

North Central IA Regional Solid Waste Agency  
Minutes of Meeting  
June 18, 2024

The regular monthly meeting of the Executive Board was held on June 18, 2024 at the Recycling Center, Fort Dodge, IA. The meeting was available on-site and via Teams. Chair Cole Bockelmann called the meeting to order at 5:30 P.M.

Roll Call - Members present: Wally Lorenzen – Eagle Grove, David Fierke – Fort Dodge, Jack Kersten – Fort Dodge, Megan Secor – Fort Dodge, Cole Bockelmann – Humboldt, Dave George – Manson, Brandon Bahrenfuss – Webster City, Mark Campbell – Webster County (Teams), and Dennis Frayne – Williams.

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

Secor moved to approve the Consent Agenda including: May 28, 2024 Executive Board Meeting Minutes; May 2024 Invoices. Kersten seconded. Motion carried unanimously.

HLW Engineering Group – Doug Luzbetak

- a. Secor moved to approve the 2024 Financial Assurance documents. Kersten seconded. Motion carried unanimously.
- b. Leachate Forcemain Cleanout Project Update – vegetation filling in well. Will meet with Doyle Construction regarding finalization of paperwork and 5% retainage.

George moved to table approval of bids for camera system until next months meeting. Campbell seconded. Motion carried unanimously.

George moved to approve a \$1.00 per hour wage increase for Lindsey Warren (3% COL pay increase first, bump \$1/hour rate increase following COL). Kersten seconded. Motion carried unanimously.

Operations Report – Landfill, HHM, Recycling Center

HHM – Nik Myers

1. Gypsum Hollow is picking up used oil for free instead of the Agency shipping it out – saves Agency \$700 every 6 months.
2. DNR refund check in the amount of \$8,560. Eighty percent of what we paid to ship stuff out over the last 6 months. Last SARS report, spending less than half of what we're spending shipping things out, even what we were spending during COVID lock down.

Landfill – Nik Myers

1. New litter pickers are doing amazing. Picking up average of 30 bags at 30-40lb. a day per litter picker.
2. DNR reinspection went well. DNR would like more grass so getting prices for grass seed.
3. USW – all is good.
4. Filled sed basin in.
5. Rebuilt roads down to sed basins.
6. Finishing road to east lift station.
7. Iowa Waste Exchange to tour July 24, 2024.
8. All equipment up-do-date.

Recycling Center – Lindsey Warren

1. Cardboard at \$120/ton; paper at \$40/ton; plastic at \$20/ton.
2. Route truck still in shop for repairs.
3. U-Haul rental last week – Lori Lindstrom put on her personal credit card.
4. Informed Board of an employee accident last week.
5. Employee terminated 6/14/2024.
6. Currently have 3 open positions.

CFO Report – Lori Lindstrom

1. FY23 Independent Auditor's Report released to the public on June 5, 2024.
2. Working on accrued vacation and unused earned vacation spreadsheets for PTO conversion – sick time hours for staff provided to EOC on Sunday, June 16<sup>th</sup>.
3. Beginning to work on FY24 payroll audit for IMWCA.
4. Met with United Bank of Iowa on May 31<sup>st</sup> to update the Agency's Account Agreement – process still on-going.
5. Assisting Nik and Lindsey with specs regarding both sites going out for bid.
6. Open enrollment for FY25 health insurance benefits took place June 12<sup>th</sup> and 13<sup>th</sup>.
7. Working on calculating staff's FY25 3% COL pay increase which was approved by the Full Board on March 19, 2024.
8. Assisting with day-to-day happenings as they arise.
9. Part-time administrative assistant to return to work second week in July 2024.

EOC Report –

- a. Campbell moved to approve adoption of Revised Employee Handbook as of July 1, 2024. Secor seconded. Campbell moved to amend his motion to include bereavement to be 5 days instead of 3 days. Secor amended her motion. Motion carried unanimously.
- b. Adoption of PTO Conversion Chart. Sick time conversion 1 to 5 years at 15%; 5+ to 10 years at 20%; 10+ years at 25%. None action item.
- c. Review COO Job Description – will be advertising for COO position. Possibly to use Wester County or City of Fort Dodge to assist with hiring process.
- d. Operations Update – Bockelmann to step back and Lindstrom will be taking on more duties during the interim. Bockelmann and Campbell met with Lindstrom this afternoon and will be shifting some of the COO responsibilities to her, on an interim basis. To hire another full-time administrative staff and Lindstrom will also be getting her part-time staff back in a couple weeks. Agency to evaluate the COO candidates as they come in while simultaneously looking at a different organizational structure. Currently Lindstrom to oversee HR and Myers to oversee operations on an interim basis. Campbell gave update regarding on-going projects with management staff. Bockelmann stated some accommodation of the EOC members and management staff will be meeting with each employee to go over the employee handbook changes and PTO conversion. Plan on doing that next week some time.
- e. Capital projects update.

Legal – Colin Hendricks –

- a. Hendricks stated if the Agency does something different with the COO and HR, he will review the 28(E) to see if it would need amended.

Other Business – Lindstrom verified who attended meeting via Teams. Frayne shared that there was a man in the parking lot who showed up for last month's meeting that was canceled due to storms. This man said he was on the agenda for that evening's meeting and wanted the Board to know that he showed up. Lindstrom stated it was Wayne Krug that showed up and she has spoken with him. Campbell congratulated George on his primary win.

Public Questions or Comments – None.

The next regular meeting for the NCIRSWA will be held on July 16, 2024. George moved to adjourn. Secor seconded. Motion carried unanimously at 6:11 P.M.

Cole Bockelmann  
Chair

Lori Lindstrom  
Secretary/Treasurer-CFO