

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

MEMBERS PRESENT: Ric Jones, David Resnick (via zoom), Harley Pothoff

STAFF PRESENT: Ken Miller, John Klostermann, Arielle Swift, Bev Wagner, Doug Hughes (via zoom)

OTHERS PRESENT: Brian Harthun, Lauren Nelson, Megan Seymour, Will Nicholson,

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 Metropolitan Area Solid Waste Agency to order on Wednesday, July 21, 2021 at 12:00 p.m.

Mr. Jones read the DMASWA Mission Statement.

Motion by Mr. Pothoff, seconded by Mr. Resnick, carried unanimously, to approve the minutes of the June 23, 2021 regular meeting.

Mr. Miller reviewed the Operating Statement and Tonnage Report with the Agency Board through June 2021. Revenue for FY2021 exceeded the budget by 22.7% and expenses by 4.1%. Some expense items were miscoded and should have been in CIP instead of the general operating expenses

Interest rates for Certificate of Deposits are still low and all will be renewed for six months until interest rates improve.

On the Hauler Tonnage Report through the month of June 2021, tonnage was down 18,243 from the end of FY2020. Some of the drop in tonnage was due to Faherty hauling tonnage to other facilities. However, the Agency received 149,496 that exceeded the budgeted tonnage amount of \$145,000.

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

Exceptional Wastes and County Tonnage show an increase in contaminated soil and diatomaceous dirt. Special waste, asbestos & WR&RC grit show a decrease. County tonnage is 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 Reports for June 2021.

Mr. Miller requested the Board's approval to a resolution endorsing the Campus Waste Reduction Education Assistant Agreement with the University of Dubuque.

At the June 23, 2021 meeting, Adam Hoffman, on behalf of the University of Dubuque, gave a presentation to the Board regarding a possible strategic partnership between the DMASWA and the University of Dubuque that would focus on waste reduction at area college campuses. At the meeting, the Board indicated interest in pursuing the partnership via a formal agreement. The proposed agreement is for four (4) fiscal years (FY22-FY25). The focus of the agreement is on campus waste reduction/minimization. Staff is proposing to fund the agreement by reducing the currently approved Waste Minimization Grant Funding by \$25,000 from \$100,000 to \$75,000. Staff also proposes to increase the Education & Communication Contract Administration by \$25,000 from \$123,508 to \$148,508.

Motion by Mr. Resnick, seconded by Mr. Pothoff, carried unanimously, to authorize the Vice-Chair to sign Resolution 2022-1 approving the Campus Waste Reduction Education Assistant Agreement between the Dubuque Metropolitan Area Solid Waste Agency and the University of Dubuque.

Mr. Miller provided information regarding a Letter of Engagement from Eide Bailly LLP for services related to the FY2021 financial audit.

The Agency is required to submit to an independent third-party audit. Eide Bailly has provided this service to the Agency in the past for several years and provides this same service for the City of Dubuque, Dubuque County, and other area governmental entities. Fees for the FY2020 audit were \$5,800. The fee for FY2021 should be similar in price.

Motion by Mr. Pothoff, seconded by Mr. Resnick, carried unanimously, to approve Resolution 2022-2 authorizing the Vice-Chair to endorse the Letter of Engagement from Eide Bailly LLP for services related to the FY2021 financial audit.

Mr. Miller requested the Board's approval of a resolution authorizing a Residential Compost Distribution Bunker Agreement with the City of Dubuque.

Staff has often received requests from residential customers for small quantities of compost for use in their vegetable and flower gardens. To better facilitate these customers, staff is proposing to establish residential self-load 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. The 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 term of this agreement is for two (2) years with automatic annual 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 approve Resolution 2022-3 authorizing the Vice-Chair to execute the Residential Compost Bunker Host Agreement with the City of Dubuque.

Dubuque and Jackson County Habitat for Humanity submitted an application for consideration by the Grant Review Committee for startup costs related to the opening of a ReStore in the City of Dubuque. The Committee is recommending an approved budget of \$25,000 for this project.

Motion by Mr. Resnick, seconded by Mr. Pothoff, carried unanimously, to authorize the Vice-Chair to sign Resolution 2022-4 approving funding for the Waste Minimization Grant Award to Dubuque and Jackson County Habitat for Humanity in the amount of \$25,000.

Mr. Miller provided information and requested the Board's approval of a resolution authorizing Change Order #4 for the Gas System Expansion Project. The change order adds \$15,000 from the contract's previously adjusted amount. The change is due to quantity reconciliations. Staff concurs with the proposed change order for \$15,000 to be added to the construction project for a new contract amount of 681,082. The original contract amount was \$669,760. The contingency budget for the project, 66,976, provides funding to cover the overall increase in the original contract amount. Including this change order, total changes to date have increased the project's cost by 1.69%.

Motion by Mr. Pothoff, seconded by Mr. Resnick, carried unanimously to approve resolution 2022-5 authorizing the execution of Change Order #4 increasing the previously adjusted contract amount by \$15,000 for the Gas System Expansion Project.

Mr. Miller requested the Board's approval to accept the Gas System Expansion Project and authorize the payment for the final contract amount.

Foth Project Engineer, Brian Harthun, recommended the DMASWA accept the project and release the final payment to Advance One Development, LLC for \$95,108.20. The project had four change orders resulting in a net increase of \$15,000, increasing the overall project cost by 1.69%, based on the original contract amount of \$669,760. The final contract amount is \$681,082.

Motion by Mr. Resnick, seconded by Mr. Pothoff, carried unanimously, to approve Resolution 2022-6 accepting the project and approving Progress Payment #4 as final payment to Advance One Development for the Gas System Expansion Project.

Mr. Miller requested authorization of the Board to purchase a new pressure washer for the landfill's maintenance shop to replace the existing pressure washer which has reached the end of its service life.

The FY2022 Capital Improvement Budget provided funds (\$9,086) to fund the replacement of the pressure washer. Informal quotes to multiple vendors were distributed and the Agency received only one quote from Mi-T-M Equipment Sales and Service for \$8,975.

Staff is recommending the purchase of a new pressure washer from Mi-T-M Equipment Sales and Service. The purchase price is \$8,976 and Mi-T-M is offering a \$500 trade-in value for the current unit. The net unit cost, including trade-in of the existing unit, is \$8,475.

Motion by Mr. Resnick, seconded by Mr. Pothoff, carried unanimously, to receive and file the documents and approve Resolution 2022-7 authorizing the purchase of a new pressure washer from Mi-T-M Equipment Sales and Service in the net amount of \$8,475.

The following staff reports were submitted to the Agency Board: Waste Minimization Grant Status Report; Education and Communication Coordinator's Monthly Report; Gas Project Update; Website Progress Update and Rave Mobile Agreement.

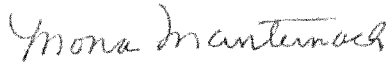
Motion by Mr. Pothoff, seconded by Mr. Resnick, carried unanimously, to receive and file the staff reports.

The Board received no public comments.

The next meeting of the DMASWA is scheduled for Wednesday, August 18 2021 at 12:00 p.m.

Meeting was adjourned at 12:33 p.m.

Respectfully submitted,



Mona Manternach
Agency Secretary