

# *North Central IA Regional Solid Waste Agency*

Minutes of Meeting  
January 2020

The regular monthly meeting of the Executive Board was held on January 7, 2020 at the Recycling Center, Fort Dodge, IA. Chair Donna Bice called the meeting to order at 5:34 P.M.

Members present: Wally Lorenzen – Eagle Grove, Dan Campidilli – Ellsworth, Donna Bice – Fort Dodge, Jamie Bemrich – Fort Dodge, Jeffrey Halter – Fort Dodge, Travis Goedken – Humboldt, Duane Schuttler – Manson, Donovan Adson – Vincent, Jerry Kloberdanz – Webster City and Mark Campbell – Webster County.

Also present were Steve Kersten – Attorney, Doug Luzbetak – HLW Engineering Group, Mitzi Brunsvold - COO, Lori Lindstrom - CFO, staff and visitors.

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

Bemrich moved to approve the November 19, 2019 Board Meeting Minutes. Goedken seconded. Motion carried unanimously.

Campbell moved to approve HLW Engineering Group Pay Request No. 11 to Rasch Construction, Inc. in the amount of \$67,514.90 for Phase 2 Expansion. Pay Request is 5% retainage held from payments throughout the project. Adson seconded. Motion carried unanimously.

Goedken moved to approve Terracon’s proposal, installation, and monitoring of the inclinometers required by the DNR for slop stability. Halter seconded. Motion carried unanimously.

Kloberdanz moved to approve the North Central IA Regional Solid Waste Agency Purchasing Policy and Procedures Revisions with additional language “as attached” including copies of the board approved documents “Designating What Documents the COO and CFO of the NCIRSWA May Sign.” Halter seconded. Motion carried unanimously.

Goedken moved to approve Policy Designating What Documents the COO of the NCIRSWA May Sign and removing COO name; only to reference COO title. Campbell seconded. Motion carried unanimously.

Campbell moved to approve Policy Designating What Documents the CFO of the NCIRSWA May Sign and removing CFO name; only to reference CFO title. Goedken seconded. Motion carried unanimously.

Financial Report – Goedken moved to approve the Financial Reports for the month of November 2019. Halter seconded. Motion carried unanimously.

Accounts Payable Invoices – Goedken moved to approve the Accounts Payable invoices for the months of November and December 2019. Kloberdanz seconded. Motion carried unanimously.

COO/Operation Manager’s Report –

1. Brunsvold updated the Board that Scrap Processors will be the vendor regarding scrap metal.
2. Brunsvold updated the Board on IT.
3. Brunsvold addressed the Board regarding clarification on the calculation of Flex/OT. To bring back to the February Board Meeting.

4. Anderson –
  - a. Discussed with Board concrete crushing. Board said it can be done as a competitive bid by unit price.
  - b. Has not had safety meeting.
5. Moffitt – Not in attendance at meeting. No report.
6. Slinker – Not in attendance at meeting. No report.

Halter moved to approve the COO/Operation Manager’s Report. Kloberdanz seconded. Motion carried unanimously.

CFO’s Report –

1. Lindstrom informed the Board that the State Auditors have not contacted her yet regarding the January date to be on-site for the FY19 audit.
2. Lindstrom informed the Board it was to be an approval item on the Agenda regarding the Agency going out for bid regarding uniforms and that the current contract expires in March 2020. Because the annual expenditure will be between \$15,000 and \$25,000/year, the board is to advise if the bids should be sealed or open (by following the board approved purchase policy). The Board said the bids could be open.
3. Kersten discussed options with the Board regarding a letter the Agency received from the City of Pioneer informing the Agency that Pioneer will be dissolved effective July 1, 2020.
  - a. Campbell moved to approve the option to accept and not do anything. Adson seconded. Motion carried unanimously.

Other Business – Kenny Grove asked the Board if they would consider to give the employees a clothing allowance instead of uniforms. The Board said to bring something back at the same time as the uniform approval.

Public Questions or Comments – None.

The next regular meeting for the NCIRSWA will be held on February 18, 2020. Adson moved to adjourn. Campbell seconded. Motion carried unanimously at 6:38 P.M.

Lori Lindstrom  
Secretary/Treasurer-CFO

Mitzi Brunsvold  
COO