

MINUTES OF THE DUBUQUE METROPOLITAN AREA
SOLID WASTE AGENCY MEETING
February 17, 2021

MEMBERS PRESENT: David Resnick, Ric Jones, Harley Pothoff

STAFF PRESENT: Ken Miller, John Klostermann, Bev Wagner, Doug Hughes

OTHERS PRESENT: Sarah Subbert, Brian Harthun, Codi Sharkey, Jeff Phillips, Ed Raber, Will Nicholson, Garrett Williams, Bridget Ransford, Mike VanMilligen

Due to social distancing guidelines related to the COVID-19 pandemic, the DMASWA Board Members and Staff participated by webinar and did not meet in person. The virtual meeting was presented via GoToMeeting and the public was invited to participate 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#.

Vice-Chair Resnick called the meeting of the Dubuque County Metropolitan Solid Waste Agency to order on Wednesday, January 20, 2021 at 9:00 a.m. at the Municipal Services Center, 925 Kerper Court, Dubuque, Iowa.

Mr. Resnick read the DMASWA Mission Statement

Motion by Mr. Pothoff, seconded by Mr. Jones, carried unanimously, to approve the minutes of the January 20, 2021 regular meeting.

Mr. Miller reviewed the Operating Statement with the Agency Board for January 2021. Year-to-Date revenue is at 70.47% and expenses at 49.06%. Three \$400,000 Certificate of Deposits matured in January. One was renewed at .40% interest and the other two at 0.330% interest for six months all with DuTrac. They will all be evaluated upon renewal to determine if they should be renewed for six months again or for a longer period of time.

On the Hauler Tonnage Report, tonnage is down significantly from last year at this time. Typically, the Agency sees a downward trend in February. In speaking with the haulers they are seeing similar trends with fewer calls for service in January. The Agency is below the budgeted amount of 145,000 tons, however, revenue is trending above from this time last year.

Diversion and Beneficial Use Materials show appliances, e-waste, metal recycling, HHM and organic materials have decreased and tires, rural recycling and sand showed an increase from this time last year. Glass recycling is continuing the normal trend of 15 to 17 tons per month.

Exceptional Wastes and County Tonnage show contaminated soil, WR&RC Grit and Diatomaceous Dirt have increased and special waste and asbestos have decreased. All county tonnage is down from last year at this time except for Delaware County.

Motion by Mr. Jones seconded by Mr. Pothoff, carried unanimously to approve the Operating Statement and Tonnage Report for January 2021.

Sarah Subbert, Naturalist for the Cedar County Conservation Board and Awards Chair for the Iowa Association of Naturalists and the Iowa Conservation Education Coalition presented, by zoom, the Bohumil Shimmel Environmental Educator Award to Education and Communication Coordinator Bev Wagner. The award is for Outstanding Efforts by an Environmental Educator. Ms. Wagner is one of 12 in the State of Iowa who received the award.

Motion by Mr. Jones, seconded by Mr. Pothoff, carried unanimously, to receive and file the Award and applaud and congratulate Ms. Wagner for being the recipient of the award and for her outstanding work with the Agency.

Mr. Miller requested the Board's approval of a resolution authorizing the Solid Waste Agency Administrator to issue payment to the Iowa DNR for the FY21, Quarter 2, Solid Waste Tonnage Tax. This tax (\$3.65/ton) is collected from waste delivered to the landfill to fund IDNR Land Quality Programs. The solid waste tonnage tax for this quarter requires a payment of \$74,424.65 (\$2.10/ton) to the Iowa DNR. The Local Retainage Fund 941, funded through the local retainage of this tax, will be funded by a transfer of \$54,932.49 (\$1.55/ton) from the Agency's general fund account and is required to be disbursed in a manner consistent with Section 455B.310 of the Iowa Code.

Motion by Mr. Jones, seconded by Mr. Pothoff, carried unanimously, to approve Resolution 2021-43 authorizing the Solid Waste Administrator to direct Jenny Larson, Director of Budget & Finance, to issue payment to the Iowa DNR in the amount of \$74,424.65 and transfer funds in the amount of \$54,932.49 from the Agency's general fund account to the Agency's Local Retainage Fund 941.

Mr. Miller provided information and requested the Board's approval of a resolution authorizing the Solid Waste Administrator to issue payment to the Delaware County Solid Waste Commission (DCSWC) for the quarterly retained fees payment specified in the contract between the Agency and the DCSWC.

The retained fees payment is funded by the Agency's Local Retainage Fund 941, funded through the solid waste tonnage tax of \$1.55/ton. Per the contract, DMASWA is to issue payment to the DCSWS for eligible tonnage generated in Delaware County and delivered to the Agency's landfill, less \$0.25/ton retained by the Agency.

DMASWA's records indicate 3,454.77 tons of solid waste was received from Delaware County during FY21, Quarter 2, and based on the above-mentioned formula, a payment of \$4,491.20 will be issued to the DCSWC.

Motion by Mr. Pothoff, seconded by Mr. Jones, carried unanimously, to authorize the Vice-Chair to sign Resolution 2021-44 which allows the Solid Waste Administrator to issue payment to the Delaware County Solid Waste Commission in the amount of \$4,491.20.

Mr. Miller requested authorization to allow the Solid Waste Agency Administrator the administrative authority to approve or deny the removal of late payment fees when those fees are less than \$150.00 based on the payee's payment history with the Agency.

The Agency's waste tracking software handles daily billing functions and account payments for the Agency's charge account customers. Account statements are issued on or about the first of each month and payments are processed as they are received. Due to the constraints of the software, any payments which are not entered by the first of the next month are automatically charged a 1.5% late fee. Payments are sometimes received before the end of the month but unable to be processed until after the first of the month which automatically generates a late fee.

Currently, any fees over \$1.00 required Agency Board approval. The late fees assessed, due to the end of a month payment processing delays for a majority of the Agency's charge accounts, fall below \$150.00. To address these situations in an efficient and expedient matter, staff is requesting the Solid Waste Administrator to approve or deny the removal of late payment fees if they are less than \$150.00 based on the payee's payment history with the Agency.

Motion by Mr. Pothoff, seconded by Mr. Jones, carried unanimously, to approve Resolution 2021-45 authorizing the Solid Waste Administrator to approve or deny the removal of late payment fees if they are less than \$150.00.

Correspondence presented to the Board was a letter from the City of Dubuque confirming the appointment of Council Members Ric Jones and David Resnick to the Dubuque Metropolitan Area Solid Waste Agency for a one (1) year term from January 2021 through December 2021.

Motion by Mr. Pothoff, seconded by Mr. Jones, 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, Red Cross Hometown Hero's Award, Gas Project update and compactor replacement

Motion by Mr. Jones, 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, March 17, 2021 at 9:00 a.m.

Meeting was adjourned at 9:42 a.m.

Respectfully submitted,



Mona Manternach
Agency Secretary

