

**MINUTES OF BOARD OF TRUSTEES: November 19, 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)  
Terry Unsworth

Absent: Kevin Moler, Administrator

Also present: Taylor Moore, Office Manager  
Mitch Hanson, Superintendent  
Ron Fullerton, Operations Manager  
Scott Sweet, WHKS  
Bill Bredlow, City of Ventura  
Mike Ritter, City of Clear Lake Building Official

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

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

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

Item #4. Approve October 15<sup>th</sup>, 2019 board meeting minutes. Motion by Unsworth, second by Bale to approve the minutes. Motion carried all Trustees present voting aye.

Item #5. SBR Inner Wall Project.

- Public Hearing. No public present.
- Resolution 19-14, a Resolution Awarding the SBR Inner Wall Project to the Lowest Responsive and Responsible Bidder. Motion by Unsworth, second by Wolfram to approve Resolution 19-14, awarding to Henkel Construction. Motion carried, all Trustees present voting aye.

Item #6. Certificate of Deposit Purchase/Investment Strategy. Motion by Bale, second by Unsworth to approve a \$500,000 CD for 6 months at 1.60%, a \$250,000 CD for 12 months at 1.70%, a \$250,000 CD for 24 months at 1.80% and a \$250,000 CD for 36 months at 1.80%, all from FSB. Motion carried, all Trustees present voting aye.

Item #7. Second Reading of Amendment to Ordinance No. 7. Motion by Meyer, second by Wolfram to approve the Second Reading of Amendment to Ordinance No. 7. Motion carried, all Trustees present voting aye. Motion by Wolfram, second by Meyer to approve the Third Reading of Amendment to Ordinance No. 7. Motion carried, all Trustees present voting aye.

Item #8. Account Adjustment 014131-000. Motion by Bale, second by Unsworth to credit the account for \$100.93. Motion carried all Trustees present voting aye.

Item #9. Unfinished Business. No report given.

Item #10. Administrator's Report. Hanson reported that the sludge hauling had been completed, although the last near 20% had to be applied to the surface as the ground was already frozen.

Hanson noted that they followed all the DNR guidelines when applying the sludge in this manner. Hanson also stated that the sewer lining project finished their last line the past week, and all they have left to do is grout the connections, which will be completed next Spring.

Item #11. Trustees Report.

- Employee Handbook. Bale discussed the areas of the Handbook that he and Unsworth thought needed some updating, including the Bereavement Policy, Vacation Policy, Harassment Policy, and Smoking Policy. The Board will review these changes at a later date. The Board also discussed having a 3<sup>rd</sup> party review the Handbook to see if there are any other changes that should be made.
- FY 21 Budget Workshop Schedule. The Board decided to hold the workshop during the week of January 6<sup>th</sup>.

There being no further business to discuss, motion by Meyer, second by Unsworth to adjourn. Motion carried, all trustees present voting 'aye'. Meeting adjourned at 6:31 p.m.

ATTEST:

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Bobby Wolfram, Jr., Clerk

**Clear Lake Sanitary District**  
**Standard Monthly Invoices already paid as of November 19, 2019**

Check #	Date	Vendor Name	Amount	Description
EFT	10/23/19	NET PAYROLL	15,658.72	10/23/19 NET PAYROLL
EFT	10/23/19	FEDERAL W/H	6,001.45	10/23/19 FEDERAL WITHHOLDING
EFT	10/23/19	DHS W/H	230.77	10/23/19 DHS WITHHOLDING
EFT	10/23/19	EMPLOYEE HSA CONTRIBUTIONS	25.00	10/23/19 EMPLOYEE HSA CONTRIBUTIONS
EFT	10/23/19	IPERS W/H	7,473.16	10/23/19 IPERS WITHHOLDING
EFT	10/23/19	IA DEPT. REV.	2,301.00	10/23/19 STATE W/H
EFT	11/06/19	NET PAYROLL	16,687.62	11/06/19 NET PAYROLL
EFT	11/06/19	FEDERAL W/H	6,208.78	11/06/19 FEDERAL WITHHOLDING
EFT	11/06/19	DHS W/H	230.77	11/06/19 DHS WITHHOLDING
EFT	11/06/19	EMPLOYEE HSA CONTRIBUTIONS	25.00	11/06/19 EMPLOYEE HSA CONTRIBUTIONS
EFT	11/08/19	POSTMASTER	1,344.77	NOV BILL MAILING
24538	10/17/19	IOWA ONE CALL	58.10	LOCATE CHARGES
24539	10/17/19	ALLIANT ENERGY	2,844.06	ALLIANT ENERGY
24540	10/17/19	EMC NATIONAL LIFE	93.72	LIFE INSURANCE PREMIUMS
24541	10/17/19	WELLMARK BCBS	14,013.91	HEALTH INSURANCE PREMIUMS
24542	10/17/19	FIVE STAR CO-OP	247.96	YARD SPRAY
24543	10/17/19	PEKIN LIFE INSURANCE	586.68	LIFE INSURANCE PREMIUMS
24544	10/17/19	CLAPPER TREE SERVICE	450.00	LS #3 REHAB PROJ - CRANE SERVICE
24545	10/17/19	HANSON, MITCHELL	60.00	REIMBURSEMENT - CAMERA TRUCK GAS
24546	11/01/19	ALLIANT ENERGY	190.17	ELECTRIC/GAS
24547	11/01/19	PMMIC	788.00	LS #8 UST PREMIUM
24548	11/01/19	PETTY CASH	105.51	PETTY CASH REIMBURSEMENT
24549	11/01/19	TESTAMERICA LABS	3,540.00	LAB TESTING
24550	11/01/19	BACON, STEVE	14.27	ON-CALL MILEAGE REIMBURSEMENT
24551	11/01/19	FEDERAL EXPRESS	57.59	SHIPPING CHARGES
24552	11/01/19	AVESIS	223.23	VISION INSURANCE PREMIUMS
24553	11/01/19	PRINCIPAL FINANCIAL	1,036.66	DENTAL INSURANCE PREMIUMS
24554	11/01/19	CARDMEMBER SERVICES	263.22	RAMCO - LS #3 CABLE
24554	11/01/19	CARDMEMBER SERVICES	111.00	AMAZON - SHOP SUPPLIES
24554	11/01/19	CARDMEMBER SERVICES	75.97	MENARDS - AIR HANDLER PARTS/SHOP SUPPLIES
24554	11/01/19	CARDMEMBER SERVICES	326.26	CLTEL - PHONE/INTERNET SERVICE

24554	11/01/19	CARDMEMBER SERVICES	51.73	KUM & GO - GAS TRUCK #2
24554	11/01/19	CARDMEMBER SERVICES	130.66	VERIZON - PLANT CELL/CPU SERVICE
24554	11/01/19	CARDMEMBER SERVICES	429.99	OLSON'S TRADING POST - ROTARY HAMMER
24554	11/01/19	CARDMEMBER SERVICES	30.54	KRAMER - LS #3 REHAB PROJ PARTS
24554	11/01/19	CARDMEMBER SERVICES	79.98	AMAZON - DRIVEWAY ALARM
24554	11/01/19	CARDMEMBER SERVICES	38.35	AMAZON - SUPPLIES
24554	11/01/19	CARDMEMBER SERVICES	85.38	HACH - LAB SUPPLIES
24554	11/01/19	CARDMEMBER SERVICES	120.77	MENARDS - NUTRIENT REDUCTION PROJ PARTS
24554	11/01/19	CARDMEMBER SERVICES	90.73	MICROSOFT AZURE - CLOUD BACKUP SERVICE
24554	11/01/19	CARDMEMBER SERVICES	25.99	KRAMER - SHOP SUPPLIES
24554	11/01/19	CARDMEMBER SERVICES	234.36	AMAZON - OFFICE/PLANT SUPPLIES
24554	11/01/19	CARDMEMBER SERVICES	14.57	KRAMER - SHOP SUPPLIES
24554	11/01/19	CARDMEMBER SERVICES	364.45	CONSTRUCTIONGEAR.COM - SAFETY GEAR
24554	11/01/19	CARDMEMBER SERVICES	39.95	EBAY - LS#3 THERMOSTAT
24555	11/01/19	MOORE, ANGIE	300.00	OCT CLEANING SERVICES
24556	11/01/19	VULCAN INDUSTRIES, INC.	510.00	THICKENER PARTS
24557	11/14/19	TREASURER STATE OF IOWA	9.19	TREASUREHUNT PYMT FOR OUTSTANDING CHECKS
24558	11/14/19	BMC AGGREGATES LLC	267.85	LS #3 ROADSTONE
24559	11/14/19	ALLIANT ENERGY	15,950.64	ELECTRIC/GAS
24560	11/14/19	MARCO, INC.	106.73	COPIER MAINTENANCE FEE
24561	11/14/19	ABSOLUTE WASTE	115.93	WASTE SERVICE
24562	11/14/19	HANCOCK COUNTY CO-OP	373.16	GAS
			<u>100,644.30</u>	

**Clear Lake Sanitary District  
Unpaid Invoices as of November 19, 2019**

Check #	Date	Vendor Name	Amount	Description
PENDING	11/19/19	ACCELA	500.65	CREDIT CARD/WEB FEES
PENDING	11/19/19	ALLIANT ENERGY	1,619.87	GAS/ELECTRIC BILLS
PENDING	11/19/19	CONSOLIDATED ENERGY	2,150.57	DIESEL - PLANT & PORTABLE BARRELS
PENDING	11/19/19	ELLIOTT EQUIPMENT	110.18	CAMERA TRUCK CABLES
PENDING	11/19/19	EMC NATIONAL LIFE	93.72	LIFE INSURANCE PREMIUMS
PENDING	11/19/19	FAREWAY	23.97	COFFEE
PENDING	11/19/19	GWORKS	2,600.63	ANNUAL PAYROLL SOFTWARE LICENSE/SUPP.
PENDING	11/19/19	HD SUPPLY CONSTR. & IND.	6,696.00	TRIPOD & WINCH
PENDING	11/19/19	IDALS	15.00	PESTICIDE APPLICATORS LICENSE - HANSON
PENDING	11/19/19	INDUSTRIAL PIPING SERVICE, INC.	272.30	THICKENER REPAIRS
PENDING	11/19/19	INTERSTATE ALL BATTERY CENTER	117.00	BATTERY BACKUPS
PENDING	11/19/19	KNORR ELECTRIC	16.00	5/8 EQ CAPACITOR
PENDING	11/19/19	LANDFILL OF NORTH IOWA	547.40	WASTE/GRIT DISPOSAL
PENDING	11/19/19	MC2, INC.	34.88	BLDG 30 UV PARTS
PENDING	11/19/19	MID-AMERICA PUBLISHING CORP	303.53	MINUTE/LEGAL PUBLICATIONS
PENDING	11/19/19	NAPA	365.86	PARTS/SUPPLIES
PENDING	11/19/19	SIOUX VALLEY ENVIRONMENTAL	4,781.00	ACRYLIC POLYMER - 6 BARRELS & PARTS
PENDING	11/19/19	SJE RHOMBUS	625.00	2ND QTR SERVICE FLEX PLAN
PENDING	11/19/19	THE TIRE EXPERTS	558.00	KUBOTA TIRES
PENDING	11/19/19	UV DOCTOR LAMPS, LLC	826.86	UV BULBS - BLDG 30
PENDING	11/19/19	WELLMARK BLUE CROSS	14,013.91	HEALTH INS PREMIUMS
PENDING	11/19/19	WHKS	3,064.12	SEWER LINING PROJECT ENGINEERING
PENDING	11/19/19	WHKS	4,200.00	PRETREATMENT BLDG BYPASS PROJ ENGIN.
PENDING	11/19/19	BREEN, NANCY & MATT	327.02	REFUND
PENDING	11/19/19	CLEAR LAKE PROPERTY LLC	177.38	REFUND
			<u>44,040.85</u>	