

North Central IA Regional Solid Waste Agency

Minutes of Meeting
December 14, 2021

The regular monthly meeting of the Executive Board was held on December 14, 2021 at the Recycling Center, Fort Dodge, IA. Due to COVID-19, public could join the meeting via Zoom. Chair Mark Campbell called the meeting to order at 5:34 P.M.

Roll Call - Members present: Wally Lorenzen – Eagle Grove, Jamie Bemrich – Fort Dodge, Donna Bice – Fort Dodge, Jeffrey Halter – Fort Dodge, Leo Reiter – Jewell, Dave George – Manson, Donovan Adson – Vincent and Mark Campbell – Webster County.

Also present were Attorney Steve Kersten, Attorney Colin Hendricks, Doug Luzbetak – HLW Engineering Group (Zoom), Mitzi Brunsvold – COO, Lori Lindstrom Secretary/Treasurer – CFO, Nik Myers – Landfill Operations Manager, James McLaughlin – Recycling Center Operations Manager and Jessica Moffit – HHM Operations Manager.

Adson moved to approve Agenda. Bemrich seconded. Motion carried unanimously.

Bemrich moved to approve the October 19, 2021 Minutes of Meeting. Lorenzen seconded. Motion carried unanimously.

Accounts Payable Invoices – Bice moved to approve the Accounts Payable invoices for the month of October 2021. George seconded. Motion carried unanimously.

Financial Reports – George moved to approve the Financial Reports for the month of October 2021. Bice seconded. Motion carried unanimously.

Accounts Payable Invoices – Halter moved to approve the Accounts Payable invoices for the month of November 2021 to include \$50 per month cell phone stipend for those in managerial positions and above, included in the November 2021 invoices. Lindstrom declined cell phone stipend. Lorenzen seconded. Motion carried unanimously.

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

HLW Engineering Group – No action item.

- HLW – Behle Inc. came back because a couple culverts were plugged with silt; that work is done. Everything is flowing fairly freely right now.
- HLW provided more information to Terracon for the instability project; hopefully will be getting something back from them soon.
- Halter asked Luzbetak what the Agency needs to do in the near future. Luzbetak stated accessing some additional barrow on land the Agency owns. There are potential wetlands coming into play, this should be the number one priority for next year.

Halter moved to approve the landfill to go out for bid for litter fences, pick-up trucks (2) and a water truck. Lyle's Ford in Eagle Grove possibly to repair one of the landfill trucks. If so, one pick-up truck to be purchased. Adson seconded. Motion carried unanimously.

Operations Report – HHM, Landfill, Recycling

HHM Report – Jessica Moffitt

1. Provided Board a handout, year in review;
2. Working on shipments going out next couple of weeks;
3. Working on year-end and month-end all at one time.

Recycling Center Report – James McLaughlin

1. Have an employee on medical leave; currently, six employee's working in the warehouse;
2. Skid steer being repaired for cylinder leak;
3. Price for materials – cardboard dropped \$15 and is now at \$170/ton; plastic dropped \$20, was \$140 and now \$120/ton.

Landfill Report – Nik Myers

1. HLW Engineering provided list to get done regarding leachate seepage;
2. Filled in middle road;
3. Moved all operations to new cell;
4. Culverts jetted;
5. Landfill DNR inspection;
6. Switched fuel vendors to save money;
7. Cut OT; talked to Lindstrom regarding OT report on rotation – will bring next month to meeting;
8. Put sander on flat-bed;
9. Learning scale operations;
10. Training at Unity Point Occupational;
11. Use con-cover and ADC to save air space and dirt;
12. Goals – litter fence; trucks; water truck; put sump pump in fuel building; repair Bell truck; hire scale attendant.

COO Report – Mitzi Brunsvold

1. Informed Board of DNR inspection with David Miller, Mike Smith and Jerry Klatt – have not received report back yet;
2. Switched to Moeller Oil last Monday;
3. Still purchasing sand to cover abutment liner;
4. DNR is going to be doing a 2022 Waste Characterization Study;
5. Informed Board of set holiday hours after meeting with site managers and landfill staff – Friday, December 24th open half day, closed half day; closed Saturday December 25th; Friday, December 31st open half day, closed half day; Saturday, January 1, 2022 closed.

Discussion took place between the Board and COO regarding set holiday hours and language in the NCIRSWA Employee Manual, observing holiday time off. During discussion, Brunsvold removed herself from the meeting and did not return. Discussion continued between Board Members and Kersten. Being consistent with the employee manual, the Board set the holiday hours to be Thursday, December 23rd open half day, closed half day; Friday, December 24th closed; Saturday, December 25th closed; Thursday, December 30th open half day, closed half day; Friday, December 31st closed; Saturday, January 1, 2022 closed.

CFO Report – Lori Lindstrom

1. Informed Board the State Auditors were on-site 3 days for the FY21 Audit; Auditors waiting on Agency Response; draft report complete;

2. Payroll FY21 audit complete; Agency received a credit in the amount of \$7,230; reflected on the November Financial;
3. Discussed with the Board the 2020 Census results, providing a spreadsheet reflecting changes in population for Agency members, explaining Agency Quarterly Assessment Fees are based on population; to be an approval item next month on rate change for quarterly fees;
4. Bice tabled approval of lease renewal between Agency and Gypsum Ag Supply until an appraisal has been received, recommendation by Kersten. Rent to be \$1,000 on a month-by-month basis with Gypsum Ag Supply until the Board has received an appraisal for review, allowing them to make a decision. Kersten's office to reach out to obtain appraisal. Halter seconded. Motion carried unanimously.

Legal Business –

1. Kersten informed the Board he will be retiring at the end-of-the year, having been the Agency's legal counsel since April 2013;
2. Kersten introduced Colin Hendricks as an option to consider for legal counsel.

Other Business – None.

Public Questions – None.

Handbook Draft Workshop – Bice asked for an update of what was discussed at the November workshop – Lindstrom provided update from her notes. Next month's meeting will be a workshop for review.

The next regular meeting for the NCIRSWA will be held on January 18, 2022. Adson moved to adjourn. Bemrich seconded. Motion carried unanimously at 6:44 P.M.

Mark Campbell
Chair

Lori Lindstrom
Secretary/Treasurer-CFO