

North Central IA Regional Solid Waste Agency
Minutes of Meeting
May 28, 2024

The regular monthly meeting of the Executive Board was postponed due to tornadic weather and Zoom technical problems. The rescheduled meeting was held on May 28, 2024 at the Recycling Center, Fort Dodge, IA. Chair Cole Bockelmann called the meeting to order at 5:37 P.M. Zoom was unavailable.

Roll Call - Members present: David Fierke – Fort Dodge, Jack Kersten – Fort Dodge, Megan Secor – Fort Dodge, Cole Bockelmann – Humboldt, and Mark Campbell – Webster County.

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

Campbell moved to approve the Consent Agenda including: Revised February 27, 2024 Executive Board Meeting Minutes; April 16, 2024 Executive Board Meeting Minutes; March 2024 Financials; April 2024 Invoices; April 2024 Financials. Secor seconded. Motion carried unanimously.

HLW Engineering Group – Doug Luzbetak

- a. Preconstruction meeting for the Phase 3 Expansion Project. Looking at starting the first week of July 2024; may start stock piling materials prior to that. Once started, there will be weekly progress meetings with updates at board meetings. Completion date is the end of September 2024, weather dependent.
- b. Submitted a DNR Air Quality Construction Permit Modification that's required due to Phase 3. The application is with the DNR and haven't heard anything back yet.
- c. DNR required installation of a new gas probe. There's a gas probe on-site we've been getting hits of methane gas on, so they required us to put one closer to the property line to document that there's no gas leaving the property, so we did that. We tested it once and it tested fine; we'll continue to test it. Documentation sent to DNR.

Secor approved for the Landfill Operations Manager to Solicit Bids for Concrete Crushing. Kersten seconded. Motion carried unanimously.

Kersten approved for the Landfill Operations Manager to Solicit Bids for Excavator Replacement. Secor seconded. Motion carried unanimously.

Operations Report – Landfill, HHM, Recycling Center

HHM – Nik Myers

1. Operations good.
2. Had contractors come and look at a barrel explosion from two years ago inside the HHM; decided to paint it ourselves.
3. Biggest mobile event in our history at Humboldt of 3,496 lbs. of hazardous waste. Nik thanked Cole Bockelmann and the City of Humboldt.

Landfill – Nik Myers

1. Operations are good.
2. Myers wrote another response to USW for another flow violation; we all talked and agreed that the excessive flow was due to the 9 inches of rain in three weeks. They came out and we recalibrated the new flow rate of all the new pumps working together. I can say now for the first time since I've

worked here, that all of the pumps, all of the lines and everything leachate related is working like it's supposed to; it's been a long fight.

3. Passed DNR Air Quality Inspection.
4. Going to work with HLW to update our Stormwater Pollution Prevention Plan.
5. I have Fort Dodge Asphalt coming to give an estimate on fixing the recycling center parking lot.
6. I met with the EOC and Colin so I can hire litter pickers as independent contractors, and started last week and are doing awesome.
7. Did a walk through for security cameras and alarm systems.
8. Got all new signs at the landfill and a Stop sign at the HHM site.
9. Got a hold of SCS and HLW for crushing concrete.
10. Got wet weather area caught back up.
11. Caught back up on dirt for cover.
12. Repaired all the roads that were damaged from the rain.
13. All equipment is up to date.
14. Would like to thank the EOC for stepping in and helping, especially Mark for coming out and helping us get things straightened out and caught back up.
15. I look forward to working on the capital improvement plan for our sites and working with Lindsey on Best Practices and any other things I can do to help us get a head.

Recycling Center – Lindsey Warren

1. Cardboard at \$120/ton; paper at \$80/ton; plastic at \$20/ton.
2. Appliance roll-off arrived.
3. Route truck is at Doyle Diesel for a diesel exhaust fluid issue – have not heard what the issue is; also, a knock sensor that needs replaced.
4. Took the recycling containers out for Frontier Days today. Available for any events to use.
5. Received two quotes on a new cardboard baler. One was in the \$278,000 range and the other in the \$345,000 range.
6. Will be working on getting an ERAP in the recycling center – it is not required but would be nice to have.
7. Getting quotes for new pads for all the dock doors.
8. Did a camera walk through.
9. Have two positions open for new hires; waiting to hire until the PTO conversion.

CFO Report – Lori Lindstrom

- a. Campbell moved to approve the 2023 Wages Paid to Staff. Kersten seconded. Motion carried unanimously.
- b. Secor moved to approve Resolution No. 2024-10 to Authorize Check Signing Signatures, Financial Documents and Financial Transaction Signatures for the North Central IA Regional Solid Waste Agency. Kersten seconded. Motion passed by roll call vote of Fierke – Fort Dodge, Kersten – Fort Dodge, Secor – Fort Dodge, Bockelmann – Humboldt, and Campbell – Webster County.
- c. FY23 state audit has been submitted to Deputy for review. HLW reached out to DNR for extension, which was granted.
- d. Approval to go out for bid for FY24 will be on the June agenda.
- e. Working with First Interstate Bank to issue credit card to the Agency. Campbell to sign paperwork. This was board approved at the June 2022 Executive Board Meeting.
- f. Administrative Assistant has been off for the past five weeks, so Jill from the HHM site has been assisting when available, and doing a great job.
- g. Per Campbell, I ordered Weboost 200 which should be installed in the next couple of weeks by Archibald Electric. Reimbursement for the Weboost 200 was included with my reimbursements submitted tonight for approval and was approximately \$1,621 for the Weboost 200.
- h. Campbell had Clean All come in and clean front offices/restrooms and board room; also cleaned carpets.
- i. Camera and alarm system walk through.

EOC Report –

- a. Fierke moved to approve Severance Agreement and General Release for Donna Bice. Kersten seconded. Motion carried unanimously.
- b. Campbell approved to update the COO job description via email and getting it published in the next 3 to 4 weeks. Secor seconded. Motion carried unanimously.
- c. Discussion on conversion to PTO.
 - a. Campbell stated sick time: 1-5 years at 15%; 5-10 years at 20%; 10 years + 1 day @ 25%.
 - b. Campbell stated if tonight's conversion is approved, then we are going to meet individually with all the staff and show them what their conversion looks like exactly so they know what it's going to be switched to and then it will be sent over to Cornwell's so they can have roughly 3 weeks to get everything ready for July's payroll. Lindstrom informed the Board that she worked all day today on the sick, vacation and vacation accrual spreadsheets and will have it done tomorrow for the EOC. Myers discussed concerns of staff taking sick time off 2 consecutive days off until July 1st. Campbell stated he can write them up for abusing policies.
- d. Operations Update – EOC
 - a. Bockelmann – Megan and Mark have been handling operations.
 - i. Cole has been working with HLW and Nik on projects.
 - ii. Mark and Megan have been working on –
 1. Cameras that were approved over a year ago – we've had 2 companies do a walk through and a 3rd doing it this week so we should have 3 bids for that.
 2. Had the offices cleaned.
 3. Had a conference call with Vestis, willing to bid the uniforms again
 - a. Going to do shirts at the recycling center and keep the inventory on-site which will be tracked by Lindsey and Lori.
 4. Working with Nik and Lindsey so they understand their budgets better and they will be a part of the budget process this year.
 5. Doing a shared document for staff so when they do maintenance, hours, everything, it's going to be a shared document instead of all of the papers everywhere.
 6. Front door fixed that's been broke for some time.
 7. ERAP – working on for the recycling center. Campbell reached out to Fort Dodge Fire and Otho to do a drill later in the fall.
 8. Looking at getting Agency credit card.
 9. Kind of looking for a part-time person up-front to help with the phones, scan documents, help Lori a little bit. Secor asked where it's posted; Campbell said he asked Ted Vaughn to put together a short job description of what we want but he's out right now.
 10. Cell phone booster.
 11. Clarify wind days – just because the landfill is closed for wind doesn't mean staff can't stay and work on maintenance equipment, clean, etc. Nik can keep some staff working on-site and rotate or keep them all on-site busy.
 12. Rejected skid loader bids for the recycling center. Going to put that out for bid. There was miscommunication and the specs went out to have tracks inside and high flow; we do not need those things.
 13. Mr. Grell wants to drain pond.
 14. Litter pickers 106 bags in 5 hours.
 15. Received email today to get a U-Haul truck because the recycling route is down. Lindsey stated a lot of the route cannot be picked up without a U-Haul truck or the Agency's truck back.

Legal – Colin Hendricks

- a. Campbell moved to approve the Litter Picker Independent Contractor Agreement. Fierke seconded. Motion carried unanimously.

- b. Secor moved to approve the Gypsum Ag Supply Annual Lease (2024-2025). Kersten seconded. Motion carried unanimously.
- c. Kersten moved to approve the Doyle Annual Lease (2024-2025). Secor seconded. Motion carried unanimously.
- d. Bill of Sale with Mike Grell for Small Shop – came to an agreement with Mr. Grell for the small shed for \$1 which he has paid, and moving it no later than 5:00 p.m. on July 4, 2024, if not, the creditor will take it and all contents remaining on July 5, 2024.

Other Business –

- 1. Colin Hendricks – the last scheduled meeting was going to be in-person and then there was a tornado warning/threat, so we transitioned that Tuesday to an electronic only meeting in order to comply with Iowa Code 21.8 for the electronic meeting which ultimately did not occur due to technological issues. Per Colin’s request to the Agency, and followed, was posting notice of the electronic only meeting on the door of the Recycling Center and why we were hosting the electronic only meeting was because the in-person meeting would have been dangerous given the threat of severe weather; provide notice with radio if possible; directing public to the Agency’s website for the Zoom link. In the Minutes of Meeting for May 28, 2024 explain why the in-person meeting was impractical and what we did to reasonably inform the public on short notice.
- 2. Campbell asked if the Agency could use Teams instead of Zoom, agreed.

Public Questions or Comments – None.

The next regular meeting for the NCIRSWA will be held on June 18, 2024 at 6:22 P.M. Secor moved to adjourn. Kersten seconded. Motion carried unanimously at 6:22 P.M.

Cole Bockelmann
Chair

Lori Lindstrom
Secretary/Treasurer-CFO