

**Pope/Douglas Solid Waste Management  
Regular Board Meeting  
January 18, 2024**

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

Others Present: Karl Frovarp, Michael Martin, Nathan Reinbold, Jon Dalum, and Megan Hansen

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

Nominations were accepted for the 2024 Board Chairman. Lindor nominated Gerde for Board Chairman, and Meyer seconded the nomination. Motion to cease nominations and cast a unanimous ballot was made by Meyer and seconded by Lindor. Motion carried.

Board Chairman Gerde called for nominations for 2024 Board Vice-Chairman. Lindor nominated Meyer for Board Vice-Chairman, and Wright seconded the nomination. Motion carried.

Board Chairman Gerde appointed the 2024 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 18, 2024, Board Meeting Agenda**

The Board received the agenda with additions. Motion to approve the agenda was made by Lindor and seconded by Wright. Motion carried.

**The December 21, 2023, Regular Board Minutes and December 27, 2023, Year End Meeting Minutes** –

Motion to approve the December 21, 2023, and December 27, 2023, minutes as written was made by Meyer and seconded by Wright. Motion carried.

**Financial Progress Report as of December 31, 2023** – The Board received the monthly operating report, schedule of funds reports, and revenue and expenditure reports as of December 31, 2023. With 100% of the year over, revenues are up for this time in 2022 by \$317,718.82 and expenses are up for this time in 2022 by \$855,893.24 in the general operating account. A total of \$13,168,529.79 or 99.71% of the 2023 revenue budget has been received and a total of \$14,216,296.06 or 108.04% of the expense budget has been spent.

**Resolution #3 – 2024**

**RESOLUTION #3 – 2024**

**WHEREAS:** The Pope/Douglas Solid Waste Management Board prefers to have closer to one (1) million dollars in the general operations account.

**WHEREAS:** The equipment replacement fund is in short term investments.

**NOW, THEREFORE; BE IT RESOLVED,** that the Pope/Douglas Solid Waste Management Board instructs the Douglas County Auditor/Treasurer to transfer \$300,000 from the equipment replacement fund into the General Operations account to increase the balance of funds in the General Operations Account.

**Pope/Douglas Solid Waste Management**

  
Paul Gerde, Board Chairman

**ATTEST:**

  
Stephen Vrchota, Executive Director

**Dated at Alexandria, Minnesota this 18<sup>th</sup> day of January 2024.**

Motion was made by Lindor and seconded by Wright to approve the transfer of \$300,000 from the equipment replacement fund into the general fund on Resolution #3 – 2024. Roll call vote:

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

**Plant Operations Report** – Tons of Pope and Douglas County waste received during December totaled 2,320.49 tons plus 4,071.97 tons of waste from other for a monthly total of 6,392.46 tons and the total of waste received for the year of 76,907.96 tons. The total tip fee for December 2023 was \$614,294.86 and total for the year equaled to \$7,320,088.81.

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

	<b>December Tons</b>	<b>YTD Tons</b>	<b>December Income</b>	<b>YTD Income</b>
Tri-County	3,559.98	42,858.66	\$333,532.92	\$4,014,706.27
Stevens County	298.11	2,099.58	\$27,923.96	\$196,667.65
Grant County	213.88	2,646.05	\$20,034.14	\$247,855.51
<b>Total Tons &amp; Total Income</b>	<b>4,071.97</b>	<b>47,604.29</b>	<b>\$381,491.02</b>	<b>\$4,459,229.43</b>

**Unit Availability Report**

Unit 1 – Operated 100% or 744 Hours out of 744 Hours.

Unit 2 – Operated 98.7% or 734 Hours out of 744 Hours for bag replacement.

Unit 3 – Operated 100% or 744 Hours out of 744 Hours.

**Averages for 2023**

Unit 1 operated 89.6%, Unit 2 – 92.2%, and Unit 3 – 94.6%. Average for all 3 units combined – 92.7%.

**Steam Sales**

	<b>Monthly K lbs.</b>	<b>Fuel Price</b>	<b>December Income</b>	<b>Y.T.D. K lbs.</b>	<b>Y.T.D. Income</b>
3M	13,477.00	\$5.34	\$88,235.27	128,391	\$851,324.02
Alomere	4,936.00	\$5.34	\$34,403.92	36,317	\$257,895.18
<b>Total</b>	<b>18,413.00</b>		<b>\$122,639.19</b>	<b>164,708</b>	<b>\$1,109,219.20</b>

**Turbine Generator Report** – Megawatts of electricity totaling 385.02 (Generator 1 – 11.71 Megawatts and Generator 2 – 373.31 Megawatts) were produced in December for a year to date total 7,193.02 megawatts. The demand saved in December 2023 was \$7,769.88 and the monthly total amount saved in avoided electrical costs was \$23,170.68 and a year-to-date total savings of \$428,803.72.

The small generator has been shipped out for significant repairs.

**Bypass** – A year to date total of 162.47 tons of waste was bypassed in 2023. Tons bypassed in the 4th quarter of 2023 were 37.05 tons and the breakdown was as follows: October 12.67 tons, November 15.47 tons, and December 8.91 tons.

**Confidential Burn/Special Burn** – Year to Date Confidential Burn/Special Burn tons totaled 300.01 tons and year to date income totaled \$137,388.39.

October	16.16 tons	\$8,992.04
November	27.05 tons	\$11,422.42
December	35.24 tons	\$17,569.29
4 <sup>th</sup> Quarter Total	78.45 tons	\$37,983.75

**Landfill Operations Report** – Ash landfill expenses for December 2023 totaled \$98,673.19 for a year-to-date total for 2023 - \$814,180.78. December ash equaled 1,589.15 tons and fines equaled 417.77 tons for a combined December total of 2,006.92 tons and a year-to-date ash/fines total of 24,281.54 tons. Average yearly cost per ton to operate the ash landfill is \$33.53 as of December 2023. A total of 264,000 gallons of leachate were removed with 23 loads to the City of Fergus Falls Wastewater Treatment Plant and 21 loads to the PDSWM facility for treatment. It was noted that the landfill received close to 4" of rain in December and was the reason for increased leachate hauling.

**Metal Recovery** – Metal shipped out of the landfill included 196.74 tons of ferrous, 21.85 tons of 0-10 fraction, and 16 tons of 10-45 fraction and 0 tons of over 45mm hand sorted material. The metal recovery facility received \$85,009.32 in December.

In 2023, the facility shipped out a total of 2,319.84 tons of ferrous, 169.90 tons of 0 – 10, 339.00 tons of 10 – 45, and 29.66 tons of hand sorted material, for a total of \$865,415.85. The annual estimated air space savings equaled \$65,203.60.

**Compost Facility** – The compost facility received a total of 907.72 tons of material in 2023 with 672.65 being organics and 235.07 from yard waste. The tipping fee generated \$14,331.00. The organic material does need to go through a series of testing for it to be a salable product.

**Material Recycling Facility Operations Report** – Of the total of 6,392.46 tons of waste received a total of 4,466.02 tons (69.9% of the total waste received in December was processed through the facility). A total of 118.12 tons of recycling was removed during December or 2.6% of the waste processed. Total tons removed for the year equaled 1,639.23 tons or 3.2%.

Commodities shipped during December 2023 totaled 166.62 tons and 700 gallons of used motor oil. Year to date commodities sold in 2023 were 2,441.63 tons and 4,795 gallons of used motor oil. December income received for commodities sold was \$60,077.36 and a year-to-date income of \$430,215.76 and YTD used oil income of \$0.00.

Dalum reported the following:

- More product was shipped in 2023 compared to 2022. Commodity prices continued to be low with revenue being approximately \$125,000 less than in 2022. Cardboard prices are starting to rise.
- Liberty Paper, one of the outlets for cardboard, is interested in receiving the paper that Pope Douglas collects.

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

- Pictures were presented to the board of the glycol to refractory change in the unit 1 feed chute. That change took place in 2023 and is looking good.

- There was a glycol leak in unit 2 feed chute that needed repair. Staff will be looking to make updates to the unit 2 feed chute like what was completed on unit 1.
- Unit 3 had some baghouse issues. Staff brought the unit down to clean out the baghouse and got the unit up and running again.
- Unit 1 will be going down for spring outage on January 20<sup>th</sup>.
- The small turbine is out for repair. It was last looked at in 2018 and is recommended to be gone through every 5 years.

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

- Only 21 people used the facility on a recent Saturday. Expected because of the cold weather.
- Staff will be doing a community survey to see what day a good day would be to have the facility open mid-morning but then be open in the late afternoon for drop-offs.
- Staff are working on annual reports.
- There was a discussion on the Starbuck drop site. It will start with the trailer again in 2024 and then expand services as we are there. Staff have talked with Northern Metal about using smaller lugger bins at that site.

**Household Hazardous Waste Report**

Y.T.D. Residents Bringing Items In – 8,930

Y.T.D. Residents Taking Items Out – 1,371

**Organics Report**

Y.T.D. Organics Tons – 386.03

**Bills** – The Board received the December bill list totaling \$1,562,534.15, capital projects added up to \$1,273,971.98 of the bill list. The highlighted bills include: Braun Intertec – Capital; Breitbach Construction – Capital/MRF Expansion; JRMA – Capital.

Motion was made by Lindor and seconded by Meyer to approve payment of the bills totaling \$1,562,534.15. Motion carried.

**Other Business**

**Capital Project Review –**

- There were setbacks with the building with rain for the footings.
- Staff have applied for several grants and are reviewing other funding sources for MRF Equipment. PDSW did receive word that we were awarded a \$160,000 grant for an optical sorter.
- There were other projects that capital dollars were used for that equaled about 1.2 million dollars.
- Contractors are working on footings for the MRF and block for the environmental center.
- Staff are working on figuring out how the MRF will operate during construction.

Motion was made by Meyer and seconded by Wright to allow Director to seek appropriate capital funds from partner counties to complete the MRF expansion to meet its original recovery goals. Currently because of hyperinflation the scope of the MRF expansion has been reduced and we currently will not be able to meet our projected 8% total recovery or recyclables from MSW. In exchange for the capital, PDSWM will offer to transfer SCORE credit for the recovery of this additional recycling to each partner county based on delivered tons of MSW for the partner counties record keeping and SCORE reporting. The Director will approach Grant, Stevens, Stearns, Sherburne, and Benton Counties. Motion carried.

**Resolution 1 – 2023**

Hellerman noted that Resolution 12-2023 was paid to Ehlers for continuing disclosure reporting. The Resolution noted Capital Trust Services.

**RESOLUTION #1 – 2024**

- WHEREAS:** Pope/Douglas Solid Waste Management has five active bonds.
- WHEREAS:** To comply with IRS arbitrage requirements, Ehlers completed the Continuing Disclosure Reporting for a fee of \$2,850.00
- 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 \$2,850.00 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:**

  
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 Stephen Vrchota, Executive Director

**Dated at Alexandria, Minnesota this 18<sup>th</sup> Day of January 2024.**

Motion was made by Meyer and seconded by Wright to approve Resolution #1 – 2024. Roll call vote: Wright – Yes Meyer – Yes Lindor – Absent Englund – Absent Gerde – Yes. Motion Carried

Resolution #2 – 2023

**RESOLUTION #2 – 2024**

- 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 2024 budget for internal SCORE transfer is \$439,750.00.

**NOW, THEREFORE; BE IT RESOLVED,** that the Pope/Douglas Solid Waste Management Board instructs the Douglas County Auditor/Treasurer to transfer \$439,750.00 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:**

  
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 Brooke Hellerman, Board Recording Secretary

**Dated at Alexandria, Minnesota this 18<sup>th</sup> day of January 2024.**

Motion was made by Meyer and seconded by Wright to approve Resolution #2 – 2024. Roll call vote: Meyer – Yes Lindor – Yes Englund – Yes Gerde – Yes Wright – Yes. Motion carried.

It was suggested to wait until the end of the year to move the funds as was done in 2023.

Ash/Fines Hauling

Cardboard Cares took over the ash and fines hauling effective December 1, 2023. They have requested an increase of \$10 per load as they did not quote costs for new containers or tarping systems when bidding the ash and fines hauling. It was noted to have a meeting with Cardboard Cares to discuss operational issues. No action was taken at this meeting.

2024 Board Meeting Dates/Times

The Pope/Douglas Joint Powers Board Meetings are regularly scheduled for the 3<sup>rd</sup> Thursday of each month at 8:00 a.m. If meeting times need to be adjusted to accommodate other meetings that adjustment will be made at a future meeting.

*Pope Douglas Meeting Dates:*

January 18, 2024, at 8:00 a.m.	August 22, 2024, at 8:00 a.m.
February 22, 2024, at 8:00 a.m.	September 19, 2024, at 8:00 a.m.
March 21, 2024, at 8:00 a.m.	October 17, 2024, at 8:00 a.m.
April 18, 2024, at 8:00 a.m.	November 21, 2024, at 8:00 a.m.
May 16, 2024, at 8:00 a.m.	December 19, 2024, at 8:00 a.m.
June 20, 2024, at 8:00 a.m.	December 31, 2024, at 9:00 a.m. Year End Bill Pay Meeting
July 18, 2024, at 8:00 a.m.	

Motion to approve the 2024 meeting dates and times as presented was made by Meyer and seconded by Wright. 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, stormwater monitoring under the industrial stormwater permit.

Motion to approve the agreement with Short Elliott Hendrickson, Inc. for a not to exceed cost of \$67,600.00 was made by Meyer and seconded by Wright. Motion carried.

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

**Pope/Douglas Solid Waste Management**

  
Paul Gerde, Board Chairman

**Attest:**

  
Brooke Helfferman, Board Recording Secretary

**Pope/Douglas Solid Waste Management  
Regular Board Meeting  
February 15, 2024**

<b>Attendee Name</b>	<b>Title</b>	<b>Status</b>
Paul Gerde	Pope County Commissioner (2024 PDSWM Chairman)	Present
Charlie Meyer	Douglas County Commissioner (2024 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 Trinka, Nathan Reinbold, Michael Martin, Philip Kraft, and Megan Hansen

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

**February 15, 2024, Board Meeting Agenda**

The Board received the agenda with the addition of Resolution 4 – 2024. Motion to approve the agenda with the addition of Resolution 4 – 2024 was made by Englund seconded by Lindor. Motion carried.

**January 18, 2024, Regular Board Minutes** – Motion to approve the January 18, 2024, minutes as written was made by Meyer and seconded by Wright. Motion carried.

**Financial Progress Report as of January 31, 2024** – The Board received financial statements that have not been fully balanced. Based on these preliminary reports, with 8% of the year completed, revenues are behind for this time in 2023 by \$151,903.27 and expenses are down for this time in 2023 by \$333,985.48 in the general operating account. A total of \$636,857.14 or 4.5% of the 2024 revenue budget has been received and a total of \$855,332.54 or 6% of the expense budget has been spent. Vrchota noted the transfer from the Equipment Replacement Fund that took place in January in the reports.

**Plant Operations Report** – Tons of Pope and Douglas County waste received during January totaled 2,260.69 tons plus 4,097 tons of waste from other for a monthly total of 6,357.69 tons. Total tip fee for January 2024 was \$626,802.16. Waste received is lower than 2023 with the current outages.

Schneider reported that this spring there will be an outage for each waste combustor unit. The bags in the baghouse were replaced during the unit 1 outage. With that fix we are hoping to see some better production numbers.

**Waste Received from Other Counties** – The following waste was received from other counties during January 2024:

	<b>January Tons</b>	<b>January Income</b>
Tri-County	3,653.05	\$356,013.34
Stevens County	225.98	\$22,014.97
Grant County	217.97	\$21,234.64
<b>Total Tons &amp; Total Income</b>	<b>4,097.00</b>	<b>\$399,262.95</b>

**Unit Availability Report**

Unit 1 – Operated 72.7% or 541 Hours out of 744 Hours for boiler inspection, popped bags.  
Unit 2 – Operated 94.6% or 704 Hours out of 744 Hours for a glycol leak.  
Unit 3 – Operated 90.9% or 676 Hours out of 744 Hours replacing bags in the baghouse.

### Steam Sales

	Monthly K lbs.	Fuel Price	January Income
3M	14,834	\$5.20	\$98,195.30
Alomere	3,096	\$5.20	\$21,259.46
<b>Total</b>	<b>17,930</b>		<b>\$119,454.76</b>

Turbine Generator Report – Megawatts of electricity totaling 184.14 (Generator 1 – 0.00 Megawatts and Generator 2 – 184.14 Megawatts) were produced in January. The demand saved in January 2024 was \$9,420.12 and the monthly total amount saved in avoided electrical costs was \$16,785.72.

Landfill Operations Report – Ash landfill expenses for January 2024 totaled \$65,532.21. January ash equaled 1,389.34 tons and fines equaled 549.79 tons for a combined January total of 1,939.13 tons. Average yearly cost per ton to operate the ash landfill is \$39.47 as of January 2024. A total of 132,000 gallons of leachate were removed with 17 loads coming to the PDSWM facility for treatment and 5 loads to the City of Fergus Falls Wastewater Treatment Plant.

Metal Recovery – Metal shipped out of the landfill included 174.48 tons of ferrous, 44.20 tons of 0-10 fraction, and 50.78 tons of 10-45 fraction and 34.40 tons of over 45mm hand sorted material with a recovery of 8%. The metal recovery facility received \$55,623 in January. Trinkka noted that the mild winter has helped with processing. February should be a good month of income for the ash processing facility with the loads that were shipped out of the facility.

Material Recycling Facility Operations Report – Of the total of 6,357.69 tons of waste received a total of 4,469.95 tons (70.3% of the total waste received in January was processed through the facility). A total of 149.64 tons of recycling was removed during January or 3.3% of the waste processed.

Commodities shipped during January 2024 totaled 203.04 tons and 0 gallons of used motor oil. January income received for commodities sold was \$17,410.06.

Dalum reported the prices of commodities are holding steady. There has been a lot of scrap metal in the garbage loads. A load of aluminum was shipped in January. The MRF is shut down through the 26<sup>th</sup> of February for a construction outage. Production numbers will be low for February because of the outage. During the outage MRF staff are helping hand sort on the WTE tipping floor since loads are going directly to the WTE pit.

Plant Maintenance Report – Frovarp reported the following:

- The #1 turbine was sent out for bearings and bearing seals. While out for repairs it was noted that the turbine throttle valve and governor assembly were also replaced.
- The turbine cooler on #2 turbine went out while #1 was being repaired. The cooler was fixed and turbine #2 was back running within a couple of days.
- While the unit 1 waste combustor was down for outage, the bags were replaced in the baghouse. This fixed the DP issue.
- Unit 2 waste combustor is currently down. The glycol feed chutes are being switched over to refractory.
- An expansion joint is being replaced.

SCORE Programs – Reinbold reported the following:

- Staff are scheduling cleanup events for Glenwood, Osakis, and Evansville.
- Several grants have been or are being applied for different plastic and carton recycling in the new MRF.



**Bills** – The Board received the January bill list totaling \$2,055,939.82, capital projects added up to \$1,558,129.04 of the bill list. The highlighted bills include: Breitbach Construction – Capital Projects; CDM Synergies – Capital Projects; Fabco – Equipment Maintenance; JRMA – Capital; Star Equipment – Equipment Maintenance; Turbine Pros – Equipment Maintenance; Univar – Air Quality Sorbents.

Motion was made by Lindor and seconded by Englund to approve payment of the bills totaling \$2,055,939.82. Motion carried.

### **Other Business**

#### **Capital Project Review –**

- Staff have found some authors to present the 1.9-million-dollar request for an inflation adjustment. Representative Anderson and Wolgamott have responded. The proposed language was sent to the revisor.
- Pictures were presented to the board of the current construction progress. Construction has been moving quickly with mild weather conditions.
- The MRF is currently shut down and traffic has been moved closer to the administrative building to prepare for the concrete pouring.
- Some change orders have been approved for roads and other projects to continue moving forward with construction.

#### **Tri – County Joint Session –**

The Pope Douglas Board would prefer to have the session on a different day than the board meetings. The Board suggested the 5<sup>th</sup> week of the month.

#### **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. The monthly cost of service would be \$1,360.00 per month.

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

#### **Proposed Property Line – ATCC –**

A proposed design was presented to the board of an adjustment to the property line. The board agreed that if there is no cost to PDSWM they would agree to adjust the property line. The proposed adjustment is for the same amount of square footage but does not cut through the training course road.

Motion was made by Lindor and seconded by Meyer to allow the Executive Director to work with the Alexandria Technical and community college on adjusting the property line.

#### **Service Fee Early Payment Request –**

Motion was made by Lindor and seconded by Wright to approve the Executive Director to request for the full solid waste service fee payment in June. Motion carried.


**RESOLUTION #4 – 2024**

**WHEREAS:** There are several payments coming up for equipment repairs that were unbudgeted.

**WHEREAS:** The equipment replacement fund is in short term investments.

**NOW, THEREFORE; BE IT RESOLVED,** that the Pope/Douglas Solid Waste Management Board instructs the Douglas County Auditor/Treasurer to transfer \$200,000 from the equipment replacement fund into the General Operations account to increase the balance of funds in the General Operations Account.

**Pope/Douglas Solid Waste Management**



**Paul Gerde, Board Chairman**

**ATTEST:**



**Stephen Vrchota, Executive Director**

**Dated at Alexandria, Minnesota this 15<sup>th</sup> day of February 2024.**

Motion was made by Englund and seconded by Lindor to approve Resolution #4 – 2024. Roll call vote.  
Englund – Yes Gerde – Yes Wright – Yes Meyer – Yes Lindor – Yes Motion carried.

There being no further business, the meeting was adjourned at 8:17 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 21, 2024**

<b>Attendee Name</b>	<b>Title</b>	<b>Status</b>
Paul Gerde	Pope County Commissioner (2024 PDSWM Chairman)	Present
Charlie Meyer	Douglas County Commissioner (2024 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, Gary Schneider, Nathan Reinbold, Philip Kraft, and Megan Hansen

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

**March 21, 2024, Board Meeting Agenda**

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

**February 15, 2024, Regular Board Minutes** – Motion to approve the February 15, 2024, minutes as written was made by Wright and seconded by Meyer. Motion carried.

**Financial Progress Report as of February 29, 2024** – The Board received the monthly operating report, schedule of funds reports, and revenue and expenditure reports as of February 29, 2024, with 17% of the year completed, revenues are ahead for this time in 2023 by \$323,524.83 and expenses are down for this time in 2023 by \$366,967.82 in the general operating account. A total of \$1,766,539.10 or 12.4% of the 2024 revenue budget has been received and a total of \$1,728,452.18 or 12.25% of the expense budget has been spent.

Vrchota noted that Pope Douglas is still waiting on MMB on the cash grant contract.

**Plant Operations Report** – Tons of Pope and Douglas County waste received during February totaled 2,067.94 tons plus 3,558.69 tons of waste from other counties equal to 5,626.63 tons and a year-to-date total of waste received of 11,984.32 tons. Total tip fee for February 2024 was \$552,633.01 and a year-to-date tip fee of \$1,179,435.17.

Schneider reported:

- Unit 3 is currently down for the cleaning outage.
- The bags in unit 1 baghouse were replaced.
- The baghouse issue was there were holes in a hopper that issue appears to be resolved.
- A door has been fixed on the ash hopper.
- Some waste loads are being turned away if they must go direct to the pit without pre-processing.

**Waste Received from Other Counties** – The following waste was received from other counties during February 2024:

	<b>February Tons</b>	<b>YTD Tons</b>	<b>February Income</b>	<b>YTD Income</b>
Tri-County	3,153.31	6,806.36	\$307,264.06	\$663,277.40
Stevens County	229.73	455.71	\$22,380.30	\$44,395.27
Grant County	175.65	393.62	\$17,111.82	\$38,346.46
<b>Total Tons &amp; Total Income</b>	<b>3,558.69</b>	<b>7,655.69</b>	<b>\$346,756.18</b>	<b>\$746,019.13</b>

### Unit Availability Report

Unit	Average	February Hours of Uptime	Uptime Percentage	Reason for Downtime
1	85.9%	February – 696 of 696	February – 100%	
2	75.7%	February – 386 of 696	February – 55.5%	Unit Shutdown
3	95.3%	February – 696 of 696	February – 100%	
All	88%			

### Steam Sales

	Monthly K lbs.	Fuel Price	February Income	Y.T.D. K lbs.	Y.T.D. Income
3M	13,342	\$5.33	\$89,131.60	28,176	\$187,326.90
Alomere	4,679	\$5.33	\$32,519.05	7,775	\$53,778.51
<b>Total</b>	<b>10,977</b>		<b>\$121,650.65</b>	<b>35,951</b>	<b>\$241,105.41</b>

Turbine Generator Report – Megawatts of electricity totaling 247.28 (Generator 1 – 0.00 Megawatts and Generator 2 – 247.28 Megawatts) were produced in February for a year-to-date total 431.42 megawatts. The demand saved in February 2024 was \$9,160.36 and the monthly total amount saved in avoided electrical costs was \$19,051.56 and a year-to-date total savings of \$ 35,837.28.

Landfill Operations Report – Ash landfill expenses for February 2024 totaled \$60,581.74. February ash equaled 1,554.30 tons and fines equaled 217.66 tons for a combined February total of 1,771.96 tons and a year-to-date ash/fines total of 3,771.09 tons. Average yearly cost per ton to operate the ash landfill is \$34.98 as of February 2024. A total of 114,000 gallons of leachate were removed with 19 loads coming to the PDSWM facility for treatment.

The landfill trust fund will be significantly less than 2023. The annual total for 2024 is \$32,664 while the total is 2023 was \$132,132.

Metal Recovery – Metal shipped out of the landfill included 202.33 tons of ferrous, 0 tons of 0-10 fraction, and 51.36 tons of 10-45 fraction and 0 tons of over 45mm hand sorted material with a recovery of 8%. The metal recovery facility received \$113,354.35 in February for a year to date received \$168,977.35.

Material Recycling Facility Operations Report – Of the total of 5,626.63 tons of waste received a total of 2,264.23 tons (40.2% of the total waste received in February was processed through the facility). A total of 88.25 tons of recycling was removed during February or 3.9% of the waste processed. A year-to-date total of 237.89 tons have been removed from the trash or 3.5%.

Commodities shipped during February 2024 totaled 157.54 tons and 280 gallons of used motor oil. Year to date commodities sold are 360.58 tons and 280 gallons of used motor oil. February income received for commodities sold was \$61,404.79 and a year-to-date income of \$78,814.85 and YTD used oil income of \$0.00.

Dalum noted that the MRF numbers are down with the unit 2 outage and soil corrections. The baler floor was rebuilt during the unit 2 outage. Staff picked metals and bypass on floor. OCC pricing is around \$140/ton.

### Plant Maintenance Report –

Pictures were presented to the board of some of the recent plant maintenance projects.

- Unit 2 was down for cleaning and maintenance, while it was down the refractory was fixed in the lower part of the throat area of the unit. The expansion joint between the bag house and ID Fan was replaced and Demo Plus reinsulated it. The steam valve and stop and non-return valves were replaced. The unit feed chute was also switched from glycol to refractory.
- Unit 2 had a one-day repair from a ram front falling off.
- Unit 3 is down for cleaning and maintenance.

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

- The STEAM Expo is scheduled for the afternoon of March 21<sup>st</sup>. Pope Douglas will have a booth at the event.
- Community cleanup events are scheduled for May 11 in Glenwood, May 18<sup>th</sup> for Brandon/Evansville, and May 18<sup>th</sup> for Osakis.
- The Pope County drop site in Starbuck will open on May 7<sup>th</sup>.
- There was an inquiry on compost for a nearby project. Pope Douglas does not yet have enough cubic yards for a project at this time.
- The RAM conference is scheduled for April 2<sup>nd</sup> and 3<sup>rd</sup>.
- A Plate to Garden event is scheduled on May 8<sup>th</sup> at Lincoln School.
- There was a tour of a group from Camp Ripley of the compost facility and MRF.

**Bills** – The Board received the February bill list totaling \$1,935,857.13, capital projects added up to \$1,361,512.06 of the bill list. The highlighted bills include: ALASD – Capital Projects; Braun Intertec – Capital Projects; Breitbach Construction – Capital Projects; CemSource – Equipment Maintenance; Demo Plus – Equipment Maintenance; DM Enterprises – Capital; Douglas County Central Finance – Other Professional and Technical; Estenson Environmental – Other Professional and Technical; JRMA – Capital Projects; Richmond Engineering – Equipment Maintenance; SEH – Monitoring/Testing – 2 months; and Turbine Pros – Equipment Maintenance.

Motion was made by Lindor and seconded by Meyer to approve payment of the bills totaling \$1,935,857.13. Motion carried.

**Other Business**

**Capital Project Review** –

Staff met with Grant and Stevens County to provide support of the project in exchange for the MRF tons. The ask will be spread out over the years remaining in their contract. The Environmental Center is now fully framed and ready for steel.

***MRF Equipment***

As part of the MRF design there are 2 vital pieces of equipment that have long lead times. The pieces of equipment are the bag opener and the OCC auger. The base price for these pieces of equipment is \$867,424.00.

Motion to move forward with the purchase of these pieces of equipment with Sparta was made by Lindor and seconded by Meyer. Motion carried.

***Building Sale***

Staff have been working with legal counsel on what actions need to be taken for selling of the buildings that will no longer be used at Pope Douglas.

Motion to approve the sale of the pole shed and office building was made by Englund and seconded by Lindor. Motion carried.

***Grant Agreement***

There will be a couple of grants with Recycle Partnership that staff have applied for towards MRF equipment. If awarded staff will need the chairman to sign the agreement. There will be some reporting that will be due with the grants.

Motion to allow the Board Chairman to sign the grants if awarded was made by Meyer and seconded by Wright. Motion carried.

PFA's Air Emissions Study

The MPCA has asked facilities to test for PFAs. The MRRA has suggested testing 2 – 3 facilities and splitting the cost between the facilities. The cost would be approximately \$60,000 for Pope Douglas' share. We don't know if Pope Douglas will be one of the facilities tested.

Motion to allow the Executive Director to sign the contract for a facility PFAs testing for approximately \$60,000 was made by Englund and seconded by Lindor.

Ash, Fines, and Leachate Hauling – Cardboard Cares

Philip Kraft presented options for updated pricing structures to the ash, fines, and leachate hauling. Kraft asked for retroactive approval of one of the presented plans. Because the updated pricing does change the contract.

Motion was made by Meyer and seconded by Lindor to table the discussion and to go out for bids again. Motion carried.

There will be a special meeting on Friday, March 29<sup>th</sup> at 3:00 p.m. to go over the bids.

EPR Bill – Letter of Support

Motion was made by Wright and seconded by Lindor to approve the letter of support for the EPR Bill. Motion carried.

Proposal for DEIA Training

Two proposals were presented to the board for a DEIA training at the Pope Douglas Facility. Strategic Diversity Initiatives proposal was \$4,000 while the Alexandria Technical and Community College proposal was \$750.

Motion was made by Lindor and seconded by Wright to approve the training with Alexandria Technical and Community College.

Tri – County Joint Session –

The Tri County joint sessions are scheduled for May 29<sup>th</sup> at 10:00 a.m. in St. Cloud and the other will be October 29<sup>th</sup> in Alexandria with a location to be determined.

August 2024 Board Meeting

The August 2024 Board meeting was scheduled for August 22, 2024. It should have been scheduled for August 15, 2024.

Motion to move the August meeting to August 15, 2024, at 8:00 a.m. was made by Lindor and seconded by Meyer. Motion carried.

There being no further business, the meeting was adjourned at 10:02 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 29, 2024**

<b>Attendee Name</b>	<b>Title</b>	<b>Status</b>
Paul Gerde	Pope County Commissioner (2024 PDSWM Chairman)	Present
Charlie Meyer	Douglas County Commissioner (2024 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: Tim Ferguson, Mike Solmonson, Jon Dalum, Shaynen Schmidt, Jake Ferguson, Philip Kraft, and Don Williamson.

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

**March 29, 2024, Special Meeting Agenda**

Motion to approve the agenda was made by Lindor and seconded by Wright. Motion carried.

**Review Bids for Ash, Fines, and Leachate Hauling**

The board received bid information from Cardboard Cares and from Ferguson Brothers Excavating for ash, fines, and leachate hauling. Pfeninger also had a bid of only leachate hauling.

Cardboard Cares submitted bids for a 6-bin system, an on – call system, and a flat fee. Ferguson Brothers bid was based on a per ton of ash and fines at \$20.93 per ton.

**Award Contract for Ash, Fines, and Leachate Hauling**

Motion was made by Englund to move forward with Ferguson Brothers Excavating for the ash, fines, and leachate hauling. Motion carried.

**Discussion on Cancellation of Contract**

There was a discussion on when the contract would be switched over from Cardboard Cares to Ferguson Brothers Excavating.

Motion was made by Lindor and seconded by Meyer for a 30-day notice unless it is beneficial for the new contractor to start earlier. Motion carried.

There being no further business, the meeting was adjourned by Chairman Gerde.

**Pope/Douglas Solid Waste Management**

  
Paul Gerde, Board Chairman

**Attest:**

  
Brooke Hellerman, Board Recording Secretary

**Pope/Douglas Solid Waste Management  
Regular Board Meeting  
April 18, 2024**

<b>Attendee Name</b>	<b>Title</b>	<b>Status</b>
Paul Gerde	Pope County Commissioner (2024 PDSWM Chairman)	Present
Charlie Meyer	Douglas County Commissioner (2024 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: Karl Frovarp, Mike Martin, Jon Dalum, Nick Trinkka, Nathan Reinbold, Megan Hansen, Mike Solmonson, Tom Klecker, and Jake Ferguson.

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

**April 18, 2024, Board Meeting Agenda**

The Board received the agenda with the additions of Ferguson Brothers Contract and Gem Ash Contract. Motion to approve the agenda with additions was made by Englund and seconded by Lindor. Motion carried.

**March 21, 2024, Regular Board Minutes and March 29, 2024, Special Meeting Minutes** – Motion to approve the March 21, 2024, regular meeting minutes and March 29, 2024, special meeting minutes as written was made by Meyer and seconded by Wright. Motion carried.

**Financial Progress Report as of March 31, 2024** – The Board received the monthly operating report, schedule of funds reports, and revenue and expenditure reports as of March 31, 2024, with 25% of the year completed, revenues are ahead for this time in 2023 by \$40,236.88 and expenses are down for this time in 2023 by \$357,694.84 in the general operating account. A total of \$2,699,491.85 or 18.95% of the 2024 revenue budget has been received and a total of \$2,915,052.44 or 20.62% of the expense budget has been spent.

**Plant Operations Report** – Tons of Pope and Douglas County waste received during March totaled 1,959.58 tons plus 3498.90 tons of waste from other counties equal to 5,458.48 tons and a year-to-date total of waste received of 17,442.80 tons. Total tip fee for March 2024 was \$544,323.76 and a year-to-date tip fee of \$1,723,758.93.

It was noted that Operations has been working with some staffing shortages and including the Relief Operator roll which is the main training position and Shift Supervisor relief position.

**Ferguson Brothers Contract** – Cardboard Cares informed Ferguson Brothers that they were done hauling effective March 31 at 11:59 p.m. Fergusons is working on some details before working on a final contract.

**Waste Received from Other Counties** – The following waste was received from other counties during March 2024:

	<b>March Tons</b>	<b>YTD Tons</b>	<b>March Income</b>	<b>YTD Income</b>
Tri-County	3,141.55	9,947.91	\$306,127.60	\$969,405.00
Stevens County	170.30	626.01	\$16,590.63	\$60,985.90
Grant County	187.05	580.67	\$18,222.41	\$56,568.87
<b>Total Tons &amp; Total Income</b>	<b>3,498.90</b>	<b>11,154.59</b>	<b>\$340,940.64</b>	<b>\$1,086,959.77</b>



### Unit Availability Report

Unit	Average	March Hours of Uptime	Uptime Percentage	Reason for Downtime
1	90.7%	March – 743 of 744	March – 99.9%	
2	82.6%	March – 715 of 744	March – 96.1%	Replaced Bags
3	89.6%	March – 584 of 744	March – 78.5%	Unit Shut Down
All	88.1%			

### Steam Sales

	Monthly K lbs.	Fuel Price	March Income	Y.T.D. K lbs.	Y.T.D. Income
3M	11,724	\$3.45	\$55,192.16	39,900	\$242,519.06
Alomere	4,226	\$3.45	\$19,988.98	12,001	\$73,767.49
<b>Total</b>	<b>15,950</b>		<b>\$75,181.14</b>	<b>51,901</b>	<b>\$316,286.55</b>

Turbine Generator Report – Megawatts of electricity totaling 278.30 (Generator 1 – 0.00 Megawatts and Generator 2 – 278.30 Megawatts) were produced in March for a year-to-date total 709.72 megawatts. The demand saved in March 2024 was \$11,132.00 and the monthly total amount saved in avoided electrical costs was \$22,264.00 and a year-to-date total savings of \$58,101.28.

Bypass Waste – A total of 28.19 tons of waste was bypassed during the first quarter of 2024. The monthly breakdown was as follows: January 8.85 tons, February 11.88 tons, and March 7.46 tons.

Confidential Burn – Year to date confidential/special burn material tons have totaled 57.03 tons and a year-to-date income of \$26,691.79.

January	12.40 tons	\$7,586.56
February	12.20 tons	\$4,687.90
March	32.43 tons	\$14,417.33
<b>Total</b>	<b>57.03 tons</b>	<b>\$26,691.79</b>

Landfill Operations Report – Ash landfill expenses for March 2024 totaled \$53,497.73. March ash equaled 1,570.23 tons and fines equaled 309.07 tons for a combined March total of 1,879.30 tons and a year-to-date ash/fines total of 5,590.39 tons. The average yearly cost per ton to operate the ash landfill is \$34.49 as of March 2024. A total of 126,000 gallons of leachate were removed with 20 loads coming to the PDSWM facility for treatment and 1 to the City of Fergus Falls Wastewater Treatment Plant.

Metal Recovery – Metal shipped out of the landfill included 165.29 tons of ferrous, 0 tons of 0-10 fraction, and 52.50 tons of 10-45 fraction and 14.66 tons of over 45mm hand sorted material with a recovery of 10%. The metal recovery facility received \$64,130.03 in March for a year to date received \$233,107.38.

Trinka reported: Dry weather has helped with processing. There was some down time with a bearing being out of the Bivitec equipment. Management is getting information ready for starting to sell compost.

Compost Received – Year to date the compost facility has received 70.41 tons of organics materials. The year-to-date income received from other counties dropping off organics has equaled \$3,520.50,

Material Recycling Facility Operations Report – Of the total of 5,458.48 tons of waste received a total of 2,527.70 tons (46.3% of the total waste received in March was processed through the facility). A total of 81.93 tons of recycling was removed during March or 3.2% of the waste processed. A year-to-date total of 319.82 tons have been removed from the trash or 3.5%.

Commodities shipped during March 2024 totaled 113.21 tons and 260 gallons of used motor oil. Year to date commodities sold are 473.79 tons and 540 gallons of used motor oil. March income received for commodities sold was \$18,107.53 and a year-to-date income of \$96,922.38 and YTD used oil income of \$0.00.

Dalum reported: With construction ongoing there were loads that had to be diverted to the WTE pit with the MRF tipping floor area down for the construction project. Commodity prices have been steady. Staff are working with markets on sending split loads of materials as the storage shed will be sold soon.

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

- Bunkers have been installed for ash storage under units 1 & 2.
- Fergusons have been trying different style types of trucks under unit 3.
- Some refractory fell out from around a gas burner on unit 3 and the unit was down for the refractory patch. While the unit was down the condenser was washed.
- A push ram fell off on unit 2 and the spare was installed.
- Staff have started working on the used MRF equipment for the MRF expansion.
- Generator 1 was up and running for a short period of time and the control valve and breaker needed to be replaced. It should be up and running within a few weeks.

**SCORE Programs –**

**Household Hazardous Waste Report**

Y.T.D. Residents Bringing Items In – 1,766

Y.T.D. Residents Taking Items Out – 288

**Recycling Report**

Y.T.D. Vehicles – 6,414

Alex Recycling Center Avg. Vehicles Per Day – 110

Reinbold reported the following:

- April 20<sup>th</sup> there are earth day events.
- May 1<sup>st</sup> is the Douglas County Groundwater Festival.
- May 8<sup>th</sup> is the compost event for Lincoln School that will be held at the Bethany parking lot.
- May 18<sup>th</sup> is the community cleanup event for Brandon, Evansville, and Garfield area.
- MPCA will be at the facility in May to go over the plan and flow of the new environmental center.
- The packaging bill was transferred into the omnibus bill.

**Bills** – The Board received the March bill list totaling \$1,492,662.28, capital projects added up to \$1,031,496.54 of the bill list. The highlighted bills include: Breitbach Construction – Capital Projects; Cem Source – Equipment Maintenance; JRMA – Capital Projects; MPCA – Air Emissions Expenses; Requip – Capital Projects; and Ziegler – Equipment Maintenance.

Motion was made by Lindor and seconded by Englund to approve payment of the bills totaling \$1,492,662.28. Motion carried.

**Other Business**

**Capital Project Review –**

Vrchota noted that Pope Douglas has been awarded several grants recently including grants with the MPCA and Recycling Partnership to assist with equipment for the MRF.

Grant and Stevens County are interested in providing dollars to gain credit for the recycling recovered from the waste they deliver to Pope Douglas along with processing single sort material. Staff will be working on agreements with the counties. Tri County was not interested.

An agreement with Sparta was presented to the board regarding the remaining pieces of equipment that will need to be purchased for the new MRF. Sparta will need a 10% payment upon signing and 25% payment upon drawing completion.

Motion to approve the agreement of \$5,057,576.00 was made by Lindor and seconded by Wright. Motion carried.

Resolution 5 – 2024 – Landfill Assurance

**RESOLUTION #5 – 2024**

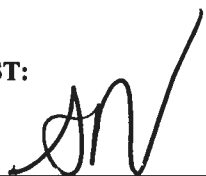
- WHEREAS:** The Pope/Douglas Solid Waste Management Board is the owner/operator of the Pope/Douglas Ash Landfill.
- WHEREAS:** The Pope/Douglas Solid Waste Management Board has established a designated Financial Assurance Long Term Care Fund for closure and post-closure costs associated with the Pope Douglas Solid Waste Management Ash Landfill.
- WHEREAS:** The financial assurance account balance as of December 31, 2023, was \$2,184,924.85; The facility's present value financial obligation is calculated to be \$2,511,597.24.
- WHEREAS:** Based on updated calculations, the 2024 minimum monthly payment rate to the fund is approximately \$2,722 or \$32,664 for the year 2024.

**NOW, THEREFORE; BE IT RESOLVED,** that the Pope/Douglas Solid Waste Management Board instructs the Douglas County Auditor/Treasurer to transfer \$8,166 into this fund from the operating account in April 2024, June 2024, September 2024, and December 2024, for an annual total of \$32,664.

Pope/Douglas Solid Waste Management

  
Paul Gerde, Board Chairman

ATTEST:

  
Stephen Vrchota, Executive Director

Dated at Alexandria, Minnesota this 18<sup>th</sup> day of April 2024.

Motion was made by Meyer and seconded by Englund to approve Resolution #5 – 2024. Roll call vote. Gerde – Yes Wright – Yes Meyer – Yes Lindor – Yes Englund – Yes Motion carried.

Resolution 6 – 2024 – Uncollectable Debt

**RESOLUTION #6 – 2024**

**Authorize the Write Off Uncollectible Accounts Receivable**

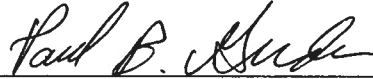
- WHEREAS:** Pope Douglas Solid Waste Management administrative office collects accounts receivable using a process that includes internal billing and collection efforts; and
- WHEREAS:** Once accounts reach a certain age without successful collection, it is best to remove them from the accounting system; and
- WHEREAS:** The process of writing off old accounts does not forgive the debt but only allows the administration office to remove them from the accounting system; and

**WHEREAS:** Removing the accounts from the accounting system allows the administration office to maintain a cleaner, more efficient, system.

**WHEREAS:** The Pope/Douglas Solid Waste Management Board ag plastics pilot program was removed in 2022. Ag plastic collection sites had a collection charged shared with Pope Douglas Solid Waste Management for this service.

**NOW, THEREFORE; BE IT RESOLVED,** that the Pope Douglas Solid Waste Management Board instructs the Pope Douglas Solid Waste Management administrative office to write off the uncollectible debt totaling \$225.00 from the three past due accounts.

**Pope/Douglas Solid Waste Management**



**Paul Gerde, Board Chairman**

**ATTEST:**



**Stephen Vrchota, Executive Director**

**Dated at Alexandria, Minnesota this 18<sup>th</sup> day of April 2024.**

Motion was made by Lindor and seconded by Wright to approve Resolution #6 – 2024. Roll call vote.  
Wright – Yes Meyer – Yes Lindor – Yes Englund – Yes Gerde – Yes Motion carried.

**Grant Agreement**

Motion to allow the Executive Director to sign the General Fund Grant Agreement with the State for the Construction Grant of \$12,833,000 was made by Lindor and seconded by Englund. Motion carried.

**Gem Ash Contract**

Motion to terminate the brokerage contract with Gem Ash effective April 30, 2024, was made by Englund and seconded by Wright. Motion carried.

**Ferguson Brothers Contract**

Ferguson Brothers has requested some additional time to gather numbers before agreeing to a final contract for the ash, fines, and leachate hauling.

**Closed Session – MN § 12D.05; 13D.05, subd. 3.**

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

There being no further business, the meeting was adjourned at 9:38 a.m. by Chairman Gerde.

**Pope/Douglas Solid Waste Management**



**Paul Gerde, Board Chairman**

**Attest:**



**Brooke Hellerman, Board Recording Secretary**

**Pope/Douglas Solid Waste Management  
Regular Board Meeting  
May 16, 2024**

Attendee Name	Title	Status
Paul Gerde	Pope County Commissioner (2024 PDSWM Chairman)	Present
Charlie Meyer	Douglas County Commissioner (2024 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, Nathan Reinbold, Megan Hansen, Karl Frovarp, and Jon Dalum.

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

**May 16, 2024, Board Meeting Agenda**

The Board received the agenda with the additions of a Sparta – Final Contract, Closed Session, and Ash, Fines, and Leachate Hauling. Motion to approve the agenda with additions was made by Lindor and seconded by Englund. Motion carried.

**April 18, 2024, Regular Board Minutes** – Motion to approve the April 18, 2024, regular meeting minutes as written was made by Meyer and seconded by Wright. Motion carried.

**Financial Progress Report as of April 30, 2024** – The Board received the monthly operating report, schedule of funds reports, and revenue and expenditure reports as of April 30, 2024, with 33% of the year completed, revenues are behind for this time in 2023 by \$33,484.96 and expenses are down for this time in 2023 by \$519,071.07 in the general operating account. A total of \$3,438,121.37 or 24% of the 2024 revenue budget has been received and a total of \$3,725,401.44 or 26% of the expense budget has been spent.

**Plant Operations Report** – Tons of Pope and Douglas County waste received during April totaled 2,520.12 tons plus 4,341.32 tons of waste from other counties equal to 6,861.44 tons and a year-to-date total of waste received of 24,304.24 tons. Total tip fee for April 2024 was \$679,241.25 and a year-to-date tip fee of \$2,403,000.18.

**Waste Received from Other Counties** – The following waste was received from other counties during April 2024:

	April Tons	YTD Tons	April Income	YTD Income
Tri-County	3,877.57	13,825.48	\$377,879.08	\$1,347,284.08
Stevens County	242.21	868.22	\$23,596.10	\$84,582.00
Grant County	221.54	802.21	\$21,582.43	\$78,151.30
<b>Total Tons &amp; Total Income</b>	<b>4,341.32</b>	<b>15,495.91</b>	<b>\$423,057.61</b>	<b>\$1,510,017.38</b>

**Unit Availability Report**

Unit	Average	April Hours of Uptime	Uptime Percentage	Reason for Downtime
1	93.0%	April – 720 of 720	April – 100%	
2	86.9%	April – 720 of 720	April – 100%	
3	89.5%	April – 644 of 720	April – 89.4%	Refractory Repair
All	89.7%			

## Steam Sales

	Monthly K lbs.	Fuel Price	April Income	Y.T.D. K lbs.	Y.T.D. Income
3M	11,567	\$3.08	\$54,451.13	51,467	\$296,970.19
Alomere	3,525	\$3.08	\$15,122.25	15,526	\$88,889.74
<b>Total</b>	<b>15,092</b>		<b>\$69,573.38</b>	<b>66,993</b>	<b>\$385,859.93</b>

Turbine Generator Report – Megawatts of electricity totaling 450.24 (Generator 1 – 0.00 Megawatts and Generator 2 – 450.24 Megawatts) were produced in April for a year-to-date total of 1,159.96 megawatts. The demand saved in April 2024 was \$10,038.96 and the monthly total amount saved in avoided electrical costs was \$28,048.56 and a year-to-date total savings of \$85,114.10.

Landfill Operations Report – Ash landfill expenses for April 2024 totaled \$71,099.96. April ash equaled 1,446.57 tons and fines equaled 507.62 tons for a combined April total of 1,954.19 tons and a year-to-date ash/fines total of 7,544.58 tons. The average yearly cost per ton to operate the ash landfill is \$35.34 as of April 2024. A total of 234,000 gallons of leachate were removed with 21 loads coming to the PDSWM facility for treatment and 25 to the City of Fergus Falls Wastewater Treatment Plant.

Metal Recovery – Metal shipped out of the landfill included 180.17 tons of ferrous, 41.03 tons of 0-10 fraction, and 50.91 tons of 10-45 fraction and 0 tons of over 45mm hand sorted material with a recovery of 7%. The metal recovery facility received \$131,643.06 in April for a year to date received \$364,750.44.

Trinka reported: Steel and nonferrous metal prices are up. Staff have been able to move products without the assistance of GEM Ash doing the brokerage on the products. The pad for dumping in the landfill is working well.

Material Recycling Facility Operations Report – Of the total of 6,861.44 tons of waste received a total of 4,592.50 tons (66.9% of the total waste received in April was processed through the facility). A total of 125.59 tons of recycling was removed during April or 2.7% of the waste processed. A year-to-date total of 445.41 tons have been removed from the trash or 3.2%.

Commodities shipped during April 2024 totaled 185.53 tons and 185 gallons of used motor oil. Year to date commodities sold are 659.32 tons and 725 gallons of used motor oil. April income received for commodities sold was \$18,457.59 and a year-to-date income of \$115,379.97 and YTD used oil income of \$0.00.

Dalum reported:

Staff are doing split loads of materials to haul out commodities more frequently with less storage. There will be some significant repair costs on a couple of wheel loaders. The 908-pivot bearing went out and on one of the larger loaders, the main boom broke.

Plant Maintenance Report – Frovarp reported the following:

- Frovarp noted that staff are replacing baghouse bags to help with the burn rates in the units.
- Unit 1 is currently down and should be up within the day. Staff are working with vendors for balancing the FGR fan, feed chute work, and valve replacement.
- Annual jetting at the plant and landfill took place in May.
- Generator 1 should be back running soon.
- Cem Source was on sight to do the opacity meter test. They worked perfectly.

SCORE Programs – Reinbold reported the following:

A couple of community cleanups are taking place in May.

The south environmental drop site is now open in Starbuck. The site is open Tuesdays and Thursdays from 8 – 4.

Staff members attended the Todd County groundbreaking ceremony for their construction project of the transfer station and hazardous waste offices in Browerville.

**Bills** – The Board received the April bill list totaling \$1,280,013.07, capital projects added up to \$803,366.06 of the bill list. The highlighted bills include: Breitbach Construction – Capital Projects; Clifton Larson Allen – Audit Expense; Deans Distributing – Capital Projects; DM Enterprises – Assets \$5,000; JRMA – Capital; Kone Cranes – Capital/Final Invoice; Team SR – Commodity Freight; and Turbine Pros – Equipment Maintenance.

Motion was made by Lindor and seconded by Englund to approve payment of the bills totaling \$1,280,013.07. Motion carried.

### **Other Business**

#### **Capital Project Review –**

The pole storage building has been moved. The shed was awarded to the highest bidder. The roof for the new expansion of the MRF is about halfway completed. The environmental center has the steel studs up and the roof is about halfway completed as well.

#### **Sparta – Final Contract**

The final contract with Sparta for the new MRF equipment has been finalized. The contract had the same dollar amount as approved by the board.

Vrchota noted that Pope Douglas will still need to bond for approximately 3 million dollars.

#### **Annual Report**

The annual report of 2023 was presented to the board.

Motion to approve the 2023 annual report was made by Meyer and seconded by Lindor. Motion carried.

#### **Tri County Joint Meeting**

There was discussion on agenda items for the Tri – County joint meeting. Topics to discuss include: 2025 tipping fee – net cost of operations; 2026 contract extension; 2023 annual report; life assessment including 2018 GBB report, and letters from 3<sup>rd</sup> parties.

#### **Barr MRRR PFAS Study**

The final agreement with Barr was presented to the board for PFAS testing. The testing will occur at a couple of the MRRR facilities. Barr will pick the facilities tested.

It was noted that leachate is already tested under a separate plan.

Motion to allow Board Chairman to sign the agreement with Barr Engineering for \$51,500 was made by Englund and seconded by Wright. Motion carried.

#### **Ash, Fines, and Leachate Hauling Contract**

It was noted that Fergusons took over the ash, fines, and leachate hauling on April 1, 2024. Fergusons is providing their own equipment, fuel, to load their own trucks. After a month piloting the hauling, Fergusons has requested the amount to be \$21.99 per ton.

Motion was made by Englund and seconded by Wright to approve the ash, fines, and leachate hauling at \$21.99 per ton of ash. Motion carried.

Closed Session – MN § 12D.05; 13D.05, subd. 3.

For discussion on purchasing of property including an optical sorter for carton recycling.

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

Grant Offer from Carton Council


Motion was made by Meyer and seconded by Englund to accept the grant with the Carton Council and authorize the Executive Director the ability to sign the final contract. Motion carried.

There being no further business, the meeting was adjourned at 9:56 a.m. by Chairman Gerde.

**Pope/Douglas Solid Waste Management**

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

**Attest:**

  
\_\_\_\_\_  
Brooke Helferman, Board Recording Secretary



**Pope/Douglas Solid Waste Management  
Regular Board Meeting  
June 20, 2024**

<b>Attendee Name</b>	<b>Title</b>	<b>Status</b>
Paul Gerde	Pope County Commissioner (2024 PDSWM Chairman)	Present
Charlie Meyer	Douglas County Commissioner (2024 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, Karl Frovarp, Jon Dalum, Miranda Wendlandt, Nick Trinkka, Breanna Dokka, Jenny Thilges, Megan Hansen, and Nathan Reinbold.

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

**June 20, 2024, Board Meeting Agenda**

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

**May 16, 2024, Regular Board Minutes** – Motion to approve the May 16, 2024, regular meeting minutes as written was made by Lindor and seconded by Meyer. Motion carried.

**Financial Progress Report as of May 31, 2024** – The Board received the monthly operating report, schedule of funds reports, and revenue and expenditure reports as of May 31, 2024, with 42% of the year completed, revenues are ahead for this time in 2023 by \$60,848.58 and expenses are down for this time in 2023 by \$687,434.40 in the general operating account. A total of \$4,424,776.04 or 31% of the 2024 revenue budget has been received and a total of \$4,567,918.11 or 32% of the expense budget has been spent.

Vrchota noted that a bonding plan should be prepared and presented within the next couple of months.

**Plant Operations Report** – Tons of Pope and Douglas County waste received during May totaled 2,815.13 tons plus 4,193.75 tons of waste from other counties equal to 7,008.88 tons and a year-to-date total of waste received of 31,313.12 tons. Total tip fee for May 2024 was \$695,403.97 and a year-to-date tip fee of \$3,098,404.15.

Schneider reported:

The glycol to refractory in the feed chutes are doing very well. New bags have been installed in the baghouses, so staff are hoping this helps with some of the DP issues. The Relief Operator is back and now able to assist with training all staff again.

**Waste Received from Other Counties** – The following waste was received from other counties during May 2024:

	<b>May Tons</b>	<b>YTD Tons</b>	<b>May Income</b>	<b>YTD Income</b>
Tri-County	3,757.12	17,582.60	\$366,083.43	\$1,713,367.51
Stevens County	190.77	1,058.99	\$18,584.81	\$103,166.81
Grant County	245.86	1,048.07	\$23,951.68	\$102,102.98
<b>Total Tons &amp; Total Income</b>	<b>4,193.75</b>	<b>19,689.66</b>	<b>\$408,619.92</b>	<b>\$1,918,637.30</b>

### Unit Availability Report

Unit	Average	May Hours of Uptime	Uptime Percentage	Reason for Downtime
1	90.8%	May – 611 of 744	May – 82.1%	Replace Bag, Unit Shutdown
2	88.9%	May – 718 of 744	May – 96.5%	Baghouse Bags
3	91.7%	May – 744 of 744	May – 100%	
All	90.7%			

### Steam Sales

	Monthly K lbs.	Fuel Price	May Income	Y.T.D. K lbs.	Y.T.D. Income
3M	9,264	\$3.50	\$48,145.17	60,731	\$345,115.36
Alomere	3,041	\$3.50	\$13,958.19	18,567	\$102,847.93
<b>Total</b>	<b>12,305</b>		<b>\$62,103.36</b>	<b>79,298</b>	<b>\$447,963.29</b>

Turbine Generator Report – Megawatts of electricity totaling 519.70 (Generator 1 – 16.65 Megawatts and Generator 2 – 503.05 Megawatts) were produced in May for a year-to-date total of 1,679.66 megawatts. The demand saved in May 2024 was \$10,103.90 and the monthly total amount saved in avoided electrical costs was \$30,226.90 and a year-to-date total savings of \$115,341.00.

Landfill Operations Report – Ash landfill expenses for May 2024 totaled \$118,395.28. May ash equaled 1,614.50 tons and fines equaled 536.56 tons for a combined May total of 2,151.06 tons and a year-to-date ash/fines total of 9,695.64 tons. The average yearly cost per ton to operate the ash landfill is \$39.99 as of May 2024. A total of 510,000 gallons of leachate were removed with 22 loads coming to the PDSWM facility for treatment and 63 to the City of Fergus Falls Wastewater Treatment Plant.

Metal Recovery – Metal shipped out of the landfill included 227.69 tons of ferrous, 0 tons of 0-10 fraction, and 40 tons of 10-45 fraction and 29.22 tons of over 45mm hand sorted material with a recovery of 7%. The metal recovery facility received \$89,906.55 in May for a year to date received \$454,656.99.

Trinka reported:

Things are starting to get slowed down processing as all the rain recently has started to affect operations. They are still seeing good pricing for the commodities. We should receive a nice check in June with the smelting from the loads earlier this year.

Material Recycling Facility Operations Report – Of the total of 7,008.88 tons of waste received a total of 4,293.94 tons (61% of the total waste received in May was processed through the facility). A total of 128.80 tons of recycling was removed during May or 3% of the waste processed. A year-to-date total of 574.21 tons have been removed from the trash or 3.2%.

Commodities shipped during May 2024 totaled 209.31 tons and 775 gallons of used motor oil. Year to date commodities sold are 868.63 tons and 1,500 gallons of used motor oil. May income received for commodities sold was \$55,625.36 and a year-to-date income of \$171,005.33 and YTD used oil income of \$0.00.

Dalum reported:

- Staff are still trying to deal with the large quantities of steel that are in the garbage.
- Throughput numbers are down due to rerouting of trucks with construction.
- We continue to send out split loads of commodities to keep the product moving with minimal storage.
- The 5-year waste sort has been going on the week of June 17 – June 21 and staff have been assisting in that sort.
- Staffing in the MRF has been good with little turnover the past few months.

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

- The #1 turbine is up and running again.
- Unit 2 outage was completed. Demo Plus had some refractory patching to complete.
- Baghouse bags were replaced.
- Kone Crane was in to complete the annual inspection of the cranes. Everything went well with that.
- Maintenance staff are going through some of the used equipment and pulling apart and looking at the bearings, chains, sprockets, etc. on the equipment to get it ready for the equipment installation.
- Sparta is on site June 19<sup>th</sup> and 20<sup>th</sup> to look at the building and equipment.

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

- Contracts are shaping up for e-waste and appliances for when the new environmental center opens.
- Staff are currently making small runs of hazardous waste to get rid of the waste with minimal storage.
- There may need to be a meeting with the long-range planning group as the MRF has been ahead of schedule and the environmental center slightly behind. Staff are looking for temporary office solutions in preparation for needing to be out of the current building soon.

**Bills** – The Board received the May bill list totaling \$2,939,561.28, capital projects added up to \$2,118,581.50 of the bill list. The highlighted bills include: Breitbach Construction – Capital Projects; Demo Plus – Equipment Maintenance; Fabco Industrial – Equipment Maintenance; JRMA – Capital Projects; Richmond Engineering – Equipment Maintenance; SPARTA – Capital Projects; Wrigley Mechanical – Equipment Maintenance; Ziegler – Equipment Maintenance.

Motion was made by Lindor and seconded by Wright to approve payment of the bills totaling \$2,939,561.28. Motion carried.

**Other Business**

**Capital Project Review** –

- Current construction pictures of the MRF expansion and Environmental Center were shared with the board. It was noted that the areas will be heated with waste heat from the waste to energy with in floor heating and snow melt areas. This will help the waste to energy run more efficiently.
- The MRF equipment was discussed and it was noted that the demolition of the current MRF will last about 10 weeks around December.
- There was no bonding bill so no projects in Minnesota were funded. Staff will prepare a proposal for another bonding round within the next couple of months.

**Clifton Larson Allen – Audit of 2023**

Miranda Wendlandt of Clifton Larson Allen presented the exit presentation for the Audit of 2023. An unmodified opinion was issued on the financial statements. There was added discussion on capital spending.

**Resolution 7 – 2024**

**RESOLUTION #7 – 2024**

**WHEREAS:** Pope/Douglas Solid Waste Management has five active bonds. Payment for these bonds is due August 1, 2024.

**WHEREAS:** The Douglas County 2019A bond amount due on August 1, 2024, is \$973,075; and

**WHEREAS:** The Pope County 2019A bond amount due on August 1, 2024, is \$262,490; and

**WHEREAS:** The Douglas County 2020A bond amount due on August 1, 2024, is \$288,277.50.

**WHEREAS:** The Pope County 2021A bond amount due on August 1, 2024, is \$264,507.50; and

**WHEREAS:** The Douglas County 2022A bond amount due on August 1, 2024, is \$359,280.

**WHEREAS:** There is a \$1,425.00 for agent fees due with the interest payments that are due on August 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 \$2,149,055 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 20<sup>th</sup> day of June 2024.**

Motion was made by Englund and seconded by Lindor to approve Resolution #7 – 2024. Roll call vote.  
Meyer – Yes Lindor – Yes Englund – Yes Gerde – Yes Wright – Yes Motion carried.

Property Insurance

Property insurance coverage documentation was presented to the board. The policy term is August 1, 2024, to August 1, 2025. The renewal rate is \$440,361 with the optional terrorism coverage.

Motion to bind property insurance with Starr Surplus Lines Insurance Company for a rate of \$440,361 was made by Englund and seconded by Wright. Motion carried.

There being no further business, the meeting was adjourned at 9:21 a.m. by Chairman Gerde.

**Pope/Douglas Solid Waste Management**



Paul Gerde, Board Chairman

**Attest:**



Brooke Hellerman, Board Recording Secretary

**Pope/Douglas Solid Waste Management  
Regular Board Meeting  
July 18, 2024**

<b>Attendee Name</b>	<b>Title</b>	<b>Status</b>
Paul Gerde	Pope County Commissioner (2024 PDSWM Chairman)	Present
Charlie Meyer	Douglas County Commissioner (2024 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, Michael Martin, Shawn Olson, Megan Hansen, and Nick Trinka

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

**July 18, 2024, Board Meeting Agenda**

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

**June 20, 2024, Regular Board Minutes** – Motion to approve the June 20, 2024, regular meeting minutes as written was made by Lindor and seconded by Meyer. Motion carried.

**Financial Progress Report as of June 30, 2024** – The Board received the monthly operating report, schedule of funds reports, and revenue and expenditure reports as of June 30, 2024, with 50% of the year completed, revenues are ahead for this time in 2023 by \$1,197,897.56 and expenses are down for this time in 2023 by \$349,016.98 in the general operating account. A total of \$7,808,685.69 or 55% of the 2024 revenue budget has been received and a total of \$5,740,362.12 or 41% of the expense budget has been spent.

It was noted that Douglas County was not able to complete cash and investment reports due to timing. The financial reports may not be the finalized reports.

**Plant Operations Report** – Tons of Pope and Douglas County waste received during June totaled 2,619.72 tons plus 3,356.96 tons of waste from other counties equal to 5,976.68 tons and a year-to-date total of waste received of 37,289.80 tons. Total tip fee for June 2024 was \$589,032.95 and a year-to-date tip fee of \$3,687,437.10.

- There will be a 10-week MRF outage later this year that will affect the WTE as all loads will be pushed to the WTE tipping floor.
- There have continued to be some staffing issues in the WTE on the entry level.
- We do have some employees that have good potential with moving up their boiler licensing.
- The lime delivery truck had an issue with a pipe while at our facility. And the truck blew lime on the grounds. The lime was truck vacuumed up and a street sweeper swept the grounds.

**Waste Received from Other Counties** – The following waste was received from other counties during June 2024:

	<b>June Tons</b>	<b>YTD Tons</b>	<b>June Income</b>	<b>YTD Income</b>
Tri-County	3,053.53	20,636.13	\$297,545.49	\$2,010,913.00
Stevens County	68.81	1,127.80	\$6,703.47	\$109,870.28
Grant County	234.62	1,282.69	\$22,856.68	\$124,959.66
<b>Total Tons &amp; Total Income</b>	<b>3,356.96</b>	<b>23,046.62</b>	<b>\$327,105.64</b>	<b>\$2,245,742.94</b>

**Unit Availability Report**

Unit	Average	June Hours of Uptime	Uptime Percentage	Reason for Downtime
1	92.3%	June – 720 of 720	June – 100%	
2	87.5%	June – 577 of 720	June – 80.1%	Cleanout
3	93.0%	June – 720 of 720	June – 100%	
All	91.5%			

**Steam Sales**

	Monthly K lbs.	Fuel Price	June Income	Y.T.D. K lbs.	Y.T.D. Income
3M	8,805	\$4.46	\$51,588.37	69,536	\$393,064.73
Alomere	2,465	\$4.46	\$13,976.55	21,032	\$116,824.48
<b>Total</b>	<b>11,270</b>		<b>\$64,564.92</b>	<b>90,568</b>	<b>\$509,889.21</b>

**Turbine Generator Report** – Megawatts of electricity totaling 167.67 (Generator 1 – 44.16 Megawatts and Generator 2 – 123.51 Megawatts) were produced in June for a year-to-date total of 1,847.33 megawatts. The demand saved in June 2024 was \$14,390.21 and the monthly total amount saved in avoided electrical costs was \$21,097.01 and a year-to-date total savings of \$137,103.01.

**Bypass** – A total of 47.37 tons of waste was bypassed during the second quarter of 2024. The monthly breakdown was as follows: April 13.50 tons, May 14.68 tons, and June 19.19 tons. Year – to – date 75.56 tons have been bypassed.

**Confidential Burn/Special Burn** – Year to Date Confidential Burn/Special Burn tons have totaled 132.37 tons and year to date income total at \$61,338.17. Some of these burns (especially large loads) have been cut back due to the receiving area and storage being much less during construction.

April	29.19 tons	\$12,249.30
May	21.36 tons	\$13,981.89
June	24.79 tons	\$8,415.19
<b>Total</b>	<b>75.34 tons</b>	<b>\$34,646.38</b>

**Landfill Operations Report** – Ash landfill expenses for June 2024 totaled \$108,834.26. June ash equaled 1,563.58 tons and fines equaled 402.10 tons for a combined June total of 1,965.68 tons and a year-to-date ash/fines total of 11,661.32 tons. The average yearly cost per ton to operate the ash landfill is \$42.82 as of June 2024. A total of 360,000 gallons of leachate were removed with 18.27 loads coming to the PDSWM facility for treatment and 41 to the City of Fergus Falls Wastewater Treatment Plant.

**Metal Recovery** – Metal shipped out of the landfill included 165.54 tons of ferrous, 0 tons of 0-10 fraction, and 49.39 tons of 10-45 fraction and 0 tons of over 45mm hand sorted material with a recovery of 6%. The metal recovery facility received \$306,416.70 in June for a year to date received \$761,073.69.

Trinka reported:

- Leachate is finally starting to slow down.
- Production in the metal recovery facility has been down due to the amount of rain received at the landfill.
- Staff are pulling material from the landfill and not just processing the fresh ash now.
- Income is high with receiving payment from Recco for the smelting. It takes about a year to get enough material to run our material for the smelting process.

**Material Recycling Facility Operations Report** – Of the total of 5,976.68 tons of waste received a total of 3,899.51 tons (65% of the total waste received in June was processed through the facility). A total of 95.32 tons of recycling was removed during June or 2.4% of the waste processed. A year-to-date total of 669.53 tons have been removed from the trash or 3%.

Commodities shipped during June 2024 totaled 183.35 tons and 800 gallons of used motor oil. Year to date commodities sold are 1,051.98 tons and 2,300 gallons of used motor oil. June income received for commodities sold was \$35,238.95 and a year-to-date income of \$206,244.28 and YTD used oil income of \$0.00.

Dalum reported:

- With construction, much of the waste is being diverted directly to the WTE. When the MRF construction project is completed staff are hoping to push the throughput of the MRF to approximately 90%. With the bag opener we should be able to catch more recycling.
- Hours are building up on the loaders so we may need to look at updating a loader soon.
- Staffing has been good on the MRF side of the operation.
- Commodity pricing has been holding steady.

**Plant Maintenance Report** – reported during operations.

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

- Staff went to the Starbuck drop site to mow and trim some of the thick weeds that had grown at the facility. The attendant does have an electric push mower and should be able to keep up with some of the weed and grass growth.
- The temporary location for the recycling center and hazardous waste will be on the north side of the new environmental center. Residents will start using the new Nokomis Street entrance. Breitbach will have a job trailer available soon for office staff to move in to.

**Household Hazardous Waste Report**

Y.T.D. Residents Bringing Items In – 4,141

Y.T.D. Residents Taking Items Out – 700

**Bills** – The Board received the June bill list totaling \$2,268,596.96, capital projects added up to \$1,785,432.81 of the bill list. The highlighted bills include: Breitbach Construction – Capital Projects; CemSource – Equipment Maintenance; Demo Plus – Equipment Maintenance; JRMA – Capital Projects; Univar – Carbon; and Wrigley Mechanical – Equipment Maintenance.

Motion was made by Meyer and seconded by Lindor to approve payment of the bills totaling \$2,268,596.96. Motion carried.

**Other Business**

**Capital Project Review – Correction of Property Line**

Motion to allow the Board Chairman to sign the quick claim deed to correct the property line with the Alexandria Technical and Community College was made by Lindor and seconded by Englund. Motion carried.

**Resolution 8 – 2024**

**Resolution No. 8 - 2024**

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

**Resolution Requesting the Issuance by Pope County of  
\$4,800,000 General Obligation Solid Waste Revenue Bonds, Series 2024A**

- A. WHEREAS, the Pope/Douglas Joint Solid Waste Management Board (the "Joint Board") operates a solid waste management system (the "Facilities") located at 2115 Jefferson Street, in Alexandria, Minnesota, pursuant to the terms of a Fourth Amended Joint Powers Agreement ("Agreement") between Pope County and Douglas County;
- B. WHEREAS, it is proposed that the Joint Board undertake the acquisition of various equipment replacements and upgrades, and the construction of various buildings for the material recovery facility and environmental learning center with a cost of approximately \$4,800,000 (the "Project"). The Project is expected to be owned 25% by Pope County and 75% by Douglas County, as permitted by Section 6 of the Agreement; and
- C. WHEREAS, the Joint Board is proposing that Pope County issue its General Obligation Solid Waste Revenue Bonds, Series 2024A, in the approximate principal amount of \$4,800,000 (the "Bonds") pursuant to Section 7 of the Agreement to finance the Project.

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

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

Lindor – Yes Englund – Yes Gerde – Yes Wright – Yes Meyer – Yes

and the following voted against the same:

Whereupon said resolution was declared duly passed and adopted.

Dated this 18<sup>th</sup> day of July 2024.

  
Board Secretary

Newspapers In Education Sponsorship

Motion to sponsor newspapers in education at the silver level rate of \$600 was made by Englund and seconded by Wright. Motion carried.

There being no further business, the meeting was adjourned at 9:28 a.m. by Chairman Gerde.

**Pope/Douglas Solid Waste Management**

  
Paul Gerde, Board Chairman

**Attest:**

  
Brooke Hellerman, Board Recording Secretary



**Pope/Douglas Solid Waste Management  
Regular Board Meeting  
August 15, 2024**

<b>Attendee Name</b>	<b>Title</b>	<b>Status</b>
Paul Gerde	Pope County Commissioner (2024 PDSWM Chairman)	Present
Charlie Meyer	Douglas County Commissioner (2024 PDSWM Vice Chair)	Present
Larry Lindor	Pope County Commissioner	Present
Keith Englund	Douglas County Commissioner	Present
Jerry Wright	Designated Representative	Absent
Stephen Vrchota	Executive Director	Present
Brooke Hellerman	Board Recording Secretary	Present

Others Present: Jon Dalum, Michael Martin, Nathan Reinbold, Dan Behnke, Jeff Lannes, Philip Kraft, and Shane Schmidt.

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

**August 15, 2024, Board Meeting Agenda**

The Board received the agenda with the addition of Property Insurance. Motion to approve the agenda was made by Lindor and seconded by Meyer. Motion carried.

**July 18, 2024, Regular Board Minutes** – Motion to approve the July 18, 2024, regular meeting minutes as written was made by Meyer and seconded by Englund. Motion carried.

**Financial Progress Report as of July 31, 2024** – The Board received the monthly operating report, schedule of funds reports, and revenue and expenditure reports as of July 31, 2024, with 58% of the year completed, revenues are ahead for this time in 2023 by \$1,374,057.94 and expenses are down for this time in 2023 by \$223,735.27 in the general operating account. A total of \$9,744,853.46 or 68% of the 2024 revenue budget has been received and a total of \$8,728,726.46 or 62% of the expense budget has been spent.

**Plant Operations Report** – Tons of Pope and Douglas County waste received during July totaled 3,079.27 tons plus 4,356.25 tons of waste from other counties equal to 7,435.52 tons and a year-to-date total of waste received of 44,725.32 tons. Total tip fee for July 2024 was \$737,426.58 and a year-to-date tip fee of \$4,424,863.68.

**Waste Received from Other Counties** – The following waste was received from other counties during July 2024:

	<b>July Tons</b>	<b>YTD Tons</b>	<b>July Income</b>	<b>YTD Income</b>
Tri-County	4,002.98	24,639.11	\$390,043.71	\$2,400,956.71
Stevens County	92.47	1,220.27	\$9,008.43	\$118,878.71
Grant County	260.80	1,543.49	\$25,407.14	\$150,366.80
<b>Total Tons &amp; Total Income</b>	<b>4,356.25</b>	<b>27,402.87</b>	<b>\$424,459.28</b>	<b>\$2,670,202.22</b>

**Unit Availability Report**

<b>Unit</b>	<b>Average</b>	<b>July Hours of Uptime</b>	<b>Uptime Percentage</b>	<b>Reason for Downtime</b>
1	92.3%	July – 744 of 744	July – 100%	
2	87.5%	July – 737 of 744	July – 99.1%	Replace Bag
3	93.0%	July – 744 of 744	July – 100%	
All	91.5%			

### Steam Sales

	Monthly K lbs.	Fuel Price	July Income	Y.T.D. K lbs.	Y.T.D. Income
3M	7,010	\$4.76	\$42,848.72	76,546	\$435,913.48
Alomere	2,576	\$4.76	\$15,481.76	23,608	\$132,306.24
<b>Total</b>	<b>9,586</b>		<b>\$58,330.51</b>	<b>100,154</b>	<b>\$568,219.72</b>

Turbine Generator Report – Megawatts of electricity totaling 686.59 (Generator 1 – 53.92 Megawatts and Generator 2 – 632.67 Megawatts) were produced in July for a year-to-date total of 2,885.59 megawatts. The demand saved in July 2024 was \$18,920.02 and the monthly total amount saved in avoided electrical costs was \$46,383.62 and a year-to-date total savings of \$197,553.43.

Landfill Operations Report – Ash landfill expenses for July 2024 totaled \$100,993.58. July ash equaled 1,675.35 tons and fines equaled 257.11 tons for a combined July total of 1,932.46 tons and a year-to-date ash/fines total of 13,593.78 tons. The average yearly cost per ton to operate the ash landfill is \$44.36 as of July 2024. A total of 402,000 gallons of leachate were removed with 25 loads coming to the PDSWM facility for treatment and 42 to the City of Fergus Falls Wastewater Treatment Plant.

Metal Recovery – Metal shipped out of the landfill included 273.80 tons of ferrous, 42.60 tons of 0-10 fraction, and 26.94 tons of 10-45 fraction and 0 tons of over 45mm hand sorted material with a recovery of 7%. The metal recovery facility received \$66,851.56 in July for a year to date received \$827,925.25.

Hellerman reported:

Production numbers are down compared to this time last year with all the rain this year. There is lots of leachate moving at the landfill.

Material Recycling Facility Operations Report – Of the total of 7,435.52 tons of waste received a total of 4,681.96 tons (63% of the total waste received in July was processed through the facility). A total of 173.19 tons of recycling was removed during July or 3.7% of the waste processed. A year-to-date total of 842.72 tons have been removed from the trash or 3.4%.

Commodities shipped during July 2024 totaled 196.92 tons and 395 gallons of used motor oil. Year to date commodities sold are 1,248.90 tons and 2,695 gallons of used motor oil. July income received for commodities sold was \$35,024.62 and a year-to-date income of \$241,268.90 and YTD used oil income of \$0.00.

Dalum reported:

The tipping floor access is still reduced. There is a lot of wet trash coming in. The fines numbers are down due to holes plugging in the screen. Commodity prices continue to hold steady.

Plant Maintenance Report – Vrchota reported the following:

- The floor and feed chute are being worked on during the unit 1 outage.
- There have been some issues with baghouse bags. The company changed hands and there may be some quality control issues that need to be addressed.

SCORE Programs – Reinbold reported the following:

- Staff have moved out of the office.
- The drop site will be moved to a temporary location. To reduce the number of bins needed at the temporary facility, the collection will switch over to single sort recycling.
- There will be a booth at the Douglas County Fair.

Bills – The Board received the July bill list totaling \$1,778,561.83, capital projects added up to \$1,371,884.23 of the bill list. The highlighted bills included: Breitbach Construction – Capital Projects; CemSource –

Equipment Maintenance; Doozer Software – Software Subscription; JRMA – Capital Projects; XS Consulting – Capital Projects.

Motion was made by Englund and seconded by Lindor to approve payment of the bills totaling \$1,778,561.83. Motion carried.

**Other Business**

**Capital Project Review –**

- Approximately 2/3 of the new tipping floor has been poured. It will need 21 days to cure.
- The MRF equipment should be coming in December.
- The office building received no bids, so staff have been trying to remove as much of the reusable materials as possible including doors and molding.
- There was discussion on the possibility of doing a training exercise with the Alexandria Fire Department for doing a burn of old building. It was checked for asbestos and there was none, so it was a candidate for the training, however, insurance was not comfortable with how close the building was to the plant. Construction will plan to move forward with bulldozing the building.

**Property Appraisal and Land Purchase –**

The MPCA does now require that the landowner and operator sign on the new operational permit. ATCC will sign once we have updated the lease agreement. Alexandria Technical and Community College would like Pope Douglas Solid Waste Management to purchase the land that is described on our lease agreement at the end of the lease. Staff would update the lease agreement first and then review moving forward with purchasing the land.

**2025 Tipping Fee –**

The tipping fee is currently \$97.42 in 2024. The actual cost of operation was \$124.49 per ton in 2023. The waste disposal contracts allow for a 4% increase in tipping fees each year.

Motion to increase the tipping fee to \$101.32 per ton to all MSW tons being delivered to the Pope Douglas Solid Waste Management facility in 2025 was made by Lindor and seconded by Meyer. Motion carried.

**Property Insurance –**

The invoice for 2024/2025 was presented to the board.

Motion to approve payment to Mahoney Group for property insurance coverage was made by Englund and seconded by Lindor. Motion carried.

There being no further business, the meeting was adjourned at 8:52 a.m. by Chairman Gerde.

**Pope/Douglas Solid Waste Management**



Paul Gerde, Board Chairman

**Attest:**



Brooke Hellerman, Board Recording Secretary

**Pope/Douglas Solid Waste Management  
Regular Board Meeting  
September 5, 2024**

<b>Attendee Name</b>	<b>Title</b>	<b>Status</b>
Paul Gerde	Pope County Commissioner (2024 PDSWM Chairman)	Present
Charlie Meyer	Douglas County Commissioner (2024 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: Tom Klecker and Megan Hansen

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

**September 5, 2024, Special Meeting Agenda**

There were no changes to the agenda.

**Review and Approval of Updated Lease Agreement**

Motion was made by Lindor and seconded by Englund to allow the director to sign the amendment to the lease agreement between the State of Minnesota and Pope Douglas Solid Waste Management. Motion carried.

**Discussion on Land Purchase**

There was discussion on both Pope and Douglas Counties to utilize ARPA funds for purchasing the State of Minnesota property that the Pope Douglas Waste to Energy facility is on.

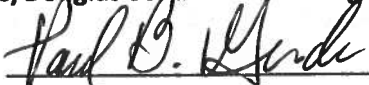
**Approval of the ATCC Moving Forward with an Appraisal**

It was noted that Pope Douglas Solid Waste Management would need to cover the cost of the appraisal. There was discussion that each of the Counties could include the cost of the appraisal in the funds for purchasing.

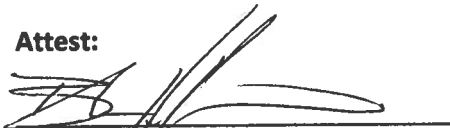
Motion was made by Meyer and seconded by Lindor to approve the State of Minnesota to move forward with obtaining an appraisal for the property that Pope Douglas Waste to Energy facility is on. Motion carried.

There being no further business, the meeting was adjourned by Chairman Gerde at 9:35 a.m.

**Pope/Douglas Solid Waste Management**

  
Paul Gerde, Board Chairman

**Attest:**



Brooke Hellerman, Board Recording Secretary