

MINUTES OF BOARD OF TRUSTEES: November 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)
Larry Adams

Absent: Robert Wolfram, Jr. (Clerk)

Also present: Mitch Hanson, Administrator
Taylor Moore, Finance Director
Kevin Graves, WHKS (via phone)

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

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

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

Item #4. Approve October 20th, 2020 board meeting minutes. Motion by Meyer, second by Hugi to approve the October 20th, 2020 board meeting minutes. Motion carried all Trustees present voting 'aye'.

Item #5. SBR Inner Wall Project – Pay Request #8 \$114,107.65. Motion by Adams, second by Meyer to approve Pay Request #8 in the amount of \$114,107.65. Motion carried, all Trustees present voting 'aye'.

Item #6. Pretreatment Improvement Project – WHKS. This item was tabled to a future meeting.

Item #7. CD Investment. Motion by Meyer, second by Hugi to approve the purchase of a six-month \$300,000 CD from Farmers State Bank at 0.35%. Motion carried, all Trustees present voting 'aye'.

Item #8. Attorney Retainer. No action taken at this time.

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

Item #10. Administrator's Report.

- CLSD Employee Handbook Update. Hanson noted that he and Moore are working on Handbook edits for Board review.
- Alliant Rebate for SBR Diffusers. Hanson stated that the District will be getting a \$28,000 rebate on the diffusers with potential for more once an energy study is completed.
- NPDES Permit Application update. Hanson said that the permit has been started and should be completed soon.

Item #11. Trustee's Report.

- Trustee Appointment. Bale inquired if any of the Trustees had anyone they'd like considered for appointment. A few names were mentioned and they will be contacted for interviews.

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 6:59 p.m.

ATTEST:

Bobby Wolfram, Jr., Clerk

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

Check #	Date	Vendor Name	Amount	Description
EFT	10/21/20	NET PAYROLL	16,194.22	10/21/20 NET PAYROLL
EFT	10/21/20	FEDERAL W/H	5,662.35	10/21/20 FEDERAL WITHHOLDING
EFT	10/21/20	DHS W/H	230.77	10/21/20 DHS WITHHOLDING
EFT	10/21/20	EMPLOYEE HSA CONTRIBUTIONS	100.00	10/21/20 EMPLOYEE HSA CONTRIBUTIONS
EFT	10/21/20	IPERS W/H	7,725.51	10/21/20 IPERS WITHHOLDING
EFT	10/21/20	IA DEPT. REV.	2,200.00	10/21/20 STATE W/H
EFT	11/04/20	NET PAYROLL	16,556.22	11/04/20 NET PAYROLL
EFT	11/04/20	FEDERAL W/H	5,803.58	11/04/20 FEDERAL WITHHOLDING
EFT	11/04/20	DHS W/H	230.77	11/04/20 DHS WITHHOLDING
EFT	11/04/20	EMPLOYEE HSA CONTRIBUTIONS	100.00	11/04/20 EMPLOYEE HSA CONTRIBUTIONS
EFT	11/06/20	POSTMASTER	1,349.85	NOV BILL MAILING
25153	10/30/20	IOWA ONE CALL	59.50	LOCATE CHARGES
25154	10/30/20	HEARTLAND PAPER CO.	484.97	PLANT SUPPLIES
25155	10/30/20	SPILMAN, DENNIS	15.41	ON-CALL MILEAGE REIMBURSEMENT
25156	10/30/20	WELLMARK BCBS	12,581.31	HEALTH INSURANCE PREMIUMS
25157	10/30/20	FULLERTON, RON	4,000.00	2020 DEDUCTIBLE REIMBURSEMENT
25158	10/30/20	PRINCIPAL FINANCIAL	1,214.65	DENTAL INSURANCE PREMIUMS
25159	10/30/20	UV DOCTOR LAMPS	1,713.06	BLDG 30 UV BULBS
25160	10/30/20	CARDMEMBER SERVICES	372.07	CLTEL - PHONE/INTERNET SERVICE
25160	10/30/20	CARDMEMBER SERVICES	1,420.63	NC LABS - LAB SUPPLIES
25160	10/30/20	CARDMEMBER SERVICES	69.99	AMAZON - CAMERA TRUCK STAND
25160	10/30/20	CARDMEMBER SERVICES	261.80	ULINE - CLEANING SUPPLIES
25160	10/30/20	CARDMEMBER SERVICES	55.74	USA BLUEBOOK - FIRST AID KITS
25160	10/30/20	CARDMEMBER SERVICES	1,091.58	IDEXX - LAB SUPPLIES
25160	10/30/20	CARDMEMBER SERVICES	5.19	USA BLUEBOOK - SBR PROJECT SUPPLIES
25160	10/30/20	CARDMEMBER SERVICES	46.48	USA BLUEBOOK - SBR PROJECT SUPPLIES
25160	10/30/20	CARDMEMBER SERVICES	7.66	KAMAN - SBR SUPPLIES
25160	10/30/20	CARDMEMBER SERVICES	77.60	MENARDS - SHOP SUPPLIES
25160	10/30/20	CARDMEMBER SERVICES	46.05	MACQUEEN EQ. - CAMERA TRUCK CABLE
25160	10/30/20	CARDMEMBER SERVICES	2,099.00	STORM LAKE HONDA - CAMERA TRUCK GENERATOR
25160	10/30/20	CARDMEMBER SERVICES	130.90	ARROWWOOD - CONFERENCE LODGING
25160	10/30/20	CARDMEMBER SERVICES	175.80	IDEXX - LAB SUPPLIES
25160	10/30/20	CARDMEMBER SERVICES	258.09	IDEXX - LAB SUPPLIES
25160	10/30/20	CARDMEMBER SERVICES	368.25	MENARDS - PLANT SUPPLIES
25160	10/30/20	CARDMEMBER SERVICES	108.20	NC LABS - LAB SUPPLIES
25160	10/30/20	CARDMEMBER SERVICES	91.88	MICROSOFT - AZURE BACKUP SERVICES
25160	10/30/20	CARDMEMBER SERVICES	160.27	USA BLUEBOOK - SBR PARTS
25160	10/30/20	CARDMEMBER SERVICES	49.15	KRAMER - PLANT SUPPLIES
25160	10/30/20	CARDMEMBER SERVICES	8.59	KRAMER - LS #3 AIR RELEASE VENT

25160	10/30/20	CARDMEMBER SERVICES	17.99	KRAMER - SHOP PLUG
25161	10/30/20	GRP & ASSOCIATES	106.50	LAB WASTE DISPOSAL
25162	10/30/20	MOORE, ANGIE	300.00	OCT CLEANING SERVICES
25163	10/30/20	CULVER-HAHN ELECTRIC	86.23	ELECTRICAL SUPPLIES - SBR PROJECT
25164	10/30/20	CENTRAL SERVICE & SUPPLY	2,306.00	HOSES SBR PROJ
25165	10/30/20	MACQUEEN EQUIPMENT	28.50	CAMERA TRUCK PARTS
25166	11/13/20	ALLIANT ENERGY	13,343.02	ELECTRIC/GAS
25167	11/13/20	MARCO, INC.	73.45	COPIER MAINT. FEE
25168	11/13/20	ABSOLUTE WASTE REMOVAL	402.18	WASTE DISPOSAL SERVICE
25169	11/13/20	AVESIS	200.13	VISION INSURANCE PREMIUMS
25170	11/13/20	CONSOLIDATED ENERGY	1,699.25	GAS/DIESEL
25171	11/13/20	CULVER-HAHN ELECTRIC	21.56	SBR PARTS
25172	11/13/20	BOX5 MEDIA	355.00	EMAIL/WEBSITE UPDATES
			<u>102,066.90</u>	

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

Check #	Date	Vendor Name	Amount	Description
PENDING	11/17/20	BMC AGGREGATES L.C.	78.94	CONCRETE SAND
PENDING	11/17/20	CC SCREEN PRINTING	1,158.67	UNIFORMS/EMBROIDERY
PENDING	11/17/20	GWORKS	2,652.64	ANNUAL PAYROLL SOFTWARE LICENSE/SUPP.
PENDING	11/17/20	HACK'S PEST CONTROL	45.00	PEST CONTROL SERVICES
PENDING	11/17/20	HUBER SUPPLY CO.	390.00	TORCH WELDER
PENDING	11/17/20	IOWA DIVISION OF LABOR SERVICES	240.00	BOILER INSPECTIONS
PENDING	11/17/20	LANDFILL OF NORTH IOWA	230.48	WASTE/GRIT DISPOSAL
PENDING	11/17/20	MID-AMERICA PUBLISHING CORP	367.26	MINUTE PUBLICATIONS
PENDING	11/17/20	MUNICIPAL SUPPLY INC	72.62	BLDG 30 SEAL
PENDING	11/17/20	NAPA	301.01	PARTS/SUPPLIES
PENDING	11/17/20	PLUMB SUPPLY CO.	446.00	SLUDGE LOADOUT CHUTE
PENDING	11/17/20	SIMMONS PERRINE MOYER BER PLC	1,028.50	LEGAL SERVICES
PENDING	11/17/20	SPRINGBROOK	585.20	CREDIT CARD/WEB FEES
PENDING	11/17/20	TEST AMERICA	2,917.50	LAB TESTING
PENDING	11/17/20	UNITED RENTALS, INC.	295.00	EQUIPMENT RENTAL
PENDING	11/17/20	WHKS	6,217.92	PRETREATMENT BLDG IMPROV. PROJ. ENGIN.
PENDING	11/17/20	WORTH COUNTY EXTENSION	70.00	APPLICATION TRAINING
PENDING	11/17/20	ANDERSON, ERIK & RUTH	292.49	REFUND
PENDING	11/17/20	FARM, AUGUSTIN & MARIA	4.87	REFUND
PENDING	11/17/20	JENKS, MOLLIE	52.35	REFUND
PENDING	11/17/20	WILKER, KLAYTON & LEAH	10.54	REFUND
			<u>17,456.99</u>	