THEODORE J. VONK
Chairman

GARY ROLLS
Vice Chairman

WILLIAM BYL
Secretary

DAVID GROENLEER
DAN KOORNDYK
SHANA SHROLL
RICHARD VANDER MOLEN

DOUGLAS G.WOOD
Director

Board of Public Works

AGENDA

February 2, 2012
8:00 AM

Earl G. Woodworth Building
Board Chambers
1500 Scribner Avenue NW
Grand Rapids, Michigan 49504

I. Call to Order
II. Public Comment
III. Review and Approval of Minutes
IV. Administration
  A. Service Award
  B. Department Goals and Objectives Review
  C. Travel Request-WASTECON 2012
V. Solid Waste Operations
  A. South Kent Landfill
    1. Roll-Off Truck Bids
VI. Waste-to-Energy Facility
  A. Waste-To-Energy Insurance Coverage
VII. Approval of Monetary Outlays
VIII. Director's Report
  A. North Kent Landfill Property/W M Sports Commission
  B. Solid Waste Plan Amendment Presentations
  C. SWANA/Senior Executive Seminar Overview
IX. Miscellaneous
X. Adjournment

Earl G. Woodworth Building • 1500 Scribner Avenue, N.W. • Grand Rapids, Michigan 49504-3233
Telephone: (616) 336-3694 • Facsimile: (616) 336-3338 • E-Mail address: kcdpw@kentcountymi.gov

COUNTY BOARD OF PUBLIC WORKS

January 5, 2012
MINUTES

Kent County Administration Offices
Board of Commissioners Room 311
300 Monroe Ave
Grand Rapids, Michigan 49503

MEMBERS PRESENT: Commissioners Vonk, Rolls, Byl, Groenleer, Shroll, Koorndyk, Vander Molen

MEMBERS ABSENT:

OTHERS PRESENT: Douglas G. Wood, Director; Dan Kendall, Finance Division Director; Dennis Kmiecik, Solid Waste Division Director; Steve Marshall, Clerk Typist II; Jon Denhof, KC Purchasing

I. Call to Order

Deputy Secretary Douglas G. Wood called the meeting to order at 9:26 a.m. Mr. Wood amended the agenda moving Election of Officers to be the first order of business.

II. Public Comment - None

III. Election of Officers

A. Election of Chairman (Resolution 1-12)

Commissioner Rolls moved the adoption of the foregoing resolution which motion was supported by Commissioner Byl.

BE IT RESOLVED that Commissioner Vonk is elected Chairperson of the Kent County Board of Public Works for the calendar year 2012.

The resolution was adopted with the following vote:

YEAS: Commissioners Vonk, Rolls, Byl, Groenleer, Shroll, Koorndyk, Vander Molen
NAYS: None

Commissioner Vonk chaired the remainder of the meeting.

B. Election of Vice Chairman (Resolution 2-12)

Commissioner Shroll moved the adoption of the foregoing resolution which motion was supported by Commissioner Vander Molen.

BE IT RESOLVED that Commissioner Rolls is elected Vice Chairperson of the Kent County Board of Public Works for the calendar year 2012.

The resolution was adopted with the following vote:

YEAS: Commissioners Vonk, Rolls, Byl, Groenleer, Shroll, Koorndyk, Vander Molen
NAYS: None

C. Election of Secretary (Resolution 3-12)

Commissioner Koorndyk moved the adoption of the foregoing 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 2012.

The resolution was adopted with the following vote:

YEAS: Commissioners Vonk, Rolls, Byl, Groenleer, Shroll, Koorndyk, Vander Molen
NAYS: None

D. Election of Deputy Secretary (Resolution 4-12)

Commissioner Vander Molen moved the adoption of the foregoing 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 2012.

The resolution was adopted with the following vote:

YEAS: Commissioners Vonk, Rolls, Byl, Groenleer, Shroll, Koorndyk, Vander Molen
NAYS: None

IV. Review and Approval of Minutes

Director Wood noted Secretary Byl's name with a typo and that it would be corrected for the file.

It was moved by Commissioner Koorndyk and supported by Commissioner Vander Molen to approve the minutes of the December 1, 2011 meeting.

Motion carried unanimously.

V. Administration

A. 2012 Budget Adjustments

Director Wood presented a request for approval of 2012 departmental budget transfers.

In review of the year to date information for 2011 it became apparent that the revenues budgeted for 2012 may have been too optimistic. We have reviewed the revenues and expenses and made adjustments as necessary.

The budget for 2012 has been adjusted to reclassify the tonnage into a wider selection of revenue accounts that include pricing them at the different rates. For example, demolition tons are valued at the demolition rate ($32.00 not the $35.00 regular rate). As tonnage has decreased the former method in viewing revenue is no longer acceptable. Revised tons for SKL are 9,000 tons lower.

To offset the reduction in revenues certain expenditures have been lowered in the 2012 Budget. The accounts will be monitored closely to make sure the adjusted budget is not exceeded. Certain expenses planned for 2012 may be postponed. Some expenses have had some of the 2012 work accomplished in 2011 or may not be needed after further analysis. A major change in the Resource Recovery Programs is wages and benefits for a proposed position, not currently filled, has been eliminated and the advertising reduced.

Part of the reduction of revenue at South Kent Landfill will be offset by increased revenues at the MRF. Revenues have been increased based on tonnage the last few months. Some MRF expenses have been increased due to this. The major expense increase is in temporary labor, i.e., Goodwill Industries of Grand Rapids.

The net result is that the current status of the Solid Waste Fund is a budgeted shortfall approaching $125,000. We are planning on containing this with additional limitations on spending in 2012. Additionally, based on 2011 estimated tonnage at North Kent Transfer Station we are anticipating 2,000 additional tons.

To maintain the original expenditure limits if the tonnage does actually appear all these adjustments are made within the Solid Waste Fund and do not change the overall budget. Capital Improvement purchases are not affected as they are purchased through the reserved funds.

The major account adjustments are attached.

As part of this review the expenses associated with leachate disposal from the ash cells was transferred to the WTE. It is income neutral in both funds but puts the plus/minus of the expense where it belongs.

Director Wood stated the budget is done early in the year. DPW monitors the tonnage and as it turns out the tonnage is down at the landfill and so we would like to jump on that right away and make some adjustments to the 2012 budget. The adjustments proposed is after time spent going through all of the accounts and removing money from these accounts, not taking out of the budget but setting aside so that in the event things turn better in 2012 it will be available. Another reason we're also doing that is that so we wouldn't have to come to the county board to have a budget adjustment. We're just doing it internally but wanted the board to know about it. So what we're requesting is to approve budget transfers from the 2012 Solid Waste Budget which would also include the Waste-To-Energy account. I attached all the adjustments that we're making in a spreadsheet. Staff spent hours going through the adjustments. The primary area of changes is at the landfill. The Recycling Facility is doing very well. We're pleased with that. Dan Kendall or Dennis Kmiecik is available to answer any questions you may have about the adjustment.

Commissioner Shroll asked about Sales-Charities disposal rate. Dan Kendall stated we took sales out of general refuse and put them into other sub-accounts. Those other sub-accounts are at a different rate. In the past we've always taken what we thought our tonnage would be and divide expenses into that and say this is what the rate is. Director Wood stated historically Charities get a lower rate at the landfill. They have to be approved charities by the board. Commissioner Shroll asked which Charities. Commissioner Byl and Director Wood gave examples of organizations like Goodwill, Salvation Army and Mel Trotter. Commissioner Vonk asked Mr. Kmiecik what kind of percentage we were going down and he responded about 5 percent. Director Wood stated Recycle Center revenue's have been up and the revenue of the product that we sell, their prices have been fairly good. Historically this time of year they go down a little bit. On this matter Director Wood stated he would keep the board informed as the year goes on.

It was moved by Commissioner Byl and supported by Commissioner Koorndyk to approve the 2012 Budget adjustments for the Refuse Disposal Fund and Waste-to-Energy Fund as presented and attached.

Motion carried unanimously.

VI. Approval of Monetary Outlays

MOTION

It was moved by Commissioner Rolls and supported by Commissioner Groenleer to approve the Monetary Outlays for December 2012.

Motion carried unanimously

VII. Director's Report

A. Proposed 2012 Meeting Schedule

Board of Public Works meetings for 2012 will be held at the Kent County Road Commission Board Room the first Thursday of every month at 8:00 a.m. The 2012 Board of Public Works meeting schedule was approved by all members of the Board.

VIII. Miscellaneous

Mr. Kmiecik stated we had a contract with Goodwill in 2011 for November and December. The contract stipulates that if we wanted to continue we could extend it, which we did on a month to month basis and looks like it's working very well but would have to look at three, four, or five months. We get six people. They want to expand it to nine and got a grant for a year. December was our best month since we've been operating, and least amount of trash. Goodwill received a grant from the Community Foundation to add more people to the program. Ultimately if we wanted to, we could look at having all of them run it. Goodwill workers are located in one section, the plastic line and about eleven can run it. We think we can do it with nine. Director Wood stated that the waste going out the door has been reduced and the product has increased because of using Goodwill.

IX. Adjournment

The meeting was adjourned at 9:42 a.m.

BUDGET TRANSFER REQUEST

Fund Name:	PUBLIC WORKS	BTR Number:	BTPW000502
Org Name:	Solid Waste	BTR Date:	December 28, 2011

Line	Budget Year	Fund Number	Org Number	Program Number	Sub Class Number	Account	Account Name	Dollar Amount of Change	Increase/ Decrease	Income/Loss		Wage Adj/Benef	
1	2012	517	561	0000	13363	648	Sales-Carbon Credits	(580,500.00)	Dec-Rev	(580,500)			
2	2012	517	561	0000		989	Contingency	(580,500.00)	Dec-Exp	580,500			
3										-			
4	2012	517	562	0000	10358	649	Sales-General Refuse	(1,830,500.00)	Dec-Rev	(1,830,500)			
5	2012	517	562	0000		649	Sales-Sludge	210,000.00	Inc-Rev	210,000			
6	2012	517	562	0000		649	Sales-Charities	37,700.00	Inc-Rev	37,700			
7	2012	517	562	0000		649	Sales-Demolition	945,000.00	Inc-Rev	945,000			
8	2012	517	562	0000	10353	649	WTE - Ash	(90,000.00)	Dec-Rev	(90,000)			
9	2012	517	562	0000		921	Utilities	(9,000.00)	Dec-Exp	9,000			
10	2012	517	562	0000	10320	831	Environmental Fees	800.00	Inc-Exp	(800)			
11	2012	517	562	0000	???	831	ISO Expenses	5,000.00	Inc-Exp	(5,000)			
12	2012	517	562	0000	10326	831	Tire Disposal	(2,500.00)	Dec-Exp	2,500			
13	2012	517	562	0000	12113	931	Storm Water Mgt	(20,000.00)	Dec-Exp	20,000			
14	2012	517	562	0000	12114	931	Erosion Control	(40,000.00)	Dec-Exp	40,000			
15	2012	517	562	0000	12118	931	Leachate Sewer Line Cleaning	(10,000.00)	Dec-Exp	10,000			
16	2012	517	562	0000	12119	931	Ash Leachate Disposal	(90,000)	Dec-Exp	90,000			
17	2012	517	562	0000	12120	931	Byron Leachate Disposal	(18,000)	Dec-Exp	18,000			
18	2012	517	562	0000		932	Rep & Maint - Building	10,000.00	Inc-Exp	(10,000)			
19	2012	517	562	0000		932	Rep & Maint - Equipment	(10,000.00)	Dec-Exp	10,000			
20	2012	517	562	0000		940	Rental - Landfill	(18,100.00)	Dec-Exp	18,100			
21	2012	517	562	0000		962	Insurance	(10,000)	Dec-Exp	10,000			
22	2012	517	562	0000	13361	974	Daily/Intermediate Cover	(15,000)	Dec-Exp	15,000			
23	2012	517	562	0000		989	Perpetual Care	(11,250)	Dec-Exp	11,250			
24													
25											(489,750)		7600
26	2012	517	565		10351	649	Sales-MRF	400,000	Inc Rev	400,000			
27	2012	517	565			704	Temp Wages	100,000	Inc Exp	(100,000)			
28	2012	517	565			775	Janitorial Supplies	2,500	Inc Exp	(2,500)			
29	2012	517	565		10359	866	Recycle to MRF	(5,000)	Dec Exp	5,000			
30	2012	517	565		10364	866	Freight Sales	(13,000)	Dec Exp	13,000			
31	2012	517	565			921	Utilities	25,000	Inc Exp	(25,000)			
32	2012	517	565			932	Rep & Maint - Buildings	5,000	Inc Exp	(5,000)			
33	2012	517	565			933	Rep & Maint - Equip	40,000	Inc Exp	(40,000.00)			
34											245,500		2700
35	2012	517	440			702	Salary & Wages	(40,000)	Dec Exp	40,000			
36	2012	517	440			716	Group Insurance	(11,000)	Dec Exp	11,000			
37	2012	517	440			715	FICA	(3,060)	Dec Exp	3,060			
38	2012	517	440			718	Retirement	(3,720)	Dec Exp	3,720			
39	2012	517	440			720	Workers Comp	(200)	Dec Exp	200			
40	2012	517	440			719	Retiree Health	(920)	Dec Exp	920			
41	2012	517	440			721	Unemployement	(160)	Dec Exp	160			
42	2012	517	440			728	Printing	(7,500)	Dec Exp	7,500			
43	2012	517	440			756	Uniforms	(300)	Dec Exp	300			
44	2012	517	440		12148	831	Electronic Disposal	(1,000)	Dec Exp	1,000			
45	2012	517	440			901	Advertising	(15,000)	Dec Exp	15,000			
46	2012	517	440		12149	831	Propane Tank Disposal	(500)	Dec Exp	500			
47											83,360		740
48	2012	517	442			802	Consultants	(25,000)	Dec Exp	25,000			3800 NKTS
											25,000		
										(135,890)	(135,890)	14840	(121,050)

Justification

1	
2	
3	

Approvals

Fund Approval /Date	DPW Finance Director /Date	Prepared by Becky Dyer
Fiscal Services /Date	County Administrator /Date	Posted By/Date
Per Board Resolution:		

Revised: 12/28/2011

MEETING DATE: **February 2, 2012**

AGENDA ITEM#: IV-B

BOARD OF PUBLIC WORKS ACTION REQUEST

SUBJECT: Department Goals and Objectives

DIVISION: Department

PREPARED BY: Douglas G. Wood

ACTION REQUESTED:

Review 2012 Goals and Objectives

SUMMARY OF REQUEST:

The Department prepares the annual budget and related goals and objectives for submittal to County Administration in the middle of the prior year. Board Chair Vonk requested that staff provide an overview of the goals and objectives.

SUGGESTED MOTION:

No Action Required

ATTACHMENTS:

Goals and Objectives by Division

GOVERNING/ADVISORY BOARD APPROVAL DATE February 2, 2012

DEPARTMENT DIRECTOR: Douglas G. Wood **DATE:** January 26, 2012

DEPARTMENT OF PUBLIC WORKS
ENGINEERING/UTILITY SERVICES
2012
GOALS AND OBJECTIVES

SOUTH KENT LANDFILL

Goal:	**Continue to maintain all permits, certifications, and environmental compliance required by the governing agencies.**
Objective:	This will be accomplished by reviewing and understanding all permits and ensuring they are submitted within the required deadlines.
Measurement:	All permits being issued by governing agencies to maintain operations of the South Kent Landfill
Goal:	**Complete the redesign and construction of Cell 35 to allow for liner placement in 2013**
Objective:	This will be accomplished by working with staff to determine the most economical and environmentally save design of future cells.
Measurement:	Completion of a cost benefit analysis and earthwork completed for cell 35.
Goal:	**Complete repaving of a portion of the perimeter access road around the landfill.**
Objective:	Prepare design and bid packages to obtain the most economical construction package.
Measurement:	Completion of the repaving construction.
Goal:	**Start preparation of documents for the expansion of the South Kent Landfill.**
Objective:	Prepare request for qualification packages for consultants to complete permitting process for a new landfill in Allegan County.
Measurement:	Obtain enough information for the preparation of a request for proposals for the design and permitting of a new landfill in Allegan County.

South Kent Landfill Gas to Energy

Goal:	**Work with Granger to produce as much power as possible from the generating facility**
Objective:	Maintain the gas well field to provide as much gas as possible for the production of electricity.
Measurement:	Minimal downtime of the electric generating units because of lack of gas.
Goal:	**Sell the carbon credits from the destruction of Methane**
Objective:	Research and investigate various options for the sale of Carbon Credits
Measurement:	The sale of carbon credits

Sparta Landfill

Goal:	**Complete the USEPA five-year review**
Objective:	Work with the USEPA to minimize the comments and concerns that may arise from the five-year review of the Sparta Landfill.
Measurement:	Respond and make necessary improvements that may arise during the five-year review.

Kentwood Landfill

Goal:	Work with USEPA to provide the most economical solutions to recent requests for improvements to the landfill
Objective:	Prepare designs and documentations to provide the most cost effective remedy.
Measurement:	Approval of the USEPA

Utility Services Division

Goal:	Transfer the operation and maintenance of the North Kent Sewer System to North Kent Sewer Authority
Objective:	Prepare a complete and organized package for the transfer.
Measurement:	Smooth transition of the operations

DEPARTMENT OF PUBLIC WORKS
SOLID WASTE DIVISION
2012
GOALS AND OBJECTIVES

MATERIAL RECOVERY FACILITY

Goal:	**Provide management and direction to enable the facility to operate in the most efficient and economic way possible within the established budget as tonnages continue to increase.**
Objective:	Provide sufficient daily labor and continually explore other options for expanded pools of labor (Goodwill labor program).
Measurement:	Process and sell all marketable recyclables.
Goal:	**Minimize the trash from the recycle stream & increase incoming tonnage by at least 5%.**
Objective:	Continue the ongoing educational campaign through mailings on the rules and regulations for curbside recycling. Explore outlets for more tonnage.
Measurement:	Decrease the amount of trash from previous year and increase incoming tonnage by at least 5%.

RESOURCE RECOVERY-HOUSEHOLD HAZARDOUS WASTE-TAKE BACK MEDS

Goal:	**Update all educational information on all recycling, HHW, Take Back Meds and other department programs.**
Objective:	Reprint and update all pamphlets, booklets and other public information distributed to local residents
Measurement:	Complete projects in a timely manner as new information becomes available.

Solid Waste Plan

Goal:	**Complete Act 451 Plan Amendment**
Objective:	Hold public hearing and get final amendment passed
Measurement:	Complete project by June 2012 - have 67% of townships and municipalities pass a resolution

Waste-To-Energy Commercial Transfer Facility

Goal:	Develop preliminary design plans with consultant
Objective:	Analyze solid waste system for economical justification
Measurement:	Complete preliminary design plans by early spring and complete analysis of solid waste system by July 2012.

DEPARTMENT OF PUBLIC WORKS
WASTE-TO-ENERGY DIVISION
2012
GOALS AND OBJECTIVES

Goal #1: Analyze the feasibility of a Commercial Recycling Facility located on and/or adjacent to the WTE Facility. Prepare a Project scope of work, budget and financing plan and obtain BPW approval to proceed with construction.

Objective: Develop a refined estimate of the quantity of plastics, corrugated, paper, wood, fabric and metal available as feedstock for the facility and share the results with the equipment / layout consultant. Assist in the preparation of market / revenue study.

Objective: Evaluate the required building layout and size. Determine whether the available space on, and/or adjacent to the WTE Facility site is adequate for a building to process the estimated volume of materials.

Objective: Provide staff support for the acquisition of property (if required). Assist in the development of a comprehensive financing plan, budget for presentation to the BPW for authorization to proceed with obtaining construction and equipment bids.

Objective: Assist in preparation of bid documents and in analyzing the results for presentation to the BPW.

Goal #2: Continue with the storm water remediation program at the WTE site. In 2012 work will involve addressing high BOD loading in the storm water pond.

Objective: Develop, submit and obtain approval from City of GR WWT Facility staff to divert flow from 4 WTE site catch basins to the sanitary sewer.

Objective: Design, budget, permit, bid and commence construction on new sewer lines and sanitary water storage system.

DEPARTMENT OF PUBLIC WORKS
Finance and Accounting Division
2012
GOALS AND OBJECTIVES

Goal: By March 1st compare the results of operations of the MRF's first complete year with the pro forma developed at the time the bonds were sold and analyze major differences.

Goal: Within 60 days of the consultant's report prepare a pro forma with the assistance of the Waste-to-Energy Director and the Solid Waste Director on the financial impact of a WTE related recycle center.

DEPARTMENT OF PUBLIC WORKS
ADMINISTRATION
2012
GOALS AND OBJECTIVES

Goal: Develop Department Re-organization Plan

Objective: To the extent possible determine general staff retirement dates

Objective: Match long-term Department goals with staff needs and requirements

MEETING DATE: **February 2, 2012**

AGENDA ITEM#: IV-C

BOARD OF PUBLIC WORKS ACTION REQUEST

SUBJECT: Travel Request

DIVISION: Administration

PREPARED BY: Douglas G. Wood

ACTION REQUESTED:

Approval for Director and any Board members to attend WASTECON 2012

SUMMARY OF REQUEST:

Staff received this week notification of an early registration savings of $200.00 for Solid Waste Association of North America members. This year WASTECON 2012 will be held in Washington, D.C. at the Gaylord National Harbor Hotel on August 14-16, 2012.

SUGGESTED MOTION:

It was moved by_____ and seconded by_____ to authorize the Director and any Board member to attend WASTECON 2012 on August 14-16, 2012 in Washington D.C. at an estimated cost of $2,284.00.

ATTACHMENTS:

Conference Travel Request Form

GOVERNING/ADVISORY BOARD APPROVAL DATE February 2, 2012

DEPARTMENT DIRECTOR: Douglas G. Wood **DATE:** February 1, 2012

COUNTY OF KENT
DEPARTMENT OF PUBLIC WORKS
CONFERENCE TRAVEL REQUEST

Employee Name DOUGLAS G. WOOD Date 2.1.12

Name of Conference WASTECON 2012

Conference Location WASHINGTON D.C.

Conference Date(s): AUGUST 14, 2012 - AUGUST 16, 2012

Departure Date AUGUST 13, 2012 Return Date AUGUST 17, 2012

	Requested	Actual
Transportation(tax exempt)	$ 350.00	$
Plane ___ Own Car ___ County Car ___		
Housing Cost	$ 900.00	$
Meals	$ 125.00	$
Registration	$ 709.00	$
Taxi/Bus/Shuttle/Car Rental	$ 100.00	$
Miscellaneous (tips,tolls,parking,etc.)	$ 100.00	$
explanation:		
Total Expense	$ 2,284.00	$
Less Prepaid Expense(s)	$	$
Total Reimbursement	$	$

Social Security Number _____

Account Distribution _____
(Company) (Account) (Center)

S:\ADMIN\MISCELLA\CFT.FRM

Doug Wood - Early-Bird Savings for WASTECON 2012 950, 709.00

From: "WASTECON 2012" <upcomingevents@swana.org>
To: <doug.wood@kentcountymi.gov>
Date: 2/1/2012 10:07 AM
Subject: Early-Bird Savings for WASTECON 2012

Aug. 14-16, 2012
Gaylord Nat'l Resort Center.

If this email does not display properly, please view our online version.
To ensure receipt of our email, please add upcomingevents@swana.org to your address book.
Please do not reply to this automatic e-mail.

Dear Member,

You may have heard that SWANA's premier event, **WASTECON 2012**, is taking place this year in the Washington, D.C. area, August 14-16, 2012. You may have also heard that **WASTECON 2012** will celebrate SWANA's 50th Anniversary.

But, did you know SWANA members can register at the exclusive, members-only early-bird rate, now through February 28, 2012?

Take advantage of this special offer to save over $200, by visiting www.wastecon.org/register, today!

Join us **August 14-16, 2012**, for three days of the best networking, technical sessions, vendors and suppliers in the industry, all taking place at the gorgeous Gaylord National Harbor waterfront property. National Harbor features dozens of bars and restaurants, live entertainment, cultural opportunities and nearly 50 shops--all within walking distance of the resort.

Guests are also a short ferry ride away from historic Old Town, Alexandria, and just a few miles from all of the sights and attractions of majestic Washington, D.C.!

You won't want to miss the 50th anniversary event, taking place just minutes outside our nation's capital. Join thousands of industry professionals for training courses, technical sessions and exhibits at **WASTECON 2012**.

We're still in the beginning stages of planning, so keep an eye on your inbox for a preliminary schedule of events and registration information in the coming weeks.

Hope to see you there!

WASTECON 2012 Team

P.S. Don't forget to register before February 28, 2012 to save!

The Solid Waste Association of North America, 1100 Wayne Ave, Ste 700, Silver Spring, MD 20910
Phone - 301-585-2898 | Fax - 301-589-7068
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MEETING DATE: **February 2, 2011**

AGENDA ITEM#: V-A-1

BOARD OF PUBLIC WORKS ACTION REQUEST

SUBJECT: Roll-Off Truck Bids

DIVISION: Solid Waste

PREPARED BY: Steve Achram

ACTION REQUESTED:

Review and approval of the purchase of a new Roll-Off Truck.

SUMMARY OF REQUEST:

Bids for a new Roll-Off Truck were solicited on December 19, 2011 by the Purchasing Department. Thirteen bids and 3 alternate bids were received and evaluated.

The Department has an approved 2012 Capital Improvement Project for the purchase of a new Roll-Off Truck for South Kent Landfill. We are replacing the 2001 Volvo that is in poor condition.

The low bidder proposed a 2013 Freightliner M2-114 SD with an Ampliroll hoist for $147,311.

The three alternate bidders proposed trucks with a Compressed Natural Gas propulsion system. The low bid for the alternates was $183,577.

Staff is recommending the low bid submitted by Marrel Corporation for a 2013 Freightliner M2-112 SD with an Ampliroll hoist at a total purchase price of $147,311. Enclosed in your mailing is the bid tabulation.

SUGGESTED MOTION:

It was moved by_____ and seconded by_____ to award the purchase of a Roll-Off Truck to Marrel Corporation of Grand Rapids in the amount of $147,311.

ATTACHMENTS:

Bid tabulation

GOVERNING/ADVISORY BOARD APPROVAL DATE February 2, 2012

DEPARTMENT DIRECTOR: Douglas A. Wood **DATE:** January 26, 2012

MEETING DATE: **February 2, 2012**

AGENDA ITEM#: VI-A

BOARD OF PUBLIC WORKS ACTION REQUEST

SUBJECT: Waste-to-Energy Insurance Coverage

DIVISION: Waste-to-Energy

PREPARED BY: Daniel M. Kendall

ACTION REQUESTED:

Review and authorize the Director to acquire insurance coverage for the WTE.

SUMMARY OF REQUEST:

For the WTE Property and liability insurance renewals, staff, through the Kent County Risk Coordinator, Phil VanDyke, solicited proposals from two insurance agencies. The effective date of the insurance policies is March 1, 2012.

Included in the packet is a recommendation from Mr. VanDyke and a summary of the bids received. For property insurance through Arthur J. Gallagher, it is recommended to go with ACE, the same carrier as 2011, for a total cost of $202,171. This is an increase of $13,500 from the 2011 property premium. For general liability insurance, through IBEX Insurance Agency of Farmington Hills, it is recommended to renew with Chubb along with excess liability from Chubb and Scottsdale Insurance. This premium for liability coverage is an increase from last year of $7,303 to a total of $131,994.25. The combined 2012 property and liability premium cost of $334,165.25 is $115,834.75 less then the WTE budget of $450,000. (Additional insurance such as auto is charged by the County to this line item also)

Staff and Phil VanDyke will be available to answer any questions.

SUGGESTED MOTION:

It was moved by Commissioner _____and seconded by Commissioner _____ to authorize the Director to acquire insurance coverage for the WTE through Arthur J. Gallagher for property at a premium of $202,171 and through IBEX Insurance Agency for liability at a premium of $131,994. 25.

ATTACHMENTS:

- Memo from Phil VanDyke, Kent County Risk Coordinator
- Insurance Proposal from Ibex Insurance Agency
- Excerpts from the Insurance Proposal from Arthur J. Gallagher

GOVERNING/ADVISORY BOARD APPROVAL DATE: February 2, 2012

DEPARTMENT DIRECTOR: Douglas A. Wood **DATE:** January 26, 2012

FISCAL SERVICES DEPARTMENT

Phil Van Dyke, Risk Coordinator

Kent County Administration Building, 300 Monroe Avenue, N.W. Grand Rapids, Michigan 49503-2289
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January 25, 2012

Dan Kendall
Finance Director
Dept. of Public Works

RE: WTE Insurance renewal
Effective date 3-1-12

For the property insurance renewal, eleven insurance companies were contacted. The only two insurers that quoted were incumbent Ace and also Zurich. However, Zurich did not quote on the total insured value (TIV).

The premium quoted by Ace is about a 7% increase when compared to the expiring premium. The total insurable value (TIV) of $150,088,556 reported for 2012 is a 2% increase over the expiring reported value. The property claim deductible is $250,000 and the mobile equipment claim deductible is $25,000. Terrorism coverage (both certified and non-certified) is included ($12,894). The property renewal quote from Ace is $202,171.

Property Insurer	A.M. Best Rating	Limit (TIV)	Premium
Ace	A+ XV	$150,088,556	$202,171
Zurich	A+ XV	$140,088,556	$221,196

For the liability insurance renewal, Chubb is basically the only market for the primary layer. The total liability coverage limit is $50,000,000 and there is no claim deductible. Terrorism coverage is included. The liability renewal quote for all layers is $131,994.25.

Liability Insurer	A.M. Best Rating	Layer	Limit	Premium
Chubb Group	A++ XV	primary	$ 1,000,000	$ 43,500.00
Chubb Group	A++ XV	excess	$24,000,000	$ 52,922.00
Scottsdale	A+ XV	excess	$25,000,000	$ 35,572.25
			Total	$131,994.25

Recommendation:
Renew the property insurance with Ace for a premium amount of $202,171.
Renew the liability insurance with Chubb & Scottsdale for a premium amount of $131,994.25.

Market Review

We approached the following carriers in an effort to provide the most comprehensive and cost effective insurance program.

CARRIER	LINE OF COVERAGE	CARRIER POSITION
ACE American Insurance Company (ACE INA Group)	Property	Quoted
Zurich American Insurance Company (Zurich Financial Services Ltd)	Property	Quoted quota share but was not competitive.
Travelers	Property	Declined - Could not be competitive
Munich Reinsurance America Inc.	Property	Declined – Did not meet their minimum premium
Chartis	Property	Declined - Could not be competitive
AEGIS	Property	Declined - Could not be competitive
Affiliated FM	Property	Declined – Due to class
Allianz	Property	Declined – Not enough time – needed to do inspection of property
Swiss Re	Property	Declined – Did not meet their minimum premium – Could not write 100% of the program, only 25% -35% Quota Share
Liberty	Property	Declined – Could not be competitive – Could not write 100% of the program, only 25% -35% Quota Share
Axis	Property	Declined – Could not be competitive – Could not write 100% of the program, only 25% -35% Quota Share

Please see emails from Carriers above in the Attachment Section at the end of the proposal.

Premium Summary

The estimated program cost for the recommended program/options are outlined in the following table:

LINE OF COVERAGE		EXPIRING PROGRAM ESTIMATED COST		PROPOSED PROGRAMS RECOMMENDED		Not RECOMMENDED	
Property	Premium	ACE American Insurance	$168,503.00	**ACE American**	$180,777	**Zurich American**	$221,196.00
	Taxes	Company (ACE INA	-	**Insurance Company**	-	**Insurance Company**	-
	Srchrg & Asmnt	Group)	-	**(ACE INA Group)**	-	**(Zurich Financial**	-
	Total Fees		$8,200.00	**100%**	$8,500.00	**Services Ltd)**	included
	Estimated Cost		**$176,703.00**		**$189,277**	**Quota Share 50%**	**$221,196.00**
	Annualized Cost		-		-		-
	TRIA Premium		$11,968.00		$12,894.00		Included
	TIV		$147,152,768		$150,088,556		$140,088,556
	Rate		$0.1145		$0.1294		$0.1578
Total Estimated Program Cost			**$188,671.00**		**$202,171.00**		**$221,196.00**

Quote from **ACE American Insurance Company** is valid until **3/1/2012**
Quote from **Zurich American Insurance Company** is valid until **3/1/2012**

Gallagher is responsible for the placement of the following lines of coverage:
Property
Property - Boiler & Machinery

It is understood that any other type of exposure/coverage is either self-insured or placed by another brokerage firm other than Gallagher. If you need help in placing other lines of coverage or covering other types of exposures, please contact your Gallagher representative.

Coverage Highlights

Coverage: Property
Carrier: ACE American Insurance Company
Policy Period: 3/1/2012 to 3/1/2013

The following is a general summary of the Insuring Agreement. Refer to actual policy form for complete terms and conditions.

Coinsurance or Agreed Amount:

DESCRIPTION	AGREED AMOUNT	COINSURANCE %
Applies	Yes	N/A

Coverage (Including Limits/Sublimits):

DESCRIPTION	Expiring Limits/Sublimits	Renewal Limits/Sublimits	BASIS
Limit of Liability	Total Limit of Liability $147,152,768	Total Limit of Liability $150,000,000	
Earth Movement	$100,000,000	$100,000,000	Annual Aggregate
Flood	$100,000,000	$100,000,000	Annual Aggregate
Flood (Zones A & V -100 year flood)	No coverage	No Coverage	

Additional Coverage (Including Limits/Sublimits):

DESCRIPTION	Expiring Limits/Sublimits	Renewal Limits/Sublimits	
Service Interruption	$10,000,000	$10,000,000	
Misc Unscheduled locations	$10,000,000	$10,000,000	Per Location
Newly Acquired Locations	$25,000,000	$25,000,000	
Accounts Receivables	$20,000,000	$20,000,000	
EDP Media with Extra Expense	$10,000,000	$10,000,000	
Business Interruption	$19,154,574	$18,961088	
Mobile Equipment	$1,162,800	$3,000,000	
Debris Removal or 25% of loss, whichever is greater	$10,000,000	$10,000,000	
Errors and Omissions	$25,000,000	$25,000,000	
Expediting Expense	$10,000,000	$10,000,000	
Extra Expense	$10,000,000	$10,000,000	
Leasehold Improvements	$10,000,000	$10,000,000	

DESCRIPTION	EXPIRING LIMITS/SUBLIMITS	RENEWAL LIMITS/SUBMLIMITS	
Property In the course of Construction	Included on scheduled locations $25,000,000 on New Locations (Builders Risk	Included on scheduled locations $25,000,000 on New Locations (Builders Risk)	
Demolition & Increased Cost of Construction	$25,000,000	$25,000,000	
Off Premises Storage for Property under Construction	$10,000,000	$10,000,000	
Property of Others	$10,000,000	$10,000,000	
Transit	$10,000,000	$10,000,000	
Valuable Papers and Records	$20,000,000	$20,000,000	
Hazardous Substances	$1,000,000	$1,000,000	
Professional Fees	$1,000,000	$1,000,000	
Operational Testing	Included	Included	
Ingress/Egress 30 days	$10,000,000	$10,000,000	

Deductibles/SIR:

TYPE	COVERAGE	AMOUNT	AMOUNT BASIS
Deductible	All Perils	$250,000 except $25,000 Deductible in Mobile Equipment	$250,000 except $25,000 Deductible in Mobile Equipment
Deductible	Time Element (BI, EE, SI)	720 Hours or 30 Day waiting period	720 Hours or 30 Day waiting period
Deductible	EDP Media	2 day waiting period subject to minimum $250,000 ded	2 day waiting period subject to minimum $250,000 ded
Deductible	Wind, Flood & Earthquake	72 hours Occurrence Definition applies	72 hours Occurrence Definition applies

Valuations:

DESCRIPTION	LIMITATIONS
Replacement Cost	Applies except ACV if not replaced
Actual Cash Value	Mobile Equipment

Perils Covered:

TYPE	DESCRIPTION
Special Form Perils	All Risks of Direct Physical Loss or Damage, Incl. Machinery Breakdown, and Business Interruption as defined in the policy wording

Exclusions Include, but are not limited to:

Exclusions Include, but are not limited to:

DESCRIPTION
Earth Movement Exclusion
Flood Exclusion
Government Action Exclusion
War Exclusion
Nuclear Hazard, Power Failure
Nuclear Hazard Military Action Electronic Vandalism
Merchant Power
Merchant Power BI
Biological or Chemical Materials

Other significant terms and conditions/restrictions:

DESCRIPTION
Total Insured Value - $121,127,468 Prop Dmg, $18,961,088 Bus Int, $10,000,000 Extra Exp =$150,088,556 Total TIV

Premium	$180,777.00
Certified Terrorism	$11,896.00
Non Certified Terrorism	$998.00
Total premium	$193,671.00
Engineering Fee	$8,500.00
ESTIMATED PROGRAM COST:	**$202,171.00**

Statement of Values (SOV)

INSURANCE VALUE WORKSHEET TARR TECHNICAL RISKS AGENCY INC.

Date: 13-Dec-11
Policy Number:
Value Effective Date: 3/1/2012

ACCOUNT/PROSPECT:

Countty of Kent

__ACV __X_R & R

Location Number	2009	2010	2011	**2012**	
Division	Waste to Energy	Waste to Energy	Waste to Energy	**Waste to Energy**	
Street	950 Market Ave. SW	950 Market Ave. SW	950 Market Ave. SW	**950 Market Ave. SW**	
City, State	Grand Rapids, MI 49503	Grand Rapids, MI 49503	Grand Rapids, MI 49503	**Grand Rapids, MI 49503**	
Location Values (100%):					
Buildings	107,127,000	110,340,810	113,651,034	117,060,565	
Machinery & Equipment	2,243,467	2,310,771	2,380,094	2,427,696	
Contents	275,000	280,500	286,110	291,832	
Stocks & Supplies __ Selling Price __ R & R	65,000	66,300	67,626	68,979	
EDP Equipment	75,000	76,500	78,030	79,591	
EDP Media	12,000	12,250	12,500	12,750	
Mobile Equipment	1,197,000	1,140,000	1,162,800	1,186,056	
Property Damage Total	110,994,467	114,227,131	117,638,194	121,127,468	
Business Interruption	26,450,000	23,675,955	18,819,674	18,266,888	
Ordinary Payroll	300,000	648,000	694,900	694,200	
Extra Expense					
Rental Income					

INSURANCE

PROPOSAL

FOR

THE COUNTY OF KENT
WASTE TO ENERGY
300 MONROE AVE., NW
GRAND RAPIDS, MI 49503

Presented by: Jim Mullally
P.O. Box 3355
Farmington Hills, Mi 48333-3355
Phone-877-888-4239
Fax-248-538-0471

01/20/2012

GENERAL LIABILITY

CHUBB GROUP OF INSURANCE COMPANIES

COVERAGES	LIMITS
General Aggregate	$1,000,000
Products & Completed Operations Aggregate	$1,000,000
Advertising Injury & Personal Injury Aggregate	$1,000,000
Bodily Injury & Property Damage Each Occurrence	$1,000,000
Medical Expenses	$ 10,000
Damages to Premises Rented to You	$1,000,000

RATING BASIS

Class Code	Description	Sales
00164-01	Individual Power Production Electric Base Load	KWH 88,742,700

Highlights for General Liability

- First dollar defense
- Defense is in addition to the limits of liability
- Lessors of premises automatically included as Insureds
- Existing subsidiaries, including unscheduled partnerships, joint ventures, professional corporations and limited liability companies, automatically included as Insureds
- New subsidiaries, including unscheduled partnerships, joint ventures, professional corporations and limited liability companies automatically included as Insureds from date of acquisition/formation for 120 days to end of policy period, whichever comes first
- Employees, including leased workers, and volunteer workers automatically included as Insureds, including bodily injury to co-employees caused by cardiopulmonary resuscitation and first aid
- Directors, managers, members, officers, partners and supervisors automatically includes ad Insureds, including bodily injury to employees
- Contractual liability for bodily injury, property damage, advertising injury and personal injury
- Worldwide coverage territory for suits brought in USA, its possessions or territories, Canada or Puerto Rico
- Reporting period for Medical Expenses protection is three (3) years from date of accident
- Personal Injury includes discrimination, harassment and segregation (other than employment-related)
- Non-owned watercraft-less than 40 feet
- Property damage (all-risk) to rented premises
- Indemnitee's defense expenses payable in addition to limits
- Broad knowledge/notice of loss and unintentional failure to report loss
- Incidental healthcare services

Selected Exclusions, Endorsements or Other Forms

- General Liability Declaration
- General Liability Coverage
- Exclude – Electromagnetic Radiation Exceptions
- Exclusion – Failure to Supply
- Cap on Certified Terrorism Losses
- Exclusion – Information Distribution Laws
- Condition – Premium Audit
- Additional Insured – Mortgagee, Assignee or Receiver
- Designated Premises or Project Limitation
- Exclusion for Landfill Exposures
- Named Insured
- Exclusion – Flood Damage Hazard
- Exclusion – Intellectual Property Laws or Rights

UMBRELLA LIABILITY

CHUBB GROUP OF INSURANCE COMPANIES

COVERAGES	LIMITS
Excess Coverage Other Aggregate	$24,000,000
Umbrella Coverages Aggregate	$24,000,000
Products/Completed Operations Aggregate	$24,000,000
Advertising Injury & Personal Injury Aggregate	$24,000,000
Each Occurrence	$24,000,000

Selected Exclusions, Endorsements or Other Forms

- Federal Ins. Co. – Umbrella Declarations
- Radioactive Material Policy Exclusion
- Chubb Commercial Umbrella (Coverage Form)
- Contractual Liability Exclusion – B
- Policy Exclusions – Employer or Worker Injury
- Advertising Injury Exclusion B Form
- Supplementary Payments Endorsement
- Compliance With Applicable Trade Sanctions
- Policy Exclusions – Information Distribution Laws (TCPA, CAN-SPAM)
- Schedule of Underlying Policies
- Named Insured Endorsement (if more than one NI applies)
- Limitation To Designated Premises – Coverage A & B
- ERS Power Production Industry Endorsement
- Electromagnetic Radiation Policy Exclusion
- Manuscript – Landfill Exposures-Exclusion A&B
- Limits of Insurance – Non Accumulation of Limits
- Failure to Supply
- Pollution Exclusion – Cov. A Absolute
- Michigan Cancellation
- Cov. B Exclusion – Intellectual Property Laws or Rights

EXCESS LIABILITY

SCOTTSDALE

COVERAGES	LIMITS
Each Occurrence or Accident	$25,000,000
Annual Aggregate	$25,000,000
Terrorism Coverage Included	

COMMERCIAL POLICY PREMIUMS

2012 RENEWAL PREMIUMS

COVERAGES	PREMIUM
General Liability- Chubb Group of Insurance Companies	$43,500.00
Umbrella Liability-Chubb Group of Insurance Companies	$52,922.00
Excess Liability-Scottsdale	$35,572.25
Total Annual Premium	**$131,994.25**

2011 PREMIUMS

COVERAGES	PREMIUM
General Liability- Chubb Group of Insurance Companies	$40,101.00
Umbrella Liability-Chubb Group of Insurance Companies	$49,024.00
Excess Liability-Scottsdale	$35,566.25
Total Annual Premium	**$124,691.25**

01/20/2012

KENT COUNTY DEPARTMENT OF PUBLIC WORKS
MONETARY OUTLAY SUMMARY
February 2, 2012

COMPANY		AMOUNT
ADMINISTRATION FUND	FUND 513	$48,574.16
UTILITY SERVICES	FUND 514	$85,655.76
SOLID WASTE FUND	FUND 517	$1,272,463.79
WASTE-TO-ENERGY	FUND 597	$1,345,750.91
TOTAL MONETARY OUTLAY		$2,752,444.62

I certify that these disbursements have been reviewed and recommend that they be paid from the approved operating/CIP budget.

Daniel M. Kendall

Daniel M. Kendall, Finance Division Director