

North Central IA Regional Solid Waste Agency

Minutes of Meeting

October 19, 2021

The regular monthly meeting of the Executive Board was held on October 19, 2021 at the Recycling Center, Fort Dodge, IA. Due to COVID-19, public could join the meeting via Zoom. Chair Mark Campbell called the meeting to order at 5:30 P.M.

Roll Call - Members present: Wally Lorenzen – Eagle Grove, Dale Graham – Ellsworth, Donna Bice – Fort Dodge, Dave George – Manson, Donovan Adson – Vincent and Mark Campbell – Webster County.

Also present were Doug Luzbetak – HLW Engineering Group (Zoom), Mitzi Brunsvold – COO, Lori Lindstrom Secretary/Treasurer– CFO, Nik Myers – Landfill Operations Manager, James McLaughlin – Recycling Center Operations Manager and Jessica Moffit – HHM Operations Manager.

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

Bice moved to approve the September 21, 2021 Minutes of Meeting. George seconded. Motion carried unanimously.

Accounts Payable Invoices – George moved to approve the Accounts Payable invoices for the month of September 2021. Lorenzen seconded. Motion carried unanimously.

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

HLW Engineering Group – No action item.

- HLW – Informed Board leachate line completed - Behle met board approved estimate of \$7,750.00.
- HLW – Behle provided estimate in the amount of \$5,330 for additional work.
- HLW – Leachate pump station – elevated readings discussed last month; problem with flows. McClure Engineering looked at – elevated due to faulty readings.
- HLW – Plastic liner damaged by staff when putting sand down.
- Brunsvold informed Board Electric Pump looked at panel. Baker Electric and Electric Pump to provide quotes. Pump 1 is dead and running off of Pump 2.

Landfill Report –

- a. Brunsvold introduced Nik Myers, Landfill Operations Manager to the Board.
- b. Brunsvold informed Board of \$10,000 rock purchase; receiving on Thursday.
- c. Brunsvold informed Board out of sand; approximately \$10,000 to purchase.

Recycling Center Report –

- a. Brunsvold informed Board the RC is short staffed - 7 interviews scheduled.
- b. Cardboard prices are up.

HHM Report – No report given.

COO Report –

- a. Brunsvold informed Board shots were given to staff last Friday.

- b. Brunsvold – employee handbook draft – asked Board to review; revised from last Spring.
- c. Brunsvold discussed with Board employee sick time, vacation time and possibly switching to PTO.
- d. Campbell requested a workshop at next month’s meeting to discuss and review “draft” employee handbook.

CFO Report –

- a. Lindstrom informed Board the FY21 Payroll Audit is complete; waiting for results.
- b. Lindstrom informed Board working on FY21 audit preparation.
- c. Lindstrom informed Board she met with Attorney Steve Kersten regarding an informational letter to A/R customers.
- d. Lindstrom informed Board the Agency has 522 charge customers with 227 charge customers owing on the September 2021 A/R Aging Report. Lindstrom informed Board over 5,000 loads were brought into the landfill during the month of September.
- e. Lindstrom stated she will be bringing to the Board next month three options regarding A/R outstanding balances and the Board may approve how they want to approach outstanding balances owing at 61+ days. Lindstrom stated if delinquent accounts are turned over for legal to an attorney or a collection agency, the Agency will be paying attorney fees and/or possibly 25%-50% collection fees to work these accounts. Lindstrom informed the board if they cut-off customers owing at 61+ or 90+ days out, the Agency will need to hire a full-time employee to work A/R accounts at the scale house due to the volume of charge invoices.
- f. Campbell and the Board discussed how delinquent A/R accounts have been handled over the past eight years and agreed to leave things as is for now.

Legal Business –

- Campbell informed the Board Steve could not attend tonight’s meeting and asked Mark to share the following with the board:
 - The 28(E) Agreement has been signed, properly filed and is done;
 - The Agency received a Notice of Right to Sue letter that had been asked for so the Agency has received this and the person has 90 days if they would like to sue; that clock has started.

Other Business –

- Bice asked Brunsvold about the pay analysis for the Administrative Assistant. Brunsvold, Bice and Campbell did not meet the previous month. Discussion was brought up again about past and future wage analysis for staff. Salaries need to be decided for upcoming budget. Brunsvold stated another landfill was gathering salary information and would share it for comparison. Campbell offered for Brunsvold to schedule with the Chair and Vice Chair.
- Graham stated we need to not just have it on the agenda, but need to have some work on it and progress.

Public Questions – None.

The next regular meeting for the NCIRSWA will be held on November 16, 2021. Bice moved to adjourn. Adson seconded. Motion carried unanimously at 6:13 P.M.

Lori Lindstrom
Secretary/Treasurer-CFO

Mitzi Brunsvold
COO