

MINUTES OF BOARD OF TRUSTEES: September 17, 2019
CLEAR LAKE SANITARY DISTRICT, CERRO GORDO COUNTY, IOWA

The regular board meeting was called to order by Vice 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: Gary Hugi (President) Arrived at 5:45 PM
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

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

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

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

Item #4. Approve August 20th and September 3rd, 2019 board meeting minutes. Motion by Unsworth, second by Wolfram to approve the August 20th and September 3rd, 2019 board meeting minutes. Motion carried all Trustees present voting aye.

Item #5. 2019 Sewer Lining Project.

- Resolution 19-12, a Resolution approving bonds, contract, and insurance coverage for the 2019 Sewer Lining Project. Motion by Wolfram, second by Unsworth to approve Resolution 19-12. Vice President Bale called the roll: Ayes – Meyer, Unsworth, Wolfram, Bale. Nays – none. Bale declared the Resolution passed.
- WHKS's 2019 Sewer Lining Project Construction Administration and Management Services proposal, \$5,000. Motion by Meyer, second by Unsworth to approve the proposal. Motion carried all Trustees present voting aye.

Item #6. Project Pay Requests.

- Nutrient Reduction Project, \$161,355.71 Motion by Unsworth, second by Wolfram to approve the engineering invoice. Motion carried all Trustees present voting aye.
- NISS Pretreatment Bypass Piping Project, \$26,406.00. Motion by Meyer, second by Unsworth to approve the NISS invoice. Motion carried all Trustees present voting aye.
- Mongon Pretreatment Bypass Channel Rehab Project, \$20,869.75. Motion by Hugi, second by Meyer to approve the Mongon invoice. Motion carried all Trustees present voting aye.
- NISS Lift Station 3 Manhole Install Project, \$7,353.00. Motion by Unsworth, second by Hugi to approve the NISS invoice. Motion carried all Trustees present voting aye.

Item #7. Account Adjustment, 008196-000. Motion by Hugi, second by Wolfram to decline the request for adjustment. Motion carried all Trustees present voting aye.

Item #8. Medical and Dental Insurance Renewal. Motion by Unsworth, second by Hugi to approve: the medical insurance Gold plan with a \$6,000 family high deductible and \$3,000 single high deductible, HSA seed amounts of \$2,000 per family plan and \$1,000 per single plan,

reimburse employees up to the maximum deductible, and the 3.5% increase in current dental plan premium. Motion passed all Trustees present voting aye.

Item #9. Unfinished Business. No report given.

Item #10. Administrator’s Report.

- SBR Fixed Floor Aeration Quote. The Board reviewed the quote and discussed including this in the SBR Inner Wall project. The Board decided to meet with the engineer to discuss this matter in detail Wednesday September 25th.

Item #11. 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 6:47 p.m.

ATTEST:

Bobby Wolfram, Jr., Clerk

**Clear Lake Sanitary District
Standard Monthly Invoices already paid as of September 17, 2019**

Check #	Date	Vendor Name	Amount	Description
EFT	08/28/19	NET PAYROLL	15,480.05	08/28/19 NET PAYROLL
EFT	08/28/19	FEDERAL W/H	5,955.06	08/28/19 FEDERAL WITHHOLDING
EFT	08/28/19	DHS W/H	230.77	08/28/19 DHS WITHHOLDING
EFT	08/28/19	EMPLOYEE HSA CONTRIBUTIONS	25.00	08/28/19 EMPLOYEE HSA CONTRIBUTIONS
EFT	08/28/19	IPERS W/H	7,458.92	08/28/19 IPERS WITHHOLDING
EFT	08/28/19	IA DEPT. REV.	2,295.00	08/28/19 STATE W/H
EFT	09/10/19	POSTMASTER	1,350.54	SEPT BILL MAILING
EFT	09/11/19	NET PAYROLL	16,956.07	09/11/19 NET PAYROLL
EFT	09/11/19	FEDERAL W/H	6,299.87	09/11/19 FEDERAL WITHHOLDING
EFT	09/11/19	DHS W/H	230.77	09/11/19 DHS WITHHOLDING
EFT	09/11/19	EMPLOYEE HSA CONTRIBUTIONS	25.00	09/11/19 EMPLOYEE HSA CONTRIBUTIONS
24436	08/23/19	MANUFACTURER'S BANK & TRUST	100,000.00	12 MONTH CD
24437	08/29/19	ALLIANT ENERGY	620.83	ELECTRIC/GAS
24438	08/29/19	EMC NATIONAL LIFE	93.72	LIFE INSURANCE PREMIUMS
24439	08/29/19	CRESCENT ELECTRIC	294.38	BOARD ROOM LIGHTS/SHOP TOOLS
24440	08/29/19	TESTAMERICA LABS	1,654.50	LAB TESTING
24441	08/29/19	TUSHA, TED	15.54	ON-CALL MILEAGE REIMBURSEMENT
24442	08/29/19	SPILMAN, DENNIS	1,151.50	2019 DEDUCTIBLE REIMBURSEMENT
24443	08/29/19	WELLMARK BCBS	12,297.52	HEALTH INSURANCE PREMIUMS
24444	08/29/19	FEDERAL EXPRESS	106.24	SHIPPING CHARGES
24445	08/29/19	NORTH CENTRAL LABS	1,377.21	LAB SUPPLIES
24446	08/29/19	AVESIS	223.23	VISION INSURANCE PREMIUMS
24447	08/29/19	MIDWEST PIPE SUPPLY	2,265.09	LS # 3 PROJ/BYPASS PROJ PARTS
24448	08/29/19	PUEGGEL, GRANT	265.60	UNIFORM/ON-CALL MILEAGE REIMBURSEMENT
24449	08/29/19	PRINCIPAL FINANCIAL	2,003.28	DENTAL INSURANCE PREMIUMS
24450	08/29/19	ELLIOT EQUIPMENT CO.	448.00	CAMERA TRUCK BULLET CONNECTOR
24451	08/29/19	CARDMEMBER SERVICES	326.26	CLTEL - PHONE/INTERNET SERVICE
24451	08/29/19	CARDMEMBER SERVICES	39.96	KRAMER - SHOP SUPPLIES
24451	08/29/19	CARDMEMBER SERVICES	339.95	AMAZON - OFFICE SUPPLIES
24451	08/29/19	CARDMEMBER SERVICES	18.96	MENARDS - DUMP TRUCK PARTS
24451	08/29/19	CARDMEMBER SERVICES	9.18	KRAMER - LAB SUPPLIES
24451	08/29/19	CARDMEMBER SERVICES	29.99	AMAZON - OFFICE SUPPLIES

24451	08/29/19	CARDMEMBER SERVICES	858.00	MASON CITY TILE - BOARD RM/LAB OFFICE FLOORING
24451	08/29/19	CARDMEMBER SERVICES	153.16	VERIZON - PLANT CELL/CPU SERVICE
24451	08/29/19	CARDMEMBER SERVICES	3,928.00	HACH - INFLUENT SAMPLER
24451	08/29/19	CARDMEMBER SERVICES	18.98	KRAMER - THICKENER/PLANT SUPPLIES
24451	08/29/19	CARDMEMBER SERVICES	180.00	COUNTRY LANDSCAPES - EROSION BLANKET
24451	08/29/19	CARDMEMBER SERVICES	24.15	KRAMER - SHOP SUPPLIES
24451	08/29/19	CARDMEMBER SERVICES	27.98	KRAMER - PLANT SUPPLIES
24451	08/29/19	CARDMEMBER SERVICES	510.00	IAWEA - WASTEWATER CONF. REGISTRATIONS
24451	08/29/19	CARDMEMBER SERVICES	23.26	MENARDS - SHOP SUPPLIES
24451	08/29/19	CARDMEMBER SERVICES	5.99	KRAMER - JET TRUCK PARTS
24451	08/29/19	CARDMEMBER SERVICES	41.28	TRACTOR SUPPLY CO - GRIT TRAILER PARTS
24451	08/29/19	CARDMEMBER SERVICES	39.98	KRAMER - SHOP SUPPLIES
24451	08/29/19	CARDMEMBER SERVICES	22.00	KRAMER - CART RENTAL
24451	08/29/19	CARDMEMBER SERVICES	14.98	KRAMER - SHOP SUPPLIES
24451	08/29/19	CARDMEMBER SERVICES	87.87	MICROSOFT AZURE - CLOUD BACKUP SERVICE
24451	08/29/19	CARDMEMBER SERVICES	209.97	STAPLES - OFFICE MATS
24451	08/29/19	CARDMEMBER SERVICES	65.24	KRAMER - SHOP SUPPLIES
24451	08/29/19	CARDMEMBER SERVICES	5.87	AMAZON - OFFICE SUPPLIES
24451	08/29/19	CARDMEMBER SERVICES	171.64	AMAZON - LAB/OFFICE SUPPLIES
24451	08/29/19	CARDMEMBER SERVICES	323.18	AMAZON - OFFICE/SHOP/PLANT SUPPLIES
24452	08/29/19	BOX5 MEDIA, LLC	225.00	WEBSITE UPDATES
24453	08/29/19	SIOUX VALLEY ENVIRONMENTAL	1,422.00	ACRYLIC POLYMER
24454	09/12/19	ALLIANT ENERGY	18,962.18	ELECTRIC/GAS
24455	09/12/19	MARCO, INC	81.07	COPIER MAINT FEE
24456	09/12/19	SPILMAN, DENNIS	14.34	CONFERENCE MEAL REIMBURSEMENT
24457	09/12/19	ABSOLUTE WASTE REMOVAL	115.93	WASTE DISPOSAL SERVICE
24458	09/12/19	MOORE, ANGIE	300.00	AUG CLEANING SERVICES
24459	09/12/19	HANCOCK COUNTY CO-OP	403.50	GAS
24460	09/12/19	HANSON, MITCHELL	48.15	TRUCK SERVICE REIMBURSEMENT
			<u>208,171.69</u>	

**Clear Lake Sanitary District
Unpaid Invoices as of September 17, 2019**

Check #	Date	Vendor Name	Amount	Description
PENDING	9/17/19	ACCELA	478.80	CREDIT CARD/WEB FEES
PENDING	9/17/19	ADVANCE NETWORKING SERVICES	450.00	SUPPORT/STATIC IP SETTING CHANGES
PENDING	9/17/19	ALLIANT ENERGY	939.82	GAS/ELECTRIC BILLS
PENDING	9/17/19	AQUA-AEROBIC SYSTEMS	161,355.71	NUTRIENT REDUCTION PROJ - INTELLIPRO
PENDING	9/17/19	B&F FASTENER SUPPLY	170.80	LS #3 REHAB PROJ PARTS
PENDING	9/17/19	CONSOLIDATED ENERGY	974.25	DIESEL - PLANT BARREL
PENDING	9/17/19	CRESCENT ELECTRIC	933.34	CABLE - NUTRIENT REDUCTION PROJ.
PENDING	9/17/19	CULVER-HAHN ELECTRIC	144.39	PRETREATMENT BYPASS REHAB PROJ PARTS
PENDING	9/17/19	FASTENAL	490.34	PARTS - PRETREATMENT BYPASS REHAB PROJ.
PENDING	9/17/19	GFG INSTRUMENTATION	921.11	GAS MONITOR REPAIRS/CALIBRATION GAS
PENDING	9/17/19	GLEN'S TIRE SERVICE INC.	27.50	JD MOWER TIRE REPAIR
PENDING	9/17/19	GOODNATURE WORK STOP	430.34	EMPLOYEE BOOTS/UNIFORMS
PENDING	9/17/19	HEALTHWORKS	200.00	2020 CONSORTIUM DUES
PENDING	9/17/19	J&J MACHINING WELDING & FAB.	1,093.35	LS #3 REHAB/BYPASS REHAB PROJ PARTS
PENDING	9/17/19	LANDFILL OF NORTH IOWA	195.65	WASTE/GRIT DISPOSAL
PENDING	9/17/19	MID-AMERICA PUBLISHING CORP	86.53	MINUTE/LEGAL PUBLICATIONS
PENDING	9/17/19	MONGAN PAINTING	20,869.75	PRETREATMENT BYPASS REHAB PROJECT
PENDING	9/17/19	MUNICIPAL SUPPLY INC	21,244.15	PIPE/SUPPLIES - PRETREAT. BYPASS REHAB
PENDING	9/17/19	NAPA	29.57	PARTS/SUPPLIES
PENDING	9/17/19	NORTH IOWA SEPTIC SOLUTIONS	24,406.00	PRETREATMENT BYPASS REHAB PROJECT
PENDING	9/17/19	NORTH IOWA SEPTIC SOLUTIONS	7,353.00	LS #3 REHAB PROJECT
PENDING	9/17/19	OVERHEAD DOOR CO.	412.40	MAINTENANCE ON SHED DOORS
PENDING	9/17/19	PLANT & FLANGED EQUIP. LLC	4,232.40	GASKETS/PIPE - BYPASS PROJ/LS#3 REHAB

PENDING	9/17/19	SERVPRO	1,264.24	MOLD REMEDIATION/MITIGATION
PENDING	9/17/19	STATE HYGIENIC LABORATORY	459.50	LAB TESTING
PENDING	9/17/19	WHKS	4,699.20	SEWER LINING PROJECT ENGINEERING
PENDING	9/17/19	WHKS	6,000.00	NUTRIENT REDUCTION PROJ ENGINEERING
PENDING	9/17/19	WHKS	2,988.00	SBR INNER WALL PROJ. ENGINEERING
PENDING	9/17/19	WILCOX FURNITURE, INC.	4,035.00	OFFICE CARPET
PENDING	9/17/19	BLACKBURN, LONDON	44.26	REFUND
PENDING	9/17/19	YOUNG, TRAVIS	1.87	REFUND
			<u>266,931.27</u>	