

North Central IA Regional Solid Waste Agency

Minutes of Meeting
August 2019

The regular monthly meeting of the Executive Board was held on August 27, 2019 at the Recycling Center, Fort Dodge, IA. Chairman Travis Goedken called the meeting to order at 5:31 P.M.

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

Also present were Steve Kersten – Attorney, Doug Luzbetak – HLW Engineering Group, Mitzi Brunsvold-Director/COO, Lori Lindstrom-CFO, staff and visitors.

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

Bemrich moved to approve the July 16, 2019 Board Meeting Minutes. Halter seconded. Motion carried unanimously.

Halter moved to approve HLW Engineering Group Pay Request No. 9 to Rasch Construction, Inc. in the amount of \$198,858.65 regarding the Phase 2 Expansion Project. Kloberdanz seconded. Motion carried unanimously.

Pedersen moved to approve HLW Engineering Group Certificate of Substantial Completion. Lorenzen seconded. Motion carried unanimously.

HLW Engineering Group provided an update regarding Phase 2 Expansion Project – no action item.

Kloberdanz moved to approve for the Agency to go out for bids on:

- (1) Landfill
 - a. Used haul truck in landfill area
 - b. Fencing in the landfill area
- (2) Administration
 - a. Trenching of fiber optics
 - b. Server
 - c. Server installation and set-up for all locations
- (3) Recycling
 - a. Forklift

Campbell seconded. Motion carried unanimously.

Financial Report – Campbell moved to approve the amended Financial Report for the month of June 2019. Bice seconded. Motion carried unanimously.

Financial Report – Campbell moved to approve the Financial Report for the month of July 2019. Halter seconded. Motion carried unanimously.

Accounts Payable Invoices – Bemrich moved to approve the Accounts Payable invoices for the month of July 2019. Adson seconded. Motion carried unanimously.

Chairman's/Operation Manager's Report –

1. Lindstrom presented to the Board the draft FY21 Budget for their review.
2. Brunsvold discussed with the Board renewing the Bemrich Electric IT Contract; informing the Board that the prior contract signed in July 2019 for 20 hours at \$65/hour, still has 1 hour available. The Board approved to renew contract.
3. Brunsvold informed the Board that she would like to dissolve the Credit Card Policy. The Board approved.
4. Brunsvold discussed the job description for the Landfill Operator Position and the Board approved.
5. Brunsvold informed the Board that she's working on a draft RFP for scrap metal.
6. Brunsvold reminded the Board of the Annual Full Board meeting to be held on October 22, 2019 at the Fort Dodge Growth Alliance Building.
7. Anderson – safety meeting was on 3 points of contact.
8. Moffitt – safety meeting was on electrical safety; has submitted DNR reporting that is due on 9/15/19; over 40,000lbs. of material from January – June 2019; Kathleen has asked me to give a presentation on the Heartland Chapter of NAMA at the November annual RCC meeting; submitted paperwork for a Grant with the DNR due 9/3/19.
9. Slinker – safety meeting was on back to school safety while driving around and proper bucket handling.

Campbell moved to approve the Chairman's/Operation Manager's Report. Adson seconded. Motion carried unanimously.

CFO's Report –

1. Lindstrom informed the Board of the FY19 payroll audit taking place.
2. Lindstrom informed the Board that going forward, Mitzi Brunsvold, COO, will now sign the Minutes of Meeting, along with Lindstrom, and that the Chairman will no longer need to sign. This was the practice with the prior COO.
3. Lindstrom informed the Board of an overpayment to Russ's Construction last month in the amount of \$198.60, regarding the sand purchase, which Russ's Construction is going to pay back to the Agency. Lindstrom explained that this discrepancy was discovered when preparing a spreadsheet to tie-out the scale weigh tickets for the month of June, which she did not receive until after the July board meeting and approval of the payment to Russ's Construction.

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

Other Business – Halter requested no more “hard copies” at board meetings going forward. Julie Alexander asked the Board when she was going to receive the extra weeks' vacation from going full-time. The Board informed Alexander that their decision was when she went full-time and she will not be receiving additional vacation.

Public Questions or Comments – None.

Adson moved to go into Executive Closed Session per Iowa Code Section 21.5(i), considering going into closed session to evaluate the professional competency of an individuals whose performance is being considered. Halter seconded. Motion carried unanimously at 6:41 P.M.

Campbell moved to return to open session at 7:04 P.M. Kloberdanz seconded. Motion carried unanimously with roll call vote.

The next regular meeting for the NCIRSWA will be held on September 17, 2019. Halter moved to adjourn. Campbell seconded. Motion carried unanimously at 7:05 P.M.

Lori Lindstrom
Secretary/Treasurer-CFO

Mitzi Brunsvold
Director-COO