

MINUTES OF BOARD OF TRUSTEES: April 21, 2020
CLEAR LAKE SANITARY DISTRICT, CERRO GORDO COUNTY, IOWA

The regular board meeting was called to order by President Bale at 1:30 p.m. Bale indicated to those present that the meeting was being tape recorded for meeting minute generation purposes.

Trustees present: Mark Bale (President) (via phone)
Gary Hugi (Vice President) (via phone)
Lothar Meyer (Treasurer) (via phone)
Robert Wolfram, Jr. (Clerk) (via phone)

Absent: Larry Adams

Also present: Mitch Hanson, Administrator
Taylor Moore, Finance Director
Mike Ritter, City of Clear Lake Building Official (via phone)

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

Item #2. Approve March 2020 Financial Statement. Motion by Hugi, second by Wolfram to approve the March 2020 Financial Statement. Motion carried all Trustees present voting 'aye'.

Item #3. Approve March 2020 Invoices. Motion by Hugi, second by Wolfram to approve the March 2020 Invoices. Motion carried all Trustees present voting 'aye'.

Item #4. Approve March 17th and April 9th, 2020 board meeting minutes. Motion by Hugi, second by Wolfram to approve the March 17th and April 9th, 2020 board meeting minutes. Motion carried all Trustees present voting 'aye'.

Item #5. SBR Inner Wall Project – Pay Request #1 \$80,940.00. Motion by Meyer, second by Hugi to approve the SBR Inner Wall Project Pay Request #1 in the amount of \$80,940.00. Motion carried, all Trustees present voting 'aye'.

Item #6. Account Adjustment #005069-003. Markquardt called and wrote a letter requesting a credit for his water leaks he's been repairing over the past few months. The water did not enter the sewer system. Moore stated that based on averages the credit would be \$2,810.44 over the last four months. Motion by Meyer, second by Hugi to approve a credit of \$2,810.44. Motion carried, all Trustees present voting 'aye'.

Item #7. Tractor Sludge Pump Parts – Borger \$6,124.55. Hanson stated that this is a key piece of equipment for the District as it not only pumps sludge into the TerraGator, but it's also used as a backup pump for lift stations and other emergency situations. Hanson believes that rebuilding the pump will get at least another 5-7 years out of it as it was repaired 7 years ago as well. Motion by Hugi, second by Wolfram to approve the purchase of Borger pump parts in the amount of \$6,124.55. Motion carried, all Trustees present voting 'aye'.

Item #8. Main Entrance Repairs – Henkel \$24,995.00. Hanson stated that our front entry is still needing of repairs and the front door keeps getting worse. The quote from Henkel is in the amount of \$24,995.00 and would be for the repairs of the front entry door, stoop and pillars. Motion by Meyer, second by Hugi to approve Henkel's quote in the amount of \$24,995.00. Motion carried, all Trustees present voting 'aye'.

Item #9. Unfinished Business. No unfinished business to be discussed.

Item #10. Administrator's Report.

- Vehicle Purchases. Hanson noted that we have received the new trucks and that we received \$5,000 on trade-in for the Colorado.
- HVAC Humidifier Quote – Burtness \$14,412.00. Hanson reminded the Board that this is not something pressing, but more for a Fall project. Hanson also stated that this quote did not include integration into Woodman Controls, and requested that be added to the bid. This was tabled.
- Budget Amendment. Moore said the trucks, pretreatment building influent channel rehab project, lift station #3 rehab project, and the higher than expected bids on the SBR inner wall project will put the District over budget and recommended that the budget be amended by at least \$300,000 to cover these expenses. Moore requested that the District published in the May 6th paper for the public hearing for the budget amendment which would be before the May 19th board meeting. The Board agreed.
- Worth County Supervisors Services Contract Proposal. Hanson noted that after discussions regarding this Contract with each Board member, this just isn't the time to pursue this right now and the District may revisit it next year.
- COVID-19 Update. Hanson said that all employees are back on site, except for rotating office staff. The operations staff has been split into two teams, and outside team and an inside team. These teams rotate every other week and have limited to no contact with each other. District has also started receiving lab samples again, but it's by appointment only.

Item #11. Trustee's Report. Hugi inquired about hiring someone to mow lawns over the summer. Hanson agreed and stated he'd look into it.

Item #12. UV Building Project. The Board of Trustees reserves the right to go into closed session per Iowa Code Section 21.5(c). Motion by Meyer, second by Wolfram to enter into closed session as per Iowa Code Section 21.5(c) at 2:30 p.m. Motion carried all Trustees present voting 'aye'. Motion by Hugi, second by Meyer to go back into open session at 2:45 p.m. Motion carried, all Trustees present voting 'aye'.

There being no further business to discuss, motion by Hugi, second by Meyer to adjourn. Motion carried, all trustees present voting 'aye'. Meeting adjourned at 2:46 p.m.

ATTEST:

Bobby Wolfram, Jr., Clerk

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

Check #	Date	Vendor Name	Amount	Description
EFT	03/23/20	CLEAR LAKE B&T	67.70	DEPOSIT SLIP ORDER
EFT	03/24/20	NET PAYROLL	15,202.89	03/24/20 NET PAYROLL
EFT	03/24/20	FEDERAL W/H	5,369.67	03/24/20 FEDERAL WITHHOLDING
EFT	03/24/20	DHS W/H	230.77	03/24/20 DHS WITHHOLDING
EFT	03/24/20	EMPLOYEE HSA CONTRIBUTIONS	100.00	03/24/20 EMPLOYEE HSA CONTRIBUTIONS
EFT	03/24/20	IPERS W/H	7,195.83	03/24/20 IPERS WITHHOLDING
EFT	03/24/20	IA DEPT. REV.	2,074.00	03/24/20 STATE W/H
EFT	03/25/20	IA WORKFORCE DEVELOPMENT	145.81	1ST QTR 2020 UNEMPLOYMENT
EFT	04/03/20	POSTMASTER	1,358.11	APR BILL MAILING
EFT	04/06/20	IA DEPT. REV.	2,053.00	1ST QTR 2020 SALES TAX
EFT	04/08/20	BOARD PAYROLL	1,569.95	04/08/20 BOARD 1ST QTR 2020 PAYROLL
EFT	04/08/20	NET PAYROLL	16,097.28	04/08/20 NET PAYROLL
EFT	04/08/20	FEDERAL W/H	5,933.57	04/08/20 FEDERAL WITHHOLDING

EFT	04/08/20	DHS W/H	230.77	04/08/20 DHS WITHHOLDING
EFT	04/08/20	EMPLOYEE HSA CONTRIBUTIONS	100.00	04/08/20 EMPLOYEE HSA CONTRIBUTIONS
24767	03/27/20	ALLIANT ENERGY	2,667.17	ELECTRIC/GAS
24768	03/27/20	HEARTLAND PAPER CO.	215.00	PLANT SUPPLIES
24769	03/27/20	EMC NATIONAL LIFE	93.72	LIFE INSURANCE PREMIUMS
24770	03/27/20	PLUMB SUPPLY CO.	64.14	ADMIN BLDG FURNACE FILTERS
24771	03/27/20	TUSHA, TED	31.09	ON-CALL MILEAGE
24772	03/27/20	WELLMARK BLUE CROSS	15,968.56	HEALTH INSURANCE PREMIUMS
24773	03/27/20	FEDERAL EXPRESS	173.95	SHIPPING CHARGES
24774	03/27/20	GOODNATURES WORK STOP	159.99	SAFETY EQUIPMENT
24775	03/27/20	J&J MACHINING	474.68	THREAD BRASS FITTINGS
24776	03/27/20	AVESIS	200.13	VISION INSURANCE PREMIUMS
24777	03/27/20	POTTER & BRANT, PLC	6,300.00	FY 2019 AUDIT SERVICES
24778	03/27/20	PRINCIPAL FINANCIAL	1,214.65	DENTAL INSURANCE PREMIUMS
24779	03/27/20	PEKIN LIFE INSURANCE	487.06	LIFE INSURANCE PREMIUMS
24780	03/27/20	WHKS & CO.	1,258.58	2019 SEWER LINING PROJ - REVIEW
24781	03/27/20	CARDMEMBER SERVICES	(27.52)	LANDS END - RETURNED UNIFORMS
24781	03/27/20	CARDMEMBER SERVICES	29.99	KRAMERS - EXTENSION CORD
24781	03/27/20	CARDMEMBER SERVICES	9.98	KRAMERS - BLDG 30 PARTS
24781	03/27/20	CARDMEMBER SERVICES	91.61	MICROSOFT - AZURE BACKUP
24781	03/27/20	CARDMEMBER SERVICES	27.52	LANDS END - UNIFORMS
24781	03/27/20	CARDMEMBER SERVICES	(0.39)	KRAMER - RETURNED PARTS
24781	03/27/20	CARDMEMBER SERVICES	183.65	OLSEN CHAIN & CABLE - SHOP SLINGS/ANCHORS
24781	03/27/20	CARDMEMBER SERVICES	326.62	CLTEL - PHONE/INTERNET SERVICE
24781	03/27/20	CARDMEMBER SERVICES	1,779.44	IDEXX - LAB SUPPLIES
24781	03/27/20	CARDMEMBER SERVICES	620.33	HACH - LAB SUPPLIES
24781	03/27/20	CARDMEMBER SERVICES	703.04	GETMEREGERISTERED - MOORE/HANSON CONF. REG.
24781	03/27/20	CARDMEMBER SERVICES	128.26	CROWN AWARDS - APPRECIATION AWARDS
24781	03/27/20	CARDMEMBER SERVICES	1,829.16	NC LABS - LAB SUPPLIES
24781	03/27/20	CARDMEMBER SERVICES	244.36	HACH - LAB SUPPLIES
24781	03/27/20	CARDMEMBER SERVICES	328.03	AMAZON - OFFICE SUPPLIES
24781	03/27/20	CARDMEMBER SERVICES	10.66	AMAZON - OFFICE SUPPLIES
24781	03/27/20	CARDMEMBER SERVICES	158.00	AMAZON - SHOP SUPPLIES
24781	03/27/20	CARDMEMBER SERVICES	839.24	AMAZON - HEADSETS
24781	03/27/20	CARDMEMBER SERVICES	1,191.04	USA BLUEBOOK - BLDG 30 BISULFITE PUMP
24781	03/27/20	CARDMEMBER SERVICES	27.15	KRAMER - BLDG 30 SUPPLIES
24781	03/27/20	CARDMEMBER SERVICES	50.42	AMAZON - TOILET PARTS
24781	03/27/20	CARDMEMBER SERVICES	179.18	BEST WESTERN - CONFERENCE LODGING
24781	03/27/20	CARDMEMBER SERVICES	249.56	HACH - LAB SUPPLIES
24781	03/27/20	CARDMEMBER SERVICES	35.46	AMAZON - ENVELOPES
24781	03/27/20	CARDMEMBER SERVICES	62.55	KRAMER - SHOP SUPPLIES
24781	03/27/20	CARDMEMBER SERVICES	172.98	KRAMER- SBR INNER WALL PROJECT
24781	03/27/20	CARDMEMBER SERVICES	268.77	CONDUCTIX - JET TRUCK PARTS
24781	03/27/20	CARDMEMBER SERVICES	68.14	ZIEGLER - LS GENERATORS COOLANT
24781	03/27/20	CARDMEMBER SERVICES	3.98	KRAMER - BLDG 30 SUPPLIES
24781	03/27/20	CARDMEMBER SERVICES	1,446.71	OLSEN CHAIN & CABLE - LS #8 CHAIN
24781	03/27/20	CARDMEMBER SERVICES	35.71	AMAZON - OFFICE SUPPLIES
24782	03/27/20	SIOUX VALLEY ENVIRONMENTAL	2,335.50	ACRYLIC POLYMER
24783	03/27/20	HD SUPPLY	37.80	MARKING PAINT
24784	03/27/20	CC SCREEN PRINTING	84.28	UNIFORM EMBROIDERY
24785	03/27/20	POWER PLANT COMPLIANCE	6,000.00	PLANT GENERATOR STACK TEST
24786	04/10/20	ALLIANT ENERGY	19,727.77	ELECTRIC/GAS
24787	04/10/20	MARCO, INC.	70.19	COPIER MAINT. FEE
24788	04/10/20	TESTAMERICA LABS	2,424.50	LAB TESTING
24789	04/10/20	MEYER, LOTHAR	7.31	1ST QTR 2020 MILEAGE
24790	04/10/20	WOLFRAM, JR., ROBERT	21.81	1ST QTR 2020 MILEAGE
24791	04/10/20	MOORE, ANGIE	300.00	MAR CLEANING SERVICES
24792	04/10/20	CERRO GORDO COUNTY TREAS.	193.36	COUNTY STOP SIGN REPAIR
24793	04/10/20	HANCOCK COUNTY CO-OP	146.97	GAS
24794	04/10/20	HUGI, GARY	21.34	1ST QTR 2020 MILEAGE

24795	04/10/20	BALE, MARK	4.18	1ST QTR 2020 MILEAGE
24796	04/10/20	BIOSECURITY SERVICES	240.00	OFFICE FOGGING/DISINFECTION
24797	04/10/20	ADAMS, LARRY	11.14	1ST QTR 2020 MILEAGE
24798	04/10/20	SEUFFERLEIN, STEVEN	2,000.00	2020 HSA CONTRIBUTION
24799	04/10/20	ONE VISION	1,062.23	UTILITY BILLING REFUND
24800	04/17/20	OLLENBURG MOTORS, INC.	66,430.59	CHEVY SILVERADO 1500 x 2
			<u>199,230.67</u>	

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

Check #	Date	Vendor Name	Amount	Description
PENDING	4/21/20	ALLIANT ENERGY	2,609.44	GAS/ELECTRIC BILLS
PENDING	4/21/20	EMC NATIONAL LIFE	93.72	LIFE INSURANCE PREMIUMS
PENDING	4/21/20	FAREWAY	13.96	COFFEE
PENDING	4/21/20	GLEN'S TIRE SERVICE INC.	32.71	TORO MOWER TIRE REPAIR
PENDING	4/21/20	GOODNATURE WORK STOP	499.87	EMPLOYEE BOOTS/UNIFORMS
PENDING	4/21/20	INTERSTATE ALL BATTERY CENTER	157.25	COLORADO BATTERY
PENDING	4/21/20	LANDFILL OF NORTH IOWA	35.00	WASTE/GRIT DISPOSAL
PENDING	4/21/20	MERCYONE	78.00	NEW EMPLOYEE SCREENING
PENDING	4/21/20	MID-AMERICA PUBLISHING CORP	220.46	MINUTE PUBLICATIONS
PENDING	4/21/20	MN-IOWA ELECTRIC MOTORS	16.86	BLDG 30 FILTER PUMP PARTS
PENDING	4/21/20	NAPA	118.01	PARTS/SUPPLIES
PENDING	4/21/20	PEKIN	487.06	LIFE INSURANCE PREMIUMS
PENDING	4/21/20	SPRINGBROOK	511.10	CREDIT CARD/ONLINE SYSTEM FEES
PENDING	4/21/20	TEST AMERICA	43.00	LAB TESTING
PENDING	4/21/20	UNITED RENTALS, INC.	38.00	SAW RENTAL
PENDING	4/21/20	FRIEDERICH, DANIEL	17.90	REFUND
			<u>4,972.34</u>	