

North Central IA Regional Solid Waste Agency

Minutes of Meeting

May 17, 2022

The regular monthly meeting of the Executive Board was held on May 17, 2022 at the Recycling Center, Fort Dodge, IA. Vice Chair Mark Campbell called the meeting to order at 5:30 P.M.

Roll Call - Members present: Wally Lorenzen – Eagle Grove, Dale Graham – Ellsworth, Donna Bice – Fort Dodge, Jeffrey Halter – Fort Dodge, Rick Pedersen – Humboldt County, Cole Bockelmann – Humboldt, Dave George – Manson, Biridiana Bishop – Webster City (arrived at 5:36 PM) and Mark Campbell – Webster County.

Also present were Attorney Colin Hendricks, Glenn Hunter – HLW Engineering Group, Lori Lindstrom – Sec/Treasurer-CFO, Nik Myers – Landfill Operations Manager, James McLaughlin – Recycling Center Operations Manager and staff.

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

Pedersen moved to approve the April 19, 2022 Minutes of Meeting. Graham seconded. Motion carried unanimously.

George moved to approve the April 27, 2022 Special Meeting Minutes. Bockelmann seconded. Motion carried unanimously.

George moved to approve the COO Employment to Donna Bice at \$95,000 annual salary, 4 weeks of vacation immediately, 4 weeks of vacation next year and then 5 weeks of vacation. Halter seconded. Motion carried unanimously with Bice abstaining.

Pedersen moved to approve Mark Campbell as Chair. Halter seconded. Motion carried unanimously with Campbell abstaining.

Pedersen moved to approve Dave George as Vice Chair. Halter seconded. Motion carried unanimously with Dave George abstaining.

Accounts Payable Invoices – George moved to approve the Accounts Payable invoices for the month of April 2022. Pedersen seconded. Motion carried unanimously.

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

Financial Reports – Halter moved to approve the Financial Reports for the month of April 2022. Lorenzen seconded. Motion carried unanimously.

HLW Engineering Group – No action item.

- Northeast of the current active cell, there were concerns of wetlands; area delineated; report received and there are no identifiable wetlands there; no permit needed and can build a haul road across the water way – no longer an issue.
- Received confirmation from the DNR that the SE Slope Stability Project can be postponed until next year.
- HLW was on-site today to measure the slope stability pins; check leachate levels.
- Movement along the SE Slope Stability area – the worst pins have moved not quite 4 inches total in two years.

Lorenzen moved to approve the Annual Lease between the North Central IA Regional Solid Waste Agency and Gypsum Ag Supply. Pedersen seconded. Motion carried unanimously.

Operations Report – Landfill, HHM, Recycling Center

Landfill – Nik Myers

1. Myers and Potts passed the landfill certification exam
2. Potts scale house trained
3. Jason Potts, Landfill Supervisor, introduced himself to the Board
4. USW – monthly bill to lower
5. Sink hole discovered in one of the main haul roads that was 25' x 25' wide x 20-25' deep – has been filled in with rock
6. Moved garbage because we ran out of room in the wet weather area. Working with HLW Engineering testing sand. Bice updated Board on sand and rock purchase

7. Leachate line update – lines not completely clogged
8. Everything is good

HHM – Nik Myers

1. Good team at the HHM site
2. Provided gardening material to PICA
3. Ken worked with Donna to find a cheaper supplier to purchase lab packing material
4. Jill diverted 50 gallons of Latex paint to the Swap Shop
5. Ken found a less expensive way to send out aerosol using cubic yard boxes
6. Contacted by Mid-State Batteries and offered .18/lb. for lead acid batteries over .11/lb. the Agency is currently getting from Scrap Processors
7. Ken and Myers worked with Kathleen at the DNR attempting to correct the July 2021 – Jan 2022 SARS Report
8. Looking into buying drums in bulk
9. Replaced lights in the Swap Shop
10. Replaced Air Unit - Filters had not been changed in 2 years; heater being worked on
11. Eagle Grove mobile event on June 11, 2022

Recycling Center – James McLaughlin

1. Tour on May 6th
2. Baler went down, drive shaft broke
3. Ordering parts to replace baler parts
4. Safety meeting was on heat exhaustion and lock-out tag-out
5. Per Donna's recommendation, a mirror is being installed by the cardboard baler so we can see curbside
6. Card board at \$155/ton
7. Plastic at \$220/ton

COO Report – Donna Bice

1. James had brought to Bice's attention to replace lights in warehouse – changing to LED fixtures
2. Insurance renewals and open enrollment; Wellmark to have a .68% decrease for FY23

Chair Report – Mark Campbell

1. Agency structure of board changing due to 2020 census results; to meet with Lindstrom and Hendricks to review

CFO Report – Lori Lindstrom

1. Working on FY22 audit workpapers
2. Reviewing board approved policies (Purchasing Policy/Accounting Policies and Procedures) to discuss possible revisions with COO regarding record retention and disaster recovery. Any revisions will be brought back to the Board for approval
3. Agency no longer has a contract with Aramark for uniforms and rugs. COO and managers will need to go out for bid in near future. Lindstrom recommends to stop renting rugs at the HHM site and replacing with purchased rugs with a 212% mark up on rug rentals over the past 5 years
4. Working on US Cellular account to remove cell phone lines not being used now that management is receiving a monthly cell phone stipend
5. Name plates ordered; will have before next board meeting

Legal – Colin Hendricks

1. Adson litigation update – trial date July 25, 2023
2. Unemployment Appeal update
3. Hendricks informed Board Lindstrom has been assisting him with several things

Other Business –

1. Jeffrey Halter, City of Fort Dodge, resigned as an Executive Board Member of the Agency following tonight's board meeting.

Public Questions or Comments – None.

The next regular meeting for the NCIRSWA will be held on June 21, 2022. Halter moved to adjourn. George seconded. Motion carried unanimously at 6:18 P.M.

Lori Lindstrom
Secretary/Treasurer-CFO

Mark Campbell
Chair