

**MINUTES OF BOARD OF TRUSTEES: January 19, 2021**  
**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)  
Tony Nelson (Vice President)  
Larry Adams (Clerk)  
Robert Wolfram, Jr.

Absent: Lothar Meyer (Treasurer)

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

Item #1. Swearing in of new Trustee. Tony Nelson was sworn in.

Item #2. Elect CLSD Board Officers. Motion by Wolfram, second by Nelson to elect Bale as President, Nelson as Vice President, Meyer as Treasurer, and Adams as Clerk. Motion carried, all Trustees present voting 'aye'.

Item #3. Opportunity for public to speak. No public present.

Item #4. Approve December 2020 Financial Statement. Motion by Adams, second by Nelson to approve the December 2020 Financial Statement. Motion carried all Trustees present voting 'aye'.

Item #5. Approve December 2020 Invoices. Motion by Nelson, second by Adams to approve the December 2020 Invoices. Motion carried all Trustees present voting 'aye'.

Item #6. Approve December 15<sup>th</sup>, 2020 Board Meeting Minutes. Motion by Adams, second by Wolfram to approve the December 15<sup>th</sup>, 2020 Board Meeting Minutes. Motion carried all Trustees present voting 'aye'.

Item #7. Pretreatment Improvement Project.

- Resolution 21-01. A Resolution awarding the construction contract to Wapasha Construction for the Pretreatment Improvement Project. Motion by Nelson, second by Adams to approve Resolution 21-01, a Resolution awarding the construction contract to Wapasha Construction for the Pretreatment Improvement Project, selecting Option A with the Adder. President Bale called roll with the following results: Adams, 'aye'; Wolfram, 'aye'; Nelson, 'aye'; and Bale, 'aye'.

Item #8. Pumping and Treatment Equipment Evaluation - WHKS. Kevin Graves discussed the updates to the CLSD equipment evaluations, noting that site surveys for the Lift Stations still need to be completed.

Item #9. SBR Inner Wall Project – Pay Request #10 - \$64,125.00. Motion by Nelson, second by Adams to approve Pay Request #10 in the amount of \$64,125.00. Motion carried, all Trustees present voting 'aye'.

Item #10. Account Adjustment – 5801 S Shore Dr. No action taken.

Item #11. Unfinished Business. No unfinished business to be discussed.

Item #12. Administrator's Report. Hanson discussed the influent gate and the progress on the Office and Board Room wall reconstruction.

Item #13. Trustee's Report. Bale noted the need to stagger the Trustee years of service so that four members are not up for re-election at the same time.

There being no further business to discuss, motion by Nelson, second by Wolfram to adjourn. Motion carried, all trustees present voting 'aye'. Meeting adjourned at 7:22 p.m.

ATTEST:

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Larry Adams, Clerk

**Clear Lake Sanitary District**  
**Standard Monthly Invoices already paid as of January 19, 2021**

Check #	Date	Vendor Name	Amount	Description
EFT	12/16/20	NET PAYROLL	18,719.59	12/16/20 NET PAYROLL
EFT	12/16/20	FEDERAL W/H	6,700.58	12/16/20 FEDERAL WITHHOLDING
EFT	12/16/20	DHS W/H	230.77	12/16/20 DHS WITHHOLDING
EFT	12/16/20	EMPLOYEE HSA CONTRIBUTIONS	100.00	12/16/20 EMPLOYEE HSA CONTRIBUTIONS
EFT	12/30/20	NET PAYROLL	19,992.26	12/30/20 NET PAYROLL
EFT	12/30/20	FEDERAL W/H	7,185.91	12/30/20 FEDERAL WITHHOLDING
EFT	12/30/20	DHS W/H	230.77	12/30/20 DHS WITHHOLDING
EFT	12/30/20	EMPLOYEE HSA CONTRIBUTIONS	100.00	12/30/20 EMPLOYEE HSA CONTRIBUTIONS
EFT	12/30/20	IPERS W/H	12,390.62	12/30/20 IPERS WITHHOLDING
EFT	12/30/20	IA DEPT. REV.	3,967.00	12/30/20 STATE W/H
EFT	01/06/21	POSTMASTER	1,341.89	JAN BILL MAILING
EFT	01/13/21	NET PAYROLL	18,434.67	01/13/21 NET PAYROLL
EFT	01/13/21	BOARD PAYROLL	1,662.30	01/13/21 BOARD PAYROLL
EFT	01/13/21	FEDERAL W/H	6,829.66	01/13/21 FEDERAL WITHHOLDING
EFT	01/13/21	DHS W/H	230.77	01/13/21 DHS WITHHOLDING
EFT	01/13/21	EMPLOYEE HSA CONTRIBUTIONS	100.00	01/13/21 EMPLOYEE HSA CONTRIBUTIONS
25241	12/18/20	PETTY CASH	135.05	PETTY CASH REIMBURSEMENT
25242	12/29/20	ALLIANT ENERGY	1,940.41	ELECTRIC/GAS
25243	12/29/20	EMC NATIONAL LIFE	93.72	LIFE INSURANCE PREMIUMS
25244	12/29/20	NORTHERN BALANCE & SCALE	3,148.04	LAB INCUBATOR
25245	12/29/20	WOODFORD LUMBER	465.32	WALL REPAIR SUPPLIES
25246	12/29/20	TUSHA, TED	15.41	DEC ON-CALL MILEAGE
25247	12/29/20	WELLMARK BCBS	12,581.31	HEALTH INSURANCE PREMIUMS
25248	12/29/20	PUEGGEL, GRANT	34.50	DEC ON-CALL MILEAGE
25249	12/29/20	PRINCIPAL FINANCIAL	1,214.65	DENTAL INSURANCE PREMIUMS
25250	12/29/20	PEKIN LIFE INSURANCE	520.21	LIFE INSURANCE PREMIUMS
25251	12/29/20	CARDMEMBER SERVICES	72.95	AMAZON - JD STARTER
25251	12/29/20	CARDMEMBER SERVICES	408.00	REALVNC - ANNUAL SUBSCRIPTION
25251	12/29/20	CARDMEMBER SERVICES	606.32	CLTEL - PHONE/INTERNET SERVICE
25251	12/29/20	CARDMEMBER SERVICES	34.65	AMAZON - OFFICE SUPPLIES
25251	12/29/20	CARDMEMBER SERVICES	17.98	KRAMER - SERVICE TRUCK HEX KEY SET
25251	12/29/20	CARDMEMBER SERVICES	759.85	HD SUPPLY - LS #3 BALL VALVE
25251	12/29/20	CARDMEMBER SERVICES	27.30	AMAZON - LS #5 HEATER
25251	12/29/20	CARDMEMBER SERVICES	25.17	KRAMER - FOGGERS
25251	12/29/20	CARDMEMBER SERVICES	110.91	HACH - LAB SUPPLIES

25251	12/29/20	CARDMEMBER SERVICES	39.98	KRAMER - SHOP SUPPLIES
25251	12/29/20	CARDMEMBER SERVICES	90.07	USA BLUEBOOK - LS #3 PARTS
25251	12/29/20	CARDMEMBER SERVICES	93.18	MS AZURE - AZURE BACKUP SERVICES
25251	12/29/20	CARDMEMBER SERVICES	1,093.90	HACH - LAB SUPPLIES
25251	12/29/20	CARDMEMBER SERVICES	137.33	AMAZON - OFFICE SUPPLIES
25251	12/29/20	CARDMEMBER SERVICES	2,045.39	NC LABS - LAB SUPPLIES
25251	12/29/20	CARDMEMBER SERVICES	139.19	CUMMINS - CAMERA TRUCK CONTROL PANEL
25251	12/29/20	CARDMEMBER SERVICES	164.99	AMAZON - PLANT SUPPLIES
25251	12/29/20	CARDMEMBER SERVICES	182.98	AMAZON - CAMERA TRUCK PARTS
25251	12/29/20	CARDMEMBER SERVICES	125.00	AMAZON - CAMERA TRUCK PARTS
25251	12/29/20	CARDMEMBER SERVICES	65.91	KRAMER - OUTLETS/SUPPLIES
25251	12/29/20	CARDMEMBER SERVICES	409.15	THERMOWORKS - LAB THERMOMETERS
25251	12/29/20	CARDMEMBER SERVICES	75.67	FEES
25252	12/29/20	MOORE, TAYLOR	290.00	2020 DEDUCTIBLE REIMBURSEMENT
25253	12/29/20	LARSEN PLUMBING	700.76	COOLING REPAIR
25254	12/29/20	MOORE, ANGIE	300.00	DEC CLEANING SERVICES
25255	12/29/20	UNITED RENTALS	573.40	LS #4/LS#2 BOOM RENTAL
25256	12/29/20	R COMM WIRELESS	2,700.00	RADIOS/CHARGER
25257	12/29/20	CC SCREEN PRINTING	11.42	UNIFORM LOGOS
25258	01/06/21	TUSHA, TED	2,000.00	2021 HSA CONTRIBUTION
25259	01/06/21	CASE, MICHELLE	2,000.00	2021 HSA CONTRIBUTION
25260	01/06/21	SPILMAN, DENNIS	2,000.00	2021 HSA CONTRIBUTION
25261	01/06/21	FULLERTON, RON	2,000.00	2021 HSA CONTRIBUTION
25262	01/06/21	PUEGGEL, GRANT	1,000.00	2021 HSA CONTRIBUTION
25263	01/06/21	MOORE, TAYLOR	2,000.00	2021 HSA CONTRIBUTION
25264	01/06/21	HANSON, MITCHELL	2,000.00	2021 HSA CONTRIBUTION
25265	01/06/21	MORROW, JUSTIN	2,000.00	2021 HSA CONTRIBUTION
25266	01/06/21	SEUFFERLEIN, STEVEN	2,000.00	2021 HSA CONTRIBUTION
25267	01/08/21	CASE, MICHELLE	1,360.99	2020 DEDUCTIBLE REIMBURSEMENT
25268	01/08/21	SPILMAN, DENNIS	1,100.00	2020 DEDUCTIBLE REIMBURSEMENT
25269	01/12/21	IOWA ONE CALL	44.10	LOCATE CHARGES
25270	01/12/21	ALLIANT ENERGY	17,212.93	ELECTRIC/GAS
25271	01/12/21	MARCO, INC.	73.12	COPIER MAINTENANCE FEE
25272	01/12/21	ABSOLUTE WASTE REMOVAL	120.68	WASTE DISPOSAL SERVICE
25273	01/12/21	CONSOLIDATED ENERGY	564.46	GAS
			<u>167,143.14</u>	

**Clear Lake Sanitary District  
Unpaid Invoices as of January 19, 2021**

Check #	Date	Vendor Name	Amount	Description
PENDING	1/19/21	ALLIANT ENERGY	2,369.59	GAS/ELECTRIC BILLS
PENDING	1/19/21	ARNOLD MOTOR SUPPLY	13.09	V-BELT
PENDING	1/19/21	CLAPPER TREE SERVICE	786.25	CRANE SERVICE - LS#5B
PENDING	1/19/21	GOODNATURE WORK STOP	200.46	EMPLOYEE BOOTS/UNIFORMS
PENDING	1/19/21	HACK'S PEST CONTROL	45.00	PEST CONTROL SERVICES
PENDING	1/19/21	HANCOCK COUNTY EXTENSION	45.00	TRAINING
PENDING	1/19/21	IN CONTROL, INC.	609.94	LS#2 ANTENNA & PARTS/BLDG 30 PROGRAM.
PENDING	1/19/21	IOWA ONE CALL	27.90	IA ONE CALL LOCATE CHARGES
PENDING	1/19/21	IOWA PUMP WORKS	138.07	LS#5 & 8 PARTS
PENDING	1/19/21	LANDFILL OF NORTH IOWA	93.05	WASTE/GRIT DISPOSAL
PENDING	1/19/21	LARSEN PLUMBING & HEATING, INC.	2,190.35	WATER HEATER/INSTALL/PARTS
PENDING	1/19/21	MID-AMERICA PUBLISHING CORP	100.93	MINUTE PUBLICATIONS/NOTICE TO BIDDERS
PENDING	1/19/21	MIDWEST INSULATION	500.00	BOARD ROOM WALL INSULATION
PENDING	1/19/21	NAPA	96.96	PARTS/SUPPLIES
PENDING	1/19/21	NASSCO	295.02	PLANT SUPPLIES
PENDING	1/19/21	SPRINGBROOK	604.71	CREDIT CARD/WEB FEES
PENDING	1/19/21	TEST AMERICA	3,918.50	LAB TESTING

PENDING	1/19/21	WELLMARK BLUE CROSS	12,581.31	HEALTH INS PREMIUMS
PENDING	1/19/21	WHKS	2,213.24	CLSD EVALUATION PROJECT
PENDING	1/19/21	WHKS	5,658.48	PRETREATMENT BLDG IMPROV. PROJ. ENGIN.
PENDING	1/19/21	WHKS	13,774.05	SBR INNER WALL PROJ. ENGINEERING
PENDING	1/19/21	HAAN, TOM & MONICA	7.47	REFUND
PENDING	1/19/21	VER-STEEG, PHYLLIS	11.97	REFUND
			<u>46,281.34</u>	