

North Central IA Regional Solid Waste Agency

Minutes of Meeting

April 20, 2021

The regular monthly meeting of the Executive Board was held on April 20, 2021 at the Recycling Center, Fort Dodge, IA. Due to COVID-19, public could join the meeting via Zoom. Chairman Mark Campbell called the meeting to order at 5:30 P.M.

Members present: Wally Lorenzen – Eagle Grove, Donna Bice – Fort Dodge, Jamie Bemrich – Fort Dodge, Jeffrey Halter – Fort Dodge (arrived at 6:02pm), Travis Goedken – Humboldt, Rick Pedersen – Humboldt County, Leo Reiter – Jewell, Terry Klaver – Kamrar, Dave George (arrived at 5:34pm) – Manson, Donovan Adson – Vincent and Mark Campbell – Webster County.

Also present were Doug Luzbetak – HLW Engineering Group, Melanie Myott – KHI Solutions, Mitzi Brunsvold - COO, Lori Lindstrom – CFO, Jessica Moffitt HHM Operation Manager.

Goedken moved to approve the Agenda. Bice seconded. Motion carried unanimously.

George moved to approve the March 16, 2021 Minutes of Meeting. Lorenzen seconded. Motion carried unanimously.

Accounts Payable Invoices – Lindstrom and Brunsvold explained to the Board the outstanding balance due from the original invoice from Ziegler Inc. regarding repairs to the landfill D6 dozer. The Ziegler invoice received was overstated by \$3,730.80 compared to the Board approved quote in the amount of \$28,755.73. Breakdown as follows: Ziegler issued credit of (\$799.80); \$996.42 was to install track; \$825.50 to clean the machine and \$1,108.36 was over quote. Pedersen moved to approve the Accounts Payable invoices for the month of March 2021, including payment to Ziegler Inc. in the amount of \$2,930.28 for above repairs. George seconded. Motion carried unanimously.

Financial Reports – Bemrich moved to approve the Financial Reports for the month of March 2021. Goedken seconded. Motion carried unanimously.

Myott with KHI Solutions gave a presentation to the Board regarding health insurance options. No action item.

HLW Engineering Group – Luzbetak informed the Board that Terracon stated the slope stability project can be divided between two budgets, FY22 and FY23. No action item.

Bemrich moved to approve the Financial Assurance for 2021. Bice seconded. Motion carried unanimously.

HHM Report –

- a. Moffitt informed the Board the HHM site has three mobile events scheduled – Eagle Grove, Harcourt and Humboldt.
- b. Moffitt informed the Board the HHM site received a \$3,000 Grant from the DNR to be used on PPE items.

COO Report –

- a. Brunsvold updated the Board on job postings – posted on Agency website, Indeed, IWD for open positions – Landfill Operations Manger, Recycling Center Operations Manager and Recycling Worker;
- b. Brunsvold provided the Board with a draft version of the Employee Manual Handbook for review;
- c. Brunsvold provided the Board with an Equipment PM Schedule – reached out to equipment vendors for two-year services;
- d. Brunsvold discussed the wage analysis with the Board;
- e. Brunsvold confirmed with the Board that the landfill tipping fee will increase July 1, 2021 to \$42/ton and the minimum will remain at \$20;
- f. Bice inquired if the recycling loads being picked up have gotten better;
- g. Brunsvold discussed with the Board the \$15/hour pay increase for staff.

Bice moved to table Agency job descriptions to allow the Board more time to review. Job description to be brought back to the May meeting. Halter seconded. Motion carried unanimously.

CFO's Report –

- a. Lindstrom informed the Board the NCIRSWA FY20 Audit Report was released to the public on March 30, 2021;
- b. Lindstrom updated the Board on the RFP Audit for FY21 – RFP's due June 11th and to be presented to the board for approval at the June 15th board meeting;
- c. Lindstrom informed the Board that a Procedure Policy to Report Fraud will be drafted by Steve Kersten and CFO for board approval. State Auditor recommendation to ensure compliance with Code of Iowa Section 11.6(7).

Other Business – Campbell discussed other alternatives besides burning trees at the landfill. Adson asked about the land purchase.

Public Questions - None

The next regular meeting for the NCIRSWA will be held on May 18, 2021. Bemrich moved to adjourn. Adson seconded. Motion carried unanimously at 6:54 P.M.

Lori Lindstrom
Secretary/Treasurer-CFO

Mitzi Brunsvold
COO