

**MINUTES OF BOARD OF TRUSTEES: October 20, 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

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

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

Item #3. Approve September 2020 Invoices. Motion by Hugi, second by Adams to approve the September 2020 Invoices, less the most recent WHKS billing. Motion carried all Trustees present voting 'aye'.

Item #4. Approve September 15<sup>th</sup>, 2020 board meeting minutes. Motion by Adams, second by Meyer to approve the September 15<sup>th</sup>, 2020 board meeting minutes. Motion carried all Trustees present voting 'aye'.

Item #5. SBR Inner Wall Project – Pay Request #7 \$80,518.50. Motion by Meyer, second by Hugi to approve Pay Request #7 in the amount of \$80,518.50. Motion carried, all Trustees present voting 'aye'.

Item #6. 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) at 5:37 p.m. Motion carried, all Trustees present voting 'aye'.

Wolfram entered at 6:07 p.m.

Motion by Meyer, second by Wolfram to go back into open session at 6:15 p.m. Motion carried, all Trustees present voting 'aye'.

Item #7. Employee Wage Adjustment. Motion by Hugi, second by Adams to approve 3.5% raise for all employees, a catch-up increase of 2.5% for employees hired prior to 2020, and a merit raise of 4% for Hanson and Moore. Motion carried, all Trustees present voting 'aye'.

Item #8. Unfinished Business. No unfinished business to be discussed.

Item #9. Administrator's Report.

- CLSD Employee Handbook Update. Hanson noted that he sent the handbook off for review.
- SBR Inner Wall Project Update. Hanson said SBR #2 is complete and SBR #3 has been emptied so that it's ready for Spring.

- Pretreatment Improvement Project – WHKS. Hanson stated that WHKS is still working on scheduling tours, but have a few set up.
- Boardroom Wall. Hanson received another quote and will continue to look into options.

Item #10. Trustee’s Report.

- Attorney Retainer. Board discussed putting an attorney on retainer in some capacity. Bale and Hanson will put together a proposal for Grabinski to see if he would be interested.
- Hugi announced his resignation, effective 12/16/2020.

There being no further business to discuss, motion by Wolfram, second by Meyer to adjourn. Motion carried, all trustees present voting ‘aye’. Meeting adjourned at 6:41 p.m.

ATTEST:

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Bobby Wolfram, Jr., Clerk

**Clear Lake Sanitary District**  
**Standard Monthly Invoices already paid as of October 20, 2020**

Check #	Date	Vendor Name	Amount	Description
EFT	09/23/20	NET PAYROLL	16,194.21	09/23/20 NET PAYROLL
EFT	09/23/20	FEDERAL W/H	5,662.35	09/23/20 FEDERAL WITHHOLDING
EFT	09/23/20	DHS W/H	230.77	09/23/20 DHS WITHHOLDING
EFT	09/23/20	EMPLOYEE HSA CONTRIBUTIONS	100.00	09/23/20 EMPLOYEE HSA CONTRIBUTIONS
EFT	09/23/20	IPERS W/H	7,621.01	09/23/20 IPERS WITHHOLDING
EFT	09/23/20	IA DEPT. REV.	2,161.00	09/23/20 STATE W/H
EFT	10/06/20	IA WORKFORCE DEVELOPMENT	42.05	3RD QTR 2020 UNEMPLOYMENT
EFT	10/07/20	BOARD PAYROLL	1,754.65	10/07/20 BOARD 3RD QTR 2020 PAYROLL
EFT	10/07/20	NET PAYROLL	16,806.20	10/07/20 NET PAYROLL
EFT	10/07/20	FEDERAL W/H	6,239.12	10/07/20 FEDERAL WITHHOLDING
EFT	10/07/20	DHS W/H	230.77	10/07/20 DHS WITHHOLDING
EFT	10/07/20	EMPLOYEE HSA CONTRIBUTIONS	100.00	10/07/20 EMPLOYEE HSA CONTRIBUTIONS
EFT	10/08/20	IA DEPT. REV.	3,155.00	3RD QTR 2020 SALES TAX
EFT	10/09/20	POSTMASTER	1,349.36	OCT BILL MAILING
25088	09/24/20	FIVE STAR SHOP SERVICE	645.95	SHOP NUTS/BOLTS
25089	09/24/20	MACQUEEN EQUIPMENT	101,709.00	ENVIROSIGHT CAMERA - CAMERA TRUCK
25090	09/24/20	MERCYONE OCCUPATIONAL HLTH	240.00	2021 CONSORTIUM DUES
25091	09/24/20	WOODMAN CONTROLS CO.	529.63	HVAC BATTERY/SERVICE
25092	09/24/20	CONSOLIDATED ENERGY	1,284.92	GAS/DIESEL
25093	09/24/20	STANDARD BEARINGS	24.51	DIGESTER MIXER SEALS
25094	09/24/20	CARDMEMBER SERVICES	(76.70)	AMAZON - RETURNED ITEMS
25094	09/24/20	CARDMEMBER SERVICES	15.39	AMAZON - OFFICE SUPPLIES
25094	09/24/20	CARDMEMBER SERVICES	137.79	AMAZON - GLOVES
25094	09/24/20	CARDMEMBER SERVICES	46.23	AMAZON - OFFICE SUPPLIES
25094	09/24/20	CARDMEMBER SERVICES	374.46	CLTEL - PHONE/INTERNET SERVICE
25094	09/24/20	CARDMEMBER SERVICES	16.04	ZOOM - CONFERENCE CALL SYSTEM SUBSCRIPTION
25094	09/24/20	CARDMEMBER SERVICES	13.77	KRAMER - PLANT SUPPLIES
25094	09/24/20	CARDMEMBER SERVICES	161.99	THERMOWORKS - LAB SUPPLIES/THERMOMETERS
25094	09/24/20	CARDMEMBER SERVICES	29.48	AMAZON - OFFICE SUPPLIES
25094	09/24/20	CARDMEMBER SERVICES	14.99	AMAZON - THICKENER PARTS
25094	09/24/20	CARDMEMBER SERVICES	493.66	GOODWIN TUCKER - ICE MACHINE REPAIRS

25094	09/24/20	CARDMEMBER SERVICES	92.83	MS AZURE - AZURE BACKUP SERVICES
25094	09/24/20	CARDMEMBER SERVICES	53.98	AMAZON - CAMERA TRUCK FLASH DRIVES
25094	09/24/20	CARDMEMBER SERVICES	430.00	IA RURAL WATER ASSOC. - CONF. REGISTRATIONS
25094	09/24/20	CARDMEMBER SERVICES	1,250.00	DMACC - WASTEWATER COURSES
25094	09/24/20	CARDMEMBER SERVICES	307.90	AMAZON - BLUETOOTH HEADSETS
25094	09/24/20	CARDMEMBER SERVICES	20.77	KRAMER - CAMERA TRUCK PARTS
25095	09/24/20	WHKS & CO.	4,800.00	PRETREATMENT BLDG IMPROV. PROJ. ENGINEERING
25096	09/24/20	UV DOCTOR LAMPS	1,737.06	UV BULBS
25097	09/24/20	INTERSTATE ALL BATTERY CENTER	169.80	KUBOTA BATTERY
25098	09/24/20	PRINCIPAL FINANCIAL	1,093.18	DENTAL INSURANCE PREMIUMS
25099	09/24/20	OFFICE ELEMENTS	37.75	CHAIR REPAIRS
25100	09/24/20	J&J MACHINE	177.17	SBR INNER WALL PROJECT PARTS
25101	09/24/20	WELLMARK BCBS	16,384.33	HEALTH INSURANCE PREMIUMS
25102	09/24/20	EMC NATIONAL LIFE	93.72	LIFE INSURANCE PREMIUMS
25103	09/24/20	KNORR ELECTRIC	85.00	SBR #4 MAINTENANCE
25104	09/24/20	ALLIANT ENERGY	1,472.75	ELECTRIC/GAS
25105	09/24/20	IOWA ONE CALL	67.60	LOCATE CHARGES
25106	10/01/20	IA DNR	85.00	NPDES AMENDMENT FEE
25107	10/01/20	HUBER SUPPLY CO	473.90	SHOP SUPPLIES
25108	10/01/20	TESTAMERICA LABS	3,410.00	LAB TESTING
25109	10/01/20	GOODNATURES WORK STOP	369.93	OPERATOR UNIFORMS/BOOTS
25110	10/01/20	LARRY ELWOOD CONSTRUCTION	141.54	SNOW PLOW PARTS
25111	10/01/20	J&J MACHINE	193.61	SBR #2 PARTS
25112	10/01/20	INDUSTRIAL PIPING SERVICE	811.40	PLANT GENERATOR EXHAUST PIPE REPAIRS
25113	10/01/20	INTERSTATE ALL BATTERY CENTER	133.80	LS BACKUP BATTERIES
25114	10/01/20	MEYER, LOTHAR	26.00	TILE REIMBURSEMENT
25115	10/01/20	QUALITY FLOW SYSTEMS, INC.	119.64	SBR #2 PARTS
25116	10/01/20	MOORE, ANGIE	300.00	SEPT CLEANING SERVICES
25117	10/01/20	CULVER-HAHN ELECTRIC	161.82	FUSES
25118	10/01/20	CC SCREEN PRINTING	25.26	EMPLOYEE UNIFORMS
25119	10/14/20	ALLIANT ENERGY	14,874.99	ELECTRIC/GAS
25120	10/14/20	PMMIC	910.00	LS #8 UST INSURANCE PREMIUMS
25121	10/14/20	PLUMB SUPPLY CO.	465.24	SBR PARTS/BLDG 40 PARTS
25122	10/14/20	MARCO, INC.	76.71	COPIER MAINT. FEE
25123	10/14/20	BACON, STEVE	9.43	ON-CALL MILEAGE REIMBURSEMENT
25124	10/14/20	ABSOLUTE WASTE REMOVAL	160.23	WASTE DISPOSAL SERVICE
25125	10/14/20	HANCOCK COUNTY CO-OP	49.53	GAS
			<u>218,379.47</u>	

**Clear Lake Sanitary District  
Unpaid Invoices as of October 20, 2020**

Check #	Date	Vendor Name	Amount	Description
PENDING	10/20/20	ALLIANT ENERGY	1,107.75	GAS/ELECTRIC BILLS
PENDING	10/20/20	AVESIS	200.13	VISION INSURANCE PREMIUMS
PENDING	10/20/20	CLAPPER TREE SERVICE	540.00	CRANE SERVICE
PENDING	10/20/20	CRESCENT ELECTRIC	50.34	GENERATOR RELAYS
PENDING	10/20/20	CULVER-HAHN ELECTRIC	55.84	SBR INNER WALL PROJ. PARTS
PENDING	10/20/20	EMC NATIONAL LIFE	93.72	LIFE INSURANCE PREMIUMS
PENDING	10/20/20	FAREWAY	27.94	OFFICE SUPPLIES
PENDING	10/20/20	FASTENAL	344.34	SBR PARTS/SHOP SUPPLIES
PENDING	10/20/20	FEDERAL FIRE EQUIPMENT CO.	238.00	EXTINGUISHER INSPECTION/MAINT.
PENDING	10/20/20	FIVE STAR CO-OP	268.80	WEED SPRAY
PENDING	10/20/20	HUBER SUPPLY CO.	85.93	SHOP SUPPLIES
PENDING	10/20/20	INTERSTATE ALL BATTERY CENTER	471.75	AG CHEM BATTERY
PENDING	10/20/20	J&J MACHINING WELDING & FAB.	558.97	SBR INNER WALL PROJ PARTS
PENDING	10/20/20	MIDWEST PIPE SUPPLY	550.00	FABRIC FOR SBR INNER WALL PROJECT
PENDING	10/20/20	NAPA	102.28	PARTS/SUPPLIES

PENDING	10/20/20	OFFICE ELEMENTS	77.80	TWO CASES OF PAPER
PENDING	10/20/20	PEKIN	626.82	LIFE INSURANCE PREMIUMS
PENDING	10/20/20	QUALITY PUMP & CONTROL	3,256.65	SBR #2 SUBMERSIBLE PUMP
PENDING	10/20/20	SIMMONS PERRINE MOYER BER PLC	9,968.75	LEGAL SERVICES
PENDING	10/20/20	SIOUX VALLEY ENVIRONMENTAL	3,892.50	ACRYLIC POLYMER - 5 BARRELS
PENDING	10/20/20	SPRINGBROOK	547.20	CREDIT CARD/WEB FEES
PENDING	10/20/20	WHKS	6,217.92	PRETREATMENT BLDG IMPROV. PROJ. ENGIN.
PENDING	10/20/20	WOODFORD LUMBER & HOME CO.	39.98	SHOVEL
PENDING	10/20/20	WOODMAN CONTROLS	358.25	HVAC MAINTENANCE - PRESSURE SENSOR
PENDING	10/20/20	YOHN CO, INC.	811.25	CRUSHED CONCRETE - SBR INNER WALL PROJ.
PENDING	10/20/20	T3760, LLC	79.65	REFUND
			<u>30,572.56</u>	