

North Central IA Regional Solid Waste Agency

Minutes of Meeting

July 24, 2018

The regular monthly meeting of the Executive Board was held on July 24, 2018 at the Recycling Center, Fort Dodge, IA. Chairman Donovan Adson called the meeting to order at 5:32 P.M.

Members present: Wally Lorenzen – Eagle Grove, Jeffrey Halter – Fort Dodge, Donna Bice – Fort Dodge, Travis Goedken – Humboldt, Duane Schuttler – Manson, Donovan Adson – Vincent, and Mark Campbell – Webster County.

Also present were HLW Engineering Group, Attorney Steve Kersten, Lori Lindstrom-CFO, staff and visitors.

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

Campbell moved to approve the June 26, 2018 Meeting Minutes. Bice seconded. Motion carried unanimously.

Halter moved to approve a bid from CAT Ziegler for a Caterpillar D6T LGP for the retail price of \$459,265 with a cost to the Agency being \$334,830 (with full warranty). Goedken seconded. Motion carried unanimously.

Campbell moved to approve HLW Engineering Group Pay Request No. 1 to Rasch Construction, Inc. in the amount of \$61,756.03 regarding the Phase 2 Expansion Project. Lorenzen seconded. Motion carried unanimously.

HLW Engineering Group provided update regarding the preconstruction meeting held on July 20, 2018; excavation started today; and construction of Phase 2 Expansion Project is officially in progress. No action item.

Lorenzen moved to approve Service Agreement for Regional Collection Center Mobile Event. Goedken seconded. Motion carried unanimously.

Halter moved to approve the Commercial Recycling Route Vehicle Management Policy. Bice seconded. Motion carried unanimously.

Campbell moved to table revisions to the NCIRSWA Employee Policy Manual regarding random drug testing for additional changes, until next meeting. Halter seconded. Motion carried unanimously.

Financial Report – Campbell moved to approve the Financial Reports for the month of June 2018. Halter seconded. Motion carried unanimously.

Accounts Payable Invoices – Goedken moved to approve the Accounts Payable invoices for the month of June 2018. Schuttler seconded. Motion carried unanimously.

Chairman’s/Operation Manager’s Report –

1. Adson discussed with the Board the direction of the Agency regarding the COO position and new job description. A sub-committee was formed to include Goedken, Halter and Bice. Bice to coordinate meetings for the sub-committee to create a new job description.
2. Anderson – safety meeting on prevention of accidents; Maier Landscaping mowed 12 acres at landfill; Mobile Crushing completed concrete crushing (approximately 5 ton).
3. Moffitt – safety items for mobile events; Market on Central July 12th; spoke at City of Eagle Grove Council on July 2nd.
4. Slinker – safety meeting on tornado safety; switched to a Cintas water system for recycling employees – to be installed Thursday and will be using reusable bottles; checking into govdeals.com; skid loader is behind on production; got polyester shirts for the recycling workers.

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

CFO’s Report –

1. Lindstrom updated the Board on weekly manager meeting, they’re going good and great communication; meetings last about 1 hour.
2. Lindstrom updated the Board on the Purchase Order Policy is going good.
3. Lindstrom updated the Board on the ICAP loss control visit.
4. Lindstrom discussed with the Board that the Accounting Policies and Procedures needs updated; Bice suggested to include the language of COO/Director.

Campbell moved to approve the CFO’s Report. Halter seconded. Motion carried unanimously.

Other Business – Anderson, Moffitt and Slinker to attend solid waste conference in Omaha during the month of October 2018. Anderson to attend Heavy Equipment Seminar for ISOSWO members in September. Slinker informed the Board that Jim Blair with Blair Sanitation passed away.

Public Questions or Comments – Dennis Jones with the Coleman Sanitary District stated the flushing went well.

The next meeting for the NCIRSWA will be held on August 21, 2018. Campbell moved to adjourn. Lorenzen seconded. Motion carried unanimously at 6:30 PM.

Lori Lindstrom
Secretary/Treasurer

Donovan Adson
Chairman