

North Central IA Regional Solid Waste Agency

Minutes of Meeting

June 15, 2021

The regular monthly meeting of the Executive Board was held on June 15, 2021 at the Recycling Center, Fort Dodge, IA. Due to COVID-19, public could join the meeting via Zoom. Chairman Mark Campbell called the meeting to order at 5:30 P.M.

Members present: Wally Lorenzen – Eagle Grove, Dale Graham – Ellsworth, Donna Bice – Fort Dodge, Jamie Bemrich – Fort Dodge, Jeffrey Halter – Fort Dodge, Terry Klaver – Kamrar, Dave George (arrived at 6:04pm) – Manson, Donovan Adson – Vincent and Mark Campbell – Webster County.

Also present were Doug Luzbetak – HLW Engineering Group (Zoom), Mitzi Brunsvold - COO, Lori Lindstrom Secretary/Treasurer– CFO, Jessica Moffitt HHM Operation Manager.

Bice moved to approve the Agenda. Bemrich seconded. Motion carried unanimously.

Bemrich moved to approve the May 18, 2021 Minutes of Meeting. Lorenzen seconded. Motion carried unanimously.

Accounts Payable Invoices – Bice moved to approve the Accounts Payable invoices for the month of May 2021. Halter seconded. Motion carried unanimously.

Financial Reports – Halter moved to approve the Financial Reports for the month of May 2021. Bice seconded. Motion carried unanimously.

HLW Engineering Group – Luzbetak informed the Board they received the slope stability project from Terracon and it is 80% complete; currently in the process of reviewing along with providing requested additional information. DNR has requested a response letter. No action item.

HHM Report –

- a. Moffitt informed the Board the HHM site received the semi-annual SARS reimbursement.
- b. Moffitt informed the Board the HHM SWAP Shop will re-open to the public on July 1, 2021.
- c. Moffitt informed the Board of scheduled mobile events for Harcourt, Eagle Grove and Humboldt.
- d. Moffitt informed the Board in the month of June, the City of Renwick brought in 4 or 5 pallets of hazardous waste.
- e. Discussion regarding the number of monthly visits at the HHM site.

COO Report –

- a. Brunsvold updated the Board on the landfill fire of May 25, 2021.
- b. Brunsvold updated the Board on open job positions.
- c. Brunsvold informed the Board time didn't allow to work on the Handbook Draft. Handbook draft has been reviewed by ICAP.
- d. Brunsvold informed the Board that Rasch Construction brought in a water truck for Agency use and had a company on-site Friday for dust control and then it rained.

Halter moved to approve providing options to the employees of the Agency based on the EnhancedBlue2000 and the myBlue HDHP Silver option with the employees electing to exercise the myBlue HDHP Silver option, the Agency will contribute to that employee \$1,000 annually, spread out in payments that are made \$250/quarter; to provide a Life Insurance policy for Agency employees up to \$20,000. Klaver seconded. Halter amended his motion to include offering Agency employees Long-Term and Short-Term Insurance at no cost to the Agency. Klaver seconded. Motion carried unanimously.

Bice moved to approve the NCIRSWA Employee Wages earned in 2020. Halter seconded. Motion carried unanimously.

George moved to approve the NCIRSWA Request for Proposals (RFP) for FY21 Audit Services, RFP Number 061121 to the Auditor of State. Graham seconded. Motion passed by roll call vote of Lorenzen - Eagle Grove, Graham - Ellsworth, Bice - Fort Dodge, Bemrich - Fort Dodge, Klaver - Kamrar, George - Manson and Campbell - Webster County. Halter - Fort Dodge and Adson - Vincent voted no.

CFO's Report –

- a. Lindstrom informed the Board she's working on FY21 audit preparation.
- b. Lindstrom provided the Board an A/R Aging Summary Spreadsheet for FY18, FY19, FY20 and FY21 YTD along with discussion regarding the outstanding % which averaged 1% to 2% up to March 2020 when the Board made changes of accepting cash, checks and credit card for payment at the landfill scale house due to the pandemic. Since March 2020, with the pandemic, the outstanding percentages are higher.
- c. Lindstrom was not in attendance at the May Board Meeting and asked how the Board would like the Accounts Receivable Report provided at monthly board meetings as this was decided at the May meeting. Board said to include the A/R Aging Report with the Financials.

Legal Business – Campbell informed the Board the land sale is complete. Brunsvold updated the Board on the 28(E) from an email received from Kersten, seven (7) more responses were received.

Other Business – Halter asked about the status of the job descriptions for CFO and COO from the previous Minutes; Campbell said the EOC has not met. Campbell informed the Board that two weeks ago he attended an 8th grade presentation at Burnside School. One groups presentation was Litter Around the Track. Campbell invited them to attend the next board meeting to give their presentation (they are seeking funding). If they are unable to attend, their instructor said they will make a video. Adson thanked the employees for the Board who took the call the night of the landfill fire to come in and assist Brunsvold. Campbell agreed with Adson and complimented Lindstrom for coming out; she was the first to call in the fire, helping out and for checking on a gate that needs fixed.

Public Questions - None

The next regular meeting for the NCIRSWA will be held on July 20, 2021. Bemrich moved to adjourn. Halter seconded. Motion carried unanimously at 6:45 P.M.

Lori Lindstrom
Secretary/Treasurer-CFO

Mitzi Brunsvold
COO