

North Central IA Regional Solid Waste Agency
Minutes of Meeting
May 20, 2025

The regular monthly meeting of the Executive Board was held on Tuesday, May 20, 2025 at the Recycling Center, Fort Dodge, IA. The meeting was held via Zoom. Chair Cole Bockelmann called the meeting to order at 5:30 P.M.

Roll Call - Members present: David Fierke – Fort Dodge (Zoom at 5:34 PM), Jack Kersten – Fort Dodge (Zoom), Megan Secor – Fort Dodge (Zoom), Cole Bockelmann – Humboldt (Zoom), Dave George – Manson (Zoom), and John Cochrane (on-site) – Webster County.

Also present were Attorney Colin Hendricks (Zoom), HLW Engineering – Glenn Hunter (Zoom), Sierra Lavender – KHI Solutions (Zoom), Mark Campbell – COO/HR Director (on-site), Lori Lindstrom – Secretary/Treasurer-CFO (on-site), James McLaughlin – Recycling Center Operations Manager (on-site), Jason Potts – Landfill Operations Manager (on-site) and various representatives from tree service businesses (on-site).

Call Meeting to Order.

George moved to approve Agenda with the meeting date changed to May 20, 2025 and Deena McCaulley hire date of May 27, 2025. Secor seconded. Motion carried unanimously.

Cochrane moved to approve the April 15, 2025 Minutes of Meeting. Fierke seconded. Motion carried unanimously.

George moved to approve the April 2025 Financials. Secor seconded. Motion carried unanimously.

Secor moved to approve the April 2025 Payables. George seconded. Motion carried unanimously.

Secor moved to approve, receive and place on file hiring of James McLaughlin as the Recycling Center Operations Manager; start date May 5, 2025; salary \$53,000 annually (eligible for 3% increase July 1, 2025); Paid Time Off (PTO) 2 weeks, accruing at the 5-year rate. Cochrane seconded. Motion carried unanimously.

Secor moved to approve, receive and place on file hiring of Deena McCaulley as Secretary/Treasurer-CFO; start date May 27, 2025; salary \$89,900 annually (eligible for 3% increase July 1, 2025); Paid Time Off (PTO) starting with 4 weeks, accruing at the 10-year rate of 8.62 hours per pay period; Schedule – optional 4-day work week (10-hour days). George seconded. Motion carried unanimously.

Secor moved to table dock bid from Dockzilla – Agency to receive 2 other bids. George seconded. Motion carried unanimously.

Secor moved to approve Paid Time Off (PTO) Buy Back as a one-time incident; voluntary to staff; employees can sell back up to 80 PTO hours; employees cannot go below 40 PTO hours. George seconded. Motion carried unanimously.

George moved to approved the addition of a third plan to the Agency's annual Health Insurance renewal – HMO network. The three plans to be offered – Wellmark BC/BS, HSA and HMO. Secor seconded. Motion carried unanimously.

COO discussed with Executive Board, staff and representatives from tree service businesses regarding tree pricing and landfill burn program. Because Item 12 was not an agenda approval item, it was suggested to hold a Special Meeting on Tuesday, May 27, 2025 to approve recommendations. No action item.

HLW Engineering – Glenn Hunter

- a. Financial Assurance – waiting on completion of state audit;
- b. Agency received Title V Air Permit – issued on April 14, 2025;
- c. Resolution #9 on Comprehensive Plan – Todd submitted on April 16, 2026 (due May 1, 2025);
- d. On April 23rd there was a force main leak down by the truck stop – DNR was on-site. Agency staff acted immediately. HLW received DNR letter yesterday and will be responding.

Operations Report –

Recycling Center – James McLaughlin

- a. Started Recycling Center Operations Manager position last Monday;
- b. Cleaning and organizing warehouse;
- c. Working on replacing a conveyor belt on a baler;
- d. Working on safety procedures;
- e. Working on equipment maintenance.

HHM – Jason Potts

- a. Site brought in 5,707 lbs. in April;
- b. Drones have lithium batteries; would like to look at pricing with business and the cost;
- c. Mobile events going well;
- d. George asked if there's anything the Agency can do to allow the 2 staff to be able to take time off. Campbell stated that there are a couple of recycling staff that will be cross-trained to help fill in.

Landfill – Jason Potts

- a. Update on force main leak;
- b. Gypsum rock is going great – Doyle has moved about 10,000 ton so far;
- c. Update on MSHAW visit;
- d. Phase 3 is going well.

CFO Report – Lori Lindstrom

- a. FY24 audit still on-going with request of documents (time consuming);
- b. FY24 extension date 6/30/2025;
- c. Credit card transition going smoothly;
- d. Moving workload from prior office to front office;
- e. Setting up CFO office;
- f. Bemrich Electric to be on-site tomorrow to move my computer and setup CFO computer;
- g. Working on FY25 year-end spreadsheets/workpapers.

COO Update – Mark Campbell

- a. Shared photos of landfill leachate leak;
- b. Recycling center office floor update;
- c. Recycling center drains cleaned by Scully Services;
- d. Safety meetings on-going;
- e. Update on recycling center gutters and doors;
- f. Property taxes paid on land the Agency rents out – taxes were paid last week due to not receiving original notice in the mail;
- g. Agency switching vision insurance to Principal Insurance.

Legal – Colin Hendricks

- a. Shared with Board the 28(E) Agreement language regarding fees.

Other Business – None.

Public Questions or Comments – None.

George moved to adjourn. Kersten seconded. Motion carried unanimously at 7:02 P.M.

Lori Lindstrom
Sec/Treasurer-CFO

Cole Bockelmann
Chair