

North Central IA Regional Solid Waste Agency

Minutes of Meeting

August 2020

The regular monthly meeting of the Executive Board was held on August 18, 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 5:30 P.M.

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

Also present were Attorney Steve Kersten (Zoom), Doug Luzbetak – HLW Engineering Group (Zoom), Mid Country Machinery (RC), Mitzi Brunsvold - COO (RC), Lori Lindstrom – CFO (RC), Rob Anderson - Landfill Operation Manager (RC), Jessica Moffitt - HHM Operation Manager (RC), Public (3) and staff Alexander, Grove, Johnson (Zoom).

Lorenzen moved to approve the Agenda. George seconded. Motion carried by roll call vote 6 to 3 with Adson, Graham and Kloberdanz opposing.

George moved to approve the July 21, 2020 Minutes of Meeting. Goedken seconded. Motion carried by roll call vote 8 to 1, with Adson opposing because the July Minutes state there would be closed session at the August board meeting and Adson doesn't recall the Board requesting this at the July meeting.

Accounts Payable Invoices – Follow-up from last month, Kloberdanz inquired if the invoice for the doors that had been repaired, were they turned into insurance. Brunsvold stated Slinker had requested in February for the repairs on the doors and it was general wear and tear. Halter moved to approve the Accounts Payable invoices for the month of July 2020. Bemrich seconded. Motion carried by roll call vote.

Financial Reports – Goedken moved to approve the Financial Reports for the month of July 2020. Kloberdanz seconded. Motion carried by roll call vote.

HLW Engineering Group – Luzbetak informed the Board HLW Engineering has not received anything from Terracon regarding the slope stability design update. Will bring back to the September Board meeting. No action item.

Goedken moved to approve a bid from Mid Country Machinery, Inc. for a Bomag BC772RB-4, with a retail price of \$554,535, with a cost to the Agency of \$526,801 (trading 2015 and 2011 Bomags) includes a 4 Year Full Machine Warranty with a buy back after 4 years of \$131,800. Halter seconded. Motion carried by roll call vote.

Brunsvold presented to the Board the FY22 Budget Draft for their review. No action item.

COO Report –

1. Brunsvold informed the Board a landfill operator was hired and started on Monday.
2. Brunsvold updated board on wireless network by Electronic Engineering is complete.

3. Brunsvold informed the Board updated TimeTrax Software was purchased;
4. Brunsvold informed the Board MER Engineering was on-site defining property lines; they are staked; Kersten was informed; regular mail and certified letter sent to Grell informing him of the stakes placed and the Agency will potentially be on his land to set poles for fencing.

Operations Report –

1. Recycling Center Operations - Brunsvold provided update. Several employees gone recently. Processing delays with curbside and cardboard mills.
2. Landfill Operations – Anderson - have been using some of the spray top coat; need to purchase more. Tarp has been getting used. Bice asked if the new plexi glass and speaker were installed in the scale house. Anderson said it is installed and working.
3. HHM Operations – Moffitt informed the Board she is waiting to hear back on fall mobile events due to the current uncertainties.

CFO's Report –

1. Lindstrom informed the Board she is working on FY20 audit preparation.
2. Lindstrom informed the Board the FY20 workers comp payroll audit is in progress.
3. Lindstrom informed the Board of her discussion with Kersten and it was decided we could not go into closed session. Lindstrom reminded the Board following the July board meeting she emailed a copy of the invoice and letter from the State Auditor's office explaining the increase in cost for services rendered for FY19. The reasons mentioned in their letter are the reasons why she would like to continue with the State Auditors for FY20. If the Agency would go out for an RFP and use a public accounting firm, she feels there could be a re-audit. Adson asked Lindstrom questions about the state auditors and why she feels this way. Lindstrom said because of the reasons explained in the letter provided with their invoice. Following Board discussion, Lindstrom is to bring to the Board for approval at the September Board Meeting not to go out for bid.

Legal Matters –

1. Kersten discussed with the Board the annual Full Board meeting coming up in October 2020 and possible challenges due to COVID-19 and social distancing. Kersten discussed three options on how the Agency could move forward regarding this meeting and safely obtaining a quorum.

Other Business – Bice suggested the Agency possibly posting an article in the newspaper regarding public awareness and recycling. Recommendation made from question posed to Bice at City Hall.

Public Questions or Comments – None.

The next regular meeting for the NCIRSWA will be held on September 15, 2020. Adson moved to adjourn. Kloberdanz seconded. Motion carried by roll call vote 8 to 1 (Bemrich had left meeting) at 7:11 P.M.

Lori Lindstrom
Secretary/Treasurer-CFO

Mitzi Brunsvold
COO