



**KENT COUNTY BOARD OF PUBLIC WORKS**

**September 4, 2014  
8:30 AM**

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

**MEMBERS PRESENT:** Commissioners, Vonk, VanderMolen, Morgan, Groenleer, Shroll, Byl, Bulkowski

**OTHERS PRESENT:** Douglas G. Wood, Director; Dar Baas, Solid Waste Division Director; Dan Kendall, Finance Division Director; Elissa Soto, Office Manager; Molly Sherwood, Environmental Compliance Manager; Kristen Wieland, Resource Recovery & Recycling Manager; Becky Dyer, Financial Analyst; Joni Laming, Purchasing Division; Linda Howell, Kent County Assistant Corporate Counsel; Elisa Seltzer,

**I. Call to Order**

Chair Vonk called the meeting to order at 8:30 a.m.

**II. Public Comment**

None

**III. Review and Approval of Minutes**

**MOTION**

It was moved by Commissioner Byl and supported by Commissioner VanderMolen to approve the minutes from the August 7, 2014 meeting.

Motion carried unanimously.

**IV. Administration**

**A. Board Standing Rules**

Board Chair Vonk requested a review of Board of Public Works Standing Rules. Staff researched Department archives and did not locate any standing rules. Linda Howell, Assistant Corporate Counsel prepared a draft of Standing Rules for consideration and adoption by the Board.

Commissioner Bulkowski had questions regarding the Standing Rules. A list of these

questions was given to Ms. Howell for further review and will update the Board at a later date.

## **MOTION**

It was moved by Commissioner VanderMolen and seconded by Commissioner Byl to adopt Board of Public Works Standing Rules.

Motion carried

### **V. Accounting & Finance**

#### **A. 2014 Budget Amendment**

Staff requested approval to amend the 2014 Department Budget. The 2014 Department Budget needs to be amended because total allocated expenses will be exceeded.

The budget amendments requested are below:

Page 1, Item 1: The Material Recycle and Education Center has changed staffing methods. In 2014 there has been a major shift in the staffing of the recycling operations. We have added a night shift and primarily staff it with Goodwill Industries supervised transitional workers. Also, 61<sup>st</sup> District Court decreased their staffing days therefore Goodwill increased. The cost will rise more than 100% for that line item. The amendment will be funded through internal retained earnings. The 2015 budget was adopted with the higher expenses.

Page 1, Item 2: The Solid Waste Division Director was originally budgeted in various organizations within the 2014 Budget. With the adoption and implementation of the Department reorganization plan, that position was transferred to the Administration organization. There was also an overlap of having two Directors for a two month period. The Administration organization wages and salary and associated expenses lines will be increased. The adjustment will be funded by the other organizations within the Fund.

Page 1, Item 3: Adjustment of each organization's Administration expense to meet the additional funding required in the previous item. This will be funded by use of undesignated funds in the original budget.

Page 2, Item 1: This adjustment is to show additional tonnage received at North Kent Transfer Station of 12,000 tons. We also are adjusting two unrelated repair and maintenance accounts for needed facility equipment repairs. Along with additional tonnage comes the cost of transporting the additional tons received. The remaining revenue will be placed the contingency account.

Page 2, Item 2: Adjustment for additional tonnage for 20,000 transferred from WTE and 30,000 brought into South Kent Landfill as sales revenue. We have adjusted the disposal costs and other expenses that are exceeding their current budget. The remaining revenue will be placed in the contingency account.

Page 2, Item 3: This is an adjustment for additional tons received at the Waste-to-

Energy Facility. Included are the expenses associated with this revenue including transfer to South Kent Landfill and related disposal cost. The remaining revenue to be placed in the contingency account.

The changes are necessary because the Department has to properly show additional revenues and expenses accordingly due to the increase in tonnage.

**MOTION**

It was moved by Commissioner Byl and supported by Commissioner Shroll to approve the 2014 Budget Amendment and recommend approval to the Board of Commissioners.

Motion carried unanimously.

**B. 2015 Accrual Basis Budget Adoption**

Each year the Department prepares a Rate Study for its operations. This rate study is a cash basis income statement. Its primary use is to set the disposal rate that will be charged to cover cash expenditures that include: wages, benefits, all operating expenses, capital improvements and debt payments.

The Budget submitted to the Controller's Office is a full accrual basis budget. Our audited financial statements are filed on this basis. Therefore, the rate study has adjustments for the following items: capital improvement plan expenditures, principle payments, depreciation and amortization expense, cell construction reserve and internal fund contributions.

We are requesting this approval as we have discovered that, if the Board of Public Works (BPW) approves this for 2015 and succeeding years, the previous budget adjustment can be handled at the BPW level and need not go further. This approach for enterprise fund budgeting was recommended by the County Budget Director.

**MOTION**

It was moved by Commissioner Byl and supported by Commissioner Shroll to adopt the 2015 Accrual Budget for the Department of Public Works showing revenues of \$35,188,470 and expenses of \$35,188,470.

**VI. Approval of Monetary Outlays**

**MOTION**

It was moved by Commissioner Byl and supported by Commissioner Shroll to approve the monetary outlays for September 2014.

Motion carried unanimously.

**VII. Director's Report**

**A. Dorr Township, Allegan County Property/Home Demolition**

Ms. Sherwood reported that the Department acquired a property on 108<sup>th</sup> Street, Dorr Township; south of South Kent Landfill. Staff and the Purchasing Division prepared a bid for the demolition of the property. Staff only received one bid from Pitch and staff will be issuing a purchase order to contract them for this project.

B. Caledonia Township/Recycle Drop off Center Request

Ms. Wieland reported that Caledonia Township contacted about possibly building a recycle drop off station in their township. Staff shared with them the costs from the last significant drop of center and offered to assist them if they would like to proceed with building the drop off center. Staff has not heard back from the Township.

Should the township build a drop of center, they would be financially be responsible for the construction of the site and transportation of recyclable materials to the MRF.

C. Finance Director recruitment process update

Director Wood reported that the Human Resources Department is assisting the Department with recruitment for the Finance Director position. The Department received 31 applications and staff will be interviewing six of those applicants.

D. WTE/Consumers Energy H-Line Replacement

Chris Robinsons reported that Consumers Power will be replacing H-poles during the second outage at the WTE facility. The WTE will be considered "black plant" during those days and will not be producing any electricity.

E. Kentwood Landfill/Treatment Plant Pilot Study

The EPA has agreed to let the Department shut down the plant at the Kentwood site. They are allowing us to direct leachate to the City of Wyoming. Staff will still need to monitor the leachate monthly. Shutting down the plant will result in some costs savings and streamline processes at the plant.

F. Solid Waste Advisory Committee membership

Solid Waste Plan Committee terms expire at the end of the year. Staff is actively recruiting members to participate on the committee. The SWMP is

G. Flu Shots

The Department will offer flu shots to staff and BPW members free of charge this year. The Health Department will be at the Scribner Location, South Kent Landfill and the North Kent Transfer Station on Thursday, October 2 at 9 a.m.

**VIII. Miscellaneous**

A. BPW Personnel Committee Meeting

Chair Vonk reported that Director Wood has given notice of retirement. The members of the Personnel Committee were asked to attend a brief meeting immediately after the Board meeting to discuss the next steps in recruitment efforts for the Director's replacement.

**IX. Adjournment**

The meeting was adjourned at 9:07 a.m.