

North Central IA Regional Solid Waste Agency
Minutes of Meeting
September 17, 2024

The regular monthly meeting of the Executive Board was held on September 17, 2024 at the Recycling Center, Fort Dodge, IA. The meeting was available on-site. Chair Cole Bockelmann called the meeting to order at 5:30 P.M.

Roll Call - Members present: Wally Lorenzen – Eagle Grove, Jack Kersten – Fort Dodge, Megan Secor – Fort Dodge (arrived at 5:33 PM), Cole Bockelmann – Humboldt, Brandon Bahrenfuss – Webster City, Mark Campbell – Webster County and Dennis Frayne - Williams.

Also present were Attorney Colin Hendricks, Doug Luzbetak – HLW Engineering Group, Matt Kuhlenengel – SCS Engineers, Lori Lindstrom – Secretary/Treasurer-CFO & Interim COO/HR Director and Nik Myers – Landfill Operations Manager.

Campbell moved to approve the Consent Agenda including: August 20, 2024 Executive Board Meeting Minutes and August 2024 Invoices; August 2024 Financials to be presented at the October 2024 Board Meeting. Lorenzen seconded. Motion carried unanimously.

Campbell moved to table approval of Recycling Center Skid Load Bids – decision by end of the week. Secor seconded. Motion carried unanimously.

HLW Engineering Group – Doug Luzbetak

- a. Campbell moved to approve Pay Request #2 from Steger Construction on the Phase 3 Expansion Project in the amount of \$718,390.42. Kersten seconded. Motion carried unanimously.
- b. Update on Change Order #1 from Steger Construction – extended date to October 4, 2024, depending on weather. DNR to be on-site Friday.
- c. Lindstrom asked Luzbetak status regarding 5% retainage due Doyle Construction on the Leachate Forcemain Cleanout Manholes Project. Luzbetak stated they have not received paperwork from Doyle Construction.

SCS Engineers – Matt Kuhlenengel

- a. Presentation/discussion of the slope stabilization project plans and specifications – Friday ad for bid; October 1st is the meeting; October 10th at 10am will be the bid opening; pre-bid meeting is mandatory. Substantial completion date December 13, 2024. Final completion date April 30, 2025. No additional approval needed due to approval given at the August 20, 2024 Executive Board meeting.

Operations Report – Landfill, HHM, Recycling Center

HHM – Nik Myers

- a. Took in 3,900 lbs. waste.

Landfill – Nik Myers

- a. Update on east slope.
- b. Seeding for erosion control.
- c. USW – meeting on Thursday.
- d. Update on litter pickers and thanked the Board for allowing the Agency to use litter pickers.
- e. Resigned position as Landfill Operations Manager; last day to be October 1, 2024.

Recycling Center – No report given – Lindsey Warren not in attendance

CFO/COO Report – Lori Lindstrom

- a. Secor approved revision on Flex Time in the NCIRSWA Employee Handbook from discussion that took place at the August 20, 2024 Board Meeting. Kersten seconded. Motion carried unanimously.
- b. FY24 Payroll Audit still in progress.
- c. Registered Nik Myers and Jason Potts in September for the ISOSWO Fall Conference to be held on October 7 – 9 in Dubuque. Will replace Myers with another landfill employee now that he resigned.
- d. Worker's comp report.
- e. Informed Board of two fraudulent checks that cleared the Agency's checking account in the month of August 20, 2024. Lindstrom discovered the incident when doing the August 2024 bank reconciliation on September 16, 2024. Lindstrom met with United Bank this morning and the checking account will be monitored daily until all outstanding checks have cleared the account and then will be closed; a new checking account will be opened immediately, with Lindstrom obtaining the necessary signatures on the Account Agreement. Lindstrom provided copies of the 2 fraudulent checks for the Board to review at the meeting.

Legal – Colin Hendricks – None.

- a. Bockelmann asked bidding requirement question which Hendricks answered.

Other Business – None.

Public Questions or Comments – None.

The next regular meeting for the NCIRSWA will be held on October 20, 2024. Campbell moved to adjourn. Secor seconded. Motion carried unanimously at 6:28 P.M.

Cole Bockelmann
Chair

Lori Lindstrom
Secretary/Treasurer-CFO