

**MINUTES OF BOARD OF TRUSTEES: July 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.

Trustees present: Gary Hugi (President)  
Lothar Meyer (Treasurer)  
Robert Wolfram, Jr. (Clerk)  
Terry Unsworth

Absent: Mark Bale (Vice President)

Also present: Kevin Moler, Administrator  
Mitch Hanson, Superintendent  
Mike Ritter, City of Clear Lake Building Official  
William Bredlow, City of Ventura PWD

Item #1. Opportunity for public to speak. Nothing presented.

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

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

Item #4. Approve June 18<sup>th</sup> and 25<sup>th</sup>, 2019 board meeting minutes. Motion by Meyer, second by Unsworth to approve the June 18<sup>th</sup> and 25<sup>th</sup>, 2019 board meeting minutes. Motion carried all Trustees present voting aye.

Item #5. Board Policy Manual – Motion by Meyer, second by Unsworth to revise the Authorized Bank Signatures policy to require a minimum of two signatures for all banking transactions. Motion carried all Trustees present voting aye.

Item #6. Resolution 19-09, a Resolution Certifying Delinquent Sewer Accounts as a lien upon the real property serviced by a connection during FY 2019. Motion by Unsworth, second by Wolfram to approve Resolution 19-09. President Hugi called the roll with all Trustees present voting aye.

Item #7. Pretreatment Channel Repair and Bypass Project Pipe & Fittings Quotes. Motion by Wolfram, second by Unsworth to approve Municipal Supply, Inc. quote of \$33,244.15. Motion carried all Trustees present voting aye.

Item #8. Amendment to Ordinance No. 7 – Amendment to Article II, Section Q(f) Production-Based Strength Charge. The Amendment revises annual submission of production information to the monthly submission of information in order to determine monthly charges. Motion by Meyer, second by Wolfram to approve the 1<sup>st</sup> reading of this Amendment. President Hugi called the roll with all Trustees present voting aye. Motion by Unsworth, second by Wolfram to waive the 2<sup>nd</sup> and 3<sup>rd</sup> readings. President Hugi called the roll with all Trustees present voting aye.

President Hugi announced that the Amendment to Ordinance No. 7 will become effective upon its publication in the Mirror Reporter July 24, 2019.

Item #9. Office Carpet Installation Quotes. Motion by Meyer, second by Unsworth to approve Wilcox Furniture's quote of \$3,933.00 Motion carried. Hugi, Unsworth, and Meyer voting aye. Wolfram abstained.

Item #10. Account Status, 006613-000. Motion by Meyer, second by Unsworth to table. Motion carried all Trustees present voting aye.

Item #11. Amended Sump Pump Inspection Agreement with City of Ventura. Motion by Unsworth, second by Meyer to amend the Agreement to include new construction sump pump inspections. Motion carried all Trustees present voting aye.

Items #12. Sewer Cleaning, Hydro-Excavating, and Televising Service Fees. Motion by Meyer, second by Wolfram to increase main line televising, jetting, and hydro-excavation fees by \$25 per hour. Motion carried all Trustees present voting aye.

Item #13. Beach Swimming Advisory Notice – Media Publication. No action taken.

Item #14. Unfinished business.

Item #15. Administrator’s Report. Moler reviewed the sewer lining project schedule which also includes three sections of Ventura’s sewer lines. The Board directed Moler to have an Agreement prepared between the City of Ventura and the Sanitary District that will outline cost sharing and reimbursement of direct and indirect project costs.

Moler is preparing to meet with the underground contractor at lift station 3 so they can prepare a material list for bypassing the manhole and wet well during the wall rehab portion of the project.

The August CD terms on the 23<sup>rd</sup>. The Board directed Moler to have current CD quotes available for the August 20<sup>th</sup> meeting so they can review investment options.

Item #16. Trustees Report. No report given.

There being no further business to discuss, motion by Meyer, second by Unsworth to adjourn. Motion carried, all trustees present voting ‘aye’. Meeting adjourned at 6:31 p.m.

ATTEST:

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Bobby Wolfram, Jr., Clerk

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

Check #	Date	Vendor Name	Amount	Description
EFT	06/19/19	NET PAYROLL	15,701.57	06/19/19 NET PAYROLL
EFT	06/19/19	FEDERAL W/H	6,071.45	06/19/19 FEDERAL WITHHOLDING
EFT	06/19/19	DHS W/H	230.77	06/19/19 DHS WITHHOLDING
EFT	06/19/19	EMPLOYEE HSA CONTRIBUTIONS	25.00	06/19/19 EMPLOYEE HSA CONTRIBUTIONS
EFT	06/19/19	IPERS W/H	7,394.07	06/19/19 IPERS WITHHOLDING
EFT	06/19/19	IA DEPT. REV.	2,305.00	06/19/19 STATE W/H
EFT	07/03/19	NET PAYROLL	16,965.46	07/03/19 NET PAYROLL
EFT	07/03/19	BOARD PAYROLL	2,216.40	07/03/19 BOARD 2ND QTR 2019 PAYROLL
EFT	07/03/19	FEDERAL W/H	6,657.62	07/03/19 FEDERAL WITHHOLDING
EFT	07/03/19	DHS W/H	230.77	07/03/19 DHS WITHHOLDING
EFT	07/03/19	EMPLOYEE HSA CONTRIBUTIONS	25.00	07/03/19 EMPLOYEE HSA CONTRIBUTIONS
EFT	07/10/19	POSTMASTER	1,347.90	JULY BILL MAILING
24258	06/14/19	SPILMAN, DENNIS	1,848.50	2019 DEDUCTIBLE REIMBURSEMENT
24259	06/21/19	IAWEA	60.00	COLLECTION CERT. EXAM FEE - HANSON
24260	06/25/19	IOWA ONE CALL	306.10	LOCATE CHARGES

24261	06/25/19	ALLIANT ENERGY	2,558.25	ELECTRIC/GAS
24262	06/25/19	ICAP	30,190.05	PROPERTY INSURANCE PREMIUMS
24263	06/25/19	EMC NATIONAL LIFE	93.72	LIFE INSURANCE PREMIUMS
24264	06/25/19	SPILMAN, DENNIS	46.63	ON-CALL MILEAGE REIMBURSEMENT
24265	06/25/19	J&J MACHINE	828.75	SBR INFLUENT GATE - BRASS FITTINGS THREADING
24266	06/25/19	AVESIS	223.23	VISION INSURANCE PREMIUMS
24267	06/25/19	PRINCIPAL FINANCIAL	1,001.64	DENTAL INSURANCE PREMIUMS
24268	06/25/19	ELLIOTT EQUIPMENT CO.	1,150.00	CABLE ASSY - LATERAL LAUNCH CAMERA
24269	06/25/19	FARMERS STATE BANK	400,000.00	CERTIFICATES OF DEPOSIT
24270	06/25/19	PEKIN LIFE INSURANCE	586.68	LIFE INSURANCE PREMIUMS
24271	06/25/19	CARDMEMBER SERVICES	520.00	IAWEA - ANNUAL CONFERENCE REGISTRATIONS
24271	06/25/19	CARDMEMBER SERVICES	1,542.84	HACH - LAB SUPPLIES
24271	06/25/19	CARDMEMBER SERVICES	310.50	MIDWEST ELECTRONIC RECOVERY - IT PC
24271	06/25/19	CARDMEMBER SERVICES	322.43	CLTEL - PHONE/INTERNET SERVICE
24271	06/25/19	CARDMEMBER SERVICES	181.96	BEST BUY - CAMERA TRUCK PARTS/SUPPLIES
24271	06/25/19	CARDMEMBER SERVICES	83.97	KRAMER - SHOP SUPPLIES
24271	06/25/19	CARDMEMBER SERVICES	16.74	KRAMER - SIGNS FOR LIFT STATIONS
24271	06/25/19	CARDMEMBER SERVICES	150.93	VERIZON - PLANT CELL/CPU SERVICE
24271	06/25/19	CARDMEMBER SERVICES	329.00	HRSIMPLE - IA HR MANUAL/SUBSCRIPTION
24271	06/25/19	CARDMEMBER SERVICES	41.99	KRAMER - TRIMMER LINE
24271	06/25/19	CARDMEMBER SERVICES	162.35	USA BLUEBOOK - TRAFFIC CONES
24271	06/25/19	CARDMEMBER SERVICES	216.16	BACKFLOW PARTS USA - 5/8 EQ RELIEF VALVE
24271	06/25/19	CARDMEMBER SERVICES	33.95	KRAMER - THICKENER PARTS
24271	06/25/19	CARDMEMBER SERVICES	348.24	MENARDS - SOFTENER SALT/SHOP SUPPLIES
24271	06/25/19	CARDMEMBER SERVICES	2,476.01	IDEXX - LAB SUPPLIES
24271	06/25/19	CARDMEMBER SERVICES	163.43	AMAZON - OFFICE/LAB/SHOP SUPPLIES
24271	06/25/19	CARDMEMBER SERVICES	45.96	KRAMER - SHOP SUPPLIES
24271	06/25/19	CARDMEMBER SERVICES	322.78	USA BLUEBOOK - BLDG 30 FILTERS/MANHOLE LIFTER
24272	06/25/19	STANDARD BEARINGS	42.70	SLUDGE PUMP U-JOINT
24273	06/25/19	POSM SOFTWARE	1,500.00	ANNUAL SUPPORT FY 2020
24274	06/25/19	UTILITY EQUIPMENT CO	64.35	PLANT HYDRANT PARTS
24275	06/25/19	VOID		
24276	06/25/19	VOID		
24277	06/25/19	VOID		
24278	07/11/19	ALLIANT ENERGY	17,900.48	ELECTRIC/GAS
24279	07/11/19	PETTY CASH	113.92	POSTAGE/SUPPLIES
24280	07/11/19	TESTAMERICA LABS	2,562.00	LAB TESTING
24281	07/11/19	BACON, STEVE	283.98	UNIFORM REIMB./FY 2020 CELL PHONE ALLOWANCE
24282	07/11/19	TUSHA, TED	240.00	FY 2020 CELL PHONE ALLOWANCE
24283	07/11/19	SPILMAN, DENNIS	240.00	FY 2020 CELL PHONE ALLOWANCE
24284	07/11/19	ABSOLUTE WASTE REMOVAL	109.40	WASTE DISPOSAL SERVICE
24285	07/11/19	FULLERTON, RON	240.00	FY 2020 CELL PHONE ALLOWANCE
24286	07/11/19	PUEGGEL, GRANT	240.00	FY 2020 CELL PHONE ALLOWANCE
24287	07/11/19	MEYER, LOTHAR	9.74	2ND QTR 2019 MILEAGE
24288	07/11/19	WOLFRAM, JR., ROBERT	27.26	2ND QTR 2019 MILEAGE
24289	07/11/19	MOORE, TAYLOR	240.00	FY 2020 CELL PHONE ALLOWANCE
24290	07/11/19	MOORE, ANGIE	300.00	JUNE CLEANING SERVICES
24291	07/11/19	HANCOCK COUNTY CO-OP	300.65	GAS
24292	07/11/19	HUGI, GARY	26.68	2ND QTR 2019 MILEAGE
24293	07/11/19	HANSON, MITCHELL	240.00	FY 2020 CELL PHONE ALLOWANCE
24294	07/11/19	UNSWORTH, TERRY	9.86	2ND QTR 2019 MILEAGE
24295	07/11/19	BALE, MARK	6.96	2ND QTR 2019 MILEAGE
24296	07/11/19	IA DEPT OF AG & LAND STEWARD.	15.00	COMMERCIAL APPLICATOR APP FEE - PUEGGEL
			<u>530,046.78</u>	

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

Check #	Date	Vendor Name	Amount	Description
PENDING	7/16/19	ACCELA	530.10	CREDIT CARD/WEB FEES
PENDING	7/16/19	CULVER-HAHN ELECTRIC	26.76	BLDG 30 BISULFITE LINE
PENDING	7/16/19	ELLIOTT EQUIPMENT	4,443.34	CAMERA TRUCK & CAMERA REPAIRS
PENDING	7/16/19	GLEN'S TIRE SERVICE INC.	28.03	TRUCK #2 FLAT REPAIR
PENDING	7/16/19	GRABINSKI LAW FIRM	217.00	ANNEXATION PETITION PREP & FILING FEES
PENDING	7/16/19	MID-AMERICA PUBLISHING CORP	118.24	MINUTE PUBLICATIONS
PENDING	7/16/19	NAPA	130.03	PARTS/SUPPLIES
PENDING	7/16/19	SUBSURFACE INSTRUMENTS INC.	370.00	PUSH CAMERA REPAIRS
PENDING	7/16/19	UNITED RENTALS, INC.	285.96	MINI EXCAVATOR RENTAL
PENDING	7/16/19	FARUS, BETHANIE	12.56	REFUND
PENDING	7/16/19	FORMANEK, RICHARD & MARCIA	9.58	REFUND
PENDING	7/16/19	PATE, JEFFREY	21.73	REFUND
PENDING	7/16/19	SCHNECKLOTH, LORI	105.77	REFUND
PENDING	7/16/19	WEBER, WAYNE	7.05	REFUND
			6,306.15	