

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

The regular board meeting was called to order by President Bale at 5:31 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
Bill Bredlow, City of Ventura
Kristi Brant, CPA, Potter & Brant, PLC

Item #1. Swearing in of new Trustee. Bale administered the oath of office to Larry Adams.

Item #2. Opportunity for public to speak. No public present.

Item #3. Approve January 2020 Financial Statement. Motion by Hugi, second by Meyer to approve the January 2020 Financial Statement. Motion carried all Trustees present voting 'aye'.

Item #4. Approve January 2020 Invoices. Motion by Hugi, second by Meyer to approve the January 2020 Invoices. Motion carried all Trustees present voting 'aye'.

Item #5. Approve January 21st and February 5th, 2020 board meeting minutes. Motion by Hugi, second by Bale to approve the minutes. Motion carried all Trustees present voting 'aye'.

Item #6. Account Adjustment, 010748-002. Customer called requesting credit for a broken water line at one of the trailers. The water did not enter the sewer. Estimated overage was 16,000 gallons, a credit of \$52.64. Motion by Hugi, second by Meyer to approve a credit of \$52.64 for account number 010748-002. Motion carried, all Trustees present voting 'aye'.

Wolfram entered at 5:40 p.m.

Item #7. FY 2019 Audit Report. Kristi Brant from Potter & Brant PLC presented the FY 2019 Audit report. Motion by Adams, second by Wolfram to accept and approve the FY 2019 Audit. Motion carried, all Trustees present voting 'aye'.

Item #8. Resolution 20-01, a Resolution Approving FY 2021 Budget. Motion by Hugi, second by Meyer to approve Resolution 20-01. President Bale called roll with the following results: Meyer, 'aye', Wolfram, 'aye', Adams, 'aye', Hugi, 'aye', Bale, 'aye'. Motion carried.

Item #9. WHKS's SBR Inner Wall Project Construction Administration and Management Services Proposal. The construction administration proposal came in at "not to exceed" \$70,000.00. Motion by Meyer, second by Wolfram to approve WHKS's SBR Inner Wall Project Construction Administration and Management Services Proposal. Motion carried, all Trustees present voting 'aye'.

Item #10. 2019 Sewer Lining Project – WHKS Amendment to Construction Services Contract. Amendment is to add "not to exceed" \$9,500 worth of services to wrap up the lining project in

the Spring. Motion by Meyer, second by Hugi to approve the 2019 Sewer Lining Project – WHKS Amendment to Construction Services Contract. Motion carried, all Trustees present voting ‘aye’.

Item #11. 2019 Sewer Lining Project – Pay Request #2 - \$56,950.79. Motion by Hugi, second by Wolfram to approve Pay Request #2 in the amount of \$56,950.79. Motion carried, all Trustees present voting ‘aye’.

Item #12. Vehicle Quotes. Hanson received state bids from a couple dealers on half-ton crew cab pickups, Chevy Silverado 1500, and the lowest came in from Ollenburg at \$33,916.90. Motion by Wolfram, second by Adams to trade in the 2009 Colorado and purchase two of the Chevy Silverado’s at \$33,916.90 each from Ollenburg Motors. Motion carried, all Trustees present voting ‘aye’.

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

Item #14. Administrator’s Report.

- Office Staffing. Hanson noted that the office staffing advertisement is up on the website and also running in the paper for the next two weeks. Hopes are to have the position filled before April.
- Job Descriptions. Hanson stated he and Moore have reviewed and updated the job descriptions.

Item #15. Trustees Report. No report.

There being no further business to discuss, motion by Wolfram, second by Hugi to adjourn. Motion carried, all trustees present voting ‘aye’. Meeting adjourned at 6:53 p.m.

ATTEST:

Bobby Wolfram, Jr., Clerk

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

Check #	Date	Vendor Name	Amount	Description
EFT	01/29/20	NET PAYROLL	13,729.15	01/29/20 NET PAYROLL
EFT	01/29/20	FEDERAL W/H	4,941.79	01/29/20 FEDERAL WITHHOLDING
EFT	01/29/20	DHS W/H	230.77	01/29/20 DHS WITHHOLDING
EFT	01/29/20	EMPLOYEE HSA CONTRIBUTIONS	100.00	01/29/20 EMPLOYEE HSA CONTRIBUTIONS
EFT	01/29/20	IPERS W/H	9,682.25	01/29/20 IPERS WITHHOLDING
EFT	01/29/20	IA DEPT. REV.	2,853.00	01/29/20 STATE W/H
EFT	02/07/20	POSTMASTER	1,358.04	FEB BILL MAILING
EFT	02/12/20	NET PAYROLL	14,085.16	02/12/20 NET PAYROLL
EFT	02/12/20	FEDERAL W/H	5,039.42	02/12/20 FEDERAL WITHHOLDING
EFT	02/12/20	DHS W/H	230.77	02/12/20 DHS WITHHOLDING
EFT	02/12/20	EMPLOYEE HSA CONTRIBUTIONS	100.00	02/12/20 EMPLOYEE HSA CONTRIBUTIONS
24685	01/31/20	AQUA-AEROBIC SYSTEMS	6,668.42	BLDG #30 FILTER PARTS/BEARINGS
24686	01/31/20	IOWA ONE CALL	36.20	ONE CALL CHARGES
24687	01/31/20	ALLIANT ENERGY	261.08	ELECTRIC/GAS
24688	01/31/20	FASTENAL COMPANY	42.74	BACKWASH PUMP PARTS
24689	01/31/20	PLUMB SUPPLY CO.	94.08	BLDG #30 FILTER PARTS
24690	01/31/20	TESTAMERICA LABS	1,979.50	LAB TESTING
24691	01/31/20	TUSHA, TED	15.54	JAN ON-CALL MILEAGE
24692	01/31/20	FEDERAL EXPRESS	39.39	DEC SHIPPING CHARGES

24693	01/31/20	AUMA-ACTUATORS, INC.	681.73	SBR/BLDG 30 PARTS
24694	01/31/20	AVESIS	200.13	VISION INSURANCE PREMIUMS
24695	01/31/20	PUEGGEL, GRANT	56.55	ON-CALL MILEAGE/CONFERENCE MEAL REIMB.
24696	01/31/20	PRINCIPAL FINANCIAL GROUP	953.55	DENTAL INSURANCE PREMIUMS
24697	01/31/20	WHKS & CO.	2,006.16	2019 SEWER LINING PROJ - CONST. ADMIN
24698	01/31/20	CARDMEMBER SERVICES	9.54	KRAMER - SHOP SUPPLIES
24698	01/31/20	CARDMEMBER SERVICES	76.90	THERMOWORKS - LAB THERMOMETER CALIBRATIONS
24698	01/31/20	CARDMEMBER SERVICES	38.45	AMAZON - LAB SUPPLIES/TRUCK #1 PARTS
24698	01/31/20	CARDMEMBER SERVICES	10.98	AMAZON - OFFICE SUPPLIES
24698	01/31/20	CARDMEMBER SERVICES	119.97	STAPLES - BLDG 30 SUPPLIES/OFFICE SUPPLIES
24698	01/31/20	CARDMEMBER SERVICES	14.58	KRAMER - PLANT SUPPLIES
24698	01/31/20	CARDMEMBER SERVICES	326.67	CLTEL - PHONE/INTERNET SERVICE
24698	01/31/20	CARDMEMBER SERVICES	71.90	KRAMER - SHOP SUPPLIES
24698	01/31/20	CARDMEMBER SERVICES	160.00	EBAY - POE SWITCH
24698	01/31/20	CARDMEMBER SERVICES	242.81	LARSON ELECTRONICS - JET TRUCK SPOT LIGHT
24698	01/31/20	CARDMEMBER SERVICES	1,033.06	HACH - LAB SUPPLIES
24698	01/31/20	CARDMEMBER SERVICES	11.16	KRAMER - LIFT STATION SIGNS
24698	01/31/20	CARDMEMBER SERVICES	89.28	MICROSOFT - AZURE BACKUP SERVICES
24698	01/31/20	CARDMEMBER SERVICES	2,398.27	HACH - BLDG 35 TURBIDITY METER
24698	01/31/20	CARDMEMBER SERVICES	31.98	KRAMER - PLANT SUPPLIES
24698	01/31/20	CARDMEMBER SERVICES	849.48	BUYFITTINGSONLINE - BLDG 30 FILTER PARTS
24698	01/31/20	CARDMEMBER SERVICES	2.89	MENARDS - PLANT SUPPLIES
24698	01/31/20	CARDMEMBER SERVICES	27.26	KRAMER - BLDG 30 FILTER PARTS
24698	01/31/20	CARDMEMBER SERVICES	309.50	AMAZON - OFFICE/LAB SUPPLIES
24698	01/31/20	CARDMEMBER SERVICES	340.00	KAMAN - BLDG 30 FILTER PARTS
24698	01/31/20	CARDMEMBER SERVICES	116.06	USA BLUEBOOK - RAIN COATS
24698	01/31/20	CARDMEMBER SERVICES	420.00	IAWEA - MEMBERSHIPS/CONF REGISTRATIONS
24698	01/31/20	CARDMEMBER SERVICES	60.00	IAWEA - MEMBERSHIPS
24698	01/31/20	CARDMEMBER SERVICES	160.00	IAWEA - WEF MEMBERSHIP
24698	01/31/20	CARDMEMBER SERVICES	45.94	KRAMER - SHOP SUPPLIES
24698	01/31/20	CARDMEMBER SERVICES	3,780.00	AMAZON - OFFICE LAPTOP REPLACEMENTS
24698	01/31/20	CARDMEMBER SERVICES	574.00	KAMAN - BLDG 30 FILTER PARTS
24699	01/31/20	MOORE, ANGIE	300.00	JAN CLEANING SERVICES
24700	01/31/20	HAWKINS, INC.	663.75	LIME - PRETREATMENT BLDG
24701	01/31/20	HANSON, MITCHELL	51.04	JAN MILEAGE REIMBURSEMENT
24702	01/31/20	NIACOG	471.40	SAFETY COURSE REGISTRATIONS
			<u>78,192.29</u>	

**Clear Lake Sanitary District
Unpaid Invoices as of February 18, 2020**

Check #	Date	Vendor Name	Amount	Description
PENDING	2/18/20	ABSOLUTE WASTE REMOVAL	115.93	WASTE DISPOSAL SERVICE
PENDING	2/18/20	ALLIANT ENERGY	20,460.23	GAS/ELECTRIC BILLS
PENDING	2/18/20	AQUAFIX INC.	8,285.02	LS #5 & SBR CHEMICALS
PENDING	2/18/20	CENTRAL LOCK & KEY, INC.	435.00	REKEY DOORS
PENDING	2/18/20	CRESCENT ELECTRIC	86.99	OFFICE LIGHTS
PENDING	2/18/20	EMC NATIONAL LIFE	93.72	LIFE INSURANCE PREMIUMS
PENDING	2/18/20	GOODNATURE WORK STOP	276.43	EMPLOYEE BOOTS/UNIFORMS
PENDING	2/18/20	HACK'S PEST CONTROL	45.00	PEST CONTROL SERVICES
PENDING	2/18/20	HANCOCK COUNTY COOP	279.78	GAS
PENDING	2/18/20	J&J MACHINING WELDING & FAB.	510.00	BLDG 30 FILTERS - WELDING PARTS
PENDING	2/18/20	LANDFILL OF NORTH IOWA	35.00	WASTE/GRIT DISPOSAL
PENDING	2/18/20	MARCO, INC.	68.74	COPIER MAINTENANCE FEE
PENDING	2/18/20	MID-AMERICA PUBLISHING CORP	163.80	ADVERTISING/MINUTE PUBLICATIONS
PENDING	2/18/20	NAPA	336.62	PARTS/SUPPLIES
PENDING	2/18/20	OVERHEAD DOOR CO.	1,535.00	MAINTENANCE ON B-SIDE SHOP DOORS
PENDING	2/18/20	PLUMB SUPPLY CO.	69.15	UV BLDG HEATING ELEMENT

PENDING	2/18/20	SJE RHOMBUS	1,442.05	3RD QTR SERVICE FLEX PLAN/PROGRAMMING
PENDING	2/18/20	SPRINGBROOK	511.10	CREDIT CARD/ONLINE SYSTEM FEES
PENDING	2/18/20	WELLMARK BLUE CROSS	12,598.74	HEALTH INS PREMIUMS
PENDING	2/18/20	WOODFORD LUMBER & HOME CO.	30.02	BLDG 30 PARTS/SUPPLIES
PENDING	2/18/20	BUTTERFIELD, MICHAEL	44.38	REFUND
PENDING	2/18/20	LAPOINTE, RUTH	4.74	REFUND
			<u>47,427.44</u>	