

North Central IA Regional Solid Waste Agency

Minutes of Meeting

January 19, 2021

The regular monthly meeting of the Executive Board was held on January 19, 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), Travis Goedken – Humboldt (Zoom 5:43 P.M.), Leo Reiter – Jewell (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), Todd Whipple – HLW Engineering Group (Zoom), Mitzi Brunsvold - COO (FDGA), Lori Lindstrom – CFO (FDGA), Jessica Moffitt HHM Operation Manager (FDGA).

Brunsvold addressed the Executive Board regarding an amendment to Agenda to add approval of repairs for undercarriage of the D6 dozer. Halter moved to approve the Agenda with the addition of 8(b) regarding the repairs to the undercarriage D6 dozer. Lorenzen seconded. Motion carried unanimously.

Campbell moved to approve the December 15, 2020 Minutes of Meeting. George seconded. Motion carried unanimously.

Accounts Payable Invoices – Bice commented on the Road Machinery Supplies invoices that exceeded \$14,500. Bice stated one of the invoices was between \$5,000 and \$10,000 and should have been reviewed with her. Brunsvold stated she has discussed with Road Machinery, who has sent their fourth maintenance guy for repairs, that they are to let her know exactly how much everything is going to cost before they start work on repairs. Bice informed the Board that the repair was to the landfill Komatsu dump truck in the amount of \$9,193.42; parts \$2,990.89, labor \$5,952.53 and a \$250 trip charge. George moved to approve the Accounts Payable invoices for the month of December 2020. Halter seconded. Motion carried unanimously.

Financial Reports – George moved to approve the Financial Reports for the month of December 2020. Campbell seconded. Motion carried unanimously.

HLW Engineering Group – Whipple informed the Board they are working on the Annual Quality Report. No action item.

Brunsvold presented to the Board the draft FY22 Budget for review. Campbell moved to table the draft FY22 Budget until the COO and CFO review the draft budget together. Halter seconded. Motion carried unanimously.

COO Report –

- a. Brunsvold discussed with the Board increasing landfill tipping fees & recycling single stream fees.

Halter moved to table increasing landfill tipping fees and recycling single stream fees. George seconded. Motion carried unanimously.

- b. Brunsvold discussed with the Board repairs to the undercarriage of the landfill D6 dozer.

Campbell moved to approve repairs to the undercarriage of the landfill D6 dozer in the amount of \$28,755.73. Halter seconded. Motion carried unanimously.

- c. Brunsvold informed the Board the Waste Water Permit is good for another 5 years.
- d. Landfill Solid Waste Permit has been amended and approved.

CFO's Report –

1. Lindstrom requested the Board to approve the Administrative Assistant position to be Part-Time and not Full-Time and to approve the Part-Time Job Description. Adson directed questions to Lindstrom about how many hours she is working; how the Board voted to allow flex schedule due to Covid; how Adson specifically requested it was 45 hours and that's what it shows in salary; flex time. Lindstrom requested closed session due to Adson's questions. Halter moved to table approval of Part-Time Administrative Assistant. Adson seconded. Motion carried unanimously.
2. Lindstrom informed the Board the FY20 Audit began on December 14th and is still on-going.

Legal Matters –

Kersten presented to the Board the 28E Agreement Draft. Campbell moved to approve the Amended 28E Agreement to the Full Board. George seconded. Motion carried unanimously.

Other Business – Bice reminded the Board of the Full Board Meeting on the third Tuesday of March at the Opera House.

Public Questions or Comments – None.

The next regular meeting for the NCIRSWA will be held on February 16, 2021. Halter moved to adjourn. Lorenzen seconded. Motion carried unanimously at 7:16 P.M.

Lori Lindstrom
Secretary/Treasurer-CFO

Mitzi Brunsvold
COO