

# North Central IA Regional Solid Waste Agency

## Minutes of Meeting

March 21, 2023

The regular monthly meeting of the Executive Board was held on March 21, 2023 at the Fort Dodge City Hall Council Chamber, 819 1<sup>st</sup> Avenue South, Fort Dodge, IA. Chair Mark Campbell called the meeting to order at 5:35 P.M.

Roll Call - Members present: Wally Lorenzen – Eagle Grove, Terry Klaver – Ellsworth, David Fierke – City of Fort Dodge, Jamie Bemrich – City of Fort Dodge, Cole Bockelmann – City of Humboldt, Rick Pedersen – Humboldt County, Dave George – Manson, Biridiana Bishop – Webster City and Mark Campbell – Webster County.

Also present were Attorney Colin Hendricks, Doug Luzbetak – HLW Engineering Group, Matt Cushman – Terracon (Phone – Zoom not working), Donna Bice – COO, Lori Lindstrom – Secretary/Treasurer-CFO (Campbell called Lindstrom into meeting at 5:45 P.M. – Zoom not working), James McLaughlin – Recycling Center Operations Manager, and Nik Myers – Landfill/HHM Operations Manager.

Lorenzen moved to amend the Agenda, with the addition of Item 6b to approve Terracon Supplement to Agreement for Services as an action item. Bemrich seconded. Motion carried unanimously.

George moved to approve the February 21, 2023 Minutes of Meeting. Pedersen seconded. Motion carried unanimously.

Accounts Payable Invoices – Pedersen moved to approve the Accounts Payable invoices for the month of February 2023. Pedersen inquired about Menards rebates and if they're being used; Bice answered no. Pedersen asked if they're put in the garbage; Bice answered yes. Discussion to possibly donate them. Bemrich seconded. Motion carried unanimously.

Financial Reports – Bemrich moved to approve the Financial Reports for the month of February 2023. George seconded. Motion carried unanimously.

HLW Engineering Group –

- Bockelmann moved to approve the Compliance Services Agreement. Bishop seconded. Motion carried unanimously.
- Terracon provided an update regarding a Construction Manager at Risk (CMAR) project delivery method.
- Bishop moved to approve Terracon Supplement to Agreement for Services – Change to Scope of Services and Fees, up to \$75,000. Bockelmann seconded. Motion carried unanimously.
- Leachate Issues – On March 15<sup>th</sup> Myers found one of the leachate manholes was discharging leachate into Gypsum Creek; DNR was notified. The pumpstation was not working. Roads were not passable so trucks could not get down to it. Once the problem was noticed, it was resolved in an hour. DNR took tests and required a response which was submitted today. Luzbetak gave credit to staff.

Pedersen moved to table the Hamilton County Solid Waste request regarding gate fees. Campbell requested a draft Agreement be brought back to the April board meeting. Bemrich seconded. Motion carried unanimously.

Bishop moved to approve the North Central IA Regional Solid Waste Agency Charge Credit Policy. George seconded. Motion carried unanimously.

Pedersen moved to approve the NCIRSWA Employee Wages Earned 2022. Lorenzen seconded. Motion carried unanimously.

George moved to approve the FY24 Budget with all staff to receive 5% cost-of-living increase; current Scale Attendant, Recycling Center Operations Manager and CFO to receive \$2.00/HR pay increase, effective July 1, 2023. To present to Full Board for approval. Bockelmann seconded. Motion carried unanimously.

## Operations Report – Landfill, HHM, Recycling

### Recycling Center - James McLaughlin

1. Current rates – cardboard @ \$35/ton; plastic @ \$80/ton; paper @ \$50/ton.
2. Recycling employee had a medical emergency and will be out for a couple of weeks.
3. Illegal substance found in recycling and the Webster County Sheriff's Dept was called; drug training will be provided when all RC employees are on-site.

### HHM – Nik Myers

1. Operations are good but slow.

### Landfill – Nik Myers

1. Due to weather conditions, landfill lost all the rock on the roads; rock has been ordered, using block and brick as a sub-base.
2. Leachate update.
3. A landfill injury was reported yesterday.

### COO Report – Donna Bice

1. Agency to have a booth at the Spring Home & Garden Show on March 31<sup>st</sup> and April 1<sup>st</sup> at the fairgrounds.
2. Received updated quotes on the litter fences; hopefully the order will be placed by the end of the month. Campbell asked when the Agency will receive the litter fences – Bice responded that they should be ready to ship.
3. Landfill GPS – the bid document is ready with Glenn Hunter at HLW Engineering reviewing right now; should be sent out this week and will be an action item next month.
4. Draft Employee Manual – have not received any questions from board members; Lindstrom has some questions to discuss so there could be some changes.
5. Informed Board that someone reached out to her about leasing the shop building on the Grell property which can be discussed next month.
6. Rick Pedersen gave an update to the Board regarding contacting auctioneers and the Grell property. The auctioneer in Humboldt stated \$1,000 for two nights of showings with a 7 ½% commission with the Agency covering the cost of advertising. The other auctioneer did not provide specifics.

Direction by the Board is to receive sealed bids by April 28, 2023 and can work together to have open house.

### CFO Report – Lori Lindstrom

1. FY22 State Audit is still a work-in-progress.
2. The Agency filed an extension with the Auditors of State at the beginning of March 2023 regarding financial assurance; HLW Engineering filed an extension with the DNR.
3. Informed the Board that in February 2023 there was one check issued to the Agency that took two weeks to receive from a local hauler; in March 2023, Lindstrom was informed by 5 customers that their payments were not reflected on their statements which the Agency had not received in the mail. Yesterday, Bice checked the mail from the Agency's mailbox on the road and found checks and invoices from February, which the Agency hasn't used this mailbox receptacle since October 2022 because we now have a P.O. Box. Lindstrom stated 3 of the 5 missing checks did show up in yesterday's mail. There are 2 missing checks in the mail the Agency has not received, one from Hamilton County Solid Waste and the other from a contractor out of Colorado. As Secretary/Treasurer, I'm informing you we have had missing checks in the mail.
4. The Agency paid a penalty in the amount of \$275.52 to the State of Iowa due to the accounting firm filing a payroll document late. Today the Agency received a check from the CPA firm, reimbursing the Agency.

### Legal – Colin Hendricks

1. None.

### Other Business – None.

### Public Questions or Comments – None.

The next regular meeting for the NCIRSWA will be held on April 18, 2023. Lorenzen moved to adjourn. Pedersen seconded. Motion carried unanimously at 6:39 P.M.

Lori Lindstrom  
Secretary/Treasurer-CFO

Donna Bice  
COO