

# *North Central IA Regional Solid Waste Agency*

Minutes of Meeting  
June 2020

The regular monthly meeting of the Executive Board was held on June 23, 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 5:33 P.M.

Members present: Wally Lorenzen – Eagle Grove (RC), Dale Graham – Ellsworth (RC), Donna Bice – Fort Dodge (RC), Jamie Bemrich – Fort Dodge (Zoom), Jeffrey Halter – Fort Dodge (Zoom), Rick Pedersen – Humboldt County (RC), Dave George – Manson (RC), Donovan Adson – Vincent (RC), Jerry Kloberdanz – Webster City (RC) and Mark Campbell – Webster County (Zoom).

Also present were Attorney Steve Kersten (Zoom), Doug Luzbetak – HLW Engineering Group (Zoom), Brian & Matthew – Terracon (Zoom), Zach – Electronic Engineering (Zoom), Melanie Myott – KHI Solutions (Zoom), Mitzi Brunsvold - COO (RC), Lori Lindstrom – CFO (RC), Rob Anderson Landfill Operation Manager (RC), Jessica Moffitt HHM Operation Manager (RC) and staff Adson, Grove & Johnson (Zoom).

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

Kloberdanz moved to approve the May 19, 2020 Minutes of Meeting. Lorenzen seconded. Motion carried unanimously.

Accounts Payable Invoices – Bice stated there was an invoice received from Road Machinery & Supply which exceeded \$15,000 with policy not being followed. Bice reminded management to follow the Purchasing Policy for emergency repairs. Bice reminded management that A/P invoices need to have both the COO and Operation Manager's (OM) initials for approval, and if a site is without an OM, then another OM should sign-off (used Menards as an example). Suggested possibly adjusting policy. Lindstrom updated the Board that the Agency received a corrected invoice from the Fort Dodge Water Department regarding last month's invoices totaling \$5,294.57. The Agency paid \$781.48 to the Fort Dodge Water Dept. for all invoices. Halter moved to approve the Accounts Payable invoices for the month of May 2020. Adson seconded. Motion carried unanimously.

Financial Reports -- Bemrich moved to approve the Financial Reports for the month of May 2020. Halter seconded. Motion carried unanimously.

HLW Engineering Group updated the Board that because the audit was done late, they've requested an additional extension for submittal of Financial Assurance documents and plan on having those at the July meeting. No action item.

Terracon Slope Stability Recommendation. Terracon discussed with the Board a couple questions regarding the slope stability: (1) should the Agency use crushed limestone or sand, and (2) factor safety number. Next update to be provided at the July or August board meeting. No action item.

Kloberdanz approved RFP's for a landfill compactor. Anderson to bring back to the Board bid for new compactor, bid for new compactor with trade(s) and buy-back numbers. Lorenzen seconded. Motion carried unanimously.

Campbell moved to approve Resolution 2020-3 Naming Depositories for the North Central IA Regional Solid Waste Agency. Halter seconded. Motion carried unanimously.

Halter moved to approve wireless network bid from Electronic Engineering, amount not to exceed \$34,597. This was the only bid received. Kloberdanz seconded. Motion carried unanimously.

Pedersen moved to approve keeping the current health insurance policy for FY21 renewal, with an 8.44% increase. Graham seconded. Motion carried by roll call vote with Adson abstaining.

#### COO/Operation Manager's Report –

1. Anderson – tarp machine at Crimmins Welding being repaired; working on getting the litter fence put up; last week put out another section of sand on the abutment liner with HLW Engineering on-site to document. Campbell asked Anderson if the Agency is peeling back dirt daily or putting garbage over the top. Anderson said they've been using the top coat, con-cover; using dry wall when received from National, dirt scalplings and a little bit of rock that came off crushing of the concrete. Graham asked the time frame for getting the tarp machine repaired. Anderson said it depends on Crimmins, hopefully in a week.
2. Brunsvold – Mobile Crushing crushed rock; job posting for a landfill operator - only received one applicant in a month, so posting will be extended.
3. Moffitt – End of 6 month pickups coming later this week; mobile events rescheduled for September due to COVID-19, with two postponing. Working on project creating SOP's (Standard Operation Procedures) for HHM facility and setting up a Google Drive for the Agency for all sites to put documents on to share and use.
4. Brunsvold – gave Moffitt a template she's used in the past for SOP's, updated it and made it specific to this Agency. Filling in for Slinker; Anderson is assisting with issues on the baler; learning the procedures and working with the brokers; last month cardboard was \$120/ton, it's now \$90/ton. B&B Construction completed project on the overhangs with the doors outside; piece of sheet metal damaged Brunsvold vehicle (B&B paying for damage); Fort Dodge Asphalt was on-site in June to do asphalt work so it was done this FY.

#### CFO's Report –

1. Lindstrom informed the Board that the Agency's FY19 audit is complete and they should have received a copy via email of the FY19 Independent Auditor's Report on June 16, 2020. Lindstrom requested the Board to review pages 28 to 33 on the Agency responses and to call or email her with any questions.
2. Lindstrom informed the Board that due to COVID-19 some customers are prompting the Agency to be paid by ACH because a lot of their staff are working from home. Lindstrom does have the Chair sign the ACH paperwork for this process.
3. Kloberdanz asked about the Audit response regarding cookies, Gatorade, water bottles, etc. Campbell stated that the Agency does have a Resolution to provide cookies, coffee and water to the public for board meetings; advertising or educating items can be used with the retained funds. Believes this is a difference of opinion with auditors.

#### Legal Matters –

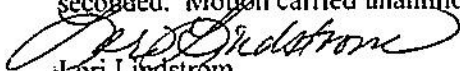
1. Kersten informed the Board that the Agency's 28(E) Agreement needs to be revised to include signatures of all 40 members per the DNR; currently 22 members have signed. Todd with HLW Engineering will be going to all the towns that have not signed the Agreement and get Resolutions signed approving of the Agency's comp plan update; the Agency has 90 days to get this done. Agency requested, the DNR has given the Agency one year to update the 28(E) Agreement.

2. Property line discussion – Brunsvold said the Agency should determine their property line regarding where the Agency’s dirt is located next to Grell’s property line, and get fencing put up. The Agency also has a gas probe monitored by HLW Engineering, located close to the property line. This has been done by Mer Engineering in the past. Anderson asked the Board if the Agency should fence between the gypsum rock and the Agency’s property to determine that area. Board agreed this should be done. Anderson will put a RFP out for fencing.
3. Halter requested an update from the Executive Oversight Committee. Bice said they will try and get that on the Agenda for the next meeting.

Other Business – None.

Public Questions or Comments – None.

The next regular meeting for the NCIRSWA will be held on July 21, 2020. Adson moved to adjourn. Halter seconded. Motion carried unanimously at 8.08 P.M.

  
Lori Lindström  
Secretary/Treasurer-CFO

  
Mitzi Brunsvold  
COO