



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

## MEMORANDUM

**DATE:** January 15, 2021

**TO:** MWA Board Members

**CC:** MWA Staff

**FROM:** Michael McCoy, Executive Director

**RE:** Wednesday, January 20, 2021, Board Meeting

.....  
This month's board meeting is scheduled for Wednesday, January 20, 2021, 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 323.6519 (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:

### **Regular Agenda Items for Approval**

8. Resolution 01-21-04 – Approval of P-61, Cold Storage Building 1 Retrofit Completion at Metro Park East Landfill – Action Item  
Approval of the Final Application for Payment will finalize the P-61 Cold Storage Building 1 Retrofit Completion project. The project was completed under budget and under the original contract value of \$827,300.00. With the \$43,927.00 deduction to the original contract, by Change Order No. 1, the total overall project cost, after the final payment is made, will be \$783,373.00. The P-61 project met the substantial completion deadline of October 30, 2020, and the building was placed back into full use by Metro Waste Authority. Staff recommends approval.



**Board of Directors  
2021 Calendar Year**

**Mark Holm  
Chair**

**Ron Pogge  
Vice-Chair**

Dean O'Connor  
Altoona

Mark Holm  
Ankeny

Wes Enos  
Bondurant

John Edwards  
Clive

Joe Gatto  
Des Moines

Steve Allen  
Elkhart

David Gisch  
Grimes

Tom Cope  
Johnston

Bill Roberts  
Mitchellville

Ed Kuhl  
Norwalk

Dean Cooper  
Pleasant Hill

Rob Sarchet  
Polk City

Tom Hockensmith  
Polk County

Gerald Lane  
Runnells

Ron Pogge  
Urbandale

Steve Gaer  
West Des Moines

Susan Skeries  
Windsor Heights

**Michael McCoy  
Executive Director**

**Metro Waste Authority  
Board Meeting  
January 20, 2021**

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

**Members of the public wishing to attend this meeting in person may do so at the MWA Central Office, where seats will be arranged to allow for social distancing. Masks will be available and are mandatory for public guests. Additional CDC recommendations will be implemented.**

**Agenda**

1. Call to Order, Roll Call
2. Resolution 01-21-01 - Approval of MWA Board of Director Officers for Calendar Year 2021 – Action Item
3. Approval of Regular Agenda
4. Public Forum

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**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 7
5. Consideration of Minutes December 16, 2020, Metro Waste Authority Board Meeting – Action for Approval
6. Resolution 01-21-02 – Consideration of November 2020, Financial Statements –Action to Receive and File
7. Resolution 01-21-03 – Consideration of December 2020, Monthly Expenditures – Action for Approval

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**END CONSENT AGENDA**

Regular Agenda Items for Approval – Item 8

8. Resolution 01-21-04 – Approval of P-61, Cold Storage Building 1 Retrofit Completion at Metro Park East Landfill – Action Item
9. Director's Report
10. Chair's Report
11. General Board Discussion and Other Business

12. Closed Session Meeting as provided in Iowa Code 21.5.1.j. To discuss the purchase or sale of particular real estate only where premature disclosure could be reasonably expected to increase the price the governmental body would have to pay for that property or reduce the price the governmental body would receive for that property. The minutes and the audio recording of a session closed under this paragraph shall be available for public examination when the transaction discussed is completed.

13. Correspondence

14. Adjournment

**February Executive/Finance Meeting:** February 3, 2021, MWA Central Office, 300 E. Locust Street, Ste 100, Des Moines, Iowa 50309, 12:00 pm.

**February Board Meeting:** February 17, 2021, MWA Central Office, 300 E. Locust Street, Ste. 100, Des Moines, Iowa 50309, 5:45 pm.



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

## December 16, 2020 Unofficial Metro Waste Authority Board Meeting Minutes

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1. Call to Order

The meeting was held at Metro Waste Authority's Central Office. Mark Holm, chair, called the December 16, 2020, 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; Mark Holm, Ankeny, In Person; John Edwards, Clive, Virtual; Joe Gatto, Des Moines, Virtual; David Gisch, Grimes, Virtual; Rhonda Martin, Johnston, Virtual; Bill Roberts, Mitchellville, Virtual; Ed Kuhl, Norwalk, Virtual; Dean Cooper, Pleasant Hill, Virtual; Rob Sarchet, Polk City, Virtual; Tom Hockensmith, Polk County, Virtual; Ron Pogge, Urbandale, In Person; Bret Hodne, West Des Moines, Virtual

2. Approval of Regular Agenda

Moved by Clive, seconded by Altoona, to approve the December 16, 2020, board meeting agenda as presented. Motion carried unanimously by voice vote.

3. Public Forum

There were no requests to address the Board

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### **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 7

Moved by Clive, seconded by West Des Moines, to approve the Consent Agenda, items 4 through 7. Motion carried unanimously by voice vote.

5. Consideration of Minutes of November 18, 2020, Metro Waste Authority Board Meeting – Action for Approval

6. Resolution 12-20-01 – Consideration of October 2020, Financial Statement – Action to Receive and File

7. Resolution 12-20-02 – Consideration of November 2020, Monthly Expenditures –Action for Approval

### **END CONSENT AGENDA**

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Regular Agenda Items for Approval – Items 8 through 10

8. Resolution 12-20-03 – Approval of P-60 Cold Storage Building 4 Improvements Project Completion at Metro Park East Landfill – Action Item  
Moved by Des Moines, seconded by Clive, to approve Resolution 12-20-03. Motion carried unanimously by voice vote.

Judi Mendenhall, director of recycling and diversion, reported improvements of Building 4 included an additional three bays for truck storage at Metro Park East Landfill. Additionally, the water truck and trailers are able to park inside, rather than outside. The project is under budget, under the original contract value, and met the substantial completion deadline of October 15.

9. Resolution 12-20-05 – Approval of Metro Waste Authority Fiscal Year 2021-2022 Strategic Plan – Action Item  
Moved by Clive, seconded by West Des Moines, to approve Resolution 12-20-05. Motion carried unanimously by voice vote.

Irlbeck reported the FY 2020-2021 strategic plan included major objectives over the course of two years. In the last year, 10 projects were completed despite the Derecho and ongoing COVID-19 pandemic. For FY 2021-2022, MWA staff are focusing on three main objects: Metro Park East Landfill's Master Plan, the Material Recovery Facility, and the feasibility study for a new transfer station.

10. Resolution 12-20-04 – Approval of Metro Waste Authority Fiscal Year 2021-2022 Budget – Action Item  
Moved by Altoona, seconded by Des Moines, to approve Resolution 12-20-04. Motion carried unanimously by voice vote.

Michael McCoy, executive director, reported late Friday afternoon Waste Management notified Metro Waste Authority (MWA) of a significant increase to the cost for yard waste collection. MWA understands the difficulties of collection and is working diligently with haulers to determine best practices.

Board members raised concern of how this would affect MWA and residents. McCoy highlighted options considered. Consensus of the board would be for staff to further assess each option and determine best path forward with the program.

Leslie Irlbeck, deputy director, reported an increase to the cost of MWA Compost It! bags and stickers will be applied to the 2021 season. An increase has not been applied for more than five years.

McCoy reported trending increases in tonnage over the last seven years.  
Joel Etienne, finance administrator, reported an overview of the proposed budget.

11. Director's Report  
McCoy reported Styrofoam recycling is not recommended as part of single stream, as it is lightweight and costly to transport. MWA will continue to assess opportunities.

McCoy reviewed the agency's key priorities for the board, indicating completed objectives are marked with a check. Appliance Demanufacturing opened December 1, 2020. Since inception, 200 appliances have been demanufactured. The agency was recently awarded a \$25,000 EMS grant to purchase a fork lift for improved efficiencies with the program.

McCoy reported an update to pending litigation, which has been delayed due to the pandemic. The agency and council will continue working closely with ICAP toward a resolution.

McCoy reported the 2021 board meeting calendar has been set, with no changes to the current meeting schedule.

McCoy reported the MRF is on schedule. An aerial picture will be sent to board.

The January executive finance meeting will be held at Central Office (300 E. Locust Street, Ste. 100, Des Moines, Iowa) on Wednesday, January 6, 2021, at 12:00 pm.

The January board meeting will be held at Central Office (300 E. Locust Street, Ste. 100, Des Moines, Iowa) on Wednesday, January 20, 2021, at 5:45 pm.

12. Chair's Report

13. General Board Discussion and Other Business  
No report.

14. Correspondence  
Metro Park West Landfill received a handwritten letter expressing a customer's appreciation for the mask and popcorn provided during Customer Appreciation day at the landfill.

15. Adjournment  
Meeting adjourned at 7:02 pm.

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Michael McCoy, Executive Director

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Mark E. Holm, Chair



**Central Office**  
 300 E. Locust Street, Suite 100  
 Des Moines, IA 50309  
 515.244.0021

# MEMORANDUM

**DATE:** January 15, 2021

**TO:** Michael McCoy, Executive Director

**FROM:** Joel Etienne, Finance Administrator

**SUBJECT:** November 2020 Financial Statements

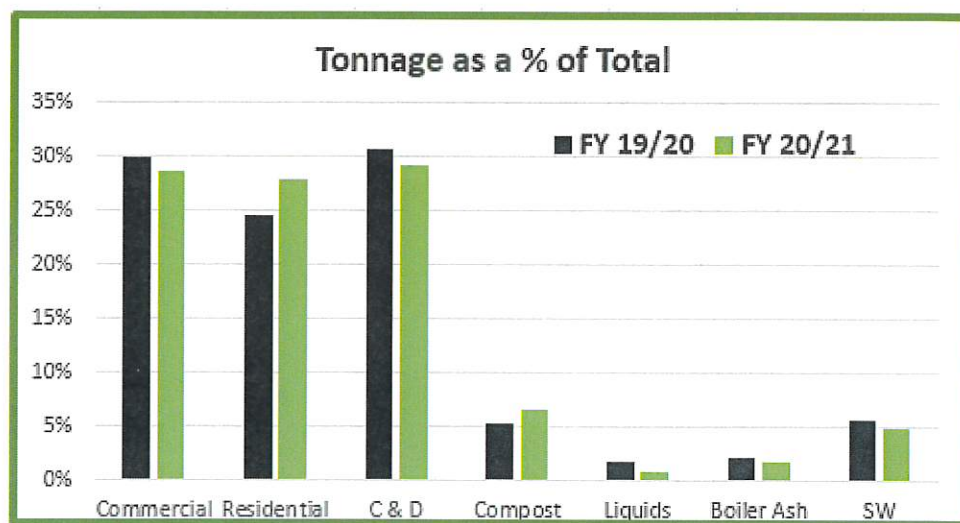
For the month ending November 30, 2020, Metro Waste Authority is showing a YTD net income of \$4,169,256 versus a budget of \$2,233,129. YTD operating revenues are 15% over budget while YTD operating expenses are 3% over budget.

	YTD Actual	YTD Budget	\$ Variance	% Variance
Revenue	\$22,649,450	\$19,698,373	\$2,951,077	15%
Operating Expenses	(18,268,749)	(17,811,314)	(\$457,435)	3%
Income (Loss) from Operations	4,380,701	1,887,059	2,493,642	132%
Non-Operating Income & Expenses	(211,442)	346,070	(\$557,512)	(161%)
Net Income	4,169,259	2,233,129	1,936,130	87%

	MTD Actual	MTD Budget	MTD \$ Variance	MTD % Variance
<b>Revenue:</b>				
Tipping Fees	\$2,354,603	\$814,377	\$1,540,226	189%
Curb It Recycling	\$338,625	\$315,302	\$23,323	7%
Contract Management	\$632,296	\$291,188	\$341,108	117%
Yard Waste Bag	\$312,812	\$217,406	\$95,406	44%
Compost Sales	\$16,438	\$18,304	(\$1,866)	(10%)
Sale of Recycled Materials	\$4,329	\$7,995	(\$3,666)	(46%)
<b>Expenses:</b>				
Personnel	\$648,230	\$692,291	(\$44,062)	(6%)
Operating	\$3,000,921	\$2,991,677	\$9,244	0%
General and Administrative	\$169,095	\$224,619	(\$55,524)	(25%)

### Tonnage

	Tonnage							
	COMM	RES	C & D	COMPOST	LIQUIDS	BOILER ASH	SW	TOTAL
NOV 2019	21,107	17,959	17,089	5,584	1,283	1,333	2,308	66,662
NOV 2020	20,811	20,062	20,310	6,235	971	1,289	2,364	72,042
\$ Difference	(295)	2,103	3,221	650	(311)	(44)	56	5,379
% Difference	-1%	12%	19%	12%	-24%	-3%	2%	8%



The MWA Executive Director and the Director of Finance certify that the MWA November 2020 Statement of Financials as presented are materially accurate. All revenues have been properly recorded and all expenditures are properly due and have been made in accordance with established policies of MWA.

Michael McCoy, Executive Director

Joel Etienne, Finance Administrator

**METRO WASTE AUTHORITY  
BILLS PAID IN DECEMBER 2020**

<b>Vendor</b>	<b>Services Provided</b>	<b>Amount</b>
A TECH	Security	380.70
ABC WIRE	Small tools/supplies	475.00
ABM PARKING	Parking	6,000.00
ABSOLUTE SOLUTIONS	Metro east exterior slab	43,500.00
ACCESS SYSTEMS	Office printing	332.50
ACCURATE COMMERCIAL	Cold storage building	120,282.03
ALL FORMS	Office supplies	137.41
ALLENDER BUTZKE	Engineering fees	6,402.64
ALTOONA AREA CHAMBER OF COMMER	Dues/subscriptions	480.00
AMERICAN SECURITY	Security	499.84
ANKENY CHAMBER OF COMMERCE	Public promotion/information	370.00
ANKENY SANITATION	Waste/drop off/contract expense	152,832.63
ARAMARK	Rags/mats/supplies	1,019.27
ARSENAULT	Computer supplies/maintenance/fees	3,279.00
ASPEN WASTE	Curbside/drop off/waste collection	4,530.47
A-TEC	Contract disposal	4,277.20
ATLANTIC BOTTLING	Office supplies	43.20
AUREON	Telephone expense	8,607.15
BLUE TARP	Parts/small tools/supplies	654.29
BONDURANT AREA CHAMBER OF COMMERCE	Dues/subscriptions	225.00
BOOT BARN	Health/safety	1,621.89
BRICK GENTRY	Legal fees	466.00
BROWN SUPPLY	Leachate collection	1,086.92
BUSINESS PUBLICATIONS	Dues/subscriptions	74.95
CAMP TOWNSHIP FIRE DEPT	Host fees	3,022.79
CAPITAL CITY EQUIPMENT	Equipment/parts/labor	21.48
CENTRAL UNITED	Life insurance	274.49
CERTIFIED POWER	Parts/labor	2,011.22
CHAMPLIN TIRE RECYCLING	Tire processing	4,385.55
CITY GARDENS	Site maintenance	4,538.00
CITY OF BONDURANT	Utilities	105.86
CITY OF DES MOINES	Lease/leachate processing	3,981.95
CITY OF GRIMES	Utilities	569.14
CL SMITH	Contract disposal	8,108.89
CLEAN HARBORS ENVIRONMENTAL SERVICE	Contract disposal	21,340.84
CLIVE CHAMBER OF COMMERCE	Dues/subscriptions	375.00
COMMONWEALTH ELECTRIC	Site maintenance	5,651.21
COMMUNICATION INNOVATORS	Computer supplies/maintenance/fees	1,090.00
CONSTRUCTION & AGGREGATE PRODUCTS	Leachate maintenance/collection	1,452.42
CPI	Phone system	375.00
CRYSTAL CLEAR	Office supplies	179.25
DARYLE J BENNETT II	Building services	300.00
DES MOINES MOBILE WASH	Preventive maintenance	987.00
DES MOINES REGISTER	Advertising	230.81
DES MOINES SOLID WASTE	Yard waste collection	29,238.87
DES MOINES WATER WORKS	Utilities	787.51
DIAM PEST	Pest control	262.00
ECOSOURCE	Well maintenance	1,700.00
ELECTRONIC ENGINEERING	Parts	2,960.99
ELITE GLASS	Glass tops for bookcases	101.65
EMSL	Asbestos testing	512.00
EPG COMPANIES	Leachate collection	205.28
ETC GRAPHICS	Signage	2,489.00
EXPRESS LAUNDRY	Floor mats	187.50

EXPRESS TARP	Litter control	1,390.00
FERRELLGAS	Utilities/equipment fuel	2,717.80
FIRST CHOICE	Office supplies	271.50
FLYNN WRIGHT	Public information/promotion	20,658.00
FREIGHTLINER	Parts	428.76
GHD	Professional fees	4,650.73
GRAINGER	Parts/small tools/supplies	599.75
GREENFIELD CONTRACTORS	Building repairs	4,942.72
GREGORY CONTAINER	Recycling containers	10,760.00
GRP	Contract disposal	682.00
HANIFEN	Parts/labor	500.00
HARRISON COUNTY LANDFILL COMMISSION	Health/safety	306.72
HDR	Engineering services	6,805.49
HEALTHCARE MARKETING MAKEOVERS	Public information/promotion	350.00
HEAVY HIGHWAY FRINGE BENEFIT	Medical insurance	690.00
HIBU	Public information/promotion	5,028.00
HILLTOP TIRE	Equipment maintenance	390.80
HIRE QUALITY SOLUTIONS	Temporary labor	2,117.20
HOTSY	Parts/labor	360.43
HOUSBY HEAVY EQUIPMENT	Parts/labor/preventive maintenance	34,738.31
HOUSBY MACK	Parts/labor/preventive maintenance	2,966.76
HUPP TOYOTALIFT	Equipment maintenance	238.34
HY-VEE	Supplies/meetings	968.38
IMWCA	WC insurance	15,495.00
INLAND TRUCK PARTS	Parts/labor/preventive maintenance	88.37
INTEGRITY PRINTING	Employee rewards programs	2,445.00
IOWA DEPT OF NATURAL RESOURCES	DNR Quarterly Tonnage Fees	422,073.36
IOWA FIRE EQUIPMENT	Fire alarm/inspection	420.00
IOWA LABORERS' DISTRICT COUNCIL	Medical insurance	32,945.76
IOWA LABORERS' EDUCATION	Health/safety	831.92
IOWA METHODIST	DOT px/workers' comp	712.80
IOWA PUMP	Leachate collection	4,507.17
IOWA TRUCK & TRAILER	Equipment maintenance	584.15
IPERS	Employer's share of IPERS	43,718.18
J A KING	Site maintenance/parts	28,207.50
JACQUELINE WILL	Mileage/expenses	46.58
JETCO	Leachate maintenance/collection	370.40
JOHNSTON CHAMBER OF COMMERCE	Dues/subscriptions	475.00
KABEL BUSINESS SERVICES	Employee benefit expense	3,047.14
KABEL BUSINESS SERVICES	Service fees	67.10
KAL	Yard waste collection	3,189.92
KEYSTONE CONSTRUCTION	Building services	115,324.00
KINUM	Bad debt expense	138.40
KOCH BROTHERS	Office supplies	2,011.27
LABSOURCE	Health/safety	862.62
LARRY'S WINDOW	Building services	220.00
LINK HYDRAULIC	Parts	624.28
LUBE-TECH	Equipment fuel	1,820.39
MAILFINANCE	Mailing expense	3,809.82
MANAGEMENT PROFESSIONALS	Property management fee/site maintenance	1,324.12
MARTIN MARIETTA	Site maintenance	7,726.46
MASTERMAN'S	Health/safety	336.85
MCMASTER-CARR	Leachate maintenance/collection	21.45
MENARDS	Supplies	155.53
MHC KENWORTH	Parts/labor/preventive maintenance	1,574.41
MIDAMERICA RECYCLING	Curbside processing expense	38,482.82
MIDAMERICAN ENERGY	Utilities	11,182.96
MIDLAND POWER	Utilities	1,129.99
MIDWEST ALARM	Alarm/detection monitoring	399.96

MIDWEST AUTO FIRE SPRINKLER	Building repairs	1,566.40
MIDWEST WHEEL	Parts	192.53
MMC CONTRACTORS	Bldg repairs/site maintenance	1,990.11
MOTOR PARTS	Parts/small tools/supplies	45.53
NATIONWIDE OFFICE CLEANERS	Janitorial services	1,234.90
NEWPORT GROUP	Consulting fees	670.00
NTT CLOUD	Telephone expense	7.95
ONE SOURCE	Background checks	34.30
O'REILLY	Parts/small tools/supplies	1,828.57
OTIS	Elevator inspection	110.00
PER MAR	Security	137.50
PETERBILT	Parts/labor/preventive maintenance	6,931.39
PETERSON CONTRACTORS	Contracted fly ash hauler	14,985.90
PLEASANT HILL CHAMBER OF COMMERCE	Dues/subscriptions	620.00
POLK CITY CHAMBER OF COMMERCE	Dues/subscriptions	185.00
POMP'S TIRE	Tire/track repairs	14,028.88
PORTER DO-IT BEST	Supplies	225.00
PRAXAIR	Welding supplies	348.58
PROSPERITY JANITORIAL	Janitorial services	2,681.67
PURCELL PRINTING	Printing	2,188.49
QUICK OIL	Equipment fuel	57,730.49
RED WING SHOE	Health/safety	542.75
REHRIG	Curbside cart expense/repair	70,732.40
RELIANCE STANDARD	Insurance premium	3,377.28
REPUBLIC SERVICES	Leachate processing	1,700.00
ROAD MACHINERY	Parts/preventive maintenance	515.63
ROBERT HARDING	Tool allowance	100.00
ROLL-OFFS	White goods	100.00
RSM US	Consulting/professional service/dues	18,543.40
RSM US PRODUCT	Computer supplies/maintenance/fees	8,752.56
SCOTT'S AUTO GLASS	Parts/labor	715.00
SCS FIELD SERVICES	Engineering services	18,773.89
SENECA	Leachate collection	5,078.84
SHERWIN-WILLIAMS	Contract disposal	678.00
SINK PAPER	Yard bag storage/distribution	9,317.62
SOCIAL SECURITY ADMINISTRATION	Employer's share of FICA	52,649.59
SOIL CONTROL LAB	Environmental monitoring	349.00
SOUTHEAST POLK COMM SCHOOL	Host fees	6,045.59
SOUTHEAST POLK HIGH SCHOOL	Public information/promotion	118.27
SPINUTECH	Website/social media	22,939.50
STEW HANSEN	Vehicle/maintenance	1,955.92
SUSAN NIELSEN	Mileage/expenses	24.15
SWANA	Dues/subscription/fee	223.00
TARPOMATIC	Cover material	255.01
TESTAMERICA	Environmental monitoring	3,574.85
TIFCO	Parts/small tools/supplies	866.24
TITAN	Parts	490.50
TRANE	Inspection	937.30
TREASURER STATE OF IOWA	Sales tax	7,784.00
TRUENORTH	Dues/subscription/fee	2,500.00
URBAN DALE CHAMBER OF COMMERCE	Dues/subscriptions	464.00
URBAN DALE PUBLIC WORKS	Yard waste collection	91,893.60
VALLEY ENVIRONMENTAL	Contract disposal	402.00
VAN WALL	Parts/labor/preventive maintenance	1,407.38
VANTAGEPOINT TRANSFER AGENTS	Employer's share deferred compensation	25,600.99
VERIZON	Computer supplies/maintenance/fees	2,642.65
WASTE MANAGEMENT	Curbside/drop off/waste collection	840257.2
WASTE SOLUTIONS	Building services	1,472.00
WELLS FARGO	Small tools/supplies	16.00

WEST BANK	Credit card payment for misc office and travel expense:	8,213.58
WEST BANK	Service fees	466.28
WEST DES MOINES CHAMBER OF COMMERCE	Dues/subscriptions	500.00
WIGES	Site maintenance	135.00
WILLIAMSON'S REPAIR	Equipment maintenance	338.55
WINDSOR HEIGHTS CHAMBER OF COMMERCE	Dues/subscription/fee	295.00
WOODRUFF CONSTRUCTION	Cold storage building	223,159.75
WRIGHT OUTDOOR	Building services	549.00
XENIA	Utilities	65.20
ZIEGLER	Part/labor/preventive maintenance/subscription	46,813.61
Grand Total		<b>2,896,031.43</b>

The MWA Executive Director and the Director of Finance 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



Joel Etienne, Finance Administrator

**Metro Waste Authority Board**

**Monthly Board Meeting**

**January 20, 2021**

**AGENDA ITEM 8**

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**ITEM:**

Approval of Final Completion and Closeout of Project P-61, Cold Storage Building 1 Retrofit at Metro Waste Authority East Landfill.

**SUMMARY:**

Approval of the Final Application for Payment will finalize the P-61 Cold Storage Building 1 Retrofit project. It includes each of the change proposal requests associated with substantial completion. Change Order No. 1 includes an overall deduct to the original contract value of \$43,927.00.

**DISCUSSION POINTS:**

P-61: Under budget and under the original contract value of \$827,300.00.

- Revised Contract Price with approval of Change Order No. 1: \$783,373.00. Deductions/Decrease of \$43,927.00.
- The P-61 project met the substantial completion deadline of October 30, 2020, and the building was placed back into full use by MWA.
- The project included a \$75,210.00 allowance to account for any unforeseen design conditions resulting from the original building design and construction to the building design and construction of P-61. A total of \$31,283.00 of the allowance was used to remove existing concrete, accommodate adjustments to existing utilities, and provide additional bollards & snowguards. The rest of the remaining allowance amount was deducted from the overall contract price.
- Approval of the Final Application for Payment will release the owed retainage amount of \$39,168.65 within the Final Application for Payment.

**STAFF RECOMMENDATION:**

Staff recommends the approval of the P-61 Final Application for Payment and the release of the associated retainage amount of \$39,168.65 tied to the Final Application for Payment.

**BUDGET REQUIREMENTS:**

The original contract amount for the P-61 Cold Storage Building 1 Retrofit project was \$827,300.00. MWA budgeted \$843,000.00. With the \$45,037.00 deduction to the original contract by Change Order No.1, the total overall project cost after the final payment is made will be \$783,373.00 and under budget by \$59,627.00.

**ATTACHMENTS:**

Attached is Final Application for Payment (payment application #6) to finalize the P-61 Cold Storage Building 1 Retrofit project. It includes Change Order #1. The Final Application for Payment includes an overall deduct to the original contract value of \$43,927.00. Formation Group, the consulting firm, recommends approval of the Final Application for Payment based on the work performed.

**CONTACT:**

Judi Mendenhall, Director of Recycling and Diversion, 515.710.8671



## Contractor's Application for Payment No. 5

ENGINEERS JOINT CONTRACT DOCUMENTS COMMITTEE		Application Period: November 2020 + December 2020	Application Date: 12/28/2020
To Metro West Authority (Owner):		From (Contractor): Woodruff Construction	Via (CM): Formation Group
Project: Cold Storage Building 1 - Retrofit		Contract: Cold Storage Building 1 - Retrofit	
Owner's Contract No.: N/A		Contractor's Project No.: 20-062	Engineer's Project No.: N/A

### Application For Payment

#### Change Order Summary

Approved Change Orders			1. ORIGINAL CONTRACT PRICE.....	\$ 827,300.00
Number	Additions	Deductions	2. Net change by Change Orders.....	\$ -43,927.00
1		\$43,927.00	3. Current Contract Price (Line 1 ± 2).....	\$ 783,373.00
			4. TOTAL COMPLETED AND STORED TO DATE	
			(Column F total on Progress Estimates).....	\$ 783,373.00
			5. RETAINAGE:	
			a. 5% X \$783,373.00 Work Completed.....	\$ 39,168.65
			b. 5% X Stored Material.....	\$
			c. Total Retainage (Line 5.a + Line 5.b).....	\$ 39,168.65
			6. AMOUNT ELIGIBLE TO DATE (Line 4 - Line 5.c).....	\$ 744,204.35
			7. LESS PREVIOUS PAYMENTS (Line 6 from prior Application).....	\$ 734,599.85
			8. AMOUNT DUE THIS APPLICATION.....	\$ 9,604.50
			9. BALANCE TO FINISH, PLUS RETAINAGE	
			(Column G total on Progress Estimates + Line 5.c above).....	\$ 39,168.65
TOTALS		\$43,927.00		
NET CHANGE BY CHANGE ORDERS	-\$43,927.00			

#### Contractor's Certification

The undersigned Contractor certifies, to the best of its knowledge, the following:

(1) All previous progress payments received from Owner on account of Work done under the Contract have been applied on account to discharge Contractor's legitimate obligations incurred in connection with the Work covered by prior Applications for Payment;

(2) Title to all Work, materials and equipment incorporated in said Work, or otherwise listed in or covered by this Application for Payment, will pass to Owner at time of payment free and clear of all Liens, security interests, and encumbrances (except such as are covered by a bond acceptable to Owner indemnifying Owner against any such Liens, security interest, or encumbrances); and

(3) All the Work covered by this Application for Payment is in accordance with the Contract Documents and is not defective.

#### Contractor Signature

By: \_\_\_\_\_ Date: 12/28/2020

Payment of: \$ \_\_\_\_\_  
(Line 8 or other - attach explanation of the other amount)

is recommended by: \_\_\_\_\_  
(Engineer) (Date)

Payment of: \$ \_\_\_\_\_  
(Line 8 or other - attach explanation of the other amount)

is approved by: \_\_\_\_\_  
(Owner) (Date)

Approved by: \_\_\_\_\_  
Funding or Financing Entity (if applicable) (Date)

### Progress Estimate - Lump Sum Work

## Contractor's Application

For (Contract): Cold Storage Building 1 - Retrofit				Application Number: 5				
Application Period: November 2020 + December 2020				Application Date: 12/28/2020				
		B	Work Completed		E	F		G
A		C	D	Materials Presently Stored (not in C or D)	Total Completed and Stored to Date (C + D + E)	% (F / B)	Balance to Finish (B - F)	
Item No.	Description	Scheduled Value (\$)	From Previous Application (C+D) This Period					
101	General Conditions	\$89,090.00	\$89,090.00		\$89,090.00	100.0%		
102	Concrete Foundations and Floor	\$191,300.00	\$191,300.00		\$191,300.00	100.0%		
103	Roof, Siding, Insulation, Framing and Doors	\$317,530.00	\$311,179.40	\$6,350.60	\$317,530.00	100.0%		
104	Interior Construction and Specialties	\$21,700.00	\$21,700.00		\$21,700.00	100.0%		
105	Mechanical, Electrical and Plumbing	\$132,470.00	\$129,820.60	\$2,649.40	\$132,470.00	100.0%		
	Project Contingency	\$31,283.00	\$30,173.00	\$1,110.00	\$31,283.00	100.0%		
	Totals	\$783,373.00	\$773,263.00	\$10,110.00		\$783,373.00		

## Stored Material Summary

## Contractor's Application

[illegible]

12/28/2020

Ben Hayes  
Formation Group  
PO Box 290  
Grimes, IA 50111

RE: Metro Waste Authority  
Cold Storage BLDG 1 Retrofit

SUBJ: PCO #20062-Final

Dear Mr. Hayes:

Per the contract and at your request we are proposing that the following change order be issued to adjust the final contract amount:

• Owner Contingency	\$75,210.00
• Contingency Amount Used	(-) \$31,283.00
<b>Total Credit:</b>	<b>\$43,927.00</b>

Original Contract Price: \$827,300.00

Revised Contract Price: \$783,373.00

When this potential change order is signed by the Owner and a copy is returned to the contractor, approval of change(s) is effective IMMEDIATELY and we will proceed with the change(s) described above. **Approved changes will be deducted from Contract price.** If you require additional clarification, please contact me.

Sincerely,

WOODRUFF CONSTRUCTION, LLC.

Zach Phillips  
Project Manager  
641-352-0470

\_\_\_\_\_  
Owner Approval / Date

\_\_\_\_\_  
CM Approval / Date

**Change Order / Contingency Deduction Log****MWA: Cold Storage BLDG Retrofit****Last Update: 12/28/2020**

<b>PCO/CO #</b>	<b>Description</b>	<b>Cost</b>	<b>Status</b>
CO_01	Interior Slab Demo	\$2,294.00	Approved/Complete
PCO_02	Wall Girt Fastening	\$0.00	Arrangement Made
CO_03	Sewer Ejection System	\$18,724.00	Approved/Complete
CO_4	Snow Guards/Bollards/Vapor Barrier	\$4,345.00	Approved/Complete
CO_5	Waterline Re-Route	\$4,810.00	Approved/Complete
CO_6	Pressure Tank	\$1,110.00	Approved/In Progress
	<b>Total CO</b>	<b>\$31,283.00</b>	



## Contractor's Application for Payment No. 6

	Application Retainage Period:	Application Date: 12/28/2020
To Metro West Authority (Owner):	From (Contractor): Woodruff Construction	Via (CM): Formation Group
Project: Cold Storage Building 1 - Retrofit	Contract: Cold Storage Building 1 - Retrofit	
Owner's Contract No.: N/A	Contractor's Project No.: 20-062	Engineer's Project No.: N/A

### Application For Payment

#### Change Order Summary

Approved Change Orders			
Number	Additions	Deductions	
1		\$43,927.00	
TOTALS		\$43,927.00	
NET CHANGE BY CHANGE ORDERS	-\$43,927.00		

1. ORIGINAL CONTRACT PRICE.....	\$	\$827,300.00
2. Net change by Change Orders.....	\$	-\$43,927.00
3. Current Contract Price (Line 1 ± 2).....	\$	\$783,373.00
4. TOTAL COMPLETED AND STORED TO DATE (Column F total on Progress Estimates).....	\$	\$783,373.00
5. RETAINAGE:		
a. X \$783,373.00 Work Completed.....	\$	
b. X _____ Stored Material.....	\$	
c. Total Retainage (Line 5.a + Line 5.b).....	\$	
6. AMOUNT ELIGIBLE TO DATE (Line 4 - Line 5.c).....	\$	\$783,373.00
7. LESS PREVIOUS PAYMENTS (Line 6 from prior Application).....	\$	\$744,204.35
8. AMOUNT DUE THIS APPLICATION.....	\$	\$39,168.65
9. BALANCE TO FINISH, PLUS RETAINAGE (Column G total on Progress Estimates + Line 5.c above).....	\$	

#### Contractor's Certification

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(1) All previous progress payments received from Owner on account of Work done under the Contract have been applied on account to discharge Contractor's legitimate obligations incurred in connection with the Work covered by prior Applications for Payment;

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(3) All the Work covered by this Application for Payment is in accordance with the Contract Documents and is not defective.

#### Contractor Signature

By: \_\_\_\_\_ Date: 12/28/2020

Payment of: \$ \_\_\_\_\_  
(Line 8 or other - attach explanation of the other amount)

is recommended by: \_\_\_\_\_  
(Engineer) (Date)

Payment of: \$ \_\_\_\_\_  
(Line 8 or other - attach explanation of the other amount)

is approved by: \_\_\_\_\_  
(Owner) (Date)

Approved by: \_\_\_\_\_  
Funding or Financing Entity (if applicable) (Date)

### Progress Estimate - Lump Sum Work

## Contractor's Application

For (Contract): Cold Storage Building 1 - Retrofit				Application Number: 6				
Application Period: Retainage				Application Date: 12/28/2020				
		B	Work Completed		E	F		G
A		B	C	D	Materials Presently Stored (not in C or D)	Total Completed and Stored to Date (C + D + E)	% (F / B)	Balance to Finish (B - F)
Item No.	Description	Scheduled Value (\$)	From Previous Application (C+D)	This Period				
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102	Concrete Foundations and Floor	\$191,300.00	\$191,300.00			\$191,300.00	100.0%	
103	Roof, Siding, Insulation, Framing and Doors	\$317,530.00	\$317,530.00			\$317,530.00	100.0%	
104	Interior Construction and Specialties	\$21,700.00	\$21,700.00			\$21,700.00	100.0%	
105	Mechanical, Electrical and Plumbing	\$132,470.00	\$132,470.00			\$132,470.00	100.0%	
	Project Contingency	\$31,283.00	\$31,283.00			\$31,283.00	100.0%	
	Totals	\$783,373.00	\$783,373.00			\$783,373.00		

## Stored Material Summary

## Contractor's Application

[illegible]