

MINUTES OF THE DUBUQUE METROPOLITAN AREA
SOLID WASTE AGENCY MEETING
June 23, 2021

MEMBERS PRESENT: Ric Jones, Harley Pothoff, David Resnick (via zoom), John Klostermann, Bev Wagner, Doug Hughes

OTHERS PRESENT: Brian Harthun, Adam Hoffman

Due to social distancing guidelines related to the COVID-19 pandemic, the DMASWA Board Members and Staff participated in person. 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#.

The public was invited to provide input prior to, during, and after the regular portion of the meeting. Ways to provide questions or comments included contacting the DMASWA Board & Staff <https://www.dmaswa.org/about-us/agency-administration/board-staff/>. The DMASWA highly encourages people to view and participate in Board meetings through the virtual options.

Vice-Chair Jones called the meeting of the Dubuque County Metropolitan Solid Waste Agency to order on Wednesday, June 23, 2021 at 12:02p.m.

Mr. Jones read the DMASWA Mission Statement.

Motion by Mr. Pothoff, seconded by Mr. Resnick, carried unanimously, to approve the minutes of the May 19, 2021 regular meeting.

Mr. Miller reviewed the Operating Statement and Tonnage Report with the Agency Board through May 2021. To date revenue is at 106% and expenses at 73.2%

A Certificate of Deposit for \$500,000 matured on May 5, 2021 and was renewed with Midwest One Bank for six (6) months at an interest rate of \$0.26%. Interest rates continue to trend low and it is anticipated they will stay that way until the end of the calendar year.

The Hauler Tonnage Report for May showed tonnage brought in by haulers was lower than last year at this time. However, hauler tonnage is starting to increase.

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

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

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

Adam Hoffman, Department Chair for the University of Dubuque Department of Natural and Applied Sciences, made a presentation to the Agency Board for a proposed Campus Waste Reduction Partnership with the DMASWA. Mr. Hoffman gave the Background and Budget, an Organizational Outline for Created Position, Organizational Examples Project: Donate, Don't Dump, Annual Activities and Deliverables, and Milestone Activities.

The proposed position would to be a long term, multi-year collaborative position jointly funded by the University of Dubuque (UD) and the Dubuque Metropolitan Area Solid Waste Agency (DMASWA) and will serve the missions of both the UD and the surrounding community in education and action relating to the stewardship of natural resources, specifically waste reduction and natural resource conservation.

The Scope of Work would be as follows:

1. University of Dubuque (10 hours per week)
 - a) Develop a campus sustainability plan with measurable targets including monetary savings, energy reduction, waste reduction, and stewardship of natural resource education.
 - b) Design educational course modules related to waste reduction for use in courses, campus trainings, and new student and facility orientation.
2. DMASWA (10 hours per week)
 - a) Create the Dubuque College Sustainability Coalition through partnering the institutions of higher education in Dubuque (Clarke University, Emmaus Bible College, Loras College, University of Dubuque and Warburg Seminary).
 - b) Conduct two annual waste reduction events (fall and spring) for the local institute of higher education through the Dubuque College Sustainability Coalition focused on:
 - i. Communicating current and planned systemic sustainability practices/programming
 - ii. Facilitating personal sustainability practices (spring swap, donate don't dump, e-waste, food waste reduction, green cleaning, etc.
3. Synergistic Work (15 hours per week)
 - a) Serve as the point of contact to exchange ideas, best practices, and policies with specific attention to food waste reduction, energy use, and lifecycle purchasing awareness amount the institutions.
 - b) Compile data on energy, water transportation, and waste metrics with partnering institutions of higher education.

The Board discussed the proposed partnership and agreed to enter into a four (4) year contract with the University of Dubuque for a sum of \$25,000 per year with funds from the Waste Minimization Grant Program.

The Board directed the Solid Waste Administrator to have a four (4) year contract drawn up for approval by the Agency Board.

Mr. Miller provided information and requested a course of action regarding the necessity to increase the Financial Assurance Fund's balance prior to the end of FY2021.

At the Agency's board meeting on June 3, 2003, the Board approved the establishment of the State mandated Financial Assurance Fund and authorized the transfer of \$2,748,957 to the new account. Subsequent annual fund additions have increased the fund's balance to \$4,885,167.00

Each year Iowa landfill owners are required to update their landfill's closure and post-closure cost estimates. These estimates change due to inflation, closure and capping of existing cells, and/or construction/opening of new cells. The certified cost estimates are submitted to the Iowa DNR, along with a copy of the auditor's report demonstrating closure/post-closure monies.

The required transfer of \$150,681.20 from the General Fund to the Financial Assurance Fund needs to occur before June 30th of this fiscal. The transfer will bring the fund balance to \$5,035,848.20.

Motion by Resnick, seconded by Pothoff, carried unanimously, to approve Resolution 2021-65 authorizing the Agency Administrator to make arrangements for the transfer of \$150,681.20 from the General Fund to the Financial Assurance Fund before June 30, 2021, as required in Iowa Administrative Code 567, Chapter 113.

Information was provided by Mr. Miller and a request was made of the Agency Board to approve a resolution authorizing the Chairperson to endorse an Engineering Services Agreement with Veenstra & Kimm, Inc. for the roof replacement to the Maintenance Shop and repair of the overhead door header at the Regional Collection Center.

The FY2022 Capital Improvement Project budget provides funds of \$200,000 for renovations to the landfill maintenance shop and the FY2022 Operating Budget provides funds of \$63,689 for property maintenance. The roof on the maintenance shop was damaged by storms in 2019 and is failing due to age. The door headers in the Regional Collection Center (RCC) are, also, failing due to age and design deficiencies.

Staff opted to combine the projects because it was apparent, due to the nature of the work, that a structural design for both projects would be required and be more efficient.

Veenstra & Kimm, Inc. was contacted and was provided the scope of services and a proposed agreement. Fees are estimated, and services will be billed on a time and material basis at the rate identified in the agreement and not to exceed \$10,000.

Motion by Mr. Pothoff, seconded by Mr. Resnick, carried unanimously, to approve Resolution 2021-66 approving the Engineering Services Agreement with Veenstra & Kimm, Inc. for the roof replacement on the Maintenance Shop and repair of the overhead door header at the RCC in an amount not to exceed \$10,000.

Mr. Miller requested the Board's authorization for the tendering of the Residential Compost Distribution Bunker Agreement.

At the Agency's March 2020 strategic planning session, it was the desire of the Agency 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 was approved at the June 17, 2020 meeting.

Staff is receiving requests from residential customers for small quantities of compost for use in their gardens. To better facilitate these customers, staff is proposing to establish up to three residential self-loaded bunkers in Dubuque County. The entities hosting these bunkers will haul, at their own expense, screened compost to the bunkers from the Agency's compost facility. The Agency would not charge a fee for the compost hauled by these entities in lieu of host fees for the locations. This Agreement would provide an opportunity for the public to access free compost for small projects. It would, also, eliminate increased traffic across the scale for customers only wanting small quantities of compost.

The proposed Residential Compost Distribution Bunker Agreement to be tendered to local government entities is for one (1) year, with an automatic renewal for a period of one (1) year unless written notice is delivered by either party to the other party not less than sixty (60) days prior to the expiration of the then current term.

Motion by Mr. Pothoff, seconded by Mr. Resnick, carried unanimously, to authorize the Chairperson to sign Resolution 2021-67 approving the Agreement for Establishment of a Residential Compost Distribution Bunker, as discussed, to local government entities in Dubuque County.

Information was provided by Mr. Miller to the Agency Board regarding a recommendation for a course of action to an agreement with the Iowa Northland Regional Council of Governments (INRCOG) for the financial support of the Iowa Waste Exchange.

At the June 2018 meeting, an agreement with INRCOG was approved to provide Agency customers the services of the Iowa Waste Exchange for the purpose of providing a material exchange program. Agents of the program met with businesses to identify waste streams, assist businesses to reduce its waste generation and connect them with other businesses to reuse or recycle opportunities.

This program is funded through the Department of Natural Resources tonnage retainage fees and is managed by INRCOG in Waterloo. INRCOG requested support from the Agency in the amount not to exceed \$15,000. The local representative, Erin Boyd, will provide quarterly updates of her activities in Dubuque and Delaware Counties. She will assist with DMASWA's Environmental Management System, identification of potential diversion markets and general research for the Agency.

Motion by Mr. Pothoff, seconded by Mr. Resnick, carried unanimously, to approve Resolution 2021-68 authorizing the Chairperson to sign the Agreement between INRCOG and DMASWA for services provided in connection with the Iowa Waste Exchange.

Mr. Miller requested the Board's approval for the Chairperson to endorse the notification letter to extend the Agreement with financial services provider, D.A. Davidson & Company.

In 2014 the DMASWA entered into an agreement with D. A. Davidson & Company which expired June 30, 2019. The terms of the agreement allowed for up to three (3), one (1) year extensions, the first of which was authorized at the June 19, 2019 meeting, extending the agreement to June 30, 2020, and the second of which was authorized at the June 17, 2020 meeting, extending the agreement to June 30, 2021.

Staff is recommending the Board extend the existing agreement for the term of one (1) year as allowed for under the agreement. The annual retainer fee under this agreement is \$7,500. The funds are provided for this service in the FY2022 approved Landfill Activity budget.

Motion by Mr. Resnick, seconded by Mr. Pothoff, carried unanimously, to approve Resolution 2021-69 authorizing the Solid Waste Agency Administrator to endorse the renewal letter to Michael Maloney of D.A. Davidson & Company extending the service agreement for the term of July 1, 2021 through June 30, 2022.

Authorization was requested by Mr. Miller to purchase a used skid loader to replace the existing 2001 Gehl 4635DXL skid loader.

The FY2022 Capital Improvement budget provided funds in the amount of \$50,000 to purchase a replacement skid loader. Landfill Supervisor Doug Hughes and staff has worked with Martin Equipment to spec a skid loader which will meet the Agency's requirements. During discussion with Martin Equipment, it was determined that to meet the machine requirements with the budgeted amount, a used skid loader would be the best option. Staff also took into consideration the considerable lead time provided by Martin Equipment for a new John Deere skid loader which is forecasted at more than one year.

Staff is recommending the Agency purchase a 2018 John Deere 333G from Martin Equipment Company which meets the requirements for the machine and with additional attachments. The purchase price of the used 2018 John Deere 333G skid loader with equipment to meet specifications is \$58,000. Martin Equipment has offered a trade-in value of \$8,000 for the 2001 Gehl 4635DXT skid loader. Staff is proposing to list the skid loader on GovDeals.com with an \$8,000 reserve for 10 days. The net cost of the used 2018 John Deere 333G skid loader is projected at \$50,000. The machine is projected to be delivered by August 2021.

Motion by Mr. Pothoff, seconded by Mr. Resnick, carried unanimously, to approve Resolution 2021-70 directing the Solid Waste Administrator to place an order with Martin Equipment on behalf of the DMASWA for a used 2018 John Deere 333G skid loader in the net cost amount of \$50,000.

Mr. Miller requested the Board's approval of a modified tipping fee schedule for compost sold at the Agency landfill.

At the March 2020 strategic planning session, the Agency affirmed the desire to resume distribution of screened and tested compost to residents and commercial customers, and subsequently an Organic Management Agreement with T & W Grinding was approved at the June 17, 2020 meeting. The agreement included a revised fee schedule for the additional processing steps necessary to provide screened and tested compost. At the December 16, 2020 meeting, the Agency approved the FY2022 fee for the finished compost of \$35/ton.

Staff has held internal discussion on the best management practices relating to loading compost at the Agency landfill facility. To develop sound and best management practices, staff has reviewed the operational strategies at other facilities in the region. A common operating strategy when loading and selling compost is to load and sell the material by the cubic yards, rather than by weight. To implement the best management practices for selling compost, staff has determined that the average weight for a cubic yard of compost produced at the facility is 1,000 pounds. To align with the

previously approved fee of \$35/ton established by the Agency Board, staff is recommending a fee of \$17.50/cubic yard with a two (2) cubic yard minimum.

Motion by Mr. Resnick, seconded by Mr. Pothoff, carried unanimously, to approve Resolution 2021-71 adopting the tipping fee schedule as follows:

Section 1. That the following compost tipping fee schedule be adopted:

Compost Fee	\$17.50 per cubic year
Compost Minimum Fee	\$35.00 (two (2) cubic year minimum)

All such fees shall take effect July 1, 2021.

Section 2. That the Secretary of the Agency is authorized and directed to forward notification of the Compost Fee Schedule for Fiscal Year 2022 to the municipalities of Dubuque County.

Information was provided to the Agency Board by Mr. Miller regarding approval of a credit limit increase for Town and Country Sanitation.

As part of conducting business and reducing cash transactions with regular customers, the Agency Board allowed the City of Dubuque Director of Finance and Budget, acting on behalf of the Agency, the ability to extend a line of credit to qualified customers. The policy was adopted on March 18, 2015 and sets a credit limit of \$10,000 for qualified customers and \$50,000 for contract haulers.

The Agency has accepted municipal solid waste from Town and Country since 2018, and recently this customer has exceeded its credit limit due to increased business as a contract hauler and it is anticipated to continued. Town and Country's 30-day balance during the most recent month has exceeded the \$100,000 limit. They have a reputable credit rating with the Agency and prompt payments. To address the issue of requiring payment in the middle of the billing cycle, staff is recommending raising their credit limit to \$150,000.

Motion by Mr. Pothoff, seconded by Mr. Resnick, carried unanimously, to sign Resolution 2021-72 authorizing the City of Dubuque Director of Finance and Budget to set the line of credit available to Town and Country Sanitation to \$150,000.

Mr. Miller conveyed to the Agency Board a recommendation from the staff regarding the grant application received from the City of Epworth for recycling bins. With consideration given to the waste minimization grant policy guidelines, previous disbursements, future obligation and recommended review criteria, staff evaluated the grant request and recommends approving funds to the City of Epworth for recycling bins.

Motion by Mr. Pothoff, seconded by Mr. Resnick, carried unanimously, to approve Resolution 2021-73 authorizing the Agency Administrator to tender the Waste Minimization Grant Award, as discussed, to the City of Epworth in the amount of \$240.00 on behalf of the DMASWA.

Mr. Miller requested direction related to hybrid Agency Board meetings.

As calendar year 2021 continues to be impacted by the ongoing COVID-19 pandemic, staff has worked to offer the Board and the public a safe and accessible option for the Board's regularly scheduled meetings and any additional special meetings. The City of Dubuque Municipal Services Center, where the Board meetings are held, has reopened to the public as of May 17, 2021. However, individuals who will be in the Center for longer than 15 minutes or who are participating in a meeting, need to sign a City of Dubuque release, waiver and hold harmless agreement. Meeting rooms also have capacity limits.

To comply with the capacity limits and provide for greater access to attend meetings, even after all restrictions have been lifted, the Directors are asked to consider offering a hybrid meeting option, via a virtual meeting platform. The meeting room would still be open to the public and staff would continue to provide a virtual meeting link as part of the posted Agenda and would utilize existing technology available in the conference room at the Municipal Services Center to allow attendees to participate in the meeting.

Motion by Mr. Pothoff, seconded by Mr. Resnick, carried unanimously, to provide for a hybrid meeting model for all future meetings and continue the virtual meetings that have been provided.

Information was provided by Mr. Miller regarding the Board's FY2022 tentative regular meeting schedule.

The proposed dates are as follows:

July 21, 2021	12:00 p.m.
August 18, 2021	12:00 p.m.
September 15, 2021	12:00 p.m.
October 20, 2021	12:00 pm.
November 17, 2021	12:00 p.m.
December 15, 2021	12:00 p.m.
January 19, 2022	12:00 p.m.
February 16, 2022	12:00 p.m.
March 16, 2022	12:00 p.m.
April 20, 2022	12:00 p.m.
May 18, 2022	12:00 p.m.
June 15, 2022	12:00 p.m.

Other special meetings may be required for construction projects, strategic planning, and other time sensitive projects.

Motion by Mr. Pothoff, seconded by Mr. Resnick, carried unanimously, to approve the schedule of the DMASWA regular meetings for FY2022.

Correspondence presented to the Board for their review was Title V – Air Permit and the EMS Grant 20-G550-06EMS Final Report Acceptance.

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

The following staff reports were submitted to the Agency Board: Waste Minimization Grant Status Report; Education and Communication Coordinator's Monthly Report and Fencing Project Update.

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, July 21, 2021 at 12:00 p.m.

Meeting was adjourned at 1:18 p.m.

Respectfully submitted,

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

Mona Manternach
Agency Secretary