

# *North Central IA Regional Solid Waste Agency*

Minutes of Meeting  
September 21, 2021

The regular monthly meeting of the Executive Board was held on September 21, 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, Jamie Bemrich – Fort Dodge, Terry Klaver – Kamrar, Dave George – Manson, Donovan Adson – Vincent and Mark Campbell – Webster County.

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

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

Lorenzen moved to approve the August 17, 2021 Minutes of Meeting. Bemrich seconded. Motion carried unanimously.

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

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

HLW Engineering Group – Informed Board Behle on-site to clean leachate lines in August; to be completed this year. US Water – leachate rates off considerably; requesting a temporary variance; Brunsvold to reach out to McClure Engineering. No action item.

COO Report –

- a. Brunsvold informed Board McClure Engineering to do annual pump inspection.
- b. Brunsvold informed Board of landfill operator training with HLW Engineering on Wednesday, September 29, 2021 from 2pm to 4pm; landfill will be closed to public due to training.
- c. Brunsvold informed Board the Comprehensive Cyber Application is complete.
- d. Brunsvold informed Board that McLaughlin, Moffitt and Brunsvold will be in Des Moines on October 13, 2021 for meeting.
- e. Brunsvold informed Board that Brunsvold and Moffitt will be attending ISOSWO Fall Conference October 4<sup>th</sup> thru October 6<sup>th</sup> in Cedar Rapids.
- f. Brunsvold informed Board a recycling center staff transferred to landfill; interview for landfill operations manager within next couple weeks.
- g. Brunsvold informed Board recycling center short on staff.

HHM Report –

- a. Moffitt working on six-month reporting (January – June 2021).
- b. Moffitt informed Board Humboldt mobile event on hold until next year.

- c. Brunsvold informed Board wind farm customer bringing in light bulbs and ballasts-large quantity.

No report for landfill or recycling center.

CFO Report –

- a. Lindstrom informed Board hauler paid outstanding balance in full on August 3, 2021.
- b. Lindstrom informed Board that the FY21 Payroll Audit is still a work-in-progress.
- c. Lindstrom informed Board working on FY21 audit preparation.
- d. Lindstrom informed Board that United Bank of Iowa is offering a shred event for their customers. Something to consider for the Agency to offer to the public in the future.
- e. Lindstrom and Campbell met with Great Western Bank representative from Clive on August 18, 2021 to discuss interest rates for the restricted Closure, Post Closure and General Funds.

Legal Business –

- Kersten updated the Board regarding the Iowa Civil Rights Commission Complaint filed against the NCIRSWA in June 2021. As of August 17, 2021 the Iowa Civil Rights Commission administratively closed the matter and deemed it was not worthy of any further investigation because probable cause did not exist to believe any discrimination occurred.
- Kersten informed the Board they are still waiting on some Deeds. Attorney Eric Eide working on this.
- Kersten informed the Board all members signed their Agreement to the 28(E). It will now be filed with the Secretary of State.
- Graham asked Kersten how much the legal fees cost the Agency regarding the ICRC. Kersten said the costs were covered under ICAP.

Other Business –

- Lorenzen asked Lindstrom when are A/R customers cutoff when they are behind on payments; some customers are 90+ days and some 60+ days. Lindstrom stated there is not a policy and this would be something the Board decides. Lindstrom stated the current A/R Aging Report is 3% outstanding at 90+ days; certified letters are mailed at 61 days. Lindstrom explained if they want the A/R to be zero, with invoices moving daily from 0-30, 30-60, 60-90, 90+ the Agency will need to hire a full-time employee to monitor A/R balances and be at the landfill; the scale attendants are unaware of what customers owe. Lindstrom stated she will do whatever the Board wants. Lindstrom stated the Agency is not writing off bad debt.
- Bice inquired about the employee manual. Brunsvold said they'll have it by the end of the week.
- Bice asked when the Full Board Meeting is to be held. It took place last March due to Covid but technically it should be October. Brunsvold stated March. Campbell said members want to know their numbers prior to March. Brunsvold said she can inform them of rate increases prior to that in a letter. Lindstrom stated the Full Board has to approve all rate increases.
- Graham asked Brunsvold how she's coming on the pay analysis. Brunsvold said she needs to talk with Campbell and Bice to see how they want to proceed.

Public Questions – None.

The next regular meeting for the NCIRSWA will be held on October 19, 2021. George moved to adjourn. Adson seconded. Motion carried unanimously at 5:51 P.M.

Lori Lindstrom  
Secretary/Treasurer-CFO

Mitzi Brunsvold  
COO