

**MINUTES OF BOARD OF TRUSTEES: August 20, 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  
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 July 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 July 2019 Invoices. Motion by Bale, second by Unsworth to approve the July 2019 Invoices. Motion carried all Trustees present voting aye.

Item #4. Approve July 16<sup>th</sup> and August 6<sup>th</sup>, 2019 board meeting minutes. Motion by Unsworth, second by Wolfram to approve the July 18<sup>th</sup> and August 6<sup>th</sup>, 2019 board meeting minutes. Motion carried all Trustees present voting aye.

Item #5. HVAC/Duct Cleaning Quote – Motion by Unsworth, second by Bale to decline. Motion carried all Trustees present voting aye.

Item #6. UV Project Engineering Invoice, \$5,642.25. Motion by Meyer, second by Unsworth to approve the engineering invoice. Motion carried all Trustees present voting aye.

Item #7. Heartland Asphalt Quote. Motion by Wolfram, second by Unsworth to approve Heartland Asphalt quote in the amount of \$14,627.75 to rout, clean, crack fill, clean and seal existing asphalt surface, and furnish and install 3” asphalt mat. Motion carried all Trustees present voting aye.

Item #8. 2019 Sewer Lining Project Agreement w/ Ventura. Motion by Wolfram, second by Unsworth to table approval until the September 3, 2019 Board meeting. Motion carried all Trustees present voting aye.

Item #9. Closure of Uncollectable Accounts. Motion by Wolfram, second by Bale to approve closing these uncollectable accounts in the total amount of \$2,286.89. Motion carried all trustees present voting aye. A copy of the uncollectable accounts will be attached to the minutes.

Item #10. Certificate of Deposit Investments. Motion by Bale, second by Unsworth to purchase Certificate of Deposits as follows: \$100,000 @ 1.85% for 12 months from MBT, \$100,000 @ 1.91% for 24 months from FSB, \$100,000 @ 2.16% for 36 months from FSB, \$100,000 @ 2.42% for 48 months from FSB, and \$600,000 @ 2.57% for 60 months from FSB. Motion carried all Trustees present voting aye.

Item #11. Unfinished business. No business discussed.

Item #12. Administrator's Report. Moler updated the Board on the status of the pretreatment channel bypass pipe project.

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 6:37 p.m.

ATTEST:

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Bobby Wolfram, Jr., Clerk

**Standard Monthly Invoices already paid as of August 20, 2019**

Check #	Date	Vendor Name	Amount	Description
EFT	07/17/19	NET PAYROLL	16,068.68	07/17/19 NET PAYROLL
EFT	07/17/19	FEDERAL W/H	6,078.37	07/17/19 FEDERAL WITHHOLDING
EFT	07/17/19	DHS W/H	230.77	07/17/19 DHS WITHHOLDING
EFT	07/17/19	EMPLOYEE HSA CONTRIBUTIONS	25.00	07/17/19 EMPLOYEE HSA CONTRIBUTIONS
EFT	07/17/19	IA WORKFORCE DEVELOPMENT	95.55	2ND QTR 2019 UNEMPLOYMENT
EFT	07/17/19	IA DEPT. REV.	2,510.00	2ND QTR 2019 SALES TAX
EFT	07/31/19	NET PAYROLL	15,644.57	07/31/19 NET PAYROLL
EFT	07/31/19	FEDERAL W/H	6,015.33	07/31/19 FEDERAL WITHHOLDING
EFT	07/31/19	DHS W/H	230.77	07/31/19 DHS WITHHOLDING
EFT	07/31/19	EMPLOYEE HSA CONTRIBUTIONS	25.00	07/31/19 EMPLOYEE HSA CONTRIBUTIONS
EFT	07/31/19	IPERS W/H	11,145.32	07/31/19 IPERS WITHHOLDING
EFT	07/31/19	IA DEPT. REV.	3,484.00	07/31/19 STATE W/H
EFT	08/09/19	POSTMASTER	1,349.25	AUG BILL MAILING
EFT	08/14/19	NET PAYROLL	16,859.78	08/14/19 NET PAYROLL
EFT	08/14/19	FEDERAL W/H	6,245.14	08/14/19 FEDERAL WITHHOLDING
EFT	08/14/19	DHS W/H	230.77	08/14/19 DHS WITHHOLDING
EFT	08/14/19	EMPLOYEE HSA CONTRIBUTIONS	25.00	08/14/19 EMPLOYEE HSA CONTRIBUTIONS
24311	07/19/19	ALLIANT ENERGY	1,988.18	ELECTRIC/GAS
24312	07/19/19	EMC NATIONAL LIFE	93.72	LIFE INSURANCE PREMIUMS
24313	07/19/19	TUSHA, TED	46.63	ON-CALL MILEAGE REIMBURSEMENT
24314	07/19/19	WELLMARK BCBS	11,939.26	HEALTH INSURANCE PREMIUMS
24315	07/19/19	GOODNATURES WORK STOP	394.93	BOOTS/UNIFORMS
24316	07/19/19	FIVE STAR CO-OP	241.11	WEED SPRAY/GRASS SEED/DUMP TRUCK PARTS
24317	07/19/19	BRASSE IMPLEMENT	35.04	JD MOWER PARTS
24318	07/19/19	PEKIN LIFE INSURANCE	586.68	LIFE INSURANCE PREMIUMS
24319	07/19/19	INTERSTATE ALL BATTERY	113.40	GENERATOR TRANSFER SWITCH/BACKUP BATTERY
24320	07/19/19	STANDARD BEARINGS	38.92	EQ GATE PARTS
24321	08/01/19	ALLIANT ENERGY	787.40	ELECTRIC/GAS
24322	08/01/19	GLEN'S TIRE	28.03	TRUCK #1 FLAT REPAIR
24323	08/01/19	IA DNR	1,275.00	ANNUAL NPDES PERMIT FEE
24324	08/01/19	MARCO, INC	130.29	JUL COPIER MAINT FEE
24325	08/01/19	TESTAMERICA LABS	3,237.50	LAB TESTING
24326	08/01/19	ADVANCE NETWORKING SERVICES	125.00	NETWORK/SERVER MAINTENANCE
24327	08/01/19	FEDERAL EXPRESS	164.03	SHIPPING CHARGES
24399	08/01/19	AVESIS	223.23	VISION INSURANCE PREMIUMS
24400	08/01/19	ELLIOT EQUIPMENT CO.	921.51	CAMERA TRUCK/JET TRUCK PARTS
24401	08/01/19	CARDMEMBER SERVICES	(25.00)	IAWEA - WORKSHOP CREDIT
24401	08/01/19	CARDMEMBER SERVICES	39.15	KRAMER - SHOP SUPPLIES
24401	08/01/19	CARDMEMBER SERVICES	44.11	QUANTROL - BLDG 30 CHLORINE PUMP
24401	08/01/19	CARDMEMBER SERVICES	6.99	KRAMER - SHIPPING BOX

24401	08/01/19	CARDMEMBER SERVICES	322.43	CLTEL - PHONE/INTERNET SERVICE
24401	08/01/19	CARDMEMBER SERVICES	1,074.48	MENARDS - OUTFALL CHANNEL PARTS/SUPPLIES
24401	08/01/19	CARDMEMBER SERVICES	11.71	KRAMER - THICKENER WATER LINE
24401	08/01/19	CARDMEMBER SERVICES	30.00	IA SECRETARY OF STATE - CASE NOTARY RENEWAL
24401	08/01/19	CARDMEMBER SERVICES	9.85	KRAMER - SHOP SUPPLIES
24401	08/01/19	CARDMEMBER SERVICES	150.94	VERIZON - PLANT CELL/CPU SERVICE
24401	08/01/19	CARDMEMBER SERVICES	216.37	MENARDS - OUTFALL CHANNEL PARTS/SUPPLIES
24401	08/01/19	CARDMEMBER SERVICES	17.29	STAPLES - LS #5 & #8 THERMAL PAPER
24401	08/01/19	CARDMEMBER SERVICES	65.61	AMAZON - PLANT/OFFICE SUPPLIES
24401	08/01/19	CARDMEMBER SERVICES	85.50	MICROSOFT AZURE - CLOUD BACKUP
24401	08/01/19	CARDMEMBER SERVICES	196.56	MENARDS - BLDG 35 PARTS/SUPPLIES
24401	08/01/19	CARDMEMBER SERVICES	28.75	KRAMER - BLDG 35 HACH PANEL PARTS
24401	08/01/19	CARDMEMBER SERVICES	1,025.96	HACH - LAB SUPPLIES
24401	08/01/19	CARDMEMBER SERVICES	123.35	MENARDS - OUTFALL CHANNEL PARTS/SUPPLIES
24402	08/01/19	GRP & ASSOCIATES	106.50	LAB WASTE DISPOSAL
24403	08/01/19	MOORE, TAYLOR	1,086.22	2019 DEDUCTIBLE REIMBURSEMENT
24404	08/01/19	MOORE, ANGIE	300.00	JUL CLEANING SERVICES
24405	08/01/19	POSTMASTER	550.00	10 ROLLS OF STAMPS
24406	08/15/19	BMC AGGREGATES LLC	253.93	PLANT/LS #5 ROADSTONE
24407	08/15/19	ALLIANT ENERGY	23,824.50	ELECTRIC/GAS
24408	08/15/19	LANDFILL OF NORTH IOWA	207.40	GRIT/HAZARDOUS WASTE DISPOSAL
24409	08/15/19	MARCO, INC	25.17	COPIER MAINT FEE
24410	08/15/19	BACON, STEVE	9.51	ON-CALL MILEAGE REIMBURSEMENT
24411	08/15/19	TUSHA, TED	46.63	ON-CALL MILEAGE REIMBURSEMENT
24412	08/15/19	ABSOLUTE WASTE REMOVAL	109.40	WASTE DISPOSAL SERVICE
24413	08/15/19	HARRISON TRUCK CENTERS	1,476.27	JET TRUCK AC REPAIR
24414	08/15/19	PEKIN LIFE INSURANCE	586.68	LIFE INSURANCE PREMIUMS
24415	08/15/19	HANCOCK COUNTY CO-OP	277.21	GAS
			<u>140,916.63</u>	

**Clear Lake Sanitary District  
Unpaid Invoices as of August 20, 2019**

Check #	Date	Vendor Name	Amount	Description
PENDING	8/20/19	ACCELA	510.15	CREDIT CARD/WEB FEES
PENDING	8/20/19	CRESCENT ELECTRIC	5.53	BLDG 35 BULBS
PENDING	8/20/19	FOX ENGINEERING	5,642.25	UV DISINFECTION PROJECT ENGINEERING
PENDING	8/20/19	HEALTHWORKS	156.00	EMPLOYEE SCREENINGS
PENDING	8/20/19	HEARTLAND PAPER CO.	367.05	PLANT SUPPLIES
PENDING	8/20/19	MDB INC.	3,764.00	TRUCK #2 TRANSMISSION REBUILD
PENDING	8/20/19	MID-AMERICA PUBLISHING CORP	155.81	MINUTE/LEGAL PUBLICATIONS
PENDING	8/20/19	MIDLAND GIS SOLUTIONS	2,400.00	ANNUAL GIS WEBSITE HOSTING FEES
PENDING	8/20/19	NAPA	426.97	PARTS/SUPPLIES
PENDING	8/20/19	NORTHERN BALANCE & SCALE	310.00	LAB EQUIPMENT CALIBRATION
PENDING	8/20/19	OFFICE ELEMENTS	77.80	TWO CASES OF PAPER
PENDING	8/20/19	SJE RHOMBUS	3,382.40	4TH QTR & 1ST QTR FLEX PLAN/PROGRAM.
PENDING	8/20/19	UTILITY EQUIPMENT CO.	12,987.06	PRETREAT. BYPASS REHAB PROJ-PLUG VALVES
PENDING	8/20/19	WHKS	44,322.00	SBR INNER WALL PROJ. ENGINEERING
PENDING	8/20/19	WIN-911 SOFTWARE	495.00	ANNUAL MAINTENANCE LICENSE
PENDING	8/20/19	WOODFORD LUMBER & HOME CO.	8.61	WOOD FOR CART
PENDING	8/20/19	WOODMAN CONTROLS	1,611.13	HVAC MAINTENANCE & TRAINING
PENDING	8/20/19	DYE, CLAYTON	12.87	REFUND
PENDING	8/20/19	EXECUTIVE NORTH	33.90	REFUND
PENDING	8/20/19	PATEL, SHAIL	56.42	REFUND
			<u>76,724.95</u>	