

MINUTES OF THE DUBUQUE METROPOLITAN AREA
SOLID WASTE AGENCY MEETING
May 19, 2021

MEMBERS PRESENT: Ric Jones, Harley Pothoff, David Resnick (not present until end of meeting due to other commitments)

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

OTHERS PRESENT: Brian Harthun, Jeff Phillips, Garrett Williams

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 Jones called the meeting of the Dubuque County Metropolitan Solid Waste Agency to order on Wednesday, May 19, 2021 at 12:00 p.m.

Mr. Jones read the DMASWA Mission Statement.

Motion by Mr. Pothoff, seconded by Mr. Jones, to approve the minutes of the April 21, 2021 regular meeting. Motion carried 2-0.

Mr. Miller reviewed the Operating Statement and Tonnage Report with the Agency Board through April 2021. To date revenue is at 97% and expenses at 68.8%

Certificate of Deposits interest rates continue to trend low and anticipate they will stay that way until the end of the calendar year.

On the Hauler Tonnage Report, tonnage for the month of April came in at approximately 15,000 tons and is the largest to date for FY2021. Tonnage is trending under the budgeted amount of 145,000. However, revenue is above the budgeted amount. Hauler tonnage is getting back closer to being on par with their historical tonnage from last year.

Diversion and Beneficial Use Materials show a decrease in appliances, electronics, metal recycling, organic materials, rubble and ASR. Tires have increased as well glass recycling, rural recycling, HHM and sand.

Exceptional Wastes and County Tonnage show a decrease in contaminated soil, special waste and asbestos. WR&RC Grit and Diatomaceous Dirt show an increase. County Tonnage continues to be down except for Delaware County.

Motion by Mr. Pothoff, seconded by Mr. Jones, to receive and file and approve the Operating Statement and Tonnage Report for April 2021. Motion carried 2-0.

Mr. Miller provided information and requested the Board's approval of a resolution authorizing the Solid Waste Agency Administrator to issue payment to the Iowa DNR for the 3rd Quarter, FY2021 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 requires a payment to the Iowa DNR of \$64,842.47 (\$2.10/ton). The Local Retainage Fund 941, funded through the local retainage of this tax, will be funded by a transfer of \$47,859.93 (\$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. Pothoff, seconded by Mr. Jones, to approve Resolution 2021-55 authorizing the Solid Waste Administrator to direct Jenny Larson, Director of Budget & Finance, to issue payment to the Iowa DNR in the amount of \$64,842.47 and transfer funds in the amount of \$47,859.93 to the Agency's Local Retainage Fund 941. Motion carried 2-0

Mr. Miller 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 FY2021, 3rd Quarter Retained Fees Payment specified in the contract between the Agency and the DCSWC.

The Retained Fees Payment is funded by the Local Retainage Fund 941, funded through the Solid Waste Tonnage Tax of \$1.55/ton. Per the contract between the Agency and the DCSWC, 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 records indicate 3,352.24 tons of solid waste was received from Delaware County during FY2021, Quarter 3. Based on the previously mentioned formula, a payment of \$4,357.91 should be issued to the DCSWC.

Motion by Mr. Pothoff, seconded by Mr. Jones, to approve Resolution 2021-56 authorizing the Solid Waste Administrator to issue payment to the Delaware County Solid Waste Commission in the amount of \$4,357.91. Motion carried 2-0.

Approval of a Resolution was requested by Mr. Miller to authorize Change Order No. 3 for the Gas System Expansion Project.

This change order adds \$38,017 from the contract previously adjusted amount due to quantity reconciliations. Staff concurs with the change order for a new contract amount of \$666,082. The original contract amount was \$669,760. Including this change order, total changes to date have decreased the project's costs by 0.55%

Motion by Mr. Pothoff, seconded by Mr. Jones, to authorize the Chairperson to sign Resolution 2021-57 approving Change Order #3 for an additional amount of \$38,017 to the contract with Advance One Development, LLC for the Gas System Expansion Project. Motion carried 2-0.

Mr. Miller requested the Board's approval of Progress Payment #3 in the amount of \$329,490.03, minus the 10% retainage in the amount of \$32,849.00, to Advance One Development, LLC for the Gas System

Expansion Project. This payment is for substantial completed of the Gas System Expansion Project. Payments to date, including this request, represents 89.46% of the Project.

Motion by Mr. Pothoff, seconded by Mr. Jones, to approve Resolution 2021-58 authorizing Progress Payment #3 in the amount of \$295,641.03 to Advance One Development for the Gas System Expansion Project. Motion carried 2-0.

The FY2022 Capital Improvement Project budget provides funds (\$150,000) for landfill entrance fencing replacement and replacement of other fencing related to construction of Cell 9 Phase IV and Airborne Road. Plans and specifications were developed by Project Engineer, Brian Harthun, and released to plan rooms and DMASWA website on April 22, 2021.

One bid was received on May 12, 2021 for the Landfill Fence Installation Project from Connolly Construction, Inc. and was substantially over the estimated construction cost. The bid submitted by Connolly Construction, Inc., in the amount of \$432,570.50 was 250% over the estimate of \$173,000.

Staff is recommending to reject the bid received for the project.

Motion by Mr. Pothoff, seconded by Mr. Jones, to approve Resolution 2021-59 rejecting the bid submitted by Connolly Construction, Inc. for the Landfill Fence Installation Project and return the bid deposit to said bidder. Motion carried 2-0.

Mr. Miller requested the Board's authorization to enter into an Agreement with A-TEC Recycling, Inc. (A-TEC) of Pleasant Hill, Iowa for universal waste management and transportation services The current agreement with A-TEC is scheduled to expire on June 30, 2021.

At the April 21, 2021 meeting, staff was authorized to release a Requested for Proposals for Universal Waste Management and Transportation Services. The RFP was sent to four (4) vendors and posted on the Agency's website. The RFP required a qualified and competent vendor to provide ongoing technical assistance to staff, transportation, and disposal services of all universal waste management streams. The term of the new Agreement is for three (3) years with the option of a two (2) year extension.

Two vendors submitted proposals: A-TEC for a bid of \$16,799.27 and The Retrofit Companies, Inc. (TRC) for a bid of \$17,992.92. After evaluating the proposals, it was found that A-TEC's proposal provides for cost savings compared to the proposal from TRC over the initial three-year term of the agreement based on the current material trends.

Motion by Mr. Pothoff, seconded by Mr. Jones, to approve Resolution 2021-60 and authorize the Chairperson to sign the Agreement on behalf of the Dubuque Metropolitan Area Solid Waste Agency with A-TEC Recycling for a three (3) year term for an estimated cost of \$16,799.27. Motion carried 2-0.

Mr. Miller requested the Agency Board's approval to enter into an Agreement with Rite Environmental, Inc. of Waterloo, Iowa for Automotive Related Material Transportation and Management Services.

At the April 21, 2021 meeting, staff was authorized to release a Request for Proposals for Automotive Related Material Transportation and Management Services. The RFP was sent to four (4) vendors and posted on the Agency's website. The RFP required a qualified and competent vendor to provide ongoing technical assistance to staff, transportation, and disposal services of all automotive related hazardous

materials stream. The term of the new Agreement is for three (3) years with the option of a two (2) year extension.

Rite Environmental, Inc. was the only vendor to respond. The estimated annual cost of this agreement, based on the average yearly volume, is \$622.50. The previous agreement with Rite Environmental required the Agency to pay \$0.10 per gallon for bulk oil collection, while the proposed agreement reduces this fee to \$0.00 per gallon. The pricing for oil filters and anti-freeze remains unchanged.

Motion by Mr. Pothoff, seconded by Mr. Jones, to approve Resolution 2021-61 authorizing the Chairperson to endorse the Automotive Related Material Transportation and Management Services Agreement with Rite Environmental, Inc. Motion carried 2-0.

Mr. Miller provided information regarding the annual scope of services agreement with Foth Infrastructure and Environment, LLC for FY2022.

Project 21D018.00 is to provide a scope of annual services for FY2022 on an annual and material basis. This Project covers services required for air quality, general compliance reporting, financial and strategic planning, and airspace utilization services. This addendum is prepared with a decrease of \$18,290 from the FY2021 scope due to the deletion of air quality services required for the Title V Permit, Tier 1 Reporting, which only occurs every five (5) years and a decrease in call hours related to the completion of the Landfill Gas to Renewable Energy Project. All fees are estimated in the agreement with a not to exceed fee of \$146,000 for FY2022.

Motion by Mr. Pothoff, seconded by Mr. Jones, to authorize the Chairperson to execute Resolution 2021-62 approving the Agreement with Foth Infrastructure and Environment, LLC for services identified in Project 21D018.00 in an amount not to exceed \$146,000 for FY2022. Motion carried 2-0.

Mr. Miller requested the Board's approval to waive the security bond requirement for Dittmer Recycling's line of credit with the Agency.

The Customer Credit Policy adopted by the Agency states "Lines of credit over \$10,000 require security in the form of a security bond, letter of credit, pre-payment of charges with a cash deposit in the amount requested, or the Board of Directors may waive this requirement on an individual basis".

Dittmer Recycling has requested a waiver of the requirement of a security bond for their account. The Agency currently has twenty-one non-municipal accounts with credit limits over \$10,000. After reviewing the status of these accounts with the City of Dubuque Finance Department, Dittmer Recycling's account (\$200,000 credit limit) is the only account which currently requires a security bond. Dittmer has an excellent payment history with the Agency, with no late fees assessed during the past ten years.

Motion by Mr. Pothoff, seconded by Mr. Jones, to approve Resolution 2021-63 waiving the security bond requirement pertaining to the Dittmer Recycling Credit Account and is hereby directed to release Dittmer Recycling from the requirement. Motion carried 2-0.

Mr. Miller provided information for the approval of a resolution to purchase a grapple bucket for use on the existing end loader.

Staff is recommending the purchase of a 2021 GEM Solid Sides Grapple Bucket attachment to be used on the existing DMASWA's John Deere 624K End Loader (3452). The purpose of a bucket attachment is to allow the operator to utilize the equipment to pick up loose material to either load material quickly or separate items from other material. This will allow operators to load material at a faster pace than the standard end loader bucket, saving time and equipment hours for this operation (fuel and maintenance costs), and extending the life of the machines.

The request requires minor modification to the machine by adding newer hookup hoses and couplers to allow the addition of the attachment. Staff requested a quote from Martin Equipment for the bucket and modification to the machine. The quote is for \$21,500 for the bucket and an additional \$1,300 for the modifications to the hookup hoses and couplers. The approved FY2022 budget request allocated \$22,000 for this purchase. The additional expense over the budgeted amount can be absorbed over the remaining fiscal year.

Motion by Mr. Pothoff, seconded by Mr. Jones, to approve Resolution 2021-64 authorizing the purchase of a 2021 GEM Solid Sides Grapple Bucket for the net cost of \$22,800. Motion carried 2-0.

Correspondence presented to the Board for their review was the Iowa Waste Exchange Third Quarter Report.

Motion by Mr. Pothoff, seconded by Mr. Jones 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; Adjoining Property Owners Well Testing and Gas Project Update.

Mr. Resnick joined the meeting.

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

No public comments were received by the Board

The next meeting of the DMASWA is scheduled for Wednesday, June 23, 2021 at 12:00 p.m.

Meeting was adjourned at 12:50 p.m.

Respectfully submitted,



Mona Manternach
Agency Secretary

