

North Central IA Regional Solid Waste Agency

Minutes of Meeting
July 2020

The regular monthly meeting of the Executive Board was held on July 21, 2020 at the Recycling Center, Fort Dodge, IA. Due to COVID-19, the meeting was available on-site (RC) and via Zoom for board members and staff. Chair Donna Bice called the meeting to order at 5:30 P.M.

Members present: Dale Graham – Ellsworth (RC), Donna Bice – Fort Dodge (RC), Travis Goedken – Humboldt (RC), Dave George – Manson (RC), Donovan Adson – Vincent (RC) and Jerry Kloberdanz – Webster City (RC).

Also present were Attorney Steve Kersten (Zoom), Todd Whipple – HLW Engineering Group (Zoom), Mitzi Brunsvold - COO (RC), Lori Lindstrom – CFO (RC), Jessica Moffitt HHM Operation Manager (RC) and staff Adson & Grove (Zoom).

Adson moved to approve the Agenda. Graham seconded. Motion carried by roll call vote.

George moved to approve the June 23, 2020 Minutes of Meeting. Kloberdanz seconded. Motion carried by roll call vote.

Accounts Payable Invoices – Bice inquired if B&B Custom Carpentry was turned into insurance; if so, the Agency would only pay the deductible. Bice requested it be looked into. Brunsvold said it happened when Slinker was still here; she'll reach out to Slinker. Goedken moved to approve the Accounts Payable invoices for the month of June 2020. George seconded. Motion carried by roll call vote.

Financial Reports – Goedken moved to approve the Financial Reports for the month of June 2020. Kloberdanz seconded. Motion carried by roll call vote.

Adson moved to approve Signature and Submittal of Financial Assurance Form. Graham seconded. Motion carried by roll call vote.

HLW Engineering Group – no update. No action item.

COO/Operation Manager's Report –

1. Landfill – Brunsvold provided update. MER Engineering contacted about property lines; meeting next Tuesday. Tarp delivered this afternoon; work with that tomorrow. Ordered new plexi glass for the scale house window and a speaker.
2. Recycling Center – Brunsvold provided update. Curbside backed up 6 loads. Mills opened back up; 4 loads this month. RC driver cut his leg when unloading glass (not agency staff). RC driver cut his hand when unloading cardboard (not agency staff). Agency incident – back window broke out of pickup truck while loading pallets. Received a quote for headache rack. Crimmins Welding placed guard over belt chain on baler that had been off.
3. COO – Brunsvold informed Board will have handbook and job description drafts at next meeting. Meeting with PICA next week and Lifework for potential partnerships; Moffitt will participate in meeting. Discussed with Board the November 3rd elections – board supported decision not to have the Recycling Center as an election polling site.

4. Moffitt – Appointments not picking up but staying busy. Two mobile events scheduled for September, will follow-up with them to confirm. Radio ads are on 7 stations.

CFO's Report –

1. Lindstrom informed the Board she is working on FY20 audit preparation.
2. Lindstrom informed the Board she has been notified of the FY20 workers comp payroll audit that will be starting.
3. Lindstrom informed the Board the Agency received the FY19 audit invoice today from Office of State and it was \$2,775.89 more than the approved quote. Following the meeting, Lindstrom to provide Executive Board a copy of invoice and letter explaining the increase in cost for services rendered, via email. Lindstrom explained the increase was due to additional work while auditors were on-site. Adson asked Lindstrom if the Agency is planning on going out for bid for the FY20 audit (as discussed prior). Lindstrom stated she was waiting for the FY19 audit to be complete, allowing the Board time to review the FY19 audit report (received June 2020) before having this discussion with the Board. Lindstrom informed the Board she would like to stay with the Office of State for the FY20 audit. Board request, closed session at the August meeting.

Legal Matters –

1. Kersten informed the Board the DNR has granted the Agency one year to get the 28€ Agreement updated (only 22 out of 40 members have signed it). Kersten would like to possibly have it revised and approved by the Full Board at the fall meeting. Todd with HLW Engineering informed the Board he has 17 Resolutions in hand. He has received word that 2 more have passed, but does not have the hard copies yet. Brunsvold asked Kersten if the City of Stratford has an agreement with the Agency; did they have a buy-in? Lindstrom provided Brunsvold (in meeting) all 28€ documents, Kersten has reviewed. Lindstrom stated that in 2013 there were members who had buy-in's, but currently, there are no members with a buy-in. Lindstrom to provide Brunsvold a copy of her buy-in spreadsheet.

Brunsvold discussed with the Board the Personal Improvement Plan (PIP) – Agency Goals/Objectives.

Other Business – None.

Public Questions or Comments – Discussion about increased tonnage at landfill due to hail damage.

The next regular meeting for the NCIRSWA will be held on August 18, 2020. Adson moved to adjourn. Kloberdanz seconded. Motion carried by roll call vote at 6:39 P.M.

Lori Lindstrom
Secretary/Treasurer-CFO

Mitzi Brunsvold
COO