

North Central IA Regional Solid Waste Agency

Minutes of Meeting

May 18, 2021

The regular monthly meeting of the Executive Board was held on May 18, 2021 at the Fort Dodge Growth Alliance Building, Fort Dodge, IA. Due to COVID-19, public could join the meeting via Zoom. Chairman Mark Campbell called the meeting to order at 5:30 P.M.

Members present: Wally Lorenzen – Eagle Grove, Dale Graham-Ellsworth, Donna Bice – Fort Dodge, Travis Goedken – Humboldt, Rick Pedersen – Humboldt County, Terry Klaver – Jewell, Donovan Adson – Vincent and Mark Campbell – Webster County.

Also present were NCIRSWA’s Attorney Steve Kersten, Doug Luzbetek (via Zoom), Mitzi Brunsvold - COO, and Jessica Moffitt HHM Operation Manager.

Adson moved to approve the Agenda. Pedersen seconded. Motion carried unanimously.

Lorenzen moved to approve the April 20, 2021 Minutes of Meeting. Bice seconded. Motion carried unanimously.

Accounts Payable Invoices – Bice asked about the consistency of the Van’s Recycling loads pickups. Lorenzen moved to approve the Accounts Payable invoices for the month of April 2021, including payment to Terracon Inc. in the amount of \$9,772.50 services from 8/2/2020-3/20/2021, requesting a more detailed invoice and task list going forward. Bice seconded. Motion carried unanimously.

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

HLW Engineering Group – Luzbetak informed the Board that Terracon submitted a letter to IDNR requested that the slope stability project can be divided between two budgets, FY22 and FY23. IDNR followed up with a letter and phone call with HLW and Brunsvold to discuss details.

HHM Report –

- a. Harcourt Mobile Event on May 15th only two residents showed up for the event.
- b. Campbell asked about appointments numbers at the site and discussed getting rid of appointments within the next month.
- c. Moffitt answered several board questions; appointments can get in when they call, an average six residential appointments/day and four-six business appointments/month.
- d. Adson asked if the Agency attended the Home & Garden Show and were there questions about HHM. Moffitt and Brunsvold attended, low attendance, mainly questions regarding recycling.

COO Report –

- a. Brunsvold and Kersten the Quarry land purchase was completed on May 13, 2021. Deed has been recorded.
- b. Brunsvold updated the Board on job postings – posted on Agency website, Indeed, IWD were closed – Landfill Operations Manager 6 applicants, Recycling Center Operations Manager 15 applicants and Recycling Worker, 67 applicants with 2 openings.

- c. Brunsvold reviewed the health insurance options, budget, and June deadline. Insurance options approval was tabled to next meeting.

Job Descriptions were approved with Steve Kersten's review, except the COO and CFO Descriptions will be reviewed by the EOC. Motion to Goedken and Lorenzen seconded. Motion approved unanimously.

CFO's Report –Lori Lindstrom wasn't present meeting so there was no report.

Legal Business- Update on 28E Agreement Amendment sent to 40 members still waiting on 13 members to respond. Delinquent account agreement sent to Engman Disposal, account delinquent since last August. Board asked if there were other delinquent accounts and requested to set up a policy regarding delinquent accounts. CFO to provide Accounts Aging Report monthly board meeting.

Other Business –

- a. Bice asked if the repair to Fuel Shed Building sent to insurance. Brunsvold confirmed it was submitted.
- b. Campbell confirmed the Maintenance Schedule has been completed.
- c. Klaver requested no parking signs be placed on the road by the landfill. Campbell will follow up with County Engineer.
- d. Campbell requested to accommodate tree disposal companies, so they aren't burning in the county. Add to agenda in the future.
- e. David Miller was out to visit for the landfill and took pictures. Requested Brunsvold send a few pictures of adjacent property. Inquired who the Agency is sending appliances to, Brunsvold confirmed to Scrap Processors in Webster City. Miller confirmed Dennis Frank can accept appliances.
- f. Campbell announce the County purchased 5 acres of land southwest of the landfill to put a trail through and law enforcement training.
- g. Goedken requested if there were other vendor options for single stream in addition to Van's Sanitation. Brunsvold will check into additional options.

Public Questions - None

The next regular meeting for the NCIRSWA will be held on June 15, 2021. Pedersen moved to adjourn. Adson seconded. Motion carried unanimously at 6:21 P.M.

Mark Campbell
Board Chairman

Mitzi Brunsvold
COO