

North Central IA Regional Solid Waste Agency

Minutes of Meeting
March 2017

The regular monthly meeting of the Executive Board was held on March 28, 2017 at the Regional Recycling Center, Fort Dodge, IA. Vice-Chairman Donovan Adson called the meeting to order at 5:43 P.M.

Members present: Wally Lorenzen – Eagle Grove, Jamie Bemrich – Fort Dodge, Rick Pedersen – Humboldt County, Travis Goedken – Humboldt, Donovan Adson - Vincent and Mark Campbell – Webster County.

Also present were HLW Engineering Group, Steve Kersten, staff and visitors.

Campbell moved to approve the Agenda. Pedersen seconded. Motion carried unanimously. Campbell moved to amend his motion to approve the Agenda to include Item 10 for the recycling route truck to include purchase of the packer. Pedersen amended his second. Motion carried unanimously.

Lorenzen moved to approve the February 7, 2017 Meeting Minutes. Bemrich seconded. Motion carried unanimously.

Campbell moved to approve the 2017 Financial Assurance, prepared by HLW Engineering Group. Goedken seconded. Motion carried unanimously.

Campbell moved to approve the Agency becoming a member of the Fort Dodge Growth Alliance (\$375/year). Bemrich seconded. Motion carried unanimously.

Goedken moved to approve the NCIRSWA Purchasing Allowance Policy designating amount COO may spend without Executive Board approval. Pedersen seconded. Motion carried unanimously.

Bemrich moved to approve Resolution Number 2017-2 to Authorize Check Signing Signatures for NCIRSWA. Lorenzen seconded. Motion carried unanimously with roll call vote.

Campbell moved to approve bid from B & B Custom Carpentry in the amount of \$6,500 for storage expansion in the recycling center warehouse. Pedersen seconded. Motion carried unanimously.

Goedken moved to approve bid from Frontier Communications in the amount of \$8,143 for a new phone system for the Agency. Pedersen seconded. Motion carried unanimously.

Lorenzen moved to approve bid from Fort Dodge Ford for the 2016 F-550 Chassis in the amount of \$46,382.00 for the recycling route. If the 2016 is not available, then approval to purchase the 2017 in the amount of \$50,350. Goedken seconded. Motion carried unanimously. Lorenzen moved to amend his motion to approve the purchase of the 2016 F-550 Chassis truck and to include purchase of the packer,

and if the 2016 is not available, to go with the 2017 truck with the packer. Goedken amended his second. Motion carried unanimously.

Campbell moved to approve the NCIRSWA Credit Card Policy, with an amendment under 8-C to add meals. Goedken seconded. Motion carried unanimously.

Goedken moved to approve the NCIRSWA going to a “point system” regarding attendance that is to be included in the updated employee manual. Campbell seconded. Motion carried unanimously.

Campbell moved to approve the Agency hiring a Recycling Center Operations Manager along with the job description. Pedersen seconded. Motion carried unanimously.

Campbell moved to approve the “Policy designating what Documents the Chief Operating Officer of North Central IA Regional Solid Waste Agency May Sign” with the addition of disciplinary action. Goedken seconded. Motion carried unanimously.

Lorenzen moved to approve the Accounting Policies and Procedures for the North Central IA Regional Solid Waste Agency. Bemrich seconded. Motion carried unanimously.

Campbell moved to approve a \$2.00/hour pay increase for Jessica Lockner, withholding the 3% cost-of-living pay increase on July 1, 2017; effective next payroll. Lorenzen seconded. Motion carried unanimously.

Bemrich moved to approve a \$4.00/hour pay increase for Levi Porter for his new position as Landfill Supervisor; effective next payroll. Pedersen seconded. Motion carried unanimously.

Campbell moved to approve allowing the landfill to burn brush, with the assistance of HLW Engineering Group; this will require approval from the IDNR. Lorenzen seconded. Motion carried unanimously.

Financial Report – Campbell moved to approve the Financial Reports for the months of January and February 2017. Goedken seconded. Motion carried unanimously.

Accounts Payable Invoices – Goedken moved to approve the Accounts Payable invoices for the month of February 2017. Bemrich seconded. Motion carried unanimously.

Chairman’s/COO Report –

- a. Feser informed the Board that the landfill has 3 confined spaces, and going forward, when the landfill has anyone in the confined spaces, the Fort Dodge Fire Dept. will be notified of entrance to man holes at the landfill.
- b. Feser informed the Board that the NCIRSWA personnel policy is being updated and will be submitted to the Board in the next month or two for approval.
- c. Campbell informed the Board that Pocahontas County (HHM satellite facility) has contacted the Agency and would like to bring their hazardous materials to our HHM/RCC facility. They are not a member of our Agency. This is a preliminary conversation only at this time.
- d. Campbell informed the Board that Feser and Anderson will be attending the ISOSWO 2017 Spring Conference in Carroll on April 6th and 7th.
- e. Campbell informed the Board that the Agency had been contacted by the Coleman Sanitary District, requesting a letter specifying certain information, which Mr. Kersten prepared.

Campbell moved to approve the Chairman's Report. Goedken seconded. Motion carried unanimously.

Other Business – Lindstrom informed the Board that the Agency will be doing a Donation Drive for DSAOC and the Beacon of Hope during the month of June. Anderson informed the Board that the Iowa Recycling Association will be holding a meeting on-site in the month of May. Moffitt informed the Board that the DNR will be holding a Hazwoper refresher class on-site on March 30, 2017.

Public Questions or Comments – None

The next meeting for the NCIRSWA is April 18, 2017. Campbell moved to adjourn. Lorenzen seconded. Motion carried unanimously at 6:50 P.M.

Lori Lindstrom
Secretary/Treasurer

Donovan Adson
Vice-Chairman