

North Central IA Regional Solid Waste Agency
Minutes of Meeting
April 16, 2024

The regular monthly meeting of the Executive Board was held on April 16, 2024 at the Recycling Center, Fort Dodge, IA. 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 (arrived at 5:32 PM), Megan Secor – Fort Dodge, Cole Bockelmann – Humboldt, Dave George – Manson (arrived at 5:48 PM), Brandon Bahrenfuss – Webster City, Mark Campbell – Webster County and Dennis Frayne – Williams.

Also present were Attorney Colin Hendricks, Doug Luzbetak – HLW Engineering Group, Tim Buelow – SCS Engineers, Donna Bice – COO, Lori Lindstrom – Secretary/Treasurer-CFO, Nik Myers – Landfill Operations Manager and Lindsey Warren – Recycling Center Operations Manager.

Lorenzen moved to approve Agenda. Campbell seconded. Motion carried unanimously.

Campbell moved to approve the March 19, 2024 Minutes of Meeting. Secor seconded. Motion carried unanimously.

Accounts Payable – Lorenzen inquired on the Arndt Auto & Diesel and Fort Dodge Transmission invoices – Lindstrom provided Lorenzen copies of each invoice for review and discussion. Secor moved to approve the Accounts Payable invoices for the month of March 2024. Bahrenfuss seconded. Motion carried unanimously.

Lindstrom informed Board that the March 2024 Financials were not complete due to the FY23 state audit throughout the month of March and completion of the WasteWORKS software conversion during the month of March. Campbell moved to table approval of the March 2024 Financials until next month's board meeting. Secor seconded. Motion carried unanimously.

5:35 P.M. – Public Hearing on the plans, specifications, form of contract, and opinion of probable cost for the Phase 3 Expansion.

5:36 P.M. – Kersten moved to close the Public Hearing for the plans, specifications, form of contract, and opinion of probable cost for the Phase 3 Expansion. Secor seconded. Motion carried unanimously.

HLW Engineering Group – Doug Luzbetak

- a. Completed the semi-annual ground water monitoring required by the DNR. Do not have the results back.
- b. Campbell moved to approve Pay Request #1 from Doyle Construction for the Leachate Forcemain Cleanout Manholes Project in the amount of \$79,527.41. Kersten seconded. Motion carried unanimously.
- c. Bahrenfuss moved to approve Resolution No. 2024-7 Resolution of Acceptance of Public Improvements. Lorenzen seconded. Motion passed by roll call vote of Lorenzen – Eagle Grove, Kersten – Fort Dodge, Secor – Fort Dodge, Bockelmann – Humboldt, George – Manson, Bahrenfuss – Webster City, Campbell – Webster County and Frayne – Williams.
- d. Kersten moved to approve Resolution No. 2024-8 Approving Plans, Specifications, Form of Contract and Estimated Cost for the Phase 3 Expansion Project for the North Central IA Regional Solid Waste Agency. Secor seconded. Motion passed by roll call vote of Lorenzen – Eagle Grove, Kersten – Fort Dodge, Secor – Fort Dodge, Bockelmann – Humboldt, George – Manson, Bahrenfuss – Webster City, Campbell – Webster County and Frayne – Williams.

- e. Campbell moved to approve Resolution No. 2024-9 Accepting Bid and Authorizing the Award of Contract for the Phase 3 Expansion Project for the North Central IA Regional Solid Waste Agency to Steger Construction in the amount of \$2,020,954.70. Bahrenfuss seconded. Motion passed by roll call vote of Lorenzen – Eagle Grove, Kersten – Fort Dodge, Secor – Fort Dodge, Bockelmann – Humboldt, George – Manson, Bahrenfuss – Webster City, Campbell – Webster County and Frayne – Williams.

SCS Engineers – Tim Buelow

1. Campbell moved to approve the Slope Remediation Proposal in the amount of \$172,500. Secor seconded. Motion carried unanimously.

Operations Report – Landfill, HHM, Recycling Center

HHM – Nik Myers

1. Staff received hazard training.
2. Site brought in 793lb. of material at the Home & Garden Show.

Landfill – Nik Myers

1. Agency received USW Violation regarding flow and ammonia – there will be a written response.

Recycling Center – Lindsey Warren

1. Cardboard \$120/ton, paper \$80/ton, plastic at \$20/ton.
2. Update on staff and 4 vacant positions.
3. Update on skid loader and renting loader from Murphy Tractor.
4. Informed Board of route truck damage.
5. Informed Board of damage to warehouse doors A & B.

CFO Report – Lori Lindstrom

- a. Campbell moved to approve Resolution No. 2024-5 Naming Depositories for the North Central IA Regional Solid Waste Agency. Kersten seconded. Motion passed by roll call vote of Lorenzen – Eagle Grove, Kersten – Fort Dodge, Secor – Fort Dodge, Bockelmann – Humboldt, George – Manson, Bahrenfuss – Webster City, Campbell – Webster County and Frayne – Williams.
- b. Campbell moved to approve Resolution No. 2024-6 to Authorize Check Signing Signatures, Financial Documents and Financial Transaction Signatures for the North Central IA Regional Solid Waste Agency. Lorenzen seconded. Motion passed by roll call vote of Lorenzen – Eagle Grove, Kersten – Fort Dodge, Secor – Fort Dodge, Bockelmann – Humboldt, George – Manson, Bahrenfuss – Webster City, Campbell – Webster County and Frayne – Williams.
- c. Informed Board that the FY23 state audit field work took place throughout the month of March.
- d. Informed Board that the WasteWORKS software conversion is complete and the landfill went live on April 5, 2024.
- e. Informed Board working on Annual Survey for Payroll for the United States Census Bureau due May 9, 2024.

COO Report – Donna Bice

- a. Secor moved to table approval of raise for one staff member. Campbell seconded. Motion carried unanimously.
- b. Provided Board update on the Lathem time-keeping payroll program.
- c. Informed Board of Agency insurance claims.
- d. Discussed with Board revisions regarding the Employee Manual draft.

Legal – Colin Hendricks

- a. Informed Board of a proposed purchase for \$1.00 for the small garage located on the Grell property following receipt of a letter received from the Agency. Hendricks to draft a document necessary to

sell garage to Mike Grell for \$1 if a time period can be arranged to move it. If we can't come to an agreement or if Mr. Grell doesn't meet the time period, then the Agency will demolish the small garage. Secor moved to approve. Bahrenfuss seconded. Motion carried unanimously.

Other Business – None.

Public Questions or Comments – None.

The next regular meeting for the NCIRSWA will be held on May 21, 2024 at 5:30 P.M. Frayne moved to adjourn. Secor seconded. Motion carried unanimously at 6:42 P.M.

Cole Bockelmann
Chair

Lori Lindstrom
Secretary/Treasurer-CFO