revenues are ahead for this time in 2022 by \$1,285,897.50 and expenses are up for this time in 2022 by \$471,717.51 in the general operating account. A total of \$10,375,079.53 or 78.5% of the 2023 revenue budget has been received and a total of \$11,140,248.17 or 84.6% of the expense budget has been spent.

Plant Operations Report – Tons of Pope and Douglas County waste received during September totaled 2,477.63 tons plus 3,063.92 tons of waste from other counties equal to 5,541.55 tons and a year-to-date total of waste received of 57,593.20 tons. The total tip fee for September was \$526,464.05 and a year-to-date tip fee of \$5,476,003.19.

Schneider reported the following:

- A couple of Plant Operators were successful in passing their 1A boiler exam. We should be able to interview and select soon to move forward with our candidate to fill the vacancy of Shift Supervisor and bring our Relief Operator back to training.
- There have been some issues with DP on units 1 and 2 that management is working on resolving.

Waste Received from Other Counties – The following waste was received from other counties:

	September Tons	YTD Tons	September Income	YTD Income
Tri-County	2,711.10	32,396.78	\$253,948.74	\$3,040,691.40
Stevens County	121.26	1,407.32	\$11,358.42	\$131,823.66
Grant County	231.56	1,985.94	\$21,690.23	\$186,023.00
Total Tons & Total Income	3,063.92	35,790.04	\$286,997.39	\$3,358,538.06

Unit Availability Report

Unit	Average	September Hours of Uptime	Uptime Percentage	Reason for Downtime
1	88.9%	September – 581 of 720	September – 80.7%	Scheduled Cleaning Outage
2	92.6%	September – 719 of 720	September – 99.9%	
3	92.8%	September – 558 of 720	September – 77.5%	Scheduled Cleaning Outage
All	91.8%			

Steam Sales

	Monthly K lbs.	Fuel Price	September Income	Y.T.D. K lbs.	Y.T.D. Income
3M	6,898	\$4.60	\$42,069.98	91,638	\$624,830.78
Alomere	2,827	\$4.60	\$16,481.41	25,225	\$187,031.51
Total	9,725		\$58,551.39	116,863	\$811,862.29

Turbine Generator Report – Megawatts of electricity totaling 347.17 (Generator 1 – 42 Megawatts and Generator 2 – 305.17 Megawatts) were produced in September for a year to date total 5,694.99 megawatts. The demand saved in September was \$10,930.32 and the monthly total amount saved in avoided electrical costs was \$24,817.12 and a year-to-date total savings of \$343,930.56.

Bypass – A total of 41.30 tons of waste was bypassed during the third quarter of 2023. The monthly breakdown was as follows: July 17.49 tons, August 14.56 tons, and September 9.25 tons. The year-to-date total is 125.42 tons.

Confidential Burn/Special Burn – Year to Date Confidential Burn/Special Burn tons have totaled 221.56 tons and year to date income total at \$99,404.64.

July	36.85 tons	\$13,485.71
August	33.98 tons	\$17,157.17
September	15.73 tons	\$8,459.10
Total	86.56 tons	\$39,101.98

Landfill Operations Report – Ash landfill expenses for September totaled \$74,614.59. The year-to-date total for landfill expenses equal \$561,815.20. September ash equaled 1,332.78 tons and fines equaled 493.88 tons for a combined September total of 1,826.66 tons and a year-to-date ash/fines total of 18,264.97 tons. The average yearly cost per ton to operate the ash landfill is \$36.18. A total of 162,000 gallons of leachate were removed with 8 loads to the City of Fergus Falls Wastewater Treatment Plant and 19 loads to the PDSWM facility for treatment.

Metal Recovery – Metal shipped out of the landfill included 321.83 tons of ferrous, 0 tons of 0-10 fraction, 28.56 tons of 10-45 fraction, and 0 tons of hand sorted material. The facility processed 4,792 tons of ash with an average throughput per hour of 28.52 and recovery of 7% and YTD recovery of 6%. The metal recovery facility received \$71,328.22 in September for a year to date received \$620,164.83.

Compost Received – Year to Date the compost facility has received 486.92 tons of organic material and 181.55 tons of yard waste at the facility for a total of 668.47 tons of material. YTD income from other counties dropping off organics has equaled to \$10,039.50.

Material Recycling Facility Operations Report – Of the total of 5,541.55 tons of waste received a total of 3,776.81 tons (68.2% of the total waste received in September was processed through the facility). A total of 135.95 tons of recycling was removed or 3.6% of the waste processed. A year-to-date total of 1,220.15 tons have been removed from the trash or 3.2%.

Commodities shipped during September totaled 236.51 tons. Year to date commodities sold are 1,827.67 tons and 3,235 gallons of used motor oil. Income received in September for commodities sold was \$19,221.30 and a year-to-date income of \$303,711.74 and YTD used oil income of \$0.00.

Dalum reported the following:

- The night shift almost has a full crew now.
- Cardboard tons shipped are very similar to 2022. Cardboard numbers are still low, but revenue numbers are slowing increase.
- A partial load of plastic will be shipped before the end of the year.

Plant Maintenance Report

Frovarp reported the following:

- Unit 1 was down for the fall outage. Firebrick was installed in the chute instead of using glycol for a trial to see if that would work as the glycol system has had leaks and is wore out. Management will look at redesigning the feed chute to optimize with the cranes when we do replace the feed chutes.
- Unit 2 does currently have a glycol leak in the feed chutes. That unit will go down for cleaning at the end of October.
- The Quincy compressor motor went down. The motor is being repaired as an exact replacement can't be found as the compressor and motor are over 20 years old.

SCORE Programs

Reinbold reported the following:

- The Pope County site in Starbuck does have a fence at the facility.
- Staff will be reviewing the hours of the Alexandria facility when the new building opens to possibly include occasional Saturdays and on one day of the week a later opening and staying open later in the afternoon.
- The summer clean up events have been completed for 2023.

Bills - The Board received the bill list totaling \$847,715.62; capital projects added up to \$421,647.11 of the bill list. The highlighted bills include Anderson Crane – Equipment Maintenance; Breitbach Construction – Capital; Demo Plus – Equipment Maintenance; Elite Fence & Deck – Capital (Starbuck Site); JRMA – Capital; Richmond Engineering – Equipment Maintenance; Turbine Pros; Equipment Maintenance; Wrigley Mechanical – Capital.

Motion was made by Meyer and seconded by Wright to approve payment of the bills totaling \$847,715.62. Motion carried.

Other Business

Capital Project Review –

- Pictures were presented to the Board of construction progress including tree and old scale removal, MRF soil corrections, Environmental Center footings and base wall construction.
- There was a discussion on using the lobbyist to ask for additional dollars. It was noted a more in-depth discussion could take place with a subcommittee.
- An updated spreadsheet of project costs was presented to the Board to give an update on the project. A list of other capital expenses not included in those costs were presented to the board as well.

A change order for JRMA Inc., was presented to the board. The change order is for structural redesign to allow the MRF and Environmental Center projects to continue construction through the winter months utilizing bond or tie beams prior to floor slab being placed.

Motion to approve the change order with JRMA for engineering work for structural re-design for an amount of \$51,672.50 was made by Lindor and seconded by Englund. Motion carried.

Resolution #9 – 2023 –

Resolution #9 - 2023
Pope/Douglas Solid Waste Management

Minnesota Pollution Control Agency
FY 2023-2024 GRANT ROUND
Authorization Resolution

WHEREAS, Pope/Douglas Solid Waste Management has applied for a grant from the Minnesota Pollution Control Agency (MPCA), under its FY 23-24 Greater Minnesota Waste Reduction, Reuse, Recycling and Composting (WRRRC) Grant; and

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

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

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

Pope/Douglas Solid Waste Management


Paul Gerde, Board Chairman

ATTEST:


Stephen Vrchoha, Executive Director

Dated at Alexandria, Minnesota this 19th day of October 2023.

Motion was made by Lindor and seconded by Englund to approve Resolution #9 – 2023. Roll call vote:
Lindor – Yes Englund – Yes Gerde – Yes Wright – Yes Meyer – Yes Motion carried.

Resolution #10 – 2023 –

Resolution #10 - 2023
Pope/Douglas Solid Waste Management

Minnesota Pollution Control Agency
FY 2023-2024 GRANT ROUND
Authorization Resolution

WHEREAS, Pope/Douglas Solid Waste Management has applied for a grant from the Minnesota Pollution Control Agency (MPCA), under its FY 23-24 Greater Minnesota Waste Reduction, Reuse, Recycling and Composting (WRRRC) Grant; and

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

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

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

Pope/Douglas Solid Waste Management



Paul Gerde, Board Chairman

ATTEST:



Stephen Vrchota, Executive Director

Dated at Alexandria, Minnesota this 19th day of October 2023.

Motion was made by Englund and seconded by Meyer to approve Resolution #10 – 2023. Roll call vote:
Englund – Yes Gerde – Yes Wright – Yes Meyer – Yes Lindor – Yes Motion carried.

Resolution #11 – 2023 –

Resolution #11 - 2023
Pope/Douglas Solid Waste Management

Minnesota Pollution Control Agency
FY 2023-2024 GRANT ROUND
Authorization Resolution

WHEREAS, Pope/Douglas Solid Waste Management has applied for a grant from the Minnesota Pollution Control Agency (MPCA), under its FY24 MPCA Statewide Waste Reduction and Reuse Grant; and

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

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

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

Pope/Douglas Solid Waste Management



Paul Gerde, Board Chairman

ATTEST:



Stephen Vrchota, Executive Director

Dated at Alexandria, Minnesota this 19th day of October 2023.

Motion was made by Lindor and seconded by Meyer to approve Resolution #11 – 2023. Roll call vote: Gerde – Yes Wright – Yes Meyer – Yes Lindor – Yes Englund – Yes Motion carried.

2024 Health Insurance –

Funding structure for health insurance for 2024 was presented to the board. On the HSA plan with PEIP, Pope Douglas will contribute the following per month for coverage \$624.70 single, \$885.00 single +1, and \$1,055.00 family. On the HSA plan, Pope Douglas will also contribute \$50/month towards each employee on the HSA plan.

Motion was made by Meyer and seconded by Lindor to approve the 2024 health insurance funding. Motion carried.

2024 Budget –

The 2024 budget was presented to the board for review. Approval will take place during the November meeting.

Special Meeting Request – Award Contract for Ash, Fines, Leaching Hauling –

A special meeting for awarding the ash, fines, and leachate hauling contract was made for November 2nd at 8:00 a.m.


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

Pope/Douglas Solid Waste Management



Paul Gerde, Board Chairman

Attest:



Brooke Hellerman, Board Recording Secretary

**Pope/Douglas Solid Waste Management
Regular Board Meeting
November 2, 2023**

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

Others Present: Shaynen Schmidt, Mike Solmonson, Tim Ferguson, Jake Ferguson, Philip Kraft, Nathan Reinbold, and Brian Kraemer

Chairman Gerde called the meeting to order.
The Pledge of Allegiance to the Flag was recited.
Motion was made by Englund and seconded by Meyer to approve the agenda.

Review Bids for Ash, Fines, and Leachate Hauling

Bids for the ash, fines, and leachate hauling were presented to the Board.

- Alex Rubbish and Recycling provided a bid that was deemed incomplete as it was bid as only weekdays and no plan for weekend or holiday hauling. They did not bid on leachate hauling.
- Pfeninger Trucking provided a bid for only leachate hauling.
- Cardboard Cares and Tom Kramer Inc. provided a bid using similar hauling methods that are currently used.
- Ferguson Brothers Excavating provided a bid that included using a bunker storage method for ash and fines, while using a loader to load on to a dump truck.

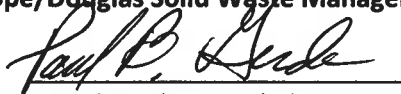
Business	Estimated Monthly Cost for Leachate	Estimated Monthly Cost for Ash/Fines	Total
Alex Rubbish & Recycling	No Bid	\$28,722.00 Incomplete – No Weekends	\$28,722.00
Cardboard Cares	\$11,550.00	\$39,900.00	\$51,450.00
Ferguson Brothers Ex.	\$18,152.00	\$45,353.00	\$63,505.00
Tom Kraemer Inc.	\$17,590.00	\$54,872.00	\$72,462.00
Pfeninger Trucking	\$15,145.50	No Bid	\$15,145.50

Award for Contract for Ash, Fines, and Leachate Hauling

Motion was made by Englund and seconded by Wright to move forward with Cardboard Cares for the ash, fines, and leachate hauling.

There being no further business, Chairman Gerde adjourned the meeting at 8:25 a.m.

Pope/Douglas Solid Waste Management


Paul Gerde, Board Chairman

Attest:


Brooke Hellerman, Board Recording Secretary

**Pope/Douglas Solid Waste Management
Regular Board Meeting
November 16, 2023**

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

Others Present: Mike Martin, Ryan Breitbach, Jon Dalum, Megan Hansen, and Miranda Wendlandt

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

Board Meeting Agenda – The Board received the agenda with no additions. Motion was made by Englund and seconded by Lindor to approve the agenda. Motion carried.

Board Minutes – Motion to approve the October 19, 2023, regular board meeting minutes and November 2, 2023, special meeting minutes as written was made by Wright and seconded by Meyer. Motion carried.

Financial Progress Report – The Board received the monthly operating report, schedule of funds reports, and revenue and expenditure reports as of October 31, 2023. With 83% of the year over, revenues are ahead for this time in 2022 by \$1,408,937.35 and expenses are up for this time in 2022 by \$231,099.53 in the general operating account. A total of \$11,091,983.87 or 84% of the 2023 revenue budget has been received and a total of \$11,864,798.48 or 90% of the expense budget has been spent.

Plant Operations Report – Tons of Pope and Douglas County waste received during October totaled 2,650.34 tons plus 3,949.96 tons of waste from other counties equal to 6,600.30 tons and a year-to-date total of waste received of 64,193.50 tons. The total tip fee for October was \$627,161.66 and a year-to-date tip fee of \$6,103,164.85.

Schneider reported the following:

- The Shift Supervisor position that has been open since March has been filled.
- All Operations positions are now filled.

Waste Received from Other Counties – The following waste was received from other counties:

	October Tons	YTD Tons	October Income	YTD Income
Tri-County	3,548.57	35,945.35	\$332,394.54	\$3,040,691.40
Stevens County	164.41	1,571.73	\$15,400.28	\$131,823.66
Grant County	236.98	2,222.92	\$22,197.92	\$186,023.00
Total Tons & Total Income	3,949.96	39,740.00	\$369,992.74	\$3,358,538.06

Unit Availability Report

Unit	Average	October Hours of Uptime	Uptime Percentage	Reason for Downtime
1	89.9%	October – 737 of 744	October – 99.1%	Feed Chute Inspection
2	92.2%	October – 620 of 744	October – 88.0%	Cleaning
3	93.5%	October – 744 of 744	October – 100%	
All	92.3%			

Steam Sales

	Monthly K lbs.	Fuel Price	October Income	Y.T.D. K lbs.	Y.T.D. Income
3M	10,955	\$4.64	\$65,396.96	102,593	\$690,227.74
Alomere	3,634	\$4.64	\$21,367.92	28,859	\$208,399.43
Total	14,589		\$86,764.88	131,452	\$898,627.17

Turbine Generator Report – Megawatts of electricity totaling 439.01 (Generator 1 – 0 Megawatts and Generator 2 – 439.01 Megawatts) were produced in October for a year to date total 6,202 megawatts. The demand saved in October was \$8,936.46 and the monthly total amount saved in avoided electrical costs was \$26,496.86 and a year-to-date total savings of \$373,147.42. Generator 1 will need repair work after the new year. This work is typically done every 6 years.

Landfill Operations Report – Ash landfill expenses for October totaled \$70,083.86. The year-to-date total for landfill expenses equal \$638,885.28. October ash equaled 1,572.79 tons and fines equaled 450.37 tons for a combined October total of 2,023.16 tons and a year-to-date ash/fines total of 20,288.13 tons. The average yearly cost per ton to operate the ash landfill is \$36.92. A total of 216,000 gallons of leachate were removed with 16 loads to the City of Fergus Falls Wastewater Treatment Plant and 20 loads to the PDSWM facility for treatment.

Metal Recovery – Metal shipped out of the landfill included 218.04 tons of ferrous, 42.25 tons of 0-10 fraction, 29.71 tons of 10-45 fraction, and 0 tons of hand sorted material. The facility processed 5,191 tons of ash with an average throughput per hour of 29.49 and recovery of 6% and YTD recovery of 6%. The metal recovery facility received \$71,520.44 in October for a year to date received \$691,685.27.

Material Recycling Facility Operations Report – Of the total of 6,600.30 tons of waste received a total of 4,634.70 tons (70.2% of the total waste received in October was processed through the facility). A total of 141.84 tons of recycling was removed or 3.1% of the waste processed. A year-to-date total of 1,361.99 tons have been removed from the trash or 3.2%.

Commodities shipped during October totaled 231.90 tons and 625 gallons of used motor oil. Year to date commodities sold are 2,059.57 tons and 3,860 gallons of used motor oil. Income received in October for commodities sold was \$49,341.07 and a year-to-date income of \$353,052.81 and YTD used oil income of \$0.00.

Dalum reported the following:

- Cardboard pricing is starting to increase, it is now up to \$95/ton.
- Most of the MRF is now staffed but will still need one more position on the MRF night shift.

Plant Maintenance Report

- Unit 1 is down for repairs to the unit 1 feed chute.
- Unit 2 feed chute had a glycol leak and needed repairs. Leaks are being patched but will do a similar repair to unit 1.
- The platform deck had patches installed. The deck is worn out and will need to be fully replaced soon.

SCORE Programs

- There was a tour at Pope Douglas Solid Waste Management with the Miltona school. Approximately 40 students and chaperones toured.
- The Minnesota Composting Council was successful in receiving a grant. Pope Douglas may receive some dollars for communication and education.

Bills - The Board received the bill list totaling \$1,160,508.95; capital projects added up to \$726,660.67 of the bill list. The highlighted bills include Breitbach Construction – Capital; DM Enterprises – Capital MRF Equipment; JRMA – Capital Engineering; Richmond Engineering – Maintenance; Univar – Carbon; Wrigley Mechanical – Equipment Maintenance.

Motion was made by Lindor and seconded by Englund to approve payment of the bills totaling \$1,160,508.95 Motion carried.

Other Business

Capital Project Review –

- Updated renderings of the environmental center were presented.
- Pictures of the construction and there was a discussion of work completed.
- There was a drawing and discussion on using tie in beams for continuing construction in winter.
- Vrchota reached out to the lobbyist, and they noted that legislatures were not interested in funding projects that were already approved as almost every project that was approved last year is over budget.
- There was some discussion on an approximate dollar amount that will be left for MRF equipment. There will be approximately 3 million available but would like to see around 5 million. Staff have applied for grants for different pieces of equipment.
- Breitbach noted that the anticipated building schedule has been pushed back. Expecting to have the building materials delivered in January.

2024 Budget –

The 2024 Budget was presented to the board. The revenue is budgeted at \$14,133,772.00 and expenses are budgeted at \$14,247,319.00.

Motion to approve the 2024 budget was made by Lindor and seconded by Meyer. Roll call vote: Wright – Yes Meyer – Yes Lindor – Yes Englund – Yes Gerde – Yes. Motion carried.

Safety Allowance

There was a request to increase the safety and PPE allowance from \$225.00 to \$250.00 a year. Staff have also requested to include items like boot conditioner, laces, insoles, and other items related to safety items.

Motion was made by Englund and seconded by Wright to allow Pope Douglas Solid Waste Management to adjust the safety reimbursement from \$225 a year to \$250 a year. Items for reimbursement must fit into the general definition of the reimbursement and be approved by the department manager. Motion carried.

Clifton Larson Allen – Audit Engagement

Miranda Wendlandt of Clifton Larson Allen presented the statement of work for audit services for the audit of 2023 in 2024. The audit is expected to be done in April 2024. The estimated fees are expected to be at \$23,500 with any additional audit testing for GASB 96 to be billed at standard hourly rates.

Motion to authorize the Board Chairman to sign the statement of work with Clifton Larson Allen for the audit of 2023 was made by Meyer and seconded by Lindor. Motion carried.

Snow Removal

With the facility under construction, it is preferred that the equipment operators remove snow. The operators would prefer to rotate who comes in on weekends to clear the snow from the facility and drive. The on-call rotation would start the middle of November and last through the middle of April. It is expected that it should only need to be done 2023 – 2025.

There was a discussion on having the county public works help clear the facility.

Motion to allow Pope Douglas Solid Waste Management to allow for on call pay for weekend snow removal was made by Meyer and seconded by Englund. Motion carried.

Ash, Fines, and Leachate Hauling

The contract for ash, fines, and leachate hauling was presented to the board along with the standard operating procedures addendum. The contract would start on December 1, 2023, at the request of Cardboard Cares. The contract length is 37 months with the option to add an additional 24 months.

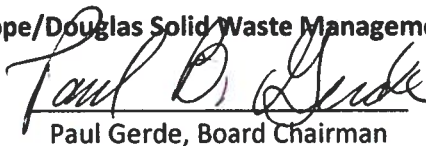
Motion to authorize the Board Chairman to sign the ash, fines, and leachate hauling agreement with Cardboard Cares was made by Englund and seconded by Lindor. Motion carried.

Discussion on Hauler Meeting

After the special meeting on November 2, 2023, two board members met with a panel of waste haulers to discuss different issues of concern including costs of unacceptable waste charges and recycling incentives. There is a hauler meeting on December 12th at 9:00 a.m. but most board members have meetings. Staff will look at different days and times for hauler meetings to allow for a couple members to attend in 2024.

There being no further business, Chairman Gerde adjourned the meeting at 8:43 a.m.

Pope/Douglas Solid Waste Management



Paul Gerde, Board Chairman

Attest:



Brooke Hellerman, Board Recording Secretary

**Pope/Douglas Solid Waste Management
Regular Board Meeting
December 21, 2023**

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

Others Present: Megan Hansen, Gary Schneider, Karl Frovarp, Jon Dalum, Nick Trinkka, Nathan Reinbold, Mike Martin

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

Board Meeting Agenda – The Board received the agenda with the addition of Resolution 13 - 2023. Motion was made by Lindor and seconded by Meyer to approve the agenda with the addition of Resolution 13 - 2023. Motion carried.

Board Minutes – Motion to approve the November 16, 2023, regular board meeting minutes as written was made by Wright and seconded by Englund. Motion carried.

Financial Progress Report – The Board received the monthly operating report, schedule of funds reports, and revenue and expenditure reports as of November 30, 2023. With 92% of the year over, revenues are ahead for this time in 2022 by \$1,370,414.22 and expenses are up for this time in 2022 by \$266,427.72 in the general operating account. A total of \$12,025,549.40 or 91% of the 2023 revenue budget has been received and a total of \$12,669,53.93 or 96% of the expense budget has been spent.

Plant Operations Report – Tons of Pope and Douglas County waste received during November totaled 2,529.68 tons plus 3,792.32 tons of waste from other counties equal to 6,322 tons and a year-to-date total of waste received of 70,515.50 tons. The total tip fee for November was \$602,629.10 and a year-to-date tip fee of \$6,705,793.95.

Schneider reported the following: Good weather helps the uptick in burn rates. DP issues in units 1 and 2, found a hole in unit 2 stack pipe, put a band-aid on, and seemed to fix the problem, unit 1 can't find the issue, only running at 75%. Fully staffed, hoping new guys are here next year to help with not having to retrain.

Waste Received from Other Counties – The following waste was received from other counties:

	November Tons	YTD Tons	November Income	YTD Income
Tri-County	3,353.33	39,298.68	\$314,172.41	\$3,681,173.35
Stevens County	229.74	1,801.47	\$21,519.75	\$168,743.69
Grant County	209.25	2,432.17	\$19,600.45	\$227,821.37
Total Tons & Total Income	3,792.32	43,532.32	\$355,292.61	\$4,077,738.41

Unit Availability Report

Unit	Average	November Hours of Uptime	Uptime Percentage	Reason for Downtime
1	88.6%	November – 543 of 720	November – 75.4%	Feed Chute Replacement
2	91.6%	November – 620 of 720	November – 86.1%	Cleaning
3	94.1%	November – 720 of 720	November – 100%	
All	92.1%			

Steam Sales

	Monthly K lbs.	Fuel Price	November Income	Y.T.D. K lbs.	Y.T.D. Income
3M	12,321	\$4.51	\$72,861.01	114,914	\$763,088.75
Alomere	2,522	\$4.51	\$15,091.83	31,381	\$223,491.26
Total	14,843		\$87,952.84	146,295	\$986,580.01

Turbine Generator Report – Megawatts of electricity totaling 606.00 (Generator 1 – 0 Megawatts and Generator 2 – 606.00 Megawatts) were produced in November for a year to date total 6,808 megawatts. The demand saved in November was \$8,245.62 and the monthly total amount saved in avoided electrical costs was \$32,485.62 and a year-to-date total savings of \$405,633.04 Generator 1 will need repair work after the new year. This work is typically done every 6 years.

Landfill Operations Report – Ash landfill expenses for November totaled \$76,622.31. The year-to-date total for landfill expenses equal \$715,507.59. November ash equaled 1,414.75 tons and fines equaled 571.74 tons for a combined November total of 1,986.49 tons and a year-to-date ash/fines total of 22,274.62 tons. The average yearly cost per ton to operate the ash landfill is \$32.12. A total of 108,000 gallons of leachate were removed with 0 loads to the City of Fergus Falls Wastewater Treatment Plant and 18 loads to the PDSWM facility for treatment.

Trinka reported the following: Better year with a dry summer and dry fall. He's hoping to exceed \$850,000 in Revenues from the sale of Commodities. We are seeing an uptick in pricing, which seems to be trending like last year. Committed to 3 loads of material to Recco, which should be fulfilled tomorrow, so we won't carry over a large receivable starting the new year. Tracks in the Cat are worn and will need to be replaced this winter – expected to be out of service for 2 weeks, will wait until the ground is frozen so no need to rent equipment. Stockpiling the new ash for winter.

Metal Recovery – Metal shipped out of the landfill included 190.12 tons of ferrous, 0 tons of 0-10 fraction, 56.77 tons of 10-45 fraction, and 17.04 tons of hand sorted material. The facility processed 3,852 tons of ash with an average throughput per hour of 24.08 and recovery of 7% and YTD recovery of 6%. The metal recovery facility received \$88,721.26 in November for a year to date received \$780,406.53.

Material Recycling Facility Operations Report – Of the total of 6,322.77 tons of waste received a total of 4,215.34 tons (66.7% of the total waste received in November was processed through the facility). A total of 159.12 tons of recycling was removed or 3.8% of the waste processed. A year-to-date total of 1,521.11 tons have been removed from the trash or 3.2%.

Commodities shipped during November totaled 175.13 tons and 235 gallons of used motor oil. Year to date commodities sold are 2,234.70 tons and 4,095 gallons of used motor oil. Income received in November for commodities sold was \$17,085.59 and a year-to-date income of \$370,138.40 and YTD used oil income of \$0.00.

Dalum reported the following: Cardboard is the biggest difference, more tin, and scrap YTD, pulling more out. Cardboard is up \$5/ton, almost full staff retaining employees, 1 short on night shift.

Plant Maintenance Report – Unit 1 down due to bag failure, Unit 2 has DP issues due to old equipment. Expansion joints are rusting on Unit 2, baghouse/ID Fan – holes/rusted, hoping to put in the new one during the outage. Have done 2 landfill acid treatments. CemSource audit went well, chiller down. Unit 1 will be down at the end of January. Inspected Unit 1 to try to find a hole using a smoke bomb, next is a camera down the unit.

SCORE Programs 7 drop sites for Christmas lights covering Starbuck, Glenwood, Alexandria and Osakis. Live trees go to either TKI or DCDL landfills. Applied for a few different grants (optical sorter, bag opener, Reuse equipment train the trainer) Have been also working with carton council. Would like a Board member to be present at the next Hauler meeting. Vrchota commented that with the Reuse Equipment, for every 1 pound item it takes 9 pounds of material to make it.

Bills - The Board received the bill list totaling \$1,041,296.25; capital projects added up to \$518,743.75 of the bill list. The highlighted bills include Braun Intertec – Capital; Breitbach Construction – Capital; Demo Plus – Unit 1 Maintenance; HDR Engineering – Capital Environmental Center; JRMA – Capital Engineering; Lars Engineering – Annual Equipment Maintenance; Wrigley Mechanical – Equipment Maintenance.

Motion was made by Lindor and seconded by Wright to approve payment of the bills totaling \$1,041,296.25 Motion carried.

Other Business

Capital Project Review – The Environmental Center is going well, rebar in foundation. MRF building is planning to have the floor poured in June/July. Steve brought up that we need to go out for PO for equipment before we reach the deadline. We don't want to be shut down twice for floor pour and then again for equipment install so needing to cut the PO soon.

Motion was made by Englund and Seconded by Lindor for PD Board to move forward with bonding, not to exceed \$3 Million to continue moving forward with the equipment Purchase.

Policy Updates – ESSL – Hansen noted there will be a policy change presented next week at the yearend meeting. We will use similar changes that Douglas County changed.

Resolution #12-2023 –

RESOLUTION #12 – 2023

WHEREAS: Pope/Douglas Solid Waste Management has five active bonds.

WHEREAS: To comply with IRS arbitrage requirements, Government Capital Securities completed the Arbitrage Reporting and Continuing Disclosure Reporting for a fee of \$1,416.66

WHEREAS: There is a \$950.00 agent fees due on February 1, 2024; 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 or Finance Director to transfer \$2,366.66 into the bonds and interest account from the general operating account for payment of the miscellaneous fees listed above.

Pope/Douglas Solid Waste Management



Paul Gerde, Board Chair

ATTEST:



Stephen Vrchota, Executive Director

Dated at Alexandria, Minnesota this 21st day of December 2023.

Motion was made by Lindor and seconded by Meyer to approve Resolution #12-2023. Roll call vote: Englund – Yes Gerde – Yes Wright – Yes Meyer – Yes Lindor – Yes Motion Carried.

Resolution #13-2023

RESOLUTION #13 – 2023

WHEREAS: Pope/Douglas Solid Waste Management has five active bonds. Payment for bond interest is due February 1, 2024.

WHEREAS: The Douglas County 2019A interest payment of \$183,075.00 is due on February 1, 2024; and

WHEREAS: The Pope County 2019A interest payment of \$57,490.00 is due on February 1, 2024; and

WHEREAS: The Douglas County 2020A interest payment of \$43,277.50 is due on February 1, 2024; and

WHEREAS: The Pope County 2021A interest payment of \$39,507.50 is due on February 1, 2024; and

WHEREAS: The Douglas County 2022A interest payment of \$139,280.00 is due on February 1, 2024; 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 \$462,630.00 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:



Stephen Vrchota, Executive Director

Dated at Alexandria, Minnesota this 21st day of December 2023.

Motion was made by Meyer and seconded by Wright to approve Resolution #13-2023. Roll call vote: Englund – Yes Gerde – Yes Wright – Yes Meyer – Yes Lindor – Yes Motion Carried

There being no further business, Chairman Gerde adjourned the meeting at 8:43 a.m.

Pope/Douglas Solid Waste Management



Paul Gerde, Board Chairman

Attest:



Megan Hansen, Office Manager Assistant

**Pope/Douglas Solid Waste Management
Regular Board Meeting
December 27, 2023**

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

Others Present: Megan Hansen, Nathan Reinbold, and Jon Dalum

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

Year End 2023 Bills - The Board received the bill list totaling \$149,376.01; capital projects added up to \$11,231.50 of the bill list. The highlighted bills include Braun Intertec – Capital Projects and Bulk Process Equipment – MRF Equipment Maintenance.

Motion was made by Lindor and seconded by Englund to approve payment of the bills totaling \$149,376.01. Motion carried.

2024 Mileage Reimbursement and Per Diem Rates

Motion was made by Lindor and seconded by Meyer to set the 2024 mileage reimbursement consistent with federal guidelines and to set the per diem at \$100 per meeting. Motion carried.

Other Business

Policy Updates – ESSL

Motion was made by Englund and seconded by Meyer to update the policies presented to comply with the earned safe and sick leave laws effective January 1, 2024. Motion carried.

Steam Expo Event Contribution Request

Motion was made by Meyer and seconded by Lindor to authorize a \$500 contribution to the 2024 STEAM Expo event. Motion carried.

Douglas County Annual Kid's Groundwater Festival

Motion was made by Lindor and seconded by Englund to authorize a \$300 contribution to the Douglas County Kid's Groundwater Festival in 2024. Motion carried.

Pope/Stevens Kid's Water Festival

Motion was made by Englund and seconded by Wright to authorize a \$300 contribution to the Pope/Stevens Kid's Water Festival in 2024. Motion carried.

There being no further business, the meeting was adjourned at 9:19 a.m. by Chairman Gerde.

Pope/Douglas Solid Waste Management


Paul Gerde, Board Chairman

Attest:


Brooke Hellerman, Board Recording Secretary