

MINUTES OF BOARD OF TRUSTEES: December 17, 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)

Absent:

Also present: Taylor Moore, Office Manager
Mitch Hanson, Superintendent
Ron Fullerton, Operations Manager
Jeremy Kotta, WHKS
Bill Bredlow, City of Ventura

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

Item #2. Approve November 2019 Financial Statement. Motion by Bale, second by Wolfram to approve the November 2019 Financial Statement. Motion carried all Trustees present voting 'aye'.

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

Item #4. Approve November 19th and December 12th, 2019 board meeting minutes. Motion by Meyer, second by Bale to approve the minutes. Motion carried all Trustees present voting 'aye'.

Hugi requested that Item #5 be pushed to the end and that Item #8 is discussed first and then Item #'s 6, 7, 9, 10, and the back to Item #5 and then finish off the meeting with Item #'s 11 and 12.

Item #5. Personnel Matters. Note: The Board reserves the right to go into closed session per Iowa Code 21.5(1)(i). To evaluate the professional competency of an individual whose appointment, hiring, performance or discharge is being considered when necessary to prevent needless and irreparable injury to that individual's reputation and that individual requests a closed session. Motion by Wolfram, second by Meyer to go into closed session as per Iowa Code 21.5(1)(i) at 6:23 pm. Motion carried, all Trustees present voting 'aye'. Motion by Meyer, second by Bale to go back into open session at 6:34 pm. Motion carried, all Trustees present voting 'aye'.

Motion by Meyer, second by Wolfram to accept the resignation of Terry Unsworth from the Board. Motion carried, all Trustees present voting 'aye'.

Motion by Bale, second by Meyer to accept the resignation of the Administrator. Motion carried, all Trustees present voting 'aye'.

Motion by Bale, second by Wolfram to promote Mitch Hanson to Administrator/Superintendent with a 10% raise, promote Taylor Moore to Finance Director/Office Manager with a 4% raise, and promote Ron Fullerton to Assistant Superintendent/Operations Manager with a 4% raise. Motion carried, all Trustees present voting 'aye'.

Item #6. 2019 Sewer Lining Project, Pay Request #1, \$40,781.88. Motion by Wolfram, second by Bale to approve pay request #1 in the amount of \$40,781.88. Motion carried, all Trustees present voting 'aye'.

Item #7. Resolution 19-15. A Resolution Establishing Authorized Bank Signatures. The authorized signers are Mitch Hanson, Taylor Moore and Lothar Meyer. Motion by Meyer, second by Bale to approve Resolution 19-15. President Hugi called roll with all present Trustees voting 'aye'. Motion carried.

Item #8. SBR Inner Wall Project.

- Resolution 19-16. A Resolution approving Contract, Bonds, and Insurance Coverage for the SBR Inner Wall Project. Motion by Bale, second by Meyer to approve Resolution 19-16. President Hugi called roll with all present Trustees voting 'aye'. Motion carried.
- WHKS's SBR Inner Wall Project Construction Administration and Management Services discussion. Jeremy estimated the contract for admin and management services should come in at around \$64,000.00. Hugi requested that the contract be a "not to exceed" contract.

Item #9. John Deere Snow Blower Quote. Motion by Meyer, second by Bale to approve the John Deere snow blower purchase in the amount of \$5,250.00. Motion carried, all Trustees present voting 'aye'.

Item #10. Unfinished Business. No report given.

Item #11. Administrator's Report.

- Tertiary Building Filters. Hanson received approval from Alliant to order new filter cloths for the tertiary building filters from Aqua Aerobics in the amount of \$34,561.74. Motion by Bale, second by Meyer to approve the purchase from Aqua Aerobics in the amount of \$34,561.74. Motion carried, all Trustees present voting 'aye'.
- Turbidity Meter Purchase. Hanson said the turbidity meter in the new UV Building went out and parts are no longer made for this model, so he had to purchase a new model to replace it.
- Entryway Discussion/Quote. Hanson received a quote from Henkel to repair/reconstruct the entryway. The base bid came in at \$25,750.00 with an alternate to add an electric door opener for \$5,090.00 and an alternate for a north side wind break in the amount of \$3,450.00. Hanson said he could apply for a grant with WCDA to see if they could cover a portion of this cost. The board directed to apply for the grant and tabled this for further discussion.

Item #12. Trustees Report. Hugi discussed the idea of having WHKS on a possible retainer for any questions or needs that come up over the course of a year. The Trustees decided to have the FY 21 Budget Workshop on January 9th, 2020 at 10 a.m.

There being no further business to discuss, motion by Meyer, second by Wolfram to adjourn. Motion carried, all trustees present voting 'aye'. Meeting adjourned at 6:48 p.m.

ATTEST:

Bobby Wolfram, Jr., Clerk

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

Check #	Date	Vendor Name	Amount	Description
EFT	11/20/19	NET PAYROLL	15,839.82	11/20/19 NET PAYROLL
EFT	11/20/19	FEDERAL W/H	6,135.44	11/20/19 FEDERAL WITHHOLDING
EFT	11/20/19	DHS W/H	230.77	11/20/19 DHS WITHHOLDING
EFT	11/20/19	EMPLOYEE HSA CONTRIBUTIONS	25.00	11/20/19 EMPLOYEE HSA CONTRIBUTIONS
EFT	11/20/19	IPERS W/H	7,607.75	11/20/19 IPERS WITHHOLDING
EFT	11/20/19	IA DEPT. REV.	2,314.00	11/20/19 STATE W/H
EFT	12/04/19	NET PAYROLL	16,841.13	12/04/19 NET PAYROLL
EFT	12/04/19	FEDERAL W/H	6,307.35	12/04/19 FEDERAL WITHHOLDING
EFT	12/04/19	DHS W/H	230.77	12/04/19 DHS WITHHOLDING
EFT	12/04/19	EMPLOYEE HSA CONTRIBUTIONS	25.00	12/04/19 EMPLOYEE HSA CONTRIBUTIONS
EFT	12/10/19	POSTMASTER	1,346.49	DEC BILL MAILING
24587	11/21/19	FARMER'S STATE BANK	180,291.35	FSB \$500K CD - 6 MO. - 1.6%
24588	11/26/19	BMC AGGREGATES LLC	82.92	SAND
24589	11/26/19	IOWA ONE CALL	69.30	LOCATE CHARGES
24590	11/26/19	ALLIANT ENERGY	586.08	ELECTRIC/GAS
24591	11/26/19	TESTAMERICA LABS	2,817.00	LAB TESTING
24592	11/26/19	TUSHA, TED	15.54	NOV ON-CALL MILEAGE
24593	11/26/19	FEDERAL EXPRESS	29.89	SHIPPING CHARGES
24594	11/26/19	GFG INSTRUMENTATION	706.54	GAS DETECTOR REPAIRS
24595	11/26/19	OFFICE ELEMENTS	116.70	PAPER
24596	11/26/19	PRINCIPAL FINANCIAL	1,036.66	DENTAL INSURANCE PREMIUMS
24597	11/26/19	PEKIN LIFE INSURANCE	586.68	LIFE INSURANCE PREMIUMS
24598	11/26/19	CARDMEMBER SERVICES	(58.49)	CONSTRUCTIONGEAR.COM - SAFETY GEAR RETURN
24598	11/26/19	CARDMEMBER SERVICES	263.21	AMAZON - SHOP/AG CHEM PARTS/SUPPLIES
24598	11/26/19	CARDMEMBER SERVICES	326.67	CLTEL - PHONE/INTERNET SERVICE
24598	11/26/19	CARDMEMBER SERVICES	44.26	KRAMER - SHOP SUPPLIES
24598	11/26/19	CARDMEMBER SERVICES	79.97	AMAZON - FLASH DRIVES/TONER
24598	11/26/19	CARDMEMBER SERVICES	49.99	KRAMER - LADDER
24598	11/26/19	CARDMEMBER SERVICES	4.99	KRAMER - LS #8 PARTS
24598	11/26/19	CARDMEMBER SERVICES	53.38	KRAMER - SHOP SUPPLIES
24598	11/26/19	CARDMEMBER SERVICES	130.66	VERIZON - PLANT CELL/CPU SERVICE
24598	11/26/19	CARDMEMBER SERVICES	314.38	HACH - LAB SUPPLIES
24598	11/26/19	CARDMEMBER SERVICES	64.94	IMAGE SUPPLY - SHOP SUPPLIES
24598	11/26/19	CARDMEMBER SERVICES	1.07	WHITEPAGES - TRIAL MEMBERSHIP
24598	11/26/19	CARDMEMBER SERVICES	23.46	KRAMER - SHOP SUPPLIES
24598	11/26/19	CARDMEMBER SERVICES	1,065.92	IDEXX - LAB SUPPLIES
24598	11/26/19	CARDMEMBER SERVICES	94.75	AMAZON - SUPPLIES
24598	11/26/19	CARDMEMBER SERVICES	45.85	AMAZON - SUPPLIES
24598	11/26/19	CARDMEMBER SERVICES	14.00	WALMART - STOPWATCHES
24598	11/26/19	CARDMEMBER SERVICES	161.21	AMAZON - CONTROL OFFICE MONITOR
24598	11/26/19	CARDMEMBER SERVICES	89.93	MICROSOFT - AZURE BACKUP SERVICES
24598	11/26/19	CARDMEMBER SERVICES	196.77	MENARDS - SOFTENER SALT
24598	11/26/19	CARDMEMBER SERVICES	84.96	AMAZON - CALENDARS
24598	11/26/19	CARDMEMBER SERVICES	84.94	KRAMER - PLANT/SHOP SUPPLIES
24598	11/26/19	CARDMEMBER SERVICES	555.73	HACH - LAB SUPPLIES
24598	11/26/19	CARDMEMBER SERVICES	24.97	AMAZON - CALENDARS
24598	11/26/19	CARDMEMBER SERVICES	408.00	REALVNC - ANNUAL SUBSCRIPTION
24599	11/26/19	IA DIVISION OF LABOR SERV.	240.00	2019 BOILER INSPECTIONS
24601	12/11/19	ALLIANT ENERGY	15,622.45	ELECTRIC/GAS
24602	12/11/19	MARCO, INC.	99.00	COPIER MAINTENANCE FEE
24603	12/11/19	ABSOLUTE WASTE	115.93	WASTE SERVICE
24604	12/11/19	AVESIS	223.23	VISION INSURANCE PREMIUMS
24605	12/11/19	PUEGGEL, GRANT	90.00	APPLICATOR LICENSE CONTINUING EDUCATION
24606	12/11/19	MOORE, ANGIE	300.00	NOV CLEANING SERVICES
24607	12/11/19	LARSEN PLUMBING & HEATING	196.99	ADMIN BLDG FURNACE REPAIRS
24608	12/11/19	CONSOLIDATED ENERGY	1,685.66	DIESEL/PLANT BARREL PARTS

24609 12/11/19 HANCOCK COUNTY CO-OP

280.81 GAS
266,221.77

Clear Lake Sanitary District
Unpaid Invoices as of December 17, 2019

Check #	Date	Vendor Name	Amount	Description
PENDING	12/17/19	ACCELA	504.45	CREDIT CARD/WEB FEES
PENDING	12/17/19	AHLERS & COONEY, P.C.	337.50	LEGAL SERVICES
PENDING	12/17/19	FAREWAY	83.16	WATER FOR LAB
PENDING	12/17/19	FLOYD & LEONARD AUTO ELECTRIC	21.47	GAS PUMP PARTS
PENDING	12/17/19	GOODNATURE WORK STOP	119.99	EMPLOYEE BOOTS/UNIFORMS
PENDING	12/17/19	HARRISON TRUCK CENTERS	36.04	JET TRUCK PARTS
PENDING	12/17/19	HEARTLAND ASPHALT, INC.	14,519.75	PARKING LOT SEAL/CRACK FILL
PENDING	12/17/19	MID-AMERICA PUBLISHING CORP	186.38	MINUTE/LEGAL PUBLICATIONS
PENDING	12/17/19	NAPA	195.14	PARTS/SUPPLIES
PENDING	12/17/19	THE TIRE EXPERTS	650.03	TIRES FOR TRUCK #2/CAMERA TRUCK TUBES
			<u>16,653.91</u>	