

North Central IA Regional Solid Waste Agency

Minutes of Meeting

August 21, 2018

The regular monthly meeting of the Executive Board was held on August 21, 2018 at the Recycling Center, Fort Dodge, IA. Chairman Donovan Adson called the meeting to order at 5:31 P.M.

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

Also present were HLW Engineering Group, Lori Lindstrom-CFO, staff and visitors.

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

Bice moved to approve the July 24, 2018 Meeting Minutes. Halter seconded. Motion carried unanimously.

Halter moved to approve a bid from R & J Material Handling for a Kubota UTV at a price not to exceed \$20,139.46. Kloberdanz seconded. Motion carried unanimously.

Campbell moved to approve HLW Engineering Group Pay Request No. 2 to Rasch Construction, Inc. in the amount of \$303,584.85 regarding the Phase 2 Expansion Project. Lorenzen seconded. Motion carried unanimously.

Kloberdanz moved to approve HLW Engineering Group Change Order No. 2 regarding the Phase 2 Expansion Project of the North Central IA Regional Solid Waste Agency not to exceed \$26,000. Graham seconded. Motion carried unanimously.

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

Campbell moved to table revisions to the NCIRSWA Employee Policy Manual regarding random drug testing for additional changes, until next month's meeting. Halter seconded. Motion carried unanimously.

Kloberdanz moved to approve revisions to the North Central IA Regional Solid Waste Agency Employee Manual Policy regarding "Expected Work Hours" to include "comp time (non-exempt) and flex time (exempt)" to existing language. Campbell seconded. Motion carried unanimously.

Campbell moved to approve the COO Job Description. Halter seconded. Motion carried unanimously.

Campbell moved to approve the Accounting Policies and Procedures for the North Central IA Regional Solid Waste Agency. Halter seconded. Motion carried unanimously.

Financial Report – Halter moved to approve the Financial Reports for the month of July 2018. Lorenzen seconded. Motion carried unanimously.

Accounts Payable Invoices – Bice moved to approve the Accounts Payable invoices for the month of July 2018. Goedken seconded. Motion carried unanimously.

Chairman's/Operation Manager's Report –

1. Adson informed the Board that he signed the CAT contract for the approved equipment purchase. Status of old landfill vehicles – Anderson stated he's working on it.
2. Anderson – safety meeting on being aware of surroundings with the landfill construction going on; informed the Board of OT at landfill due to all of the rain; landfill fencing almost complete, 500' to 600' left; employee going to retire in March 2019; visit from David Miller of the DNR today, said everything looks good.
3. Moffitt – safety meeting on general housekeeping and how it can prevent accidents; completed first half of reporting yesterday and approved today (Jan thru June 30th just over 28,000 lbs. and ran 7,500 lbs. through the Swap Shop); would like to put the paint can crusher on govdeals.com because they're bulking everything – Board agreed.
4. Slinker – safety meeting on warehouse overhead doors; looking to hire a recycling worker; has an interview with The Messenger on Thursday; to recertify on forklift and skid steer training at the end of September.

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

CFO's Report –

1. Lindstrom informed the Board of the annual FY18 Worker's Comp Payroll Audit currently taking place.
2. Lindstrom informed the Board of the IPERS Compliance Review on August 23, 2018.
3. Lindstrom informed the Board that they are continuing to have weekly manager meetings.
4. Lindstrom asked the Board when the Agency plans on posting the COO position. The Board stated when the ad is done; within the next couple of weeks.

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

Other Business – Lindstrom informed the Board that Dennis Jones with the Coleman Sanitary Sewer District stopped in and requested to hold a public meeting at the Agency's board room; this meeting is not for the Coleman Sanitary District, but for the public regarding the Youth Empowerment Association. The Board suggested that Jones contact the Public Library or a school to conduct the meeting.

Public Questions or Comments – None.

Halter 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 6:41 PM.

Halter moved to return to open session at 6:44 PM. Kloberdanz seconded. Motion carried unanimously.

The next meeting for the NCIRSWA will be held on September 18, 2018. Halter moved to adjourn. Bice seconded. Motion carried unanimously at 6:44 PM.

Lori Lindstrom
Secretary/Treasurer

Donovan Adson
Chairman