

North Central IA Regional Solid Waste Agency

Minutes of Meeting

September 19, 2023

The regular monthly meeting of the Executive Board was held on September 19, 2023 at the Recycling Center, Fort Dodge, IA. Chair Dave George called the meeting to order at 5:32 P.M.

Roll Call - Members present: Wally Lorenzen – Eagle Grove, David Fierke – City of Fort Dodge, Cole Bockelmann – City of Humboldt arrived at 5:39pm, Terry Klaver – Jewell Alternate, Dave George – Manson, Biridiana Bishop – Webster City and Mark Campbell – Webster County.

Also present were Attorney Colin Hendricks, Doug Luzbetak – HLW Engineering Group, Tim Buelow and John Hartwell – SCS Engineering, Matthew Cushman – Terracon (Zoom), James Lough – Pine Creek RNG (Zoom), Donna Bice – COO, Lori Lindstrom – Secretary/Treasurer-CFO, Nik Myers – Landfill/HHM Operations Manager and Lindsey Warren, Recycling Center Operations Manager.

Bishop moved to approve Agenda with additional item to #12 to add approval to adjust the salary range for the Recycling Center Supervisor position. Lorenzen seconded. Motion carried unanimously.

Campbell moved to approve the August 22, 2023 Minutes of Meeting. Fierke seconded. Motion carried unanimously.

Accounts Payable Invoices – Campbell asked questions regarding Road Machinery & Supplies and Scully Services which Myers answered. Campbell moved to approve the Accounts Payable invoices for the month of August 2023. Fierke seconded. Motion carried unanimously.

Financial Reports – Campbell moved to approve the Financial Reports for the month of August 2023. Fierke seconded. Lorenzen questioned Lindstrom regarding a hauler's outstanding accounts receivable balance at 90+ days in the amount of \$5,143.52, which Lindstrom answered. Attorney Hendricks shared with the Board his recollection concerning A/R outstanding practices. Board discussion took place. Motion carried unanimously.

Terracon – Matthew Cushman

- Campbell moved to approve Supplemental Funding Request for Whitfield & Eddy Contract. Lorenzen seconded. Motion carried unanimously.

HLW Engineering Group – Doug Luzbetak

- Bockelmann moved to approve the Engineering Agreement – Leachate Force Main Cleanout Manholes. Campbell seconded. Motion carried unanimously.

Pine Creek RNG – James Lough

- Campbell moved to approve the Pine Creek RNG Landfill Gas Study Agreement. Fierke seconded. Motion carried unanimously.

SCS Engineers – Tim Buelow and John Hartwell

- Hartwell provided the Board with a Slope Stabilization presentation.
- Campbell moved to approve Phase 2 Slope Stabilization Solution – Geotechnical Investigation Proposal. Fierke seconded. Motion carried unanimously.

Campbell moved to approve FY23 Auditor of State Estimate in the amount of \$10,750. Bockelmann seconded. Motion carried unanimously.

Campbell moved to approve WasteWORKS Landfill Software Quote in the amount of \$15,650. Lorenzen seconded. Motion carried unanimously.

Campbell moved to approve to adjust a salary range to the Recycling Center Operator Position in the amount of \$16 - \$18 per hour; to adjust the salary range to the Recycling Center Supervision Position in the amount of \$20 - \$24 per hour. Bockelmann seconded. Motion carried unanimously.

Fierke moved to approve renting equipment for Landfill Seeding Project from Browns Heavy Equipment in the amount of \$22,800. Campbell seconded. Motion carried unanimously.

Operations Report – Landfill, Recycling Center, HHM

HHM – Nik Myers

1. Operations good;
2. Mobile event in Gowrie on 9/15/2023 – 18 people showed up and received 299 lbs. of waste.

Landfill – Nik Myers

1. Dozer update – Ziegler intercepted a dozer and was able to switch it to a landfill package; the Agency should have it by December 2023 instead of May 2024;
2. RDO will be here next Wednesday to put the GPS on the Bomag;
3. Update on landfill fire – discovered fire at 6:37 and the fire was out by 7:17;
4. Equipment has been a challenge; provided update.

Recycling Center – Lindsey Warren

1. Cardboard is \$65/ton; paper at \$50/ton and plastic at \$60/ton;
2. Skid steer is back – issues with hydraulics;
3. Hydraulic issues with route truck and being fixed;
4. Reposted Operator position on 9/07/2023; have scheduled 5 interviews;
5. Employee quit last month; hired a new employee last month and in the process of hiring 2 more.

COO Report – Donna Bice

1. Informed Board that Myers, Warren and herself will be attending the ISOSWO Conference on 10/03/2023;
2. Updated Board regarding Timekeeping software – cloud based. Discussion with Board; George said Bice and Lindstrom need to work together on decision and bring it back to the Board;
3. Cost and labor analysis was requested by Campbell last month. Bice stated because the Agency is not fully staffed, it's not a good time to do the evaluation. Bice would like to do this when the Agency is fully staffed. Campbell requested the prior 3 months financials to review.

CFO Report – Lori Lindstrom

1. Currently working on FY23 audit workpapers;
2. Provided Board update regarding the FY23 Payroll Worker's Compensation Coverage Audit. Auditor called Lindstrom to discuss increase of regular and OT wages at the landfill. Lindstrom prepared spreadsheets comparing FY22 OT at \$29,736.22 and FY23 OT at \$46,507.06; a 26% increase in landfill OT hours. The Agency will be invoiced \$9,818 by IMWCA.

Legal – Colin Hendricks

1. Pine Creek RNG update;
2. Provided Board an update regarding the Charge Credit Policy language from the March 2023 board meeting.

Other Business – None.

Public Questions or Comments – None.

The next regular meeting for the NCIRSWA will be held on October 17, 2023. Campbel moved to adjourn. Fierke seconded. Motion carried unanimously at 8:05 P.M.

Lori Lindstrom
Secretary/Treasurer-CFO

Donna Bice
COO