

**MINUTES OF BOARD OF TRUSTEES: March 16, 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  
Lori Twitchell, Fox Engineering  
Bill Bredlow, City of Ventura

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

Item #2. Approve February 2021 Financial Statement. Motion by Nelson, second by Wolfram to approve the February 2021 Financial Statement. Motion carried all Trustees present voting 'aye'.

Item #3. Approve February 2021 Invoices. Motion by Wolfram, second by Adams to approve the February 2021 Invoices. Motion carried, all Trustees present voting 'aye'.

Item #4. Approve February 16<sup>th</sup>, 2021 Board Meeting Minutes. Motion by Adams, second by Wolfram to approve the February 16<sup>th</sup>, 2021 Board Meeting Minutes. Motion carried, all Trustees present voting 'aye'.

Item #5. Fox Engineering. Twitchell apologized to the Board for the UV Building Project issues that resulted in arbitration and offered \$7,500 towards the District's legal fees, as well as a \$7,500 credit towards future engineering services.

Item #6. Account Adjustment, 009284-004. Motion by Wolfram to approve no credits less than one hundred dollars. Motion died for lack of a second. The Board directed Hanson to create a form that could be filled out to allow management to investigate and approve credits that are less than one hundred dollars, while anything greater than that would go to the Board for approval.

Item #7. CD Investment. Tabled until next month.

Item #8. WHKS Pretreatment Professional Services Agreement Amendment. Motion by Nelson, second by Wolfram to approve the Agreement Amendment. Motion carried, all Trustees present voting 'aye'.

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

Item #10. Administrator's Report.

- a. Contract for Easement with Peters family. Motion by Nelson, second by Adams to approve the Contract for Easement with the Peters Family. Motion carried, all Trustees present voting 'aye'.

- b. Lake Dream Docks Development. Hanson informed the Board that he was contacted in regards to a potential sewer connection in Ventura. There are no formal requests at this time.
- c. Office remodel. Hanson updated the Board on the status of the office remodel, which should be completed by mid-April. Hanson also noted that the walls in the lab, operations office, HVAC room and storage closet needs work done as well, but that will need to wait until Fall.

Item #11. Trustee's Report.

- a. Term options for upcoming elections. Board discussed adjusting the terms so that there are three up one year and then two up for election two years later.
- b. Lobbying. Bale inquired about the need for lobbying as nitrate levels and Board pay has been discussed as issues in the past.

There being no further business to discuss, motion by Wolfram, second by Adams to adjourn. Motion carried, all trustees present voting 'aye'. Meeting adjourned at 7:04 p.m.

ATTEST:

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Larry Adams, Clerk

**Clear Lake Sanitary District**  
**Standard Monthly Invoices already paid as of March 16, 2021**

Check #	Date	Vendor Name	Amount	Description
EFT	02/24/21	NET PAYROLL	18,232.04	02/24/21 NET PAYROLL
EFT	02/24/21	FEDERAL W/H	6,451.85	02/24/21 FEDERAL WITHHOLDING
EFT	02/24/21	DHS W/H	230.77	02/24/21 DHS WITHHOLDING
EFT	02/24/21	EMPLOYEE HSA CONTRIBUTIONS	70.00	02/24/21 EMPLOYEE HSA CONTRIBUTIONS
EFT	02/24/21	IPERS W/H	8,136.34	02/24/21 IPERS WITHHOLDING
EFT	02/24/21	IA DEPT. REV.	2,407.00	02/24/21 STATE W/H
EFT	03/04/21	POSTMASTER	1,387.29	MAR BILL MAILING
EFT	03/10/21	NET PAYROLL	17,606.77	03/10/21 NET PAYROLL
EFT	03/10/21	FEDERAL W/H	6,215.33	03/10/21 FEDERAL WITHHOLDING
EFT	03/10/21	DHS W/H	230.77	03/10/21 DHS WITHHOLDING
EFT	03/10/21	EMPLOYEE HSA CONTRIBUTIONS	70.00	03/10/21 EMPLOYEE HSA CONTRIBUTIONS
25341	02/11/21	POSTMASTER	550.00	STAMPS
25342	02/18/21	EMC NATIONAL LIFE	93.72	LIFE INSURANCE PREMIUMS
25343	02/18/21	FEDERAL EXPRESS	15.27	SHIPPING CHARGES
25344	02/18/21	PEKIN LIFE	520.21	LIFE INSURANCE PREMIUMS
25345	02/18/21	CARDMEMBER SERVICES	(116.14)	THERMOWORKS - REFUND
25345	02/18/21	CARDMEMBER SERVICES	93.91	KRAMER - SHOP/BLDG SUPPLIES
25345	02/18/21	CARDMEMBER SERVICES	143.00	TELEDYNE - SAMPLER PUMP
25345	02/18/21	CARDMEMBER SERVICES	183.39	STELLAR SOLUTIONS - THICKENER SUPPLIES
25345	02/18/21	CARDMEMBER SERVICES	20.00	IA DNR - CERTIFICATION FEE
25345	02/18/21	CARDMEMBER SERVICES	9.42	KRAMER - SHOP SUPPLIES
25345	02/18/21	CARDMEMBER SERVICES	453.05	CLTEL - PHONE/INTERNET SERVICE
25345	02/18/21	CARDMEMBER SERVICES	64.48	KRAMER - PLANT SUPPLIES
25345	02/18/21	CARDMEMBER SERVICES	250.89	STELLAR SOLUTIONS - THICKENER SUPPLIES
25345	02/18/21	CARDMEMBER SERVICES	32.36	KRAMER - SHOP SUPPLIES
25345	02/18/21	CARDMEMBER SERVICES	37.68	KRAMER - SHOP SUPPLIES
25345	02/18/21	CARDMEMBER SERVICES	1,288.27	ERA - LAB TESTING
25345	02/18/21	CARDMEMBER SERVICES	318.38	MENARDS - SOFTENER SALT
25345	02/18/21	CARDMEMBER SERVICES	43.94	KRAMER - OFFICE SUPPLIES

25345	02/18/21	CARDMEMBER SERVICES	9.99	KRAMER - OFFICE SUPPLIES
25345	02/18/21	CARDMEMBER SERVICES	2,423.95	SYLVANE - UV BLDG DEHUMIDIFIER
25345	02/18/21	CARDMEMBER SERVICES	14.17	KRAMER - BLDG SUPPLIES
25345	02/18/21	CARDMEMBER SERVICES	33.48	KRAMER - OFFICE WALL PROJ SUPPLIES
25345	02/18/21	CARDMEMBER SERVICES	92.51	MICROSOFT - AZURE BACKUP SERVICES
25345	02/18/21	CARDMEMBER SERVICES	702.90	MENARDS - OFFICE WALL PROJ SUPPLIES
25345	02/18/21	CARDMEMBER SERVICES	9.96	KRAMER - PLANT SUPPLIES
25345	02/18/21	CARDMEMBER SERVICES	179.00	AMAZON - PRIME
25345	02/18/21	CARDMEMBER SERVICES	100.00	IAWEA - CONFERENCE REGISTRATIONS
25345	02/18/21	CARDMEMBER SERVICES	143.93	AMAZON - CAMERA TRUCK PARTS/OFFICE SUPPLIES
25346	02/24/21	ALLIANT ENERGY	2,339.88	ELECTRIC/GAS
25347	02/24/21	PRINCIPAL FINANCIAL	1,214.65	DENTAL INS PREMIUMS
25348	02/24/21	GRP & ASSOCIATES	106.50	LAB WASTE DISPOSAL
25349	03/01/21	KNORR ELECTRIC	20.00	UV BLDG EQUIPMENT SERVICE
25350	03/01/21	AVESIS	200.13	VISION INSURANCE PREMIUMS
25351	03/01/21	PUEGGEL, GRANT	2,286.13	2021 DEDUCTIBLE REIMBURSEMENT
25352	03/01/21	MOORE, ANGIE	300.00	FEB CLEANING SERVICES
25353	03/01/21	ADVANTAGE ADMINISTRATORS	300.00	ANNUAL POP PLAN RENEWAL
25354	03/01/21	HANSON, MITCHELL	50.60	MILEAGE REIMBURSEMENT
25355	03/01/21	IN CONTROL, INC.	216.00	LS #2 RADIO SERVICE
25356	03/03/21	MOORE, TAYLOR	1,816.05	2021 DEDUCTIBLE REIMBURSEMENT
25357	03/08/21	ALLIANT ENERGY	17,010.84	ELECTRIC/GAS
25358	03/08/21	MARCO, INC.	56.13	COPIER MAINT. FEE
25359	03/08/21	CONSOLIDATED ENERGY	635.72	PLANT VEHICLE GAS
			<u>95,302.51</u>	

**Clear Lake Sanitary District  
Unpaid Invoices as of March 16, 2021**

Check #	Date	Vendor Name	Amount	Description
PENDING	3/16/21	ABSOLUTE WASTE REMOVAL	359.38	WASTE DISPOSAL SERVICE
PENDING	3/16/21	CULVER-HAHN ELECTRIC	64.84	OFFICE REMODEL SUPPLIES
PENDING	3/16/21	FAREWAY	83.16	LAB WATER
PENDING	3/16/21	FERTILE LUMBER & HARDWARE, INC.	5,760.99	OFFICE REMODEL LABOR
PENDING	3/16/21	GFG INSTRUMENTATION	637.00	GAS MONITOR CALIBRATION GAS
PENDING	3/16/21	GOODNATURE WORK STOP	428.93	EMPLOYEE BOOTS/UNIFORMS
PENDING	3/16/21	HACK'S PEST CONTROL	45.00	PEST CONTROL SERVICES
PENDING	3/16/21	HANCOCK COUNTY COOP	55.30	GAS
PENDING	3/16/21	MID-AMERICA PUBLISHING CORP	207.11	MINUTE PUBLICATIONS
PENDING	3/16/21	PLUMB SUPPLY CO.	37.80	HOT WATER PUMP
PENDING	3/16/21	PUEGGEL, GRANT	11.20	ON-CALL MILEAGE REIMBURSEMENT
PENDING	3/16/21	SHERWIN WILLIAMS	245.77	OFFICE REMODEL SUPPLIES
PENDING	3/16/21	TEST AMERICA	2,913.50	LAB TESTING
PENDING	3/16/21	UV DOCTOR LAMPS, LLC	4,169.90	UV BULBS - BLDG 30
PENDING	3/16/21	WHKS	9,296.70	CLSD EVALUATION PROJECT
PENDING	3/16/21	WHKS	1,059.75	PRETREATMENT BLDG IMPROV. PROJ. ENGIN.
PENDING	3/16/21	WOODFORD LUMBER & HOME CO.	1,938.57	BUILDING SUPPLIES/OFFICE REMODEL
			<u>27,314.90</u>	