



KENT COUNTY BOARD OF PUBLIC WORKS

MINUTES

June 16, 2016

8:30 AM

- MEMBERS PRESENT:** Commissioners Vonk, Koorndyk, Groenleer, Shroll, Bulkowski, VanderMolen
- MEMBERS ABSENT:** Commissioner Byl
- OTHERS PRESENT:** Darwin Baas, Director; Elissa Soto, Office Manager; Kimberly Williams, Finance Director; Chris Robinson, WTE Operations Manager; Dan Rose, Solid Waste Operations Manager; Nic VanderVinne, Resource Recovery & Recycling Manager; Cal Brinks, Kent County Purchasing Division

I. Call to Order

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

II. Consent Agenda

A. Review and Approval of Minutes

B. Conference/Education Travels

i. Waste 360 Summit 2016 Conference

Review and approve conference travel for one staff and any Board Members to attend the Waste360 Recycling Summit 2016.

ii. Resource Recycling 2016 Conference

Review and approve conference travel for one staff and any Board Members to attend the Resource Recovery Conference 2016.

iii. Administrative Excellence 2016 Conference

Review and approval for conference travel for the Office Manager and any Board Members to attend the 23rd Annual Conference for Administrative Excellence.

MOTION

It was moved by Commissioner Shroll and seconded by Commissioner VanderMolen to approve the Consent Agenda.

Motion carried unanimously.

III. Administration

A. Years of Service Awards

Board and staff had the pleasure of congratulating Dan Belknap, Equipment Operator, for 25 years of service with Kent County.

IV. Environmental Compliance Management

A. North Kent Landfill Gas System and Cap Evaluation

Staff presented a request for the Board to approve CB&I to conduct an evaluation of the North Kent Landfill gas collection system and cap. North Kent Landfill operated from 1977 to 1986. A landfill gas collection and control system was installed post closure, but due to settling at the top of the landfill, it is no longer able to effectively control landfill gas. The settling on the landfill has also created areas of poor drainage and ponding water on the top of the landfill.

In order to plan for repairs, it is necessary to first complete an evaluation of the GCS and landfill cap.

Through an RFP process, 8 proposals were received for evaluation of the North Kent Landfill gas collection system and cap. Staff evaluated the proposals based on price, approach to the project, staffing, references and experience. Staff recommends CB&I perform the evaluation of landfill gas collection and cap at North Kent Landfill.

The Board asked whether CB&I was the low bidder. Dan Rose, Solid Waste Operations Manager, stated that they were not but they were the company most qualified to do the work.

MOTION

It was moved by Commissioner Shroll and seconded by Commissioner VanderMolen to approve CB&I for evaluation of the North Kent Landfill gas collection system and cap for \$20,410.

Motion carried unanimously.

V. Waste-to-Energy Facility Operations

A. Scheduled Outage:

Staff reported that there will be an outage at the WTE facility from September 19 – October 3, 2016. During this time waste will be transferred out and will go to Republic's landfill.

VI. Accounting & Finance

A. DPW Accrual Basis Budget

Staff requested approval for the adoption of the Department of Public Works 2017 Accrual Budget as submitted to County Administration. Each year the Department of Public Works prepares a Rate Study for its operations. This rate study is a cash basis income statement

and its primary use is to set disposal rates to cover cash expenditures including wages, benefits, operating expenses, capital improvements and debt payments.

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

Annual approval of a full accrual basis budget by the Board of Public Works will streamline and enable the Department to make necessary budget adjustments at the Board level instead of bringing these requests to the full Board of Commissioners and was recommended by the County Budget Director for the DPW's enterprise funds.

MOTION

It was moved by Commissioner Groenleer and seconded by Commissioner Shroll to adopt the 2017 Accrual Budget for the Department of Public Works showing revenues of \$42,690,007 and expenses of \$42,690,007.

Motion carried unanimously.

VII. Approval of Monetary Outlays

MOTION

It was moved by Commissioner Groenleer and seconded by Commissioner VanderMolen to approve the Monetary Outlays for June 2016.

Motion carried unanimously.

VIII. Director's Report

- A. Electronics Recycling Program – Free CRT/TV collection promotion, 112,000 pounds of CRTs were collected in the first three weeks of the program that runs through September 30.
- B. Recycling Center Baler Explosion Update – A propane cylinder explosion caused significant damage to the baler.
- C. WTE Facility Assessment - GBB is conducting an assessment on overall facility condition.
- D. Recycling Center Scalehouse – The design for the new scalehouse at the Recycling and Education Center will be completed in August and an RFQ for construction will be by Purchasing.
- E. Tire Recycling Grant – The DPW was awarded a grant to collect and recycle tires. A collection event was provided by the department for Cannon, Courtland and Gratton Townships; over 300 tires were collected.

IX. Public Comment/Miscellaneous

None

X. Adjournment

The meeting was adjourned at 9:13 a.m.