

North Central IA Regional Solid Waste Agency

Minutes of Meeting
August 2017

The regular monthly meeting of the Executive Board was held on August 15, 2017 at the Regional Recycling Center, Fort Dodge, IA. Chairman Jeff Halter called the meeting to order at 5:31 P.M.

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

Also present were HLW Engineering Group, Attorney Steve Kersten, COO Jeff Feser, staff and visitors.

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

Bice moved to approve the July 18, 2017 Meeting Minutes. Goedken seconded. Motion carried unanimously.

Lorenzen moved to approve the bid from Team Services for monitoring well installation in the amount of \$9,930.00. Goedken seconded. Motion carried unanimously.

Campbell moved to approve the Resolution Creating Executive Oversight Committee for Management and Evaluation of COO and CFO. Bemrich seconded. Motion carried unanimously with roll call vote.

Lorenzen moved to approve additional \$282.45 regarding Frontier Communications bid for the new phone system installed, for a total of \$8,425.45. Bice seconded. Motion carried unanimously.

Financial Report – Klobberdanz moved to approve the Financial Reports for the month of July 2017. Goedken seconded. Motion carried unanimously.

Accounts Payable Invoices – Lorenzen moved to approve the Accounts Payable invoices for the month of July 2017. Bice seconded. Motion carried unanimously.

Chairman's/COO Report –

- a. Feser updated the Board on the landfill OT to date for FY18. Feser stated that the landfill operator's schedules have changed to be 43.5 hours per week; the hours are being staggered, depending if they work a Saturday or not. Feser said he would give the Board another update at next month's meeting.
- b. Feser updated the Board on safety meetings being held at the landfill, HHW, and recycling center sites. Feser stated the topics discussed this month included: updated flow chart, job titles, vacation request forms, soft plastics, trying to find new recycling route accounts, and proper packaging of HHM material. Bice informed the Operation Managers of the great safety resources provided by ICAP. Halter requested for next month's meeting to present to the Board pricing regarding the recycling route truck picking up at businesses.

- c. Feser informed the Board that the fine for the OSHA complaint was \$112.50. Steve Kersten informed the Board that the actual fine was \$225, but if the Agency agrees to correct the violations as cited in the Expedited Informal Settlement Agreement (EISA), the penalty will be half of the \$225, or \$112.50. Kersten stated that the Agency will agree with the EISA Agreement.
- d. Feser informed the Board that he met with ICCC regarding Sensitivity Training. The class will cost \$1,500, and all employees will attend the training. Feser said he is waiting for ICCC to get back to him with a date.
- e. Feser informed the Board of the DNR's annual landfill inspection, scheduled for August 24, 2017 at 9:00am.
- f. Feser informed the Board that the recycling center office construction is complete.
- g. Feser informed the Board that the recycling center ventilation project is complete.

Campbell moved to approve the Chairman's/COO Report. Goedken seconded. Motion carried unanimously.

Other Business – Campbell informed Dennis Jones that Coleman Sanitary District owns a manhole, which is on a map that Jones asked about. Lindstrom informed the Board that she looked into locating a “counter” for the landfill scale, to be used for internal control, but no one has them. Lindstrom called PDOX, the current software being used at the landfill, and they do not offer this option. Lindstrom called WasteWorks, who have their landfill software at 22 Iowa landfills, including Metro, and they do have this available, but the Agency would need to switch from PDOX to WasteWorks. The Board told Lindstrom she may bring a quote from WasteWorks to the September 2017 meeting for consideration. Moffitt informed the Board that she is getting ready to submit the HHM first semi-annual report to the DNR.

Public Questions or Comments – None

Adson moved to go into Executive Closed session per Anderson's request of closed session per Iowa Code Section 21.5(i) to evaluate the professional competency of an employee whose performance is being considered. Lorenzen seconded. Motion carried unanimously at 6:08 PM.

Kloberdanz moved to return to open session at 7:02 PM. Campbell seconded. Motion carried unanimously.

Campbell moved to table item #13 for further research until next months meeting. Adson seconded. Motion carried unanimously.

Adson moved to go into Executive Closed session per Lindstrom's request for closed session per Iowa Code Section 21.5(i) to evaluate the professional competency of an employee whose performance is being considered. Lorenzen seconded. Motion carried unanimously at 7:04 PM.

Campbell moved to return to open session at 7:53 PM. Kloberdanz seconded. Motion carried unanimously.

Campbell moved to table item #15 for further research until next month's meeting. Kloberdanz seconded. Motion carried unanimously.

The next meeting for the NCIRSWA is September 19, 2017. Bemrich moved to adjourn. Campbell seconded. Motion carried unanimously at 7:54 PM.

Lori Lindstrom
Secretary/Treasurer

Jeff Feser
COO