

MINUTES OF THE DUBUQUE METROPOLITAN AREA
SOLID WASTE AGENCY MEETING
January 18, 2023

MEMBERS PRESENT: Ric Jones, David Resnick, Harley Pothoff

STAFF PRESENT: Ken Miller, John Klostermann, Bev Wagner

OTHERS PRESENT: Will Nicholson, Jeff Phillips via zoom

The public had the option to view and participate in the meeting at the Municipal Services Center or virtually.

The public could provide in-person, audio, and written input during sections of the agenda where public input is accepted. It is strongly recommended that all members of the public who intend to provide in-person or virtual public input contact the Solid Waste Agency Administrator at kmillers@cityofdubuque.org or 563-589-4354.

The virtual meeting was presented via GoToMeeting and the public was invited to participate in person or by logging into the Web Link: <https://global.gotomeeting.com/join/417726221> or by calling (877) 568-4106 and entering Access Code: 417-726-221#.

Additionally, written public input can be accepted prior to or during the meeting by contacting the DMASWA Board & Staff directly from the Agency's webpage at <https://www.dmaswa.org/about-us/agency-administration/board-staff/>.

Chairman Jones called the meeting of the Dubuque Metropolitan Area Solid Waste Agency to order on Wednesday, January 18, 2023 at 12:00 p.m.

Mr. Jones read the Agency Mission Statement.

Motion by Mr. Pothoff, seconded by Mr. Resnick, carried unanimously, to approve the minutes of the December 21, 2022 meeting.

Mr. Miller reviewed the Operating Statement and Solid Waste Tonnage Report.

The Operating Statement, through October 2022, shows revenue at 48.86% and expenses at 35.76%. Journal entries still need to be done to adjust the operating expenses. Some of those expenses should have been in capital expenses.

Interest rates are increasing for the Certificates of Deposits, but the Agency is still renewing them for a six-month period.

The Hauler Tonnage Report shows buried tonnage increased 5.33% from last year at this time.

On the Diversion, Recycling and Beneficial Use Materials Report appliances, tires (which fluctuate depending on shipping dates), HHM, City of Dubuque organics and compost increased from December 2022. E-scrap, metal, glass and rural recycling and organic materials decreased from this time last year. Rubble and ASR decreased, and sand increased from December 2022.

Exception Wastes and County Tonnage show contaminated soil, asbestos, WR&RC grit, and diatomaceous dirt decreased from this time last year. County tonnage for Dubuque County, Illinois, Wisconsin, and Jackson County increased and Delaware County and Clayton County decreased from December 2022.

Motion by Mr. Resnick, seconded by Mr. Pothoff, carried unanimously, to receive and file the Operating Statement and Tonnage Reports.

Mr. Miller gave the annual presentation on the Environmental Management System Senior Management Review.

The definition of an EMS is as follows:

- A business system applied to reduce environmental impacts.
- Framework for continuous improvement
- Focus on moving past regulatory compliance.
- Replacement to Comprehensive Planning

Iowa Solid Waste EMS Framework involves six components:

- Organic Management
- Household Hazardous Materials Collection
- Water Quality Improvement
- Greenhouse Gas Reduction
- Recycling Services
- Environmental Education

Each of the six components has objectives and targets.

The value of the EMS Program are as follows:

- Exemption from solid waste reduction goals
- Stable tonnage tax fee
 - Additional \$17,216 retained for implementing planning in FY2021.
- Financial assistance
 - FY2022 grant funded the Glass Recycling Program Expansion
 - Project Cost: \$33,332 – DNR Share \$24,999

Participants in the EMS System are the Board of Directors, Core Team, Landfill Staff and General Public.

The Agency's Environmental Policy is:

“In keeping with its mission, the Dubuque Metropolitan Area Solid Waste Agency (DMASWA) is committed to minimizing its impact on the environment by mandating and encouraging environmentally-responsible behavior on the part of staff, business associates and members of the Dubuque community – without detracting from its core services of solid waste management.”

At the end of the presentation, suggestions and questions were welcomed.

Motion by Mr. Resnick, seconded by Mr. Pothoff, carried unanimously, to receive and file the EMS Senior Management Review presentation.

The Agency Grant Committee received a grant application from the Dubuque Community School District. The District is requesting funds to support the proper management of hazardous waste materials in multiple locations. Due to the age of the materials, many of the chemical labels have deteriorated and will require testing so they can be properly disposed of. Large scale school chemical clean outs of older, unknown chemicals, require a high level of expertise to ensure they are safely managed.

After discussion and deliberation, the Grant Committee recommended grant funding of \$11,250 and requested the Agency Board's approval of the funding.

Motion by Mr. Pothoff, seconded by Mr. Resnick, carried unanimously, to authorize the Chairperson to execute Resolution 2023-30 approving the grant funding of \$11,250 to the Dubuque Community School District.

Information was provided by Mr. Miller and a request for the Agency Board to approve a resolution authorizing the Chairperson to sign Fire Risk Management Plan Service Agreement Change Order #1 with SCS Engineers.

The Agency commissioned the development of a Fire Risk Management Plan in 2013 in response to a large-scale fire which occurred at the City of Iowa City landfill. This plan was subsequently revised and updated in January 2020 to include changes which had occurred at the landfill, including cell expansion and the new entrance road.

The current agreement to update the Fire Risk Management Plan was signed in April 2021 and included updating the plan to include the newly constructed Renewal Natural Gas facility and provide training for both staff and local fire departments. The change order would include additional updates to incorporate lessons learned during the fire event on September 19, 2022, at the landfill. After reviewing the after-action report, two things became clear:

- The previous training with staff and local fire departments benefited both groups in coordinating the response to the event.
- Landfill staff and staff from the Dubuque Fire Department identified some additional procedures and resource allocations that should be evaluated for the incorporation into the plan.

Several of the procedures identified for additional review are related to health and safety for responding staff and fire department staff, which is why staff felt the need to incorporate updates to the procedures now, rather than waiting until the next update.

Change Order #1 increases the cost of the Fire Risk Management Plan Update by \$15,850 for a total cost of \$21,450. This does not exceed estimated cost, and billing will be on actual hours worked.

Motion by Mr. Resnick, seconded by Mr. Pothoff, carried unanimously, to authorize the Chairperson to sign Resolution 2023-31 approving Change Order #1 to the Fire Risk Management Plan Service Agreement

with SCS Engineers increasing the cost by \$15,850, for a total cost of \$21,450, to be billed on a time and material basis.

Correspondence presented to the Agency Board were City of Dubuque - DMASWA Board Appointments and Dubuque County - DMASWA Board appointment.

Motion by Mr. Resnick, seconded by Mr. Pothoff, carried unanimously, to receive and file the correspondence.

The following staff reports were submitted: Waste Minimization Grant Status Report, Education and Communication Coordinator's Monthly Report, and haul truck rebuild update.

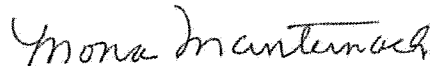
Motion by Mr. Resnick, seconded by Mr. Pothoff, carried unanimously, to receive and file the staff reports.

No public comments were received.

The next meeting of the DMASWA is scheduled for Wednesday, February 15, 2023, at 12:00 p.m.

Meeting was adjourned at 1:22 p.m.

Respectfully submitted,

A handwritten signature in cursive script that reads "Mona Manternach".

Mona Manternach
Agency Secretary