

**MINUTES OF BOARD OF TRUSTEES: May 19, 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) (via phone)  
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

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

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

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

Item #4. Approve April 21<sup>st</sup>, 2020 board meeting minutes. Motion by Hugi, second by Adams to approve the April 21<sup>st</sup>, 2020 board meeting minutes. Motion carried all Trustees present voting 'aye'.

Item #5. Resolution 20-02, a Resolution amending the FY 2020 Budget. Motion by Hugi, second by Wolfram to approve Resolution 20-02. President Bale called roll with the following results: Meyer, 'aye', Wolfram, 'aye', Adams, 'aye', Hugi, 'aye', Bale, 'aye'. Motion carried.

Item #6. SBR Inner Wall Project – Pay Request #2 \$68,156.42. Motion by Hugi, second by Adams to approve the SBR Inner Wall Project Pay Request #2 in the amount of \$68,156.42. Motion carried, all Trustees present voting 'aye'.

Item #7. Kinseth Hospitality Companies Parking Lease. Hanson noted that this is a two-year lease for the Best Western parking lot at a rate of \$300.00 per month. Motion by Meyer, second by Hugi to approve the Kinseth Hospitality Companies Parking Lease. Motion carried, all Trustees present voting 'aye'.

Item #8. CD Investments. Hanson stated that there is a \$500,000 CD coming due from Farmer's State Bank and this money will be needed for the SBR Inner Wall Project. Motion by Meyer, second by Adams to not renew the CD. Motion carried, all Trustees present voting 'aye'.

Item #9. Unfinished Business. No unfinished business to be discussed.

Item #10. Administrator's Report.

- Grit System Failure. Hanson noted that the repairs done over the years on the grit system are failing and the entire grit system needs to be updated as it is crucial to the process. The Board directed Hanson to send out RFP's to some engineers.

- Intelli-pro Update. Hanson noted that this system needs further programming and will hopefully be running more smoothly in a month or two.
- COVID-19 Update. Hanson stated that all staff are back on site working with the exception of one working from home.

Item #11. Trustee's Report. Hugi requested that the District open up the entryway to the public. Adams thought that it was too early and thought it should be reviewed on a weekly basis.

Hugi inquired about hiring extra help for mowing as discussed last month. Hanson stated that after speaking to Fullerton and the other employees that extra help for this is not needed at this time. Wolfram asked about having an internship at the District. Hanson said it is something he would look into.

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 Adams, second by Hugi to enter into closed session as per Iowa Code Section 21.5(c) at 6:26 p.m. Motion carried all Trustees present voting 'aye'. Motion by Meyer, second by Wolfram to go back into open session at 6:40 p.m. Motion carried, all Trustees present voting 'aye'.

There being no further business to discuss, motion by Hugi, second by Adams to adjourn. Motion carried, all trustees present voting 'aye'. Meeting adjourned at 6:41 p.m.

ATTEST:

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Bobby Wolfram, Jr., Clerk

**Clear Lake Sanitary District  
Standard Monthly Invoices already paid as of May 19, 2020**

| Check # | Date     | Vendor Name                | Amount    | Description                         |
|---------|----------|----------------------------|-----------|-------------------------------------|
| EFT     | 04/22/20 | NET PAYROLL                | 16,249.14 | 04/22/20 NET PAYROLL                |
| EFT     | 04/22/20 | FEDERAL W/H                | 5,616.01  | 04/22/20 FEDERAL WITHHOLDING        |
| EFT     | 04/22/20 | DHS W/H                    | 230.77    | 04/22/20 DHS WITHHOLDING            |
| EFT     | 04/22/20 | EMPLOYEE HSA CONTRIBUTIONS | 100.00    | 04/22/20 EMPLOYEE HSA CONTRIBUTIONS |
| EFT     | 04/22/20 | IPERS W/H                  | 7,560.48  | 04/22/20 IPERS WITHHOLDING          |
| EFT     | 04/22/20 | IA DEPT. REV.              | 2,152.00  | 04/22/20 STATE W/H                  |
| EFT     | 05/05/20 | POSTMASTER                 | 1,359.28  | MAY BILL MAILING                    |
| EFT     | 05/06/20 | NET PAYROLL                | 16,619.70 | 05/06/20 NET PAYROLL                |
| EFT     | 05/06/20 | FEDERAL W/H                | 5,820.45  | 05/06/20 FEDERAL WITHHOLDING        |
| EFT     | 05/06/20 | DHS W/H                    | 230.77    | 05/06/20 DHS WITHHOLDING            |
| EFT     | 05/06/20 | EMPLOYEE HSA CONTRIBUTIONS | 100.00    | 05/06/20 EMPLOYEE HSA CONTRIBUTIONS |
| 24824   | 04/22/20 | IOWA ONE CALL              | 21.50     | 1ST QTR 2020 LOCATE CHARGES         |
| 24825   | 04/22/20 | WELLMARK BLUE CROSS        | 16,872.57 | HEALTH INSURANCE PREMIUMS           |
| 24826   | 04/22/20 | ABSOLUTE WASTE             | 115.93    | WASTE DISPOSAL SERVICE              |
| 24827   | 04/22/20 | BRASSE IMPLEMENT           | 459.99    | JD MOWER PARTS                      |
| 24828   | 04/22/20 | PUEGGEL, GRANT             | 11.50     | APR ON-CALL MILEAGE                 |
| 24829   | 04/22/20 | PEKIN LIFE INSURANCE       | 34.29     | APR LIFE INSURANCE PREMIUMS         |
| 24830   | 04/22/20 | CARDMEMBER SERVICES        | 13.18     | KRAMER - BLEACH                     |
| 24830   | 04/22/20 | CARDMEMBER SERVICES        | 44.00     | AMAZON - TIME CARDS                 |
| 24830   | 04/22/20 | CARDMEMBER SERVICES        | 318.05    | ULINE - LAB STORAGE TOTES           |
| 24830   | 04/22/20 | CARDMEMBER SERVICES        | 3,531.01  | CLTEL - PHONE SYSTEM UPGRADES       |
| 24830   | 04/22/20 | CARDMEMBER SERVICES        | 411.13    | HACH - LAB SUPPLIES                 |
| 24830   | 04/22/20 | CARDMEMBER SERVICES        | 48.33     | KRAMER - SIGNS                      |
| 24830   | 04/22/20 | CARDMEMBER SERVICES        | 225.84    | AMAZON - OFFICE SUPPLIES            |
| 24830   | 04/22/20 | CARDMEMBER SERVICES        | 699.97    | AWC - TRAINING COURSES              |

|       |          |                               |                   |                                      |
|-------|----------|-------------------------------|-------------------|--------------------------------------|
| 24830 | 04/22/20 | CARDMEMBER SERVICES           | 125.00            | SACRAMENTO CSU - TRAINING COURSE     |
| 24830 | 04/22/20 | CARDMEMBER SERVICES           | 1,090.94          | HACH - LAB SUPPLIES                  |
| 24830 | 04/22/20 | CARDMEMBER SERVICES           | 13.52             | AMAZON - FILTERS                     |
| 24830 | 04/22/20 | CARDMEMBER SERVICES           | 1,194.86          | ERA - LAB TESTING                    |
| 24830 | 04/22/20 | CARDMEMBER SERVICES           | 492.00            | HACH - LAB SUPPLIES                  |
| 24830 | 04/22/20 | CARDMEMBER SERVICES           | 189.97            | KRAMER - SHOP SUPPLIES               |
| 24830 | 04/22/20 | CARDMEMBER SERVICES           | 19.00             | LOGMEIN - GO TO MEETING SUBSCRIPTION |
| 24830 | 04/22/20 | CARDMEMBER SERVICES           | 85.92             | MS AZURE - BACKUP SERVICE            |
| 24830 | 04/22/20 | CARDMEMBER SERVICES           | 2,900.00          | IDNR - LAB CERTIFICATION FEE         |
| 24830 | 04/22/20 | CARDMEMBER SERVICES           | 129.99            | AMAZON - LAB SUPPLIES                |
| 24830 | 04/22/20 | CARDMEMBER SERVICES           | 58.79             | AMAZON - OFFICE SUPPLIES             |
| 24830 | 04/22/20 | CARDMEMBER SERVICES           | 462.99            | WEATHERTECH - TRUCK FLOOR LINERS     |
| 24830 | 04/22/20 | CARDMEMBER SERVICES           | 90.38             | NCLABS - LAB SUPPLIES                |
| 24830 | 04/22/20 | CARDMEMBER SERVICES           | 23.98             | AMAZON - OFFICE SUPPLIES             |
| 24830 | 04/22/20 | CARDMEMBER SERVICES           | 102.17            | NCLABS - LAB SUPPLIES                |
| 24830 | 04/22/20 | CARDMEMBER SERVICES           | 3.29              | KRAMER - REFRIGERATOR PARTS          |
| 24831 | 04/22/20 | MOORE, TAYLOR                 | 50.03             | MILEAGE                              |
| 24832 | 04/22/20 | HANSON, MITCHELL              | 150.08            | MILEAGE                              |
| 24833 | 04/22/20 | HD SUPPLY CONST.              | 2,181.49          | CONFINED SPACE HARNESSES             |
| 24834 | 04/22/20 | MOORE, TAYLOR                 | 2,206.70          | 2020 DEDUCTIBLE REIMBURSEMENT        |
| 24835 | 04/22/20 | CLARK QUINN TRUCKING          | 2,460.00          | SEWER MAIN REPAIR                    |
| 24836 | 04/27/20 | SPILMAN, DENNIS               | 1,428.37          | 2020 DEDUCTIBLE REIMBURSEMENT        |
| 24837 | 05/07/20 | BMC AGGREGATES, LLC           | 95.65             | GRAVEL - VENTURA HEIGHTS             |
| 24838 | 05/07/20 | ALLIANT ENERGY                | 1,251.49          | ELECTRIC/GAS                         |
| 24839 | 05/07/20 | NAPA                          | 176.28            | PARTS/SUPPLIES                       |
| 24840 | 05/07/20 | LANDFILL OF NORTH IOWA        | 56.88             | WASTE DISPOSAL SERVICE               |
| 24841 | 05/07/20 | PMMIC                         | 945.00            | LS #5 UST INSURANCE PREMIUMS         |
| 24842 | 05/07/20 | MARCO, INC.                   | 62.42             | COPIER MAINT. FEE                    |
| 24843 | 05/07/20 | TESTAMERICA LABS              | 2,510.00          | LAB TESTING                          |
| 24844 | 05/07/20 | FIVE STAR COOP                | 117.98            | GRASS SEED                           |
| 24845 | 05/07/20 | BRASSE IMPLEMENT              | 25.46             | JD MOWER PARTS                       |
| 24846 | 05/07/20 | AVESIS                        | 200.13            | VISION INSURANCE PREMIUMS            |
| 24847 | 05/07/20 | OFFICE ELEMENTS               | 116.70            | PAPER                                |
| 24848 | 05/07/20 | PUEGGEL, GRANT                | 95.99             | UNIFORM REIMBURSEMENT                |
| 24849 | 05/07/20 | PRINCIPAL FINANCIAL           | 1,475.75          | DENTAL INSURANCE PREMIUMS            |
| 24850 | 05/07/20 | MOORE, ANGIE                  | 300.00            | APR CLEANING SERVICES                |
| 24851 | 05/07/20 | MASON CITY RENTALS            | 175.95            | RAKE RENTAL                          |
| 24852 | 05/07/20 | UNITED RENTALS                | 38.00             | SAW RENTAL                           |
| 24853 | 05/07/20 | CULVER-HAHN ELECTRIC          | 12.18             | SHOP SUPPLIES                        |
| 24854 | 05/07/20 | BOX5 MEDIA LLC                | 1,244.00          | EMAIL/WEBSITE HOSTING FEES & MAINT.  |
| 24855 | 05/07/20 | HANCOCK COUNTY CO-OP          | 117.05            | GAS                                  |
| 24856 | 05/07/20 | HACK'S PEST CONTROL           | 45.00             | PEST CONTROL SERVICE                 |
| 24857 | 05/07/20 | ENGINEERED OPERATIONS & SERV. | 6,179.29          | SLUDGE PUMP PARTS                    |
|       |          |                               | <u>108,187.28</u> |                                      |

**Clear Lake Sanitary District  
Unpaid Invoices as of May 19, 2020**

| Check # | Date    | Vendor Name              | Amount    | Description                           |
|---------|---------|--------------------------|-----------|---------------------------------------|
| PENDING | 5/19/20 | ABSOLUTE WASTE REMOVAL   | 114.93    | WASTE DISPOSAL SERVICE                |
| PENDING | 5/19/20 | ALLIANT ENERGY           | 18,063.77 | GAS/ELECTRIC BILLS                    |
| PENDING | 5/19/20 | CONSOLIDATED ENERGY      | 1,142.56  | DIESEL - PLANT BARREL/PUMP LUBRICANTS |
| PENDING | 5/19/20 | FIVE STAR CO-OP          | 387.98    | WEED SPRAY/GRASS SEED                 |
| PENDING | 5/19/20 | GRP & ASSOCIATES         | 106.50    | LAB WASTE DISPOSAL                    |
| PENDING | 5/19/20 | HD SUPPLY CONSTR. & IND. | 113.40    | MARKING PAINT                         |
| PENDING | 5/19/20 | HEARTLAND PAPER CO.      | 63.16     | PLANT SUPPLIES                        |
| PENDING | 5/19/20 | POSTMASTER               | 550.00    | 10 ROLLS OF STAMPS                    |
| PENDING | 5/19/20 | SHINEWAY SERVICES        | 550.00    | PLANT FLOOR STRIPPING & SEAL          |

|         |         |                            |                  |                                  |
|---------|---------|----------------------------|------------------|----------------------------------|
| PENDING | 5/19/20 | SPRINGBROOK                | 543.40           | CREDIT CARD/ONLINE SYSTEM FEES   |
| PENDING | 5/19/20 | TEST AMERICA               | 753.50           | LAB TESTING                      |
| PENDING | 5/19/20 | ULINE                      | 203.89           | LAB SUPPLIES                     |
| PENDING | 5/19/20 | WELLMARK BLUE CROSS        | 15,578.11        | HEALTH INS PREMIUMS              |
| PENDING | 5/19/20 | WHKS                       | 14,324.43        | SBR INNER WALL PROJ. ENGINEERING |
| PENDING | 5/19/20 | WOODFORD LUMBER & HOME CO. | 32.58            | SHOP SHELVES                     |
| PENDING | 5/19/20 | BARTLING, REGINA           | 20.12            | REFUND                           |
| PENDING | 5/19/20 | HENNINGSSEN                | 13.01            | REFUND                           |
| PENDING | 5/19/20 | WARP DRIVE INC.            | 9.58             | REFUND                           |
| PENDING | 5/19/20 | WOODS, JASON               | 11.36            | REFUND                           |
|         |         |                            | <u>52,582.28</u> |                                  |