

RESOLUTION 034-25



Revising and adopting the SWACO Employee Handbook as attached hereto as Exhibit A, superseding all previous versions, and implementing an effective date of January 1, 2026.

The SWACO Employee Handbook ("Handbook") is an administrative document requiring approval from the SWACO Board of Trustees ("Board") for implementation. The Handbook has been updated to ensure consistency amongst employee classes, implement policies consistent with current practices, and reflect existing employment law.

Staff recommends the Board approve this resolution to revise and adopt the SWACO Employee Handbook, as attached hereto as Exhibit A, to supersede all previous versions, and to implement an effective date of January 1, 2026.

Requested by: Theresa A. Feldmeier, Director of Human Resources

BE IT RESOLVED by the Board of Trustees of the Solid Waste Authority of Central Ohio that:

1. The SWACO Employee Handbook shall be revised, as attached hereto and incorporated herein as Exhibit A, superseding all previous versions, and made effective January 1, 2026.
2. This resolution shall be in full force and effect from and immediately upon its adoption.

Date Approved: June 10, 2025

Vote:
For: 5 Against: 0 Abs: —


Susan Tilgner
Chair, Board of Trustees


Rebecca L. Egelhoff, Secretary

Approved as to Form:


Rebecca L. Egelhoff, Director of Legal Affairs

Resolution Summary

Resolution 034-25: Revising and adopting the SWACO Employee Handbook, as attached hereto as Exhibit A, superseding all previous versions and implementing an effective date of January 1, 2026.

Requested by: Theresa A. Feldmeier, Director of Human Resources

Summary

The SWACO Employee Handbook (“Handbook”) explains working conditions, employee benefits, and policies affecting employment at SWACO. The Handbook has undergone a complete review with updates to key areas being updated and rewritten.

Purpose & Goals

It is SWACO’s goal to provide equitable policies and practices across the organization while being fair and consistent. The revised Handbook brings policies up-to-date and addresses current employment practices and demonstrates a commitment to leadership and excellence. Language better suited to Standard Operating Procedures (“SOP”) has been removed.

Process Used (check one):

Updating the Handbook was an internal process involving the input from Human Resources and other Leadership Staff.

Fiscal Impact

Funding for this resolution is provided by (check one):

Operating Budget Capital Improvement Plan Capital Equipment Plan Capital Outlays Plan

Future Action Anticipated

None anticipated at this time.



Authorizing the Executive Director to enter into a contract with Apis Innovation, Inc. for the purchase and installation of header monitoring equipment for the gas collection and control system at the Franklin County Sanitary Landfill and expend an amount not to exceed one hundred thousand dollars (\$100,000.00).

SWACO is required to maintain an extensive gas collection and control system (“GCCS”) at the Franklin County Sanitary Landfill (“FCSL”). The GCCS is designed to control landfill gas migration and emissions, assist in odor management, and provide landfill gas for the Archaea Energy project. Emerging technology allows for remote monitoring of portions of the GCCS. This technology will allow the Compliance Staff to maximize landfill gas production by monitoring local gas composition at points around the landfill. Further, this technology will allow Staff to troubleshoot areas of concern without timely site investigations. This project includes the purchase installation of sixteen (16) remote monitors around the perimeter header, and several recommended spare parts.

Pursuant to SWACO’s Procurement Policy, Staff advertised a Request for Bid (“RFB”) for this project, and Apis Innovation, Inc. was deemed the lowest and best responsive bidder.

Staff recommends the Board authorize the Executive Director to enter into a contract with Apis Innovation, Inc. for the purchase and installation of header monitoring equipment for the gas collection and control system at the Franklin County Sanitary Landfill and expend an amount not to exceed one hundred thousand dollars (\$100,000.00).

Requested by: Matt Reardon, Environmental Manager

BE IT RESOLVED by the Board of Trustees of the Solid Waste Authority of Central Ohio that:

1. The Executive Director is authorized to execute a contract with Apis Innovation, Inc. for the purchase and installation of header monitoring equipment for the gas collection and control system at the Franklin County Sanitary Landfill and expend an amount not to exceed one hundred thousand dollars (\$100,000.00).
2. This resolution shall be in full force and effect from and immediately upon its adoption.

Date Approved: June 10, 2025

Vote:
For: 5 Against: 0 Abs: —


Susan Tilgner
Chair, Board of Trustees


Rebecca L. Egelhoff, Secretary

Approved as to Form:


Rebecca L. Egelhoff, Director of Legal Affairs

Resolution Summary

Resolution 035-25: Authorizing the Executive Director to enter into a contract with Apis Innovation, Inc. for the purchase and installation of header monitoring equipment for the gas collection and control system at the Franklin County Sanitary Landfill and expend an amount not to exceed one hundred thousand dollars (\$100,000.00).

Requested by: Matt Reardon, Environmental Manager

Summary

- Emerging technology allows for remote monitoring gas compositions at locations around the perimeter header.
- The project includes the purchase and installation of sixteen (16) units, and appurtenances.
- These units will allow Staff to maximize landfill gas production and minimize troubleshooting events.
- There will be a separate contract for operation, maintenance, and software costs.



Sample Equipment Pictures

Purpose & Goals

- The equipment will fulfill allow SWACO to operate with transparency, efficiency, innovation, and fiscal responsibility.

Process Used

- Cooperative Purchasing Competitive Process
- Sole Source/Best Interest Intergovernmental Cooperative Services Agreement
- Pursuant to SWACO's Procurement Policy, a Request for Bid ("RFB") was issued to determine the best qualified firms to provide design services for the project.
- SWACO received one (1) bid: Apis Innovation, Inc.
- Apis Innovation, Inc. was determined to be the lowest and best qualified.

Fiscal Impact

- Funds to cover these expenditures were included in the 2025 Capital Outlays Plan.
- Operating Budget Capital Improvement Plan Capital Equipment Plan Capital Outlays Plan

Future Action Anticipated

- None anticipated at this time.



Authorizing the Executive Director to enter into a contract with Kenworth of Columbus for the purchase of seven (7) T880 CNG transfer tractors and expend an amount not to exceed two million two hundred eighty-five thousand dollars (\$2,285,000.00).

As included in the SWACO 2025 Capital Equipment Plan ("CEP") and CEP maintenance schedule, SWACO planned to purchase six (6) new Kenworth T880 CNG transfer tractors for its transfer operations. However, due to an accident that resulted in the total loss of a transfer tractor, Staff is also requesting an additional one (1) transfer tractor. Current lead times are realizing a six (6) month build date delay minimum from the date of purchase order receipt. These units are included in the 2025 CEP and, if ordered in June 2025, are not expected to be manufactured or invoiced until approximately December 2025.

Staff conducted an extensive review of different semi-truck manufacturers to consider various options, configurations, and serviceability to benefit SWACO's transfer operation. Due to its serviceability and the CNG package, the Kenworth T880 CNG transfer tractor was chosen as the best option for purchase. This equipment is also available through a Sourcewell cooperative purchasing agreement.

Pursuant to SWACO's Procurement Policy, when purchasing from a cooperative purchasing contract, the competitive bidding process has already taken place. Sourcewell competitively bid the Kenworth T880 CNG transfer tractor and made this bid award available nationwide for cooperative purchase for government agencies.

Therefore, Staff recommends that the Board of Trustees authorize the Executive Director to enter into a contract with Kenworth of Columbus for the purchase of seven (7) transfer tractors and expend an amount not to exceed two million two hundred eighty-five thousand dollars (\$2,285,000.00).

Requested by: Dean Headley, Fleet Manager

BE IT RESOLVED by the Board of Trustees of the Solid Waste Authority of Central Ohio that:

1. The Executive Director is authorized to execute a contract with Kenworth of Columbus for the purchase of seven (7) Kenworth T880 CNG transfer tractors and expend an amount not to exceed two million two hundred eighty-five thousand dollars (\$2,285,000.00).
2. This resolution shall be in full force and effect from and immediately upon its adoption.

Date Approved: June 10, 2025,

Vote:
For: 5 Against: 0 Abs: 0


Susan Tilgner
Chair, Board of Trustees


Rebecca L. Egelhoff, Secretary

Approved as to Form:


Rebecca L. Egelhoff, Director of Legal Affairs

Resolution Summary

Resolution 036-25: Authorizing the Executive Director to enter into a contract with Kenworth of Columbus for the purchase of seven (7) T880 CNG transfer tractors and expend an amount not to exceed two million two hundred eighty-five thousand dollars (\$2,285,000.00).

Requested by: Dean Headley, Fleet Manager

Summary

- Six (6) of the trucks being replaced met the replacement criteria due to their age. One (1) truck is being replaced after being totaled in an accident in 2024.
- SWACO owns and operates twenty-eight (28) transfer tractors daily as an integral part of the transfer process of the Franklin County Sanitary Landfill and Transfer Station operations.

Purpose & Goals

- This resolution allows SWACO to stay on schedule with the Capital Equipment Plan to replace aged semi-tractors that have exceeded their life expectancy in the SWACO fleet.
- Further, these transfer trucks will be Compressed Natural Gas (CNG), aiding in SWACO's efforts to reduce carbon emissions and continue to purchase CNG for future units.

Process Used (check one):

- Cooperative Purchasing Competitive Process
 Sole Source/Best Interest Intergovernmental Cooperative Services Agreement
- Sourcewell competitively bid the Kenworth T880 CNG transfer tractor and made this bid award available nationwide for cooperative purchase for government agencies.

Fiscal Impact

Funds to cover this expenditure pursuant to SWACO's 2025 Capital Equipment Plan ("CEP") and is in accordance with the CEP schedule. SWACO is purchasing additional transfer tractor to replace one from prior year.

Operating Budget Capital Improvement Plan Capital Equipment Plan Capital Outlays Plan

Future Action Anticipated

- None anticipated at this time.

