

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

The regular board meeting was called to order by President Hugi at 5:33 p.m. Hugi indicated to those present that the meeting was being tape recorded for meeting minute generation purposes only.

Trustees present: Gary Hugi (President)
Mark Bale (Vice President)
Lothar Meyer (Treasurer)
Bobby Wolfram, Jr. (Clerk) arrived at 5:58 p.m.
Terry Unsworth

Absent:

Also present: Kevin Moler, Administrator
Jaremy Kotta, WHKS
Walt Muskovich
Susan Muskovich
David Sloan

Item #1. Opportunity for public to speak. Muskovich reviewed the legal issues of the annexation process by the Board of Trustees that occurred in the mid-1990s with regards to the Four Winds subdivision and the Clear Lake Sanitary District and as a result of this court case it was his understanding that all annexation by the Clear Lake Sanitary District was not legal. Muskovich stated that he has learned the Sanitary District has recently annexed property and is contending this annexation. Moler stated that although he was not present when the Four Winds court proceedings took place, he agreed that the 'involuntary' annexation process by the Board of Trustees was illegal and did not follow Iowa Code 358.26 which address the 'voluntary' annexation process allowed by sanitary districts. Moler assured Muskovich that all annexation by the Clear Lake Sanitary District since the mid-1990s has been done according Chapter 358.26

Sloan, owner of Country Landscape at the intersection of Highway 122 and N 32nd St stated he did not annex his property into the Sanitary District. Moler stated his property was voluntarily annexed by the previous owner when sewer infrastructure was installed in 2007. Sloan also inquired about the assessment he just paid off and the new assessment forth coming from the sewer line that will be constructed south along N 32nd Street. Moler indicated that the previous assessment was from the City of Clear Lake for the gravity sewer system that was installed in 2007. Moler stated the Sanitary District did not assess the cost of Pump Station 11 built in 2007 which pumps the sewage back across Interstate 35 to the Pump Station 5 located beside the Best Western hotel. Moler also informed Sloan that it is the City of Clear Lake that is installing sewer north along 32nd St and assessing for that project. He should consult with the City of Clear Lake if he has any questions regarding that project and assessment.

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

Item #3. Approve February 2019 Invoices. Motion by Unsworth, second by Meyer to approve the February 2019 Invoices. Motion carried, all Trustees present voting aye.

Item #4. Approve February 19th, 2019 board meeting minutes. Motion by Wolfram, second by Meyer to approve the February 19th, 2019 board meeting minutes. Motion carried, all Trustees present voting aye.

Item #5. Resolution 19-02, a Resolution Approving Plans, Specification, Ordering Bids and Notice to Bidders, Fixing Amount of Bid Security, Setting a Date for a Public Hearing on Plans, Specification and Estimate of Cost for the SBR Inner Wall Project. Kotta reviewed the plans with the board and highlighted one area they have recently changed which involved the new wall around the existing slide gate. Kotta stated a small amount of existing concrete would be removed and replaced with an epoxy mortar which is more durable for anchors and won't spall. It was reviewed with Kotta what process should be used to remove deteriorated concrete and the depth of removal in order for the new wall to provide at least a 30 year life. It was decided that it would be specified a hammer should be used to remove loose material and the specified depth will be for a unit price between 3 and 6 inch removal depth. Kotta also informed the board that there will be a vertical joint about every 50 feet which is a code requirement to deal with shrinking with a bulb water stop for sealing. Without the joint you could get cracking in the concrete as it dries and shrinks.

Motion by Bale, second Meyer to approve Resolution 19-02. Hugi called the roll with the following results: Ayes – Bale, Meyer, Wolfram, Unsworth, Hugi. Nays – None. Hugi announced the Resolution was adopted.

Item #6. Resolution 19-03, a Resolution Approving Plans, Specification, Ordering Bids and Notice to Bidders, Fixing Amount of Bid Security, Setting a Date for a Public Hearing on Plans, Specification and Estimate of Cost for the InteliPro Nutrient Control System Project. Motion by Unsworth, second Meyer to approve Resolution 19-03. Hugi called the roll with the following results: Ayes – Bale, Meyer, Wolfram, Unsworth, Hugi. Nays – None. Hugi announced the Resolution was adopted.

Item #7. Account Adjustment. 013978-000. Moler stated that the owner of this property demolished his home and was instructed to excavate and disconnect his sewer near the edge of his property following demolition. Moler informed the board that the house was demolished last December but the sewer was not disconnected. The owner stated that weather prevented the disconnection and he would like an exemption from the base rate charge and he will disconnect the sewer pipe this spring. It was the consensus of the board not to deviate from the District policy. Hugi called for a motion to exempt this account from the base charge. This matter died for a lack of motion to approve exemption.

Account 015361-000. Moler stated that the outside hose bib broke and water leaked onto the ground and did not go into the sanitary sewer. The owner is asking for an adjustment. Moler stated that the average consumption for this property at this time is 4,800 gallons which would make the credit 51,400 gallons or \$117.19. Motion by Bale, second by Meyer to exempt 51,400 gallons or \$117.19 from this account. Motion carried, all trustees present voting aye.

Account 006682-000. The owner informed the billing department that a water line in the ceiling above the garage froze and broke. The leaked water discharged into the garage floor drain which the owner informed us is connected to the sanitary sewer. Moler recommended we dye test the garage floor drain to ensure it is connected to the sanitary sewer. The board agreed and directed this account to be put on hold until we know the results of the dye test.

Item #8. UV Disinfection Project. Pay Request #12, \$39,105.02. Moler gave an update on construction progress and indicated the contractor has been awarded Substantial Completion according to the terms of the contract. Motion by Wolfram, second by Meyer to approve Pay Request #12 in the amount of \$39,105.02. Motion carried all Trustees present voting aye.

Item #9. Interstate Power and Light Company Treatment Agreement Revisions. Moler explained that the current residual chlorine limits for the water received from the power plant are 0.02 mg/l 30 day average and 0.03 mg/l daily maximum. Moler stated that the District's discharge permit limits are 0.222 mg/l and 0.319 mg/l (average/daily) and there is no reason we cannot set the Emery power plant's limits similar to our limits. Moler indicated that we operate Emery's de-chlorination system on our site which is also fully monitored. The result of this is that less

de-chlorination chemical will be used. Motion by Meyer, second by Unsworth to approve revising the residual chlorine Treatment Agreement limits to 0.20 mg/l 30 day average and 0.30 mg/l daily maximum. Motion carried all Trustees present voting aye.

Item #10. Office Computers Replacement Quote, \$9,291.64. Moler informed the board that we approved the quote to replace the SCADA computers last month and this quote is to replace the remaining 7 office computers. Motion by Unsworth, second by Bale to approve the Dell quote of \$7,291.64. Motion carried all Trustees present voting aye.

Item #11. Establishment of Board Liaison Positions. Hugi indicated that he is recommending we establish a non-voting board position for the City of Clear Lake, City of Ventura, and county to improve transparency and input. Hugi indicated the governing agency should select their own representative and establish their own term limits. Unsworth volunteered to prepare a draft letter to each of these entities and will submit it to each Trustee for comments.

Item #12. Appoint Trustees.

- Employee Interviews. Hugi indicated he and Wolfram will conduct the interviews since they are on the Open Door policy.
- Employee Handbook Review. Hugi stated that Pueggel and Spilman are the employees and requested Unsworth and Bale to represent the board.

Item #13. Unfinished Business. No report given.

Item #14. Administrator’s Report. Moler informed the board that we need to amend the FY 2019 budget and we will be publishing the notice March 27 with a Public Hearing date of April 16, 2019.

Item #15. Trustees Report. Hugi informed the board that Earth Day is scheduled for April 26-27. Hugi indicated that he would hand out educational information outlining proper grease disposal and proper sump pump connections.

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 6:56 p.m.

ATTEST:

Bobby Wolfram, Jr., Clerk

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

Check #	Date	Vendor Name	Amount	Description
EFT	02/27/19	NET PAYROLL	15,231.20	02/27/19 NET PAYROLL
EFT	02/27/19	FEDERAL W/H	5,845.38	02/27/19 FEDERAL WITHHOLDING
EFT	02/27/19	DHS W/H	230.77	02/27/19 DHS WITHHOLDING
EFT	02/27/19	EMPLOYEE HSA CONTRIBUTIONS	25.00	02/27/19 EMPLOYEE HSA CONTRIBUTIONS
EFT	02/27/19	IPERS W/H	7,286.43	02/27/19 IPERS WITHHOLDING
EFT	02/27/19	IA DEPT. REV.	2,228.00	02/27/19 STATE W/H
EFT	03/06/19	POSTMASTER	1,343.99	MAR BILL MAILING
24067	02/26/19	ALLIANT ENERGY	3,175.38	ELECTRIC/GAS
24068	02/26/19	EMC NATIONAL LIFE	93.72	LIFE INSURANCE PREMIUMS
24069	02/26/19	FASTENAL COMPANY	37.69	UV BLDG PARTS
24070	02/26/19	TESTAMERICA LABS	1,951.50	LAB TESTING
24071	02/26/19	WELLMARK BCBS	12,655.78	HEALTH INSURANCE PREMIUMS

24072	02/26/19	FEDERAL EXPRESS	32.45	SHIPPING CHARGES
24073	02/26/19	AVESIS	188.99	VISION INSURANCE PREMIUMS
24074	02/26/19	POTTER & BRANT, PLC	6,100.00	FY 2018 AUDIT
24076	02/26/19	PRINCIPAL FINANCIAL	1,001.64	DENTAL INSURANCE PREMIUMS
24077	02/26/19	PEKIN LIFE INSURANCE	586.68	LIFE INSURANCE PREMIUMS
24078	02/26/19	VAL-MATIC	1,071.36	VALVE - LS #8B PROJECT
24079	02/26/19	CARDMEMBER SERVICES	18.97	MENARDS - LS #5B & 8B PROJECT PARTS
24079	02/26/19	CARDMEMBER SERVICES	4.83	AMAZON - OFFICE SUPPLIES
24079	02/26/19	CARDMEMBER SERVICES	9.99	AMAZON - OFFICE SUPPLIES
24079	02/26/19	CARDMEMBER SERVICES	42.23	GRAINGER - LS #2 GENERATOR PARTS
24079	02/26/19	CARDMEMBER SERVICES	83.38	AMAZON - CORE DRILL BIT
24079	02/26/19	CARDMEMBER SERVICES	45.15	ZIEGLER - LS #2 GENERATOR PARTS
24079	02/26/19	CARDMEMBER SERVICES	110.00	IAWEA - CONF. REGISTRATION - MOLER
24079	02/26/19	CARDMEMBER SERVICES	323.23	CLTEL - PHONE/INTERNET SERVICE
24079	02/26/19	CARDMEMBER SERVICES	1,162.05	ERA - LAB TESTING
24079	02/26/19	CARDMEMBER SERVICES	141.48	AMAZON - SAMPLER TUBING
24079	02/26/19	CARDMEMBER SERVICES	69.99	KRAMER - CHLORINE PUMP
24079	02/26/19	CARDMEMBER SERVICES	15.99	KRAMER - SHOP SUPPLIES
24079	02/26/19	CARDMEMBER SERVICES	150.98	VERIZON - PLANT CELL/CPU SERVICE
24079	02/26/19	CARDMEMBER SERVICES	330.00	IAWEA - CONF. REGIST. - HANSON, TUSHA, PUEGGEL
24079	02/26/19	CARDMEMBER SERVICES	19.77	KRAMER - SHOP SUPPLIES
24079	02/26/19	CARDMEMBER SERVICES	64.99	KRAMER - SHOP TOOLS
24079	02/26/19	CARDMEMBER SERVICES	174.29	HACH - LAB SUPPLIES
24079	02/26/19	CARDMEMBER SERVICES	26.57	KRAMER - SHOP TOOLS
24079	02/26/19	CARDMEMBER SERVICES	470.80	HACH - LAB SUPPLIES
24079	02/26/19	CARDMEMBER SERVICES	60.57	KRAMER - SHOP TOOLS
24079	02/26/19	CARDMEMBER SERVICES	16.76	KRAMER - PARTS FOR LS #5B & 8B PROJECTS
24079	02/26/19	CARDMEMBER SERVICES	9.99	KRAMER - SHOP TOOLS
24079	02/26/19	CARDMEMBER SERVICES	1,745.50	ULINE - MATS FOR UV BLDG
24079	02/26/19	CARDMEMBER SERVICES	93.78	HACH - LAB SUPPLIES
24079	02/26/19	CARDMEMBER SERVICES	73.67	KRAMER - PARTS FOR LS #5B & 8B PROJECTS
24079	02/26/19	CARDMEMBER SERVICES	38.20	KRAMER - PARTS FOR LS #5B & 8B PROJECTS
24079	02/26/19	CARDMEMBER SERVICES	33.86	KRAMER - SHOP TOOLS
24079	02/26/19	CARDMEMBER SERVICES	82.90	KRAMER - PARTS FOR LS #5B & 8B PROJECTS
24079	02/26/19	CARDMEMBER SERVICES	4.96	KRAMER - PARTS FOR LS #8B PROJECT
24079	02/26/19	CARDMEMBER SERVICES	148.90	KRAMER - PARTS FOR LS #5B & 8B PROJECTS
24079	02/26/19	CARDMEMBER SERVICES	29.68	USA INDUSTRIES - LS#8B PROJ - BALLOON RENTAL
24079	02/26/19	CARDMEMBER SERVICES	429.83	ERA - LAB TESTING
24079	02/26/19	CARDMEMBER SERVICES	1,302.87	IDEXX - LAB SUPPLIES
24079	02/26/19	CARDMEMBER SERVICES	55.33	CASEY'S - AWARD MEETING MEAL
24079	02/26/19	CARDMEMBER SERVICES	32.99	KRAMER - PARTS FOR LS #5B & 8B PROJECTS
24079	02/26/19	CARDMEMBER SERVICES	26.32	KRAMER - SHOP SUPPLIES
24080	02/26/19	STANDARD BEARINGS	38.18	GRIT PROPELLER
24081	02/26/19	CASTELLANOS, EDWIN & ANA	316.21	REFUND
24082	02/27/19	VAL-MATIC	55.02	SHIPPING ON PARTS FOR LS#8B PROJ.
24083	03/08/19	ALLIANT ENERGY	168.56	ELECTRIC/GAS
24084	03/08/19	MARCO, INC.	41.78	COPIER MAINT. FEE
24085	03/08/19	MOORE, ANGIE	300.00	CLEANING SERVICES
24086	03/08/19	CONSOLIDATED ENERGY	195.45	OIL FOR VERTICAL TURBINE PUMPS
24087	03/08/19	HANCOCK COUNTY CO-OP	326.16	GAS
24088	03/11/19	MARCO, INC.	60.47	COPIER MAINT. FEE
24089	03/11/19	MOLER, KEVIN	268.77	CONFERENCE LODGING REIMBURSEMENT
24090	03/11/19	ABSOLUTE WASTE REMOVAL	132.29	WASTE SERVICE
			<u>68,439.65</u>	

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

Check #	Date	Vendor Name	Amount	Description
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PENDING	3/19/19	ALLIANT ENERGY	8,401.13	GAS/ELECTRIC BILLS
PENDING	3/19/19	CULVER-HAHN ELECTRIC	138.00	BLOWER BLDG LIGHT BULBS
PENDING	3/19/19	FOX ENGINEERING	10,787.69	UV DISINFECTION PROJECT ENGINEERING
PENDING	3/19/19	GLEN'S TIRE SERVICE INC.	102.16	JOHN DEERE MOWER TIRE
PENDING	3/19/19	HEARTLAND PAPER CO.	30.18	PLANT SUPPLIES
PENDING	3/19/19	IOWA LEAGUE OF CITIES	25.00	CITYSCAPE SUBSCRIPTION
PENDING	3/19/19	KNORR ELECTRIC	117.89	BLOWER BLDG HEATER MOTOR
PENDING	3/19/19	MID-AMERICA PUBLISHING CORP	133.97	HEARING/MINUTE PUBLICATIONS
PENDING	3/19/19	NAPA	143.59	PARTS/SUPPLIES
PENDING	3/19/19	SUPERIOR LUMBER, INC.	4.58	DESK DRAWER PARTS
PENDING	3/19/19	GRIMM, BETH	9.10	REFUND
PENDING	3/19/19	LARSON, JACK	26.12	REFUND
PENDING	3/19/19	SIGNOR, TOM & VICKI	13.08	REFUND
			<u>19,932.49</u>	