

North Central IA Regional Solid Waste Agency

Minutes of Meeting
September 20, 2022

The regular monthly meeting of the Executive Board was held on September 20, 2022 at the Recycling Center, Fort Dodge, IA. Chair Mark Campbell called the meeting to order at 5:30 P.M.

Roll Call - Members present: Wally Lorenzen – Eagle Grove, Dale Graham – Ellsworth, Jamie Bemrich – Fort Dodge, Rick Pedersen – Humboldt County, Cole Bockelmann – Humboldt, Dave George – Manson, Donovan Adson – Vincent, Biridiana Bishop – Webster City and Mark Campbell – Webster County.

Also present were Attorney Colin Hendricks, Todd Whipple – HLW Engineering Group, Donna Bice – COO, Lori Lindstrom – Sec/Treasurer-CFO, Nik Myers – Landfill Operations Manager and James McLaughlin – Recycling Center Operations Manager.

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

George moved to approve the July 19, 2022 Minutes of Meeting. Lindstrom informed the Board the Minutes state Adson represents Eagle Grove when it should be Vincent. George moved to approve with the amendment. Bemrich seconded. Motion carried unanimously.

Financial Reports – George moved to approve the Financial Reports for the month of June 2022. Adson seconded. Motion carried unanimously.

Accounts Payable – Graham moved to approve the Accounts Payable invoices for the month of July 2022. Pedersen seconded. Motion carried unanimously.

Financial Reports – Bockelmann moved to approve the Financial Reports for the month of July 2022. Bishop seconded. Motion carried unanimously.

Accounts Payable Invoices – Bishop moved to approve the Accounts Payable invoices for the month of August 2022. Bemrich seconded. Motion carried unanimously.

Financial Reports – Bemrich moved to approve the Financial Reports for the month of August 2022. George seconded. Motion carried unanimously.

Lorenzen moved to approve Resolution 2022-6 Setting Dates for Hearing and Receipt of Bids for the SE Slope Stability Project for the North Central IA Regional Solid Waste Agency. Adson seconded. Motion passed by roll-call vote of Biridiana Bishop – Webster City, Cole Bockelmann – City of Humboldt, Dale Graham – City of Ellsworth, Dave George – City of Manson, Donovan Adson – City of Vincent, Jamie Bemrich – City of Fort Dodge, Mark Campbell – Webster County, Rick Pedersen – Humboldt County and Wally Lorenzen – City of Eagle Grove.

Pedersen moved to table approval of purchase/updates RDO integrated controls GPS software for the landfill. Lorenzen seconded. Pedersen amended his motion to go out for bid for the Integrated Controls GPS Software. Lorenzen seconded. Motion carried unanimously.

Lorenzen moved to approve disposal of junk equipment – 1997 Freightliner Tractor/Truck; 1976 Penco Semi Trailer; 1981 International Water Truck. Graham seconded. Motion carried unanimously.

HLW Engineering Group – No action item.

- Five-year schedule put together with Donna and staff for renewals, reports and permit compliance tasks. This schedule is now in place.

Operations Report – Landfill, HHM, Recycling Center

Recycling Center – James McLaughlin

1. Metro Waste – working on a partnership; research stage
2. Fort Dodge High School – recycling containers for their school
3. Working on recycling route to be more efficient – going to reach out to Humboldt businesses

4. Provided recycling receptacles for the concert this weekend
5. Card board at \$95/ton; Plastic at \$60/ton

HHM – Nik Myers

1. Received Certificates of Waste Management & Recycling from A-TEC and Tradebe so we can file our SARS report with the DNR
2. Mobile event scheduled for Pomeroy next Wednesday

Landfill – Nik Myers

1. All operations going smooth
2. Close to half of the sand has been delivered
3. Scheduled to return to jetting and digging of the leachate line tomorrow

COO Report – Donna Bice

1. Results of Sand Bid – one bidder, Oswald Farms @ \$12.50/ton delivered
2. IMWCA Site Visit August 4, 2022
3. Nik and James did forklift training for all of the recycling workers in August; James did a PowerPoint presentation and they were tested; Nik set up an obstacle course to test their skills on driving, etc.
4. ISOSWO Fall Conference Oct 3rd thru the 5th in Bettendorf – Bice, McLaughlin and Myers attending
5. Growth Alliance Fall into Fort Dodge at the Fairgrounds on October 5, 2022
6. Landfill fire evening of Friday, August 12th
7. A couple incidents with loose dogs coming on-site at the Recycling Center

Bemrich moved to approve North Central IA Regional Solid Waste Agency Employee/Driver Fuel Card Policy. Graham seconded. Motion carried unanimously.

Lorenzen moved to table approval of revisions to the North Central IA Regional Solid Waste Agency Purchasing Policy and Procedures for additional language. Bishop seconded. Motion carried unanimously.

CFO Report – Lori Lindstrom

1. Theft of Agency mail reported by Hy-Vee to the Agency on July 6, 2022 – someone attempted to cash stolen A/R checks received in the mail, payable to the Agency – leaving the checks on a Pepsi display at Hy-Vee. Under investigation by the Webster County Sheriff's Department. Agency to get a P.O. Box at the Post Office
2. FY22 State Audit – looking at late November/early December
3. Payroll Audit FY22 – in progress
4. IPERS FY20 Compliance Review held on August 24, 2022 by telephone – everything was good
5. Waste Management – Agency address change took 10 months to process; landfill invoices could not be submitted during this time; invoices have been paid by Waste Management and everything is now current
6. Reason for June, July and August 2022 Financial Reports being submitted for approval at the September 2022 board meeting was due to Lindstrom having Covid in July; there was not a quorum for the August board meeting
7. Lindstrom reminded the COO and Board that the NCIRSWA Purchasing Policy and Procedures needs to be followed, stating at the June 2022 board meeting four purchases were approved without going out for bid; policy not followed. This could be a reportable on the FY22 state audit; Lindstrom's corrective measure is to remind everyone to follow policy.

Legal – Colin Hendricks

1. Trial with Westside Properties, LLC (Dennis Frank) scheduled for December 6, 2022. ICAP hired Eric M. Updegraff, Hopkins & Huebner, P.C. for the trial
2. Purchase of real estate – lot adjacent to Recycling Center property

Other Business –

1. Campbell – talked to one of the companies taking down the mall; all of the floor and footings are rebar free; Agency may be interested in it for the Slope Stability Project; has discussed with Donna
2. Campbell complimented staff going a couple months without a meeting, great job

Public Questions or Comments – None.

The next regular meeting for the NCIRSWA will be held on October 19, 2022. Adson moved to adjourn. Lorenzen seconded. Motion carried unanimously at 6:24 P.M.

Lori Lindstrom
Secretary/Treasurer-CFO

Donna Bice
COO