

North Central IA Regional Solid Waste Agency

Minutes of Meeting

November 14, 2023

The regular monthly meeting of the Executive Board was held on November 14, 2023 at the Recycling Center, Fort Dodge, IA. Chair Dave George called the meeting to order at 5:31 P.M.

Roll Call - Members present: Wally Lorenzen – Eagle Grove, Matt Bemrich – City of Fort Dodge, Jack Kersten – City of Fort Dodge, Cole Bockelmann – City of Humboldt, Terry Klaver – Jewell Alternate, Dave George – Manson and Mark Campbell – Webster County (Zoom).

Also present were Attorney Colin Hendricks, Doug Luzbetak – HLW Engineering Group, John Hartwell – SCS Engineering, Brandon Bahrenfuss – Webster City Street Dept. Supervisor, Donna Bice – COO, Lori Lindstrom – Secretary/Treasurer-CFO and Nik Myers – Landfill/HHM Operations Manager.

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

Campbell moved to approve the October 17, 2023 Minutes of Meeting. Bemrich seconded. Motion carried unanimously.

Accounts Payable Invoices – Bemrich moved to approve the Accounts Payable invoices for the month of October 2023. Kersten seconded. Motion carried unanimously.

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

HLW Engineering Group – Doug Luzbetak

- Completed Non-Methane Organic Compound Study which is a requirement of the Title V Permit and has to be done every 5 years. Results are under the EPA threshold. Submitted on 11/3/2023;
- Lorenzen moved to approve a bid date for Leachate Force Main Cleanout Manholes project for December 12, 2023 at 2:00 P.M. Bockelmann seconded. Motion carried unanimously.

SCS Engineering – John Hartwell

- Presented Board with an update on the Slope Stability Evaluation. Discussion took place. Board agreed to terminate the Agreement with Terracon regarding the SE Slope Stability project.

Webster City – Brandon Bahrenfuss, Street Dept. Supervisor – Bahrenfuss and Myers provided Board with an update regarding Webster City wood chip disposal request and results of wood chips brought to the landfill and tested.

- Bockelmann moved to no longer use wood chips for ADC. Lorenzen seconded. Motion carried unanimously.
- Bockelmann moved to uphold existing landfill charge for bringing wood chips to the landfill as ADC. Bemrich seconded. Motion carried unanimously.

Operations Report – Landfill, Recycling Center, HHM

HHM – Nik Myers

1. Slow – we had 43 households, 3 businesses – the good news is we had 55 SWAP, so if they are taking out more than we're bringing in, we don't have to pay to get rid of it.

Landfill – Nik Myers

1. Annual USW Inspection – went well;
2. Surprise inspection from the DNR yesterday – that went well. Their only gripe was litter. In Steve's defense, I told the DNR it's been really windy. DNR commented that we should have two litter pickers or hire a group to help catch up. DNR happy to see where grass was planted and growing and put cover;

3. Equipment rental update; Myers and Bice came to an agreement on another excavator to rent. Brown can get their Doosan that hasn't run since October 18th which is a software issue; they can't get the equipment to run;
4. The high voltage conduit has been fixed so now we can build the road the DNR wants us to build so we can get down to the east well.

Recycling Center – Lindsey Warren not at meeting – no report given

CFO Report – Lori Lindstrom

1. Reached out to the State Auditors regarding the FY23 audit, and they are looking to be on-site in January 2024;
2. Currently working on FY23 audit prep;
3. WasteWORKS software update – meeting held on November 9th with staff, Todd with Bemrich Electric and WasteWORKS representative. Looking into a couple scale attendants going to the Boone Landfill to observe WasteWORKS as part of training. Lindstrom stated the plan is to go live with the new landfill software on April 1st with training in March 2024.

COO Report – Donna Bice

1. Discussed with Board tentative Agency closings for Christmas and New Years;
2. Employee Manual Draft – discussion took place regarding salary flex time (adjusting hours to 40 instead of 45); hazard pay; PTO conversion; point system and holidays;
3. Campbell asked about payroll time software; Bice stated we haven't met yet. End-of-month will make recommendation on what software to move forward with.

Legal – Colin Hendricks

1. Updated Board regarding Engman Disposal and Pederson Sanitation –
 - a. Both haulers have legal Agreements with the Agency regarding outstanding balances;
 - b. Engman Disposal had an NSF check in the amount of \$12,000, with the NSF being replaced. A UCC-1 filing has been filed on behalf of the Agency until the account is current.
2. Informed Board that everything is complete regarding the Agency's sale of home (no land) to Jeremy Frank and final payment was received. Frank wants 30 additional days to move gazebo – Hendricks and Bice in agreement with request.
3. Provided Board an update regarding change in legal practice office locations.

Campbell moved to go into Closed Session per Iowa Code 21.5(1)(j) to discuss the purchase or sale of particular real estate to avoid premature disclosure. Lorenzen seconded. Motion carried unanimously at 7:32 P.M.

Lorenzen moved to return to open session at 7:43 P.M. Bemrich seconded. Motion carried unanimously.

Other Business – None.

Public Questions or Comments – None.

The next regular meeting for the NCIRSWA will be held on December 19, 2023. Lorenzen moved to adjourn. Klaver seconded. Motion carried unanimously at 7:44 P.M.

Lori Lindstrom
Secretary/Treasurer-CFO

Donna Bice
COO