

**CLINTON COUNTY AREA SOLID WASTE AGENCY**  
**JUNE 11, 2020**

8 PRESENT

Chairman Varner called the meeting to order at 6:30 PM. Roll call was taken; those present were;

Clinton – Schemers  
Camanche – Varner  
Goose Lake – Farrell

Clinton County – Determann  
Andover – Kedley  
Low Moor – Pray

DeWitt – Chrones  
Delmar – Goodall

We have 8 votes present; 5 votes needed for majority and 6 needed for a super majority.

Low Moor made a motion to approve the May 14, 2020 minutes. Clinton seconded. Motion unanimously carried.

**AUDIENCE COMMENTS:** None

**UNANIMOUS CONSENT CALENDAR:** Delmar made a motion to approve the Unanimous Consent Calendar. Low Moor seconded. Motion unanimously carried.

**DIRECTOR OF OPERATIONS AND EDUCATION REPORT –**

- A. Fiscal Year 2021 Budget – Final Preparations – Seward is conducting final work on the budget for fiscal year 2021. Again for those new to our process, the budget has to be approved by the board, but does not have to be certified with the state of Iowa. I was hoping to have a committee meet and review the proposal before the July meeting. Camanche, Low Moor, and Andover volunteered for the committee.
- B. Fiscal Year 2020 Audit Proposal – I plan to solicit proposals for the audit for the fiscal year ending June 30<sup>th</sup>. The proposals should be available for potential action at next month's meeting.
- C. Outreach: Recycling Education Grant with Scott County: Scott County and its recycling partners have applied for an education grant. The grant funds would be used to pay for development and distribution of direct mail pieces with information about recycling correctly through the program and its partners.

Clinton: received feedback from talking with staff and Clinton's material has higher contamination rates in the recycling containers than some of the other communities.

Clinton: in some situations people are filling up multiple containers with garbage.

DeWitt asked if these mailings can be customizable for local partners, including Clinton County. Seward said he would look into that.

- D. Independence Day (Observed) Closure – The agency will be closed on Saturday, July 4<sup>th</sup> because of Independence Day. ALSO, the agency will close at NOON on July 3<sup>rd</sup>. July 3<sup>rd</sup> will operate like a Saturday so most staff members get their observed holiday.

**ENGINEER SITE REPORT – Andrew Phillips of Barker Lemar**

- A. Landfill Activities Status

ATTACHMENT # 1

Construction was limited to eight working days in May because of rainy/wet conditions. Groundwater piping is in. It's looking good.

Got new control panel installed for the leachate lagoon. Some trees were removed by the lagoon area.

- B. West Landfill Repairs - There was some settlement in the northwest corner. We're getting ponding there and it could be creating seeps by the toe of the cell.

Ruts have been created and weed control is lacking. We suggest putting mowing and weed control of the Welton site in the next operations contract.

Low Moor asked who's taking care of that now. Seward: Wiese family of Welton is doing that. They are mowing and haying.

Camanche: We need to do something with that this year before it gets worse.

We did get an extension from DNR for repairs until the end of August instead of July because of wet weather.

DeWitt: Asked for a proposal to come to the board before the next meeting from Rittmer.

**LANDFILL OPERATIONS REPORT – Jeff Rittmer of Rittmer, Inc.**

- A. Camanche complimented Rittmer at how clean the site looked with the recent winds.

Rittmer: Winds and rain have been a challenge. Have been working to keep site clean and trash covered.

**COMMUNICATIONS FROM ANY AGENCY MEMBERS OR THEIR CONSTITUENTS:**

**UNFINISHED BUSINESS**

- A. Landfill Phase 2 Update – The rains in May slowed the project. The project had less than 10 working days in May. Work conditions in the early part of June improved a bit outside of Tuesday and Wednesday with the rain. This month's portion of the billing came to just over \$61K.

It should be noted that in the budget for this year, we noted that the agency could have to spend some of its reserves on the cell. It looks like we may have to liquidate our account with \$563 thousand in it. I checked with the bank and that could be done within 48 hours. Does the board want to give the executive board the ability to approve a liquidation of that amount?

Clinton made a motion to notify the executive board and allow the executive board the ability to approve such a measure, as necessary. DeWitt seconded.

Camanche: I would have to sign at the bank also.

Low Moor: This is to pay necessary bills? Seward: Yes.

Clinton: This is the smaller of the two accounts? Seward: Yes. The larger of the two would remain invested. \$2.1 million is that total.

Seward: Still \$500 thousand approximately left in the payment accounts.

Roll call vote was taken.

Clinton – Schemers - Yes  
Camanche – Varner -Yes  
Goose Lake - Farrell - Yes

Clinton County – Determann -Yes  
Andover – Kedley – Yes  
Low Moor – Pray - Yes

DeWitt – Chrones – Yes  
Delmar – Goodall -Yes

Motion passes 8-0.

- B. Out of County Recycling Update – A second community has contact the agency about out of county recycling. Lowden, which is in Cedar County, contacted the agency about bringing recyclable materials here. I informed them of the \$44 per ton rate. Officials there have agreed to bring their recycling to CCASWA. It will be about a ton every other week.

Low Moor made a motion to allow Lowden to use the recycling center at a rate of \$44 per ton. Andover seconded. Roll call vote was taken.

Clinton County – Determann -Yes  
Andover – Kedley – Yes  
Low Moor – Pray - Yes

DeWitt – Chrones – Yes  
Delmar – Goodall -Yes  
Clinton – Schemers - Yes

Camanche – Varner –Yes  
Goose Lake - Farrell – Yes

Motion passes 8-0.

DeWitt: You will be keeping an eye on the additional recycling. Seward: Yes. We will be recycling about an additional 1.5 to 2 tons per week. We're not overloading the recycling staff at this point and the extra recycling from Preston and Lowden should not cause that to be a problem.

Lowden will start July 1<sup>st</sup>.

Low Moor requested a report in August on how the Lowden and Preston recycling intake is going.

### **NEW BUSINESS:**

- A. FY 2019 Audit Report – The printed and bound copy is not yet available. A copy of the audit was e-mailed to the board members by the Auditor's office.

Here are some of the highlights. We received a clean opinion, meaning that the financial statements fairly present the financial position of the agency. The audit shows operating revenues decreased by 8% from fiscal year 2018. This can mainly be attributed to a year without any assessments or levy funding due to the change in the 28 E structure. Operating expenses were 14.9% higher than the previous year. The agency's net positions increased by 2.7%. No instances of non-compliance were noted. The audit staff did find one internal control deficiencies. This is fewer than the three remarks the previous year and the five remarks the year prior to that. The agency was again noted for segregation of duties. Because of the small office atmosphere this is the toughest to correct and unless we were to triple office staff size, then it would be tough to get this remark to go away. In other findings, it was again noted that money was spent on safety training lunches amounting to \$316. I was not aware this was considered an issue and had previously received blessing to purchase these by the chairman. In February of 2019 when this Auditor's issue with this was brought to my attention, the practice was immediately stopped. In response to this I brought up the fact that the board adopted a policy allowing for meals to be served during these meetings and that meetings were open to the public. HOWEVER, the Auditor's office stated the policy does not clearly document how the public is benefiting from this use of public funds. Would the board make a motion to accept the fiscal year 2019 audit?

DeWitt made a motion approve the Audit as presented. Clinton seconded. Roll call vote was taken.

DeWitt – Chrones – Yes  
Delmar – Goodall -Yes  
Clinton – Schemers - Yes

Camanche – Varner –Yes  
Goose Lake - Farrell – Yes  
Clinton County – Determann -Yes

Andover – Kedley – Yes  
Low Moor – Pray - Yes

Motion passes 8-0.

- B. Director of Operations and Education Evaluation - Potential Closed Session – Iowa Code § 21.5(1)(i) –**  
Next up is my evaluation and I have requested this to be performed in closed session.

Delmar: “I move that we hold a closed session as provided in section 21.5(1)(i) of the open meetings law to evaluate the professional competency of an individual whose performance is being considered to prevent needless and irreparable injury to that individual’s reputation, as that individual has requested a closed session.” Low Moor seconded. Roll call vote was taken.

Camanche – Varner –Yes	Andover – Kedley – Yes	Delmar – Goodall -Yes	
Goose Lake - Farrell – Yes	Low Moor – Pray - Yes	Clinton – Schemers - Yes	Clinton
County – Determann -Yes	DeWitt – Chrones – Yes		

Motion passes 8-0. At 7:12 PM we are going to closed session.

- C. Potential Return from Closed Session: 7:49 PM open session resumes.**

Roll call was taken; those present were;

Clinton – Schemers	Clinton County – Determann	DeWitt – Chrones
Camanche – Varner	Andover – Kedley	Delmar – Goodall
Goose Lake – Farrell	Low Moor – Pray	

- D. Potential Action: Normally, this would be where the board decides on the Director’s compensation amount for fiscal year 2021.**

Andover made a motion for 3.5% raise for the Director of Operations and Education. DeWitt seconded. Roll call vote was taken.

Andover – Kedley – Yes	Delmar – Goodall -Yes	Goose Lake - Farrell – Yes
Low Moor – Pray - Yes	Clinton – Schemers - Yes	Clinton County – Determann –Yes
DeWitt – Chrones – Yes	Camanche – Varner –Yes	

Motion passes 8-0. Director’s salary will be \$59,460.78 in FY 2021.

Clinton: Job description and salary revisions will be explored and considered during the next year also.

Clinton: I think we should consider purchase of new ATV or Gator type vehicle for site exploration of facility. This helps to encourage additional site visits by the board. Include in budget process.

DeWitt also included that monthly all-staff meetings should be held.

**EMERGENCY BUSINESS:**

DeWitt made a motion to adjourn; until July 9th, 2020, at the Recycling Center at 6:30 PM. Adjourned at 7:54 PM.