

North Central IA Regional Solid Waste Agency

Minutes of Meeting
October 2018

The regular monthly meeting of the Executive Board was held on October 16, 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, Jeffrey Halter – Fort Dodge, Jamie Bemrich – Fort Dodge, Donna Bice – Fort Dodge, Travis Goedken – Humboldt, Rick Pedersen – Humboldt County, Donovan Adson – Vincent and Mark Campbell – Webster County.

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

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

Lorenzen moved to approve the September 18, 2018 Meeting Minutes. Goedken seconded. Motion carried unanimously.

Halter moved to approve HLW Engineering Group Pay Request No. 4 to Rasch Construction, Inc. in the amount of \$52,653.11 regarding the Phase 2 Expansion Project. Pedersen seconded. Motion carried unanimously.

HLW Engineering Group provided an update regarding Phase 2 Expansion Project – no action item.

Campbell moved to approve revisions to the NCIRSWA Employee Policy Manual regarding random drug testing, with the additional language “shall be placed on probation immediately and said probation shall continue for 12 months after completion of treatment program”. Bice seconded. Motion carried unanimously.

Board discussed going out for bids on the FY19 audit. Halter moved to approve estimate from the Office of Auditor of State for FY18 audit in the amount of \$6,200. Lorenzen seconded. Motion carried unanimously.

Halter moved to decline approval of Kenny Grove’s Proposal for Fair Market Value pay increase. Pedersen seconded. Motion carried unanimously.

Pedersen moved to approve the Proposal to remove Health & Safety Plan Amendment No. 1. Goedken seconded. Motion carried unanimously and the item was tabled.

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

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

Chairman's/Operation Manager's Report –

1. Adson informed the Board that he has visited with Lindstrom regarding the upcoming audit.
2. Anderson – has not done the monthly safety meeting; informed Board that the groundskeeper is going to stay on, is not quitting, and will fill the position of the open landfill operator position; the landfill still has another landfill operator retiring in March 2019, and that position will need to be filled in the near future; the Board agreed that the Agency can wait until spring to hire a groundskeeper – Rob stated that the current groundskeeper will continue to do groundskeeper and litter log, even while he's a landfill operator; ISOSWO conference update; asked Board how he should proceed with a GPS quote received – Board stated to follow the Purchasing Policy.
3. Moffitt – safety meeting on Company Nurse and sharps; ISOSWO conference update; did first HHW site semi-annual reporting in September, reimbursement for 9,900 lbs., and Agency to receive a check in the amount of \$5,353; total managed was 32,704.55 lbs., 3,900 lbs. went through Swap Shop (for the period January thru June 30, 2018); discussed with Board holding a special Full Board meeting in November 2018 regarding mobile events and promoting HHW facility (no approval items) – Board agreed meeting could be held November 20th following the monthly Executive Board meeting at the FD Growth Alliance (Full Board reimbursement for mileage).
4. Slinker – safety meeting was on forklift certification and re-certification by R & J Material Handling; joined SWANA; ISOSWO conference update; prospective Recycling Center Supervisor is scheduled for pre-employment physical capacity and drug screening; National Recycle Day is November 15th – go to yellowpagesoptout.com to eliminate junk mail.

Halter moved to approve the Chairman's/Operation Manager's Report. Lorenzen seconded. Motion carried unanimously.

CFO's Report –

1. Lindstrom updated the Board that the State Auditors will be in-house the week of October 29th thru November 2, 2018.
2. Lindstrom discussed with the Board the November Board meeting date falls on the week of Thanksgiving, and wants to make sure there will be a quorum because the FY20 Budget draft will be on the Agenda; Board stated that November 20th will work.
3. Lindstrom updated the Board on weekly manager meetings.
4. Lindstrom discussed with the Board that a hauler is currently paying their monthly balance with a credit card which has created higher credit card fees; would the Agency like to have a threshold or charge a fee to absorb some of the monthly fees; Board would like to look into charging a % fee and/or reversing the fee, which will need to be Full Board approved at the annual board meeting.
5. Lindstrom informed the Board that the Webster County Health Dept. will be on-site October 17th for flu shots.
6. Lindstrom informed the Board that last night the Fort Dodge, Otho and Duncombe Fire Departments were on-site at 5:45pm for training.

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

Other Business – Halter inquired how much longer the Agency will be accepting resumes for the COO position before the Agency moves forward to reviewing the same for interviews. Bice stated that the posting was open until October 10th at IWD; SWANA was closed after two weeks; ISOSWO is still open (which can now be closed). Bice stated the Agency has received 10 applicants' resumes. The committee will move forward reviewing resumes.

Public Questions or Comments – Wayne Krug informed the Board that Quarry Services is no longer doing business, and would like to change the name to Gypsum Ag on the Lease with the Agency, which is up for renewal in December. Lindstrom stated that it will be an approval item at next month’s meeting. Grove stated that places will fire an employee if they walk under a load. Campbell thanked Slinker for accepting glass bottles at the recycling center.

The next meeting for the NCIRSWA will be held on November 20, 2018. Lorenzen moved to adjourn. Pedersen seconded. Motion carried unanimously at 6:57 PM.

Lori Lindstrom
Secretary/Treasurer

Donovan Adson
Chairman