

North Central IA Regional Solid Waste Agency

Minutes of Meeting

May 16, 2023

The regular monthly meeting of the Executive Board was held on May 16, 2023 at the Recycling Center, Fort Dodge, IA. Chair Dave George called the meeting to order at 5:32 P.M.

Roll Call - Members present: Wally Lorenzen – Eagle Grove, Terry Klaver – representing Jewell, Cole Bockelmann – City of Humboldt, Dave George – Manson, Biridiana Bishop – Webster City and Mark Campbell – Webster County.

Also present were Attorney Colin Hendricks, Glenn Hunter – HLW Engineering Group, Tim Buelow – SCS Engineering, Donna Bice – COO, Lori Lindstrom – Secretary/Treasurer-CFO, Nik Myers – Landfill/HHM Operations Manager and Jordan Mills, Recycling Center Supervisor.

Campbell moved to amend the Agenda, with removing Item 17 Closed Session. Lorenzen seconded. Motion carried unanimously.

Lorenzen moved to approve the March 21, 2023 Minutes of Meeting. Campbell seconded. Motion carried unanimously.

Accounts Payable Invoices – Bockelmann moved to approve the Accounts Payable invoices for the month of March 2023. Bishop seconded. Motion carried unanimously.

Financial Reports – Campbell moved to approve the Financial Reports for the month of March 2023. Bockelmann seconded. Motion carried unanimously.

Accounts Payable Invoices – Campbell asked Myers a question on Visions Auto Glass & Repair invoice. Campbell moved to approve the Accounts Payable invoices for the month of April 2023. Klaver seconded. Motion carried unanimously.

Financial Reports – Campbell moved to approve the Financial Reports for the month of April 2023. Lorenzen seconded. Motion carried unanimously.

HLW Engineering Group – Glenn Hunter

- Update on monitoring wells #15 and #17. Worked with DNR and have moved the point of compliance out to wells that are further out from the waste and will no longer have to do an assessment of corrective measures.
- Campbell moved to approve Terracon for the Drilling Contractor for Installation of Gas Probes for the Tier II NMOC Gas Study. Bockelmann seconded. Motion carried unanimously.
- Campbell moved to approve the CMAR Request for Qualifications (RFQ) related to the Slope Stability Project. Lorenzen seconded. Motion carried unanimously.

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

Campbell moved to approve purchase of the Landfill Compaction GPS from RDO, not to exceed \$59,900. Lorenzen seconded. Motion carried unanimously.

Campbell moved to approve SCS Engineers to evaluate the Slope Stability Project. Bishop seconded. Motion carried unanimously.

Bishop moved to approve the Revised Job Descriptions for the Recycling Center Operations Manager and Recycling Center Operator. Lorenzen seconded. Motion carried unanimously.

Operations Report – Landfill, HHM, Recycling

HHM – Nik Myers

1. Updated board on City of Humboldt and Lehigh mobile events
 - a. City of Humboldt – received 2,921 lbs. of hazardous waste from 49 public in 4 hours
 - b. City of Lehigh – 489 lbs. hazardous waste from 6 public in 3 hours
2. SARS report – 2nd half of last year.
3. SWAP Shop is busy.

Landfill – Nik Myers

1. Dozer D85 – went in for a new undercarriage, tracks and rails at 6,000 hours.
2. Leachate update.

Recycling Center – Jordan Mills

1. Prices are up a little bit; cardboard @ \$45/ton; plastic @ \$80/ton; paper @ \$50/ton and shreds @ \$60/ton;
2. Loads are getting picked up;
3. Skid loader out for a week and fell a little behind;
4. Had a shutdown day today and Al Price cleaned drains;
5. Mechanico – put chains across doorways and caution signs;
6. Using the flatbed from landfill;
7. Packer truck out of service since Monday – falling a little behind.

COO Report – Donna Bice

1. Mer Engineering – the parcel purchased at the SW corner of the RC property was surveyed in 2001, so it will cost \$200 to mark the corners if they are still there. Full boundary survey would be \$2,000 if needed. Grell property has not been surveyed and will cost \$1,800 to survey. Setting T-posts along the west and north edges of the LF property on the east side of the ponds will cost \$800.
2. Grell shop – Estimate to provide electrical to the shop was quoted at \$4,111. Will get at least one more quote.
3. Johnson Appraisal did an appraisal on the shop at the Grell property for rental purposes. \$975/month was the suggested rental amount. Campbell moved to approve renting shop on Agency/Grell property at \$975/month to Nick Doyle. Bockelmann seconded. Motion carried unanimously.
4. Campbell moved to approve Offer Critical Illness and Accident Insurance, and to allow Significant Others to be included on Insurance. Lorenzen seconded. Motion carried unanimously.
5. Waste and Recycling Workers Day in June – would like to offer lunch to staff in recognition.
6. Bice to be on vacation June 19th, 20th and 21st and will do board meeting remotely.

CFO Report – Lori Lindstrom

1. Lindstrom clarified to the Board about the March 2023 Minutes of Meeting and the discussion regarding Menards rebates. Pedersen had asked if the Menards rebates were put in the trash and Bice answered yes. Lindstrom explained to the Board that she went back 3 years, preparing a spreadsheet & providing all Menards invoices, also containing all Menards rebates issued. Lindstrom explained the process that all rebates issued are left attached to the original Menards invoice and voided. Chair Dave George reviewed the documents and verified that all Menards rebates were accounted for. Lindstrom provided the Board with 4 options regarding Menards rebates.

Bockelmann moved to approve to continue the same process with the Menards rebates as done in the past, which is to leave the rebate(s) attached to the original invoice(s) and voiding the rebates; the rebates will not be used due to the amount of time it would take tracking the rebates. Campbell seconded. Motion passed unanimously.

2. Informed Board that the FY22 audit is still underway with an extension granted until June 30, 2023.
3. Updated Board that the Agency is still having mail issues with the postal service trying to deliver mail to the physical address without a mail receptacle, and the Agency has a P.O. Box.
4. Lindstrom informed Board – working on FY23 audit workpapers.

Legal – Colin Hendricks

1. Campbell moved to approve the Landfill Use Agreement with Hamilton County Solid Waste Commission. Bockelmann seconded. Motion passed with Bishop abstaining.
2. Campbell moved to approve the Agency removing the septic and moving forward with modifying the Offer to Buy Single Family Residence (Not Real Estate) and Acceptance for 2174 Gypsum Hollow Road, Fort Dodge, Iowa 50501. Lorenzen seconded. Motion carried unanimously.
3. Hendricks updated the Board on the Executive Board Representatives for members in Webster County. At the annual meeting, the Executive Board had to reduce membership based off the 2020 Census. It was determined at the annual meeting by the members that 3 of the Executive Board Members be selected by Fort Dodge, with the remaining 1 Executive Board Member selected by the other members located in Webster County, excluding Fort Dodge. There was an email vote with Mark Campbell being selected.

Bice informed the Board that there will not be Closed Session. Bice informed the Board that the Recycling Center Operations Manager is gone, and now that the revised job descriptions have been approved, the vacant recycling positions will be posted this week. Bice recommended for the Recycling Supervisor, Jordan Mills, to receive an increase in wage for taking on the RC Manager responsibilities. Bice shared two scenarios. Scenario #1 – Mills to receive an increase in pay of \$4.00/hour through June 30, 2023 effective the next pay period on Monday, May 22, 2023, and a 5% COL pay increase effective July 1, 2023 with the title Interim Recycling Manager until Mills leaves the Agency to go to college. Scenario #2 – Mills to receive a \$5.00/hour pay increase with no pay increase on July 1, 2023.

Bockelmann moved to approve Scenario #1 with Mills to receive \$4.00/hour pay increase effective Monday, May 22, 2023, and a 5% COL on July 1, 2023. Campbell seconded. Motion carried forward.

Other Business – None.

Public Questions or Comments – None.

The next regular meeting for the NCIRSWA will be held on June 20, 2023. Lorenzen moved to adjourn. Campbell seconded. Motion carried unanimously at 6:53 P.M.

Lori Lindstrom
Secretary/Treasurer-CFO

Donna Bice
COO