

# *North Central IA Regional Solid Waste Agency*

Minutes of Meeting  
November 2017

The regular monthly meeting of the Executive Board was held on November 14, 2017 at the Regional Recycling Center, Fort Dodge, IA. Chairman Jeffrey Halter called the meeting to order at 5:30 P.M.

Members present: Wally Lorenzen – Eagle Grove, Dale Graham – Ellsworth, Jeffrey Halter – Fort Dodge, Donna Bice – Fort Dodge, Jamie Bemrich – Fort Dodge, Donovan Adson – Vincent, Jerry Kloberdanz – Webster City and Mark Campbell – Webster County.

Also present were Attorney Steve Kersten, staff and visitors.

Campbell moved to approve the Agenda. Adson seconded. Motion carried unanimously.

Graham moved to approve the September 19, 2017 Meeting Minutes. Bemrich seconded. Motion carried unanimously.

Proposed Revisions for the NCIRSWA Employee Policy Manual as follows:

1. Campbell moved to approve “Salaried employees are expected to work their “required hours” as stated in said employee’s job description. (a) “A salaried employee’s lunch taken off site is not considered to be part of their “required hours” for the pay period. Lunch taken off site needs to be documented on their time card and does not apply towards above mentioned required work hours”. Bice seconded. Campbell amended his motion to include that all full-time, part-time and salaried employees are to punch in by using a time clock, with an effective date of December 1, 2017”. Bice amended her second. Motion carried unanimously.
2. Bice moved to approve “Exempt employee’s may bank compensatory overtime (flex time) hours that exceed the 45 required hours, at the rate of regular time off. A salaried employee may not bank more than 40 hours of compensatory time at any time, and this flex time is to be used prior to June 30<sup>th</sup> of the fiscal year, and will not carry over” with the addition of “exempt employees may not use compensatory time in greater than 8-hour increments and not in consecutive days”. Lorenzen seconded. Motion carried unanimously.
3. Kloberdanz moved to approve “Vacation Pay: Paid vacation for full time employees shall accrue at a rate of 10 days per year available to be used after 1 year of continuous service. After 5 years of continuances service, employees will accrue 15 days per year. Employees who have completed 12 continuous years of service will accrue 20 days per year. No employee shall work during his/her vacation, thus receiving double pay. Employees may carry over 5 days (40 hours) of unused earned vacation days into the next year. Any unused earned vacation days exceeding 5 days (40 hours) shall be forfeited. At the time of separation from employment, for any reason whatsoever, employees shall be paid for any accrued hours and/or earned days of vacation. Bice seconded. Motion carried unanimously.
4. Campbell moved to approve holiday pay for part-time employees to be at a prorate formula (i.e. 10 hours worked equals  $\frac{1}{4}$  of full-time holiday pay, etc.). Lorenzen seconded. Motion carried unanimously.

Campbell moved to approve the proposed NCIRSWA Employee Policy Manual. Kloberdanz seconded. Motion carried unanimously.

Campbell moved to approve the proposed NCIRSWA Commercial Recycling Route Truck fees. First motion died for the lack of a second. Campbell moved to propose the NCIRSWA Commercial Recycling Route Truck Fees to the full board in January 2018. . Bice seconded. Motion carried unanimously.

Financial Report – Bemrich moved to approve the Financial Reports for the months of June, September and October 2017. Adson seconded. Motion carried unanimously.

Accounts Payable Invoices – Adson moved to approve the Accounts Payable invoices for the month of September 2017. Bemrich seconded. Motion carried unanimously.

Kloberdanz moved to approve the Accounts Payable invoices for the month of October 2017, with the removal of The Muffler Center in the amount of \$10,915.05. Lorenzen seconded. Motion carried unanimously.

Chairman's/COO Report –

1. Anderson, Moffitt and Slinker updated the Board on the Iowa Recycling & Solid Waste Conference attended in the month of October 2017.
2. Campbell discussed the proposed FY19 budget with the Board, which will also be on the December 2017 Agenda.
3. Landfill safety meeting update: Anderson said the landfill safety meeting was review and discussion of the new NCIRSWA Employee Policy Manual.
4. HHW safety meeting update: Moffitt said the HHW safety meeting was about safety issues such as hearing protection, repetitive motion injuries, eye protection and fire safety; for the month of November she did electrical safety. Moffitt also stated that she has started using the on-line university through IMWCA.
5. Recycling Center safety meeting update: Slinker said the RCC safety meeting was about carbon monoxide poisoning. The Board suggested that Slinker reach out to the Fort Dodge Fire Department and have them stop to check the recycling warehouse regarding the same, and ask them for suggestions.

Adson moved to approve the Chairman's/COO Report. Campbell seconded. Motion carried unanimously.

Other Business – Anderson informed the Board that he reached out to Rasch Construction and received a quote regarding repairs to the leachate line that includes adding clean-outs. Anderson would like approved as soon as possible. The Board stated that Anderson needs to contact HLW Engineering Group regarding this matter and that it needs to be put up for bid. Lindstrom updated the Board on the annual state audit the week of October 2<sup>nd</sup>. Lindstrom informed the Board that the Agency has a re-zoning meeting on December 13<sup>th</sup> at 7:00pm and that Steve Kersten will be attending. Lindstrom requested to move the December meeting from December 19<sup>th</sup> to December 12, 2017; Board agreed. Lindstrom also informed the Board that the NCIRSWA Full Board meeting is scheduled for Tuesday, January 16, 2018 at the Fort Dodge Growth Alliance building.

Public Questions or Comments – None

The next meeting for the NCIRSWA will be held on December 12, 2017. Kloberdanz moved to adjourn. Campbell seconded. Motion carried unanimously at 7:48 PM.

Lori Lindstrom  
Secretary/Treasurer

Jeff Feser  
COO