

# *North Central IA Regional Solid Waste Agency*

## Minutes of Meeting

May 22, 2018

The regular monthly meeting of the Executive Board was held on May 22, 2018 at the Recycling Center, Fort Dodge, IA. Chairman Donovan Adson called the meeting to order at 5:30 P.M.

Members present: Wally Lorenzen – Eagle Grove, Dale Graham – Ellsworth, Jeffrey Halter – Fort Dodge, Donna Bice – Fort Dodge, Jamie Bemrich – Fort Dodge, Donovan Adson – Vincent and Mark Campbell – Webster County.

Also present were HLW Engineering Group, Attorney Steve Kersten, Jeff Feser-COO, Lori Lindstrom-CFO, staff and visitors.

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

Bice moved to approve the April 17, 2018 Meeting Minutes. Lorenzen seconded. Motion carried unanimously.

Halter moved to approve the bid from K.C. Nielsen in the amount of \$23,531.00 for a John Deere 320G skid loader (this price includes the extended warranty). Lorenzen seconded. Motion carried unanimously.

Halter moved to approve the Rasch Construction Change Order No. 1313-001 REV 1 not to exceed the amount of \$23,325.00 regarding the Phase 2 Expansion Project of the North Central IA Regional Solid Waste Agency. Bemrich seconded. Motion carried unanimously.

Discussion by HLW Engineering Group regarding air permitting requirements – no action item.

Lorenzen moved to approve the proposed recycling center rates for TV's and computer monitors (regardless of size) at \$15.00 each; and commercial electronics (i.e. copiers, fax machines, shredders, etc.) over 50 lbs. at \$00.20/lb., with the rates effective May 22, 2018. Bice seconded. Motion carried unanimously.

Halter moved to table Item #8 until the next meeting or after a policy is created for HHM and presented to and approved by the Executive Board. No second. Motion dies.

Bice moved to approve the “Wi-Fi Security Policy” required by ICAP. Campbell seconded. Motion carried unanimously.

Lorenzen moved to approve the Purchasing Policy and Procedures. Campbell seconded. Motion carried unanimously.

Financial Report – Campbell moved to approve the Financial Reports for the month of April 2018. Halter seconded. Motion carried unanimously.

Accounts Payable Invoices – Halter moved to approve the Accounts Payable invoices for the month of April 2018. Graham seconded. Motion carried unanimously.

Chairman's/COO Report –

1. Feser informed the Board that he went and met with approximately 100 businesses the past couple weeks and discussed with them the recycling route truck fee structure. There was Board discussion on how to accommodate NCIRSWA small town communities as members with the recycling route truck.
2. Feser updated the Board regarding the DNR meeting and monitoring wells. The landfill currently has 31 monitoring wells and the goal is to get down to 16.
3. Adson discussed with the Board a copy of the NCIRSWA Employee Manual Policy “Revised Agreement”. Attorney Kersten recommended that it be brought back to the June 2018 Board meeting with discussed changes in language, as an approval item.
4. Adson informed the Board that MidAmerican Energy provided a rate change for the Agency that will save the Agency money and the Agency accepted the rate change.

Halter moved to approve the Chairman's/COO Report. Bemrich seconded. Motion carried unanimously.

CFO's Report –

1. Lindstrom discussed with the Board IT rates and her recommendation for the Agency. The Board requested that this be an approval item at the June Board meeting.
2. Lindstrom informed the Board that Feser informed her last week that he would start preparing the Agenda and supporting documents for the Executive Board meetings going forward. Lindstrom asked the Board for direction on how they would like to handle this change because it is currently part of her job description as CFO. Lindstrom explained that when Feser was hired, it was under his job description, but because there was a lot for him to learn when hired, she continued to do it. Lindstrom stated she has no problem turning this responsibility over to Feser. The Board requested that this be an approval item on the June Agenda.

Lorenzen moved to approve the CFO's Report. Campbell seconded. Motion carried unanimously.

Other Business – Slinker updated the Board on the recycling sweeper demo. Anderson informed the Board that Graham asked him to look into litter fencing, and 100' of fencing would cost \$22,000. Anderson said they're going to probably use snow fence. Moffitt stated that they'll be participating in the 2019 Home and Life Style Show.

Public Questions or Comments – None.

Campbell moved to go into Executive Closed session per Lindstrom's request of closed session per Iowa Code Section 21.5(1)(i) to discuss her annual performance evaluation. Halter seconded. Motion carried unanimously at 7:03 PM.

Halter moved to return to open session at 7:20 PM. Lorenzen seconded. Motion carried unanimously.

Campbell moved to go into Executive Closed session per Feser's request of closed session per Iowa Code Section 21.5(1)(i) to discuss his annual performance evaluation. Halter seconded. Motion carried unanimously at 7:22 PM.

Lorenzen moved to return to open session at 8:36 PM. Halter seconded. Motion carried unanimously.

The next meeting for the NCIRSWA will be held on June 19, 2018. Campbell moved to adjourn. Bemrich seconded. Motion carried unanimously at 8:37 PM.

Lori Lindstrom  
Secretary/Treasurer

Jeff Feser  
COO