

MINUTES OF THE DUBUQUE METROPOLITAN AREA
SOLID WASTE AGENCY MEETING
October 13, 2021

MEMBERS PRESENT: Ric Jones, David Resnick, Harley Pothoff

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

OTHERS PRESENT: Brian Harthun, Will Nicholson, Christine Collier, Josh Chamberlain, Garrett Williams

The public had the option to view and participate in the meeting at the Municipal Services Center or virtually. To comply with social distancing, capacity limits were in place and specific guidelines followed.

The public could provide in-person, audio, and written input during sections of the agenda where public input is accepted. All members of the public who intend to provide in-person or virtual contact the Solid Waste Agency Administrator at least 24 hours prior to the meeting to provide notice of intent to provide public input. This will help staff anticipate participation levels at the meeting. Contact the Solid Waste Agency Administrator at kmiller@cityofdubuque.org or 563-589-4354.

Additionally, written public input can be accepted prior to or during the meeting by contacting the Board and staff directly from the Agency's webpage at <https://www.dmaswa.org/about-us/agency-administration/board-staff/>.

The public can participate in the virtual meeting via GoToMeeting 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#.

Chairperson Resnick called the meeting of the Dubuque County Metropolitan Solid Waste Agency to order on Wednesday, October 13, 2021 at 11:30 a.m.

Mr. Resnick read the Agency Mission Statement.

Motion by Mr. Pothoff, seconded by Mr. Jones, carried unanimously, to approve the minutes of the September 22, 2021 regular meeting.

Mr. Miller provided the updated Operating Statement. The accounts receivable balance last month was at \$539,242.26. City Finance continues to input budgeted operating capital revenues but internally show to be trending well.

For the first quarter of FY2022, operating expenditures are below the budgeted amount. City Finance, also, continues to update the new capital projects amended into the budget last month.

Until interest rates improve, renewals for Certificate of Deposits are for six months.

The Hauler Tonnage Report through September 2021 showed the landfill received 600 more tons than September of last year. Overall, for the fiscal year, the Agency buried 34.19% more tons compared to this period last year.

Diversion and Beneficial Use Materials showed appliances and E-Waste are above last year's September numbers. Tire percentages fluctuate month-to-month depending when they are shipped out of the facility. Metal and glass recycling, rural recycling, HHM and organic materials are up from this time last year. The facility distributed 61 cubic yards of compost so far this fiscal year. Rubble and sand are performing at or near above last year at this time and ASR is down but is recovering from when the landfill was not receiving materials in Fiscal Year 2021.

Exceptional Wastes and County Tonnage show an increase in contaminated soil, special waste, asbestos and Diatomaceous Dirt from this time last year. County Tonnage has increased except for Jackson County.

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

Mr. Miller requested the Board's approval to purchase a 2021 John Deere 850 crawler dozer from Martin Equipment using the Iowa Department of Transportation State bid.

The FY2022 Capital Improvement Budget provided funds of \$608,000 to purchase a 2021 850L dozer. This machine will replace front line dozer #3456. However, due to increases in waste volumes over the last several years, staff is recommending keeping the current John Deere 850 as a back-up unit. This will assure that two dozers are available to operate within the active cell during routine and planned maintenance events.

The Iowa DOT receives bids for equipment annually and allows other agencies to purchase from its "State Bid List". The list price of a new John Deere 850L dozer with factory equipment to meet our specifications is \$537,855. The purchase price includes the State bid discount of \$161,365.50 (30%), which brings the purchase price to \$441,500.

Motion by Mr. Pothoff, seconded by Mr. Jones, carried unanimously, to authorize the Chairperson to sign Resolution 2022-15 approving the purchase of a new John Deere 850L dozer from Martin Equipment for \$441,500.

Mr. Miller requested the Board's approval of a resolution authorizing the purchase of equipment for a Wi-Fi Mesh network in the active landfill GPS system.

The Agency's GPS system requires a stable data connection to synchronize data between the GPS equipment located in multiple pieces of landfill equipment such as the crawler dozers, compactor and the portable unit. In addition, a stable data connection is required for the GPS units in the equipment to synchronize data with the cloud allowing staff to view the compaction performance via a web portal. The data connection, also, allows our service provider, Carlson, to provide tech support to the devices in the equipment as needed.

Currently, the data connection is by a Verizon mobile broadband connection. Because of the ever-changing nature of the landfill topography, utilizing a mobile broadband connection becomes a less

reliable means of providing this data connection. The consistent intermittent data connection issue has resulted in an ineffective deployment of the GPS technology.

To provide a stable reliable data connection, staff contacted Racom, the current provider for the Agency's data connection devices, cameras and other networking devices. They have identified the issues and proposed a Wi-Fi mesh network using the Agency's existing connection as the backbone of the system and would provide a reliable stable connection required to all for the effective use of the GPS equipment. The cost of the equipment is \$35,882.64. The savings from the purchase of the crawler dozer would fund the budgeted expense.

Motion by Mr. Jones, seconded by Mr. Pothoff, carried unanimously, to approve Resolution 2022-16 authorizing the Agency Administrator to purchase the equipment for a cost of \$35,882.64.

Mr. Miller provided information and requested authorization to purchase a new 40-yard recycling roll-off container to replace a 20-yard unit.

The FY2022 Capital Improvement Budget provided funds of \$15,000 to purchase the container for recycling. Five (5) vendors received RFQ's for a new replacement container with Gregory Container (\$10,575) and Thompson Fabricating (\$11,270) providing responses.

Staff evaluated the quotes and they are recommending the Agency purchase a new 40-yard recycling roll-off container from Gregory Container based on cost and previous performance.

Motion by Mr. Pothoff, seconded by Mr. Jones, carried unanimously, to authorize the Chairperson to sign Resolution 2022-17 approving the purchase of the new 40-yard recycling roll-off container from Gregory Container for \$10,575.

The Agency Board was provided Information related to the Field Fencing Installation Project.

The construction of Airborne Road leading to the landfill required the removal of field fencing along the Agency's property border. The Iowa Department of Transportation provides fencing replacement funds.

The replacement of the fencing was included in the Landfill Fencing Project sent out for bid in April 2021. The Board rejected the only bid due to costs of the fencing.

Staff requested Foth Engineering solicit informational bids for the field fencing and gate installation along Airborne Road and facilitate site access for power line maintenance equipment. Project Engineer Brian Harthun provided a project estimate of \$35,000 based on continued market conditions. Bids received were from Hulscher Fencing of Galena, Illinois (\$17,664.90) and Heiar Fencing and Supply of Peosta, Iowa (\$34,990.32). The Project Engineer is recommending acceptance of the low bid from Hulscher Fencing and staff concurs with his recommendation.

Motion by Mr. Jones, seconded by Mr. Pothoff, carried unanimously, to approve Resolution 2022-18 awarding the construction contract for the Dubuque Metropolitan Area Solid Waste Energy Landfill Fencing Installation Project to Hulscher Fencing of Galena, Illinois for \$17,664.90.

Mr. Miller solicited the Board's approval designating the Solid Waste Agency, or their designee, as the signatory for the City of Dubuque Deer Management Program Landowner Agreement.

The DMASWA has land located within the corporate city limits of the City of Dubuque. Staff is requesting the Board of Directors designate the Solid Waste Administrator, or their designee, as the signatory for the City of Dubuque Management Program Landowner Agreement. Designating the Solid Waste Agency Administrator will ensure responses to these requests are timely, since the Board typically only meets once per month and the requests could be for short periods in between Board meeting dates.

Mr. Miller said there is currently no policy for deer management for the Agency. We would follow the City of Dubuque's deer management policy. Staff is reviewing the City of Dubuque's policy and working with legal to provide a policy for the Agency. However, the Agency needs to review the lease agreements they have with people who lease land from the Agency and to ensure the safety of the landfill staff. Staff will present a proposed policy at the next Board meeting.

Motion by Mr. Jones, seconded by Mr. Pothoff, carried unanimously, to adopt Resolution 2022-19 authorizing the Solid Waste Agency Administrator to act as the signatory for the City of Dubuque Deer Management Program Landowner Agreement.

Mr. Miller gave the annual presentation on the Environmental Management System Senior Management Review.

The definition of an EMS is as follows:

- A business system applied to reduce environmental impacts
- Framework for continuous improvement
- Focus on moving past regulatory compliance
- Replacement to Comprehensive Planning

Iowa Solid Waste EMS Framework involves six components:

- Organic Management
- Household Hazardous Materials Collection
- Water Quality Improvement
- Greenhouse Gas Reduction
- Recycling Services
- Environmental Education

The value of the EMS Program are as follows:

- Exemption from solid waste reduction goals
- Stable tonnage tax fee
 - Additional \$14,950 retained for implementing planning in FY2021
- Financial assistance
 - FY2021 grant funded the Mobile Friendly Website Redesign
 - Project Cost: \$33,332 – DNR Share \$24,999

Participants in the EMS System are the Board of Directors, Core Team, Landfill Staff and General Public.

The Agency's Environmental Policy is:

“In keeping with its mission, the Dubuque Metropolitan Area Solid Waste Agency (DMASWA) is committed to minimizing its impact on the environment by mandating and encouraging environmentally-responsible behavior on the part of staff, business associates and members of the Dubuque Community – without detracting from its core services of solid waste management.”

Objective & Targets that are active or completed in FY2021 are:

Organics Management – Compost Distribution (2021)

- Target – Distribute 50% of finished compost produced
- Metric – Cubic Yards
- Baseline Data
 - 7/1/20 – 12-31-20 – 2649 cubic yards of feed stock
 - 40% reduction during the composting process
 - Distribute 795 cubic yards to meet target
- Action Steps
 - Establish an Organics Management Plan
 - Update fee system for feed stock materials and finished compost
 - Establish a finished compost distribution plan
 - Re-establish Compost Testing Program with the United States Compost Council STA Certified Compost
 - Contact Municipalities in Dubuque County to gauge interest in finished compost
 - Compost Use Education

Household Hazardous Materials – Divert HHM (2019)

- Target – Divert 10% of FY2018 household hazardous waste streams through re-establishment of Swap program by December 31, 2021
- Metric – Pounds
- Baseline Data
 - 27,300 pounds of HHM were processed by the facility in FY2018
- Action Steps
 - Acquire building for Swap area
 - Place building and establish collection area including electrical hook up
 - Develop marketing plan for promotion of Swap service
 - Track materials managed through Swap program at mid-year and year end

Water Quality – Water Quality Degradation (2019)

- Target – Reduce bare soil in unused acres of Cell 9 by 75%
- Metric – Acres

- Baseline Data
 - 8/20/2019 – Drone flyover to determine 25.19 acres of bare soil existed in unused acres of Cell 9. 18.9 acres needed to be seeded to meet target
- Action Steps

- Identify areas in need of improvement through ground and air observation
- Create terraces and seed let down structures – Seed side slopes
- Work with and education DMASWA operators on best practices to reduce erosion
- Evaluate best practice options for the soil barrow area located on C9P2
- Seeding of bare soil areas and add pollinator seeds to the seed mix to some areas to improve the habitat for pollinators
- Results
 - 20.26 acres were seeded, resulting in 80% reduction in bare soil areas

Water Quality – Reduce Nickel & Cobalt (2020)

- Target
 - Reduce the concentrations of Nickel in MW-203A below the regulatory limits
 - Reduce the concentrations of Cobalt in MW-104A, MW-105A & MW-203A below the regulatory limits
- Metric – Part Per Billion (ppb)
- Baseline Data
 - 2019 Annual Water Quality Report
 - Nickel – MW-203A 208.00 ppb, regulatory limit less than 100 ppb
 - Cobalt. MW-104A, MW-105A & MW-203A 21.1 ppb, regulatory limit less than 2.1 ppb
- Action Steps
 - Develop a Corrective Action Monitoring Plan
 - Install leachate pumps and add additional wells/pumps in cells to reduce the leachate unlined cells
 - Groundwater sampling analysis

Greenhouse Gas Reduction – RNG Distribution (2016)

- Target – Reduce 2,000 tons of CO₂e displaced from fossil fuel use by 6/30/2022
- Metric – Tons
- Baseline Data
 - 1/1/2016 – 12/31/2016 – Emissions: 39,424 tons of CO₂e
- Action Steps
 - Maintain operational efficiency to effectively market to potential developers
 - Identify potential developers and keep open dialog with investment opportunities
 - Explore the possibility of self-development with local investors
 - Identify potential CNG market for direct use in the Dubuque area
 - Develop Pro-forma and contract partnership to develop the project
 - Determine level of risk tolerance to the DMASWA and development process for selecting project partners
 - Develop and issue a request for qualifications and proposals for a shared development of gas system with focus on a renewable natural gas project
 - Review proposals for best value to the DMASWA, present recommendation for partner to Directors for authorization to negotiate development and operations agreements
 - Assist RNG Partner as outlined in the operations agreement

- Begin the distribution of RNG

Recycling Services – Expand Recycling (2019)

- Target – Recycle 100 tons of glass through a drop off program by 12/31/2020
- Metric – Tons
- Baseline Data
 - Baseline data did not exist
- Action Steps
 - Obtain funding for three glass recycling drop off containers through EMS Grant and/or DMASWA
 - Identify locations for drop off stations
 - Purchase new containers
 - Construct glass containment bunker
 - Promote new drop off recycling information through social media, print, radio ads, and news releases
 - Track tons of glass managed through new drop off locations
- Results
 - 120.8 tons of glass recycled by 12/31/2020

Recycling Services – Battery Recycling (2019)

- Target – Increase batteries recycled by 50 pounds by December 31, 2021
- Metric – Pounds
- Baseline Data
 - 7/1/2018 – 6/1/2019 - 636 pounds of batteries recycled
- Action Steps
 - Secure funding for promotion of battery recycling program
 - Research and select recycling opportunities for rechargeable and alkaline batteries
 - Promote battery recycling through social media, print, radio ads, and news releases

Environmental Education – Recycling Education (2020)

- Target – To receive 100 views of new videos on Electronics Recycling and General Recycling information by 11/1/20
- Metric – Number of views (clicks) on website videos
- Baseline Data
 - N/A
- Action Steps
 - Obtain funding for four 30 second videos through EMS Grant funding and DMASWA budget
 - Obtain quotes for video production and select company to produce
 - Work with vendor to create videos
 - Promote new videos through social media, print, radio ads, and news releases

- Track view of the videos
- Results
 - 338 views on YouTube
 - 274,265 views on social media

Environmental Education – Virtual Landfill Tour (2020)

- Target – Develop tour video to be used as education resources and increase page views by 25%
- Metric – Website analytical data – hits on video links and Social Media Metrics
- Baseline Data
 - 660 page views
- Action Steps
 - Secure funding for video production
 - Get quotes and hire production company
 - Create scripts for videos
 - Work with contracted company to record and edit videos
 - Post new content onto DMASWA website and social media
 - Track video views
- Results
 - 1216 page views (84% increase)
 - 252 video views

Environmental Education – Mobile Friendly Website (2021)

- Target – Increase website visitors
- Metric – Average monthly site visits
- Baseline Data
 - 1/1/2021 – 6/30/2021 – 2627 average monthly views
- Action Steps
 - Develop and release a website RFP, review proposals and prepare a recommendation
 - Submit recommended proposal to the Agency Board for approval
 - Website redesign kickoff meeting
 - Mood Board & layout approval
 - Design concept meeting
 - Content preparation & updates
 - Training engagement
 - Website launch preparation
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 - Website launch
 - Social media, digital media & print advertising campaign tied to site launch

Motion by Mr. Pothoff, seconded by Mr. Jones, carried unanimously, to receive and file the EMS Senior Management Review.

Mr. Miller requested the Board's support of the fall 2021 Environmental Management System Grant Application with matching funds of up to \$10,836.

The Iowa DNR provides grant-funding opportunities to EMS participants in the spring and fall of each year. The grant requires a 25% cash match from applicants and requires the application focus on at least one of the six EMS components.

For the fall 2021 Grant Application, staff chose to apply for a grant, which focuses on expanding glass recycling to smaller communities and the rural areas they serve in Dubuque County. The project would add three additional 20-yard glass-recycling containers to compliment the three containers already in service. Based upon prior performance and population data, staff set a goal of diverting an additional 83 tons of glass over a twelve-month period. To promote additional glass recycling, staff would combine branded glass recycling bags (for residents to store their glass in prior to disposal, which should help reduce plastic bag and cardboard carrier contamination), use social media ads and newspaper ads along with kickoff events for the new locations.

Staff also requested funding for a pilot program to test out roll-off container metering devices, which will monitor the fill rate of five (5) containers. The success of the camera project could result in decreased greenhouse gas emission through the reduction on unneeded container pulls, or increased recycling volume because residents will not encounter full containers before their scheduled pull date.

The total grant request from the Iowa Department of Natural Resources is \$24,999, which requires a DMASWA match of \$10,836. This project will also require DMASWA operations support in future budgets of approximately \$2,905.

Motion by Mr. Pothoff, seconded by Mr. Jones, carried unanimously, to adopt Resolution 2022-20 supporting the fall 2021 Environmental Management System Grant Application and provide matching funds of \$10,836.00.

The following staff reports were submitted: Waste Minimization Grant Status Report, Education and Communication Coordinator's Monthly Report, Outstanding Professional Achievement (Service to Industry): Doug Hughes

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

There were no public comments.

Wednesday, November 17, 2021 at 12:00 p.m. is the next meeting of the DMASWA.

Meeting adjourned at 12:46 p.m.

Respectfully submitted,



Mona Manternach
Agency Secretary

