

North Central IA Regional Solid Waste Agency
Minutes of Meeting
July 23, 2024

The regular monthly meeting of the Executive Board was held on July 23, 2024 at the Recycling Center, Fort Dodge, IA. The meeting was available on-site. Chair Cole Bockelmann called the meeting to order at 5:30 P.M.

Roll Call - Members present: David Fierke – Fort Dodge, Megan Secor – Fort Dodge, Cole Bockelmann – Humboldt, Dave George – Manson, Mark Campbell – Webster County, and Dennis Frayne – Williams.

Also present were Attorney Colin Hendricks, Doug Luzbetak – HLW Engineering Group, Paul Steger – Steger Construction, Lori Lindstrom – Secretary/Treasurer-CFO, Nik Myers – Landfill Operations Manager and Lindsey Warren – Recycling Center Operations Manager.

Campbell moved to approve the Consent Agenda including: June 18, 2024 Executive Board Meeting Minutes; May 2024 Financials; June 2024 Invoices; June 2024 Financials. Secor seconded. Motion carried unanimously.

HLW Engineering Group – Doug Luzbetak

- a. Campbell moved to approve Change Order #1 from Steger Construction on the Phase 3 Expansion Project in the amount of \$59,190. George seconded. Motion carried unanimously.
- b. DNR has issued the Air Quality Construction Permit. This was something required for Phase 3 Expansion project. This will not need to be done again until the Agency builds the next cell.
- c. Need to update the Title V Permit, which is up for renewal – deadline is October. Rather than modify the title side and then renew it, we're just going to renew it, and we're working on that now. This permit is done once every five years.

George moved to approve Fort Dodge Asphalt Company Proposal in the amount of \$16,470.30 for Recycling Center patches. Secor seconded. Motion carried unanimously.

Secor moved to approve for Warren to go out for bid for a Recycling Center Baler. Campbell seconded. Motion carried unanimously.

George moved to approve bid from Iowa Fire Control for camera system upon Campbell and management summarizing bids to Board. Campbell seconded. Motion carried unanimously.

Operations Report – Landfill, HHM, Recycling Center

HHM – Nik Myers

- a. HHM brought in 1,076 lbs. of hazardous materials, not counting Latex.
- b. SWAP Shop – moved 1,300 lbs. for free.

Landfill – Nik Myers

- a. Provided Board a slope remediation schedule prepared by SCS Engineers for the IDNR – construction to start September 17th and finish by New Year's Eve. Talked with Steger and HLW, with any luck since Steger is here and mobilized, they can get in on the bid and hopefully get this job too.
- b. Myers to be the RO (Responsible Official) for the Agency with the IDNR.
- c. Update on Steger Construction.
- d. Wet weather area is all caught up.
- e. All equipment is up to date.

Recycling Center – Lindsey Warren

- a. Cardboard at \$120/ton; paper at \$85/ton; plastic at \$20/ton.
- b. Update on route truck repairs.
- c. Baler has been down since June 18, 2024.
- d. Working on quotes for the recycling docks.
- e. Has been working on baler paperwork with Lindstrom.
- f. Has been working on loader specs with Lindstrom.
- g. Provided update on staff.
- h. International Paper picked up their first load of loose cardboard today which was loaded into the trailer by a skid loader.
- i. Warren updated/addressed the Executive Board regarding the EOC.

CFO Report – Lori Lindstrom

- a. Campbell moved to approve revisions to the NCIRSWA Employee Manual 7/1/2024 as follows: (1) Termination of Employment, Page 8 – Upon resignation or termination, an employee is paid for any available accrued, but unused, PTO. Conflicting language on Page 28 to be removed; (2) Overtime and Flex Time language to remain as is – no revision(s); (3) Personal Appearance and Dress Code – remove HHM site from language; (4) Use of Telephones and Cell Phones – Executive Board approved a \$50/month cell phone stipend for management employees who use their personal cell phone for Agency business; (5) Holidays – Veteran’s Day to be a floater holiday. Secor seconded. Motion carried unanimously.
- b. Secor moved to approve PTO Conversion hours exceeding maximum (2 staff) as a buy-down. Campbell seconded. Motion carried unanimously.
- c. Campbell moved to approve Resolution 2025-1 NCIRSWA Resolution Authorizing the Purchase of Items for Safety. Secor seconded. Motion passed by roll-call vote of Fierke – Fort Dodge, Secor – Fort Dodge, Bockelmann – Humboldt, George – Manson, Campbell – Webster County, and Frayne – Williams.
- d. FY25 pay increases.
- e. Discussed questions to the Board regarding Donna Bice last pay date per Board approved Severance Package for clarification.
- f. Provided Board monthly Worker’s Comp Report.
- g. Provided Board FY24 update regarding Agreement between the NCIRSWA and HCSW (tonnage).
- h. FY24 payroll audit in progress.
- i. Agency credit card in progress.
- j. United Bank Account Agreement adding signatures – in progress.

Legal – Colin Hendricks –

- a. Secor moved to approve the Agency to demo the small shed that Mike Grell is in default per the Agreement between the NCIRSWA and Mike Grell. Fierke seconded. Motion carried unanimously.
- b. Fierke moved to approve not to accept the McDonald Land Services Agreement. Campbell seconded. Motion carried unanimously.

Other Business – None.

Public Questions or Comments – None.

The next regular meeting for the NCIRSWA will be held on August 20, 2024. Campbell moved to adjourn. Secor seconded. Motion carried unanimously at 6:56 P.M.

Cole Bockelmann
Chair

Lori Lindstrom
Secretary/Treasurer-CFO