

# *North Central IA Regional Solid Waste Agency*

Minutes of Meeting

April 2020

The regular monthly meeting of the Executive Board was held on April 21, 2020 at the Recycling Center, Fort Dodge, IA. Due to COVID-19, the meeting was available on-site (RC) and via Zoom for board members and staff. Chair Donna Bice called the meeting to order at 5:34 P.M.

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

Also present were Doug Luzbetak (Zoom) and Todd Whipple (RC) – HLW Engineering Group, Brian – Terracon (Zoom), Mitzi Brunsvold - COO (RC), Lori Lindstrom – CFO (Zoom), Rob Anderson Landfill Operation Manager (RC), Jason Slinker Recycling Center Operation Manager (RC), Jessica Moffitt HHM Operation Manager (RC), and staff Adson (Zoom).

Adson moved to approve the Agenda. Lorenzen seconded. Campbell stated that he noticed that the Special Meeting Minutes are not on the Agenda for approval. Brunsvold said they are not done but will have them at the next meeting. Motion carried unanimously.

Pedersen moved to approve the March 20, 2020 Board Meeting Minutes. Campbell seconded. Motion carried unanimously.

Accounts Payable Invoices – Halter moved to approve the Accounts Payable invoices for the month of March 2020. Campbell seconded. Motion carried unanimously.

Financial Reports – Bice asked how the Request for Scrap Pickup paperwork for internal use was working out, being there was scrap revenue on the March Financial. Brunsvold stated they are no longer using that form since the Agency switched to Scrap Processors and because of the conversation at the November board meeting. Bice and Kloberdanz requested that the Agency continue using the Request for Scrap Pickup form until the November audio can be reviewed at the May board meeting. Halter moved to approve the Financial Reports for the month of March 2020. Kloberdanz seconded. Motion carried unanimously.

Halter moved to approve Resolution 2020-2 on Comprehensive Plan Update VIII. Goedken seconded. Motion carried with Kloberdanz opposing.

Halter moved to approve Terracon's Supplement to Agreement for Services-Slope Stability in the amount of \$8,500. Kloberdanz seconded. Motion carried unanimously.

COO/Operation Manager's Report –

1. Pedersen moved to approve allowing any commercial yard waste company to use the landfill, their loads based on weight and charging them the same rates as haulers. Halter asked why this is an approval item and let this be under the control of the DNR, so when the DNR changes their mind, the Agency does not have to go and undo an approval item. Halter seconded. Item did not pass by roll call vote of 3 yes, 7 no.
2. Adson moved to table item to go out for an RFP. Halter seconded. Motion carried unanimously.

3. Brunsvold informed the Board the Agency received an ICAP refund check in the amount of \$2,350 regarding things not being removed from prior years.
4. Anderson –
  - a. Caught up on getting garbage covered up.
  - b. Getting litter picked up with the help of Jill and Kenny.
  - c. Con-cover machine in and got it running; ordering parts.
  - d. Getting pricing on ADC; we have lost all our drywall from National, etc. due to they received permission to bury on their own sites.
  - e. Brunsvold – Lindstrom ordered a new credit card machine for the landfill so will work on that tomorrow; looking into a cash box to slide under the scale house window. Worked with Julie on Saturday at the scale house. Equipment operator resigned on Friday.
  - f. Campbell stated he had discussed with Brunsvold prior about the lack of daily cover going on at the landfill. Campbell explained he has received phone calls, has gone out personally (different days), and other board members as well, observing open faces with no garbage on them (and they were that way all weekend). Campbell requested for this discussion to be put on the next meeting regarding amount of dirt being hauled to the face, the method, doing what we can to maximize air space; along with making sure we're getting the proper sand on the main face. Biggest concern is garbage blowing around and lack of daily cover.
  - g. Halter would support using a tarp because it's more efficient use of the cell itself, and we're not filling it with dirt.
  - h. Kloberdanz asked if the con-cover can be used in the winter? Anderson answered yes.
5. Slinker –
  - a. Has a call list of people who have asked for e-waste and TV's; once things start to lift, they will be notified.
  - b. Going over the numbers this FY through April, compared to last FY at the same time, for cardboard we are up 339 tons; paper is down 24 tons by the same time line.
  - c. Kloberdanz asked if he's having a hard time getting rid of cardboard? Slinker said no, the cardboard market has gone up to \$85/ton compared to \$15/ton. However, single stream has slowed down.
6. Moffitt –
  - a. Will be turning in the final grant report for the mobile event trailer that is due May 15, 2020.

Halter moved to approve the COO/Operation Manager's Report. Kloberdanz seconded. Motion carried unanimously.

CFO's Report –

1. Lindstrom informed the Board that the Office of State Auditors moved the Agency's FY19 audit extension from June 30, 2020 to September 30, 2020 due to COVID-19. Adson asked why there's an extension. Lindstrom stated the auditors were on-site the last week of January 2020 and did not have time to get the audit report completed by March 31, 2020; Lindstrom stated there is a due date of March 31<sup>st</sup>. Adson asked if this is a second extension. Lindstrom said this is the first extension and the Office of State Auditors moved the extension date to September 30, 2020.
2. Lindstrom informed the Board that First American Bank transferred ownership to GreenState Credit Union effective March 1, 2020. Lindstrom informed the board that the Agency's funds are protected by the State Sinking Fund with GreenState Credit Union, the same as a financial institution (verified with Craig Schlien). Lindstrom asked the Board if they would like to continue with GreenState Credit Union and the Board said yes, no change.
3. Lindstrom informed the Board that the CD at Northwest Bank rolled over on April 6, 2020 for 16 months at .5%.

4. Lindstrom provided the Board a spread sheet verifying the tonnage fee paid to the DNR on March 17, 2020 was accurate (COO said there were questions at last month's meeting).
5. Lindstrom provided the Board with supporting documents regarding a question at the March board meeting involving refunds paid.
6. Adson addressed A/R questions to Lindstrom, which she answered.

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

Legal Matters – None.

Other Business – Adson asked about the investigation being done with the Executive Oversight Committee. Bice stated they kind of hit a stopping point because of COVID-19, but will try to get that wrapped up so we can report on it at the next board meeting.

Public Questions or Comments – Adson thanked the employees for working in these trying times and working hard. Adson suggested possibly looking at a stimulus package. Anderson thanked the landfill employees for their work. Slinker thanked Moffitt's staff for helping out. Adson, Bice and Campbell to provide pizza for staff.

The next regular meeting for the NCIRSWA will be held on May 19, 2020. Goedken moved to adjourn. Adson seconded. Motion carried unanimously at 7:35 P.M.

Lori Lindstrom  
Secretary/Treasurer-CFO

Mitzi Brunsvold  
COO