

City of Beatrice, Nebraska

BASWA Regular Meeting

Monday, April 5, 2021 at 7:00 PM



**BPS Administration Building Board Room
320 North 5th Street
Beatrice, Nebraska 68310**

Pledge of Allegiance

1. Roll Call
2. Consent Agenda
 - a. Approve agenda as submitted.
 - b. Receive and place on file all notices pertaining to this meeting.
 - c. Receive and place on file all materials having any bearing on this meeting.
 - d. Approval of minutes of regular meeting on June 15, 2020, as on file in the City Clerk's Office.
 - e. Resolution Number 60 adopting a revised job description for the position of Landfill Superintendent.
3. Public Hearings/Bids - NONE
4. Resolutions
 - a. Resolution Number 61 executing Task Order #12 for the Agreement for Professional Engineering Services dated October 6, 2015 between the City of Beatrice, Nebraska and Burns McDonnell Engineering Company, Inc., for professional services including determination of whether said landfill is required to submit annual greenhouse gas inventory reports to the United States Environmental Protection Agency.
5. Ordinances - NONE
6. Public Forum
7. Discussions/Reports - NONE

8. Miscellaneous

NOTICE OF MEETING

Notice is hereby given that a public meeting of the Board of Directors of the Beatrice Area Solid Waste Agency will be held at 7:00 P.M. on Monday, April 5, 2021, in the Board Room located in the BPS Administration Building, 320 North 5th Street, Beatrice, Nebraska, which meeting will be open to the public. An agenda for such meeting is available for public inspection at the office of the City Clerk.

Erin Saathoff, CMC
City Clerk

March 31, 2021

MINUTES OF THE BEATRICE AREA SOLID WASTE AGENCY (BASWA) MEETING

A meeting of the Beatrice Area Solid Waste Agency (BASWA) was held on the 15th day of June, 2020 at 7:00 p.m. in the BPS Administration Building Board Room, 320 North 5th Street, Beatrice, Nebraska.

Chairman Wirth led those in attendance in the Pledge of Allegiance.

ROLL CALL

Present: BASWA members: Billesbach, Catlin, Clabaugh, Cook, Hill, Kerr, McLain, Morgan, Wirth

Absent: Fairbanks, Jurgens

Chairman Wirth announced that a copy of the Open Meetings Act is posted in the meeting room and is accessible to members of the public.

CONSENT AGENDA

- a. Approve agenda as submitted.
- b. Receive and place on file all notices pertaining to this meeting.
- c. Receive and place on file all materials having any bearing on this meeting.
- d. Approval of minutes of December 2, 2019.

Moved by Clabaugh, seconded by Morgan, that the items listed under the consent agenda be approved, accepted and/or ratified as presented.

Roll Call: Yea: Billesbach, Catlin, Clabaugh, Cook, Hill, Kerr, McLain, Morgan, Wirth

Nay: None

MOTION CARRIED.

PUBLIC HEARINGS/BIDS

There were no public hearings/bids.

RESOLUTIONS

Resolution Number 59 executing Task Order #11 for the Agreement for Professional Engineering Services dated October 6, 2015 between the City of Beatrice, Nebraska and Burns McDonnell Engineering Company, Inc., for professional services including subsurface investigation field work and reporting

Chairman Wirth introduced Resolution Number 59 executing Task Order #11 for the Agreement for Professional Engineering Services dated October 6, 2015 between the City of Beatrice, Nebraska and Burns McDonnell Engineering Company, Inc., for professional services including subsurface investigation field work and reporting.

Moved by Clabaugh, seconded by Cook, that Resolution Number 59 be passed and adopted.

Tobias J. Tempelmeyer, City Administrator/General Manager, reported to the BASWA members Task Order #11 is for the next step in the process of constructing the new landfill. Burns McDonnell will begin the subsurface investigation reporting, field work, and installing gas vents. The current landfill has one area that

the methane gas level will spike, and these vents will be installed in order to help with this issue. The total of Task Order #11 is \$142,550, which fits within the budget that was approved.

Roll Call: Yea: Billesbach, Catlin, Clabaugh, Cook, Hill, Kerr, McLain, Morgan, Wirth
Nay: None

MOTION CARRIED.

Resolution Number 59 has been passed and adopted.

ORDINANCES

There were no ordinances.

PUBLIC FORUM

No one appeared at public forum.

DISCUSSIONS/REPORTS

There were no discussions/reports.

ADJOURNMENT

Moved by Clabaugh, seconded by Billesbach, that the meeting be adjourned at 7:06 p.m.

Roll Call: Yea: Billesbach, Catlin, Clabaugh, Cook, Hill, Kerr, McLain, Morgan, Wirth
Nay: None

MOTION CARRIED.

RESOLUTION NUMBER ____

WHEREAS, the job description for the Landfill Superintendent position has not been updated for some time; and

WHEREAS, the Board of Directors of the Beatrice Area Solid Waste Agency, a joint entity created pursuant to Section 13-801 to 13-827, R.R.S. Neb. 1943, wish to adopt a revised job description for the position of Landfill Superintendent.

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF BEATRICE, NEBRASKA:

SECTION 1. That the job description for the position of Landfill Superintendent be and hereby is adopted. A copy of the Landfill Superintendent job description, marked as Exhibit "A", is attached hereto and incorporated by reference.

SECTION 2. That all resolutions or parts of resolutions in conflict herewith are hereby repealed.

RESOLUTION PASSED AND ADOPTED this 5th day of April, 2021.

Attest:

Tobias J. Tempelmeyer, Secretary

Stan Wirth, Chairperson



JOB DESCRIPTION

Title: Landfill Superintendent

Department: BASWA

Reports to: City Administrator/General Manager

Pay Grade: 73

Date Adopted:

Previous Revision Date: N/A

Last Revision Date:

Type: Full Time

Part Time

FLSA: Exempt Salary

Non Exempt Hourly

Union: Yes

No

Job Summary:

Responsible for the supervision and management of the City's landfill facilities, including ensuring compliance with federal, state and local regulations. Oversees the Landfill budget.

Essential Functions:

1. Supervise employees within the Landfill Department. Interview, hire, and train employees. Assign and schedule staff duties and responsibilities. Direct, motivate, and evaluate personnel and their work. Handle disciplinary problems and assist with correcting any employee deficiencies. Schedule training to aid in developmental needs of staff.
2. Plan, implement, and maintain standards to ensure the Landfill operates efficiently and within required guidelines. Coordinate with the Nebraska Department of Environment and Energy (NDEE) to ensure that the landfill operations are operating within the state and federal regulations.
3. Oversee daily operating procedures. Monitor standard landfill operating procedures for quantity and quality. Assist in the development and implementation of a preventative maintenance program for plant equipment and collection facilities.
4. Supervise and participate in the maintenance and repair of heavy equipment, vehicles, equipment, and buildings; ensure all equipment checks and service reports are properly submitted and recorded; make recommendations as to types of equipment repairs to be performed by staff; develop and supervise routine maintenance procedures for equipment, buildings, and facilities.

5. Monitor all water runoff; collect water samples and outflows, sending samples for testing and document reports as required.
6. Conduct quarterly gas well tests, document results on each well, and send the results to the State.
7. On call to respond to emergencies and breakdowns in the system.
8. Supervise and coordinate the preparation of an annual budget. Direct the implementation of the budget. Develop plans for future electrical methods, equipment, and staffing requirements. Review and recommend expansion and replacement programs for projected capital replacement and improvement program. Tracks the budget to prevent over spending.
9. Review and approve payrolls, purchase requests for materials, supplies, or services in order to monitor and control budget expenditures; monitor revenue from revenue generating sources.
10. Respond to emergencies; coordinate manpower and equipment including the emergency procurement of materials, supplies, equipment, and workers from available sources.
11. Participate in planning and implementing capital improvements program; review plans, specifications and construction bids; monitor construction to ensure that the contractor is performing in compliance with contract specifications; initiate partial and final payments; approve final acceptance of project.
12. Attend professional development conferences, seminars, and classes.
13. Employee must be able to be "on-call".
14. Employee must be able to report to work within thirty-five (35) minutes for emergencies under normal driving conditions.
15. Employee must be able to work extended hours in an emergency.
16. Attend staff meetings and BASWA and City Council meetings as required.
17. Operate Microsoft Word, Excel, Power Point, Gmail, etc.
18. Operate basic office machines such as copy machine, computer, calculator, fax machine, cash register, etc.
19. Keep confidential information confidential.
20. Serve on City phone bank and provide administrative support as needed during Emergency Operations.

21. Work the days and hours necessary to perform all assigned responsibilities and tasks. Must be available to communicate with subordinates, supervisors, customers, vendors and any other persons or organizations with whom interaction is required to accomplish work and employer goals.
 22. Punctual and timely in meeting all requirements of performance, including, but not limited to, attendance standards and work deadlines; beginning and ending assignments on time; and scheduled work breaks, where applicable.
 23. Perform other work which is consistent with the essential functions of the job.
 24. Perform other duties as assigned.
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Education and Special License(s)/Certifications:

High school diploma or equivalent required.

Must possess a valid driver's license and maintain an insurable driving record.

Certification from the Solid Waste Association of North America (SWANA) in one or more disciplines preferred.

Associate's or technical school degree in Civil Engineering Technology, Public Administration, Business Administration, or closely related fields preferred; or any equivalent combination of training and experience which provides the knowledge, abilities and skills.

Experience:

Five (5) years experience of landfill operations, including two (2) years as a supervisor preferred. (Breaks in service of no more than ninety (90) days shall be considered *de minimus* and shall not be considered in calculating the consecutive years.)

Skills:

1. Good oral and written communication skills.
 2. Good listening skills.
 3. Manual dexterity.
 4. General construction skills.
 5. Good driving skills.
 6. Ability to perform basic and routine mechanical work.
 7. Ability to establish and maintain positive, effective working relationships with supervisors, co-workers, and the public.
 8. Ability to communicate effectively, orally, and in writing.
 9. Ability to maintain and/or improve knowledge, skills, and abilities, unassisted.
 10. Ability to read, understand and adhere to all department guidelines, bulletins, directives, memorandums and policies.
 11. Ability to establish and maintain effective working relationships with civic and official groups and the public, as well as command and hold the respect and discipline of subordinates.
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Mental Requirements:

1. Ability to analyze safety situation.
2. Ability to make quick decisions.
3. Ability to stay alert for long periods of time.
4. Ability to work independently.
5. Ability to work in a team.
6. Ability to assess situation and use judgement in responding.
7. Ability to work under distracting conditions.
8. Mechanical aptitude.
9. Alpha/numeric recognition.
10. Ability to carry out assignments through oral and written instruction.
11. Ability to take on a leadership role.
12. Diplomacy and judgement.
13. Logical reasoning.

Physical Requirements:

1. Hand, eye, and body coordination to operate light to moderately heavy machinery, equipment and vehicles.
2. Ability to withstand extreme weather conditions.
3. Exposure to vibrations.
4. Ability to transverse rough terrain on foot.
5. Ability to work with exposure to noise.
6. Ability to distinguish among colors.
7. Ability to work at extended heights.
8. Ability to drive city vehicle.
9. Ability to lift up to sixty (60) pounds.
10. Ability to bend, climb, and stoop.
11. Adequate respiratory function to utilize a Self-Contained Breathing Apparatus (SCUBA).
12. Ability to work in intense life-threatening conditions.
13. Hand/eye coordination adequate to use assigned technical equipment.

Supervisory Responsibility (Direct and Indirect):

Direct Administrative Assistant
 Landfill Supervisor

Indirect Landfill Operator

Disclaimer:

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed for individuals with this job title. However, this job description is not intended to be an exhaustive list of all qualifications, skills, efforts, duties, responsibilities, or working conditions associated with the position.

Approved:

Tobias J. Tempelmeyer, City Administrator

Date

RESOLUTION NUMBER ____

WHEREAS, the Board of Directors of the Beatrice Area Solid Waste Agency, a joint entity created pursuant to Section 13-801 to 13-827, R.R.S. Neb. 1943 (“Agency”), entered into an Agreement for Professional Engineering Services with Burns McDonnell Engineering Company, Inc. (“Burns McDonnell”), for engineering services related to a new municipal solid waste landfill to be operated by the Agency on October 6, 2015; and

WHEREAS, the Agency desires to authorize Burns McDonnell to provide specific services including determination of whether said landfill is required to submit annual greenhouse gas inventory reports to the United States Environmental Protection Agency.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE BEATRICE AREA SOLID WASTE AGENCY, A JOINT ENTITY:

SECTION 1. That the Chairperson and Secretary of the Board of Directors of the Beatrice Area Solid Waste Agency are hereby authorized to execute Task Order #12 for the Agreement for Professional Engineering Services between the City of Beatrice, Nebraska, and Burns McDonnell Engineering Company, Inc., for professional services including determination of whether said landfill is required to submit annual greenhouse gas inventory reports to the United States Environmental Protection Agency. A copy of said agreement marked as “Exhibit A”, is attached hereto and incorporated by reference.

SECTION 2. That all resolutions or parts of resolutions in conflict herewith are hereby repealed.

RESOLUTION PASSED AND ADOPTED this 5th day of April, 2021.

Attest:

Tobias J. Tempelmeyer, Secretary

Stan Wirth, Chairperson



Exhibit A

**TASK ORDER #12
FOR
ENGINEER-OWNER AGREEMENT
(Doc. No. AE-2 Exhibit A)**

In accordance with the AGREEMENT for PROFESSIONAL ENGINEERING SERVICES dated October 6, 2015, between the Beatrice Area Solid Waste Agency (BASWA - hereinafter called CLIENT) and Burns & McDonnell Engineering Company, Inc. (hereinafter called CONSULTANT), CLIENT hereby authorizes CONSULTANT to proceed with the following services:

1. Project Summary

CLIENT has requested CONSULTANT'S support in meeting annual compliance requirements for the BASWA MSW Landfill (Landfill) set by the Nebraska Department of Environment and Energy (NDEE) including development and submission of annual air emissions inventory and financial assurance reports.

This Task Order #12 also includes performing screening calculations to determine if the Landfill is required to submit annual greenhouse gas inventory reports to the United States Environmental Protection Agency (USEPA). In the event the screening calculations exceed the reporting threshold, CONSULTANT shall prepare the greenhouse gas inventory report, as well.

2. Scope of Services:

The Scope of Services to be provided by CONSULTANT in connection with this Authorization, is as follows:

Task 1.0 – Air Emissions Reporting

- Prepare an annual Reporting Year (RY) 2020 NDEE Air Emissions Inventory Report:
 - Set up the Nebraska State and Local Emissions Inventory System (SLEIS) online portal for CLIENT;
 - Enter RY2020 Air Emissions Inventory Report on SLEIS; and
 - Submit RY2020 Air Emissions Inventory Report before March 31, 2021.
- Perform RY2020 GHG Screening Calculations, and if required:
 - Prepare USEPA RY2020 Mandatory GHG Emissions Inventory Report;
 - Enter RY2020 GHG Emissions Inventory on the electronic Greenhouse Gas Reporting Tool (e-GGRT) online portal; and
 - Submit RY2020 GHG Emissions Inventory Report on e-GGRT before March 31, 2021.

Task 2.0 – Annual Financial Assurance

- Prepare the updated annual financial assurance documentation for the BASWA MSW Landfill as described in the Nebraska Administrative Code Title 132 – Integrated Solid Waste Management Regulations, Chapter 8 – Financial Assurance Criteria: Solid Waste Management Facilities:
 - Adjust closure cost and post-closure estimates due to inflation or any significant changes to the facility which may influence closure costs;



- o Adjust post-closure estimates estimates due to inflation or any significant changes to the facility which was influence closure costs; and
- o Submit report to NDEE.

3. Assumptions:

- CONSULTANT assumes CLIENT will provide all available information pertinent to the Scope of Services on this Project, including previous reports, and any other data relative thereto. CONSULTANT shall rely on information made available by CLIENT as accurate without independent verification.

4. Compensation:

CLIENT shall compensate CONSULTANT for providing the services set forth herein in accordance with the terms of the existing Agreement. The estimated cost for the services, per task, is shown below. This cost is an estimate and not a guaranteed maximum; however, the CONSULTANT shall not exceed such amount without prior written approval of CLIENT.

Task 1.0	Air Emissions Reporting	\$8,800
Task 2.0	Annual Financial Assurance	\$3,200
Authorization Total		\$12,000

The basis of compensation for the above Services shall be Hourly Rate per CONSULTANT's Current Rate Sheet in affect at the time of services. CONSULTANT is authorized to perform services and incur cost set forth in this Task Order up to Twelve Thousand Dollars (\$12,000.00).

This Task Order contains a scope of services and budget which were developed using best available information at the time of this submission. However, the uncertainty surrounding these circumstances and potential disruptions to providing our services caused by the global outbreak and spread of COVID-19 ("coronavirus") may have an impact on the Project (i.e. scope of services, schedule, and budget). If potential disruptions occur prior to initiating services or during performance of these services, CONSULTANT will notify CLIENT of the potential impacts and work with CLIENT to mutually agree on a path forward.

IN WITNESS WHEREOF, the parties have made and executed this TASK ORDER as of the day and year first above written.

CLIENT: Beatrice Area Solid Waste Agency

CONSULTANT: Burns & McDonnell Engineering Company, Inc.

By: _____

By:  _____

Name: _____

Name: Spencer Cronin

Title: _____

Title: Regional Manager, Environmental Services