

North Central IA Regional Solid Waste Agency

Minutes of Meeting
February 16, 2021

The regular monthly meeting of the Executive Board was held on February 16, 2021 at the Fort Dodge Growth Alliance Building, 24 North 9th Street, Fort Dodge, IA. Due to COVID-19, public can join the meeting via Zoom. Chair Donna Bice called the meeting to order at 5:33 P.M.

Members present: Wally Lorenzen – Eagle Grove (FDGA), Donna Bice – Fort Dodge (FDGA), Jeffrey Halter – Fort Dodge (FDGA), Terry Klaver – Kamrar (FDGA), Dave George – Manson (FDGA), Donovan Adson – Vincent (FDGA) and Mark Campbell – Webster County (FDGA).

Also present were Attorney Steve Kersten (FDGA), Doug Luzbetak – HLW Engineering Group (Zoom), Mitzi Brunsvold - COO (FDGA), Lori Lindstrom – CFO (FDGA), Jessica Moffitt HHM Operation Manager (FDGA).

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

George moved to approve the January 19, 2021 Minutes of Meeting. Campbell seconded. Motion carried unanimously.

Accounts Payable Invoices – Lindstrom informed the Board the Ziegler invoice for repairs to the undercarriage of the landfill D6 dozer (Board approved at the January 2021 meeting in the amount of \$28,755.73) was overstated in the amount of \$3,730.08, for a total amount due of \$32,485.81. Lindstrom issued payment to Ziegler at the Board approved amount of \$28,755.73. Brunsvold is working with Ziegler on the overstated amount. Campbell moved to approve the Accounts Payable invoices for the month of January 2021. Lorenzen seconded. Motion carried unanimously.

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

HLW Engineering Group – Luzbetak informed the Board they are working on several deadlines over the next couple of months: Title V permit requirements; inventory and annual compliance certification due at the end of March; EPA Greenhouse Gas Modeling due at the end of March; Terracon submitted a Stability Report to the DNR at the end of January 2021 - DNR has reviewed with no comment (update at March meeting); Financial Assurance due April 1, 2021, pending completion of FY20 state audit. No action item.

Campbell moved to approve the FY22 Budget with hourly staff wage increase as follows: (1) All staff to be at \$15/hour; if under \$15/hour their wage will be brought up to \$15/hour; all hourly staff to receive 2% cost-of-living effective July 1, 2021. Freeze on salaried staff wages. To present to the Full Board for approval. Adson seconded. Motion passed by roll-call vote of Adson, Bice, Campbell, George, Halter, Klaver and Lorenzen.

Campbell moved to approve \$2.00/ton increase at the landfill; no increase on Single Stream fee; landfill \$2,000,000 Slope Stability Project to be spread over two budgets; staff wage increase stated in above approval item. To present to Full Board for approval. George seconded. Motion passed by roll call vote of Adson, Bice, Campbell, George, Halter, Klaver and Lorenzen.

Lorenzen moved to approve VSQG 2021 Pricing to be presented to Full Board for approval. Adson seconded. Motion carried unanimously.

COO Report –

- a. Submitted Semi-Annual Mining Report to the Dept. of Agriculture;
- b. Landfill staff met with Glenn of HLW Engineering on January 27, 2021 various items;
- c. Health insurance meeting next Thursday for discussion of additional health insurance options;
- d. Dell quote for server in the amount of \$5,571.32. Reviewed by Bemrich Electric; to be ordered this week;
- e. Employee handbook downloaded from ICAP. Can input different policies; ICAP can review for \$250, also from a legal aspect;
- f. Operations update - challenging with the cold weather; have 5 new stops for the recycling route;
- g. Campbell stated he has been asked to set up a time to meet with Brunsvold and David Fierke regarding closing of landfill on certain days;
- h. Adson asked Brunsvold where the Agency is on open positions. Brunsvold stated Administrative Assistant position will be posted full-time. Adson also wanted an update on the vacant landfill operation manager and recycling center operation manager positions. Brunsvold said the landfill and recycling manager positions will be posted.
- i. Campbell asked about the spec sheets Brunsvold was going to have done to bring back pricing of equipment maintenance to be outsourced a few meetings ago. Brunsvold said she's working on it. Discussion of the landfill operation manager's job description and maintenance on equipment.

CFO's Report –

- a. Lindstrom updated the Board the FY20 field audit work is now complete and took place from December 14, 2020 to February 11, 2021. Received email today to set up the Exit Interview. There has been no mention of an audit extension; Lindstrom to verify for HLW Engineering regarding the Financial Assurance due date of March 31, 2021;
- b. Lindstrom informed the Board there will be an RFP for the FY21 annual audit.

Campbell moved to table elimination of comp and flex time until ICAP comes back with handbook. Halter seconded. Motion carried unanimously.

Other Business – None

Public Questions - None

Legal Matters –

- a. Kersten discussed with the Board the purchase of real property as shown on provided exhibit. Would like to take recommendation to the Annual Full Board meeting in March 2021.
- b. Campbell moved to go into Closed Session per Iowa Code Section 21.5(j) to consider purchase of real property as shown on exhibit provided. Adson seconded. Motion passed by roll-call vote of Adson, Bice, Campbell, George Halter, Klaver and Lorenzen at 6:37 P.M.

Campbell moved to return to open session at 6:43 P.M.

- c. Campbell moved to approve the purchase of Quarry Services LLC real estate, 3.27 acres, parcel #0732476004 as shown on exhibit provided to the Full Board at the March 2021 meeting. Adson seconded. Motion passed by roll-call vote of Adson, Bice, Campbell, George, Halter, Klaver and Lorenzen.

The next regular meeting for the NCIRSWA will be held on March 16, 2021. Adson moved to adjourn. Lorenzen seconded. Motion carried unanimously at 6:44 P.M.

Lori Lindstrom
Secretary/Treasurer-CFO

Mitzi Brunsvold
COO