

North Central IA Regional Solid Waste Agency

Minutes of Meeting
April 17 2018

The regular monthly meeting of the Executive Board was held on April 17, 2018 at the Recycling Center, Fort Dodge, IA. Chairman Donovan Adson called the meeting to order at 5:32 P.M.

Members present: Wally Lorenzen – Eagle Grove, Dale Graham – Ellsworth, Jeffrey Halter – Fort Dodge, Donna Bice – Fort Dodge, Jamie Bemrich – Fort Dodge, Travis Goedken – Humboldt, Rick Pedersen – Humboldt County, Donovan Adson – Vincent, Jerry Kloberdanz – Webster City and Mark Campbell – Webster County.

Also present were Attorney Steve Kersten, Jeff Feser-COO, staff and visitors.

Bemrich moved to approve the Agenda. Campbell seconded. Motion carried unanimously.

Lorenzen moved to approve the March 20, 2018 Meeting Minutes. Pedersen seconded. Motion carried unanimously.

Goedken moved to approve the bid from Mobile Crushing & Recycling in the amount of \$5.25/ton with a mobilization fee of \$1,500 for concrete crushing at the landfill. Halter seconded. Motion carried unanimously.

Halter moved to table approval of sweeper bids for the recycling center until May 2018 for more research. Kloberdanz seconded. Motion carried unanimously.

Pedersen moved to approve revision to the “Inclement Weather Policy” of the North Central IA Regional Solid Waste Agency Employee Policy Manual. Halter seconded. Pedersen amended his motion to include the additional language of “payment under this policy shall not be used towards calculation of overtime pay”. Halter amended his motion. Motion carried unanimously.

Kloberdanz moved to approve revision to the “Compensation Policy” Part F “Sick Pay” of the North Central IA Regional Solid Waste Agency Employee Policy Manual, with the addition of “step-grandparents”. Halter seconded. Motion carried unanimously.

Halter moved to approve revision to “Classification of Employment Policy” of the North Central IA Regional Solid Waste Agency Employee Policy Manual, with the addition of “holiday/vacation or compensatory hours to not count towards the calculation of overtime”. Goedken seconded. Motion carried with Kloberdanz opposing.

Bice moved to table revision to “Notice of Separation and Forfeiture of Accrued Paid Leave Policy” for the North Central IA Regional Solid Waste Agency Employee Policy Manual for further research. Campbell seconded. Motion carried unanimously.

Campbell moved to approve revision to “Appendix D – Prorated Holiday Pay” for part-time employees of the North Central IA Regional Solid Waste Agency Employee Policy Manual. Goedken seconded. Motion carried unanimously.

Kloberdanz moved to approve “Password Policy” required by ICAP with the addition of “administrative logon to all computers”. Campbell seconded. Motion carried unanimously.

Halter moved to approve the “Acceptable IT Use Policy” required by ICAP. Bemrich seconded. Motion carried unanimously.

Halter moved to approve the “Cyber Security Policy” required by ICAP. Kloberdanz seconded. Motion carried unanimously.

Graham moved to approve the Purchase Order System. Campbell seconded. Lindstrom to provide the Board with a Purchase Order Policy at the May meeting for approval. Motion carried with Bice and Goedken opposing.

Financial Report – Campbell moved to approve the Financial Reports for the month of March 2018. Kloberdanz seconded. Motion carried unanimously.

Accounts Payable Invoices – Campbell moved to approve the Accounts Payable invoices for the month of March 2018. Pedersen seconded. Motion carried unanimously.

Chairman’s/COO Report –

1. Feser informed the Board that the landfill hired a groundskeeper at \$12/hour. Discussed paying the groundskeeper \$14.78 to run the haul truck when needed.
2. Feser updated the Board on attending the ISOSWO Spring Conference with Anderson.
3. Adson informed the Board that he signed the contracts according to the HLW Resolutions for the new cell construction.
4. Adson informed the Board that he and Dale Graham met with the employees of the recycling center and HHW facilities last Friday, and Graham took a tour of the proposed new cell site. Met with Slinker and Feser on the demonstration of the proposed recycling warehouse floor sweeper. Also discussed the problems the employees are having with the recycling skid loader, and possible replacement.
5. Adson informed the Board that the COO and CFO did receive their evaluations by the Executive Oversight Committee.
6. Graham shared with the Board that the recycling employees had a good awareness of their jobs and what needed to be done; they were self-motivated.

Halter moved to approve the Chairman’s/COO Report. Goedken seconded. Motion carried unanimously.

CFO’s Report –

1. Lindstrom requested that Bemrich Electric prepare the Wi-Fi Security Policy requested by ICAP.
2. Lindstrom requested the May Board Meeting be moved from May 15th to May 22nd, which the Board agreed to.
3. Lindstrom informed the Board that the Agency’s Minutes of Meeting for FY17 and FY18 are now on the Agency’s website and that she will send an email informing the Full Board.

Kloberdanz moved to approve the CFO's Report. Lorenzen seconded. Motion carried unanimously.

Other Business – Slinker informed the Board that he sent out bid specs for a new skid loader that will be on the May Agenda. Slinker stated that Earth Day is Sunday, and he and Moffitt have been doing more on social media. Feser said that he's going to personally go to all of the recycling route truck businesses in the next month to discuss the proposed recycling route truck fees. Anderson stated that they hired a groundskeeper. Moffitt stated that they got the straddle stacker in and it's going good; she ordered the HHW trailer which is 10-12 weeks out. Her site took their 8 hour refresher courses. Her site received the DNR check for \$6,110 for her last reporting. Feser stated that Southeast Valley School will be taking a tour on May 4th; Barker Lemar will be on-site May 1st – 4th for the 25 hour landfill certification class.

Public Questions or Comments – Dennis Jones with the Coleman Sanitary Sewer District addressed the Board with questions regarding a manhole in their district. There was discussion, but no action was taken.

The next meeting for the NCIRSWA will be held on May 22, 2018. Kloberdanz moved to adjourn. Goedken seconded. Motion carried unanimously at 8:06 PM.

Lori Lindstrom
Secretary/Treasurer

Jeff Feser
COO