

**MINUTES OF BOARD OF TRUSTEES: July 21, 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

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

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

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

Item #4. Approve June 16<sup>th</sup>, 2020 board meeting minutes. Motion by Wolfram, second by Adams to approve the June 16<sup>th</sup>, 2020 board meeting minutes. Motion carried all Trustees present voting 'aye'.

Item #5. Amendment to Ordinance No. 7. Motion by Hugi, second by Wolfram to approve the first reading of the Amendment to Ordinance No. 7 of a 4% rate increase. President Bale called roll with the following results: Hugi, 'aye'; Wolfram, 'aye'; Meyer, 'aye'; Adams, 'aye'; Bale, 'aye'. Motion carried. Motion by Meyer, second by Hugi to waive the second and third readings. President Bale called roll with the following results: Hugi, 'aye'; Wolfram, 'aye'; Meyer, 'aye'; Adams, 'aye'; Bale, 'aye'. Motion carried.

Item #6. Resolution 20-03, A Resolution Certifying Delinquent Sewer Accounts as a lien upon the real property serviced by a connection during FY 2020. Motion by Wolfram, second by Adams to approve Resolution 20-03. President Bale called roll with the following results: Hugi, 'aye'; Wolfram, 'aye'; Meyer, 'aye'; Adams, 'aye'; Bale, 'aye'. Motion carried.

Item #7. SBR Inner Wall Project – Pay Request #4 \$160,700.44. Motion by Adams, second by Hugi to approve Pay Request #4 in the amount of \$160,700.44. Motion carried, all Trustees present voting 'aye'.

Item #8. Account Adjustment Requests - #010689-000 and #015871-000. Account #010689-000 was requesting a 10% discount for three months due to Covid-19. The Board directed Hanson to send them a letter denying this request. Account #015871-000 requested a credit due to a leak on the outside spigot. The excess usage was approximately 14,600 gallons, a credit of \$34.60. Motion by Hugi, second by Adams to credit account #015871-000 for \$34.60. Motion carried, all Trustees present voting 'aye'.

Item #9. Professional Services Agreement – Pretreatment Improvements. Motion by Adams, second by Wolfram to approve WHKS’s Professional Services Agreement for the Pretreatment Improvements Project. Motion carried, all Trustees present voting ‘aye’.

Item #10. Unfinished Business. No unfinished business to be discussed.

Item #11. Administrator’s Report.

- Capital Improvement Projects/Equipment Updates. Hanson discussed the camera truck, emissions equipment for the generator, air release valves, office humidification, outside digester walls, and a SCADA update.
- Pretreatment Improvement Project Engineering Updates. Hanson and several employees met with a couple manufacturers to discuss the equipment options.
- SBR Inner Wall Project Update. Hanson noted that SBR #4 is complete and they’ve moved onto SBR #2.
- Personnel Matters. Note: The Board reserves the right to go into closed session per Iowa Code 21.5(l)(i). Motion by Hugi, second by Adams to enter into closed session as per Iowa Code 21.5(l)(i). Motion carried, all Trustees present voting ‘aye’. Motion by Hugi, second by Wolfram to go back into open session at 7:18 p.m. Motion carried, all Trustees present voting ‘aye’. Motion by Hugi, second by Adams to approve a pay increase for Morrow with stipulations of completing his Grade 1 and 2 exams in a timely matter once testing is available again. Motion carried, all Trustees present voting ‘aye’.

Item #12. Trustee’s Report.

- Trustee Policy Manual. The Board directed Hanson to make some changes to the request for proposals section.
- CLSD Employee Handbook. This item was tabled.
- Election. Bale discussed what terms are up for election this Fall.

Item #13. 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 Meyer to enter into closed session as per Iowa Code Section 21.5(c) at 7:20 p.m. Motion carried, all Trustees present voting ‘aye’. Motion by Hugi, second by Wolfram to go back into open session at 7:27 p.m. Motion carried, all Trustees present voting ‘aye’.

There being no further business to discuss, motion by Hugi, second by Wolfram to adjourn. Motion carried, all trustees present voting ‘aye’. Meeting adjourned at 7:27 p.m.

ATTEST:

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Bobby Wolfram, Jr., Clerk

**Clear Lake Sanitary District**  
**Standard Monthly Invoices already paid as of July 21, 2020**

Check #	Date	Vendor Name	Amount	Description
EFT	06/17/20	NET PAYROLL	16,143.75	06/17/20 NET PAYROLL
EFT	06/17/20	FEDERAL W/H	5,635.74	06/17/20 FEDERAL WITHHOLDING
EFT	06/17/20	DHS W/H	230.77	06/17/20 DHS WITHHOLDING
EFT	06/17/20	EMPLOYEE HSA CONTRIBUTIONS	100.00	06/17/20 EMPLOYEE HSA CONTRIBUTIONS
EFT	06/17/20	IPERS W/H	7,679.93	06/17/20 IPERS WITHHOLDING

EFT	06/17/20	IA DEPT. REV.	2,184.00	06/17/20 STATE W/H
EFT	06/26/20	IA WORKFORCE DEVELOPMENT	113.26	2ND QTR 2020 UNEMPLOYMENT
EFT	07/01/20	BOARD PAYROLL	1,754.65	07/01/20 BOARD 2ND QTR 2020 PAYROLL
EFT	07/01/20	NET PAYROLL	16,414.48	07/01/20 NET PAYROLL
EFT	07/01/20	FEDERAL W/H	6,067.68	07/01/20 FEDERAL WITHHOLDING
EFT	07/01/20	DHS W/H	230.77	07/01/20 DHS WITHHOLDING
EFT	07/01/20	EMPLOYEE HSA CONTRIBUTIONS	100.00	07/01/20 EMPLOYEE HSA CONTRIBUTIONS
EFT	07/09/20	POSTMASTER	1,357.15	JULY BILL MAILING
EFT	07/15/20	NET PAYROLL	16,997.37	07/15/20 NET PAYROLL
EFT	07/15/20	FEDERAL W/H	5,931.81	07/15/20 FEDERAL WITHHOLDING
EFT	07/15/20	DHS W/H	230.77	07/15/20 DHS WITHHOLDING
EFT	07/15/20	EMPLOYEE HSA CONTRIBUTIONS	100.00	07/15/20 EMPLOYEE HSA CONTRIBUTIONS
EFT	07/15/20	IA DEPT. REV.	1,764.00	2ND QTR 2020 SALES TAX
24921	06/23/20	DOUG BLANCHARD	20,000.00	TORO MOWERS
24922	06/30/20	IOWA ONE CALL	77.40	MAY LOCATE CHARGES
24923	06/30/20	ALLIANT ENERGY	2,642.69	ELECTRIC/GAS
24924	06/30/20	HEARTLAND PAPER CO.	160.20	PLANT SUPPLIES
24925	06/30/20	EMC NATIONAL LIFE	93.72	LIFE INSURANCE PREMIUMS
24926	06/30/20	TESTAMERICA LABS	2,291.20	LAB TESTING
24927	06/30/20	SPILMAN, DENNIS	1,152.66	2020 DEDUCTIBLE REIMBURSEMENT
24928	06/30/20	WELLMARK BCBS	15,578.11	HEALTH INSURANCE PREMIUMS
24929	06/30/20	GOODNATURES WORK STOP	274.93	UNIFORMS
24930	06/30/20	QUALITY PUMP & CONTROL	150.00	LS #3 CABLE
24931	06/30/20	PRINCIPAL FINANCIAL	1,093.18	DENTAL INSURANCE PREMIUMS
24932	06/30/20	PEKIN LIFE INSURANCE	553.36	LIFE INSURANCE PREMIUMS
24933	06/30/20	INTERSTATE ALL BATTERY	109.80	PORTABLE GENERATOR PARTS
24934	06/30/20	CARDMEMBER SERVICES	(329.00)	HR SIMPLE - HR SUBSCRIPTION CREDIT
24934	06/30/20	CARDMEMBER SERVICES	30.76	KRAMER - GROUNDS MAINTENANCE SUPPLIES
24934	06/30/20	CARDMEMBER SERVICES	87.93	AMAZON - OFFICE/LAB SUPPLIES
24934	06/30/20	CARDMEMBER SERVICES	24.72	AMAZON - LAB SUPPLIES
24934	06/30/20	CARDMEMBER SERVICES	685.29	HACH - LAB SUPPLIES
24934	06/30/20	CARDMEMBER SERVICES	68.04	SOURCE NA - LS #5 & 8 FUEL TANKS
24934	06/30/20	CARDMEMBER SERVICES	375.77	CLTEL - PHONE/INTERNET SERVICE
24934	06/30/20	CARDMEMBER SERVICES	27.69	HACH - LAB SUPPLIES
24934	06/30/20	CARDMEMBER SERVICES	91.97	KRAMER - FERTILIZER
24934	06/30/20	CARDMEMBER SERVICES	16.04	ZOOM - SUBSCRIPTION FEES
24934	06/30/20	CARDMEMBER SERVICES	111.80	AMAZON - GARAGE DOOR OPENERS
24934	06/30/20	CARDMEMBER SERVICES	71.40	MSC - FOG NOZZLE
24934	06/30/20	CARDMEMBER SERVICES	16.97	KRAMER - AG CHEM PARTS
24934	06/30/20	CARDMEMBER SERVICES	1,198.42	PATHFINDER SYSTEMS - DIGESTER PARTS
24934	06/30/20	CARDMEMBER SERVICES	49.16	KRAMER - PAINTING SUPPLIES
24934	06/30/20	CARDMEMBER SERVICES	11.18	KRAMER - PLANT SUPPLIES
24934	06/30/20	CARDMEMBER SERVICES	105.31	AMAZON - OFFICE SUPPLIES
24934	06/30/20	CARDMEMBER SERVICES	34.99	AMAZON - COFFEE
24934	06/30/20	CARDMEMBER SERVICES	89.31	MS AZURE - BACKUP SERVICES
24934	06/30/20	CARDMEMBER SERVICES	391.54	ZIEGLER CAT - AG CHEM REPAIRS
24934	06/30/20	CARDMEMBER SERVICES	3.99	KRAMER - PLANT SUPPLIES
24934	06/30/20	CARDMEMBER SERVICES	2,158.04	HACH - LDO PROBE/REACTOR
24934	06/30/20	CARDMEMBER SERVICES	15.18	KRAMER - SHOP SUPPLIES
24934	06/30/20	CARDMEMBER SERVICES	269.99	BEST BUY - OFFICE SUPPLIES
24934	06/30/20	CARDMEMBER SERVICES	19.00	LOGMEIN - SUBSCRIPTION
24934	06/30/20	CARDMEMBER SERVICES	832.20	USA BLUEBOOK - SLUDGE LOADOUT PUMP PARTS
24934	06/30/20	CARDMEMBER SERVICES	399.00	SECRET LAB - OFFICE CHAIR
24934	06/30/20	CARDMEMBER SERVICES	54.98	AMAZON - OFFICE SUPPLIES
24934	06/30/20	CARDMEMBER SERVICES	18.46	AMAZON - PLANT SUPPLIES
24934	06/30/20	CARDMEMBER SERVICES	251.77	AMAZON - OFFICE SUPPLIES
24934	06/30/20	CARDMEMBER SERVICES	67.67	KRAMER - SHOP SUPPLIES
24934	06/30/20	CARDMEMBER SERVICES	7.99	KRAMER - PLANT SUPPLIES
24934	06/30/20	CARDMEMBER SERVICES	15.00	AMAZON - OFFICE SUPPLIES
24934	06/30/20	CARDMEMBER SERVICES	74.78	AMAZON - SHOP SUPPLIES

24934	06/30/20	CARDMEMBER SERVICES	92.13	GALCO - LS #8 FAN
24935	06/30/20	MN-IOWA ELECTRIC	964.12	ADMIN BLDG AIR HANDLER MAINTENANCE
24936	06/30/20	MOORE, ANGIE	300.00	JUNE CLEANING SERVICES
24937	06/30/20	B&F FASTENER SUPPLY	3.59	SHOP SUPPLIES
24938	06/30/20	SPRINGBROOK LLC	530.10	CREDIT CARD/WEB HOSTING FEES
24939	06/30/20	SIOUX VALLEY ENVIRONMENTAL	2,335.50	ACRYLIC POLYMER
24940	06/30/20	CC SCREEN PRINTING	342.63	UNIFORMS
24941	06/30/20	DITCH WITCH OF MN & IA	5,087.35	LOCATOR
24942	07/02/20	BACON, STEVE	240.00	FY 2021 CELL PHONE ALLOWANCE
24943	07/02/20	TUSHA, TED	240.00	FY 2021 CELL PHONE ALLOWANCE
24944	07/02/20	SPILMAN, DENNIS	240.00	FY 2021 CELL PHONE ALLOWANCE
24945	07/02/20	FULLERTON, RON	240.00	FY 2021 CELL PHONE ALLOWANCE
24946	07/02/20	PUEGGEL, GRANT	240.00	FY 2021 CELL PHONE ALLOWANCE
24947	07/02/20	MOORE, TAYLOR	240.00	FY 2021 CELL PHONE ALLOWANCE
24948	07/02/20	HANSON, MITCHELL	240.00	FY 2021 CELL PHONE ALLOWANCE
24949	07/02/20	MORROW, JUSTIN	240.00	FY 2021 CELL PHONE ALLOWANCE
24950	07/13/20	BMC AGGREGATES LLC	97.81	LS #1 GRAVEL
24951	07/13/20	ALLIANT ENERGY	5,558.61	ELECTRIC/GAS
24952	07/13/20	MARCO, INC.	48.30	COPIER MAINTENCE FEE
24953	07/13/20	ABSOLUTE WASTE	114.93	WASTE DISPOSAL SERVICE
24954	07/13/20	AVESIS	200.13	VISION INSURANCE PREMIUMS
24955	07/13/20	HANCOCK COUNTY CO-OP	415.89	GAS
24956	07/13/20	MORROW, JUSTIN	117.68	UNIFORM REIMBURSEMENT
24957	07/16/20	VISU-SEWER	10,772.97	2019 SEWER LINING PROJECT RETAINAGE
24958	07/16/20	HANSON, MITCHELL	2,728.42	2020 DEDUCTIBLE REIMBURSEMENT
24959	07/16/20	MORROW, JUSTIN	4,000.00	2020 DEDUCTIBLE REIMBURSEMENT
			<u>170,190.88</u>	

**Clear Lake Sanitary District  
Unpaid Invoices as of July 21, 2020**

Check #	Date	Vendor Name	Amount	Description
PENDING	7/21/20	ALLIANT ENERGY	1,593.99	GAS/ELECTRIC BILLS
PENDING	7/21/20	BILLION FORD	1,025.78	CAMERA TRUCK FUEL PUMP REPAIR
PENDING	7/21/20	EMC NATIONAL LIFE	93.72	LIFE INSURANCE PREMIUMS
PENDING	7/21/20	ENDRESS HAUSER	2,557.86	LS #2 PROBE/SBR PROBE
PENDING	7/21/20	FAREWAY	83.16	LAB WATER
PENDING	7/21/20	FASTENAL	373.21	SBR PARTS/MASKS
PENDING	7/21/20	HACK'S PEST CONTROL	45.00	PEST CONTROL SERVICES
PENDING	7/21/20	INTERSTATE ALL BATTERY CENTER	66.60	LS #6 BATTERY
PENDING	7/21/20	MID-AMERICA PUBLISHING CORP	364.24	MINUTE PUBLICATIONS
PENDING	7/21/20	MUNICIPAL SUPPLY INC	97.52	SBR INNER WALL PROJECT - PARTS
PENDING	7/21/20	PEKIN	520.21	LIFE INSURANCE PREMIUMS
PENDING	7/21/20	SIMMONS PERRINE MOYER BER PLC	16,467.00	LEGAL SERVICES
PENDING	7/21/20	SPRINGBROOK	553.85	CREDIT CARD/WEB FEES
PENDING	7/21/20	TEST AMERICA	985.50	LAB TESTING
PENDING	7/21/20	FALLIS, CHELSIE	12.99	REFUND
PENDING	7/21/20	NELSON, CHAD	91.35	REFUND
			<u>24,931.98</u>	