

North Central IA Regional Solid Waste Agency

Minutes of Meeting

January 17, 2023

The regular monthly meeting of the Executive Board was held on January 17, 2023 at the Recycling Center, Fort Dodge, IA. Chair Mark Campbell called the meeting to order at 5:29 P.M.

Roll Call - Members present: Wally Lorenzen – Eagle Grove, Cole Bockelmann – Humboldt (arrived at 5:30 pm), Dave George – Manson, Donovan Adson – Vincent, Jamie Bemrich – Fort Dodge, Mark Campbell – Webster County, David Fierke – Fort Dodge, and Terry Klaver - Ellsworth.

Also present were Attorney Colin Hendricks, Doug Luzbetak – HLW Engineering Group, Matt Cushman – Terracon (Zoom), James McLaughlin – RC Operations Manager, Nik Myers – LF/HHM Operations Manager, Donna Bice – COO, and others via Zoom.

Adson moved to approve Agenda. Fierke seconded. Motion carried unanimously.

George moved to approve the November 15, 2022 Minutes of Meeting. Bemrich seconded. Motion carried unanimously.

November 2022 Accounts Payable Invoices – Discussion regarding some of the larger invoices took place. Fierke moved to approve the invoices. Klaver seconded. Motion carried unanimously.

November 2022 Financials – George moved to approve the financials. Lorenzen seconded. Motion carried unanimously.

December 2022 Accounts Payable Invoices – Bockelmann moved to approve the invoices. George seconded. Motion carried unanimously.

December 2022 Financials – Fierke moved to approve the financials. Klaver seconded. Motion carried unanimously.

HLW Engineering Group – No action item.

- Bids for SE Slope Stability Project were opened in November and discussed at November meeting. They were considerably more than Engineer's estimate. There was a 60-day period for acceptance by NCIRSWA, which expired on January 9, 2023. Bids were rejected. Hendricks, Bice, and Luzbetak had a conference call with several Terracon staff to discuss different options for the bidding process. Hendricks reviewed some of the stipulations of the Purchasing Policy, notably the one regarding sealed, written bids for amounts over \$25K. Terracon has done a rough analysis of other potential options, one being removing the existing garbage, which may require acquisition of additional property. Luzbetak did notify DNR that bids were rejected.
- Matt Cushman – Terracon – SE Slope Stability: Previous bid was a "Bid – Build" process. One of the alternate methods being proposed is a "Contractor at Risk" method. A Request for Qualifications (RFQ) is used with the purpose being to select a contractor based on their qualifications. They then work closely with Terracon during the design of the project, with an estimated cost being developed as well. At the end of the design, there is a "not-to-exceed" cost for the project, which can be accepted or rejected. Hendricks thinks we could proceed in this manner using our current policy, but would want to reach out to the State Auditors to confirm if this would be acceptable. Terracon has used this approach before. DNR does not need to approve the design that we would use. We would need to notify them if the project is delayed. Need to determine how much we have spent for this project already. Also anticipated cost and timeframe for new design. Might need updated scope of service.

Operations Report – Landfill, HHM, Recycling Center Landfill

Landfill– Nik Myers

1. Operations good.
2. Have been crushing the block and brick from the mall project and using it as gravel in wet weather area. Saved about \$5,000. Used material to build road to east leachate well for better access. Saved about \$12,000.

HHM – Nik Myers

1. Operations good.
2. Have been reviewing everything with Jill and Ken, Kathleen at DNR and Donna; have made some changes that will save quite a bit of money. Expanded items to put in swap shop; found someone in Fort Dodge who will take used oil for free. Several other changes – total cost savings will be over \$15,000 annually.

Recycling Center – James McLaughlin

1. Market prices are still dropping - Card board \$35/ton; co-mingled \$60.00/ton; newspaper \$50.00/ton
2. Have had issues moving material out.
3. Replacing lights in all equipment.
4. Walk-in door for drivers is not working so sign is posted so they can call James or Jordan to open overhead door. Mechanico is going to be replacing the door.
5. Heater in warehouse has not been working properly – NCIS has looked at it.
6. Working with a couple businesses in town who are having issues keeping their recycling contained.
7. Want to thank the Landfill staff for the assistance they have given to help with some projects (i.e., securing the balers to the floor better so they don't wobble, mirror to help the forklift drivers, fixed the Kawasaki door, help with air compressor maintenance, etc.)

COO Report – Donna Bice

1. Employee manual – Still in process.
2. As a member of the Growth Alliance, we are participating in a program run by WoodRiver Energy, which will take 5% off the cost of the natural gas used in our facilities.
3. DNR inspection the last week of December went well.
4. USW Inspection at the landfill went well.
5. Pumps for the leachate lift station on west side of landfill property are due to arrive the end of March.

CFO Report – Donna Bice (Lindstrom absent)

1. State Auditors were on site in December to perform the audit – hope to have exit interview wrapped up this week.

Legal – Colin Hendricks

1. Purchased two properties in December 2022. Everything is final and documentation was included in packets. Regarding Grell property, we will need to either move or demolish the house by August 31, 2023. Also a septic system that would need to be demolished. We would be open to having Habitat for Humanity or other organizations go through to remove items.

Other Business – None

Public Questions or Comments – None.

The next regular meeting for the NCIRSWA will be held on February 21, 2023. Adson moved to adjourn; Lorenzen seconded. Motion carried unanimously at 6:14 P.M.

Donna Bice
COO

Mark Campbell
Vice-Chair