

North Central IA Regional Solid Waste Agency

Minutes of Meeting

March 16, 2021

The regular monthly meeting of the Executive Board was held on March 16, 2021 at the Frontier Opera House, 1 Museum Road, Fort Dodge, IA. Due to COVID-19, public could join the meeting via Zoom. Chair Donna Bice called the meeting to order at 5:31 P.M.

Members present: Wally Lorenzen – Eagle Grove (FOH), Donna Bice – Fort Dodge (FOH), Travis Goedken – Humboldt (FOH), Leo Reiter – Jewell (FOH), Terry Klaver – Kamrar (FOH), Dave George – Manson (FOH), Donovan Adson – Vincent (FOH) and Mark Campbell – Webster County (FOH).

Also present were Attorney Steve Kersten (FOH), Glenn Hunter – HLW Engineering Group (FOH), Mitzi Brunsvold - COO (FOH), Lori Lindstrom – CFO (FOH), Jessica Moffitt HHM Operation Manager (FOH).

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

George moved to approve the February 16, 2021 Minutes of Meeting. Lorenzen seconded. Motion carried unanimously.

Accounts Payable Invoices – Goedken moved to approve the Accounts Payable invoices for the month of February 2021. Campbell seconded. Motion carried unanimously.

Financial Reports – Campbell moved to approve the Financial Reports for the month of February 2021. Goedken seconded. Motion carried unanimously.

HLW Engineering Group – Hunter informed the Board they heard from Terracon who is okay with splitting the slope stability project over two budgets, FY22 and FY23; HLW to discuss with the DNR. No action item.

Campbell moved to approve HLW Engineering Compliance Service Agreement. Adson seconded. Motion carried unanimously.

COO Report –

- a. Vendors are slow in picking up recycling;
- b. Current recycling market values were discussed for materials;
- c. Health Insurance – Halter, Brunsvold and Melanie with KHI Insurance met; Melanie to present to staff;
- d. Scale attendant will be gone for extended period of time; landfill has three operators trained for the scale house;
- e. Employee handbook should be done by April board meeting;
- f. Covid shots are not available to the Agency yet, essential workers not on the list yet;
- g. Brunsvold has received feedback from landfill staff regarding proposed FY21 raises;
- h. Discussion between Brunsvold, Campbell and Goedken regarding comparison study and wages;
- i. Discussion on equipment operators and vacant positions;
- j. Discussion on equipment maintenance; should have timeline within the week.

CFO's Report –

- a. Lindstrom informed the Board that the RFP for the FY21 annual audit is complete and will be by sealed bid.
- b. Lindstrom informed the Board that because the FY20 Audit Report is not complete, HLW Engineering did file an extension with the DNR regarding the Financial Assurance due date of March 31, 2021.

Other Business – None

Public Questions - None

Legal Matters – Kersten stated there are two legal matters for the Full Board Meeting this evening, but not the Executive Board Meeting.

The next regular meeting for the NCIRSWA will be held on April 20, 2021. Campbell moved to adjourn. Klaver seconded. Motion carried unanimously at 5:59 P.M.

Lori Lindstrom
Secretary/Treasurer-CFO

Mitzi Brunsvold
COO