

MINUTES OF BOARD OF TRUSTEES: February 19, 2019
CLEAR LAKE SANITARY DISTRICT, CERRO GORDO COUNTY, IOWA

President Gary Hugi opened the FY 2020 Budget Public Hearing at 5:00 pm and stated this is the time and place for public comments on the proposed budget. Being there were no oral or written comments received Bale motioned to close the Public Hearing, second by Wolfram. Motion passed. All trustees present voting 'aye'.

The regular board meeting was called to order by President Gary Hugi at 5:33 p.m.

Trustees present: Gary Hugi (President)
Mark Bale (Vice President)
Bobby Wolfram, Jr. (Clerk)

Absent: Lothar Meyer (Treasurer)
Terry Unsworth

Also present: Kevin Moler, Administrator
Jaremy Kotta, WHKS Engineer

Item #1. Opportunity for public to speak. No public to speak on items not on the agenda.

Item #2. Approve January 2019 Financial Statement. Motion by Wolfram, second by Bale to approve the January 2019 Financial Statement. Motion carried, all Trustees present voting 'aye'.

Item #3. Approve January 2019 Invoices. Motion by Wolfram, second by Hugi to approve the January 2019 Invoices. Motion carried, all Trustees present voting 'aye'.

Item #4. Approve January 15th, 2019 board meeting minutes. Motion by Wolfram, second by Bale to approve the January 15th, 2019 board meeting minutes. Motion carried, all Trustees present voting 'aye'.

Item #5. Resolution 19-01, a Resolution Approving the FY 2020 Budget and Setting the Property Tax Levy. Motion by Bale, second by Wolfram to approve Resolution 19-01.

RESOLUTION 19-01

A RESOLUTION APPROVING FISCAL YEAR 2020 BUDGET FOR OPERATIONS, MAINTENANCE, REPLACEMENT, AND CAPITAL IMPROVEMENT AND CERTIFICATION OF ALL TAXES TO BE LEVIED.

WHEREAS, Iowa Code Section 358.12 empowers the Board of Trustees to manage and control the affairs of the District including but not limited to the budget process.

WHEREAS, the Board of Trustees has directed the Administrator to prepare in accordance with the District's Board Policies manual and submit to the Board of Trustees the District's Operations, Maintenance, Replacement, Capital Improvement budget for Fiscal Year 2020.

WHEREAS, FY 2020 expenditures total \$2,422,742.

WHEREAS, the Board of Trustees have established a tax levy of \$0.54 per \$1,000 valuation.

WHEREAS, the Board of Trustees have received the budget as prepared by the Administrator and the completed Budget Forms required to be submitted to the Cerro Gordo County auditor on or before March 1, 2019.

WHEREAS, Trustee Bale motioned to approve FY 2020 budget. The motion was seconded by Trustee Wolfram.

President Hugi called the roll with the following results:

Ayes: Bale, Wolfram, Hugi

Nays: None

President Hugi declared the Resolution passed and approved this 19th day of February, 2019.

Item #6. SBR Tank Inner Wall Project Design Update. Kotta reviewed the latest wall design and highlighted the two form/pour process, notching of the top of wall where the diffuser pipe is positioned, and the weir plate overflow detail. The board inquired about whether the existing coating will need to be removed before the new wall is poured. Kotta indicated he did not believe the coating will need to be removed. Kotta stated that he will have updated pricing within the next couple of weeks and believes the project will be ready to bid after March 1.

Item #7. UV Disinfection Project. Pay Request No. 11, \$43,892.55. Moler indicated the project is without problems and we are nearing substantial completion. Moler told the board the system has been running for over a week. Motion by Bale, second by Hugi to approve Pay Request 11, \$43,892.55.

Item #8. Employee Benefits and Compensation. Motion by Bale, second by Wolfram to increase employee medical insurance premium contribution from \$115 to \$200 per month for family plan and from \$28.75 to \$50 per month for a single plan. Motion carried, all Trustees present voting 'aye'.

Motion by Bale, second by Wolfram to increase Grant Pueggle's wage \$0.50 per hour in compensation for obtaining and maintaining his lawn chemical applicator's license beginning February 26, 2019. Motion carried, all Trustees present voting 'aye'.

Items #9. SCADA Computers and Software Upgrade. Motion by Wolfram, second by Bale to approve the \$3,424 Rockwell Automation TechConnect Support Agreement. Motion carried, all Trustees present voting 'aye'.

Motion by Wolfram, second by Bale to approve the Aqua Aerobic Systems, Inc. quote, \$26,909 for three SCADA computers, the migration of Rockwell software and Win 911 alarm software and programming for the conversion from Windows 7 to Windows 10. Motion carried, all Trustees present voting 'aye'.

Item #10. Nutrient Reduction Strategy Design/Bid Engineering Quote. Motion by Bale, second by Wolfram to approve the \$6,000 WHKS quote to prepare design and bid documents for the purchase of the Intel-Pro Control System. Motion carried, all Trustees present voting 'aye'.

Item #11. Appoint Employee Relations Liaison Trustee. Motion by Bale, second by Hugi to approve Wolfram as the acting Employee Relations Liaison. Motion carried, all Trustees present voting 'aye'.

Item #12. Unfinished Business. No report given.

Item #13. Administrator's Report. Moler informed the board that Lift Station 5B pump replacement project and Lift Station 8B pump replacement projects were completed and they are operational.

Item #14. Trustees Report. Hugi reminded the board that employee harassment and discrimination training is scheduled for Tuesday February 26 at 2 pm and requests that all trustees also attend this training.

There being no further business to discuss, motion by Bale, second by Wolfram to adjourn.
 Motion carried, all Trustees present voting 'aye'. Meeting adjourned at 6:38 p.m.

ATTEST:

 Bobby Wolfram, Jr., Clerk

Clear Lake Sanitary District
Standard Monthly Invoices already paid as of February 19, 2019

Check #	Date	Vendor Name	Amount	Description
EFT	01/16/19	NET PAYROLL	16,381.73	01/16/19 NET PAYROLL
EFT	01/16/19	FEDERAL W/H	6,112.03	01/16/19 FEDERAL WITHHOLDING
EFT	01/16/19	DHS W/H	230.77	01/16/19 DHS WITHHOLDING
EFT	01/16/19	EMPLOYEE HSA CONTRIBUTIONS	25.00	01/16/19 EMPLOYEE HSA CONTRIBUTIONS
EFT	01/30/19	NET PAYROLL	15,363.69	01/30/19 NET PAYROLL
EFT	01/30/19	FEDERAL W/H	5,808.14	01/30/19 FEDERAL WITHHOLDING
EFT	01/30/19	DHS W/H	230.77	01/30/19 DHS WITHHOLDING
EFT	01/30/19	EMPLOYEE HSA CONTRIBUTIONS	25.00	01/30/19 EMPLOYEE HSA CONTRIBUTIONS
EFT	01/30/19	IPERS W/H	10,953.10	01/30/19 IPERS WITHHOLDING
EFT	01/30/19	IA DEPT. REV.	3,385.00	01/30/19 STATE W/H
EFT	02/05/19	POSTMASTER	1,346.74	FEB BILL MAILING
EFT	02/13/19	NET PAYROLL	16,257.48	02/13/19 NET PAYROLL
EFT	02/13/19	FEDERAL W/H	6,049.66	02/13/19 FEDERAL WITHHOLDING
EFT	02/13/19	DHS W/H	230.77	02/13/19 DHS WITHHOLDING
EFT	02/13/19	EMPLOYEE HSA CONTRIBUTIONS	25.00	02/13/19 EMPLOYEE HSA CONTRIBUTIONS
24018	01/25/19	IOWA ONE CALL	11.70	LOCATE CHARGES
24019	01/25/19	ALLIANT ENERGY	12,708.90	ELECTRIC/GAS
24020	01/25/19	HEARTLAND PAPER CO.	410.56	PLANT SUPPLIES
24021	01/25/19	MARCO	25.66	COPIER MAINT. FEE
24022	01/25/19	WELLMARK BCBS	12,655.78	HEALTH INSURANCE PREMIUMS
24023	01/25/19	FEDERAL EXPRESS	16.67	SHIPPING CHARGES
24024	01/25/19	AVESIS	188.99	VISION INSURANCE PREMIUMS
24025	01/25/19	OFFICE ELEMENTS	77.80	PAPER
24026	01/25/19	PRINCIPAL FINANCIAL	1,001.64	DENTAL INSURANCE PREMIUMS
24027	01/25/19	PEKIN LIFE INSURANCE	470.08	LIFE INSURANCE PREMIUMS
24028	01/25/19	CARDMEMBER SERVICES	(112.58)	NORTHERN TOOL - SHIPPING CREDIT
24028	01/25/19	CARDMEMBER SERVICES	93.78	HACH - LAB SUPPLIES
24028	01/25/19	CARDMEMBER SERVICES	491.07	HACH - LAB SUPPLIES
24028	01/25/19	CARDMEMBER SERVICES	692.57	NORTHERN TOOL - OIL PUMP KIT
24028	01/25/19	CARDMEMBER SERVICES	18.37	KRAMER - BLDG 30 GRIT SCREEN PARTS
24028	01/25/19	CARDMEMBER SERVICES	499.00	FLEET FARM - FUEL TOOL KIT
24028	01/25/19	CARDMEMBER SERVICES	255.89	HACH - DO SENSOR CAPS
24028	01/25/19	CARDMEMBER SERVICES	70.03	AMAZON - OFFICE SUPPLIES
24028	01/25/19	CARDMEMBER SERVICES	323.27	CLTEL - PHONE/INTERNET SERVICE
24028	01/25/19	CARDMEMBER SERVICES	27.05	AMAZON - CALENDAR
24028	01/25/19	CARDMEMBER SERVICES	513.95	AMAZON - LS #8 HEATER
24028	01/25/19	CARDMEMBER SERVICES	150.97	VERIZON - PLANT CELL/CPU SERVICE
24028	01/25/19	CARDMEMBER SERVICES	25.99	KRAMER - SHOP TOOLS
24028	01/25/19	CARDMEMBER SERVICES	1,474.63	NC LABS - LAB SUPPLIES
24028	01/25/19	CARDMEMBER SERVICES	495.19	THERMOWORKS - LAB THERMOMETERS
24028	01/25/19	CARDMEMBER SERVICES	278.00	FLEET FARM - IMPACT WRENCH/SAW FOR SHOP
24028	01/25/19	CARDMEMBER SERVICES	48.98	KRAMER - SHOP SUPPLIES
24028	01/25/19	CARDMEMBER SERVICES	311.28	MENARDS - SOFTENER SALT
24028	01/25/19	CARDMEMBER SERVICES	28.99	KRAMER - FAN
24028	01/25/19	CARDMEMBER SERVICES	9.99	KRAMER - LS#3 VENT
24028	01/25/19	CARDMEMBER SERVICES	314.40	USA INDUSTRIES - BALLOON PLUG RENTAL - 8B
24028	01/25/19	CARDMEMBER SERVICES	84.12	MENARDS - SHIPPING SUPPLIES

24028	01/25/19	CARDMEMBER SERVICES	39.95	KRAMER - SHOP SUPPLIES
24028	01/25/19	CARDMEMBER SERVICES	33.12	KRAMER - SBR #4 PARTS
24028	01/25/19	CARDMEMBER SERVICES	71.33	AMAZON - OFFICE SUPPLIES
24029	01/25/19	AMERICAN SOLUTIONS FOR BUS.	14.00	BUSINESS CARD ARTWORK
24030	01/25/19	SUPERIOR LUMBER, INC.	52.04	LUMBER FOR PAINTING
24031	01/25/19	CULVER-HAHN ELECTRIC	1,493.35	PARTS FOR LS#5B & 8B PROJECTS
24032	01/25/19	R COMM WIRELESS	2,125.00	5 RADIOS
24033	02/05/19	ALLIANT ENERGY	285.42	ELECTRIC/GAS
24034	02/05/19	NAPA	247.19	PARTS/SUPPLIES
24035	02/05/19	EMC NATIONAL LIFE	93.72	LIFE INSURANCE PREMIUMS
24036	02/05/19	FASTENAL COMPANY	88.80	PARTS FOR LS#5B & 8B PROJECTS
24037	02/05/19	TESTAMERICA LABS	3,534.50	LAB TESTING
24038	02/05/19	LARRY ELWOOD CONSTRUCTION	245.65	PLOW TRUCK PARTS
24039	02/05/19	J & J MACHINE	176.56	PARTS FOR LS#5B & 8B PROJECTS
24040	02/05/19	BRASSE IMPLEMENT	26.74	DIGESTER BLOWER OIL TEST KITS
24041	02/05/19	AVESIS	188.99	VISION INSURANCE PREMIUMS
24042	02/05/19	MOORE, ANGIE	300.00	JAN CLEANING SERVICES
24043	02/05/19	UTILITY EQUIPMENT CO.	1,761.97	FORCE MAIN REPAIR COUPLINGS
24044	02/05/19	LOUIE'S CUSTOM MEATS	130.00	2018 CHRISTMAS LUNCHEON
24045	02/05/19	MID-AMERICA PUBLISHING CORP.	51.29	PUBLICATION OF MINUTES
24046	02/13/19	ALLIANT ENERGY	7,917.51	ELECTRIC/GAS
24047	02/13/19	ABSOLUTE WASTE REMOVAL	107.29	WASTE DISPOSAL SERVICE
24048	02/13/19	PUEGGEL, GRANT	23.20	ON-CALL MILEAGE
24049	02/13/19	CONSOLIDATED ENERGY	1,694.00	DIESEL FUEL
24050	02/13/19	HANCOCK COUNTY CO-OP	260.36	GAS
24051	02/13/19	SHERWIN-WILLIAMS	336.53	PAINT FOR LS #5B & 8B PROJECTS
			<u>137,386.11</u>	

**Clear Lake Sanitary District
Unpaid Invoices as of February 19, 2019**

Check #	Date	Vendor Name	Amount	Description
PENDING	2/19/19	ACCELA	507.30	CREDIT CARD/WEB PYMT SYSTEM FEES
PENDING	2/19/19	ALLIANT ENERGY	9,025.58	GAS/ELECTRIC BILLS
PENDING	2/19/19	CULVER-HAHN ELECTRIC	1,886.85	PARTS FOR LS #5B & 8B PROJECTS
PENDING	2/19/19	FAREWAY	41.05	COFFEE
PENDING	2/19/19	FOX ENGINEERING	7,233.95	UV DISINFECTION PROJECT ENGINEERING
PENDING	2/19/19	GOODNATURE WORK STOP	723.90	SAFETY CLOTHING/UNIFORMS/BOOTS
PENDING	2/19/19	HEALTHWORKS	156.00	EMPLOYEE SCREENINGS
PENDING	2/19/19	IOWA PUMP WORKS	56,600.00	PUMPS/PARTS - LS #5B PROJECT
PENDING	2/19/19	IOWA PUMP WORKS	50,700.00	PUMPS/PARTS - LS #8B PROJECT
PENDING	2/19/19	MIDWEST LIQUID SYSTEMS, INC.	80.00	LS #5 FUEL STORAGE TANK MONITOR MAINT.
PENDING	2/19/19	SIMMONS PERRINE MOYER BER PLC	825.00	LEGAL SERVICES
PENDING	2/19/19	SJE RHOMBUS	11,793.00	MCC PARTS - LS #5B PROJECT
PENDING	2/19/19	SJE RHOMBUS	11,178.00	MCC PARTS - LS #8B PROJECT
PENDING	2/19/19	TOTAL MECHANICAL SERVICES, INC.	91,000.00	PUMP REMOVAL/INSTALL - LS #5B PROJ.
PENDING	2/19/19	TOTAL MECHANICAL SERVICES, INC.	91,000.00	PUMP REMOVAL/INSTALL - LS #8B PROJ.
PENDING	2/19/19	YUNEK LAW FIRM PLC	450.00	LEGAL SERVICES
PENDING	2/19/19	BLEKFELD-SZTRAKY, MARGIT	41.20	REFUND
			<u>333,241.83</u>	