

**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:**  
  
 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:**  
  
 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