

MINUTES OF BOARD OF TRUSTEES: August 18, 2020
CLEAR LAKE SANITARY DISTRICT, CERRO GORDO COUNTY, IOWA

The regular board meeting was called to order by President Bale at 5:30 p.m. Bale indicated to those present that the meeting was being tape recorded for meeting minute generation purposes.

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

Absent:

Also present: Mitch Hanson, Administrator
Taylor Moore, Finance Director
Ron Fullerton, Assistant Superintendent
Mike Ritter, City of Clear Lake Building Official
Bill Bredlow, City of Ventura
Kevin Graves, WHKS

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

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

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

Item #4. Approve July 21st, 2020 board meeting minutes. Motion by Meyer, second by Hugi to approve the July 21st, 2020 board meeting minutes. Motion carried all Trustees present voting 'aye'.

President Bale requested to discuss Item #7 before Item #5.

Adams entered at 5:45 p.m.

Item #7. Pretreatment Improvement Project – WHKS. Kevin Graves from WHKS discussed the options and timelines for the upcoming Pretreatment Improvement Project. Motion by Hugi, second by Wolfram to approve options S1 and G1. Motion carried, all Trustees present voting 'aye'.

Item #5. Account Adjustment - #011982-001. Hanson explained that this property has no water service, yet is still being billed the bedroom rate on a seasonal basis. The property owner is requesting to have this reduced to only the base rate since there is currently no water at this property. Motion by Adams, second by Hugi to reduce the billing on account #011982-001 to base rate only until sold or the property has a water service. Motion carried, all Trustees present voting 'aye'.

Item #6. MB&T CD – 08/23/2020. The Board directed Moore to cash the CD, then request quotes for a \$250,000, 6-month CD and invest with the highest rate received.

Item #8. Front Entryway Pay Request - \$24,995.00. Motion by Meyer, second by Hugi to approve Henkel's pay request for the entryway in the amount of \$24,995.00. Motion carried, all Trustees present voting 'aye'.

Item #9. SBR Inner Wall Project – Pay Request #5 \$47,232.29. Motion by Hugi, second by Meyer to approve Pay Request #5. Motion carried, all Trustees present voting ‘aye’.

Item #10. Resolution 20-04 – Trustee Policy Manual. Engineering RFP/RFQ. Motion by Hugi, second by Meyer to approve Resolution 20-04 adding the Engineering RFP/RFO section to the Trustee Policy Manual. President Bale called roll with the following results: Hugi, ‘aye’; Meyer, ‘aye’; Wolfram, ‘aye’; Adams, ‘aye’; and Bale, ‘aye’. Motion carried.

Item #11. Camera Truck Quote. Hanson presented two quotes for a new camera truck camera system and recommended the EnviroSight camera from MacQueen Equipment in the amount of \$101,709.00. Motion by Hugi, second by Wolfram to approve the quote from MacQueen Equipment for the EnviroSight Camera System in the amount of \$101,709.00 Motion carried, all Trustees present voting ‘aye’.

Item #12. Generator Emissions Logger Quote. Hanson noted that the quote for the generator emissions logger for the plant generator came in at \$5,920.00 from Power Plant Compliance. Motion by Meyer, second by Adams to approve the generator emissions logger from Power Plant Compliance in the amount of \$5,920.00. Motion carried, all Trustees present voting ‘aye’.

Item #13. Unfinished Business. No unfinished business to be discussed.

Item #14. Administrator’s Report.

- Capital Improvement Projects/Equipment Updates. This item was tabled.

Item #15. Trustee’s Report.

- CLSD Employee Handbook Update. This item was tabled.
- November Election. Bale updated the Board on who was up for election and for what terms.
- Employee Meetings. This item was tabled.
- Workshop. Board discussed doing a workshop on the first Tuesday of the month, when necessary, to discuss projects and other matters. First workshop scheduled for September 1st, 2020 at 8:00 a.m.

Item #16. 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 Hugi to enter into closed session as per Iowa Code Section 21.5(c) at 6:46 p.m. Motion carried, all Trustees present voting ‘aye’. Motion by Meyer, second by Hugi to go back into open session at 6:55 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 6:55 p.m.

ATTEST:

Bobby Wolfram, Jr., Clerk

Clear Lake Sanitary District
Standard Monthly Invoices already paid as of August 18, 2020

Check #	Date	Vendor Name	Amount	Description
EFT	07/29/20	NET PAYROLL	16,119.96	07/29/20 NET PAYROLL
EFT	07/29/20	FEDERAL W/H	5,640.96	07/29/20 FEDERAL WITHHOLDING
EFT	07/29/20	DHS W/H	230.77	07/29/20 DHS WITHHOLDING
EFT	07/29/20	EMPLOYEE HSA CONTRIBUTIONS	100.00	07/29/20 EMPLOYEE HSA CONTRIBUTIONS
EFT	07/29/20	IPERS W/H	11,423.50	07/29/20 IPERS WITHHOLDING
EFT	07/29/20	IA DEPT. REV.	3,297.00	07/29/20 STATE W/H
EFT	08/10/20	POSTMASTER	1,349.82	AUG BILL MAILING
EFT	08/12/20	NET PAYROLL	16,582.64	08/12/20 NET PAYROLL
EFT	08/12/20	FEDERAL W/H	5,814.01	08/12/20 FEDERAL WITHHOLDING
EFT	08/12/20	DHS W/H	230.77	08/12/20 DHS WITHHOLDING
EFT	08/12/20	EMPLOYEE HSA CONTRIBUTIONS	100.00	08/12/20 EMPLOYEE HSA CONTRIBUTIONS
24977	07/30/20	DIAMOND VOGEL	282.64	SBR POXY/SHOP TAPE
24978	07/30/20	IOWA ONE CALL	63.30	JUNE LOCATE CHARGES
24979	07/30/20	ALLIANT ENERGY	11,827.20	ELECTRIC/GAS
24980	07/30/20	HACH CO.	1,102.81	UV BLDG REGULATOR
24981	07/30/20	FASTENAL CO.	256.31	SBR PARTS/SUPPLIES
24982	07/30/20	IA DNR	1,275.00	ANNUAL NPDES PERMIT FEE
24983	07/30/20	TESTAMERICA LABS	2,388.00	JUNE/JULE LAB TESTING
24984	07/30/20	TUSHA, TED	30.82	ON-CALL MILEAGE REIMBURSEMENT
24985	07/30/20	SPILMAN, DENNIS	30.82	ON-CALL MILEAGE REIMBURSEMENT
24986	07/30/20	WELLMARK BCBS	15,646.26	HEALTH INSURANCE PREMIUMS
24987	07/30/20	J&J MACHINE	53.55	SBR BRACKET
24988	07/30/20	AVESIS	200.13	VISION INSURANCE PREMIUMS
24989	07/30/20	PRINCIPAL FINANCIAL	1,093.18	DENTAL INSURANCE PREMIUMS
24990	07/30/20	CARDMEMBER SERVICES	114.83	MENARDS - FRONT PLEXIGLASS
24990	07/30/20	CARDMEMBER SERVICES	16.77	KRAMER - TORO MOWER PARTS
24990	07/30/20	CARDMEMBER SERVICES	2,332.00	COVENANT SECURITY - PAYMENT DROP BOX
24990	07/30/20	CARDMEMBER SERVICES	499.99	OFFICE MAX - OFFICE CHAIR
24990	07/30/20	CARDMEMBER SERVICES	584.96	TRADING POST - SHOP LIGHT/HOSE REEL
24990	07/30/20	CARDMEMBER SERVICES	16.56	KRAMER - SHOP SUPPLIES
24990	07/30/20	CARDMEMBER SERVICES	24.97	KRAMER - LS #2 PARTS
24990	07/30/20	CARDMEMBER SERVICES	372.14	CLTEL - PHONE/INTERNET SERVICE
24990	07/30/20	CARDMEMBER SERVICES	11.98	KRAMER - SHOP SUPPLIES
24990	07/30/20	CARDMEMBER SERVICES	17.99	KRAMER - SHOP SUPPLIES
24990	07/30/20	CARDMEMBER SERVICES	16.04	ZOOM - CONFERENCE CALL SYSTEM SUBSCRIPTION
24990	07/30/20	CARDMEMBER SERVICES	14.48	KRAMER - ANT KILLER
24990	07/30/20	CARDMEMBER SERVICES	28.95	KRAMER - SHOP SUPPLIES
24990	07/30/20	CARDMEMBER SERVICES	787.16	HACH - DO CAPS
24990	07/30/20	CARDMEMBER SERVICES	935.21	NCLABS - LAB SUPPLIES
24990	07/30/20	CARDMEMBER SERVICES	1,206.79	IDEXX - LAB SUPPLIES
24990	07/30/20	CARDMEMBER SERVICES	99.00	AMAZON - OFFICE SUPPLIES/BATTERIES
24990	07/30/20	CARDMEMBER SERVICES	92.12	MS AZURE - BACKUP SERVICES
24990	07/30/20	CARDMEMBER SERVICES	940.00	PIPINGNOW.COM - SBR INNER WALL PROJ
24990	07/30/20	CARDMEMBER SERVICES	169.93	WALMART - PLANT SUPPLIES
24990	07/30/20	CARDMEMBER SERVICES	57.56	FLEET FARM - SHOP SUPPLIES
24990	07/30/20	CARDMEMBER SERVICES	103.98	TRACTOR SUPPLY - SHOP SUPPLIES
24991	07/30/20	MOORE, ANGIE	300.00	JULY CLEANING SERVICES
24992	07/30/20	CULVER-HAHN ELECTRIC	183.65	SBR #4 PARTS
24993	07/30/20	STOREY KENWORTHY	331.13	STANDING DESK
24994	08/07/20	ALLIANT ENERGY	105.54	ELECTRIC/GAS
24995	08/07/20	NAPA	145.86	PARTS/SUPPLIES
24996	08/07/20	FASTENAL CO.	396.86	SBR REHAB PROJ SUPPLIES
24997	08/07/20	PETTY CASH	141.17	POSTAGE/SUPPLIES
24998	08/07/20	PLUMB SUPPLY CO.	69.76	INSULATION/SINK PARTS
24999	08/07/20	HARRISON TRUCK CENTERS	665.46	DUMP TRUCK A/C REPAIR
25000	08/07/20	CULVER-HAHN ELECTRIC	151.54	FUEL TANK KEYPAD

25001	08/07/20	BOX5 MEDIA LLC	175.00	WEBSITE UPDATES
25002	08/07/20	HANCOCK COUNTY CO-OP	336.96	GAS
			<u>106,585.79</u>	

Clear Lake Sanitary District
Unpaid Invoices as of August 18, 2020

Check #	Date	Vendor Name	Amount	Description
PENDING	8/18/20	ABSOLUTE WASTE REMOVAL	120.68	WASTE DISPOSAL SERVICE
PENDING	8/18/20	ALLIANT ENERGY	21,384.44	GAS/ELECTRIC BILLS
PENDING	8/18/20	CC SCREEN PRINTING	219.26	UNIFORMS/EMBROIDERY
PENDING	8/18/20	CONSOLIDATED ENERGY	586.93	GAS - PLANT BARREL
PENDING	8/18/20	CULVER-HAHN ELECTRIC	148.87	FUEL TANK PARTS
PENDING	8/18/20	FASTENAL	1,180.03	SBR PARTS/SHOP SUPPLIES
PENDING	8/18/20	GLEN'S TIRE SERVICE INC.	122.50	JET TRUCK TIRE
PENDING	8/18/20	GOODNATURE WORK STOP	849.83	EMPLOYEE BOOTS/UNIFORMS
PENDING	8/18/20	GRP & ASSOCIATES	106.50	LAB WASTE DISPOSAL
PENDING	8/18/20	HACK'S PEST CONTROL	45.00	PEST CONTROL SERVICES
PENDING	8/18/20	HENKEL CONSTRUCTION CO.	2,750.00	SIDEWALK MAINTENANCE
PENDING	8/18/20	J&J MACHINING WELDING & FAB.	950.00	GRIT CLASSIFIER PARTS
PENDING	8/18/20	MARCO, INC.	46.00	COPIER MAINTENANCE FEE
PENDING	8/18/20	MERCYONE	117.00	EMPLOYEE SCREENING
PENDING	8/18/20	MID-AMERICA PUBLISHING CORP	258.09	MINUTE PUBLICATIONS
PENDING	8/18/20	NORTHERN BALANCE & SCALE	310.00	LAB EQUIPMENT CALIBRATION
PENDING	8/18/20	PLUMB SUPPLY CO.	106.72	PUMP PARTS
PENDING	8/18/20	PUEGGEL, GRANT	11.50	ON-CALL MILEAGE REIMBURSEMENT
PENDING	8/18/20	SAM, LLC	2,400.00	ANNUAL GIS WEBSITE HOSTING FEES
PENDING	8/18/20	SIMMONS PERRINE MOYER BER PLC	1,356.00	LEGAL SERVICES
PENDING	8/18/20	SIOUX VALLEY ENVIRONMENTAL	2,335.50	ACRYLIC POLYMER - 3 BARRELS
PENDING	8/18/20	SPRINGBROOK	517.75	CREDIT CARD/WEB FEES
PENDING	8/18/20	WIN-911 SOFTWARE	495.00	ANNUAL MAINTENANCE LICENSE
PENDING	8/18/20	WOODFORD LUMBER & HOME CO.	249.02	CEILING TILE/CONCRETE SUPPLIES
PENDING	8/18/20	WOODMAN CONTROLS	970.25	HVAC MAINTENANCE
PENDING	8/18/20	YOHAN CO, INC.	304.55	CONCRETE
PENDING	8/18/20	ADAMS, LARRY	16.70	2ND QTR 2020 MILEAGE
PENDING	8/18/20	BALE, MARK	5.57	2ND QTR 2020 MILEAGE
PENDING	8/18/20	HUGI, GARY	21.34	2ND QTR 2020 MILEAGE
PENDING	8/18/20	MEYER, LOTHAR	9.74	2ND QTR 2020 MILEAGE
PENDING	8/18/20	WOLFRAM, BOBBY	21.81	2ND QTR 2020 MILEAGE
PENDING	8/18/20	BLAKE, DANIEL & JEAN	1.79	REFUND
PENDING	8/18/20	ROSE, SCOTT	15.16	REFUND
PENDING	8/18/20	SHAW, JESSICA	30.90	REFUND
			<u>38,064.43</u>	