

North Central IA Regional Solid Waste Agency

Minutes of Meeting
June 21, 2022

The regular monthly meeting of the Executive Board was held on June 21, 2022 at the Recycling Center, Fort Dodge, IA. Chair Mark Campbell called the meeting to order at 5:30 P.M.

Roll Call - Members present: Wally Lorenzen – Eagle Grove, Dale Graham – Ellsworth, David Fierke – Fort Dodge, Jamie Bemrich – Fort Dodge, Cameron Nelson – Fort Dodge, Rick Pedersen – Humboldt County, Cole Bockelmann – Humboldt, Dave George – Manson, Donovan Adson – Vincent and Mark Campbell – Webster County.

Also present were Attorney Colin Hendricks, Doug Luzbetek – HLW Engineering Group, Donna Bice – COO, Lori Lindstrom – Sec/Treasurer-CFO, Nik Myers – Landfill/HHM Operations Manager, James McLaughlin – Recycling Center Operations Manager, public and staff.

Bemrich moved to approve Agenda. Pedersen seconded. Motion carried unanimously.

George moved to approve the May 17, 2022 Minutes of Meeting. Lorenzen seconded. Motion carried unanimously.

Accounts Payable Invoices – Nelson moved to approve the Accounts Payable invoices for the month of May 2022. Pedersen seconded. Motion carried unanimously.

Financial Reports – George moved to approve the Financial Reports for the month of May 2022. Bemrich seconded. Motion carried unanimously.

HLW Engineering Group – No action item.

- Performed monthly pin survey required by the DNR
- Performed monthly leachate level measurements;
- Did a fairly large drainage layer sand certification with Nik on getting a new wet weather area put together; submitted to the DNR;
- Spent time this afternoon with Donna going through several documents on what needs to be kept; documents dating back to 2013 and prior;
- Talked with Donna and Nik about making improvements to the leachate force main located outside of the landfill which there has been issues with.

Nelson moved to approve the Engineering Agreement with Terracon for design of Soil Nail Retaining System. Lorenzen seconded. Motion carried unanimously.

Lorenzen moved to approve for the Agency to have a Credit Card in the name of the COO, not exceeding a \$5,000 credit limit. Bockelmann seconded. Motion carried unanimously.

Pedersen moved to approve the purchase of ADC for ConCover Machine from TopCoat, est. cost \$15,789.16. Graham seconded. Motion carried unanimously.

Bemrich moved to approve employees to carry over more than 40 hours of vacation for FY22, one time only. George seconded. Motion carried unanimously.

Adson moved to approve Resolution 2022-4 Resolution Naming Depositories for the North Central IA Regional Solid Waste Agency. Fierke seconded. Motion carried by roll call vote of Lorenzen – Eagle Grove, Graham – Ellsworth, Fierke – Fort Dodge, Bemrich – Fort Dodge, Nelson – Fort Dodge, Pedersen – Humboldt County, Bockelmann – Humboldt, George – Manson, Adson – Vincent and Campbell – Webster County.

Lorenzen moved to approve Resolution 2022-5 Resolution to Authorize Check Signing Signatures for the North Central IA Regional Solid Waste Agency. Pedersen seconded. Motion carried by roll call vote of Lorenzen – Eagle Grove, Graham – Ellsworth, Fierke – Fort Dodge, Bemrich – Fort Dodge, Nelson – Fort Dodge, Pedersen – Humboldt County, Bockelmann – Humboldt, George – Manson, Adson – Vincent and Campbell – Webster County.

Review of 2020 Census Population Data. No Action Item.

Operations Report – Landfill, HHM, Recycling Center

HHM – Nik Myers

1. 2,676 lbs. of latex paint brought in; 575 lbs. to SWAP Shop;
2. June 11th – mobile event in Eagle Grove;
3. June 15th – HHM staff had EPA Development meeting on battery collection and labeling;
4. Worked with Kathleen of the DNR to correct last year's SARS report;
5. Ken setup the June pickups through Tradebe and A-Tec;
6. In August, Kathleen with the DNR will be on-site to train Ken and Nik on how to properly file the SARS report.

Landfill – Nik Myers

1. Sand certified;
2. Wet area complete;
3. Culvert pipe is in so landfill can start getting to the barrow area;
4. Service on all equipment/vehicles up to date;
5. Terracon gave permission to accept granite and quartz to use at the slope stability project;
6. Attitudes at LF and HHM sites are at an all-time high; Donna is doing amazing.

Recycling Center – James McLaughlin

1. Lighting replaced in the RC warehouse;
2. RC staff picked up litter while lighting in warehouse was being updated;
3. Another accident in the RC by a hauler – driver hit door that was just repaired, no injuries;
4. Provided RC containers to PICA for Frontier Days and Shellabration;
5. Metro Waste was on-site June 10th – looked at baler and provided in-sight;
6. Scales calibrated;
7. Plastic @ \$220/ton; shreds @ \$100/ton; mixed papers @ \$155/ton and cardboard @ \$155/ton.

COO Report – Donna Bice

1. Discussion of 2022 Equipment Budget and consideration of purchase of water truck;
2. Operations Punch List;
3. Tarp machine will not be replaced this year;
4. Holding weekly staff meetings;
5. Created new time off request form for staff to use;
6. Scale certification completed last week;
7. ICAP Safety Grant of \$1,000 to be used towards a new water fountain;
8. Harassment training for all staff was held on May 16, 2022;
9. ICAP Loss Control Specialist was on-site on June 15, 2022 – visited all 3 sites and had no reportables;
10. Webster County planning a Rivers and Trails Clean-up Day on August 6, 2022 – Agency to offer them to bring any waste collected for free with the exception of tires; Campbell suggested this be done for all counties that are a member;
11. Komatsu and dozer repairs – because of neglect and how often they were serviced, there are some leaks. The final drive motor needs to be resealed on both pieces of equipment. First quote is about \$7,700 on the Komatsu and \$7,500 for the dozer; the under carriage could be replaced on both pieces of equipment but will not know until they get into it. Second part of replacing undercarriage, Komatsu could be \$55,300 and dozer about \$53,000. We do not know at this point. Board said to get them repaired;
12. Waste & Recycling Worker's Week was last week and I did a couple things to recognize the employees.

George moved to approve purchase of water truck from M&S Sons in Humboldt, not to exceed \$45,000; purchase of litter fences, not to exceed \$45,000; Ford F150 and F250 trucks to remain on order list with Fort Dodge Ford; to come back with information on a rebuilt engine. Pedersen seconded. Motion carried with Nelson abstaining.

CFO Report – Lori Lindstrom

1. Working on FY22 projects and balancing;
2. Working on FY22 audit workpapers;
3. FY20 IPERS compliance review scheduled for July 13, 2022 via telephone; working on requested documents;
4. Notified 6/17/2022 that an Agency charge customer filed for bankruptcy; \$85.60 to be written off as bad debt;
5. Requested Board to think about putting a hold on new charge accounts at the landfill temporarily due to going into a recession. Will revisit at the July 2022 board meeting;
6. Reminded staff any discussions with customers regarding reduction of fees will take board approval.

Legal – Colin Hendricks

1. Bemrich moved to approve the EOC no longer acting in a capacity as Interim COO. Seconded by Lorenzen. Motion carried unanimously.
2. Bemrich moved to approve Rick Pedersen as a new EOC member to replace Donna Bice. Nelson seconded. Motion carried unanimously.
3. Provide EOC contact information to Agency staff. Remind them the EOC's job is to field any concerns or complaints regarding the performance of the COO or CFO. All other complaints should be reported to Managers.
4. Adson moved to approve going into Closed Session per Iowa Code Section 21.5(i)(c) to discuss strategy with Counsel. Graham seconded. Motion carried unanimously at 6:38 P.M.

Pedersen moved to approve returning to open session at 6:59 P.M. Adson seconded. Motion carried unanimously.

Other Business – Cameron Nelson introduced himself to the Board.

Public Questions or Comments – None.

The next regular meeting for the NCIRSWA will be held on July 19, 2022. Pedersen moved to adjourn. Bemrich seconded. Motion carried unanimously at 7:00 P.M.

Lori Lindstrom
Secretary/Treasurer-CFO

Donna Bice
COO