

***Cedar Rapids Linn County Solid Waste Agency***

Regular Meeting, November 20<sup>th</sup>, 2018, 1:30 p.m.

Cedar Rapids Linn County Solid Waste Agency

Environmental Education Center

1954 County Home Road

Marion, IA, 52302

**PRESENT:** Terry Chew, Steve Hershner, Jim Houser, Mark Jones, Brent Oleson, Greg Smith

**ABSENT:** Marty Hoeger, Scott Olson, Susie Weinacht

**STAFF:** Karmin McShane, Joe Horaney, Brooke Butler, Tim Lukan, Garrett Prestegard, Jason Evans, Brad Godwin, Laura Routh, Zac Hornung, Tim Bailey

**OTHERS:** Morgan Mays – HDR

The meeting was called to order at 1:30 p.m. by Vice Chair Houser. Jones moved to approve the minutes of the October 16<sup>th</sup>, 2018, regular meeting. Oleson seconded. Motion carried unanimously.

**Public Input:** None.

**Directors Report:** McShane said the Agency is in discussions with the City of Cedar Rapids about ancillary recycling services offered at Site 1 and recommended no action until the December board meeting. Oleson noted the services being discussed does not include the compost operation at Site 1. McShane confirmed.

McShane asked for authorization to release Mount Trashmore RFP for recreational facility and access improvements. Oleson asked if the work is expected to be specialized or if it will be open to local firms. McShane said the work is not specialized and local firms are welcome to respond to the RFP. Hershner moved to authorize release of Trashmore RFP for recreational facility and access improvements. Jones seconded. Motion carried unanimously.

**Engineering Report:** Prestegard asked for approval of agreement with Interstate Power & Light Company, saying the company will provide residue to be used for a pilot project. Jones asked about anticipated tonnage and Hershner asked about what other materials the company generates. Prestegard answered both queries. Hershner moved to approve agreement with Interstate Power & Light Company. Oleson seconded. Motion carried unanimously.

**Environmental Management Systems (EMS) Report:** Routh provided a review of safety training programs at the Agency, including fire prevention, household hazardous materials, heavy equipment, as well as monthly safety meetings covering a different topic each month. Hershner discussed required training elements and very small quantity generators. Smith asked where asbestos is received in the landfill.

Evans provided education presentation about methane gas, discussing its origin and how it is processed by the Agency. He used a presentation that is popular with students for being hands-on and interactive.

**Finance Report:** McShane and Lukan presented the FY'20 operating and capital budget. McShane provided a review of the budget process, and reviewed revenues, expenditures and capital expenditures. Programs, services and fees will remain steady, with landfill and compost tipping fees not changing. McShane provided breakdown of FY'20 capital expenditures, and phase five cell design. The trails and overlook budget and improvement project numbers were reviewed. Oleson noted ConnectCR will not be receiving trails and overlook funds. Recycling markets remain low. The Agency will provide recycling incentives to its member and associate member communities in FY'20, funding beyond that is not guaranteed. There are no planned changes to fees for other recycling programs, except for TVs which will be a flat \$15.00 per unit. Agency will push the message, "Empty, Clean & Dry" for recycling, noting quality is more important than quantity for a clean commingled recycling stream in these markets.

Lukan provided summary detail of the budget numbers, focusing on operating and non-operating revenues, operating and non-operating expenses, capital expenditures, fund balances and cash reserves. He reported, total revenues less operating expenses and capital expenditures will result in a reduction of cash reserves of \$1.0M. Lukan reported the finance

committee had reviewed the budget in detail and recommended the board place it on file for public review. Chew moved to place FY'20 budget on file and set a public hearing for December 18, 2018. Jones seconded. Chew asked for an example of a capital expenditure in FY'20. McShane cited phase five cell design and a wheel loader. Oleson discussed the budget for employee relations and talked about collective bargaining. Motion carried unanimously.

Lukan asked for approval of the November 2018 account payables, noting no questions were received and staff recommended approval. Jones moved to approve November 2018 account payables in the amount of \$418,289.42. Smith seconded. Motion carried unanimously.

***Board Member Reports:*** Chew asked about the Board of Supervisors moving to three members and asked if that will affect the Agency's board. Oleson answered it will not affect the Agency board as it is separate from County activities.

***Public Input:*** None.

Due to lack of further business, meeting adjourned at 2:36 p.m.