

# *North Central IA Regional Solid Waste Agency*

Minutes of Meeting  
September 2017

The regular monthly meeting of the Executive Board was held on September 19, 2017 at the Regional Recycling Center, Fort Dodge, IA. Vice-Chairman Donovan Adson called the meeting to order at 5:30 P.M.

Members present: Wally Lorenzen – Eagle Grove, Dale Graham – Ellsworth, Donna Bice – Fort Dodge, Travis Goedken – Humboldt, Rick Pedersen – Humboldt County, Donovan Adson – Vincent, Jerry Kloberdanz – Webster City and Mark Campbell – Webster County.

Also present were COO Jeff Feser, staff and visitors.

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

Lorenzen moved to approve the August 15, 2017 Meeting Minutes. Bice seconded. Motion carried unanimously.

Campbell moved to approve the quote from Iowa Fire Control for 1 landfill scale house camera in the amount of \$681.06. Goedken seconded. After further discussion, Campbell amended his approval for (2) cameras at the landfill, one in the scale house and a second camera in the landfill breakroom, in an amount not to exceed \$1,400 from Iowa Fire Control. Travis amended his second. Motion carried unanimously.

Feser presented to the Executive Board a Proposed Draft NCIRSWA Employee Policy Manual for discussion and review.

Campbell moved to approve the Chief Financial Officer Job Description. Graham seconded. Motion carried unanimously.

Financial Report – Kloberdanz moved to approve the Financial Reports for the month of August 2017. Lorenzen seconded. Motion carried unanimously.

Accounts Payable Invoices – Goedken moved to approve the Accounts Payable invoices for the month of August 2017. Bice seconded. Motion carried unanimously.

Chairman's/COO Report –

1. Feser updated the Board on the annual landfill DNR inspection. Feser said it went really well. There were two issues, one with the litter picker log and the other with the settlement basement, which needs cleaned out. The permit needs to change, so that instead of the landfill having a separate place to bring contaminated soil, it will go into the landfill. This request was posted in the Messenger on Friday, September 15, 2017, and will be posted for 30 days at the recycling center and landfill.

2. Feser updated the Board on Team Services and the monitoring wells. They are installed but have not been tested yet.
3. Feser informed the Board that ICCC did the Sensitivity Training class on August 29, 2017; all employee's attended, with the class lasting about one hour.
4. Feser informed the Board that he and the three site operation managers would be attending the Iowa Recycling & Solid Waste Conference in Iowa City, Iowa from October 2<sup>nd</sup> thru October 4, 2017.
5. Feser discussed with the Board a couple of options for landfill employees obtaining their landfill certification. Barker Lemar offers a 25 hour class at the cost of \$725, or doing the on-line certification with Kirkwood College at \$175.00 (as done in the past). Feser did attend the Barker Lemar class to obtain his landfill certification. After discussion, it was decided that a landfill employee may do the on-line class of \$175.00, and will be allowed to do their studying while at work, on an Agency's computer. They will no longer be paid the 10 hours of additional pay once they are certified, but will receive the \$1.00/hour pay increase. A landfill employee has one year from their hire date to become landfill certified.
6. Anderson updated the Board on the landfill safety meeting which consisted of proper handling of asbestos in the work area. Anderson informed the Board that there is a problem with the Komatsu dozer with metals in the oil; it will cost \$40,000 to install a reman engine, with one-year warranty.
7. Moffitt updated the Board on the HHM safety meeting which consisted of safe handling of universal waste, handling of batteries and light bulbs, mercury spills. Moffitt informed the Board that in the month of August, they had 80 new customers using the facility, and approximately 400lbs of hazardous material. She and the HHM Supervisor will be attending the annual region collection center meeting at the end of October. Should be receiving news on DNR rule changes for updating the HHM permit.
8. Slinker updated the Board on the recycling center safety meeting which consisted of reviewing the monthly fire extinguisher inspection sheet, verifying dates, gauges, etc. Thanked them for overall doing a better job with check lists. Product has been turning around a lot better. Slinker informed the board that the recycling truck currently has 102 businesses that we stops for and only 19 of those businesses are picked up daily. Campbell requested for Slinker to present proposed per visit fee(s) for these businesses in town, and fees for out of Fort Dodge, at the next board meeting (this should include Humboldt, Webster City, and other small member towns) .

Campbell moved to approve the Chairman's/COO Report. Pedersen seconded. Motion carried unanimously.

Other Business – Lindstrom informed the Board that the State Auditors will be in-house the week of October 2<sup>nd</sup>. Lindstrom informed the Board that the estimate from the State Auditors is in the amount of \$6,000. Lindstrom requested to move the October meeting from October 17<sup>th</sup> to October 24<sup>th</sup>. There was a scheduling conflict with some Board members, so the Board agreed to have the next meeting on Tuesday, November 14, 2017. Lindstrom also informed the Board that the annual Workers Comp Audit was just completed and the Agency will owe \$2,119. Lindstrom was pleased with this amount considering FY17 wages included the Agency hiring a COO, HHW Operation Manager, RC Operations Manager, Supervisor and Environmental Tech for the HHW facility. Lindstrom also informed the Board that the reason the monthly water bill had increased significantly over the past couple months had to with gallons used and not a price increase. Anderson confirmed that over the prior couple months they were using the water truck quite a bit. Goedken asked Moffitt about the HHM getting a grant for a trailer.

Moffitt said she can apply for a partial grant at any time, but it won't be something she's going to look into this fall.

Public Questions or Comments – Jones with the Coleman Sanitary District stated that they did find the papers, it is Coleman's manhole and they are responsible for it.

Campbell moved to go into Executive Closed session per Anderson's request of closed session per Iowa Code Section 21.5(i) to evaluate the professional competency of an employee whose performance is being considered. Lorenzen seconded. Motion carried unanimously at 6:38 PM.

Kloberdanz moved to return to open session at 7:10 PM. Lorenzen seconded. Motion carried unanimously.

Goedken moved to approve the Landfill Operations Manager position salary at \$60,000/year based on the job description, with an effective date to be the next payroll (October 1, 2017). Campbell seconded. Motion passed with unanimously with roll call vote.

Campbell moved to go into Executive Closed session per Lindstrom's request for closed session per Iowa Code Section 21.5(i) to evaluate the professional competency of an employee whose performance is being considered. Kloberdanz seconded. Motion carried unanimously at 7:13 PM.

Kloberdanz moved to return to open session at 7:45 PM. Pedersen seconded. Motion carried unanimously.

Kloberdanz moved to approve the Chief Financial Officer's position salary at \$75,000/year, as an exempt employee, with an effective date to be the next payroll (October 1, 2017). Campbell seconded. Motion carried unanimously with roll call vote.

The next meeting for the NCIRSWA is November 14, 2017. Campbell moved to adjourn. Goedken seconded. Motion carried unanimously at 7:47 PM.

Lori Lindstrom  
Secretary/Treasurer

Jeff Feser  
COO