

***Cedar Rapids/Linn County Solid Waste Agency***

January 19, 2010, 1:30 PM  
City Hall North  
3851 River Ridge Drive NE  
Cedar Rapids, IA 52402

**PRESENT:** James Houser, Pat Shey, Charlie Kress, Pat Ball, Tom Podzimek, Brent Oleson, Mark English, Justin Shields, Mark Jones

**STAFF:** Karmin McShane, Floyd Pelkey, Marie DeVries, Stacie Johnson, Patricia Myers, Tim Lukan

**OTHERS:** Brian Harthun, Foth Environmental; Alan Schumacher, City Carton; Sara Bohnsack, McGladrey & Pullen.

Meeting was called to order at 1:30 by Chair, Tom Podzimek. Ball moved to approve the minutes of the regular meeting on December 15, 2009, second by Houser. Motion carried unanimously.

**Public Input:** Alan Schumacher inquired about help to encourage Hiawatha to do curbside recycling.

**Election of Board Officers:** Chair Podzimek opened the floor for nominations for Board officers. Kress moved to nominate Brent Oleson for chair, second by English; Ball moved to nominate Jim Houser, second by Shields. There were no further nominations. Oleson was elected by a 5 to 3 vote. Chair did not vote. Ball moved to nominate Jim Houser for vice chair, Houser declined the nomination. Houser moved to nominate Pat Shey for vice chair, second by Ball. There were no further nominations. Pat Shey was elected vice chair unanimously. Ball moved to nominate Mark Jones for secretary, second by Kress. There were no further nominations. Jones was elected unanimously. Jones moved to nominate Pat Ball for treasurer, second by Shields. There were no further nominations. Ball was elected unanimously.

**Appointment of Committee Members:** Ball moved to retain existing members, second by Kress. Motion carried unanimously. Ball will replace Halloran and Shields will replace Oleson on Finance Committee. Mark English will replace Ball on Operations Committee.

Houser left the meeting.

**FY'09 Audit Presentation:** Sarah Bohnsack from McGladrey & Pullen reported on the FY'09 Audit.

**Director's Report:** McShane reported that Operations will meet monthly, Agency will contact Committee members to set a monthly meeting time. She updated the board on status Landfill Gas Collection System and gave a brief update on litigation. She reported

management and labor union have settled on a 2 year contract, once ratified it will be sent to Board for approval. McShane has set meetings with each labor staff member as well as administrative staff to complete performance reviews and set goals. She reported the landfill gas collection system installation at Site 2 is 77% complete and requested approval of the latest pay request. Kress moved to approve the landfill gas collection pay request for \$128,342.35, second by English. Motion carried unanimously.

**Finance Report:** Jones moved to approve the January accounts payable in the amount of \$479,597.73, second by Shey. Motion carried unanimously.

**Planning Report:** DeVries requested feedback regarding the *Strategic Plan Update*, distributed to Board members in December. Jones moved to adopt the *Strategic Plan Update* developed at the September 2009 Board workshop, second by Kress. Motion carried unanimously.

As part of the Agency's new Environmental Management System (EMS), staff is proposing to evaluate internal energy use.

The Biomass Wood Recovery project is gaining momentum; as part of the project promotion plan, post cards are being distributed to companies that may have wood products to recycle.

The Deconstruction "Wood Harvesting" Study is scheduled for March. Staff members are seeking a local contractor to work alongside deconstruction expert Dave Bennink.

Due to the size of the projects and financial risk involved, the Agency is requiring contracts with companies that have city & county flood structure demolition agreements.

**Education Report:** Johnson reported on her recent activities including: distributing biomass project postcards; the recycled robot lab at the Science Station; health fair at St. Lukes; Linn-Mar school assemblies; 2010 Recycled Fashion Show .

**Board Member Reports:** Oleson asked for the Executive Director salary review to be placed on the next agenda.

Kress reported the Marion City Council is reviewing a Request for Submittal for a plasma facility. IMAGN8 is including plasma in their sustainability study.

The meeting was adjourned at 2:25 PM due to lack of further business.