



300 E. Locust Street, Ste. 100
Des Moines, Iowa 50309
515-244-0021

MEMORANDUM

DATE: Monday, July 15, 2024

TO: MWA Board Members

CC: MWA Staff

FROM: Michael McCoy, Executive Director

RE: Wednesday, July 17, 2024, Board Meeting

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This month's board meeting is scheduled for Wednesday, July 17, 2024, at 5:45 pm in the board room at Central Office (300 East Locust Street, Ste. 100, Des Moines, Iowa). If you have questions about any items listed below, please call me at 323.6535 (w) or 707.3869 (c). I look forward to seeing you on Wednesday.

The following numbered items correspond with the number of the item on the agenda:

Consent Agenda Items for Approval

8. Resolution 07-24-03 – Approval of Cell F Construction Design and Bidding for Metro Park East Landfill – Action for Approval
The design engineering and bidding assistance will allow the project to be bid in Fall 2024 for construction to commence Spring 2025. Cell F is anticipated to be 21 acres. Staff recommends approval.
9. Resolution 07-24-04 – Approval of Advocacy Strategies Agreement Extension – Action for Approval
Advocacy Strategies provides contracted lobbyist services to promote Metro Waste Authority's relationships with state government officials, along with monitoring of issues that pertain to the environment and the solid waste and recycling industry. Staff recommends approval.

Regular Agenda Items for Approval

10. Discussion: Metro Waste Authority Employee Handbook
Metro Waste Authority has updated the Employee Handbook with assistance from legal counsel. The last update occurred in 2018.
11. Resolution 07-24-05 – Approval of Battery Detection Equipment for Metro Recycling Facility– Action Item
The Visia X-ray detection system powered by AI provides an all-hazards solution to Metro Recycling Facility. The system will alert the sorter of a hazard so it can be

removed before it has the potential to cause fire at our facility or damage to our equipment. Staff recommends approval.

12. Resolution 07–24-06 – Approval of Metro Park West Scale House Construction – Action Item

Metro Waste Authority received two bids for the construction of the new scale house at Metro Park West Landfill. Both bids were responsive and qualified to perform the work. Henkel Construction had the lowest bid at \$1,166,242.60. Staff recommends approval.

13. Discussion: Infrastructure and Internet Upgrades

Considerable time has been spent addressing options that would make our information systems more reliable. Our existing network is a hub and spoke model with lower internet speeds combined with traffic moving in and out of Central Office, leading to reduced performance across the network. After much review and analysis, staff is recommending an SD-WAN (software-defined wide area network) that connects each facility directly with the internet, upgrades internet speeds, consolidates providers, and does so on a cost-neutral basis. This solution also supports and paves the way for a cloud migration project, which we intend to analyze next.



**Board of Directors
2024 Calendar Year**

**Dean O'Connor
Chair**

**Rob Sarchet
Vice-Chair**

Dean O'Connor
Altoona

Mark Holm
Ankeny

Bob Pepper
Bondurant

Ted Weaver
Clive

Joe Gatto
Des Moines

Steve Allen
Elkhart

David Gisch
Grimes

Bryan Burkhardt
Johnston

Bill Roberts
Mitchellville

Ed Kuhl
Norwalk

Konnor Hodges
Pleasant Hill

Rob Sarchet
Polk City

Tom Hockensmith
Polk County

Jeremy Lindquist
Runnells

Patricia Boddy
Urbandale

Doug Loots
West Des Moines

Susan Skeries
Windsor Heights

**Michael McCoy
Executive Director**

**Metro Waste Authority
Board Meeting
July 17, 2024**

MWA Central Office
300 E. Locust Street, Ste. 100, Des Moines, Iowa 50309
5:45 pm

Agenda

1. Call to Order, Roll Call
2. Approval of Regular Agenda
3. Public Forum

CONSENT AGENDA

The following are routine items enacted by one roll call vote without separate discussion unless someone, Board or Public, requests an item be removed for consideration:

4. Approval of Consent Agenda – Items 4 through 9
5. Consideration of Minutes June 19, 2024, Metro Waste Authority Board Meeting – Action for Approval
6. Resolution 07–24–01 – Consideration of May 2024, Financial Statements – Action to Receive and File
7. Resolution 07–24–02 – Consideration of June 2024, Monthly Expenditures – Action for Approval
8. Resolution 07–24–03 – Approval of Cell F Construction Design and Bidding for Metro Park East Landfill – Action for Approval
9. Resolution 07–24–04 – Approval of Advocacy Strategies Agreement Extension – Action for Approval

END CONSENT AGENDA

Regular Agenda Items for Approval – Items 11 and 12

10. Discussion: Metro Waste Authority Employee Handbook Update
11. Resolution 07–24–05 – Approval of Battery Detection Equipment for Metro Recycling Facility – Action Item
12. Resolution 07–24–06 – Approval of Metro Park West Scale House Construction – Action Item
13. Discussion: Infrastructure and Internet Upgrades
14. Director's Report
15. Chair's Report
16. General Board Discussion and Other Business

17. Correspondence

18. Adjournment

August Executive/Finance Meeting: August 7, 2024, MWA Central Office, 300 E. Locust Street, Ste 100, Des Moines, Iowa 50309, 12:00 pm.

August Board Meeting: August 21, 2024, MWA Central Office, 300 E. Locust Street, Ste. 100, Des Moines, Iowa 50309, 5:45 pm.

June 19, 2024, Unofficial Metro Waste Authority Board Meeting Minutes

1. Call to Order

The meeting was held at Metro Waste Authority's Central Office. Dean O'Connor, chair, called the June 19, 2024, Metro Waste Authority Board Meeting to order at 5:45 pm. A quorum was present.

Roll Call – MWA Board Representatives/Alternates in Attendance

Dean O'Connor, Altoona – In Person
Bob Pepper, Bondurant – Virtual
John Edwards, Clive – In Person
David Gisch, Grimes – In Person
Bryan Burkhardt, Johnston – Virtual
Bill Roberts, Mitchellville – In Person
Konnor Hodges, Pleasant Hill – Virtual
Rob Sarchet, Polk City – In Person
Tom Hockensmith, Polk County - Virtual
Patricia Boddy, Urbandale – In Person
Susan Skeries, Windsor Heights – Virtual

2. Approval of Regular Agenda

Moved by Clive, seconded by Grimes, to approve the June 19, 2024, board meeting agenda as amended. Dean O'Connor, chair, requested to move regular agenda item 12 up to 9. Motion carried unanimously by voice vote.

3. Public Forum

There were no requests to address the Board.

CONSENT AGENDA

The following are routine items enacted by one roll call vote without separate discussion unless someone, Board or Public, requests that an item be removed for consideration:

4. Approval of Consent Agenda – Items 4 through 8

Moved by Clive, seconded by Grimes, to approve the Consent Agenda, items 4 through 8. Motion carried unanimously by voice vote.

5. Consideration of Minutes of May 15, 2024, Metro Waste Authority Board Meeting – Action for Approval

6. Resolution 06–24–01 – Consideration of April 2024, Financial Statement - Action to Receive and File

7. Resolution 06–24–02 – Consideration of May 2024, Monthly Expenditures - Action for Approval

8. Resolution 06–24–03 – Approval of Electric Vehicle Purchase at Central Office - Action for Approval

END CONSENT AGENDA

Regular Agenda Items for Approval – Items 12 through 17

12. Resolution 06–24–04 – Approval of Insurance Policy Update - Action Item
Kirk Irwin, chief financial officer, reported that the annual renewal of the agency's insurance program reflected an increase of 12 percent, based on increases of insured values and insurance carrier rates. Staff plan to take steps to lower future insurance costs and increase our ability to insure the facility at a higher level. Staff recommends approval of the policy.

Moved by Clive, seconded by Grimes, to approve Resolution 06–24–04. Motion carried unanimously by voice vote.
9. Discussion: Board Room Design
Cassie Riley, public affairs, reported on the strategic plan objective to evaluate space utilization at Central Office. The agency partnered with ISG for this objective, and they were in attendance to observe and get feedback.
10. Discussion: Greenfield Disaster Response
Leslie Irlbeck, deputy director, reported that staff have been actively involved with the emergency response team to support cleanup from the tornado in Greenfield and accept ground material at Metro Park East Landfill (MPE).
11. Presentation: Finance and I/T Update
Irwin provided an update about Finance and Information Technology over the past eight months.
13. Resolution 06–24–05 – Approval of Hazardous Waste Disposal Contract Award - Action Item
Dan Haag, recycling administrator, reported on Request for Proposal (RFP) submissions for the removal and disposal of hazardous waste and management of recyclables. Staff recommends awarding contracts to Clean Harbors Environmental Services, Inc. and A-TEC Recycling, Inc.

Moved by Clive, seconded by Mitchellville, to approve Resolution 06–24–05. Motion carried unanimously by voice vote.
14. Resolution 06–24–06 – Approval of Boone County Road Agreement for Metro Park West – Action Item
Andrew Phillips, environmental operations manager, reported on the Road Use Agreement requested by Boone County for the new Metro Park West Landfill (MPW) entrance. Staff recommends approval of the agreement.

Moved by Clive, seconded by Mitchellville, to approve Resolution 06–24–06. Motion carried unanimously by voice vote.
15. Resolution 06–24–07– Approval of Early Fire Detection Systems for Metro Recycling Facility – Action Item
Haag reported on two early fire detection systems for the tip floor, sorting floor and bale storage area at Metro Recycling Facility (MRF) to improve employee and community

safety, protect facility assets and ensure operational continuity. Staff recommends purchase of both systems.

Moved by Clive, seconded by Polk City, to approve Resolution 06–24–07. Motion carried unanimously by voice vote.

16. Resolution 06–24–08 – Approval of City of Jefferson Recycling Contract – Action Item
Haag reported that staff have been working on a new partnership between the agency and the City of Jefferson to process and market their recyclable material. The city is transitioning to single stream curbside collection for residents and plan to have collected recyclable material processed at the MRF. Staff recommends approval of the City of Jefferson Recycling Contract.

Moved by Clive, seconded by Mitchellville, to approve Resolution 06–24–08. Motion carried unanimously by voice vote.

17. Resolution 06–24–09 – Approval of Executive Director FY23/24 Review and FY24/25 Salary Adjustment – Action Item
O'Connor reported a committee of board members met to review the executive director's performance for the past year and recommend a nine percent salary increase for FY24/25.

Moved by Clive, seconded by Grimes, to approve Resolution 06–24–09. Motion carried unanimously by voice vote.

18. Director's Report
Irlbeck reported staff are working to release an RFP for the scale house at MPW and expect to make a recommendation at the next board meeting.

Irlbeck stated the public landfill tour is scheduled for Saturday, June 29, at MPE.

The July executive finance meeting will be held on July 10, 2024, at Central Office (300 E. Locust St. Ste. 100, Des Moines, Iowa) at 12:00 pm.

The July board meeting will be held at Central Office (300 E. Locust Street, Ste. 100, Des Moines, Iowa) on Wednesday, July 17, 2024, at 5:45 pm.

19. Chair's Report
O'Connor stated the executive finance meeting at Metro Park East Landfill (MPE) had a great turnout.

20. General Board Discussion and Other Business
No report.

21. Correspondence
No report.

22. Adjournment
Moved by Clive seconded by Grimes, to adjourn the June 19, 2024, board meeting. Motion carried unanimously by voice vote. Meeting adjourned at 6:43 pm.

Michael McCoy, Executive Director

Dean O'Connor, Chair

**Metro Waste Authority
Statements of Net Position**

	As of 5/31/2024	As of 6/30/2023
Current Assets		
Cash and cash equivalents	\$ 10,280,248	7,724,145
Investments	21,300,039	26,543,299
Accounts receivable	7,622,371	7,777,410
Prepaid expenses, other	226,662	184,748
Inventories	425,407	315,235
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Total current assets	39,854,726	42,544,837
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Assets Whose Use is Limited		
Investments	54,814,106	43,360,403
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Lease Receivables	1,061,580	1,061,580
	<hr/>	<hr/>
Capital Assets	201,568,594	197,909,565
Less accumulated depreciation	114,600,730	106,025,940
	<hr/>	<hr/>
Total capital assets	86,967,864	91,883,625
	<hr/>	<hr/>
Total assets	182,698,277	178,850,445
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Deferred Outflows of Resources		
Pension	(1,249,426)	(1,249,426)
	<hr/>	<hr/>
Current Liabilities		
Current portion of notes payable	960,000	2,850,000
Construction costs payable	-	2,944,203
Trade accounts payable	1,628,685	3,707,209
Landfill tax payable	603,579	787,791
Accrued payroll and employee benefits	1,078,852	1,644,215
Other accrued expenses	370,683	349,003
	<hr/>	<hr/>
Total	4,641,799	12,282,421
	<hr/>	<hr/>
Long-term Liabilities		
Notes payable	20,601,554	21,741,909
Accrued landfill closure and post closure care costs	23,670,949	22,524,146
Net pension liability	3,111,888	3,111,888
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Total long-term liabilities	47,384,392	47,377,943
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Total liabilities	52,026,191	59,660,364
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Deferred Inflows of Resources		
Leases	873,508	873,508
Pension	401,350	401,350
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Total deferred inflows of resources	1,274,858	1,274,858
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Net Position		
Net investment in capital assets	65,406,310	64,347,513
Restricted for transfer station closure	320,000	320,000
Unrestricted	64,920,345	54,497,136
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Total net position	130,646,654	119,164,649
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Total Liabilities, Deferred Inflows and Outflows, and Net Position	\$ 182,698,277	178,850,445
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Metro Waste Authority
Statement of Revenue, Expenses and Change in Net Position
Reported by Line of Business
For the Eleven Months Ended 5/31/2024

Revenue by Activity:

Landfills and transfer stations	\$ 38,390,657
Recycling	10,585,440
Contract management - garbage and yard waste	6,942,640
Compost	3,060,834
Office rental	568,616
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Total	59,548,187

Expense by Activity:

Landfills and transfer stations	27,102,002
Recycling	11,999,421
Contract management - garbage and yard waste	6,447,824
Compost	2,558,864
Office rental	683,354
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Central office	2,857,375
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Total	51,648,838

Contribution by Activity:

Landfills and transfer stations	11,288,655
Recycling	(1,413,980)
Contract management - non-recycling	494,816
Compost	501,970
Office rental	(114,737)
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Central office	(2,857,375)
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Total	7,899,349

Investment income (loss)	<hr/> 3,582,659
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Change in Net Position **11,482,009**

Net Position, beginning of year

119,164,645

Net Position, end of period

\$ 130,646,654

The interim financial reports provided are believed to be materially accurate and have been prepared in accordance with GAAP in all material respects. The information is unaudited and intended to provide meaningful information relative to mid-year results.

**METRO WASTE AUTHORITY
BILLS PAID IN JUNE 2024**

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VENDOR NAME	COMMENT	Total
A KING'S THRONE, LLC	BUILDING SERVICES	\$ 330.00
A TECH INC	BUILDING SERVICES	\$ 850.83
A TECH, INC.	SECURITY	\$ 545.70
ABC PEST CONTROL	BUILDING SERVICES	\$ 2.48
ABM PARKING	PARKING	\$ 6,840.00
ACCESS SYSTEMS	OFFICE PRINTING	\$ 488.33
ACCURATE HYDRAULICS & MACHINE	PARTS/LABOR	\$ 615.21
ADDISON MASTERS	CAN REDEMPION REFUND	\$ 1,813.50
ADVENTURE LIGHTING	ELECTRICAL SUPPLIES	\$ 252.17
AFLAC	INSURANCE PREMIUM	\$ 287.76
AHLERS & COONEY, PC	LEGAL EXPENSE	\$ 834.00
AIR MACH INC.	SITE MAINTENANCE	\$ 28.23
AIRGAS, INC. DBA AIRGAS USA, LLC	EQUIPMENT FUEL	\$ 1,032.55
ALDERSGATE UNITED METHODIST	REFUND	\$ 66.34
ALMOST FAMOUS POPCORN	PUBLIC INFORMATION/PROMOTION	\$ 910.00
ANIMAL RESCUE LEAGUE OF IA INC	CAN REDEMPTION	\$ 213.45
ANKENY SANITATION	WASTE/DROP OFF/CONTRACT EXPENS	\$ 391,983.97
A-TEC RECYCLING, INC.	CONTRACT DISPOSAL	\$ 4,103.50
ATHLETICO PHYSICAL THERAPY	HEALTH & SAFETY	\$ 1,050.00
AUREON COMMUNICATIONS	TELEPHONE EXPENSE	\$ 9,762.40
AUTOMATION PRODUCTS GROUP, INC	SMALL EQUIPMENT	\$ 9,214.77
BAILEY ORTEGA	REIMBURSEMENT	\$ 59.36
BLACKHAWK AUTOMATIC SPRINKLERS	HEALTH/SAFETY	\$ 50.00
BLANK CHILDREN'S HOSPITAL	PROGRAM DEVELOPMENT	\$ 481.00
BOMGAARS	PARTS/SMALL TOOLS/SUPPLIES	\$ 1,916.61
BONDURANT, CITY OF	UTILITIES	\$ 138.37
BOOT BARN	HEALTH/SAFETY	\$ 1,987.03
BRANT SCHMIT	MILEAGE REIMBURSEMENT	\$ 200.00
BRICK GENTRY P.C.	LEGAL FEES	\$ 120.00
BROTHERS CONSTRUCTION INC	SITE MAINTENANCE	\$ 340.08
CAMP TOWNSHIP FIRE DEPT. - HOST FEES	HOST FEES	\$ 3,479.98
CAPITAL CITY EQUIPMENT CO.	EQUIPMENT/PARTS/LABOR	\$ 5,765.32
CASSIE RILEY	MILEAGE/EXPENSES	\$ 174.20
CENTRAL STATES WIRE PRODUCTS, INC	MRF SUPPLIES	\$ 33,820.40
CENTURY LINK	TELEPHONE EXPENSE	\$ 158.37
CFI TIRE SERVICE	THIRD PARTY TIRE/TRACK MAINT.	\$ 55,983.21
CHAMPLIN TIRE RECYCLING, INC	TIRE PROCESSING	\$ 21,217.04
CINTAS CORPORATION NO. 2	EMPLOYEE UNIFORM+SHOP SUPPLIES	\$ 1,847.15
CITY GARDENS, INC	SITE MAINTENANCE	\$ 3,550.00
CL SMITH COMPANY	CONTRACT DISPOSAL	\$ 2,039.40
CLEAN DES MOINES, INC.	JANITORIAL SERVICES	\$ 1,325.00
CLEAN HARBORS ENV. SERVICE INC	CONTRACT DISPOSAL	\$ 20,877.13
COMMONWEALTH ELECTRIC COMPANY	SITE MAINTENANCE	\$ 3,864.23
COMMUNICATION INNOVATORS INC	COMPUTER SUPPLIES/MAINTENANCE/	\$ 1,155.00
COMPETITIVE EDGE	PUBLIC INFORMATION/PROMOTION	\$ 395.00
CONSTRUCTION & AGGREGATE PRODUCTS	LEACHATE MAINTENANCE/COLLECTIO	\$ 19,774.96
CONTROLLED ACCESS OF THE MIDWEST, LLC	SITE MAINTENANCE	\$ 2,069.00
COPY SYSTEMS INC	OFFICE MACHINE REPAIRS	\$ 27.16
CPI TECHNOLOGIES, LLC	PHONE SYSTEM	\$ 5,360.25
CROSS PERCISION MEASUREMENT	SITE MAINTENANCE/PARTS	\$ 22,348.56
CRYSTAL CLEAR	OFFICE SUPPLIES	\$ 573.96
DAN'S OVERHEAD DOORS 4	BUILDING REPAIRS	\$ 5,194.79
DATASHIELD CORP	RECYCLING EXPENSE	\$ 214.22
DELL FINANCIAL SERVICES LLC	COMPUTER SUPPLIES	\$ 1,179.00
DELTA INDUSTRIES, INC.	THIRD PARTY PARTS & LABOR	\$ 6,410.17
DES MOINES MOBILE WASH, INC	PREVENTIVE MAINTENANCE	\$ 2,974.86
DES MOINES REGISTER, THE	ADVERTISING	\$ 334.60
DES MOINES STEEL CO.	SITE MAINTENANCE	\$ 480.50
DES MOINES WATER WORKS	UTILITIES	\$ 1,343.49
DES MOINES, CITY OF	LEACHATE PROCESSING	\$ 23,506.42
DEX MEDIA EAST	ADVERTISING	\$ 1,874.58
DIAM PEST CONTROL	THIRD PARTY BUILDING SERVICES	\$ 424.00
DIAMOND OIL COMPANY	EQUIPMENT FUEL	\$ 1,386.15
DIVVY-BILL SPEND	CREDIT CARD PAYMENT FOR MISC OFFICE AND TRAVEL EXPENSES	\$ 8,092.44
DOBBINS, EMILY	REIMBURSEMENT	\$ 165.76
DUKE AERIAL, INC.	MRF EQUIPMENT RENTAL	\$ 11,748.95
ELECTRICAL ENG. & EQUIP. CO.	PARTS/LABOR	\$ 1,368.00
ELECTRONIC ENGINEERING CO.	PARTS	\$ 4,263.07
ELITE GLASS	GLASS TOP FOR DESK	\$ 2,420.00
EXPRESS LAUNDRY	FLOOR MATS	\$ 156.95
EXPRESS LAUNDRY & LINEN	BUILDING SERVICES	\$ 85.55
FASTENAL COMPANY	HEALTH/SAFETY	\$ 654.87

**METRO WASTE AUTHORITY
BILLS PAID IN JUNE 2024**

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FERRELLGAS	UTILITIES/EQUIPMENT FUEL	\$ 118.54
FINISHING TOUCHEZ	SITE MAINTENANCE	\$ 216.30
FIRST CHOICE SERVICES / US COFFEE	OFFICE SUPPLIES	\$ 169.70
FORCE FITTERS LLC	EMPLOYEE UNIFORM	\$ 225.70
FREIGHTLINER OF DES MOINES, INC	PARTS	\$ 3,971.66
GARRY & CONNIE HOWE	CAN REDEMPTION	\$ 2,065.00
GATR OF DES MOINES, INC.	PARTS	\$ 3,275.08
GOLF CHARITABLE FOUNDATION OF GREATER DES MOINES	CAN REDEMPTION	\$ 911.55
GRAINGER	PARTS/SMALL TOOLS/SUPPLIES	\$ 4,130.96
GRIMES, CITY OF	UTILITIES	\$ 13,703.84
GRP & ASSOCIATES	CONTRACT DISPOSAL	\$ 1,723.00
HANIFEN CO. INC.	PARTS/LABOR	\$ 635.00
HARRISON COUNTY LANDFILL COMMISSION	HEALTH & SAFETY	\$ 277.50
HDR ENGINEERING, INC.	ENGINEERING SERVICES	\$ 78,267.79
HEAVY HIGHWAY FRINGE BENEFIT ADMINISTRATION CO.	MEDICAL INSURANCE	\$ 630.00
HEIDI BEDIER	CAN REDEMPTION	\$ 105.40
HERITAGE BUILDING MAINTENANCE	BUILDING SERVICES	\$ 3,252.61
HIGH TIDE TECHNOLOGIES, LLC	ENVIRONMENTAL MONITORING	\$ 375.00
HIRE QUEST, LLC	STAFFING	\$ 16,311.60
HOLICKY BROS INC.	THIRD PARTY PARTS/LABOR	\$ 2,470.98
HOLICKY BROS LOGISTICS	THIRD PARTY PARTS/LABOR	\$ 5,086.48
HOPKINS & HUEBNER PC	LEGAL EXPENSE	\$ 3,577.50
HOUSBY HEAVY EQUIPMENT	PARTS/LABOR/PREVENTIVE MAINT	\$ 3,328.55
HOUSBY MACK, INC.	PARTS/LABOR/PREVENTIVE MAINT	\$ 2,112.83
HQI HYDRAULICS	PARTS	\$ 996.18
INDEED, INC	ADVERTISING	\$ 9,501.33
INLAND TRUCK PARTS CO.	PARTS/LABOR/PREVENTIVE MAINT	\$ 3,266.54
IOWA COMMUNITIES ASSURANCE POOL ADMINISTRATORS	PREPAID INSURANCE	\$ 212.00
IOWA DEPT OF NATURAL RESOURCES	CONVENTION & EDUCATION FEES	\$ 360.00
IOWA DES MOINES SUPPLY, INC.	JANITORIAL SUPPLIES	\$ 1,048.00
IOWA DNR	SWAP GRANT 21-G550-08	\$ 1,388.89
IOWA LABORERS' DISTRICT COUNCIL HEALTH & WELFARE FUND	MEDICAL INSURANCE	\$ 25,581.02
IOWA METHODIST OCCUP. MEDICINE	DOT PX/WORKERS' COMP	\$ 487.50
IOWA PRISON INDUSTRIES	PRINTING	\$ 786.50
IOWA PUMP WORKS	LEACHATE COLLECTION	\$ 2,585.71
IOWA STAFFING INC	TEMPORARY LABOR	\$ 5,996.16
IPERS	EMPLOYER'S SHARE OF IPERS	\$ 92,334.43
JETCO, INC	LEACHATE MAINTENANCE/COLLECTIO	\$ 735.00
JIM HAWK TRUCK TRAILERS, INC.	EQUIPMENT/PARTS/LABOR	\$ 7,776.20
KABEL BUSINESS SERVICES	EMPLOYEE BENEFIT EXPENSE	\$ 15,210.57
KABEL BUSINESS SERVICES	SERVICE FEES	\$ 48.80
KELLY D RICE	PARTS & LABOR	\$ 2,713.00
KIRK IRWIN	REIMBURSEMENT	\$ 60.54
KNAPP	SITE MAINTENANCE	\$ 1,091.00
KNAPP	MANAGEMENT FEE	\$ 2,178.69
LARRY'S WINDOW SERVICE, INC.	BUILDING SERVICES	\$ 318.00
LESSING-FLYNN ADVERTISING CO.	ADVERTISING	\$ 7,385.00
LINDE GAS & EQUIPEMENT INC.	WELDING SUPPLIES	\$ 739.53
LOWES COMPANIES INC	BLDG REPAIRS/SITE MAINTENANCE	\$ 21.86
LUBE-TECH & PARTNERS, LLC	EQUIPMENT FUEL	\$ 19,221.60
MANHATTAN LIFE ASSURANCE CO OF AMERICA	LIFE INSURANCE	\$ 152.22
MCCLOUD & CO, INC	PEST CONTROL	\$ 317.37
MCMMASTER-CARR SUPPLY CO.	LEACHATE MAINTENANCE/COLLECTIO	\$ 132.63
MENARDS-ALTOONA	SUPPLIES	\$ 1,537.29
MENARDS-GRIMES	SUPPLIES	\$ 603.56
MHC KENWORTH - DES MOINES	PARTS/LABOR/PREVENTIVE MAINT	\$ 11,931.28
MID IOWA OCCUPATIONAL TESTING	PRE-EMPLOYMENT	\$ 760.00
MIDAMERICAN ENERGY	UTILITIES	\$ 39,506.28
MIDLAND POWER COOPERATIVE	UTILITIES	\$ 440.62
MIDWEST SANITATION & RECYCLING	YARD WASTE COLLECTION	\$ 1,800.61
MIDWEST WHEEL COMPANIES	PARTS	\$ 3,514.24
MIKE ASHLEY	CAN REDEMPTION	\$ 95.55
MMC CONTRACTORS IOWA, INC.	BLDG REPAIRS/SITE MAINTENANCE	\$ 1,608.27
MURPHY TRACTOR & EQUIPMENT CO.	PREVENTIVE MAINTENANCE	\$ 4,575.29
NAPA DISTRIBUTION CENTER	PARTS/SMALL TOOLS/SUPPLIES	\$ 296.64
NATIONAL MINERALS CORPORATION	FLY ASH	\$ 115,847.48
NATIONWIDE OFFICE CLEANERS LLC	JANITORIAL SERVICES	\$ 1,023.79
NEESE INC.	LEACHATE PROCESSING	\$ 18,257.32
NMC INDUSTRIAL SERVICES, LLC	PARTS/LABOR/PREVENTIVE MAINT	\$ 3,850.00
ONE SOURCE	BACKGROUND CHECKS	\$ 389.45
O'REILLY AUTO PARTS	PARTS/SMALL TOOLS/SUPPLIES	\$ 5,105.57

**METRO WASTE AUTHORITY
BILLS PAID IN JUNE 2024**

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OTIS	ELEVATOR INSPECTION	\$ 434.10
OUR LADY'S IMMACULATE HEART CHURCH	CAN REDEMPTION	\$ 737.40
P & P SMALL ENGINES, INC.	PARTS	\$ 601.44
PABCO INDUSTRIES, LLC	YARD WASTE BAGS	\$ 70,692.92
PAT INRACHAVONGSA	MILEAGE REIMBURSEMENT	\$ 64.59
PAYLOCITY	PROCESSING FEE	\$ 2,757.34
PETERBILT OF DES MOINES	PARTS/LABOR/PREVENTIVE MAINT	\$ 7,341.26
PRAIRIE AG SUPPLY, INC.	SITE MAINTENANCE	\$ 52.66
QED ENVIRONMENTAL SYSTEMS, INC	LEACHATE MAINTENANCE/COLLECTIO	\$ 6,039.73
QPS EMPLOYMENT GROUP, INC	STAFFING	\$ 51,649.36
QUADIENT LEASING USA, INC.	MAILING EXPENSES	\$ 1,409.82
QUICK OIL CO.	EQUIPMENT FUEL	\$ 58,699.89
RDO EQUIPMENT CO.	PARTS	\$ 306.85
RED WING SHOE STORE	HEALTH/SAFETY	\$ 569.99
REHRIG PACIFIC COMPANY	CURBSIDE CART EXPENSE/REPAIR	\$ 124,479.24
RESULTS GROUP LLC	CONSULTING/PROF SERVICE/DUES	\$ 5,100.00
ROAD MACHINERY & SUPPLIES, CO.	PARTS/PREVENTIVE MAINTENANCE	\$ 12,900.83
ROYAL PALM MARKETING	PUBLIC INFORMATION/PROMOTION	\$ 350.00
RSM US LLP	CONSULTING/PROF SERVICE/DUES	\$ 2,886.29
RSM US PRODUCT SALES LLC	COMPUTER SUPPLIES/MAINT/FEES	\$ 3,931.10
S&S EMPLOYMENT PARTNERS	TEMPORARY LABOR	\$ 716.90
SCHIMBERG CO	PARTS	\$ 4,356.47
SCS ENGINEERS, PC	ENGINEERING SERVICES	\$ 3,402.31
SECURITY EQUIPMENT INC	BUILDING SERVICES	\$ 92.40
SINK PAPER & PACKAGING	YARD BAG STORAGE/DISTRIBUTION	\$ 5,395.36
SIOUX CITY TARP, INC	PARTS	\$ 5,227.32
SOCIAL SECURITY ADMINISTRATION	EMPLOYER'S SHARE OF FICA	\$ 50,310.34
SOUTHEAST POLK COMM SCHOOL-HOST	HOST FEES	\$ 6,959.95
SOUTHWESTERN SALES COMPANY	COVER MATERIAL	\$ 37,160.64
SPINUTECH	WEBSITE/SOCIAL MEDIA	\$ 1,615.00
SPRAYER SPECIALTIES, INC	LEACHATE WELL MAINTENANCE	\$ 319.75
STANDARD BEARINGS OF DM, INC.	PARTS	\$ 64.19
STELLAR OUTDOORS	SITE MAINTENANCE	\$ 1,975.00
STOREY-KENWORTHY CO.	OFFICE SUPPLIES	\$ 1,373.55
SUMMIT FIRE PROTECTION CO	FIRE EXTINGUISHER	\$ 2,196.00
T & T SPRINKLER SERVICE	SITE MAINTENANCE	\$ 139.00
TESTAMERICA LABORATORIES, INC	ENVIRONMENTAL MONITORING	\$ 3,419.60
THE HOME DEPOT PRO	OFFICE SUPPLIES	\$ 69.88
TIFCO INDUSTRIES	PARTS/SMALL TOOLS/SUPPLIES	\$ 3,704.99
TITAN MACHINERY	PARTS	\$ 20,678.42
TOMPKINS INDUSTRIES, INC.	PARTS	\$ 224.76
TOTER, LLC	CURBSIDE CART EXPENSE/REPAIR	\$ 19,711.00
TRACI VIGNAROLI	CAN REDEMPTION	\$ 45.00
TREASURER STATE OF IOWA	SALES TAX	\$ 14,755.44
TROOP 1837	CAN REDEMPTION	\$ 283.85
TRUENORTH COMPANIES	DUES/SUBSCRIPTION/FEE	\$ 2,500.00
ULINE	OFFICE SUPPLIES	\$ 2,105.35
UNIFIED CONTRACTING SERVICES INC	THIRD PARTY BUILDINGS SERVICES	\$ 434.25
VALLEY ENVIRONMENTAL SERVICES	CONTRACT DISPOSAL	\$ 80.00
VAN WALL EQUIPMENT	PARTS/LABOR/PREVENTIVE MAINT	\$ 2,211.47
VANTAGEPOINT TRANSFER AGENTS	EMPLOYER'S SHARE DEFERRED COMPENSATION	\$ 9,872.35
VERIZON WIRELESS	COMPUTER SUPPLIES/MAINTENANCE	\$ 661.01
VERMEER SALES & SERVICE INC.	PARTS	\$ 29,176.35
WASTE CONNECTIONS, INC.	WASTE COLLECTION/TIRE PROCESSI	\$ 252,700.49
WASTE MANAGEMENT OF IOWA	CURBSIDE/DROP OFF/WASTE COLL	\$ 361,771.40
WASTE SOLUTIONS OF IOWA	BUILDING SERVICES	\$ 1,178.00
WEBSTER COUNTY, IOWA	PERMITS	\$ 800.00
WEST BANK	CREDIT CARD PAYMENT FOR MISC OFFICE AND TRAVEL EXPENSES	\$ 18,221.61
WEX	FUEL	\$ 3,335.66
XENIA RURAL WATER DISTRICT	UTILITIES	\$ 3,769.15
ZIEGLER, INC.	PART/LABOR/PREV MAINT/SUBSCRIP	\$ 34,977.46
GRAND TOTAL		\$ 2,536,329.89

The MWA Executive Director and the Deputy Director certify that the above MWA bills paid are properly due and have been made in accordance with the operating and expenditure processes established by MWA.


Michael McCoy, Executive Director


Kirk Irwin, Chief Financial Officer

**Metro Waste Authority Board
Monthly Board Meeting
July 17, 2024
CONSENT AGENDA ITEM 8**

ITEM:

Approval of Cell F Design and Bidding for Metro Park East Landfill

SUMMARY:

HDR provided a proposal for professional design engineering and bidding assistance for Cell F at Metro Park East Landfill.

DISCUSSION POINTS:

The design engineering and bidding assistance will allow the project to be bid in Fall 2024 for construction to commence Spring 2025. Cell F is anticipated to be 21 acres.

STAFF RECOMMENDATION:

Staff recommends approval of HDR's proposal for design engineering and bidding of Cell F at a cost of \$90,100.

ATTACHMENTS:

- HDR Cell F Design and Bidding package

BUDGET REQUIREMENTS:

Cell F development is budgeted at a total cost of \$17 million in FY25 Capital Expenditures.

CONTACT:

Andrew Phillips, environmental operations manager, 515.250.5411



EXHIBIT A **TASK ORDER**

This Task Order represents an Agreement by and between the Metro Waste Authority (MWA), ("OWNER"), and HDR Engineering, Inc. (HDR), ("ENGINEER") in accordance with the Terms and Conditions for Professional Services, dated February 28, 2018, a copy of which are attached. Engineer shall perform services on the project described below as provided herein. This Task Order shall not be binding until it has been properly signed by both parties.

HDR Engineering, Inc. (HDR) appreciates the opportunity to provide this proposal to Metro Waste Authority (MWA) for professional design engineering and bidding assistance services in support of new cell development infrastructure improvement projects at the MWA Metro Park East (MPE) Landfill.

PROJECT NAME: MWA MPE Cell F Liner Design and Bidding – GL Code: 30-5410-000

Upon execution of this agreement, this task will be included on all subsequent invoices. By signature of this task order, MWA and HDR agree to the acceptability of this arrangement.

Project Scope of Services

Metro Waste Authority | HDR Engineering, Inc.

CELL F DESIGN AND BIDDING

Project Statement and Objective

It is our understanding MWA desires to hire an experienced engineering firm to provide comprehensive engineering services related to design, permitting and bidding for new cell development, and associated site improvements at the Metro Park East Landfill (MPE) facility.

Based on our conversations with MWA staff, we understand it is MWA's intention to combine development of Cell F North and F South, bulk excavation, and potentially other smaller miscellaneous site improvement projects into a single construction contract in an attempt to achieve efficiencies and economies of scale.



Scope of Services

HDR will complete engineering design and bidding assistance services to include the following series of tasks:

Task Series 100 – Cell F Design Services

- 101 – Pre-Design Survey
- 102 – Cell F Liner & Leachate Collection System Design
- 103 – Contract Document Development

Task Series 200 – Bidding Assistance

- 201 – Bid Document Production & Notice to Bidders
- 202 – Pre-Bid Meeting
- 203 – Bid Tabulation & Technical Review
- 204 – Contract Initiation Documents

The following pages outline specific aspects of each task included in this project.



Task Series 100 – Cell F Design Services

Task 101 Pre-Design Survey

HDR Activities: HDR assumes the previously completed airspace analysis survey will suffice for the pre-design topographic survey of the anticipated construction area. The area surveyed includes approximately 30 acres comprising the Cell F liner area, Phase 2 Capping area, and soil stockpile area.

The construction Contractor will be required to complete a preconstruction survey upon mobilization for finalization of bulk excavation unit price items. The pre-design topographic survey will be relied on as the basis for all Cell F design elements, volumetrics, and bid quantity determinations. Volumetrics and bid quantity determinations will be updated with the results of the preconstruction survey.

Planned Meetings: No additional meetings are planned specific to this task.

Deliverables: None.

Task 102 Cell F Liner & Leachate Control System Design

HDR Activities: HDR will develop complete design and construction documents (plans and specifications) for construction of Cell F at MPE. Cell F is the next phase of development for the Phase II waste disposal area and consists of an approximate 24-acre composite liner and leachate collection system. Overall design components will include:

- subgrade and cell perimeter grading and bulk earthwork plan (including soil stockpiling, Phase 2 capping and terrace construction at the Phase 1 unit);
- clay liner and flexible membrane liner;
- in-cell leachate collection, including drainage layer and cleanouts;
- tie-ins to existing liner and leachate system;
- groundwater control system;
- perimeter horizontal landfill gas collection lines and provisions for connection of gas wellheads to leachate cleanouts, as needed;
- geosynthetic rain flap and rain cover, post-construction storm water controls, and storm water run-on diversion and cell dewatering design and phasing plan during construction;
- perimeter grading plan to accommodate revised storm water routing north beneath the perimeter access road to northeast detention basin and south around the eastern cell limits to the existing sedimentation basin, litter control, and operational mobility; and
- customer and facility access roads and modifications to existing scraper haul roads.



Work will begin with review and compilation of existing permit, survey, and record documents and past design documentation to use as talking points for a design basis development meeting to be held at MPE. The design basis development meeting will include a site visit, overall evaluation of MWA's desired outcomes, and discussion surrounding final decisions necessary to initiate design activities. HDR will prepare a written design basis memorandum summarizing meeting outcomes and key design requirements, constraints, and changes.

Following the design basis development meeting, HDR will begin production work on Cell F design plans and specifications. Design review meetings will be held with MWA at 60% and 90% complete milestones and Final Draft Issued for Bids Project Manual. If a pre-design meeting is requested by IDNR, the 60% complete design review meeting will be replaced with the IDNR pre-design meeting.

HDR will prepare a preliminary Engineer's Opinion of Probable Construction Cost to be discussed at the design basis development meeting, and will develop an updated Engineer's Opinion of Probable Cost in association with the 90% complete design review meeting. Furthermore, HDR will provide a capital cost outlay schedule to MWA for use in projecting cash flows through the life of this approximate year-long project.

Prior to the start of project work, HDR will develop an overall project schedule for activities leading up to the Notice of Contractor Award. The project schedule will be in the form of a Gantt chart and will be updated and provided to MWA on a monthly basis with project invoices. The schedule will include key project aspects and milestones for design engineering and bid assistance services outlined in this Scope of Services.

Planned Meetings:

A total of four (4) in-person meetings are anticipated in association with this task, including:

- Design basis development meeting and site visit.
- 60% design review / IDNR pre-design meeting
- 90% design review meeting
- Final draft Issued For Bids Project Manual review meeting

Each meeting will be held in Des Moines, Iowa and will be attended by two members of the HDR project team. HDR will prepare agenda, meeting materials packets, and meeting minutes in conjunction with each of the four planned in-person meetings.

Deliverables:

Deliverables will be provided to MWA electronically prior to each design review meeting and hard copy deliverables will be provided for discussion at the time of each design review meeting. Deliverables associated with this task include:

- Design basis memorandum



- 60% complete design plan set
- 90% complete design plan and specification set
- Engineer's Opinion of Capital Cost (concurrent with the design basis memorandum and 90% complete design) and schedule of anticipated capital outlays.

Key Understandings: The project, including all design and construction components identified herein, will be let in one single bid package.

As-recorded drawings for surrounding cell (E) can be relied upon for the Cell F design. No geotechnical analysis of the cell area or borrow area are required. Design will be in accordance with permit documents and discussions with IDNR.

Unless specifically identified herein, design excludes major drainage structures, structures outside the cell area, and mechanical designs outside the cell area.

It is assumed that Cell F will utilize the same general design basis and construction details as in the approved permit for the cell grades, base liner system, leachate collection details, drainage details, and specifications. Adjustments will be made based on lessons learned from the most recent construction and operation of Cell E.

It is assumed that an erosion control permit exists and requires no modification for the construction of the cell expansion. Work does not include an update to the storm water pollution prevention plan.

For any coordination with Waste Management of Iowa (WMI) related to landfill gas system piping or wellhead connection details, MWA will serve as the primary point of contact and will instruct HDR as to the specific construction details required by WMI.

Task 103 Contract Document Development

HDR Activities: HDR will prepare final Contract Documents for design elements identified by MWA and included in the Task Series 100 Scope of Services.

Final Contract Documents will include:

- Notice to Bidders
- Advertisement for Bids
- Instructions to Bidders
- Form of Proposal
- Bid, Performance, and Payment Bond Forms
- Notice of Award
- General Conditions



- Supplemental Site Specific General Conditions
- Construction Drawings and Specifications

Also during this task, HDR will create a survey control table with staking coordinates and pre-determined point naming/numbering conventions for use by surveyor, contractor, and CQA consultant during cell construction.

Planned Meetings: No additional meetings are planned specific to this task. MWA comment and input into contract documents will be solicited concurrent with the 90% complete design review and final draft issued for bid document review meetings.

Deliverables: Final contract documents will be produced in electronic form for MWA's review. Professional time and expenses for hard copy production and dissemination of Contract Documents is included in subsequent tasks.

MPE Cell F survey control table in Microsoft Excel format.

Key Understandings: MWA standard front end construction documents will be used as the basis for this project's construction documents. Changes to the MWA standard documents will be limited to project-specific construction and work sequence elements.

Task Series 200 – Bidding Assistance

Task 201 Bid Document Production & Notice to Bidders

HDR Activities: HDR will assist MWA in the solicitation and evaluation of the single bid package for the construction of Cell F liner & leachate collection design and associated project elements. HDR will use a lump sum and select unit costs in bidding the project to minimize risk to all parties and encourage competitive bidding.

HDR bidding assistance will include:

- Prepare official Notice to Bidders.
- Aid MWA in development of prospective bidder's list.
- Reproduce and distribute bidding drawings and Contract Documents to prospective bidders.
- Respond to bidders' and suppliers' questions and issue addenda as appropriate.
- Furnish up to 5 copies of the bid documents (drawings and Contract Documents) in paper format for use by MWA, CQA personnel, and prospective bidders.

Planned Meetings: No additional meetings are planned specific to this task.



- Deliverables:** Electronic copies of final Construction Documents Project Manual in Adobe PDF format and specifications in Microsoft Word format.
- Furnish up to 5 copies of the bid documents in paper format for distribution to prospective bidders. Additional copies may require additional fee.
- Key Understandings:** Project will be let in one bid package as described in the HDR Activities section.
- Bidders will provide electronic media release agreements for any documents furnished electronically.

Task 202 Pre-Bid Meeting

- HDR Activities:** HDR will arrange for and facilitate the pre-bid meeting. Meeting agenda, meeting information packets, and meeting notes will be created and distributed to all meeting attendees. Pre-bid meeting minutes and attendee list will be issued as an addendum to the Contract Documents.
- Planned Meetings:** The pre-bid meeting will consist of a single meeting held at the MPE landfill facility. A minimum of two (2) HDR employees will be in attendance at the pre-bid meeting.
- Deliverables:** Pre-bid meeting agenda and meeting materials packet will be prepared and made available electronically and in hard copy for meeting attendees.
- Meeting notes will be prepared and made available electronically to meeting attendees and as an addendum to Contract Documents.
- Key Understandings:** The pre-bid meeting will be held at the MPE Landfill office.

Task 203 Bid Tabulation & Review

- HDR Activities:** HDR will review submitted contractor bids for technical completeness and accuracy and tabulate bids for presentation to MWA along with an official recommendation of award.
- As determined necessary at the direction of MWA, HDR will further evaluate selected bids by interviewing references, suppliers, or key project individuals. For budgetary purposes, eight (8) professional hours for supplemental bid evaluation have been included in the fee for this task.
- Planned Meetings:** No additional meetings are planned for this task.
- Deliverables:** Completed bid tabulation spreadsheet and recommendation of award letter.
- A supplementary memorandum outlining review process and outcomes may be produced at MWA's request.



Task 204 Contract Initiation Documents

HDR Activities:

HDR will liaise directly between MWA and the selected contractor to complete and execute the requisite paperwork to initiate the construction contract. This will include correspondence with the selected contractor and MWA project manager and completion of the following initiation documents:

- Issuance of Notice of Award following approval of contractor by MWA board.
- Review of contractor's certificate of insurance, performance bond, and payment bond for compliance with general conditions of the contract.
- Completion of the Agreement Stipulated Price (contract mechanism) and execution of the agreement by MWA and contractor.
- Issuance of Notice to Proceed following satisfactory completion of the preceding contract initiation documents.
- Completion of state sales tax waiver forms from MWA to contractor.

Planned Meetings:

No additional meetings are planned for this task.

Deliverables:

Final hard copies of each of the contract initiation documents described in the 'HDR Activities' section for MWA and contractor internal records, and electronic copies in the project record database, to be established by MWA or the CQA consultant.



Project Schedule

HDR is prepared to begin work on this project immediately and will coordinate availability of project team personnel and resources as necessary to meet MWA's desired timeline for construction bid letting and bid award. The table below identifies key milestones in the proposed Scope of Services to accommodate MWA's desired timeline.

Description	Projected Completion Date
Notice of Award	July 15, 2024
Design Basis Development Meeting	August 5, 2024
60% Design Review Meeting	September 2, 2024
90% Design Review Meeting	September 30, 2024
IDNR Permit Amendment & Permit Renewal Submittal	October 7, 2024
Bid Letting	October 21, 2024
Pre-Bid Meeting	October 28, 2024
Deadline for Bid Receipt	November 13, 2024
Notice of Construction Contract Award	November 29, 2024
Physical Start of Construction	March 2025
Construction Substantial Completion	October 2025
Construction Final Completion	November 2025



Compensation and Fee Schedule

HDR will complete the Scope of Services detailed herein on a lump sum basis for all tasks. A breakdown of our fee by task series is provided as follows:

Task Series Description	Budget
100 – Cell F South Design Services	\$73,400
200 – Bidding Assistance	\$16,700
Total	\$90,100

This Task Order is executed this _____ day of _____, 20____.

Metro Waste Authority

“OWNER”

BY: _____

NAME: _____

TITLE: _____

ADDRESS: _____

HDR ENGINEERING, INC.

“ENGINEER”

BY: _____

NAME: _____

TITLE: _____

ADDRESS: _____

Matthew B. Tondl

Matthew B. Tondl

Senior Vice President

1917 S 67th Street
Omaha, NE 68106

**Metro Waste Authority Board
Monthly Board Meeting
July 17, 2024
CONSENT AGENDA ITEM 9**

ITEM:

Approval of Advocacy Strategies Agreement Extension

SUMMARY:

Advocacy Strategies provides contracted lobbyist services to promote Metro Waste Authority's (MWA) relationships with state government officials, along with monitoring of issues that pertain to the environment and the solid waste and recycling industry.

DISCUSSION POINTS:

Advocacy Strategies has provided lobbying services since August of 2023. Services to date have met expectations. The group provides a strategic approach to building relationships and awareness of MWA, and we've found their communication and understanding of our services to be positive.

STAFF RECOMMENDATION:

Approval of Advocacy Strategies Agreement Extension

BUDGET REQUIREMENTS:

The rate of services remains the same, which is budgeted in the professional services budget for Central Office.

ATTACHMENTS:

Advocacy Strategies Agreement

CONTACT:

Leslie Irlbeck, deputy director, 515.323.6501



ADVOCACY STRATEGIES

GOVERNMENT RELATIONS & PUBLIC AFFAIRS

MEMORANDUM OF AGREEMENT 2024-2025 Contract Year

This Agreement, made as of **August 1, 2024**, is by and between **Metro Waste Authority** an organization having a place of business at **300 E Locust St #100, Des Moines, IA 50309** (hereinafter "**Client**"), and **Advocacy Strategies, LLC** having offices at **974-73rd Street, Suite 14, West Des Moines, Iowa 50265** (hereinafter "**Company**").

PURPOSE OF AGREEMENT: Client desires retain the services of Company to provide strategic and tactical support relating to interactions with the Iowa state government, legislative and/or regulatory agencies with respect to **recycling, landfills, regional waste management, government regulation and utility operations, local government, air and water pollution, and other issues determined in consultation with the Client** (hereinafter "**Services**").

TERMS OF AGREEMENT: This agreement shall be effective **August 1, 2024** through **July 31, 2025**. Compensation provided under this Agreement has been determined by the parties through good faith and arms-length bargaining to be the fair market value of the services rendered hereunder. This agreement may be extended by mutual written agreement of the parties. If additional services become necessary, Company and Client reserve the right to negotiate additional compensation, expenses and other terms. Compensation for the Services designated under this Agreement will be a total of **forty thousand dollars (\$40,000)** for four calendar quarters commencing on August 1, 2024 and ending on July 31, 2025. **Client agrees to pay Company ten thousand dollars (\$10,000) on or before the last day of the first month of each calendar quarter. However the final payment, and any payment for any outstanding amounts due, will be made on July 1, 2025.** Company will submit an invoice to Client at the beginning of each quarter for the fee related to that quarter's services.

The compensation described in this section shall be the only amounts due or payable to the Company for consulting services provided under this Agreement.

The amount paid or to be paid hereunder is not intended to be, nor shall it be construed as, an offer or payment made, whether directly or indirectly, overtly or covertly, to induce the referral of clients, the purchase, lease or order of any item or service, or the recommending or arranging for the purchase, lease, or order of any item or service.

EXPENSES: Client will reimburse Company for actual expenses owed to third parties by Company that Company incurred in the process of representing the Client and needed to perform the required work. Except for incidental expenses, addressed below, all expenses will be at the discretion of the Client and must be preauthorized. Company will provide documentation to substantiate all expenses. Client will reimburse Company for all documented expenses owed to third parties. Incidental expenses incurred at the capitol shall be reimbursed by the Client (i.e. copies and faxes for the benefit of the client) without documentation and preauthorization.

CONFIDENTIALITY: Company agrees to treat all records and information relating to Client as confidential and agrees that Company will not give any person access to or disclose confidential, proprietary, or other information concerning the Client's business, financial or other affairs, except as directed or approved by Client, or as required by law. This provision will remain in force for as long as Company retains information relating to the Client.

Company acknowledges that Client is public entity subject to open records laws codified in Iowa Code Chapter 22. Company acknowledges that Company's documents and work prepared for Client, including this Agreement, may be subject to disclosure pursuant to such law. Company agrees that it will consult with Client prior to making any disclosure of information in response to a request pursuant to Iowa Code Chapter 22, and will only make such disclosures as Client directs.

CONFLICT OF INTEREST: If a conflict of interest arises for either the Company or the Client, either party shall promptly disclose the conflict/potential conflict. The Company and the Client will determine the appropriate course of action to best manage the conflict. The Company shall not act on behalf of the Client until resolution has been made on how the conflict will be managed.

TERMINATION: Either party may, upon giving thirty (30) days written notice, terminate this Agreement for breach of a material term or condition of this Agreement. In the event of termination, the Client will be responsible for the pro-rata value of services and any authorized costs and expenses up until the date of termination.

INDEPENDENT CONTRACTOR: Both parties agree that in performance of the services outlined herein, Company is acting as an independent contractor and not as an employee or agent of the Client. Company shall not be authorized to enter into any contracts or agreements on behalf of the Client, nor make any representations regarding the Client or its services without the prior written authorization of the Client. Company shall have no authority to bind or obligate the Client.

The Client acknowledges that Company now has and may hereafter acquire other clients and the services of Company are not exclusive.

COMPLIANCE WITH STATE LAWS: Company represents and warrants that to the best of its knowledge it is permitted to enter into this Agreement and perform the obligations contemplated thereby, and that the undersigned is authorized to execute this Agreement on

behalf of Company. Company further represents that it is registered under the applicable laws of the State of Iowa and is free to engage in work necessary to actively represent the Client's interest in Iowa pursuant to this Agreement. Company agrees to submit all reports required by state law within the legal time frame to the agencies or entities as may be required by virtue of its engagement and its performance of Services herewith. Company will never attempt to improperly influence any governmental or corporate official or entity or otherwise seek to accomplish any improper goal on behalf of the Client.

Both parties shall comply with all applicable state and local laws and regulations, including, without limitation, any state laws or regulations governing the registration or conduct of lobbyists, or reporting by clients.

RELEASE OF CLAIMS AND REIMBURSEMENT OF EXPENSES: In exchange for the consideration under this Agreement to which you would otherwise be entitled, you hereby release, acquit, and forever discharge the company, their respective officers, directors, agents, servants, employees, attorneys, shareholders, successors, assigns and affiliates, of and from any and all claims, liabilities, demands, causes of actions, costs, expenses, attorneys' fees, damages, indemnities, and obligations of every kind and nature, in law, equity, or otherwise, known and unknown, suspected and unsuspected, disclosed and undisclosed, arising out of or in any way related to agreements, events, acts, or conduct at any time prior to and including the date you sign this Agreement except claims related to the breach of this Agreement.

Client and Company further agree that should the Company or Client be forced to take action to enforce this Agreement, that the prevailing party shall be entitled to receive from the non-prevailing party all costs, expenses, reasonable attorneys' fees, and damages of any kind for having to enforce the provisions of this Agreement.

MISCELLANEOUS:

Each party to this Agreement agrees to perform any further acts and sign and deliver any documents that may be reasonably necessary to carry out the provisions of this Agreement.

The provisions of this Agreement may be waived, altered, amended, or repealed, in whole or in part, only by written consent of all parties to this Agreement.

This Agreement shall be binding on, and shall inure to the benefit of, the parties to it and their respective heirs, legal representatives, successors, and assigns. The Company may not assign or transfer all or any of the Company's rights and obligations under this Agreement to any other entity or person without the prior written notice of the Client. The Client may not assign, transfer, pledge or convey any rights, interest, knowledge, benefits, or obligations under this Agreement without the prior written consent of the Company.

In the event that any paragraph shall herein be held to be invalid, the remaining paragraphs shall continue to be in full force and effect.

This Agreement shall be construed with, and governed by, the laws of the State of Iowa. Venue for any dispute will be in state or federal court having jurisdiction over Polk County, Iowa.

The paragraphs and headings contained in this Agreement are for the convenience of the parties and shall in no manner be construed as part of this Agreement.

The language used in this Agreement shall be deemed to be the language chosen by all parties to express their mutual intent and not intended to be construed against either party.

This Agreement constitutes the entire and exclusive Agreement between Company and the Client with respect to the subject matter thereof. No supplement, modification or amendment of this Agreement shall be binding upon the Client or Company unless set forth in a written agreement executed by the Client and Company.

IN WITNESS THEREOF, the parties have signed this Agreement as of the date first indicated above.

Metro Waste Authority

Advocacy Strategies, LLC

By: _____
Michael McCoy
Executive Director

By: _____
Threase Harms
President/CEO

Date: _____

Date: _____

**Metro Waste Authority Board
Monthly Board Meeting
July 17, 2024
AGENDA ITEM 11**

ITEM:

Approval of Battery Detection Equipment for Metro Recycling Facility

SUMMARY:

Batteries and dense metal objects discarded in curbside recycling containers are significant hazards to Metro Recycling Facility (MRF). Batteries remain the primary threat for fire, and dense metal objects are the significant driver in facility downtime and equipment wear and tear. X-ray detection coupled with AI provides a solution to detect these threats effectively and efficiently.

DISCUSSION POINTS:

The Visia X-ray detection system powered by AI provides an all-hazards solution to MRF. Hazards, which include batteries, dense metal objects, cylinders, and other prohibitives, are detected and identified for sorters. The sorter can remove the item before it has the potential to cause fire at our facility or damage to our equipment. Traditional AI systems are challenged to see through the burden depth of the recycling stream on conveyor belts. By pairing X-ray detection with AI, burden depth is no longer a challenge.

This solution provides MRF an added layer for protection from fires caused by damaged/defective batteries on the sort floor during sorting operations. This solution also provides for reduction in costs associated with downtime and equipment wear and tear due to prohibited items jamming up equipment, damaging belts, and expediting the need to replace wearable parts.

STAFF RECOMMENDATION:

Staff recommends approval of the Visia X-ray System for detection and identification of facility threats such as batteries, dense metal objects, cylinders, and other prohibited items.

ATTACHMENTS:

- Visia Quotation

BUDGET REQUIREMENTS:

Capital Expenditures for the Visia system total \$245,000. The X-ray unit is \$225,000 and the estimated installation costs for electrical modifications and rigging are \$20,000. Fire Response updates are budgeted at \$250,000 in FY25. All monthly monitoring and annual licensing costs for subsequent years will be budgeted in the respective fiscal year.

CONTACT:

Dan Haag, recycling administrator, 515.333.4430



Visia @ Metro Waste (MRF)

Leveraging Visia to drive inbound visibility at MWA's MRF

The Problem: Inbound Material Is Unpredictable

Status Quo



Limited visibility into
hazards like **batteries**



Minimal traceability
of material to source



**Manual &
labor-intensive** audits

Takeaway

MWA needs visibility into inbound material

The Solution: AI-Powered Inbound Traceability

Capex

SKU	Quoted	Total
Visia X-ray module	\$225,000	\$225,000
Installation ⁽¹⁾	L/S	L/S
Total Capex		\$225,000

Software

SKU	List	Quoted	Total
Platform Fee ⁽²⁾	\$7,500/mo	\$3,500/mo	\$3,500/mo
Hazard Automation ⁽³⁾	\$2,000/mo	\$2,000/mo	\$2,000/mo
AI-Spotting ⁽³⁾	\$1,500/mo	\$0/mo	\$0/mo
Material Traceability ⁽³⁾	\$2,000/mo	\$0/mo	\$0/mo
Platform Fees			\$5,500/mo

(1) Installation quoted separately upon completion of Visia pre-engineering study; Visia would support an eventual move of the X-ray module to MWA's infeed line
 (2) We've applied two discounts to the Visia platform fee – **\$2.5k/mo off** (RGB AI platform trial for AI-Spotting & Material Traceability) & **\$1.5k/mo off** for full inbound visibility
 (3) Discounted for 1-year, pro-bono POC as we look to prove value-add at MWA

Timeline



Support, KPIs, and Transparency

Support

Pre-scheduled preventative maintenance checks, regular on-site support and calls

Hardware support covered by OEM's AMC + BinIt can be on-site within 96h

Monthly site visits to ensure product is integrated smoothly

KPIs

We'd want to build KPI tracking into the system from day zero to quantify impact

1. Hazard removal rate (via manual audits)
2. Composition audits via manual comparisons
3. Hours saved on-site with Visia (via manual KPI tracking)

Transparency

Monthly, **real-time** audits of the system conducted by BinIt on-site

We **come on-site**, run tests on the system's accuracy, and share the results with you

We're Excited To Drive Inbound Visibility at MWA

Please contact raghav@binit.ai with any questions

**Metro Waste Authority Board
Monthly Board Meeting
July 17, 2024
AGENDA ITEM 12**

ITEM:

Approval of Metro Park West Scale House Construction

SUMMARY:

Metro Waste Authority (MWA) plans to build a new scale house at Metro Park West. The building will include a conference room/meeting space, two bathrooms, one office and scale management space. Utilities (septic, electrical, water) will also be expanded to serve the new scale house building. HDR was selected to provide facility design and bid assistance. The opinion of probable construction cost (OPCC) given by HDR was \$989,495.

Two bids were received and opened on July 8, 2024. HDR and MWA have evaluated the bids and found both were responsive and the contractors are qualified to perform the work. Both bids also acknowledged receipt of the two issued addendums.

DISCUSSION POINTS:

The restrictive construction timeline for the scale house construction likely influenced the low number of bids. The largest variations between the two bids occurred in Item 101 (mobilization, demobilization, and all other work) and Item 102 (construct scale house).

MWA received the following total bids:

- Hansen Companies \$1,227,750.00
- Henkel Construction \$1,166,242.60

The bid prices noted above include alternate items and an allowance of 5% of the total base bid price. For the low bid, Henkel, the allowance is in the amount of \$51,630.60. The allowance is intended for use in small changes or improvements, if they come up during the construction process. The allowance is typically largely unused. The remaining allowance funds are deducted from the total contractor's construction price at the end of the project, lowering the total construction cost.

STAFF RECOMMENDATION:

Staff recommends approval to award the bid to Henkel Construction inclusive of all base plus alternate bid items in the amount of \$1,166,242.60.

ATTACHMENTS:

- Bid Evaluation Letter and Bid Tabulation
- Site Map showing the project work area

Budget Requirements:

The Capital Expenditure budget includes \$775,000 for the project. Additional dollars are available from past project allocations that were unused.

CONTACT:

Andrew Phillips, environmental operations manager, 515.250.5411



July 9, 2024

Mr. Andrew Phillips
Environmental Operations Manager
Metro Waste Authority
12181 NE University Ave.
Mitchellville, IA 50169

RE: Bid Review and Evaluation
MWA Project P-66 – MPW Scalehouse Construction

Dear Mr. Phillips:

At Metro Waste Authority's (MWA's) request, HDR Engineering, Inc. (HDR) has completed a technical review and evaluation of the Bid Forms and supplemental information for the MWA P-66 – Metro Park West (MPW) Scalehouse Construction project (project), which were furnished to HDR on July 8, 2024. There were two bids received, with total base bid prices ranging from \$1,084,242.60 to \$1,149,750.00. The engineer's opinion of probable construction cost (OPCC) on the base bid was \$989,495 which is approximately 17.13% percent lower (\$94,747.60) than the low base bid. The lowest total bid was submitted by Henkel Construction Company (Henkel).

HDR has reviewed the price calculations and summaries on the Bid Forms from all Bidders and found no irregularities, but one error. Total Base Bid Price for Bid Items 101 through 107: Total base bid price should be the summation of items 101 through 107. Henkel reported a total base bid price of \$1,083,742.60, which was \$500 less than the accurate summation of items 101 through 107 (1,084,242.60) for their bid. Bid item pricing submitted by Henkel was evaluated against industry pricing on previous projects of similar scope and size and against the OPCC. Itemized prices and total base bid prices were found to be reasonable based on the overall nature and schedule of the project.

The firms submitting bids included firms who HDR would typically expect to bid on a scalehouse construction project in this regional geography and the number of bids received is a reasonable indication of a competitive bidding environment given the restrictive construction timeline. Each bidder acknowledged the receipt of the two issued addendums.

For the apparent low bidder, HDR also reviewed the Bidder Status Form and Authorization to Transact Business Worksheet, provided by Henkel on July 8, 2024. During this review, no significant irregularities or errors were identified and HDR considers the Bidder Status Form submitted by Henkel to be satisfactory. HDR reviewed the Bid Bonds submitted by each of the two bidders. Each Bid Bond included a Bid Security of five (5) percent of the maximum Bid price; therefore, the Bid Bond portion of each bid was found to be satisfactory.

Henkel has previously performed construction work for industrial agencies throughout the State of Iowa with construction of processing facilities along with corporate offices. Additionally, Henkel has been located

hdrinc.com

300 E Locust Street Suite 210 Des Moines, IA 50309-1823
(515) 280-4940



in Mason City, IA since 1987. In reviewing Henkel's bid, HDR has concluded that has the experience and ability to provide the required services (e.g., is a responsible bidder).

Despite the minor addition error in their bid, HDR has concluded that Henkel is the lowest, responsive, responsible bidder for MWA's P-66 – Scalehouse Construction project based upon the above technical evaluations and the attached Bid Tabulation,

Please do not hesitate to contact me at (402) 392-6980 if you require additional clarification or information.

Sincerely,
HDR Engineering, Inc.

A handwritten signature in black ink that reads "Katie Kinley". The signature is fluid and cursive, with the first name "Katie" and last name "Kinley" clearly distinguishable.

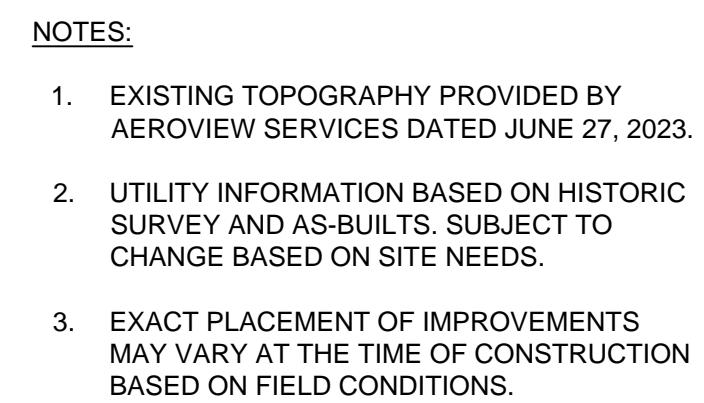
Katie Kinley, P.E.
Project Manager

Attachments: Bid Tabulation

METRO PARK WEST - SCALEHOUSE CONSTRUCTION

BID TABULATION 7.8.24

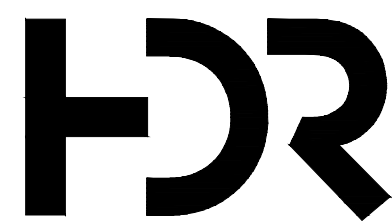
				Hansen Companies		Henkel	
Item No.	Description	Estimated Quantity	Unit	Bid Unit Price	Bid Price	Bid Unit Price	Bid Price
101	Mobilization, demobilization, and all work not included in Bid Item Nos. 102 through 106	1	LS	\$ 221,500.00	\$ 221,500.00	\$ 95,230.00	\$ 95,230.00
102	Construct Scalehouse	1	LS	\$ 763,500.00	\$ 763,500.00	\$ 804,382.00	\$ 804,382.00
103	Construct Septic Field	2,500	SF	\$ 12.00	\$ 30,000.00	\$ 12.00	\$ 30,000.00
104	Construct Surfacing at Scalehouse	20,000	SF	\$ 2.50	\$ 50,000.00	\$ 2.90	\$ 58,000.00
105	Remove and Replace Unsuitable Soils	1,000	CY	\$ 10.00	\$ 10,000.00	\$ 12.00	\$ 12,000.00
106	Seeding Disturbed Areas (Install Owner supplied amended topsoil. Install Seed, Fertilize, and Mulch)	2	AC	\$ 10,000.00	\$ 20,000.00	\$ 16,500.00	\$ 33,000.00
107	Allowance (5% of Total Combined Price of Bid Items 101 – 106)	1	LS	\$ 54,750.00	\$ 54,750.00	\$ 51,630.60	\$ 51,630.60
A108	Solar Panels – 18-kW	1	LS	\$ 45,000.00	\$ 45,000.00	\$ 46,000.00	\$ 46,000.00
A109	Power wall – 13.5-kWh	1	LS	\$ 33,000.00	\$ 33,000.00	\$ 36,000.00	\$ 36,000.00
Total Items 101 - 107					\$ 1,149,750.00		\$ 1,083,742.60
<i>Calculated Total Items 101 - 107</i>					\$ 1,149,750.00		\$ 1,084,242.60
Total Items 101 - 109					\$ 1,227,750.00		\$ 1,165,742.60
<i>Calculated Total Items 101 - 109</i>					\$ 1,227,750.00		\$ 1,166,242.60
Addenda 1-2 Acknowledged					YES		YES
Bond Received					YES		YES



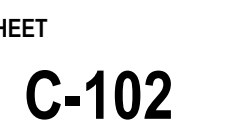
Metro Waste Authority
METRO PARK WEST
SCALEHOUSE DESIGN

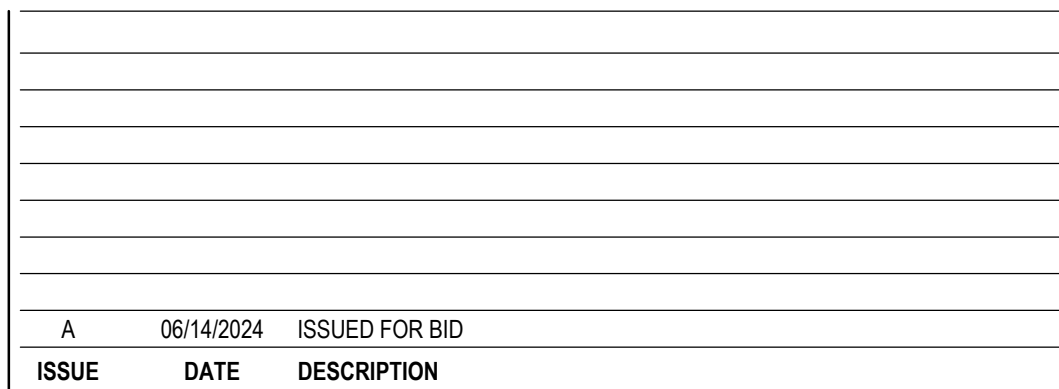
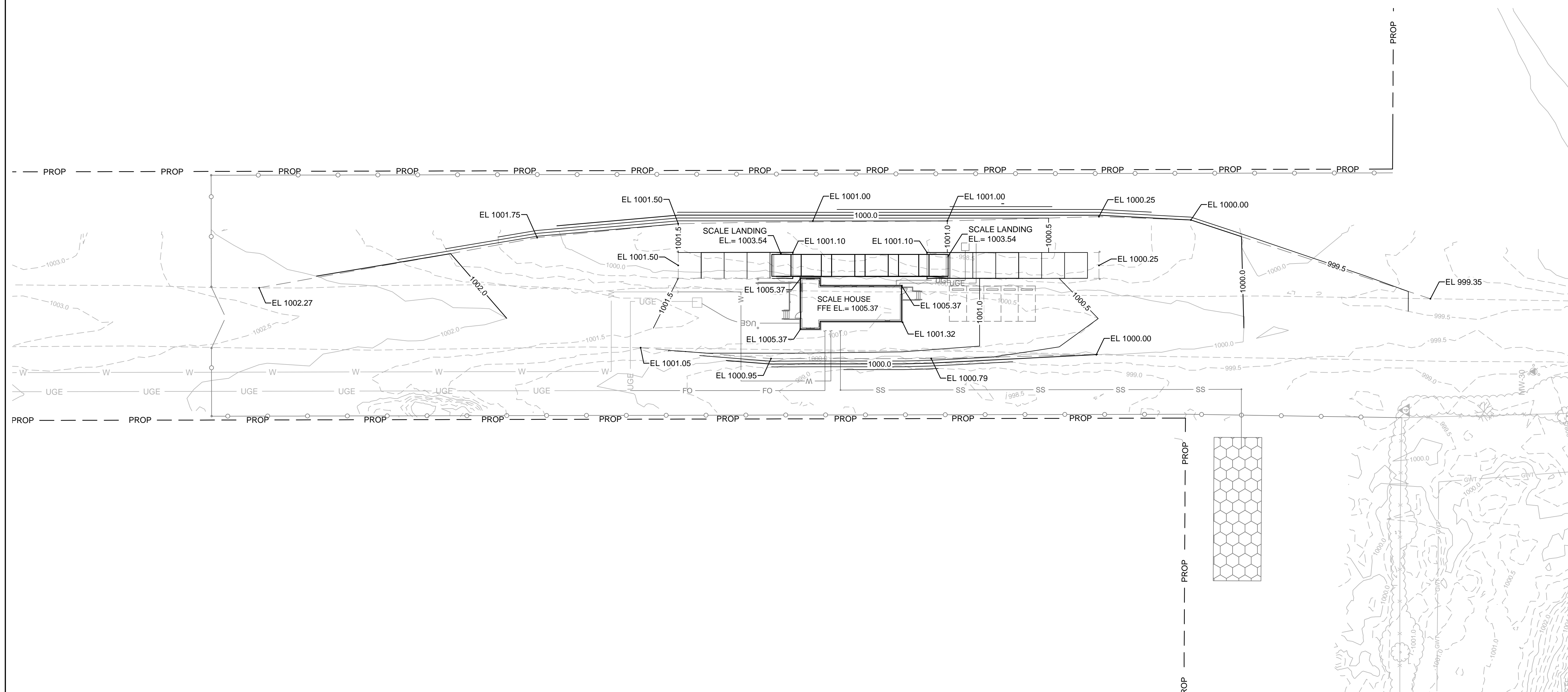
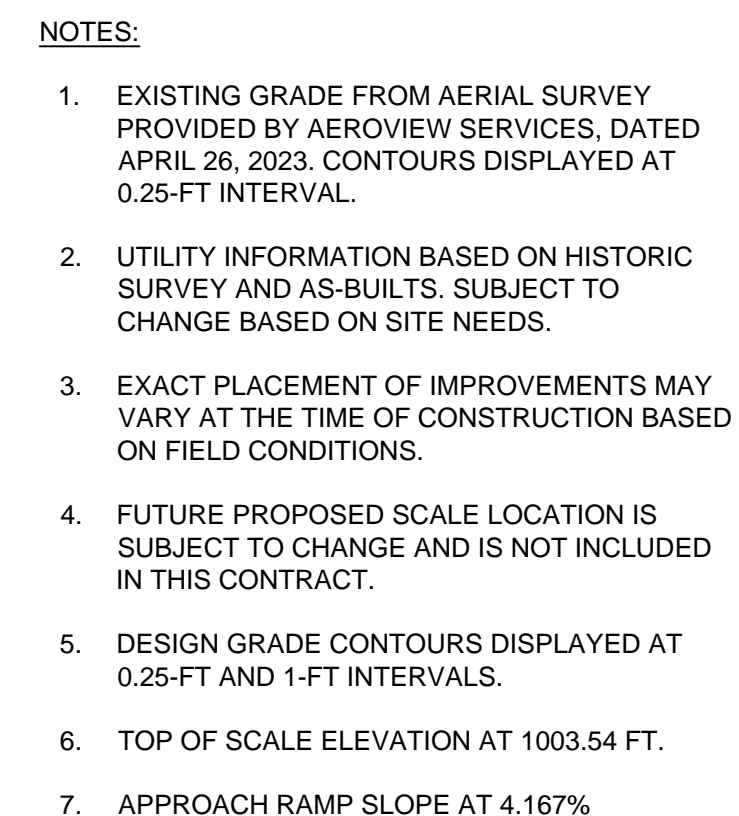
SHEET

C-101



PROJECT MANAGER	KATIE KINLEY
ARCHITECT	RANDALL MILBRATH
CIVIL ENGINEER	KATIE KINLEY
STRUCTURAL ENGINEER	CALEB ALLERHEILIGEN
ELECTRICAL ENGINEER	KEVIN VANDER KOLK
FIRE PROTECTION ENGINEER	ZACH SACHSENMAIER
MECHANICAL ENGINEER	JEFF LEWIS
PROJECT NUMBER	10386668

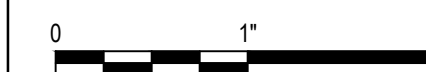




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SCALEHOUSE PLAZA GRADING PLAN



FILENAME	C-103.dwg
SCALE	1" = 30'

SHEET

C-103