

North Central IA Regional Solid Waste Agency

Minutes of Meeting

February 15, 2022

The regular monthly meeting of the Executive Board was held on February 15, 2022 at the Recycling Center, Fort Dodge, IA. Public could join in person or via Zoom. Chair Mark Campbell called the meeting to order at 5:30 P.M.

Roll Call - Members present: Wally Lorenzen – Eagle Grove, Jamie Bemrich – Fort Dodge, Donna Bice – Fort Dodge, Jeffrey Halter – Fort Dodge (arrived at 5:31 P.M.), Cole Bockelmann – Humboldt, Dave George – Manson, Donovan Adson – Vincent, Biridiana Bishop – Webster City and Mark Campbell – Webster County.

Also present were Attorney Colin Hendricks, Doug Luzbetak – HLW Engineering Group, Terracon (Zoom), Lori Lindstrom – Secretary/Treasurer–CFO, James McLaughlin – Recycling Center Operations Manager and Jessica Moffitt – HHM Operations Manager.

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

George moved to approve the January 18, 2022 Minutes of Meeting. Adson seconded. Motion carried unanimously.

Accounts Payable Invoices – Bemrich moved to approve the Accounts Payable invoices for the month of January 2022. Halter seconded. Motion carried unanimously.

Financial Reports – Bice moved to approve the Financial Reports for the month of January 2022. Discussion took place regarding hauler being turned over to Hendricks for payment Agreement. George seconded. Motion carried unanimously.

HLW Engineering Group – No action item.

- Terracon – updated Board on status of design of the SE Slope Stability project. Letter drafted to DNR explaining change in design.
- HLW Engineering –
 - Annual water report due end of this month;
 - Title V Operating Permit – due end of March 2022;
 - Wetlands – plenty of burrow; to receive quotes for future meeting.

Operations Report – HHM, Recycling Center, Landfill

HHM Report – Jessica Moffitt

1. Working on DNR reporting;
2. Signed up for HAZWOPER refresher training – will be done in person this year.

Landfill Report – James McLaughlin for Nik Myers

1. Update on leachate;
2. Equipment was not being serviced as it should have. So far, the Bomag, CAT D6 dozer, loader, Daewoo and Dodge have been serviced. The two haul trucks were done last month; the Chevy was repaired for \$1,200. The rest of the equipment will be serviced over the next couple of weeks;
3. Have reached out to Iowa Prison Industries looking into inmates assisting with litter picking at the landfill in the Spring; also using litter fences;
4. Bice – updated Board on electrical pump. Baker Electric quote \$15,512.20 – looking at 5-6 weeks out for repair;
5. Bice – informed Board 6 interviews scheduled for the landfill scale house and recycling center positions on Monday, February 21, 2022.

Recycling Center – James McLaughlin

1. Inform Board of Kawasaki loader incident on February 2, 2022;
2. Safety meeting held on operating heavy equipment;
3. Repair to skid loader;
4. Recycling doors to be repaired tomorrow;
5. Cardboard at \$165/ton. For the month of January, the Agency sent out 105 tons of cardboard;

6. Month of April looking at having a tour.

Chair/Vice Chair Report –

1. Creation of Operations Sub-Committee
2. Naming one person to field complaints from employees

Bockelmann moved to approve the Operations Sub-Committee to be Mark Campbell, Donna Bice and Dave George and Attorney Colin Hendricks to field complaints from employees. Lorenzen seconded. Motion carried unanimously.

CFO Report – Lori Lindstrom

1. Informed Board FY21 State Audit ready to be turned over to Deputy Auditor for review; goal is to have it released to the public by the 3rd week of March. Financial Assurance due March 31, 2022 so will follow-up with auditors to confirm if HLW Engineering will need to file an extension;
2. Full Board meeting to be held on March 15, 2022 at the Opera House – working on getting a quorum;
3. Goal for the Agency is to go paperless; documents being scanned to the server daily. Discussion on daily back-ups being kept off site.

Lorenzen moved to approve the FY23 Budget with all staff to receive 6% cost-of-living increase; all staff except the HHM Operations Manager, CFO and COO to receive hourly wage increases, effective July 1, 2022. To present to the Full Board for approval. Adson seconded. Motion passed unanimously.

Halter moved to approve revisions to the Protective Footwear Authorization form to include \$175.00 for boot purchase and revised language highlighted in yellow. Bishop seconded. Halter amended his motion from \$175.00 up to \$200.00 for boot purchase, including revised language. Bishop seconded. Motion carried unanimously.

Legal Business –

1. Lynda Adson litigation. Inform full board on March 15, 2022;
2. Unemployment hearing appeal hearing was held on February 8, 2022 – have not received decision;
3. Rental analysis and lease update.

Workshop to discuss CFO/COO job descriptions. Bring to March board meeting for approval. No action item.

Other Business – None.

Public Questions – Steve Johnson asked about the landfill litter fences.

The next regular meeting for the NCIRSWA will be held on March 15, 2022. Bemrich moved to adjourn. Adson seconded. Motion carried unanimously at 6:44 P.M.

Mark Campbell
Chair

Lori Lindstrom
Secretary/Treasurer-CFO