

MINUTES OF BOARD OF TRUSTEES: December 15, 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)
Robert Wolfram, Jr. (Clerk)
Larry Adams

Absent:

Also present: Mitch Hanson, Administrator
Taylor Moore, Finance Director
Kevin Graves, WHKS
Tony Nelson

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

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

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

Item #4. Approve November 17th and December 1st, 2020 Board Meeting Minutes. Motion by Wolfram, second by Hugi to approve the November 17th and December 1st, 2020 Board Meeting Minutes. Motion carried all Trustees present voting 'aye'.

Item #5. SBR Inner Wall Project – Pay Request #9 - \$15,115.50. Motion by Meyer, second by Wolfram to approve Pay Request #9 in the amount of \$15,115.50. Motion carried, all Trustees present voting 'aye'.

Adams entered at 5:36 p.m.

Item #6. WHKS Facility Plan Proposal. Kevin Graves discussed the proposal for CLSD Facility Upgrades. Motion by Meyer, second by Wolfram to approve the Facility Plan Proposal. Motion carried, all Trustees present voting 'aye'.

Item #7. Emergency Well Repair. Hanson stated that the well pump had to be pulled and swapped out due to a check valve failure. New well pipe was also had to be installed. All emergency protocols were followed. Motion by Adams, second by Meyer to approve the Emergency Well Repairs in the estimated amount of \$17,600.00. Motion carried, all Trustees present voting 'aye'.

Item #8. Updated Employee Handbook. Bale stated that the changes have been made in regards to some policies in the handbook including vacation and bereavement. Motion by Adams, second by Hugi to approve the Employee Handbook changes and to put them into effect immediately. Motion carried, all Trustees present voting 'aye'.

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

Item #10. Administrator’s Report.

- Old Camera Truck Equipment Proposal. Hanson received a proposal from Hydro-Klean for the District’s old camera truck equipment in the amount of \$20,000. Motion by Hugi, second by Meyer to accept the proposal for the old camera truck equipment. Motion carried, all Trustees present voting ‘aye’.
- Push Camera Quote. Hanson received a quote from MacQueen Equipment for a demo unit push camera with full warranty in the amount of \$10,520.00. Motion by Adams, second by Wolfram to approve the purchase of the push camera from MacQueen Equipment. Motion carried, all Trustees present voting ‘aye’.
- Boardroom/Office Wall Discussion. Hanson said that he’s waiting on the spray-foam company to become available, which should be early January, and then the Boardroom wall can be completed. Once the Boardroom is done they plan on starting on the main Office walls.

Item #11. Trustee’s Report.

- Trustee Appointment. Gary Hugi formally announced his resignation. Motion by Meyer, second by Adams to accept Hugi’s resignation. Motion carried, Meyer, Adams, Bale voting ‘aye’, Wolfram voting ‘nay’. Motion by Wolfram, second by Adams to appoint Tony Nelson to the Board effective in January. Motion carried, all Trustees present voting ‘aye’.

There being no further business to discuss, motion by Meyer, second by Adams to adjourn. Motion carried, all trustees present voting ‘aye’. Meeting adjourned at 6:29 p.m.

ATTEST:

Bobby Wolfram, Jr., Clerk

Clear Lake Sanitary District
Standard Monthly Invoices already paid as of December 15, 2020

Check #	Date	Vendor Name	Amount	Description
EFT	11/18/20	NET PAYROLL	17,600.88	11/18/20 NET PAYROLL
EFT	11/18/20	FEDERAL W/H	6,278.49	11/18/20 FEDERAL WITHHOLDING
EFT	11/18/20	DHS W/H	230.77	11/18/20 DHS WITHHOLDING
EFT	11/18/20	EMPLOYEE HSA CONTRIBUTIONS	100.00	11/18/20 EMPLOYEE HSA CONTRIBUTIONS
EFT	11/18/20	IPERS W/H	8,002.36	11/18/20 IPERS WITHHOLDING
EFT	11/18/20	IA DEPT. REV.	2,310.00	11/18/20 STATE W/H
EFT	12/02/20	NET PAYROLL	17,677.28	12/02/20 NET PAYROLL
EFT	12/02/20	FEDERAL W/H	6,287.33	12/02/20 FEDERAL WITHHOLDING
EFT	12/02/20	DHS W/H	230.77	12/02/20 DHS WITHHOLDING
EFT	12/02/20	EMPLOYEE HSA CONTRIBUTIONS	100.00	12/02/20 EMPLOYEE HSA CONTRIBUTIONS
EFT	12/07/20	POSTMASTER	1,350.54	DEC BILL MAILING
25195	11/18/20	TUSHA, TED	1,100.00	2020 DEDUCTIBLE REIMBURSEMENT
25196	11/18/20	FARMER'S STATE BANK	45,721.51	ADD'L FUNDS FOR CD INVESTMENT
25197	11/23/20	ALLIANT ENERGY	1,425.43	ELECTRIC/GAS
25198	11/23/20	EMC NATIONAL LIFE	93.72	LIFE INSURANCE PREMIUMS
25199	11/23/20	IA DNR	85.00	NPDES PERMIT FEE
25200	11/23/20	WELLMARK BCBS	12,581.31	HEALTH INSURANCE PREMIUMS
25201	11/23/20	PRINCIPAL FINANCIAL	1,214.65	DENTAL INSURANCE PREMIUMS
25202	11/23/20	PEKIN LIFE	520.21	LIFE INSURANCE PREMIUMS
25203	12/03/20	IOWA ONE CALL	63.00	LOCATE CHARGES
25204	12/03/20	ALLIANT ENERGY	166.70	ELECTRIC/GAS

25205	12/03/20	FASTENAL CO.	110.00	FACEMASKS
25206	12/03/20	WOODFORD LUMBER	208.09	WALL REPAIR SUPPLIES
25207	12/03/20	TESTAMERICA LABS	3,255.50	LAB TESTING
25208	12/03/20	BACON, STEVE	23.58	ON-CALL MILEAGE
25209	12/03/20	TUSHA, TED	200.75	UNIFORM/MILEAGE REIMBURSEMENT
25210	12/03/20	BRASSE IMPLEMENT, INC.	524.82	JD MOWER SERVICE/REPAIRS
25211	12/03/20	PUEGGEL, GRANT	11.50	ON-CALL MILEAGE
25212	12/03/20	CARDMEMBER SERVICES	189.89	MENARDS - VACUUM
25212	12/03/20	CARDMEMBER SERVICES	204.42	ZIEGLER CAT - GENERATOR COOLANT
25212	12/03/20	CARDMEMBER SERVICES	24.42	WALMART - CLEANING SUPPLIES
25212	12/03/20	CARDMEMBER SERVICES	75.35	MENARDS - BLDG 30 BISULFITE LINE PARTS
25212	12/03/20	CARDMEMBER SERVICES	290.71	AMAZON - PLANT/OFFICE SUPPLIES
25212	12/03/20	CARDMEMBER SERVICES	514.73	HACH - LAB SUPPLIES
25212	12/03/20	CARDMEMBER SERVICES	89.69	MS AZURE - AZURE BACKUP SERVICES
25212	12/03/20	CARDMEMBER SERVICES	1,075.20	PIPINGNOW.COM - SBR PROJECT FLANGE
25212	12/03/20	CARDMEMBER SERVICES	12.98	KRAMER - SHOP SUPPLIES
25212	12/03/20	CARDMEMBER SERVICES	11.99	AMAZON - OFFICE SUPPLIES
25212	12/03/20	CARDMEMBER SERVICES	48.89	AMAZON - OFFICE SUPPLIES
25212	12/03/20	CARDMEMBER SERVICES	178.99	AMAZON - MINUTE BOOKS
25212	12/03/20	CARDMEMBER SERVICES	39.99	AMAZON - OFFICE SUPPLIES
25212	12/03/20	CARDMEMBER SERVICES	372.91	CLTEL - PHONE/INTERNET SERVICE
25212	12/03/20	CARDMEMBER SERVICES	72.70	CASEYS - PROJECT LUNCH
25213	12/03/20	MOORE, ANGIE	300.00	NOV CLEANING SERVICES
25214	12/03/20	AMERICAN SOL. FOR BUS.	458.01	BUSINESS CARDS
25215	12/03/20	R COMM WIRELESS	382.50	RADIO MAINTENANCE
25216	12/03/20	HANSON, MITCHELL	1,379.98	2020 DEDUCTIBLE REIMBURSEMENT
25217	12/03/20	CC SCREEN PRINTING	268.60	UNIFORMS
25218	12/03/20	MARTIN BROS.	889.63	CLEANING SUPPLIES/DISINFECTANT
			<u>134,355.77</u>	

**Clear Lake Sanitary District
Unpaid Invoices as of December 15, 2020**

Check #	Date	Vendor Name	Amount	Description
PENDING	12/15/20	ABSOLUTE WASTE REMOVAL	120.68	WASTE DISPOSAL SERVICE
PENDING	12/15/20	ALLIANT ENERGY	13,842.65	GAS/ELECTRIC BILLS
PENDING	12/15/20	AVESIS	400.26	VISION INSURANCE PREMIUMS
PENDING	12/15/20	GFG INSTRUMENTATION	200.92	GAS MONITOR CALIBRATION GAS
PENDING	12/15/20	GOODNATURE WORK STOP	365.93	EMPLOYEE BOOTS/UNIFORMS
PENDING	12/15/20	GUSTAVE A. LARSON	10.39	LS #5 FAN DELAY SWITCH
PENDING	12/15/20	HACK'S PEST CONTROL	90.00	PEST CONTROL SERVICES
PENDING	12/15/20	HUBER SUPPLY CO.	63.84	PLANT SUPPLIES
PENDING	12/15/20	LANDFILL OF NORTH IOWA	286.30	WASTE/GRIT DISPOSAL
PENDING	12/15/20	MARCO, INC.	78.87	COPIER MAINTENANCE FEE
PENDING	12/15/20	MUNICIPAL SUPPLY INC	193.52	BLDG 30 SEAL
PENDING	12/15/20	NAPA	199.23	PARTS/SUPPLIES
PENDING	12/15/20	SPRINGBROOK	606.10	CREDIT CARD/WEB FEES
PENDING	12/15/20	WHKS	4,390.08	PRETREATMENT BLDG IMPROV. PROJ. ENGIN.
PENDING	12/15/20	ANDERSON, TIFFANY	25.34	REFUND
PENDING	12/15/20	FLORENCE RUSSELL ESTATE	13.28	REFUND
PENDING	12/15/20	NYGUARD, KURT & CHRISTINA	19.38	REFUND
PENDING	12/15/20	OSTENDORF, VERLYN	52.01	REFUND
PENDING	12/15/20	SCHULTZ, GREGORY	38.34	REFUND
PENDING	12/15/20	WILDEBOER, DENNIS & JOAN	13.64	REFUND
PENDING	12/15/20	WILLIS, PHYLLIS	105.39	REFUND
			<u>21,116.15</u>	