

North Central IA Regional Solid Waste Agency

Minutes of Meeting
August 17, 2021

The regular monthly meeting of the Executive Board was held on August 17, 2021 at the Recycling Center, Fort Dodge, IA. Due to COVID-19, public could join the meeting via Zoom. Vice-Chair Donna Bice called the meeting to order at 5:30 P.M.

Roll Call - Members present: Wally Lorenzen – Eagle Grove, Dale Graham – Ellsworth, Donna Bice – Fort Dodge, Jamie Bemrich – Fort Dodge, Travis Goedken – Humboldt, Leo Reiter – Jewell and Donovan Adson – Vincent.

Also present were Doug Luzbetak – HLW Engineering Group (Zoom), Mitzi Brunsvold – COO and Lori Lindstrom Secretary/Treasurer– CFO.

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

Bemrich moved to approve the July 20, 2021 Minutes of Meeting. Graham seconded. Motion carried unanimously.

Accounts Payable Invoices – Bemrich moved to approve the Accounts Payable invoices for the month of July 2021. Lorenzen seconded. Motion carried unanimously.

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

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

Goedken moved to approve the landfill leachate line cleaning bid from Behle, Inc. in the amount of \$7,750.00. Reiter seconded. Motion carried unanimously.

HLW Engineering Group – Not available via Zoom – technical difficulties. No action item.

HHM Report – Jessica Moffitt was not present at the meeting.

- a. Brunsvold informed the Board there was a good turnout at the Humboldt County Fair. Recycling containers were available and information was tracked.

COO Report –

- a. Brunsvold informed Board of a DNR visit two weeks ago to look at the slope stability project. This was not an inspection.
- b. Brunsvold informed Board of an address change for the Agency required by the Webster County Planning and Zoning. The Agency's new address being 2151 Gypsum Hollow Road.
- c. Brunsvold introduced James McLaughlin to the Board as the new Recycling Center Operations Manager; previously was the Recycling Center Supervisor.
- d. Brunsvold informed Board that Van's is caught up picking up loads.

- e. Brunsvold informed Board that cardboard is currently \$185/ton.
- f. Brunsvold informed Board of a small baler fire caused by a battery.
- g. Brunsvold informed Board of 5 new businesses now on the recycling route.
- h. Brunsvold brought up the July board meeting which Lindstrom was not present, asking Lindstrom to explain to the Board the Iowa Great Treasurer Hunt under the CFO's report.
- i. Adson asked Brunsvold for an update on Agency openings.
- j. Bice asked Brunsvold when the NCIRSWA Employee Manual will be brought to the Board. Brunsvold stated she's been busy and hopefully next month.

CFO Report –

- a. Lindstrom explained to the Board the Iowa Great Treasurer Hunt process.
- b. Lindstrom informed Board that the FY21 Payroll Audit is still a work-in-progress.
- c. Lindstrom informed Board she's waiting to hear from the State Auditor's Office for a start date regarding the FY21 audit.
- d. Lindstrom provided Board with a spreadsheet comparing FY21 P&L to the FY21 Budget.

Lindstrom approached the Board for a pay increase for the Administrative Assistant, being consistent with the prior assistant's rate of pay previously practiced. Board discussion took place. Brunsvold stated if the Administrative Assistant would receive a pay increase it would bring her to the starting wage of what the landfill workers make and this is something for the Board to think about. Brunsvold to do a pay analysis across the board. Travis moved to table Item 12. Adson seconded. Motion carried unanimously.

Legal Business – None.

Other Business – None.

Public Questions – None.

The next regular meeting for the NCIRSWA will be held on September 21, 2021. Bemrich moved to adjourn. Reiter seconded. Motion carried unanimously at 6:20 P.M.

Lori Lindstrom
Secretary/Treasurer-CFO

Mitzi Brunsvold
COO