

**MINUTES OF BOARD OF TRUSTEES: April 16, 2019**  
**CLEAR LAKE SANITARY DISTRICT, CERRO GORDO COUNTY, IOWA**

The regular board meeting was called to order by President Hugi at 5:30 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)  
Terry Unsworth

Absent:

Also present: Kevin Moler, Administrator  
Mitch Hanson, Superintendent  
Jaremy Kotta, WHKS  
Angie Kolz, WHKS

Item #1. Opportunity for public to speak.

Item #2. Approve March 2019 Financial Statement. Motion by Meyer, second by Bale to approve the March 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 March 19<sup>th</sup>, 2019 board meeting minutes. Hugi requested a correction of the wording in Items #15 of the Trustee's report. Motion by Meyer, second by Bale to approve the March 19<sup>th</sup>, 2019 board meeting minutes with the recommended correction. Motion carried, all Trustees present voting aye.

Item #5. Resolution 19-04, A Resolution Amending FY 2019 Budget. Moler reviewed the actual and estimated capital projects and expenditures that will cause the Capital Improvement budget to be exceeded. President Hugi opened the Public Hearing. Moler indicated that he has received no oral or written comments. Motion by Bale, second by Unsworth to close the Public Hearing. All Trustees present voting aye. Bale introduced the following Resolution and moved its adoption, seconded by Wolfram. Hugi called the roll: Passed unanimously. Whereupon, Trustee Hugi declared Resolution 19-04 adopted. Resolution 19-04, a Resolution Amending the FY 2019 Budget's Capital Improvement Fund from \$1,183,736 to \$1,733,736.

Item #6. Resolution 19-05, a Resolution Making Award of Contract for the SBR Inner Wall Project. Hugi requested a correction to this agenda item so that only one Resolution 19-05 exists and that is the Resolution to Make Award of the Contract. Katta indicated that we only received three bids and the \$904,000 low bid received from King Construction and Overhead Door was higher than the engineer's estimate. Katta recommended the Board reject all bids and suggested that if we rebid this project later this year we would probably have more bidders and could expect to get lower bids. President Hugi opened the Public Hearing. Moler indicated that he has received no oral or written comments. Motion by Meyer, second by Wolfram to close the Public Hearing. All Trustees present voting aye. Resolution 19-05 died for a lack of a Motion to Award.

Item #7. Resolution 19-06, a Resolution Making Award of Contract for the InteliPro Nutrient Control System. Moler informed the Board that we received one bid, \$157,280.47, from Aqua Aerobic Systems, Inc. which is also the company that designed the Sequencing Batch Reactor

system. Aqua Aerobic Systems, Inc. also provided a bid of \$14,167.00 to integrate the IntelliPro control information into the SCADA system. Kolz told the Board that the IntelliPro bid is only \$3,400 higher than the budget quote provided last January. Kolz indicated that the cost difference reflects bonds and warranty not included in the initial budget quote. Kolz recommended the Board approve this bid. President Hugi opened the Public Hearing. Moler informed Hugi that he has not received any oral or written comments to this project. Motion by Bale, seconded by Unsworth to close the Public Hearing. Motion carried, all trustees present voting aye. Motion by Unsworth, second by Meyer to approved Resolution 19-6 Making Award to Aqua Aerobic Systems, Inc. for the IntelliPro system and the SCADA integration. President Hugi called the roll: passed unanimously. President Hugi declared the following duly adopted:

#### RESOLUTION 19-06

#### RESOLUTION MAKING AWARD OF INTELIPRO NUTRIENT CONTROL SYSTEM PROJECT

WHEREAS, an Invitation to Bid was duly posted and advertised on March 27, 2019, and

WHEREAS, bids were received, opened and read at the designated time of 2:00 PM on April 11, 2019.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees hereby

Awards the Contract for the IntelliPro Project to Aqua Aerobic Systems, Inc in the amount of \$157,280.47 and to accept the alternate add-on bid amount of \$14,167.00 for the SCADA integration of the IntelliPro system,

Authorizes the President and Clerk to execute said contract awarded above for the construction of said improvements, said contract not to be binding on the District until the necessary certificate of insurance has been received and approved by the Project Engineer and District Administrator. Said contract and bonds to be approved in the future, by Resolution of this Board.

Item #8. Account Adjustment. 0111527-002. Moler informed the board that a water pipe broke in the well house causing 93,760 gallons to spill onto the ground. Motion by Bale, second by Unsworth to credit this account 93,760 gallons or \$296.28. Motion carried, all trustees present voting aye.

Account 015361-000. 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. 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 #9. UV Disinfection Project. Pay Request #13, \$12,841.80 and Release of Partial Retainage, \$58,548.42, amended from \$58,000. Motion by Meyer, second by Wolfram to approve Pay Request #13 in the amount of \$12,841.80 and payment of Partial Retainage in the amount of \$58,548.42. Motion carried all Trustees present voting aye.

Item #10. Influent Screen Presentation by Matt Streeter, Engineered Equipment Solution. Moler informed the Board that Mr. Streeter canceled at the last minute due to a conflict. Moler reviewed two cost options with the Board. The first option involved replacing the screen now at a cost of \$216,000 or the second option of making repairs to our existing screen and purchasing a new screen in two years at a total cost of \$200,000. The board agreed to wait two years and authorized Moler to spend up to \$7,000 making repairs to the existing screen.

Item #11. No unfinished business.

Item #12. Administrator's Report. Moler recommended Pueggel for a merit raise of \$1/hour for passing the Grade 2 Wastewater Operators exam. Motion by Bale, second by Meyer to approve a \$1.00 per hour raise for Grant Pueggel. Motion passed, all trustees present voting aye.

Moler advised the Board that we should continue working on capital projects since we will not be moving forward with the SBR Inner Wall project until early next year. Moler recommended we initiate a sewer lining project to help eliminate inflow and infiltration. The Board agreed and directed Moler to obtain a list of sewer lines to be included and to consult with Kolz for initiating this lining project.

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 Cerro Gordo 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. Trustees Report. Hugi reminded the Board about Earth Day. Hugi also informed the board that he has received positive responses from the cities of Clear Lake and Ventura and the county to provide non-voting appointments to our board.

There being no further business to discuss, motion by Meyer, second by Bale to adjourn. Motion carried, all trustees present voting 'aye'. Meeting adjourned at 6:40 p.m.

ATTEST:

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Bobby Wolfram, Jr., Clerk

**Clear Lake Sanitary District**  
**Standard Monthly Invoices already paid as of April 16, 2019**

Check #	Date	Vendor Name	Amount	Description
EFT	03/13/19	NET PAYROLL	16,572.22	03/13/19 NET PAYROLL
EFT	03/13/19	FEDERAL W/H	6,122.39	03/13/19 FEDERAL WITHHOLDING
EFT	03/13/19	DHS W/H	230.77	03/13/19 DHS WITHHOLDING
EFT	03/13/19	EMPLOYEE HSA CONTRIBUTIONS	25.00	03/13/19 EMPLOYEE HSA CONTRIBUTIONS
EFT	03/27/19	NET PAYROLL	15,318.21	03/27/19 NET PAYROLL
EFT	03/27/19	FEDERAL W/H	5,870.26	03/27/19 FEDERAL WITHHOLDING
EFT	03/27/19	DHS W/H	230.77	03/27/19 DHS WITHHOLDING
EFT	03/27/19	EMPLOYEE HSA CONTRIBUTIONS	25.00	03/27/19 EMPLOYEE HSA CONTRIBUTIONS
EFT	03/27/19	IPERS W/H	7,340.66	03/27/19 IPERS WITHHOLDING
EFT	03/27/19	IA DEPT. REV.	2,252.00	03/27/19 STATE W/H
EFT	03/28/19	CLEAR LAKE B&T	102.78	DEPOSIT SLIP ORDER
EFT	03/29/19	IA WORKFORCE DEVELOPMENT	162.53	1ST QTR 2019 UNEMPLOYMENT
EFT	03/29/19	IA DEPT. REV.	1,886.00	1ST QTR 2019 SALES TAX
EFT	04/01/19	POSTMASTER	1,344.50	APR BILL MAILING

EFT	04/04/19	SECRETARY OF STATE	30.00	MOORE NOTARY RENEWAL
EFT	04/10/19	NET PAYROLL	16,466.60	04/10/19 NET PAYROLL
EFT	04/10/19	BOARD PAYROLL	1,939.35	04/10/19 BOARD 1ST QTR 2019 PAYROLL
EFT	04/10/19	FEDERAL W/H	6,406.69	04/10/19 FEDERAL WITHHOLDING
EFT	04/10/19	DHS W/H	230.77	04/10/19 DHS WITHHOLDING
EFT	04/10/19	EMPLOYEE HSA CONTRIBUTIONS	25.00	04/10/19 EMPLOYEE HSA CONTRIBUTIONS
24105	03/26/19	ALLIANT ENERGY	12,725.95	ELECTRIC/GAS
24106	03/26/19	KNORR ELECTRIC	60.50	LS#1 PUMP MOTOR REPAIRS
24107	03/26/19	EMC NATIONAL LIFE	93.72	LIFE INSURANCE PREMIUMS
24108	03/26/19	CRESCENT ELECTRIC	57.06	LIGHT BULBS
24109	03/26/19	MUNICIPAL SUPPLY	1,792.00	METERS/METER PARTS/TOUCH PADS
24110	03/26/19	TUSHA, TED	31.09	MAR ON-CALL MILEAGE
24111	03/26/19	WELLMARK BCBS	12,655.78	HEALTH INSURANCE PREMIUMS
24112	03/26/19	NORTH CENTRAL LABS	1,546.32	LAB SUPPLIES
24113	03/26/19	PUEGGEL, GRANT	124.80	EDUCATION/MILEAGE REIMBURSEMENTS
24114	03/26/19	PRINCIPAL FINANCIAL	1,001.64	DENTAL INSURANCE PREMIUMS
24115	03/26/19	PEKIN LIFE INSURANCE	703.28	LIFE INSURANCE PREMIUMS
24116	03/26/19	CARDMEMBER SERVICES	289.57	MENARDS - UV BLDG SUPPLIES
24116	03/26/19	CARDMEMBER SERVICES	12.99	KRAMER - SHOP SUPPLIES
24116	03/26/19	CARDMEMBER SERVICES	43.94	KRAMER - UV BLDG PROJECT PARTS
24116	03/26/19	CARDMEMBER SERVICES	200.00	MIDWEST ELECTRONIC RECOVERY - IT PC
24116	03/26/19	CARDMEMBER SERVICES	323.23	CLTEL - PHONE/INTERNET SERVICE
24116	03/26/19	CARDMEMBER SERVICES	24.13	KRAMER - UV BLDG HACH PANEL PARTS
24116	03/26/19	CARDMEMBER SERVICES	209.60	USA INDUSTRIES - LS#8B PROJ - BALLOON RENTAL
24116	03/26/19	CARDMEMBER SERVICES	150.98	VERIZON - PLANT CELL/CPU SERVICE
24116	03/26/19	CARDMEMBER SERVICES	15.99	KRAMER - SHOP SUPPLIES
24116	03/26/19	CARDMEMBER SERVICES	14.54	KRAMER - UV BLDG HACH PANEL PARTS
24116	03/26/19	CARDMEMBER SERVICES	17.96	KRAMER - LS#8B PROJECT PARTS
24116	03/26/19	CARDMEMBER SERVICES	41.99	KRAMER - THICKENER BALL VALVE
24116	03/26/19	CARDMEMBER SERVICES	373.95	AMAZON - OFFICE/LAB SUPPLIES
24116	03/26/19	CARDMEMBER SERVICES	30.81	MENARDS - UV BLDG SUPPLIES
24116	03/26/19	CARDMEMBER SERVICES	179.18	BEST WESTERN - IAWEA CONF. LODGING
24116	03/26/19	CARDMEMBER SERVICES	29.50	RAVEN ENVIRONMENTAL - LAB CHECKBALL
24116	03/26/19	CARDMEMBER SERVICES	1,058.93	HACH - LAB SUPPLIES
24116	03/26/19	CARDMEMBER SERVICES	99.00	FRED PRYOR - SAFETY & SECURITY CONF. REGIST.
24116	03/26/19	CARDMEMBER SERVICES	55.70	HACH - LAB SUPPLIES
24116	03/26/19	CARDMEMBER SERVICES	97.26	DWYER - BLDG 30 HACH PANEL VALVE REBUILDS
24117	03/26/19	BROWN SUPPLY CO.	6,877.00	FORCE MAIN REPAIR COUPLINGS
24118	03/26/19	LAKE AUTO PARTS	44.47	TOOLS FOR SERVICE TRUCK/BELTS FOR AIR HANDLER
24119	03/26/19	CHOSEN VALLEY TESTING	100.00	CORING STRENGTH TESTING - SBR INNER WALL PROJ
24120	04/04/19	ALLIANT ENERGY	416.37	ELECTRIC/GAS
24121	04/04/19	TESTAMERICA INC.	3,025.50	LAB TESTING
24122	04/04/19	TUSHA, TED	1,698.32	2019 DEDUCTIBLE REIMBURSEMENT
24123	04/04/19	AVESIS	334.27	VISION INSURANCE PREMIUMS
24124	04/04/19	MOORE, ANGIE	300.00	MAR CLEANING SERVICES
24125	04/04/19	HANCOCK COUNTY CO-OP	333.11	GAS
24126	04/11/19	PETTY CASH	119.74	POSTAGE/SUPPLIES PETTY CASH REIMBURSEMENT
24127	04/11/19	MEYER, LOTHAR	9.74	1ST QTR 2019 MILEAGE
24128	04/11/19	WOLFRAM JR, ROBERT	27.26	1ST QTR 2019 MILEAGE
24129	04/11/19	HUGI, GARY	26.68	1ST QTR 2019 MILEAGE
24130	04/11/19	UNSWORTH, TERRY	7.89	1ST QTR 2019 MILEAGE
24131	04/11/19	BALE, MARK	4.18	1ST QTR 2019 MILEAGE
			<u>129,967.42</u>	

**Clear Lake Sanitary District  
Unpaid Invoices as of April 16, 2019**

Check #	Date	Vendor Name	Amount	Description
PENDING	4/16/19	ABSOLUTE WASTE REMOVAL	107.29	WASTE DISPOSAL SERVICE
PENDING	4/16/19	ACCELA	1,011.75	CREDIT CARD/WEB PYMT SYSTEM FEES
PENDING	4/16/19	ALLIANT ENERGY	14,964.79	GAS/ELECTRIC BILLS
PENDING	4/16/19	BOX5 MEDIA, LLC	975.00	WEB & EMAIL HOSTING ANNUAL FEES
PENDING	4/16/19	BRAKKE IMP., INC.	242.18	JD MOWER PARTS/SHOP SUPPLIES
PENDING	4/16/19	CONSOLIDATED ENERGY	469.70	OIL FOR SHOP OIL BARREL
PENDING	4/16/19	FAREWAY	89.10	WATER FOR LAB
PENDING	4/16/19	FOX ENGINEERING	6,159.50	UV DISINFECTION PROJECT ENGINEERING
PENDING	4/16/19	GOODNATURE WORK STOP	469.94	SAFETY CLOTHING/UNIFORMS/BOOTS
PENDING	4/16/19	LANDFILL OF NORTH IOWA	33.00	WASTE/GRIT DISPOSAL
PENDING	4/16/19	MASON CITY RED POWER	494.00	1066 TRACTOR SHEAR & PTO ASSEMBLY
PENDING	4/16/19	MID-AMERICA PUBLISHING CORP	299.33	LEGAL/MINUTE PUBLICATIONS
PENDING	4/16/19	NAPA	304.28	PARTS/SUPPLIES
PENDING	4/16/19	NORTH IOWA SEPTIC SOLUTIONS	6,987.00	FORCE MAIN REPAIR
PENDING	4/16/19	OVERHEAD DOOR CO.	128.10	UV BLDG DOOR OPENER/ANTENNA
PENDING	4/16/19	PUEGGEL, GRANT	30.00	GRADE 2 TEST REIMBURSEMENT
PENDING	4/16/19	STANDARD BEARINGS	99.42	LS#1 SPARE PUMP PARTS
PENDING	4/16/19	BELLOWS, JAMES	39.65	REFUND
PENDING	4/16/19	KWIKKEL, STEVE & JILL	17.91	REFUND
PENDING	4/16/19	RAPPLEY, JENNY	18.47	REFUND
			32,940.41	