

MINUTES

KICK-OFF MEETING

MUNICIPAL RECYCLING AND PROCESS ENGINEERED FUEL PRODUCTION FEASIBILITY

CITY OF HURON

1:30 PM

May 19, 2010

ATTENDANCE: Ralph Borkowski, City Planner, City of Huron
Dale Fortin, Solid Waste Superintendent, City of Huron
David McGirr, Mayor, City of Huron
Mike Wever, City Engineer, City of Huron
Fred Doran, R. W. Beck
Matt Evans, R.W. Beck

DISCUSSION: Points of discussion outside the agenda are itemized below.
Agenda is attached.

1. Data Request Review
 - a. The Data Request was discussed. Information covered in the data request includes:
 - i. Quantities and types of wastes collected and generated within the City of Huron and surrounding communities.
 - ii. Names of haulers and communities that use the City's transfer station.
 - iii. Types of materials recycled in Huron.
 - iv. Information on the existing transfer station property and its potential to be developed with a MRF and/or PEF facility.
 - v. City solid waste budgets for the past three years.
 - vi. Tipping fee information for the transfer station.
2. Plan and Schedule for Future Tours of Existing PEF Facilities
 - a. As part of this study, up to two existing PEF facilities, or materials recovery facilities (MRFs), will be visited. It was decided that we would coordinate a tour of the Rapid City, South Dakota, MRF. It was also decided that a tour of the Cherokee, Iowa, PEF facility was not needed because everyone, except Mr. Borkowski, had already toured it. Mr. Borkowski added that he may tour the facility on his own.
 - b. A tour of a second facility will be scheduled later in the study once the type of facility that may be constructed in Huron is further defined.
3. Gate Survey Schedule
 - a. R. W. Beck will conduct a gate survey of the waste coming into the Huron transfer station. It is a higher level waste survey than a waste composition study. A gate survey is a visual assessment of the waste and is intended to get a better understanding of the waste stream. Whereas, in a waste

composition study, the waste is physically separated, categorized, and weighed. A gate survey can be used to get a qualitative idea on potential recyclables or PEF feedstock that currently are being disposed. This could include the rubble fill to identify wood and cardboard quantities.

- b. A gate study of the Waste Management, Inc. transfer station in Huron was also discussed. Waste Management will be contacted to see if we can do a gate survey of their Huron transfer station.
 - c. Tuesday's and Thursday's are the busiest days at the City of Huron transfer station. The gate survey will be scheduled on either Tuesday or Thursday, and will be two days. If it's possible to do a gate survey of the Waste Management transfer station, one day of the survey will be at the City of Huron transfer station the other will be at the Waste Management transfer station. Also, the schedule for the gate survey will be flexible to try and avoid rain days because of their affect on the amount of waste disposed of at the City of Huron transfer station.
 - d. The gate survey will likely be completed in June, 2010.
4. Public Involvement Options
- a. Ways to get City of Huron public input were discussed. The plan is to present the project and its approach to the existing Green Energy Task Force at one of their monthly meetings early on in the study. Feedback from the Task Force can be incorporated into the scope of work as agreed upon by the City of Huron and R. W. Beck.
 - b. At the end of the project, the draft report may be placed electronically on the City's website and then a presentation of the draft report will be given at a Commission meeting. Feedback from the Commission meeting will be incorporated into the final report as deemed appropriate by the City of Huron and R. W. Beck.
5. SD SWMA Meeting Involvement
- a. Ways to communicate the study's progress to the SD SWMA were discussed. The plan is to provide the meeting minutes from related City meetings and Green Energy Task Force meetings to Carolyn Trautman, SD SWMA, to post on their website.
 - b. It was also discussed to present the approach of the study at the June 2010, SD SWMA quarterly conference call, and the results of the study at the fall conference meeting.
6. Review of Key Scope Topics
- a. When contacting other solid waste facilities, the purpose is to find out about their facility and recycling programs, as well as if they have any recyclable materials that they are currently having a difficult time recycling that may be a possible fuel source for the proposed PEF facility.
 - b. Discussed contacting Dave Templeton at the DENR to get any input on the impact of reduced tonnages at other solid waste facilities on dept payments by other communities.
 - c. POET and other potential end users will be contacted to gauge their interest in PEF and their potential energy needs.

7. Other Items

- a. Discussed the recyclables in waste streams that are not collected in a typical curb side recycling program.
- 8. Tour Huron Transfer Station and other Solid Waste Facilities
 - a. After the meeting Ralph Borkowski, Dale Fortin, Fred Doran, and Matt Evans toured the Huron Transfer Station site and the Waste Management, Inc. transfer station.