

# *North Central IA Regional Solid Waste Agency*

Minutes of Meeting

March 15, 2022

The regular monthly meeting of the Executive Board was held on March 15, 2022 at the Fort Opera House, Fort Dodge, IA. Chair Mark Campbell called the meeting to order at 5:30 P.M.

Roll Call - Members present: Wally Lorenzen – Eagle Grove, Donna Bice – Fort Dodge, Dave George – Manson (arrived 6:14 pm), Jeffrey Halter – Fort Dodge, Rick Pedersen – Humboldt County (arrived 5:45 pm), Cole Bockelmann – Humboldt, Donovan Adson – Vincent and Mark Campbell – Webster County.

Also present were Attorney Colin Hendricks, Glenn Hunter – HLW Engineering Group, Nik Myers – Landfill Operations Manager, and James McLaughlin – Recycling Center Operations Manager, and Wayne Krug.

Adson moved to approve Agenda. Lorenzen seconded. Motion carried unanimously.

Bockelmann moved to approve the February 15, 2022 Minutes of Meeting. Adson seconded. Motion carried unanimously.

Accounts Payable Invoices – Bice moved to approve the Accounts Payable invoices for the month of February 2022. Halter seconded. Motion carried unanimously.

Financial Reports – Adson moved to approve the Financial Reports for the month of February 2022. Bockelmann seconded. Motion carried unanimously.

HLW Engineering Group – No action item.

- HLW – Quarterly report for gas readings was submitted on time; Operating Permit for gas is in-process – due the end of March.
- Working with Terracon on the Wetlands Delineation project. The plans are ready to set the bid date.

Resolution to approve setting the dates for the Receipt of Bids – May 12, 2022 - at 11:00AM at the Landfill office; and Hearing to Approve – May 17, 2022 - at the Board Meeting at the Recycling Center office, for the SE Slope Stability Project for the NCIRSWA. Lorenzen moved to approve, Halter seconded. Roll call vote: Bockelmann – Yes; Bice – Yes; Adson – Yes; Halter – Yes; Campbell – Yes, and Lorenzen – Yes. Approved.

Wetland Delineation Proposals – study for the borrow area. Requests for bids were submitted to four firms, three companies responded. Rolling Hills Consulting - \$2,500; EOR of Boone - \$4,750; Impact 7G - \$7,040; McClure Engineering – no bid. HLW recommends bid be awarded to Rolling Hills Consulting. Adson moved to approve the bid by Rolling Hills Consulting. Halter seconded. Motion carried unanimously.

Operations Report – Recycling Center, Landfill

Recycling Center – James McLaughlin

1. Cardboard at \$160.00/ton – down \$5/ton.
2. Hired two people with one starting 3/14 and one starting 3/28. Unfortunately, 2 more quit, but only need to fill one slot as we have one person on medical leave expected back in late April.



3. Have been having issues with not getting trucks in to pick up bales – both co-mingled recycling and cardboard. Getting tight on storage space inside but have plans to store outside if needed using tarps to cover the bales.
4. Halter asked about possibly looking for other vendors to take the bales.

#### Landfill Report – Nik Myers

1. Hired a new scale attendant who started March 8. She has a lot of prior experience and seems to be a really good fit with staff.
2. Going to be making an offer to someone for the supervisor position. He has a lot of experience with heavy equipment and leadership responsibilities.
3. Service work is up-to-date for all equipment.
4. Rented a truck for a month, and purchased a used Chevy truck so the LF would have vehicles to use.
5. Baker Electric should be on-site in the next couple weeks to start work on the new electrical panel for the leachate pumps on the east side of property.
6. Now that ground is starting to thaw will have Rasch Construction coming out to work on clearing the leachate lines. The current clean-outs are not designed to facilitate clearing the lines, so may be looking at reworking the existing cleanouts, or possibly getting bids for structures to replace current cleanouts.
7. Excited that the delineation project is moving forward.
8. Have obtained a sample of sand for HLW to have tested for feasibility to use on the liner for open face. Want to be able to go back using that and save the new cell for backup. HLW has provided info on how much sand we would need to purchase.
9. Asked Lorenzen about progress on Ford truck repair – he is hoping to work on it this week.

#### Chair Report - Mark Campbell

1. Thanks to James and Nik for jumping in and helping out with things with absence of COO. Have worked with Bice to interview people and filled almost all open positions in less than 30days.
2. Jessica Moffitt resigned from her position to work elsewhere. Not going to fill the HHM Operations Manager at this time. Nik has expressed interest so will be working to cross-train him to oversee HHM as well as Landfill. Try to get the numbers up for the HHM.
3. SE Slope Stability Project – had some issues getting easement from adjacent property owner, so working with HLW to figure out access to site and storage of materials from Landfill property. May cause cost to increase a bit but will know more when we get the bids.
4. SCS Engineering is holding a Landfill Operator Certification class at our site in early April. People from across state will be in attendance and will tour our sites. Offered a discount to our personnel to attend.
5. Thanks to James, Nik, Lori and Donna - doing a great job with the day-to-day operations of the Agency. HLW has helped with getting Mark registered as the responsible party as he is the Chair.

COO Job Description – once approved this will be posted for the job opening. All comments from discussion at February meeting have been incorporated. Bockelmann motion. Halter second. Motion carried unanimously.

CFO Job Description - All comments from discussion at February meeting have been incorporated. Bice motion. Halter second. Motion carried unanimously.

#### Legal –

1. Alexander unemployment appeal – decision in favor of the Agency. Affirmative steps were made updating the policy to increase the stipend amount and make it clear boots are for employee only.
2. Analysis of rental property – appraisal shows that property could be rented in the range of \$1,240 - \$1489/month. Current lease is on a month-to-month basis at \$1,000/month. 30 days' notice required to change rental amount. Wayne Krug (current renter) spoke reminding the board that he has done some

remodeling to the building, and does all maintenance at his cost. He suggested increasing the rent to \$1,200/month. This will be on the April agenda for approval.

Meeting was recessed at 5:59 pm to wait for return of CFO.

Meeting came out of recess at 6:18 pm.

CFO Report – Lori Lindstrom

1. The annual audit report may not be completed before the end of March, so HLW filed the necessary extension.

The next regular meeting for the NCIRSWA will be held on April 19, 2022. Adson moved to adjourn. Lorenzen seconded. Motion carried unanimously at 6:19 P.M.

Mark Campbell  
Chair

Donna Bice  
Vice-Chair