

**MINUTES OF BOARD OF TRUSTEES: October 15, 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)  
Mark Bale (Vice President)  
Lothar Meyer (Treasurer)  
Robert Wolfram, Jr. (Clerk)  
Terry Unsworth

Absent:

Also present: Kevin Moler, Administrator  
Taylor Moore, Office Manager  
Mitch Hanson, Superintendent  
Jaremy Kotta, WHKS (by phone)  
Bill Bredlow, City of Ventura  
Mike Ritter, City of Clear Lake Building Official

Item #1. Opportunity for public to speak. No public present.

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

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

Item #4. Approve September 17<sup>th</sup> and 25<sup>th</sup>, 2019 board meeting minutes. Motion by Bale, second by Wolfram to approve the minutes. Motion carried all Trustees present voting aye.

Item #5. Confined Space Entry Equipment Quote, \$6,696. Motion by Unsworth, second by Bale to approve the quote. Motion carried all Trustees present voting aye.

Item #6. SBR Inner Wall Project.

- WHKS's Amendment to Engineering Contract, \$4,500. Motion by Unsworth, second by Wolfram to approve the amendment. Motion passed all Trustees present voting aye.
- Resolution 19-13, 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. Motion by Meyer, second by Bale to approve Resolution 19-13. Motion carried all Trustees present voting aye.

Item #7. Mongan's Lift Station 3 Manhole and Wet Well Wall Rehab Project Pay Request, \$13,587. Motion by Wolfram, second by Unsworth to approve the pay request. Motion carried all Trustees present voting aye.

Item #8. Amendment to Ordinance No. 7. Motion by Wolfram, second by Meyer to add a \$25 late fee if water meter records are not submitted by the 25<sup>th</sup> of each month and a late fee of \$99 if an annual water meter records inspection is not scheduled within 30 days of June 1 each year. Motion passed all Trustees present voting aye.

Item #9. Employee Wage and Benefits Adjustment. Motion by Bale, second by Unsworth that effective November 1, 2019 a 2.5% employee wage increase effective and to increase employee medical insurance single plan premium contribution from \$28.75 to \$50 per month and the

family plan premium contribution from \$115 to \$200 per month. Motion carried all Trustees present voting aye.

Item #10. Unfinished Business. No report given.

Item #11. Administrator’s Report. Moler provided the Board with information regarding a sump pump violation, water reuse payments, and the DNR inspection and asked for any comments. The Board discussed the water reuse payment matter and the noted DNR inspection violations related to the Iowa Powder Craft Treatment Agreement.

Item #12. Trustees Report. The Board and staff discussed staffing needs for the office.

There being no further business to discuss, motion by Meyer, second by Wolfram to adjourn. Motion carried, all trustees present voting ‘aye’. Meeting adjourned at 6:35 p.m.

ATTEST:

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Bobby Wolfram, Jr., Clerk

**Clear Lake Sanitary District**  
**Standard Monthly Invoices already paid as of October 15, 2019**

Check #	Date	Vendor Name	Amount	Description
EFT	09/25/19	NET PAYROLL	15,481.54	09/25/19 NET PAYROLL
EFT	09/25/19	FEDERAL W/H	5,940.37	09/25/19 FEDERAL WITHHOLDING
EFT	09/25/19	DHS W/H	230.77	09/25/19 DHS WITHHOLDING
EFT	09/25/19	EMPLOYEE HSA CONTRIBUTIONS	25.00	09/25/19 EMPLOYEE HSA CONTRIBUTIONS
EFT	09/25/19	IPERS W/H	7,452.14	09/25/19 IPERS WITHHOLDING
EFT	09/25/19	IA DEPT. REV.	2,304.00	09/25/19 STATE W/H
EFT	09/25/19	IA WORKFORCE DEVELOPMENT	17.32	3RD QTR 2019 UNEMPLOYMENT
EFT	10/04/19	IA DEPT. REV.	3,479.00	3RD QTR 2019 SALES TAX
EFT	10/09/19	NET PAYROLL	16,761.63	10/09/19 NET PAYROLL
EFT	10/09/19	BOARD PAYROLL	2,124.05	10/09/19 BOARD 3RD QTR 2019 PAYROLL
EFT	10/09/19	FEDERAL W/H	6,572.62	10/09/19 FEDERAL WITHHOLDING
EFT	10/09/19	DHS W/H	230.77	10/09/19 DHS WITHHOLDING
EFT	10/09/19	EMPLOYEE HSA CONTRIBUTIONS	25.00	10/09/19 EMPLOYEE HSA CONTRIBUTIONS
EFT	10/10/19	POSTMASTER	1,349.32	OCT BILL MAILING
24489	09/24/19	ALLIANT ENERGY	1,922.39	ELECTRIC/GAS
24490	09/24/19	EMC NATIONAL LIFE	93.72	LIFE INSURANCE PREMIUMS
24491	09/24/19	CRESCENT ELECTRIC	1,692.73	WIRE - NUTRIENT REDUCTION PROJECT
24492	09/24/19	TESTAMERICA LABS	418.00	DMRQA/LAB TESTING
24493	09/24/19	WELLMARK BCBS	12,297.52	HEALTH INSURANCE PREMIUMS
24494	09/24/19	GOODNATURES WORK STOP	99.97	EMPLOYEE BOOTS
24495	09/24/19	J&J MACHINE	195.51	THREADED PIPE - NUTRIENT REDUCTION PROJ.
24496	09/24/19	PRINCIPAL FINANCIAL	1,001.64	DENTAL INSURANCE PREMIUMS
24497	09/24/19	PEKIN LIFE INSURANCE	586.68	LIFE INSURANCE PREMIUMS
24498	09/24/19	INTERSTATE ALL BATTERY	145.20	LS #7 BATTERY
24499	09/24/19	CARDMEMBER SERVICES	894.39	HACH - LAB SUPPLIES
24499	09/24/19	CARDMEMBER SERVICES	13.63	KRAMER - GRIT SYSTEM PARTS
24499	09/24/19	CARDMEMBER SERVICES	1,703.50	NORTH CENTRAL LABS - LAB SUPPLIES
24499	09/24/19	CARDMEMBER SERVICES	326.26	CLTEL - PHONE/INTERNET SERVICE
24499	09/24/19	CARDMEMBER SERVICES	45.98	KRAMER - SHOP SUPPLIES
24499	09/24/19	CARDMEMBER SERVICES	2,646.16	N1 CRITICAL - LS #9 & 10 BATTERY BACKUPS
24499	09/24/19	CARDMEMBER SERVICES	34.99	OLSON'S TRADING POST - DRILL BIT SET
24499	09/24/19	CARDMEMBER SERVICES	1,053.20	IDEXX - LAB SUPPLIES
24499	09/24/19	CARDMEMBER SERVICES	130.03	VERIZON - PLANT CELL/CPU SERVICE

24499	09/24/19	CARDMEMBER SERVICES	2.96	KRAMER - SHOP SUPPLIES
24499	09/24/19	CARDMEMBER SERVICES	2,578.70	NELSON GLOBAL - PLANT GENERATOR CATALYST
24499	09/24/19	CARDMEMBER SERVICES	569.60	AMAZON - SUMP PUMP
24499	09/24/19	CARDMEMBER SERVICES	2,021.45	HACH - SBR LDO PROBE
24499	09/24/19	CARDMEMBER SERVICES	112.62	AMAZON - OFFICE/LAB SUPPLIES
24499	09/24/19	CARDMEMBER SERVICES	625.00	ELDRIDGE WELDING - PRETREATMENT BYPASS PROJ.
24499	09/24/19	CARDMEMBER SERVICES	17.95	KRAMER - PARTS - PRETREATMENT BYPASS PROJ.
24499	09/24/19	CARDMEMBER SERVICES	47.95	KRAMER - PARTS - PRETREATMENT BYPASS PROJ.
24499	09/24/19	CARDMEMBER SERVICES	50.97	KRAMER - PARTS - PRETREATMENT BYPASS PROJ.
24499	09/24/19	CARDMEMBER SERVICES	75.91	MENARDS - PARTS - PRETREATMENT BYPASS PROJ.
24499	09/24/19	CARDMEMBER SERVICES	51.96	KRAMER - PARTS - PRETREATMENT BYPASS PROJ.
24499	09/24/19	CARDMEMBER SERVICES	92.23	MICROSOFT AZURE - CLOUD BACKUP SERVICE
24499	09/24/19	CARDMEMBER SERVICES	139.82	MENARDS - PARTS - PRETREATMENT BYPASS PROJ.
24499	09/24/19	CARDMEMBER SERVICES	1,471.80	CUMMINS - PLANT GENERATOR MAINTENANCE
24499	09/24/19	CARDMEMBER SERVICES	83.99	BEST WESTERN - CONFERENCE LODGING - MOLER
24499	09/24/19	CARDMEMBER SERVICES	83.99	BEST WESTERN - CONFERENCE LODGING - HANSON
24499	09/24/19	CARDMEMBER SERVICES	83.99	BEST WESTERN - CONFERENCE LODGING - SPILMAN
24499	09/24/19	CARDMEMBER SERVICES	36.58	KRAMER - SHOP SUPPLIES
24499	09/24/19	CARDMEMBER SERVICES	100.00	EBAY - LS #3 FUSES
24500	09/24/19	B&F FASTENER SUPPLY	143.96	PARTS - PRETREATMENT BYPASS REHAB PROJ.
24501	09/24/19	GRAINGER	637.09	ADMIN BUILDING AIR PURIFIER
24502	09/24/19	CULVER-HAHN ELECTRIC	1,492.00	PARTS - NUTRIENT REDUCTION PROJ/LS #3 PROJ
24503	09/24/19	SJE RHOMBUS	3,749.48	3RD QTR PROGRAMMING
24504	09/24/19	VIKING ELECTRIC SUPPLY	409.72	WIRE - NUTRIENT REDUCTION PROJECT
24505	10/07/19	ALLIANT ENERGY	14,776.12	ELECTRIC/GAS
24506	10/07/19	FASTENAL CO.	68.82	PARTS - LS #3 REHAB PROJECT
24507	10/07/19	MARCO, INC.	63.73	COPIER MAINTENANCE FEE
24508	10/07/19	MUNICIPAL SUPPLY, INC.	430.50	1" METERS & COUPLERS
24509	10/07/19	TESTAMERICA LABS	2,567.00	LAB TESTING
24510	10/07/19	MOLER, KEVIN	84.53	REIMBURSEMENT FOR CANOPY
24511	10/07/19	AVESIS	223.23	VISION INSURANCE PREMIUMS
24512	10/07/19	PUEGGEL, GRANT	100.26	ELECTRICAL LICENSE RENEWAL/MILEAGE REIMB.
24513	10/07/19	MOORE, ANGIE	300.00	CLEANING SERVICES
24514	10/07/19	HANCOCK COUNTY CO-OP	338.46	GAS
24515	10/10/19	MEYER, LOTHAR	12.18	3RD QTR 2019 MILEAGE
24516	10/10/19	WOLFRAM, JR, ROBERT	27.26	3RD QTR 2019 MILEAGE
24517	10/10/19	HUGI, GARY	26.68	3RD QTR 2019 MILEAGE
24518	10/10/19	UNSWORTH, TERRY	9.86	3RD QTR 2019 MILEAGE
24519	10/10/19	BALE, MARK	4.18	3RD QTR 2019 MILEAGE
			<u>121,007.56</u>	

**Clear Lake Sanitary District  
Unpaid Invoices as of October 15, 2019**

Check #	Date	Vendor Name	Amount	Description
PENDING	10/15/19	ABSOLUTE WASTE REMOVAL	144.43	WASTE DISPOSAL SERVICE
PENDING	10/15/19	ACCELA	519.65	CREDIT CARD/WEB FEES
PENDING	10/15/19	AHLERS & COONEY, P.C.	672.00	LEGAL SERVICES
PENDING	10/15/19	AQUA-AEROBIC SYSTEMS	1,519.38	NUTRIENT REDUCTION PROJ - INTELLIPRO
PENDING	10/15/19	CENTRAL SERVICE & SUPPLY, INC.	4,164.00	LS #3 REHAB PROJECT PARTS
PENDING	10/15/19	CENTRAL SERVICE & SUPPLY, INC.	1,350.00	PRETREATMENT BYPASS REHAB PROJ - PARTS
PENDING	10/15/19	CULVER-HAHN ELECTRIC	865.95	LS #3 & NUTRIENT REDUCT. PROJ. PARTS
PENDING	10/15/19	FEDERAL FIRE EQUIPMENT CO.	142.00	EXTINGUISHER INSPECTION/MAINT.
PENDING	10/15/19	GLEN'S TIRE SERVICE INC.	10.00	JD MOWER TIRE REPAIR
PENDING	10/15/19	GRP & ASSOCIATES	106.50	LAB WASTE DISPOSAL
PENDING	10/15/19	KINEQUIP, INC.	1,076.15	BLOWER FELT FILTER ELEMENTS
PENDING	10/15/19	MECAHNICAL AIR SYSTEMS	75.00	BLDG 30 A/C MAINTENANCE
PENDING	10/15/19	MID-AMERICA PUBLISHING CORP	232.17	MINUTE/LEGAL PUBLICATIONS

PENDING	10/15/19	MIDWEST PIPE SUPPLY	185.76	PARTS/SUPPLIES
PENDING	10/15/19	MONGAN PAINTING	13,587.00	LS #3 REHAB PROJECT - COATING
PENDING	10/15/19	NAPA	15.24	PARTS/SUPPLIES
PENDING	10/15/19	VULCAN INDUSTRIES, INC.	846.00	THICKENER PARTS
PENDING	10/15/19	WIESER PRECAST STEPS	3,900.00	LS #3 REHAB PROJ - MANHOLE PARTS
PENDING	10/15/19	NELSON, ANGELA	17.83	REFUND
			<u>29,429.06</u>	