



COUNTY BOARD OF PUBLIC WORKS

**January 9, 2014
8:00 AM**

**Earl G. Woodworth Building
Meeting Room Chambers
1500 Scribner Avenue NW
Grand Rapids, Michigan 49504**

MEMBERS PRESENT: Commissioners Vonk, Shroll, Bulkowski, Groenleer, Vander Molen, Morgan

ABSENT: Commissioner Byl

OTHERS PRESENT: Douglas G. Wood, Director; Dennis Kmiecik, Solid Waste Division Director; Dan Kendall, Finance Division Director; Elissa Soto, Office Manager; Molly Sherwood, Environmental Compliance Manager; Cal Brinks, Purchasing Division; Chris Robinson, WTE Operations Manager; Kristen Wieland, Resource Recovery & Recycling Manager

I. Call to Order

Director Wood called the meeting to order and lead the Board in the election of a Chairman.

II. Election of Officers

A. Election of Chairman (Resolution 1-14)

Commissioner VanderMolen moved the adoption of the following resolution which motion was supported by Commissioner Groenleer

BE IT RESOLVED that Commissioner Vonk is elected Chairperson of the Kent County Board of Public Works for the calendar year 2014.

The resolution was adopted with the following vote:

YEAS: Commissioners Vonk, Bulkowski, Groenleer, VanderMolen, Morgan

NAYS: None

ABSENT: Commissioner Shroll, Byl

Commissioner Vonk chaired the remainder of the meeting.

B. Election of Vice Chairman (Resolution 2-14)

Commissioner VanderMolen moved the adoption of the following resolution which motion was supported by Commissioner Bulkowski.

BE IT RESOLVED that Commissioner Shroll is elected Vice Chairperson of the Kent County Board of Public Works for the calendar year 2014.

The resolution was adopted with the following vote:

YEAS: Commissioners Vonk, Bulkowski, Groenleer, VanderMolen, Morgan

NAYS: None

ABSENT: Commissioner Shroll, Byl

C. Election of Secretary (Resolution 3-14)

Commissioner VanderMolen moved the adoption of the following resolution which motion was supported by Commissioner Groenleer.

BE IT RESOLVED that Commissioner Byl is elected Secretary of the Kent County Board of Public Works for the calendar year 2014.

The resolution was adopted with the following vote:

YEAS: Commissioners Vonk, Bulkowski, Groenleer, VanderMolen, Morgan

NAYS: None

ABSENT: Commissioner Shroll, Byl

Commissioner Shroll arrived at 8:08 a.m.

D. Election of Deputy Secretary (Resolution 4-14)

Commissioner Groenleer moved the adoption of the following resolution which motion was supported by Commissioner VanderMolen

BE IT RESOLVED that Douglas G. Wood is elected Deputy Secretary of the Kent County Board of Public Works for the calendar year 2014.

The resolution was adopted with the following vote:

YEAS: Commissioners Vonk, Bulkowski, Groenleer, VanderMolen, Morgan, Shroll

NAYS: None

ABSENT: Commissioner Byl

III. Public Comment

None

IV. Review and Approval of Minutes

MOTION

It was moved by Commissioner Shroll and supported by Commissioner VanderMolen to approve the minutes of the December 5, 2013 meeting.

Motion carried unanimously.

V. Solid Waste Operations

A. Climate Action Reserve (Resolution 5-14)

Approval was requested to give the Director of the Department of Public Works the authority to designate Department staff for the Climate Action Reserve. (The Climate Action Reserve is the organization we register our Landfill Gas Carbon Credits with.)

Upon the retirement of the Director of Engineering/Utility Services we need to appoint a new contact person for the Climate Action Reserve (CAR). Their rules require board action, by resolution giving a person, the Department Director, the authority to appoint contact persons.

The Director having this authority, we will be able to change the person, as needed.

Mr. Wood explained that the Department has a gas-to-energy facility at the South Kent Landfill. During that process methane is destroyed; as a result carbon credits are generated and are purchased by corporations throughout the world. The Department has sold hundreds of thousands of dollars' worth of credits over the years.

Commissioner Morgan wondered if the selling price for the carbon credits fluctuated. Mr. Kendall responded that it did. In the past the Department has sold credits at \$6 per credit and is currently receiving \$1 – \$1.50 per credit.

RESOLUTION 5-14

Commissioner Shroll moved the adoption of the following resolution which motion was supported by Commissioner VanderMolen.

WHEREAS, the Department of Public Works from time to time sells carbon credits; and

WHEREAS, carbon credits are verified by a third party and recorded with the Climate Action Reserve; and

WHEREAS, the Climate Action Reserve requires that, by resolution, a Department of Public Works representative be designated and authorized by the governing body to serve as the contact person or his/her Department designee.

NOW, THEREFORE BE IT RESOLVED, that Douglas G. Wood, Director, Kent County Department of Public Works is authorized to serve as the representative to the Climate Action Reserve or may designate a Department representative for the purpose conducting carbon credit transactions with the Climate Action Reserve, as needed.

The resolution was adopted with the following vote:

YEAS: Commissioners Vonk, Shroll, VanderMolen, Groenleer, Bulkowski, Morgan

NAYS: None

ABSENT: Commissioner Byl

B. Material Recycling Facility

1. Maintenance Technician

Staff presented a recommendation to the Board of Commissioners to add a full-time Maintenance Technician (UAW-20) position to the Recycling & Education Center. With the addition of a night shift Monday through Thursday, an additional staff person is necessary to perform preventative and regular maintenance.

The manufacturer of the MRF equipment recommended two full-time maintenance technicians when the facility was constructed. Because the equipment was new and required less maintenance, the facility has been well-served by one maintenance technician. 2014 will be the fourth year of operation and the aging equipment and added run time requires more maintenance.

The Maintenance Technician will perform preventative maintenance on highly advanced equipment; monitor computerized operational systems for heat, cooling, fire and security; assist contractors and vendors; manage the replacement part inventory; and maintain the grounds and snow plow in winter.

Current staff has worked an estimated 500 hours of overtime with the addition of the evening shift. The additional maintenance technician position will help alleviate the current staffing constraints by reducing overtime. The additional staff person will ensure that the tipping floor is never unstaffed. The position will be supported through the Solid Waste Fund.

Commissioner Bulkowski wondered if staff considered a part-time position rather than a full-time. Mr. Kmiecik explained that the 500 hours of overtime is only over a three-month period and is confident that a full-time person is necessary.

Mr. Wood explained that because the County is at a hiring freeze, this position will be going before the full Board of Commissioners for approval.

MOTION

It was moved by Commissioner VanderMolen and seconded by Commissioner Shroll to recommend to the Board of Commissioners to add a full-time Maintenance Technician (UAW-20) to the Recycling & Education Center.

Motion carried unanimously.

VI. Approval of Monetary Outlays

MOTION

It was moved by Commissioner VanderMolen and supported by Commissioner Shroll to approve the monetary outlays for the month of January 2014.

Motion carried unanimously.

VII. Director's Report

A. Ipad

Mr. Wood explained that the Department purchased three iPads to see whether it increased access of information and efficiency. He determined that it has been a positive thing and would like to expand the use of the iPads to other management staff and any Board members interested. He added that a number of the management staff and Board serve on various committees and utilizing electronic versus paper agendas will help in the reduction in the use of paper.

B. Mondays at the MRF

Kristen Wieland, Resource Recovery and Recycling Manager gave a brief overview of the activities held on Monday's at the MRF. She stated that it was something that staff developed during the summer months particularly for children on summer vacation. The goal was to bring more attention to the recycling center. The MRF welcomed 194 individuals from June 10 – August 19. Staff found it so successful that it has been extended throughout the year and during school Holiday breaks.

Ms. Wieland presented a number of crafts created throughout the summer. Instructions for these crafts are located on the RecycleKent website.

C. Recognition

Mr. Wood took a moment to recognize staff who have received special recognition in the County's Communicator. First, Molly Sherwood, Environmental Compliance Manager, who was named Distinguished Alumni in Residence by Grand Valley State University. She recently received her Master's from Western Michigan University.

Ann Kaiser, Resource Recovery Specialist received the Quality Service Award for the Quarter and was also featured in the Communicator. Ms. Kaiser regularly gives tours at the MRF and receives high praises from many of the schools who visit our facility. Recently she has received "Rock Star" status from students after a recent tour.

D. DPW Brochure

Staff has created a Department brochure which gives information about the DPW and its operations.

E. Operations Report

Director Wood highlighted that the North Kent Transfer Station received 66,000 tons in 2013; 60,000 tons was budgeted.

Commissioner VanderMolen stated that it was important to recognize the SWAP agreement which helps the Department be more efficient.

Mr. Kmiecik added that the MRF has performed very well this year with the exception of the down town experienced in July. Production has pretty much caught up. The facility is getting the end of reasonably running the MRF and will have to either extend hours or possibly build another one. Staff underestimated residents and how popular single stream recycling would become.

Mr. Kmiecik is looking to make a change on how the facility is staffed. There is some difficulty because the majority of the workers are community service workers through

the court system. Mr. Wood added that there are times where the courts will pull their community service workers for other jobs leaving the MRF short staffed.

For 2014 staff will explore, with the Human Resources Department, the possibility of creating a position listing for unskilled labor to be able to fully staff the facility. Commissioners agreed that a new system needs to be developed and offered their full support.

F. Meeting Schedule

Commissioner VanderMolen proposed changing the meeting start time from 8:00 a.m. to 8:30 a.m., to stay consistent with other County meetings. All Board members agreed.

G. Next Meetings

At upcoming meetings staff will review 2013 operations. In March, staff will review 2014 Goals and Objectives.

Commissioner Groenleer wondered if a report on the proposed solid waste surcharge would be presented. Mr. Wood stated that this will be included in the reports presented in March.

VIII. Miscellaneous

A. Road at Landfill

Commissioner shared a concerned from a resident regarding the road leading into the landfill. Staff stated that this has been noticed and is considering shutting off access to the road for the future.

IX. Adjournment

The meeting was adjourned at 8:47 a.m.

William Byl, Board Secretary