

MINUTES OF BOARD OF TRUSTEES: June 16, 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) (via phone)
Robert Wolfram, Jr. (Clerk)
Larry Adams

Absent:

Also present: Mitch Hanson, Administrator
Taylor Moore, Finance Director
Mike Ritter, City of Clear Lake Building Official (via phone)
Bill Bredlow, City of Ventura

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

Item #2. Approve May 2020 Financial Statement. Motion by Hugi, second by Adams to approve the May 2020 Financial Statement. Motion carried all Trustees present voting 'aye'.

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

Item #4. Approve May 19th, 2020 board meeting minutes. Motion by Hugi, second by Wolfram to approve the May 19th, 2020 board meeting minutes. Motion carried all Trustees present voting 'aye'.

Item #5. 2019 Sewer Lining Project – Pay Request #3 \$106,953.66. Motion by Adams, second by Hugi to approve the 2019 Sewer Lining Project Pay Request #3 in the amount of \$106,953.66. Motion carried, all Trustees present voting 'aye'.

Item #6. SBR Inner Wall Project – Pay Request #3 \$32,419.17. Motion by Hugi, second by Wolfram to approve the SBR Inner Wall Project Pay Request #3 in the amount of \$32,419.17. Motion carried, all Trustees present voting 'aye'.

Item #7. Toro Mower Quotes. Hanson received quotes for two new Toro mowers from Doug's Small Engine in Garner at the cost of \$12,500 each. Trade in value on the District's current Toro mower is \$5,000. Motion by Meyer, second by Adams to approve the quote for two Toro mowers at \$12,500 each and trading in the old Toro mower for \$5,000. Motion carried, all Trustees present voting 'aye'.

Item #8. Locator Quote. Hanson noted that the District's locator needs to be replaced as it does not locate force mains well without a tracer wire. The quote for a new unit is \$5,087.35 from Ditch Witch. Motion by Hugi, second by Wolfram to approve the purchase of a new locator from Ditch Witch in the amount of \$5,087.35. Motion carried, all Trustees present voting 'aye'.

Item #9. Grit System Engineering Services. Hanson presented the two RFP's to the Board. Both WHKS and Bolton & Menk had near identical proposals. Motion by Meyer to accept Bolton & Menk's proposal. Motion died for the lack of a second. Motion by Hugi, second by Wolfram to approve WHKS's proposal. Motion carried, all Trustees present voting 'aye'.

Item #10. Trustee Policy Manual. This item was tabled.

Item #11. Unfinished Business. No unfinished business to be discussed.

Item #12. Administrator's Report.

- Payment Drop Box Update. Hanson said that a new payment drop box, similar to what the City of Clear Lake had installed recently, has been ordered and will be installed by the District. The old drop box will go to the City of Ventura.

Item #13. Trustee's Report.

- Hazard Pay. Bale suggested that a Hazard Pay section be added to the handbook that could be enabled at the Board's discretion. Bale also recommended providing the employees with two additional personal days to be used during Fiscal Year 2021 as a form of Hazard Pay for the employees for doing their best to stay healthy and working hard to continue operations at the District. Motion by Hugi, second by Adams to add Hazard Pay to the employee handbook. Motion carried, all Trustees present voting 'aye'. Motion by Hugi, second by Wolfram to add two additional personal days for employees in Fiscal Year 2021, one to be used by December 31, 2020 and the other by June 30, 2021. Motion carried, all Trustees present voting 'aye'.
- Bale mentioned the \$100,000 CD coming due on 6/25/2020. This CD will just be deposited back in to the money market for now for current projects.

Item #12. UV Building Project. The Board of Trustees reserves the right to go into closed session per Iowa Code Section 21.5(c). Motion by Hugi, second by Wolfram to enter into closed session as per Iowa Code Section 21.5(c) at 6:40 p.m. Motion carried all Trustees present voting 'aye'. Motion by Adams, second by Meyer to go back into open session at 6:54 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 6:54 p.m.

ATTEST:

Bobby Wolfram, Jr., Clerk

Clear Lake Sanitary District
Standard Monthly Invoices already paid as of June 16, 2020

Check #	Date	Vendor Name	Amount	Description
EFT	05/20/20	NET PAYROLL	16,067.73	05/20/20 NET PAYROLL
EFT	05/20/20	FEDERAL W/H	5,635.78	05/20/20 FEDERAL WITHHOLDING
EFT	05/20/20	DHS W/H	230.77	05/20/20 DHS WITHHOLDING
EFT	05/20/20	EMPLOYEE HSA CONTRIBUTIONS	100.00	05/20/20 EMPLOYEE HSA CONTRIBUTIONS
EFT	05/20/20	IPERS W/H	7,672.26	05/20/20 IPERS WITHHOLDING
EFT	05/20/20	IA DEPT. REV.	2,183.00	05/20/20 STATE W/H
EFT	06/03/20	NET PAYROLL	16,631.85	06/03/20 NET PAYROLL
EFT	06/03/20	FEDERAL W/H	5,886.34	06/03/20 FEDERAL WITHHOLDING
EFT	06/03/20	DHS W/H	230.77	06/03/20 DHS WITHHOLDING
EFT	06/03/20	EMPLOYEE HSA CONTRIBUTIONS	100.00	06/03/20 EMPLOYEE HSA CONTRIBUTIONS
EFT	06/04/20	POSTMASTER	1,362.68	MAY BILL MAILING
24878	05/21/20	SPILMAN, DENNIS	1,003.81	2020 DEDUCTIBLE REIMBURSEMENT

24879	05/21/20	CARDMEMBER SERVICES	(462.99)	WEATHERTECH - TRUCK FLOOR LINERS - RETURN
24879	05/21/20	CARDMEMBER SERVICES	(2.01)	KRAMER - PARTS RETURN
24879	05/21/20	CARDMEMBER SERVICES	437.80	WEATHERTECH - TRUCK FLOOR LINERS
24879	05/21/20	CARDMEMBER SERVICES	27.94	KRAMER - PLANT SUPPLIES
24879	05/21/20	CARDMEMBER SERVICES	305.79	USA BLUEBOOK - SHOP SUPPLIES
24879	05/21/20	CARDMEMBER SERVICES	350.65	LED OUTFITTERS - TRUCK LED STRIPS
24879	05/21/20	CARDMEMBER SERVICES	13.77	KRAMER - SHOP SUPPLIES
24879	05/21/20	CARDMEMBER SERVICES	536.42	MIDWEST WHEEL - TRUCK RACKS
24879	05/21/20	CARDMEMBER SERVICES	66.70	KRAMER - SHOP SUPPLIES
24879	05/21/20	CARDMEMBER SERVICES	371.95	CLTEL - PHONE/INTERNET SERVICE
24879	05/21/20	CARDMEMBER SERVICES	530.00	DIRECT APPLIANCE - LAB DISHWASHER
24879	05/21/20	CARDMEMBER SERVICES	402.83	ERA - LAB TESTING
24879	05/21/20	CARDMEMBER SERVICES	128.40	SIGNS & DESIGNS - TRUCK DECALS
24879	05/21/20	CARDMEMBER SERVICES	477.56	AMAZON - OFFICE SUPPLIES/TONER
24879	05/21/20	CARDMEMBER SERVICES	333.27	MENARDS - SOFTENER SALT
24879	05/21/20	CARDMEMBER SERVICES	35.31	KRAMER - TRUCK #3 PARTS
24879	05/21/20	CARDMEMBER SERVICES	112.87	BLACKBURN MFG - LOCATE FLAGS
24879	05/21/20	CARDMEMBER SERVICES	128.27	DROPBOX - ANNUAL SUBSCRIPTION
24879	05/21/20	CARDMEMBER SERVICES	41.87	KRAMER - SHOP SUPPLIES
24879	05/21/20	CARDMEMBER SERVICES	337.87	LED OUTFITTERS - TRUCK LED STRIPS
24879	05/21/20	CARDMEMBER SERVICES	55.24	MENARDS - LAB/OFFICE SUPPLIES
24879	05/21/20	CARDMEMBER SERVICES	599.00	DIRECT APPLIANCE - SHOP REFRIGERATOR
24879	05/21/20	CARDMEMBER SERVICES	45.96	KRAMER - LAB DISHWASHER PARTS
24879	05/21/20	CARDMEMBER SERVICES	170.85	AMAZON - GATE OPENERS/OFFICE SUPPLIES
24879	05/21/20	CARDMEMBER SERVICES	35.15	KRAMER - TOILET PARTS
24879	05/21/20	CARDMEMBER SERVICES	25.96	KRAMER - SHOP SUPPLIES
24879	05/21/20	CARDMEMBER SERVICES	1,317.00	LINE-X - NEW TRUCK BED LINERS
24879	05/21/20	CARDMEMBER SERVICES	81.96	KRAMER - TRUCK #3 PARTS
24879	05/21/20	CARDMEMBER SERVICES	19.00	LOGMEIN - ZOOM SUBSCRIPTION
24879	05/21/20	CARDMEMBER SERVICES	92.05	MICROSOFT - AZURE BACKUP
24879	05/21/20	CARDMEMBER SERVICES	798.56	NC LABS - LAB SUPPLIES
24879	05/21/20	CARDMEMBER SERVICES	329.00	HR SIMPLE - HR SUBSCRIPTION
24879	05/21/20	CARDMEMBER SERVICES	770.06	USA BLUEBOOK - RAIN/SAFETY SUPPLIES
24879	05/21/20	CARDMEMBER SERVICES	159.44	USA BLUEBOOK - LS #4 PARTS
24880	05/29/20	BMC AGGREGATES, LLC	86.11	LS #2 GRAVEL
24881	05/29/20	IOWA ONE CALL	73.00	LOCATE CHARGES
24882	05/29/20	ALLIANT ENERGY	446.63	ELECTRIC/GAS
24883	05/29/20	EMC NATIONAL LIFE	93.72	LIFE INSURANCE PREMIUMS
24884	05/29/20	FASTENAL CO.	83.99	SHOP SUPPLIES/BLOWER PARTS
24885	05/29/20	SPILMAN, DENNIS	30.82	MAY ON-CALL MILEAGE
24886	05/29/20	AVESIS	200.13	VISION INSURANCE PREMIUMS
24887	05/29/20	PUEGGEL, GRANT	32.78	MILEAGE REIMBURSEMENT
24888	05/29/20	PRINCIPAL FINANCIAL	1,067.07	DENTAL INSURANCE PREMIUMS
24889	05/29/20	PEKIN LIFE INSURANCE	521.35	LIFE INSURANCE PREMIUMS
24890	05/29/20	HANSON, MITCHELL	50.60	MILEAGE REIMBURSEMENT
24891	05/29/20	WEIER'S LAWN SERVICES	280.00	DRILL SEEDER RENTAL
24892	06/05/20	TESTAMERICA LABS	2,144.00	LAB TESTING
24893	06/05/20	MOORE, ANGIE	300.00	MAY CLEANING SERVICES
24894	06/05/20	CONSOLIDATED ENERGY	197.50	AG CHEM GEAR LUBE
24895	06/05/20	CULVER-HAHN ELECTRIC	94.99	SHOP LIGHT
24896	06/05/20	ALLIANT ENERGY	14,955.75	ELECTRIC/GAS
24897	06/05/20	MARCO, INC.	48.47	MAY COPIER MAINT. FEE
24898	06/05/20	HANCOCK COUNTY CO-OP	224.65	GAS
24899	05/29/20	HAVIG, PENNY	1,500.00	WELDER/TORCH/SHOP EQUIP.
			<u>88,210.05</u>	

Clear Lake Sanitary District
Unpaid Invoices as of June 16, 2020

Check #	Date	Vendor Name	Amount	Description
PENDING	6/16/20	ABSOLUTE WASTE REMOVAL	114.93	WASTE DISPOSAL SERVICE
PENDING	6/16/20	CERTIFIED LABS	205.98	SHOP SUPPLIES
PENDING	6/16/20	DOUG'S SMALL ENGINE	63.80	TORO MOWER PARTS
PENDING	6/16/20	FAREWAY	20.92	OFFICE SUPPLIES
PENDING	6/16/20	FIVE STAR CO-OP	81.10	WEED SPRAY
PENDING	6/16/20	GLEN'S TIRE SERVICE INC.	32.71	AG CHEM TIRE REPAIR
PENDING	6/16/20	HACK'S PEST CONTROL	45.00	PEST CONTROL SERVICES
PENDING	6/16/20	IA COMMUNITIES POOL ADMIN.	32,647.47	PROPERTY INSURANCE 7/20 - 6/21
PENDING	6/16/20	IMWCA	6,600.00	WORKERS COMP PREMIUM 7/20 - 6/21
PENDING	6/16/20	J&J MACHINING WELDING & FAB.	680.00	DIGESTER BLOWER SHAFT REPAIR
PENDING	6/16/20	MASON CITY RED POWER	983.00	AG CHEM HY-TRAN 55G
PENDING	6/16/20	MID-AMERICA PUBLISHING CORP	219.12	MINUTE PUBLICATIONS
PENDING	6/16/20	NAPA	192.82	PARTS/SUPPLIES
PENDING	6/16/20	POSM	2,000.00	POSM PRO LICENSE SUPPORT RENEWAL
PENDING	6/16/20	POSTMASTER	92.00	PO BOX SERVICE FEE
PENDING	6/16/20	SPRINGBROOK	14,300.00	SPRINGBROOK ANNUAL LICENSE
PENDING	6/16/20	THE TIRE EXPERTS	605.68	TIRES FOR TRUCK #1
PENDING	6/16/20	WHKS	10,710.17	SBR INNER WALL PROJ. ENGINEERING
PENDING	6/16/20	REISZ, JAMES & PATRICIA	2.14	REFUND
			<u>69,596.84</u>	