

North Central IA Regional Solid Waste Agency

Minutes of Meeting
September 18, 2018

The regular monthly meeting of the Executive Board was held on September 18, 2018 at the Recycling Center, Fort Dodge, IA. Chairman Donovan Adson called the meeting to order at 5:33 P.M.

Members present: Wally Lorenzen – Eagle Grove, Dale Graham – Ellsworth, Jamie Bemrich – Fort Dodge, Donna Bice – Fort Dodge, Travis Goedken – Humboldt, Rick Pedersen – Humboldt County and Donovan Adson – Vincent.

Also present were HLW Engineering Group, Rasch Construction, Lori Lindstrom-CFO, staff and visitors.

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

Graham moved to approve the August 21, 2018 Meeting Minutes. Bemrich seconded. Motion carried unanimously.

Pedersen moved to approve request from Rasch Construction Inc. for extension on completion date for Phase 2 Expansion Project from October 13, 2018 to November 30, 2018, due to the rain. Goedken seconded. Motion carried unanimously.

Bemrich moved to approve HLW Engineering Group Pay Request No. 3 to Rasch Construction, Inc. in the amount of \$158,420.58 regarding the Phase 2 Expansion Project. Lorenzen seconded. Motion carried unanimously.

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

HLW Engineering Group provided an update regarding New Source Performance Standards (NSPS) Gas sampling - no action item.

Bemrich moved to approve Recycling Center Supervisor Job Description (pay rate the same as HHM facility). Pedersen seconded. Motion carried unanimously.

Pedersen moved to table revisions to the NCIRSWA Employee Policy Manual regarding random drug testing until next month's meeting with Attorney Steve Kersten present. Goedken seconded. Motion carried unanimously.

Goedken moved to approve revision to the Accounting Policies and Procedures for the North Central IA Regional Solid Waste Agency to include taking the HHM cash drawer from \$401.65 to \$400. Bice seconded. Motion carried unanimously.

Financial Report – Goedken moved to approve the Financial Reports for the month of August 2018. Lorenzen seconded. Motion carried unanimously.

Accounts Payable Invoices – Pedersen moved to approve the Accounts Payable invoices for the month of August 2018. Goedken seconded. Motion carried unanimously.

Chairman's/Operation Manager's Report –

1. Adson informed the Board that he signed off on bank statements, Minutes of Meetings and reviewed the Agenda with Lindstrom; met with Moffitt of the HHM facility, everything going good; met with Grove of HHM site and Grove requested another laptop to use in the HHM warehouse so there's no cross contamination by using the HHM office laptop. Adson reviewed the chain of command, stating that Lindstrom is the acting Interim COO until the Agency hires a COO. Adson stated that the Agency wants to make sure all of the reporting, criteria, correspondence and communications goes through the chain of command, so Lindstrom needs to be included; Adson (which included prior discussions with Halter and Campbell) reinforced the importance of following Board approved policies and the enforcement of policies.
2. Anderson – safety meeting on Company Nurse and reviewed procedure; discussed with Board permission to post landfill operator position a month or two prior to landfill operator retiring in March 2019; position will be posted in-house only. Board agreed position could be posted possibly in a month or two.
3. Moffitt – safety meeting on PBE on-site and off-site; presentation to Fort Dodge Garden Club; discussion with Board on mobile events.
4. Slinker – has not had safety meeting yet; tomorrow John Deere skid steer being delivered; informed Board of new recycling center employee hired; article in The Messenger regarding recycling center; tour today with Red Hat Ladies; discussion regarding Vans.

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

CFO's Report –

1. Lindstrom updated the Board on the results of the annual FY18 Worker's Comp Payroll Audit – the Agency will owe \$13,452 primarily due to increase of wages for COO and Operation Managers.
2. Lindstrom updated the Board on the IPERS Compliance Review on August 23, 2018 – July 2018 wage report filed late by CPA firm that caused a late fee; IPERS beneficiary forms need to be sent to IPERS and not kept in employee files.
3. Lindstrom informed the Board that they are continuing to have weekly manager meetings.
4. Lindstrom informed the Board that they will begin working on the FY20 budget in October at the weekly manager meetings.
5. Lindstrom informed the Board that the Agency has received 2 resumes for the COO position and both have been forwarded to Bice.

Graham moved to approve the CFO's Report. Pedersen seconded. Motion carried unanimously.

Other Business – Grove presented to the Board his Proposal for Fair Market Value for their review and consideration of pay increase at the October Executive Board Meeting.

Public Questions or Comments – None.

The next meeting for the NCIRSWA will be held on October 16, 2018. Goedken moved to adjourn. Bemrich seconded. Motion carried unanimously at 6:36 PM.

Lori Lindstrom
Secretary/Treasurer

Donovan Adson
Chairman