

North Central IA Regional Solid Waste Agency

Minutes of Meeting

July 2019

The regular monthly meeting of the Executive Board was held on July 16, 2019 at the Recycling Center, Fort Dodge, IA. Chairman Travis Goedken called the meeting to order at 5:31 P.M.

Members present: Dale Graham – Ellsworth, Donna Bice – Fort Dodge, Jamie Bemrich – Fort Dodge, Travis Goedken – Humboldt, Thelma McGough – Manson, Donovan Adson – Vincent and Jerry Kloberdanz – Webster City.

Also present were Steve Kersten – Attorney, Doug Luzbetak – HLW Engineering Group, Ben Kohnen - Rasch Construction, Lori Lindstrom-CFO, staff and visitors.

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

Bice moved to approve the June 5, 2019 Special Board Meeting Minutes. Graham seconded. Motion carried unanimously.

Kloberdanz moved to approve the June 18, 2019 Board Meeting Minutes. Bice seconded. Motion carried unanimously.

Adson moved to approve HLW Engineering Group Pay Request No. 8 to Rasch Construction, Inc. in the amount of \$168,265.08 regarding the Phase 2 Expansion Project. Bemrich seconded. Motion carried unanimously.

HLW Engineering Group provided an update regarding Phase 2 Expansion Project – no action item. Goedken brought up discussion regarding Anderson purchasing sand without going through the proper purchasing policy. Goedken gave Anderson permission to purchase the sand, not holding back Rasch Construction. Goedken instructed Rob to get competitive pricing, to get the sand on site. Kersten asked if the Agency followed policy on going out for sealed bids. Anderson said the Agency stayed under the amount for going out for sealed bids. Lindstrom informed the Board that the sand purchased exceeded the \$25,000 amount for sealed bids. Anderson stated it was \$30,000. Kersten read the purchase policy for sealed bids to the board verifying the amount as \$25,000. Anderson said the sand was scaled off at the landfill scale and there are weigh tickets.

Kloberdanz moved to approve a quote from Kelly Equipment in the amount of \$6,698 for a 24-yard roll-off. Bice seconded. Motion carried unanimously.

Kloberdanz moved to approve the NCIRSWA Employee Policy Manual regarding vacation time for full-time new hires and part-time to full-time hires as follows: upon full-time hire date, employee to receive 5 days unpaid for the first 6 months with manager/COO approval and 5 days paid vacation after 6 months up to their first-year anniversary date; making this retroactive for the 5 new hires of the Agency. Bemrich seconded. Motion carried unanimously. After the vote was taken, Adson stated that he wanted the record to show that he abstained.

Financial Reports – Bemrich moved to approve the Financial Reports for the month of June 2019. Adson seconded. Motion carried unanimously.

Accounts Payable Invoices – Adson moved to approve the Accounts Payable invoices for the month of June 2019. Kloberdanz seconded. Motion carried unanimously.

Chairman's/Operation Manager's Report –

1. Goedken has communicated with Mitzi; the Agency does have an executed copy of the Employment Agreement.
2. Anderson – safety meeting was on wearing seatbelts in heavy equipment. DNR was on-site for the annual landfill inspection and looked at the new cell – all went well. D&L Metal offered \$1,100 to purchase old vehicles from landfill; Frank's Salvage did not give Anderson an offer. Board agreed to let the items go for that price (old pickup truck, old route truck (2), old garbage truck). Informed the board that he will be going out for bid for used haul truck so this will be on next month's Agenda, along with approval of fencing. Dick Maier is on site doing some mowing, same as last time.
3. Moffitt – safety meeting on sharps and proper handling; blood born issues with sharps.
4. Slinker – safety meeting will be tomorrow on heat stress. Two new employees for supervisor and recycling worker. Informed the board of FY19 numbers regarding recycling tonnage. Adson asked Slinker to inform the board of the stickers they had discussed – Jason had informational do's and don'ts stickers to put on the roll-offs for haulers.

Adson moved to approve the Chairman's/Operation Manager's Report. Kloberdanz seconded. Motion carried unanimously.

CFO's Report –

1. Lindstrom informed the Board that they are working on the FY21 Budget and the first draft will be on the August Agenda.
2. Lindstrom discussed with the Board if the Agency would like to go out for an RFP regarding the FY19 audit or stay with the State Auditors (as discussed at last October's board meeting). The board said to go out for RFP. Lindstrom informed the board that it will probably be in September.
3. Lindstrom informed the board that part of Brunsvold's pre-employment was done at Mercy Clinic in Mason City, but the PCE will be done in Fort Dodge. Working on getting Mitzi's office set-up, computer ordered, etc.

Bice moved to approve the CFO's Report. Bemrich seconded. Motion carried unanimously.

Other Business – Graham stated that he thinks there needs to be more communication here. Graham stated he heard the Executive Oversight Committee had a meeting and asked if the rest of the Executive Board will have knowledge of this information. Will be on the August Agenda.

Public Questions or Comments – Ben Kohlen with Rasch Construction gave the Board an update regarding the new cell construction.

The next regular meeting for the NCIRSWA will be held on August 20, 2019. Adson moved to adjourn. Kloberdanz seconded. Motion carried unanimously at 6:42 P.M.

Lori Lindstrom
Secretary/Treasurer

Travis Goedken
Chairman