

North Central IA Regional Solid Waste Agency

Minutes of Meeting

December 19, 2023

The regular monthly meeting of the Executive Board was held on December 19, 2023 at the Recycling Center, Fort Dodge, IA. Chair Dave George called the meeting to order at 5:30 P.M.

Roll Call - Members present: Wally Lorenzen – Eagle Grove, Jack Kersten – City of Fort Dodge, Megan Secor – City of Fort Dodge, Cole Bockelmann – City of Humboldt, Terry Painton – Jewell Alternate and Dave George – Manson.

Also present were Attorney Colin Hendricks, Doug Luzbetak – HLW Engineering Group, Tim Buelow – SCS Engineering, Donna Bice – COO, Lori Lindstrom – Secretary/Treasurer-CFO, Lindsey Warren – Recycling Center Operations Manager, and public.

Lorenzen moved to approve Agenda. Secor seconded. Motion carried unanimously.

Secor moved to approve the November 14, 2023 Minutes of Meeting. Bockelmann seconded. Motion carried unanimously.

Accounts Payable Invoices – Painton moved to approve the Accounts Payable invoices for the month of November 2023. Kersten seconded. Motion carried unanimously.

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

HLW Engineering Group – Doug Luzbetak

- Provided Board with an engineering update.
- Bockelmann moved to approve Resolution 2024-1 to Award Bid and Contract for Leachate Force Main cleanout Manholes Project to Doyle Construction in the amount of \$69,000.00. Kersten seconded. Motion carried unanimously.
- Bockelmann moved to approve the Engineering Estimate for Development of Phase 3 Expansion in the amount of \$120,500.00. Painton seconded. Motion carried unanimously.

SCS Engineering – Tim Buelow

- Provided update on Slope Stability Evaluation.
- Bockelmann moved to table Change Order Request for Additional Slope Stabilization Evaluation, requesting more detail. Painton seconded. Motion carried unanimously.

Secor moved to table use of Agency garage by Mike Grell, allowing Grell and Nick Doyle time to look at space needed and Agency reaching out to MER Engineering. Painton seconded. Motion carried unanimously.

Lorenzen moved to approve Agency disposing of unused equipment (bucket and glass breaker) to Dennis Frank, Frank's Auto & Metal Recycling in the amount of \$450.00. Painton seconded. Motion carried unanimously.

Operations Report – HHM, Landfill, Recycling Center

HHM – Donna Bice

1. Month of November - 10,000 lbs. hazardous material brought in; 521 lbs. to SWAP shop.

Landfill – Donna Bice

1. Staff working on east road per request of the DNR;
2. CAT D6 is in Fort Dodge and currently going through inspection. Should have on-site by end of January 2024.

Recycling Center – Lindsey Warren

1. Cardboard \$75/ton; paper \$45/ton; plastic \$80/ton;
2. Switching to International Paper as recycling broker;
3. Warehouse pits cleaned out;
4. Update regarding F550 repairs at Fort Dodge Ford;
5. Equipment maintenance update – flat tire end loader; new tires on route truck; getting quotes on equipment maintenance.

CFO Report – Lori Lindstrom

1. FY23 audit prep;
2. Calendar year-end work;
3. WasteWORKS software update – reading/reviewing software manual.

COO Report – Donna Bice

1. Provided Board an update on holiday closing hours;
2. Employee Manual Draft – Bockelmann stated July 1, 2024 is target date to implement new employee manual (FY25).
 - a. Bockelmann moved to table approval of Employee Manual. Secor seconded. Motion carried unanimously.

Legal – Colin Hendricks

1. Land discussed – spoke with individual today and they are no longer interested in selling;
2. Provided Board an update on sale of Grell house to the Franks.

Other Business – None.

Public Questions or Comments – None.

The next regular meeting for the NCIRSWA will be held on January 16, 2024. Lorenzen moved to adjourn. Painton seconded. Motion carried unanimously at 6:41 P.M.

Lori Lindstrom
Secretary/Treasurer-CFO

Donna Bice
COO