

North Central IA Regional Solid Waste Agency

Minutes of Meeting
November 2019

The regular monthly meeting of the Executive Board was held on November 19, 2019 at the Recycling Center, Fort Dodge, IA. Chair Donna Bice called the meeting to order at 5:32 P.M.

Members present: Wally Lorenzen – Eagle Grove, Dale Graham – Ellsworth, Donna Bice – Fort Dodge, Jeffrey Halter – Fort Dodge, Travis Goedken – Humboldt, Thelma McGough – Manson, Donovan Adson – Vincent and Jerry Kloberdanz – Webster City.

Also present were Doug Luzbetak – HLW Engineering Group, Mitzi Brunsvold-COO, Lori Lindstrom-CFO, staff and visitors.

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

Kloberdanz moved to approve the October 22, 2019 Board Meeting Minutes. Lorenzen seconded. Motion carried unanimously.

Item number 4. No action taken; tabled October 22, 2019.

Halter moved to approve the bid from Hupp Toyota for the purchase of a Toyota 8FGCU25 Forklift, in the amount of \$22,400 (includes trade). Goedken seconded. Motion carried with Kloberdanz opposing.

Adson moved to approve the annual lease renewal with Gypsum Ag Supply in the amount of \$1,000 per month. Halter seconded. Motion carried unanimously.

Financial Report – Adson moved to approve the Financial Reports for the month of October 2019. Kloberdanz seconded. Motion carried unanimously.

Accounts Payable Invoices – Goedken moved to approve the Accounts Payable invoices for the month of October 2019. Halter seconded. Motion carried unanimously.

COO/Operation Manager's Report –

1. Brunsvold updated the Board on the scrap metal RFP. Frank's Salvage came in at \$35/ton for a two-year contract. Scrap Processors did not want the two-year contract and wanted to pay depending on market. Lindstrom explained the "Request for Scrap Metal Pick-up" paperwork that will be completed by each site for internal control purposes. The Board wants a paper trail for all scrap being picked up.
2. Brunsvold updated the Board on IT and the Agency website.
3. Brunsvold informed the Board that all three sites are looking at having the same hours of operation. To bring back to the December board meeting.
4. Anderson –
 - a. Informed the Board that the Bell haul truck was delivered on November 11th;
 - b. Informed the Board that the installation of the landfill fencing began this week;
 - c. Informed the Board of a landfill accident on October 1st involving a heavy equipment operator and customer's semi-trailer; it had been raining; to be covered by insurance companies.
5. Moffitt –
 - a. Informed the Board of the annual RCC meeting on November 21st and she will be a presenter;

- b. Received a \$5,000 grant from the DNR to be used towards radio, spring cleanup, Earth Day, PSA announcements and newspaper advertising.

6. Slinker –

- a. America Recycle Day presentation at the Fort Dodge Middle School;
- b. Presentation at St. Edmonds;
- c. Will be increasing the recycling route truck rate at the next Full Board meeting.

Adson moved to approve the COO/Operation Manager’s Report. Halter seconded. Motion carried unanimously.

CFO’s Report –

- 1. Lindstrom informed the Board that the Agency received an estimate from the Office of Auditor of State regarding the FY19 audit in the amount of \$6,450.
- 2. Lindstrom informed the Board that the Agency received a letter from the City of Pioneer informing the Agency that Pioneer will be dissolved effective July 1, 2020. Lindstrom to provide this letter to Attorney Kersten.

Adson moved to approve the CFO’s Report. Goedken seconded. Motion carried unanimously.

Other Business – Brunsvold informed the Board that she attended a meeting today with HLW Engineering, DNR and Terracon regarding landfill slope stability issues and action plan. HLW Engineering said they need to respond by December 1st. More information will be provided at the December board meeting.

Public Questions or Comments – Steve Johnson, groundskeeper, approached the Board requesting a pay increase to \$18/hour; currently at \$13.39/hour. Goedken informed Johnson that he will need to meet with Brunsvold and they are not allowed to act on his request because it’s not an approval item on the Agenda.

The next regular meeting for the NCIRSWA will be held on December 17, 2019. Kloberdanz moved to adjourn. Adson seconded. Motion carried unanimously at 6:38 P.M.

Lori Lindstrom
Secretary/Treasurer-CFO

Mitzi Brunsvold
COO