

**MINUTES OF BOARD OF TRUSTEES: March 17, 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  
Mike Ritter, City of Clear Lake Building Official  
Justin Morrow, CLSD Operator

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

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

Adams entered at 5:35 p.m.

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

Item #4. Approve February 18<sup>th</sup>, 2020 board meeting minutes. Motion by Hugi, second by Adams to approve the February 18<sup>th</sup>, 2020 board meeting minutes. Motion carried all Trustees present voting 'aye'.

Item #5. Unfinished Business. No unfinished business to be discussed.

Item #6. Administrator's Report.

- Payment Drop Box Quote. Hanson reached out to the City of Clear Lake about their new drop box as the District's drop box is due to be replaced. The quote the City received was \$4,007.90. The Board directed Hanson to gather more quotes and options for the drop box.
- HVAC Humidifier Quote. Hanson received one quote from Larson Plumbing and Heating to add a humidifier to the current HVAC system. With integration the quote came in at \$22,760.00. Hanson indicated that this was not something that needed to happen now, but maybe this Fall. This item was tabled and the Board directed Hanson to gather more quotes and revisit this in the Fall.

Item #7. Trustees Report.

- COVID-19 Protocol. Hanson presented several ideas, which included splitting up the operations shifts into a weekly rotation, having the office staff work from home and closing off the building to the public. The operations staff would be able to do online courses for CEUs while at home and be able to be called in when needed. The Board directed Hanson to carry out the plan at his discretion.

Item #8. UV Building Project. The Board of Trustees reserves the right to go into closed session per Iowa Code Section 21.5(c). Motion by Meyer, second by Hugi to enter into closed session as per Iowa Code Section 21.5(c) at 6:27 p.m. Motion carried all Trustees present voting 'aye'. Motion by Meyer, second by Hugi to go back into open session at 6:45 p.m. Motion carried, all Trustees present voting 'aye'.

The Board directed Hanson to contact a few attorneys to see what the course of action should be regarding the UV Building Project matter.

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 6:45 p.m.

ATTEST:

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Bobby Wolfram, Jr., Clerk

**Clear Lake Sanitary District**  
**Standard Monthly Invoices already paid as of March 17, 2020**

Check #	Date	Vendor Name	Amount	Description
EFT	02/26/20	NET PAYROLL	13,982.12	02/26/20 NET PAYROLL
EFT	02/26/20	FEDERAL W/H	5,017.70	02/26/20 FEDERAL WITHHOLDING
EFT	02/26/20	DHS W/H	230.77	02/26/20 DHS WITHHOLDING
EFT	02/26/20	EMPLOYEE HSA CONTRIBUTIONS	100.00	02/26/20 EMPLOYEE HSA CONTRIBUTIONS
EFT	02/26/20	IPERS W/H	6,611.37	02/26/20 IPERS WITHHOLDING
EFT	02/26/20	IA DEPT. REV.	1,923.00	02/26/20 STATE W/H
EFT	03/10/20	POSTMASTER	1,373.79	MAR BILL MAILING
EFT	03/11/20	NET PAYROLL	15,504.39	03/11/20 NET PAYROLL
EFT	03/11/20	FEDERAL W/H	5,491.77	03/11/20 FEDERAL WITHHOLDING
EFT	03/11/20	DHS W/H	230.77	03/11/20 DHS WITHHOLDING
EFT	03/11/20	EMPLOYEE HSA CONTRIBUTIONS	100.00	03/11/20 EMPLOYEE HSA CONTRIBUTIONS
24726	02/27/20	ALLIANT ENERGY	1,006.89	ELECTRIC/GAS
24727	02/27/20	FASTENAL COMPANY	10.56	BOLTS
24728	02/27/20	PETTY CASH	127.80	POSTAGE/SUPPLIES
24729	02/27/20	PLUMB SUPPLY CO.	458.61	PARTS/SUPPLIES
24730	02/27/20	CRESCENT ELECTRIC	256.33	OFFICE BLDG LIGHTS
24731	02/27/20	SPILMAN, DENNIS	31.09	ON-CALL MILEAGE
24732	02/27/20	FEDERAL EXPRESS	174.36	SHIPPING CHARGES
24733	02/27/20	FULLERTON, RON	120.29	UNIFORM REIMBURSEMENT
24734	02/27/20	BRAKKE IMPLEMENT, INC.	5,250.00	JD SNOWBLOWER
24735	02/27/20	AVESIS	200.13	VISION INSURANCE PREMIUMS
24736	02/27/20	MIDWEST PIPE SUPPLY	233.85	LS#3 PARTS
24737	02/27/20	PUEGGEL, GRANT	34.80	ON-CALL MILEAGE
24738	02/27/20	PRINCIPAL FINANCIAL	953.55	DENTAL INSURANCE PREMIUMS
24739	02/27/20	PEKIN LIFE INSURANCE	487.06	LIFE INSURANCE PREMIUMS
24740	02/27/20	CARDMEMBER SERVICES	(1,015.13)	POINTS CREDIT
24740	02/27/20	CARDMEMBER SERVICES	113.27	MCMaster-CARR - PLANT GENERATOR PARTS
24740	02/27/20	CARDMEMBER SERVICES	1,194.86	ERA - LAB TESTING
24740	02/27/20	CARDMEMBER SERVICES	533.58	AMAZON - OFFICE SUPPLIES
24740	02/27/20	CARDMEMBER SERVICES	324.12	CLTEL - PHONE/INTERNET SERVICE
24740	02/27/20	CARDMEMBER SERVICES	5.99	KRAMER - BATTERIES
24740	02/27/20	CARDMEMBER SERVICES	179.00	AMAZON - SUPPLIES
24740	02/27/20	CARDMEMBER SERVICES	33.15	ZIEGLER - PLANT GENERATOR PARTS
24740	02/27/20	CARDMEMBER SERVICES	554.91	AMAZON - MONITORS/OFFICE SUPPLIES
24740	02/27/20	CARDMEMBER SERVICES	69.99	AMAZON - OFFICE SUPPLIES
24740	02/27/20	CARDMEMBER SERVICES	17.99	AMAZON - PLANT SUPPLIES

24740	02/27/20	CARDMEMBER SERVICES	58.86	KRAMER - PHONE SYSTEM PARTS
24740	02/27/20	CARDMEMBER SERVICES	12.98	KRAMER - BLDG 30 CHLORINE TANK PARTS
24740	02/27/20	CARDMEMBER SERVICES	9.99	KRAMER - LAB SUPPLIES
24740	02/27/20	CARDMEMBER SERVICES	30.64	KRAMER - BLDG 30 FILTER PARTS
24740	02/27/20	CARDMEMBER SERVICES	91.05	MICROSOFT - AZURE BACKUP
24740	02/27/20	CARDMEMBER SERVICES	16.98	KRAMER - BLDG 30 PARTS
24740	02/27/20	CARDMEMBER SERVICES	441.52	ERA - LAB TESTING
24740	02/27/20	CARDMEMBER SERVICES	102.99	AMAZON - OFFICE SUPPLIES
24740	02/27/20	CARDMEMBER SERVICES	439.98	AMAZON - MS OFFICE
24740	02/27/20	CARDMEMBER SERVICES	269.96	MENARDS - OFFICE/PLANT SUPPLIES
24740	02/27/20	CARDMEMBER SERVICES	8.41	AMAZON - OFFICE SUPPLIES
24740	02/27/20	CARDMEMBER SERVICES	425.00	AQUAFIX - LAB TEST KIT
24740	02/27/20	CARDMEMBER SERVICES	392.94	HOMEWOOD SUITES - CONFERENCE LODGING
24740	02/27/20	CARDMEMBER SERVICES	2,388.44	ZIEGLER - PLANT GENERATOR MAINTENANCE
24740	02/27/20	CARDMEMBER SERVICES	211.06	CROWN AWARDS - APPRECIATION AWARDS
24740	02/27/20	CARDMEMBER SERVICES	172.32	GRAINGER - PLANT GENERATOR PARTS
24740	02/27/20	CARDMEMBER SERVICES	361.99	HY-VEE EAST - CHRISTMAS LUNCHEON
24740	02/27/20	CARDMEMBER SERVICES	220.00	IAWEA - CONFERENCE REGISTRATIONS
24741	02/27/20	MOORE, TAYLOR	1,793.30	2020 DEDUCTIBLE REIMBURSEMENT
24742	02/27/20	CULVER-HAHN ELECTRIC	1,289.00	LS #5 TRANSFORMER
24743	02/27/20	SIOUX VALLEY ENVIRONMENTAL	1,176.00	PAC FOR SBRS
24744	02/27/20	INTERIORS BY GRETCHEN	1,235.70	OFFICE PAINTING
24745	02/27/20	MORROW, JUSTIN	2,000.00	2020 HSA CONTRIBUTION
24746	03/06/20	MARCO, INC.	54.82	COPIER MAINT. FEE
24747	03/06/20	TESTAMERICA LABS	3,462.50	LAB TESTING
24748	03/06/20	MOORE, ANGIE	300.00	FEB CLEANING SERVICES
24749	03/06/20	HANCOCK COUNTY COOP.	236.08	GAS
24750	03/12/20	ALLIANT ENERGY	16,289.40	ELECTRIC/GAS
24751	03/12/20	MORROW, JUSTIN	80.00	FY 2020 PHONE STIPEND
			<u>95,494.64</u>	

**Clear Lake Sanitary District  
Unpaid Invoices as of March 17, 2020**

Check #	Date	Vendor Name	Amount	Description
PENDING	3/17/20	ABSOLUTE WASTE REMOVAL	115.93	WASTE DISPOSAL SERVICE
PENDING	3/17/20	FAREWAY	30.93	WATER/POP FOR LUNCHEON
PENDING	3/17/20	FASTENAL	90.49	BLDG 30 FILTER SUPPLY PUMP PARTS
PENDING	3/17/20	HACK'S PEST CONTROL	45.00	PEST CONTROL SERVICES
PENDING	3/17/20	IOWA LEAGUE OF CITIES	25.00	CITYSCAPE SUBSCRIPTION
PENDING	3/17/20	LANDFILL OF NORTH IOWA	35.00	WASTE/GRIT DISPOSAL
PENDING	3/17/20	MERCYONE	668.00	NEW EMPLOYEE TESTING/PHYSICAL
PENDING	3/17/20	MID-AMERICA PUBLISHING CORP	326.30	ADVERTISING/MINUTE PUBLICATIONS
PENDING	3/17/20	MIDWEST PIPE SUPPLY	1,100.00	FABRIC FOR SBR INNER WALL PROJECT
PENDING	3/17/20	PLUMB SUPPLY CO.	138.16	UV BLDG/BLDG 30 PARTS/SUPPLIES
PENDING	3/17/20	SPRINGBROOK	491.15	CREDIT CARD/ONLINE SYSTEM FEES
PENDING	3/17/20	TEST AMERICA	367.00	LAB TESTING
PENDING	3/17/20	UV DOCTOR LAMPS, LLC	1,733.48	UV BULBS - BLDG 30
PENDING	3/17/20	WHKS	282.76	SEWER LINING PROJECT ENGINEERING ADMIN
PENDING	3/17/20	YOHN CO, INC.	1,232.00	CRUSHED CONCRETE - SBR INNER WALL PROJ.
			<u>6,681.20</u>	