

MINUTES OF THE DUBUQUE METROPOLITAN AREA
SOLID WASTE AGENCY MEETING
April 21, 2021

MEMBERS PRESENT: David Resnick, Ric Jones, Harley Pothoff

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

OTHERS PRESENT: Brian Harthun, Jennifer Klennert, Megan Seymour, Will Nicholson, Christine Collier, Kate Bartelt

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#.

Chairperson Resnick called the meeting of the Dubuque County Metropolitan Solid Waste Agency to order on Wednesday, April 21, 2021 at 12:03 p.m.

Mr. Resnick read the DMASWA Mission Statement.

Motion by Mr. Pothoff, seconded by Mr. Jones, carried unanimously, to approve the minutes of the March 17, 2021 regular meeting.

Mr. Miller reviewed the Operating Statement and Tonnage Report with the Agency Board through March 2021. To date revenue is at 86.62% and expenses at 61.9%.

Certificate of Deposits interest rates have been coming in lower than they were traditionally. Mr. Miller is following the market and doing shorter term certificates of deposits.

On the Hauler Tonnage Report through the month of March 2021, tonnage collected was over 13,000 tons and shows it has been our busiest month so far this fiscal year. This is a good sign tonnage is picking up as we emerge from some of the COVID restrictions that were placed on businesses that slowed tonnage down at the landfill. Some of the commercial haulers trend back toward the positive side with their tonnage being in line as they historically would have been last year prior to COVID. Tonnage is trending lower than the 145,000 tons that we have budgeted for FY2021, but revenue and expenses are trending where the Agency needs to be. Mr. Miller is confident that we will meet our budgeted revenues and expenses.

Diversion and Beneficial Use Materials show a decrease in appliances, electronics, metal recycling, organic materials and rubble. Tires have increased as well as rural recycling, HHM and sand. Glass recycling continues to be strong with March being our highest month so far this year with 35.37 tons being brought in from our various recycling stations.

Exceptional Wastes and County Tonnage show an increase in contaminated soil, WR&RC Grit and Diatomaceous Dirt. Special waste is still down as is asbestos. Overall, tonnages have been in line for where they have been for this fiscal year

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

Jennefer Klennert, Senior Client Manager from Foth Infrastructure & Environmental, LLC, gave a presentation to the Agency Board on the 2020 DMASWA Staffing Assessment. This assessment was started in August of 2020 and the report was given to the Agency in December of 2020.

The purpose of the Staffing Assessment was to complete a third party assessment of staffing at solid waste management services. This report is being provided so the Agency may address current and future staffing needs (within 3 to 5 years). The information provided in the study also compares the Agency to other entities within eastern Iowa which include Scott Area Sanitary Landfill in Davenport, Iowa City Landfill & Recycling Center in Iowa City and Landfill of Northern Iowa in Clear Lake. Cedar Rapids/Linn County Solid Waste Agency was not included in the study due to the inability to acquire information because of the derecho that hit the area. The study specifically focused on staffing levels for the scale house operators, the regional collection center (RCC), household hazardous materials (HHM), education and communication personnel, as well as staffing for electronic and appliance management. There was a staffing assessment completed in 2010 and, at that time, the study recommended two (2) full-time positions. Due to funding allocations there was only one position added where a seasonal employee was converted to full-time.

Ms. Klennert reviewed the DMASWA Guiding Principles. In March of 2020, a Strategic Board Planning Session was conducted and at that time the Guiding Principles were reviewed and Item #6 – “Facilitate well-planned, community-driven, sustainable waste reduction through meaningful education and resource conservation programs, which would help prolong the Agency’s landfill life” was adjusted.

Current Solid Waste Programs at the landfill site were reviewed by Ms. Klennert. They are as follows:

- Lined, Mixed MSW and Demo Waste Landfill
- Yard Waste and Food Scrap Composting
- Drop-Off Recycling Roll-Offs
- Electronics Waste Collection
- HHM Collection
- Community Re-Use Shelf
- Tire Collection
- Appliance/White Goods Collection
- Concrete Waste Drop-Off
- Public Education

A map of the landfill was provided showing the layout. Since the entrance to the landfill facility was relocated, there are some unique challenges currently going on. Some of the specific items being focused on is the location of the scale house, the public drop-off dumpsters, the yard waste and compost area, and the RCC and maintenance shop. The challenges that occur with this site is traffic routing for self-haulers and RCC routing access. There is extra time needed from staff to direct non-

frequent users in and out of the facility, especially the RCC area which is often unclear for customers as to where to exit.

Current Solid Waste Education Programs and Community Outreach are generally provided by the Solid Waste Agency, except during the COVID pandemic, and they are as follows:

- Local school presentations and tours
- Develop solid waste/environmental education school curriculum
- Attendance at community events
- Participation in Green Iowa AmeriCorps
- Design and distribute educational materials
- Marketing coordination with local press and contracted vendor

Current Solid Waste Program Staffing, as well as a brief overview of the tonnages, was reviewed. When this report was completed the most recent tonnages were in 2019.

- 2019 Landfill tonnage was 159,193
- 2019 MSW tip fee was \$45/ton
- 2019 RCC Pounds Managed was 467,943.7
- Counties Served: Dubuque, Delaware, Grant (Wisconsin), Jo Davies (Illinois)

There is currently a total of FTE of 12.69. Some brief highlights in this staffing report show HHM and Appliance/Electronics currently have one position between the two of them. Staffing for the Education and Communications is currently one and is provided through a direct contract with Loras College.

The Historical Annual Landfill Tonnage has increased substantially since 2010 when the last staffing assessment was done. The chart shows annual landfill tonnage from 2014 to 2020 and they are as follows:

- | | |
|--------|--------------|
| • 2014 | 93,773 tons |
| • 2015 | 93,438 tons |
| • 2016 | 118,290 tons |
| • 2017 | 143,426 tons |
| • 2018 | 152,770 tons |
| • 2019 | 159,193 tons |
| • 2020 | 167,739 tons |

Tonnages have increased, but staffing has not changed.

The Historic RCC Annual Activity is as follows:

- | Fiscal Year | Material Managed (lbs.) | Customer Visits |
|-------------|-------------------------|-----------------|
| • 2010 | 85,525 | 737 |
| • 2011 | 231,931 | 961 |
| • 2012 | 324,085 | 2,433 |
| • 2013 | 450,120 | 2,685 |
| • 2014 | 348,227 | 2,758 |

• 2015	367,304	2,244
• 2016	352,898.3	2,428
• 2017	394,807.4	2,895
• 2018	436,915	3,258
• 2019	467,943.7	3,131
• 2020	167,739.4	1,116

In 2020 material managed decreased due to the RCC being closed from March 17, 2020 through September 18, 2020, and for the remaining of 2020. The RCC was available by appointment only. The RCC is traditionally open to the public at all times when the site is open. The site was staffed approximately one-half of the time the site was open with staff filling in as needed. The remainder of the time the RCC is open and unstaffed and the facility is available on an honor system. The site has been safely run, however, outreach and assistance on placement of materials is missing when not fully staffed. Foth does believe there are additional volumes in the counties that could potentially be brought to the RCC as additional education or outreach is completed. However, there is not current capacity for additional volumes.

Some of the future projects that are coming up and may not be approved by the Agency Board but are listed by the Agency as potential projects and they are as follows:

- New landfill service and office building
- Relocate RCC to near site entrance
- Relocate yard waste, food scrap composting area to near site entrance
- Permit landfill expansion into Cell 10
- Improved site maintenance
- Support LFG to RNG project

Future Solid Waste Public Education Opportunities are as follows:

- Expand education outreach to schools located outside of the city
- Improve landfill site routing and signage
- Increase participation in community and environmental industry events

Other Solid Waste Communication and Outreach Program Opportunities are as follows:

- Outreach to county business and industries for improved solid waste management
- Outreach to non-project groups for teaming prospects
- Internal website and social media account management
- Iowa Waste Exchange database increased participation
- Market re-use products to nonprofits, such as Habitat for Humanity

The Agency as a comparable in 2018 had 137,000 tons managed. Waste commission Scott County was 186,000, Iowa City 140,000 and Landfill of Northern Iowa just over 87,000 tons.

Program Staffing Comparisons (Table 4-1) is attached and made part of the minutes.

In addition, Ms. Klennert said other areas worth looking at on the Program Staffing Comparison Table were the Approximate Population Served and MSW tonnage. The Agency staffing level has been consistent since 2012.

Ms. Klennert provided staffing summary comparisons using the same various agencies as noted above.

LANDFILL STAFFING SUMMARY

	DMASWA	Scott County	Iowa City	LNI
Annual Landfill Operational Hours	2,496	2,548	2,964	2,418
Landfill Operations Staff (FTE)	9.36	11.75	8.5	6.75
Annual Landfill MSW Tonnage	137,912	185,777	140,658	87,376
Annual Tons Managed Per FTE	14,734.19	15,810.81	16,548.00	12,944.59

RCC Program Staffing Summary

	DMASWA	Scott County	Iowa City	LNI
Annual RCC Operational Hours	2,496	2,258	2,964	2,418
Appointments	No	No	No	Yes
RCC Staff	1.33	5	4	3
RCC Pounds	494,808.70	848,847.56	779,843.30	49,019.00
Pounds Managed Per FTE	372,036.62	169,769.51	194,960.83	159,673.00

DMASWA currently requires RCC public access by appointment only due to COVID-19 safety guidelines. Traditionally, the RCC is open to the public during all site operation hours and no appointment is required. RCC staff is currently at 1.33 which consists of 2 half-time employees plus a seasonal employee. One of the struggles the Agency has had is filling that seasonal position. One thing to note on this RCC staff summary is the Pounds Managed per FTE. The Agency is at 372,036.62 pounds managed and the rest of the agencies are under 200,000.

PUBLIC EDUCATION AND COMMUNICATION STAFFING SUMMARY

	DMASWA	Scott County	Iowa City	LNI
Education/Communication Staff	1	2	1	1
Population Served	114,322	172,943	51,833	107,264
FTE Staff Per Population	114,322	86,471.50	51,833.30	107,264.00

There is currently one staff member for DMASWA. The FTE for the agency per population is 114,322 which is comparable to LNI which is based in Mason City area. Looking at Scott County and Iowa City their FTE per population is much higher which means that each employee serves less population allowing them additional opportunities for outreach.

Foth is recommending the following staffing in each area and they are as follows:

LANDFILL STAFFING

- Data supports 9.09 FTE for Landfill Operations
- Currently at 9.36 FTE
- No changes recommended

RCC STAFFING

- Data supports 2.53 FTE for RCC Operations
- Currently at 1.33 FTE
- Recommend increase of 1.2 FTE
- Total FTE recommended for program is 2.5 FTE

PUBLIC EDUCATION AND COMMUNITY OUTREACH

- Recommended allocation of 2.0 FTE – 1.0 FTE dedicated to public education, 1 FTE dedicated to community outreach/engagement, social media, and material marketing partnerships, consider communications program audit and consider shifting contracted position internally
- Increase of 1.0 FTE

In keeping with the guiding principles in mind for enhancing the customer experience, the priority from a staffing level should be to staff the RCC whenever it is open. While the facility is operating safely, there is an adherent risk with the customer honor system. For example, products may not be properly labeled and may be transferred to containers where the labels don't match the contents. There could be increased face time with customers, additional education one on one and a feel good at the end of the transaction where the customers did the right things with these hazardous materials and guide the customers out of the site.

In fiscal year 2022 the projected budget for one additional FTE would be \$73,657. Also, as part of the recommendation, the Communication Plan Audit was discussed. That cost would be \$10,000. The Communication Plan Audit would help discuss and provide a position description and make sure an appropriate outreach is being completed. It would allow more control over social media postings if that position was brought in house and more time in corrections and comments.

In FY2023, the Communication Plan did show there was a need for an additional FTE. The cost for that is \$97,381.01. The final recommendation is to review staffing at the Agency and do it more frequently as changes occur. When the new customer convenience center breaks ground it may be a good time to

review staffing to make sure the Agency has the appropriate amount of staff in the appropriate positions.

Motion by Mr. Pothoff, seconded by Mr. Resnick, to receive and file the DMASWA Staffing Study presented by Foth Infrastructure and Environmental, LLC. Motion carried 2-0.

Mr. Miller provided information regarding the public bidding procedure for the Landfill Fence Installation Project.

The FY2022 Capital Improvement Project budget provides funds (\$150,000) for the landfill entrance fencing replacement and replacement of other fencing related to construction of the Cell 9 Phase IV and Airborne Road. Cost savings related to the decision to delay replacing litter control fencing removed during the Cell 9 Phase IV construction (\$16,128) to coincide with the entrance and Airborne Road fencing provide additional funding for this project. In addition, reimbursement from the Iowa Department of Transportation of up to \$15,000 for replacement of approximately two-hundred feet of security fencing and gates related to the landfill entrance relocation has been identified to fund the entrance fencing portion of this project.

Bid documents and specifications for this project has been prepared by Foth Engineering. The scope of the project is to install 2,547 linear feet of 4-foot field fence, 295 linear feet of 8-foot galvanized fence, 757 linear feet of 8-foot PVC coated galvanized fence, 2,390 linear feet of 16-foot-high galvanized fence and 1 dual opening automatic site access gate.

Estimated cost for the project is \$206,300. The project will be funded with the funds available in the FY2021 and FY2022 approved Capital Improvement Project Plans, Iowa DOT reimbursement funds, and cash reserves.

The DMASWA Board of Directors are requested to adopt a resolution granting preliminary approval to the construction plans and specifications, establish May 19, 2021 as the date of the public hearing, and authorize the Solid Waste Agency Administrator to advertise for bid proposals for the Landfill Fence Installation Project.

Motion by Mr. Pothoff, seconded by Mr. Jones, carried unanimously, to authorize the Chairperson to sign Resolution 2021-48 approving the preliminary plans and specifications; form of contract and estimated cost; setting the date of the public hearing on plans specifications, form of contract, and estimated cost; and order the advertisement for bids.

Mr. Miller requested the Board's authorization to enter into an Agreement with Dynamic Lifecycle Innovations of Onalaska, Wisconsin for electronics scrap management service. The current agreement with the Waste Commission of Scott County is scheduled to expire June 30, 2021.

At the January 20, 2021 meeting, staff was authorized to release Request for Proposals for Electronics Scrap Management Service. The RFP was sent to seven (7) certified processors and posted on the Agency's website. The RFP required legal and safe transportation, processing, recovery, and disposal of hazardous, universal, and nonhazardous materials found in electronics. The term of the new Agreement is for three (3) years with the option of a two (2) year extension.

Four (4) vendors responded: Green Electronics Solutions of Chicago, IL, Universal Recycling Technologies of Janesville, WI, Waste Commission of Scott County of Davenport, IA and Dynamic Lifecycle Innovations of Onalaska, WI. Upon review of the proposals, Green Electronics Solutions was removed from consideration due to their inability to consistently supply an on-site full-size trailer and instead require live loading of a smaller box truck.

The remaining proposals were evaluated using the average weights for electronics scrap, provided by our current vendor. The evaluation estimation demonstrates that Dynamic Lifecycle Innovations' proposal provides for significant cost savings compared to the other two proposals over the initial three-year term of the Agreement.

The three-year estimated cost of the bidders are as follows:

Dynamic Lifecycle Innovations	\$193,198.42
Universal Recycling Technologies	\$261,231.30
Waste Commission of Scott County	\$282,487.35

Staff noted that in addition to the cost saving provided by the Dynamic Lifecycle proposal, there is the potential for additional savings by sorting out some of the materials, such as cell phones, laptops and desktops.

Motion by Mr. Jones, seconded by Mr. Pothoff, carried unanimously, to receive and file the documents and authorize the Chairperson to sign Resolution 2021-49 approving the Electronic Scrap Management Services Agreement with Dynamic Lifecycle Innovations of Onalaska, WI for an initial term of three (3) years from July 1, 2021 to June 30, 2024 for a three-year estimated cost of \$193,198.42.

Mr. Miller requested the Board's authorization to enter into an Agreement with Liberty Tire Recycling of Des Moines, Iowa for waste tire management service. The current agreement is scheduled to expire on June 30, 2021. He also requested approval of a resolution increasing the FY22 Waste Tire Fee Schedule.

At the January 20, 2021 meeting, staff was authorized to release Request for Proposals for Waste Tire Management Service. The RFP was sent to three (3) waste tire recyclers and posted on the Agency's website. The RFP required the loading, transportation, and processing of waste tires collected by the DMASWA for use in civil engineering projects, tire-derived fuel, or crumb rubber re-use markets. The term of the new Agreement is for three (3) years with the option of a two (2) year extension.

Two (2) vendors responded: Liberty Tire & Recycling and Nelson Tire Recycling. Nelson Tire Recycling's bid of \$180.00 per ton was considered a non-responsive bid because it required the Agency to store processed tires on site, which would require permit amendments and present many issues related to the storage of waste tires, including but not limited to, the risk of fire at the processed tire storage area. The proposal from Liberty Tire Recycling maintains the same level of service they currently provide, with the materials being transported off-site for processing for use in end markets. Liberty Tire responded with a fee of \$252 per ton for Year 1, \$262 per ton for Year 2 and \$272 per ton for Year 3, which is an increase from the current \$252 per ton disposal cost in the expiring agreement.

Due to the increase in cost of the new agreement, staff evaluated the current tire recycling fees charged by the Agency. The Agency anticipates an average of 310 tons of tires to be accepted for recycling each year. When staff considered the fees proposed by Liberty for the initial three-year contract and

associated overhead costs, staff is proposing an increase in the per ton fee from \$275 per ton to \$300 per ton. Staff is also proposing the fee for up to four passenger vehicle tires off rim remain the same at \$5 per tire. The proposed increase provides for the tire recycling program to remain self-sustaining, with little or no subsidy from the Municipal Solid Waste tonnage fees collected.

Motion by Mr. Jones, seconded by Mr. Pothoff, carried unanimously to authorize the Chairperson to sign Resolution 2021-50 approving the Agreement with Liberty Tire Recycling for waste tire management service.

Motion by Mr. Pothoff, seconded by Mr. Jones, carried unanimously, to authorize the Chairperson to sign Resolution 2021-51 approving the FY2022 Waste Tire Fee Schedule and authorize the Secretary of the Agency to forward notification of the Waste Tire Tipping Fee Schedule for FY2022 to the municipalities of Dubuque County.

Mr. Miller provided information and recommended a course of action for the selection of a website design and hosting vendor.

At the January 20, 2021 meeting, the Agency Board authorized the release of an RFP for the design and hosting services of DMASWA.org. The purpose of the website is to provide a 24/7 information access concerning Agency services, including materials management and environmental education. The website was last designed in 2015 by TAG Communications.

Six (6) proposals were received: NetSmart, Inc., TAG Communications, CivicPlus, LLC, Louder Design, Infojini, Inc., and Granicus, LLC. Proposals were reviewed by a committee and the recommendation was to enter into an agreement with CivicPlus, LLC. Their proposal summary is as follows:

Website Development Project	\$16,170.45
Annual Service Fee	\$ 3,541.00

The one-year total cost for the website design is \$19,711.

The committee is also recommending the addition of the CivicPlus service called CivicSend which adds improved customer engagement tools. The cost for CivicSend is \$2,745 in Year 1 and a \$1,995 annual cost thereafter.

The estimated five-year cost for the services recommended is \$45,308 which includes Year 1 costs for the redesign, CivicSend and host fees. The annual cost for ongoing website services, including CivicSend, for Years 2-5 is estimated at \$5,812.80.

Motion by Mr. Pothoff seconded by Mr. Resnick, to approve Resolution 2021-52 authorizing the Chairperson to endorse the Website Design Agreement and Statement of Work with CivicPlus, LLC. Motion carried 2-0.

A Request for Proposals for Waste Oil, Oil Filter & Antifreeze Management and Universal Waste Management Services was present to the Board.

The RFP establishes recycling and waste management services agreements for:

- Providing services for the management of oil, oil filters and antifreeze hazardous waste collected at the facility due to the operation of the Regional Collection Center. This agreement is valued at approximately \$1,500 annually
- Providing services for the management of universal waste collected at the facility due to the operation of the Regional Collection Center. This agreement is valued at approximately \$4,500 annually.

Motion by Mr. Jones, seconded by Mr. Pothoff, carried unanimously, to receive and file the documents and authorize the Solid Waste Agency Administrator to release the RFPs to potential vendors.

Mr. Miller solicited approval of the proposed Compost Distribution Plan for the Agency's screened and tested compost.

At the March 2020 Strategic Planning session, the Agency Board affirmed their desire to resume distribution of screened and tested compost to residents and commercial customers. To support this decision, the Organics Management Agreement with T & W Grinding, which was approved at the June 17, 2020 meeting, included a revised fee schedule which included the additional processing steps necessary to provide screened and tested compost. At the December 2020 meeting the Board approved the FY2022 fee for finished compost of \$35/ton.

Staff is proposing a two pronged approach to distribute screened compost to meet the needs of local customers:

- Customer Self-Load residential use bunkers
- Landfill Staff Loaded large quantity distribution

Staff has received requests from customers for small quantities of compost for use in their vegetable and flower gardens. To better facilitate these customers, staff is proposing to work with local government entities to establish up to three residential self-load bunkers in Dubuque County. The entities hosting these bunkers would haul, at their own expense, screened compost to the bunkers from the Agency's compost facility. No fee would be charged by the Agency in lieu of host fee for the locations. This proposal would provide an opportunity for the general public to access fee compost for small projects and would, also, eliminate increased traffic across the scale for customers wanting small quantity of compost.

Staff is also anticipating receiving requests for larger quantities of screened compost from landscaping companies and other large quantity customers. To better serve these customers, staff is proposing to provide loading assistance for these large quantity customers via scheduled appointments at the landfill's compost facility. The fee for having large quantities loaded on-site would be \$35/ton.

Along with the distribution plan to customers, staff plans to continue to utilize compost on-site at the facility for storm water management, as needed, and utilize the compost as a fertilizer when seeding bare soil locations. Based on previous compost models, staff anticipates there will be adequate compost available to meet the on-site needs in addition to the planned distribution to residential self-load sites and large quantity distribution.

Staff requests the Board receive and file the Compost Distribution Plan and authorize the Solid Waste Administrator to seek out agreements for the establishment of self-load bunkers in Dubuque County.

Motion by Mr. Pothoff, seconded by Mr. Jones, carried unanimously, to receive and file the documents and authorize the Solid Waste Administrator to seek out agreements for the establishment of self-load bunkers in Dubuque County.

Mr. Miller provided information and requested the Boards approval of a resolution authorizing the Chairperson to sign the agreement 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.

Staff is recommending an update to the Fire Risk Management Plan to include planned completion of the Landfill Gas to Renewable Natural Gas facility, new location of the methane combustion flare and updated maps.

Staff is recommending SCS Engineers to provide this update do to their staff's familiarity with the existing plan.

Motion by Mr. Jones, seconded by Mr. Pothoff, carried unanimously, to authorize the Chairperson to sign Resolution 2021-53 approving the Agreement with SCS Engineers for a total cost of \$5,600.

Mr. Jones left the meeting at 1:19 p.m. due to a prior commitment.

Mr. Miller provided information and requested the Board's approval of a resolution authorizing the Chairperson to endorse Task Order #13 for Annual Professional Engineering Services from HDR Engineering, Inc. for FY2022.

The scope of services is reviewed annually and modified when necessary to meet the Agency's compliance and environmental responsibilities. The agreement covers general engineering services, groundwater related services and leachate related services. Task Order #12 included the reduction of fees for Special Waste Reviews (-\$650), On-Call Engineering Services (-\$1,700) and Fall Groundwater Sampling (-\$400), Annual Water Quality Report (-\$500) and the removal of the Quarterly CAMP Parameter Sampling Events (-\$10,100). Task Order #13 includes fee increases for the addition of Leachate Evaluation/Special Waste Impacts Planning (+\$6,000), Spring Ground Water Sampling (+\$2,350), Semi-Annual Statistical Updates (+\$150), Annual Leachate Control System Performance Evaluation Report (+\$150) and Monthly Leachate Measurements & Board Meetings (+\$1,700). The total of these changes result in a net decrease of \$2,900 from Task Order #12. All fees are estimated, and services will be billed on a time and material basis at the rate identified in the agreement, not to exceed a fee of \$71,500 for FY2022.

Motion by Mr. Pothoff, seconded by Mr. Resnick, to authorize the Chairperson to Sign Resolution 2021-54 approving Task Order #13, with HDR Engineering, Inc. for a fee not to exceed \$71,500.

The Board discussed the direction related to virtual board meetings for the DMASWA. Since March 2020, due to the COVID-19 pandemic, the DMASWA meetings were held virtually to offer the Board and the public a safe and accessible option.

Two options were submitted by Mr. Miller for the Board's consideration:

- Continue to hold all virtual meetings, where the Board and Staff, along with the public and contractors, participate via a virtual option, currently GoToMeeting.
- Hybrid Meeting: Board members and key staff meet in-person at the Municipal Services Center, while all other attendees participate via a virtual option.

In the event the Governor does not extend ongoing proclamation, which suspends the regulatory provisions related to public meetings, Staff is prepared to offer Option #2 to ensure proper distancing and capacity limits for city facilities are followed. In addition, should the Board select Option # 1, staff will plan to review the options with the Board at its August 2021 meeting.

Motion by Mr. Pothoff, seconded by Mr. Resnick, to continue virtual DMASWA Board meetings through June 16, 2021 and then review at that time possible in-person July meeting. Motion carried 2-0.

Correspondence presented to the Board were as follows: Annual Water Quality Report – Executive Summary and Iowa Waste Exchange FY2021, Quarter 2 report.

Motion by Mr. Pothoff, seconded by Mr. Resnick, to receive and file the correspondence. Motion carried 2-0.

The following staff reports were submitted to the Agency Board: Waste Minimization Grant Status Report; Education and Communication Coordinator's Monthly Report; Letter of Support – UNI Building Composting Infrastructure through Training and, Gas Project Update.

Motion by Mr. Pothoff, seconded by Mr. Resnick, to receive and file the staff reports. Motion carried 2-0.

No public comments were received by the Board

The next meeting of the DMASWA is scheduled for Wednesday, May 19, 2021 at 12:00 p.m.

Meeting was adjourned at 1:42 p.m.

Respectfully submitted,



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Agency Secretary

Program Staffing Comparison

		DMASWA	Scott Area Sanitary Landfill	Iowa City Landfill and Recycling Center	LNI
		Dubuque	Davenport	Iowa City	Clear Lake
2018 MSW tons		137,912	185,777	140,658	87,376
2018 MSW Tip Fee (per ton)		\$45.00	\$29.35	\$42.50 (city) \$47.50 (county)	\$35.00
RCC Pounds Managed		494,808.70	848,847.56	779,843.30	479,019.00
Counties Served		Dubuque, Delaware, Grant (Wisconsin), Jo Daviess (Illinois)	Scott	Johnson, cities of Kalona, Riverside	Cerro Gordo, Franklin, select cities in neighboring counties
Approximate Population Served⁽²⁾		187,185	172,943	154,708	70,000
Current Solid Waste Program Full-Time Equivalent (FTE) Position	Administrator	1	1	0.5	1
	Landfill Supervisor	1	1	1	0
	Scale Operator	1.5	1	1.5	1.75
	Landfill Foreman	1	1	1	0
	Landfill Equipment Operator	4.5	7	3	4
	HHM	0.5	3	2	2
	Appliance/Electronics	0.5	2	2	1
	Laborer	0	0.75	1	0
	Mechanic	1	1	1	0
	Seasonal	0	0	1	0
	Education & Communications	1 ⁽³⁾	2	1	1
	Administrative	0 ⁽⁴⁾	3	0.88	0.8
	Total FTE	12.69	22.75	15.88	11.55

Notes:

1. Data as compiled by DMASWA Staff, August and September 2020.
2. Population data collected from United States Census Bureau. Annual Estimates of the Resident Population: April 1, 2010 to July 1, 2019. U.S. Census Bureau, Population Division. Web. May 2020. <http://www.census.gov/>.
3. Public education services for DMASWA are provided through a direct contract with Loras College.
4. Administrative duties for DMASWA (billing, etc.) are supported through the City of Dubuque.



