

North Central IA Regional Solid Waste Agency

Minutes of Meeting

August 22, 2023

Due to the Agency not having a quorum at the regular scheduled monthly meeting on August 15, 2023, a rescheduled monthly meeting of the Executive Board was held on August 22, 2023 at the Recycling Center, Fort Dodge, IA. Chair Dave George called the meeting to order at 5:37 P.M.

Roll Call - Members present: Wally Lorenzen – Eagle Grove, David Fierke – City of Fort Dodge (Zoom), Jamie Bemrich – City of Fort Dodge (Zoom), Cole Bockelmann – City of Humboldt, Dave George – Manson and Mark Campbell – Webster County (Zoom).

Also present were Attorney Colin Hendricks (Zoom), Doug Luzbetak – HLW Engineering Group, Tim Buelow – SCS Engineering (Zoom), Matthew Cushman – Terracon (Zoom), James Lough – Pine Creek RNG (Zoom), Donna Bice – COO, Lori Lindstrom – Secretary/Treasurer-CFO, Nik Myers – Landfill/HHM Operations Manager and Lindsey Warren, Recycling Center Operations Manager.

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

Campbell moved to approve the June 20, 2023 Minutes of Meeting. Bockelmann seconded. Motion carried unanimously.

Accounts Payable Invoices – Bockelmann moved to approve the Accounts Payable invoices for the month of June 2023. Campbell seconded. Motion carried unanimously.

Financial Reports – Campbell moved to approve the Financial Reports for the month of June 2023. Bockelmann seconded. Motion carried unanimously.

Accounts Payable Invoices – Campbell moved to approve the Accounts Payable invoices for the month of July 2023. Bemrich seconded. Motion carried unanimously.

Financial Reports – Lindstrom explained new FY24 Income and Expense Accounts on the P&L. Campbell moved to approve the Financial Reports for the month of July 2023. Lorenzen seconded. Motion carried unanimously.

Terracon – Matthew Cushman

- Provided Board with an update regarding the Gypsum Creek Slope Stabilization Project.

HLW Engineering Group – Doug Luzbetak

- Provided update on NMOC Testing.
- Campbell moved to approve the 2023 Financial Assurance – MSW Sanitary Landfill Financial Assurance Report. Bockelmann seconded. Motion carried unanimously.

SCS Engineers – Tim Buelow

- Bemrich moved to table Phase 2 Slope Stabilization Solution – Geotechnical Investigation Proposal until next month's meeting. Campbell seconded. Motion carried unanimously.

Pine Creek RNG – James Lough

- Presented Board information regarding landfill gas study.
- Campbell moved to table the Pine Creek RNG Landfill Gas Study Agreement until Attorney Hendricks has reviewed the Agreement. Fierke seconded. Motion carried unanimously.

COO Report – Donna Bice

1. Informed Board of equipment breakdowns and request to go out for bid for landfill bulldozer, skid loader and uniforms (all sites). Discussion took place regarding Purchasing Policy and need for emergency heavy equipment.
 - a. Campbell moved to approve going out for bid for landfill bulldozer, landfill skid loader and uniforms and appointing Bice, Myers, Bockelmann and Campbell to remedy the equipment emergency situation, whether it requires fixing the piece of equipment the landfill has, being able to find one to replace it. The above mentioned can make a decision on how to move forward with this right away without having to bring it back to the Board. Fierke seconded. Motion carried unanimously.
2. Provided Board update on two worker comp claims;
3. Lindsey Warren has filled the position as the Recycling Center Operations Manager.
4. Recycling Center short 3 or 4 staff.

Operations Report – Landfill, Recycling Center, HHM

Recycling Center – Lindsey Warren

1. Provided update on job interviews;
2. Bice stated they have reached out to QPS Employment Agency and Gateway to Discovery for RC positions;
3. Cardboard at \$60/ton; paper @ \$50/ton; plastic @ \$60/ton;
4. Recycling receptacles were used at the Dragon Boat Bash;
5. Agency skid loader is being repaired so a rental skid loader is being used; repairs on the Agency's skid loader are under warranty;
6. Route truck repairs for an oil leak and A/C not working.

HHM – Nik Myers

1. Operations good;
2. Final mobile event September 15, 2023 at Gowrie;
3. Changes we've made continue to save money. Site gave away 5 barrels of used oil last week to a local mechanic who burns it for fuel; would have cost the Agency over \$1,200 to ship out;
4. Jill stepped up separating all the stuff so Ken took over as the landscape guy up here; both doing a great job.

Landfill – Nik Myers

1. Operations are good;
2. With the litter fences and the help of the Gateway to Discovery girls, the landfill looks really good as far as litter goes;
3. Equipment has been giving us trouble lately; staying on top of it. The only down piece of equipment right now is the CAT D6;
4. Spent time with Glenn at HLW Engineering the other day looking at leachate lines coming off of the property; discussing the early phases of game plan;
5. Looking forward to getting the GPS so we can reshape the east side of the slope. Part of the GPS install is going into the dozer we don't have, so I would imagine they can come back and put that in when they get here.

CFO Report – Lori Lindstrom

1. Informed Board the FY22 Independent Auditor's Report was released to the public on July 13, 2023;
2. FY23 IMWCA Payroll Audit in progress;
3. Shared with Board an internal control procedure implemented –normally the Chair or Vice Chair review and sign-off on the monthly bank statements and reconciliations. New procedure is for a CPA firm to review work, the monthly bank statements, bank reconciliations and General Ledger, also signing off and initialing as well;
4. Looking into WasteWorks Software for the landfill, which would allow to export daily into QuickBooks which would save a lot of time. Hoping to have this as an approval item at next month's meeting.

Legal – Colin Hendricks

1. Lynda Adson v. NICRSWA, et al. – Five of the **six** claims have been dismissed. One claim remains and litigation will likely continue. Dentons Davis Brown, of Des Moines, will continue to handle for ICAP;
2. Update regarding contracting for Construction Manager at Risk.

Other Business – None.

Public Questions or Comments – None.

The next regular meeting for the NCIRSWA will be held on September 19, 2023. Lorenzen moved to adjourn. Bockelmann seconded. Motion carried unanimously at 6:40 P.M.

Lori Lindstrom
Secretary/Treasurer-CFO

Donna Bice
COO