

MINUTES OF BOARD OF TRUSTEES: January 21, 2020
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) – via telephone
Lothar Meyer (Treasurer)
Robert Wolfram, Jr. (Clerk)

Absent:

Also present: Mitch Hanson, Administrator
Taylor Moore, Finance Director
Bill Bredlow, City of Ventura

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

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

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

Item #4. Approve December 17th, 2019 board meeting minutes. Motion by Bale, second by Wolfram to approve the minutes. Motion carried all Trustees present voting 'aye'.

Item #5. Set FY 2021 Budget Public Hearing Date. Motion by Wolfram, second by Meyer to set the FY 2021 Budget Public Hearing Date for February 18th, 2020 at 5:30 pm. Motion carried all Trustees present voting 'aye'.

Item #6. Lab Test Pricing. Motion by Meyer, second by Bale to approve a lab test pricing increase of \$13 per test on bacteria samples effective July 1st, 2020. Motion carried, Hugi, Meyer, Bale voting 'aye' and Wolfram voting 'nay'.

Item #7. Tertiary Building Bearing Kit Purchase. Hanson stated that Alliant had already approved the purchase of these bearing kits for the filters in the tertiary building. Motion by Wolfram, second by Bale to approve the purchase of the bearing kits in the amount of \$5,150.40. Motion carried, all Trustees present voting 'aye'.

Item #8. Unfinished Business. No unfinished business to be discussed.

Item #9. Administrator's Report. Hanson noted that the District received a notice of violation from the DNR for the emissions on the plant generator. The pressure differential issues discovered during the Stack test led to a failed test. Hanson intends to respond to the DNR with a letter detailing the steps that will be taken to get back into compliance.

Hanson stated that he met with Flory and other City of Clear Lake officials regarding the grease problems at Lift Station #5. The District will continue to try to educate businesses on the grease issues and attempt to come up with other solutions to reduce the amount of grease coming to the plant.

Item #10. Trustees Report.

- Personnel Matters. Note: The Board reserves the right to go into closed session per Iowa Code 21.5(1)(i). To evaluate the professional competency of an individual whose appointment, hiring, performance or discharge is being considered when necessary to prevent needless and irreparable injury to that individual's reputation and that individual requests a closed session. Motion by Meyer, second by Wolfram to go into closed session as per Iowa Code 21.5(1)(i) at 6:32 pm. Motion carried, all Trustees present voting 'aye'. Motion by Meyer, second by Wolfram to go back into open session at 6:48 pm. Motion carried, all Trustees present voting 'aye'.

Motion by Meyer, second by Wolfram to approve merit raises for Tusha and Case as discussed. Motion carried, all Trustees present voting 'aye'.

- Elect Officers. Motion by Wolfram, second by Meyer to make Mark Bale the President, Gary Hugi the Vice-President, and to leave Lothar Meyer and Robert Wolfram Jr as Treasurer and Clerk respectively. Motion carried, all Trustees present voting 'aye'.

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 6:50 p.m.

ATTEST:

Bobby Wolfram, Jr., Clerk

Clear Lake Sanitary District
Standard Monthly Invoices already paid as of January 21, 2020

Check #	Date	Vendor Name	Amount	Description
EFT	12/18/19	NET PAYROLL	38,032.67	12/18/19 NET PAYROLL
EFT	12/18/19	FEDERAL W/H	12,751.85	12/18/19 FEDERAL WITHHOLDING
EFT	12/18/19	DHS W/H	230.77	12/18/19 DHS WITHHOLDING
EFT	12/18/19	EMPLOYEE HSA CONTRIBUTIONS	25.00	12/18/19 EMPLOYEE HSA CONTRIBUTIONS
EFT	12/18/19	IPERS W/H	7,074.41	12/18/19 IPERS WITHHOLDING
EFT	12/18/19	IA DEPT. REV.	3,448.00	12/18/19 STATE W/H
EFT	01/02/20	NET PAYROLL	13,703.74	01/02/20 NET PAYROLL
EFT	01/02/20	BOARD PAYROLL	1,662.30	01/02/20 BOARD 4TH QTR 2019 PAYROLL
EFT	01/02/20	FEDERAL W/H	5,166.58	01/02/20 FEDERAL WITHHOLDING
EFT	01/02/20	DHS W/H	230.77	01/02/20 DHS WITHHOLDING
EFT	01/02/20	EMPLOYEE HSA CONTRIBUTIONS	100.00	01/02/20 EMPLOYEE HSA CONTRIBUTIONS
EFT	01/03/20	IA DEPT. REV.	2,572.00	4TH QTR 2019 SALES TAX
EFT	01/10/20	POSTMASTER	1,345.57	JAN BILL MAILING
EFT	01/15/20	NET PAYROLL	14,307.84	01/15/20 NET PAYROLL
EFT	01/15/20	FEDERAL W/H	5,073.42	01/15/20 FEDERAL WITHHOLDING
EFT	01/15/20	DHS W/H	230.77	01/15/20 DHS WITHHOLDING
EFT	01/15/20	EMPLOYEE HSA CONTRIBUTIONS	100.00	01/15/20 EMPLOYEE HSA CONTRIBUTIONS
24621	12/31/19	IOWA ONE CALL	30.80	LOCATE CHARGES
24622	12/31/19	ALLIANT ENERGY	2,641.45	ELECTRIC/GAS
24623	12/31/19	EMC NATIONAL LIFE	93.72	LIFE INSURANCE PREMIUMS
24624	12/31/19	PLUMB SUPPLY	123.17	FAN MOTOR - BLOWER ROOM FURNACE
24625	12/31/19	VAN METER, INC.	273.76	TIMING RELAYS
24626	12/31/19	MUNICIPAL SUPPLY	1,807.69	METERS/BLDG 30 BUTTERFLY VALVE
24627	12/31/19	SPILMAN, DENNIS	31.09	DEC ON-CALL MILEAGE
24628	12/31/19	WELLMARK BCBS	12,598.74	HEALTH INSURANCE PREMIUMS
24629	12/31/19	FEDERAL EXPRESS	68.16	SHIPPING CHARGES
24630	12/31/19	FULLERTON, RON	40.37	DEC ON-CALL MILEAGE
24631	12/31/19	AVESIS	200.13	VISION INSURANCE PREMIUMS

24632	12/31/19	MIDWEST PIPE SUPPLY	149.00	PARTS/SHOP SUPPLIES
24633	12/31/19	POTTER & BRANT, PLC	4,000.00	FY 2019 AUDIT CHARGES
24634	12/31/19	PRINCIPAL FINANCIAL GROUP	953.55	DENTAL INSURANCE PREMIUMS
24635	12/31/19	PEKIN LIFE INSURANCE	487.06	LIFE INSURANCE PREMIUMS
24636	12/31/19	MEYER, LOTHAR	9.74	4TH QTR 2019 MILEAGE
24637	12/31/19	WOLFRAM, JR, ROBERT	21.81	4TH QTR 2019 MILEAGE
24638	12/31/19	WHKS & CO.	141.38	2019 SEWER LINING PROJ - CONST. ADMIN
24639	12/31/19	CARDMEMBER SERVICES	155.34	MENARDS - SIDEWALK SALT/SHOP SUPPLIES
24639	12/31/19	CARDMEMBER SERVICES	1,398.49	NCLABS - LAB SUPPLIES
24639	12/31/19	CARDMEMBER SERVICES	326.67	CLTEL - PHONE/INTERNET SERVICE
24639	12/31/19	CARDMEMBER SERVICES	3.00	KRAMER - DUMP TRUCK ROPE
24639	12/31/19	CARDMEMBER SERVICES	205.44	USA BLUEBOOK - JET TRUCK HOSE
24639	12/31/19	CARDMEMBER SERVICES	130.66	VERIZON - PLANT CELL/CPU SERVICE
24639	12/31/19	CARDMEMBER SERVICES	14.34	KRAMER - JET TRUCK CLAMP
24639	12/31/19	CARDMEMBER SERVICES	122.95	MENARDS - PLANT SUPPLIES
24639	12/31/19	CARDMEMBER SERVICES	89.57	KRAMER - SHOP SUPPLIES
24639	12/31/19	CARDMEMBER SERVICES	90.56	MICROSOFT - AZURE BACKUP SERVICES
24639	12/31/19	CARDMEMBER SERVICES	575.00	SUBSURFACE INSTRUMENTS - PUSH CAMERA REPAIR
24639	12/31/19	CARDMEMBER SERVICES	493.90	THERMOWORKS - LAB THERMOMETER CALIBRATIONS
24639	12/31/19	CARDMEMBER SERVICES	520.30	HACH - LAB SUPPLIES
24639	12/31/19	CARDMEMBER SERVICES	12.49	AMAZON - OFFICE SUPPLIES
24639	12/31/19	CARDMEMBER SERVICES	24.55	AMAZON - OFFICE SUPPLIES
24639	12/31/19	CARDMEMBER SERVICES	146.99	AMAZON - CAT6 CABLE
24639	12/31/19	CARDMEMBER SERVICES	94.93	AMAZON - GLOVES
24639	12/31/19	CARDMEMBER SERVICES	635.87	LANDS' END - UNIFORMS
24639	12/31/19	CARDMEMBER SERVICES	74.63	AMAZON - BATTERIES
24639	12/31/19	CARDMEMBER SERVICES	103.65	AMAZON - OFFICE/PLANT SUPPLIES
24640	12/31/19	MOORE, ANGIE	300.00	DEC CLEANING SERVICES
24641	12/31/19	B&F FASTENER SUPPLY	40.12	SHOP SUPPLIES
24642	12/31/19	CONSOLIDATED ENERGY	2,398.03	DIESEL FUEL
24643	12/31/19	HUGI, GARY	21.34	4TH QTR 2019 MILEAGE
24644	12/31/19	HANSON, MITCHELL	76.56	NOV MILEAGE
24645	12/31/19	UNSWORTH, TERRY	3.94	4TH QTR 2019 MILEAGE
24646	12/31/19	BALE, MARK	5.57	4TH QTR 2019 MILEAGE
24647	01/06/20	TUSHA, TED	2,000.00	2020 HSA CONTRIBUTION
24648	01/06/20	CASE, MICHELLE	2,000.00	2020 HSA CONTRIBUTION
24649	01/06/20	SPILMAN, DENNIS	2,000.00	2020 HSA CONTRIBUTION
24650	01/06/20	FULLERTON, RON	2,000.00	2020 HSA CONTRIBUTION
24651	01/06/20	PUEGGEL, GRANT	1,000.00	2020 HSA CONTRIBUTION
24652	01/06/20	MOORE, TAYLOR	2,000.00	2020 HSA CONTRIBUTION
24653	01/06/20	HANSON, MITCHELL	2,000.00	2020 HSA CONTRIBUTION
24654	01/07/20	CASE, MICHELLE	2,000.00	2019 HSA CONTRIBUTION/DEDUCTIBLE REIMB.
24655	01/07/20	FULLERTON, RON	1,742.60	2019 HSA CONTRIBUTION/DEDUCTIBLE REIMB.
24656	01/07/20	HANSON, MITCHELL	2,000.00	2019 HSA CONTRIBUTION/DEDUCTIBLE REIMB.
24657	01/08/20	TUSHA, TED	4,000.00	2020 HSA CONTRIBUTION/DEDUCTIBLE REIMB.
24658	01/16/20	ALLIANT ENERGY	19,604.83	ELECTRIC/GAS
24659	01/16/20	EMC NATIONAL LIFE	93.72	LIFE INSURANCE PREMIUMS
24660	01/16/20	MARCO, INC.	49.31	DEC COPIER MAINT. FEE
24661	01/16/20	TESTAMERICA LABS	3,850.00	NOV/DEC LAB TESTING
24662	01/16/20	WELLMARK BCBS	12,598.74	HEALTH INSURANCE PREMIUMS
24663	01/16/20	ABSOLUTE WASTE REMOVAL	115.93	WASTE DISPOSAL SERVICE
24664	01/16/20	PEKIN LIFE INSURANCE	487.06	LIFE INSURANCE PREMIUMS
24665	01/16/20	HANCOCK COUNTY CO-OP	249.06	GAS
			<u>197,583.45</u>	

**Clear Lake Sanitary District
Unpaid Invoices as of January 21, 2020**

Check #	Date	Vendor Name	Amount	Description
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PENDING	1/21/20	ADVANTAGE ADMINISTRATORS	300.00	2020 POP PLAN RENEWAL
PENDING	1/21/20	AHLERS & COONEY, P.C.	11,379.48	LEGAL SERVICES
PENDING	1/21/20	AQUA-AEROBIC SYSTEMS	34,994.74	BLDG 30 FILTER CLOTH SOCKS
PENDING	1/21/20	COMPREHENSIVE EMISSION SERV.	2,376.00	PLANT GENERATOR EMISSION TESTING
PENDING	1/21/20	CULVER-HAHN ELECTRIC	123.11	SHOP SUPPLIES
PENDING	1/21/20	DJ GONGOL & ASSOCIATES, INC.	1,640.24	BLDG 30 FILTER PARTS
PENDING	1/21/20	GRABINSKI LAW FIRM	200.00	LEGAL SERVICES - ORD. #7
PENDING	1/21/20	GRP & ASSOCIATES	106.50	LAB WASTE DISPOSAL
PENDING	1/21/20	HEARTLAND PAPER CO.	332.34	PLANT SUPPLIES
PENDING	1/21/20	KNORR ELECTRIC	91.50	BLDG 30 FILTER PUMP BEARING
PENDING	1/21/20	LANDFILL OF NORTH IOWA	35.00	WASTE/GRIT DISPOSAL
PENDING	1/21/20	MEYER, LOTHAR	44.00	LOCK BOX/GLOVES
PENDING	1/21/20	MID-AMERICA PUBLISHING CORP	161.88	MINUTE/LEGAL PUBLICATIONS
PENDING	1/21/20	SNAP-ON TOOLS	508.50	SHOP TOOLS
PENDING	1/21/20	SPRINGBROOK	497.80	CREDIT CARD/ONLINE SYSTEM FEES
PENDING	1/21/20	WHKS	2,490.00	SBR INNER WALL PROJ. ENGINEERING
PENDING	1/21/20	WORTH COUNTY EXTENSION	70.00	TURFGRASS TRAINING COURSE
PENDING	1/21/20	LITWILER, TAYLOR	14.84	REFUND
			<u>55,365.93</u>	