

# North Central IA Regional Solid Waste Agency

## Minutes of Meeting

January 16, 2024

The regular monthly meeting of the Executive Board was held on January 16, 2024 at the Recycling Center, Fort Dodge, IA. Due to subzero temperatures and wind chill warning, the meeting was available via Zoom for board members and staff. Chair Dave George called the meeting to order at 5:31 P.M.

Roll Call - Members present: Jack Kersten – City of Fort Dodge (Zoom), Megan Secor – City of Fort Dodge (Zoom), Cole Bockelmann – City of Humboldt (Zoom) joined meeting at 5:35 P.M., Terry Klaver – Jewell Alternate (Zoom), Dave George – Manson (Zoom) and Mark Campbell (Zoom).

Also present were Attorney Colin Hendricks (Zoom), Glenn Hunter – HLW Engineering Group (Zoom), Donna Bice – COO (RC – Zoom), Lori Lindstrom – Secretary/Treasurer-CFO (RC – Zoom), Lindsey Warren – Recycling Center Operations Manager (Zoom).

Campbell moved to approve Agenda. Klaver seconded. Motion carried unanimously.

Secor moved to approve the December 19, 2023 Minutes of Meeting. Kersten seconded. Motion carried unanimously.

Accounts Payable Invoices – Campbell moved to approve the Accounts Payable invoices for the month of December 2023. Secor seconded. Motion carried unanimously.

Financial Reports – Campbell asked Lindstrom if she received answers from her email regarding maintenance costs on the CAT D6T being traded this month to Ziegler. Bice shared with Board different options available concerning the equipment trade with Ziegler. Discussion took place. It was decided for Bice to talk with Myers and Potts to decide which piece of equipment to trade; best suiting Agency needs. Lindstrom asked Bice purchase price without trade; Bice stated \$629,597, plus cost of either 3-year or 5-year warranty. Lindstrom requested copy of purchase agreement documents. Campbell moved to approve the Financial Reports for the month of December 2023. Secor seconded. Motion carried unanimously.

HLW Engineering Group – Glenn Hunter

- Manhole cleanout project - approved shop drawings today. A couple of weeks ago HLW did exploratory excavations just south of the recycling center to verify the existing pipe depth and location to make sure everything fits. Staked out all locations of the manholes. Doyle Construction put down frost blankets to try to keep the ground thawed out underneath.
- Annual Water Quality Report due at the end of February 2024.

SCS Engineering –

- Not on-line for Zoom meeting.
- Campbell moved to table Change Order Request for Additional Slope Stabilization Evaluation until February 2024 meeting. Bockelmann seconded. Motion carried unanimously.

Discussion of Pop Can Funds. Bice moved to February 2024 board meeting.

Operations Report – HHM, Landfill, Recycling Center

Recycling Center – Lindsey Warren

1. Cardboard \$90/ton; paper \$45/ton; plastic \$80/ton;
2. Annual maintenance done by Mechanico;
3. Baler repairs scheduled;
4. Route truck to Arndt Auto and Diesel for exhaust system;
5. Recycling worker resigned;
6. Campbell asked if equipment maintenance is up-to-date and Warren said yes.

Landfill – Donna Bice

1. Staff working on east road – stalled until weather improves;
2. Informed Board of closings last week due to winds and blizzard;
3. Landfill litter picker picking up litter in the mornings; reporting to the recycling center in the afternoons.

HHM – No report.

CFO Report – Lori Lindstrom

1. Informed Board that Engman disposal brought account current;
2. FY23 audit – have not heard when auditors will be on-site;
3. Working on FY23 audit workpapers;
4. Working on 1099's;
5. Working on WasteWORKS software conversion.

COO Report – Donna Bice

- a. FY25 Budget Draft – reviewed/discussed with Board. Campbell requested to meet with COO and CFO for further discussion.

Legal – Colin Hendricks

1. Inquired about surveys for Agency garage from the last board meeting– has the Agency moved forward with this? Bice to follow-up with Grell and Doyle, hopefully next week depending on weather. Bice to follow-up so decision can be made at Full Board meeting.

Other Business –

- a. Campbell inquired to Bice as to why is the Agency paying the utilities for Doyle Transit for the past several months? Bice stated she's talked to him a couple of times and he said he'd get it switched over; Bice sent a letter in November or December. Bice will follow-up.
- b. Campbell asked Bice where she's at with the time keeping software. Discussion took place. Campbell to meet with Bice/Lindstrom/Warren regarding time keeping software.
- c. Campbell asked Bice where she's at collecting from 3 employees, from last October. Bice said she needs to meet with Hendricks on this.
- d. Lindstrom informed Campbell that the updated A/P spreadsheet the Board received for tonight's meeting included a MidAmerican Energy invoice, approved tonight, for the Grell property, with the invoice stating "Final Bill" so Lindstrom is assuming that Nick Doyle got the utilities in his name.
- e. Bockelmann suggested for board members to have a landfill tour. Discussion took place about using the DART bus for Executive and Full Board Members at the time of the Full Board meeting. Bice said she would look into this.

Public Questions or Comments – None.

The next regular meeting for the NCIRSWA will be held on February 20, 2024. Bockelmann moved to adjourn. Klaver seconded. Motion carried unanimously at 6:16 P.M.

Lori Lindstrom  
Secretary/Treasurer-CFO

Donna Bice  
COO