



KENT COUNTY BOARD OF PUBLIC WORKS

**January 8, 2015
7:30 AM**

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

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

OTHERS PRESENT: Douglas G. Wood, Director; Darwin Baas, Solid Waste Division Director; Elissa Soto, Office Manager; Molly Sherwood, Environmental Compliance Manager; Kristen Wieland, Resource Recovery & Recycling Manager; Chris Robinson, WTE Operations Manager; Kimberly Williams, Finance Division Director; Dan Rose, Solid Waste Operations Manager; Cal Brinks, Purchasing Division; Linda Howell, Kent County Assistant Corporate Counsel; Mary Swanson, Kent County Administration

I. Call to Order

Darwin Baas called the meeting to order and lead the Board in the election of a Chairman.

II. Public Comment

None

III. Election of Officers

A. Election of Chairman (Resolution 1-15)

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

BE IT RESOLVED that Commissioner Vonk is elected Chairperson of the Kent County Board of Public Works for the calendar year 2015.

The resolution was adopted with the following vote:

YEAS: Commissioners Vonk, Groenleer, VanderMolen, Morgan, Shroll
NAYS: None
ABSENT: Commissioner Bulkowski, Byl

Commissioner Vonk chaired the remainder of the meeting

B. Election of Vice Chairman (Resolution 2-15)

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

BE IT RESOLVED that Commissioner Shroll is elected Vice Chairperson of the Kent County Board of Public Works for the calendar year 2015.

The resolution was adopted with the following vote:

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

NAYS: None

ABSENT: Commissioner Bulkowski, Byl

C. Election of Secretary (Resolution 3-15)

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

BE IT RESOLVED that Commissioner Byl is elected Secretary of the Kent County Board of Public Works for the calendar year 2015.

The resolution was adopted with the following vote:

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

NAYS: None

ABSENT: Commissioner Bulkowski, Byl

D. Election of Deputy Secretary (Resolution 4-15)

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

BE IT RESOLVED that Douglas G. Wood is elected Deputy Secretary of the Kent County Board of Public Works for the calendar year 2015.

The resolution was adopted with the following vote:

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

NAYS: None

ABSENT: Commissioner Byl

Commissioner Bulkowski arrived at 7:49 a.m.

Commissioner Byl arrived at 7:54 a.m.

IV. Review and Approval of Minutes

MOTION

It was moved by Commissioner VanderMolen and supported by Commissioner Shroll to approve the November 6, 2014 minutes.

Motion carried unanimously.

V. Administration

A. Resource Recovery Specialist Reclassification

Staff requested approval for the reclassification of a part-time Resource Recovery Specialist position (UAW 21) to a part-time Community Relations Coordinator (UAW 25).

Consistent with the Department's strategic plan, the DPW recognizes the continuing need to develop strong relationships with the media and external organizations as we educate residents and impact public opinion.

While there are similarities between the positions, the Resource Recovery Specialist attracts candidates with training and experience in the environmental sciences while this reclassified position would be responsible for developing and implementing a broader communications strategy for the Department requiring significant experience in marketing, social media, brand management and communication.

The Community Relations Coordinator will focus efforts on public relations including communication with the media, community organizations, professional groups, business organizations and the general public. This position will analyze the market and public opinion, assist as editor to the administrative staff, focus on both internal and external communications; and develop website, print, audiovisual and electronic informational and promotional materials.

Board members encouraged staff to utilize the County's current communication's coordinator as a resource.

MOTION

It was moved by Commissioner Shroll and seconded by Commissioner VanderMolen to approve the reclassification of a part-time Resource Recovery Specialist (UAW 21) to a part-time Community Relations Coordinator (UAW 25) position.

Motion carried unanimously.

VI. Conference and Travel

A. SWANA Senior Executive Seminar

Approval was requested for the incoming Director and any Board members to attend the SWANA Senior Executive Seminar in San Diego, California, January 28 – 29, 2015 at an estimated total of \$2044 per person.

SWANA's Senior Executive Seminar brings together executive-level directors and managers of major public sector solid waste agencies throughout North America along with their counterparts from the private sector. The purpose of this seminar is to provide a forum for solid waste leaders to engage challenging issues and stay abreast of industry trending. The program features presentations and panel discussions dealing

with today's most important issues, brainstorming sessions to develop practical solutions to the most pressing questions regarding solid waste management and informal networking opportunities.

Board members agreed that SWANA seminars are educational and relevant for attendees and encourage further opportunities for growth and educations.

Commissioner Bulkowski asked whether the conference was included in the Department's 2015 budget. Staff responded that it is but it is brought to the Board so that they are aware of the events and have the opportunity to participate if they desire to.

MOTION

It was moved by Commissioner Shroll and seconded by Commissioner VanderMolen to approve conference travel for the incoming Director and any interested Board members to attend the 2015 SWANA Senior Executive Seminar, January 28 – 29, 2015 at a total of \$2044 per person.

Motion carried unanimously.

VII. Approval of Monetary Outlays

MOTION

It was moved by Commissioner Byl and supported by Commissioner Groenleer to approve the monetary outlays for the months of December 2014 and January 2015.

Motion carried unanimously.

VIII. Director's Report

A. Solid Waste Ordinance - Update

Approval of the Solid Waste Ordinance was placed on hold by the BOC. Staff has been in conversations with waste industry representatives to discuss possible option of collecting the surcharge at the disposal facility instead of by the haulers. The Director will be meeting with industry representatives and the GR Chamber of Commerce in the next few weeks.

B. Solid Waste Division Director Hiring Update

The Department is delaying the posting of the Solid Waste Division Director position in order to allow for the transition in Department Director to occur.

C. Regional Conversations – Overview of Allegan County Meeting in December

Staff has started a process of meeting with the counties surrounding Kent. Staff has been trying to assess regional needs and find ways to collaborate. Staff met with Allegan County and learned that they have a mix of curbside and drop off sites. Allegan County relies predominately on PA 138 to fund their recycling programs although several townships have chosen to opt out. Allegan County residential recycling is delivered to the Kent County MRF for processing.

D. Covanta Announces New CEO

The Director and Division Director participated in a conference call with Covanta where they announced their succession plan as the current CEO, Anthony Orlando is stepping back and the new CEO, Stephen Jones has been named as the replacement.

E. WTE - Circulating Line Inspection

TEAM Environmental completed the inspection of the 30" circulation lines and staff was awaiting the final report on the findings. Early indications is that the lines were in good condition. Staff will provide a full report next meeting.

F. Cost Savings Initiatives

The Division Director noted recent criticism that the Department could find ways to operate more efficiently. Six cost items were noted where staff has initiated cost savings reductions in the areas of refrigerant removal and recycling, aggregate purchases, reducing the number of term contracts, fire suppression inspections, phone systems and subscriptions.

G. Kentwood Landfill - Gas Collection System Installation Timeframe

The Environmental Compliance Manager provided an update on the planned installation of a gas collection and flare system and the EPA/MDEQ now requiring that the southern extension be included in the design and construction of a system.

H. MDEQ Announces \$600,000 in Recycling Grants for 2015

The State has announced grant opportunities. The Resource Recovery Manager is looking at the grant guidelines and considering what program area could benefit from funding.

I. Recycle Center – Processing Line Staffing Implementation

The Resource Recovery Manager provided an update that the Goodwill TWE workforce is now staffing 100 percent of the processing line at the Recycle Center.

J. Electronics Recycling

With manufacturer funding programs pulling back from historical funding commitments for electronics collection and recycling combined with the increasing cost to manage CRT monitors, the department is facing a significant cost increase to handle CRTs and will be bringing an Action Request to the Board in February that includes a fee for these items.

K. Doug Wood's Retirement Celebration – January 30

The retiring Director will have a retirement party/luncheon on January 30 from 11:00AM
– 1:30PM

IX. Miscellaneous

None

X. Adjournment

The meeting was adjourned at 8:16 a.m.