

MINUTES OF BOARD OF TRUSTEES: June 15, 2021
CLEAR LAKE SANITARY DISTRICT, CERRO GORDO COUNTY, IOWA

The regular board meeting was called to order by President Bale following the Public Hearing at 5:31 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)
Lothar Meyer (Treasurer)
Larry Adams (Clerk)

Absent: Robert Wolfram, Jr.

Also present: Mitch Hanson, Administrator
Taylor Moore, Finance Director
Bill Bredlow, City of Ventura

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

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

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

Item #4. Approve May 18th, 2021 Board Meeting Minutes. Motion by Adams, second by Meyer to approve the May 18th, 2021 Board Meeting Minutes. Motion carried, all Trustees present voting 'aye'.

Item #5. Amendment to Ordinance No. 7 – Sewer Rate Increase. Motion by Nelson, second by Meyer to approve the first reading of the Amendment to Ordinance No. 7, increasing the monthly sewer rates by 4%. President Bale called roll with the following results: Nelson, 'aye'; Meyer, 'aye'; Adams, 'aye'; and Bale, 'aye'. Motion carried. Motion by Adams, second by Meyer to waive the second and third readings of the Amendment to Ordinance No. 7. President Bale called roll with the following results: Nelson, 'aye'; Meyer, 'aye'; Adams, 'aye'; and Bale, 'aye'. Motion carried.

Item #6. SBR Inner Wall Project – Pay Request No. 12 \$69,077.92. Motion by Nelson, second by Adams to approve Pay Request No. 12 in the amount of \$69,077.92.

Item #7. Sewer Televising & Cleaning Fees. Hanson recommended a \$25/hour increase in rates for all work done outside of the District's boundaries with a two-hour minimum. Motion by Nelson, second by Meyer to approve the \$25 rate increase for work done outside of District boundaries with a two-hour minimum. Motion carried, all Trustees present voting 'aye'.

Item #8. Employee Handbook. Hanson presented a change to the handbook which would allow, at the Superintendent's discretion, the ability for staff to go to summer hours of working four ten-hour days between Memorial Day and Labor Day. The staff would rotate and office hours would not be affected. Motion by Meyer, second by Adams to approve the handbook changes as presented, including the addition of an optional summer time schedule. Motion carried, all Trustees present voting 'aye'.

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

Item #10. Administrator's Report.

- a. WHKS Facility Plan. Hanson presented a quote in the amount of \$14,000.00 to wrap up a full facility plan. No action taken at this time.

Item #11. Trustee's Report.

- a. Infrastructure Funding. Bale noted that himself, Hanson and Moore met with Senator Ragan to see what other options could be available for the District to receive some ARP funds for infrastructure improvements. For now, the District remains in a holding pattern while details are discussed at the State level.

There being no further business to discuss, motion by Nelson, second by Adams to adjourn. Motion carried, all trustees present voting 'aye'. Meeting adjourned at 6:37 p.m.

ATTEST:

Larry Adams, Clerk

Clear Lake Sanitary District
Standard Monthly Invoices already paid as of June 15, 2021

Check #	Date	Vendor Name	Amount	Description
EFT	05/19/21	NET PAYROLL	17,602.93	05/19/21 NET PAYROLL
EFT	05/19/21	FEDERAL W/H	6,115.67	05/19/21 FEDERAL WITHHOLDING
EFT	05/19/21	EMPLOYEE HSA CONTRIBUTIONS	70.00	05/19/21 EMPLOYEE HSA CONTRIBUTIONS
EFT	05/19/21	IPERS W/H	8,136.35	05/19/21 IPERS WITHHOLDING
EFT	05/19/21	IA DEPT. REV.	2,278.00	05/19/21 STATE W/H
EFT	06/02/21	NET PAYROLL	18,345.88	06/02/21 NET PAYROLL
EFT	06/02/21	FEDERAL W/H	6,453.95	06/02/21 FEDERAL WITHHOLDING
EFT	06/02/21	EMPLOYEE HSA CONTRIBUTIONS	70.00	06/02/21 EMPLOYEE HSA CONTRIBUTIONS
EFT	06/07/21	POSTMASTER	1,389.69	JUNE BILL MAILING
25497	05/20/21	EMC NATIONAL LIFE	93.72	LIFE INSURANCE PREMIUMS
25498	05/20/21	CASE, MICHELLE	4,160.00	2021 DEDUCTIBLE REIMBURSEMENT
25499	05/20/21	WELLMARK BCBS	12,581.31	HEALTH INSURANCE PREMIUMS
25500	05/20/21	PRINCIPAL FINANCIAL	1,084.10	DENTAL INS PREMIUMS
25501	05/20/21	PEKIN LIFE INSURANCE	520.21	LIFE INSURANCE PREMIUMS
25502	05/20/21	CARDMEMBER SERVICES	99.86	MENARDS - OFFICE REMODEL SUPPLIES
25502	05/20/21	CARDMEMBER SERVICES	39.23	KAMAN - COUPLING SLEEVE
25502	05/20/21	CARDMEMBER SERVICES	2,204.13	CLTEL - PHONE/INTERNET SERVICE/FIBER INSTALL
25502	05/20/21	CARDMEMBER SERVICES	4.59	KRAMER - DIGESTER PARTS
25502	05/20/21	CARDMEMBER SERVICES	41.11	KRAMER - BOLTS/PLANT SUPPLIES
25502	05/20/21	CARDMEMBER SERVICES	30.00	IAWEA - CERTIFICATE RENEWAL FEE
25502	05/20/21	CARDMEMBER SERVICES	30.98	KRAMER - SHOP SUPPLIES
25502	05/20/21	CARDMEMBER SERVICES	630.00	IA DNR - OPERATOR CERTIFICATION FEES
25502	05/20/21	CARDMEMBER SERVICES	168.56	MENARDS - SHOP SUPPLIES
25502	05/20/21	CARDMEMBER SERVICES	128.27	DROPBOX - ANNUAL SUBSCRIPTION
25502	05/20/21	CARDMEMBER SERVICES	53.57	KRAMER - SHOP SUPPLIES
25502	05/20/21	CARDMEMBER SERVICES	129.80	AMAZON - OFFICE SUPPLIES
25502	05/20/21	CARDMEMBER SERVICES	1,023.00	KAMAN - PVC HOSE
25502	05/20/21	CARDMEMBER SERVICES	1,288.27	ERA - LAB TESTING
25502	05/20/21	CARDMEMBER SERVICES	384.60	DWYER - FLOW METERS
25502	05/20/21	CARDMEMBER SERVICES	250.00	AMAZON - OFFICE SUPPLIES
25502	05/20/21	CARDMEMBER SERVICES	924.38	KAMAN - HOSE & CLAMP
25502	05/20/21	CARDMEMBER SERVICES	155.01	MENARDS - OFFICE REMODEL SUPPLIES
25502	05/20/21	CARDMEMBER SERVICES	9.59	KRAMER - SHOP SUPPLIES

25502	05/20/21	CARDMEMBER SERVICES	93.39	MS AZURE - BACKUP SERVICES
25502	05/20/21	CARDMEMBER SERVICES	7.59	KRAMER - SHOP SUPPLIES
25502	05/20/21	CARDMEMBER SERVICES	138.24	AMAZON - OFFICE SUPPLIES
25502	05/20/21	CARDMEMBER SERVICES	29.56	AMAZON - OFFICE SUPPLIES
25502	05/20/21	CARDMEMBER SERVICES	116.69	MENARDS - PLANT SUPPLIES
25502	05/20/21	CARDMEMBER SERVICES	54.57	AMAZON - OFFICE SUPPLIES
25502	05/20/21	CARDMEMBER SERVICES	173.58	STAR EQUIPMENT - COIL REPAIR
25502	05/20/21	CARDMEMBER SERVICES	120.00	IAWEA - CLASS FEES
25502	05/20/21	CARDMEMBER SERVICES	146.19	THERMOWORKS - LAB SUPPLIES
25503	05/28/21	IOWA ONE CALL	64.80	LOCATE CHARGES
25504	05/28/21	ALLIANT ENERGY	1,312.81	ELECTRIC/GAS
25505	05/28/21	AVESIS	200.13	VISION INSURANCE PREMIUMS
25506	05/28/21	MOORE, ANGIE	300.00	MAY CLEANING SERVICES
25507	05/28/21	NASSCO	526.76	PLANT SUPPLIES
25508	06/08/21	ALLIANT ENERGY	14,042.11	ELECTRIC/GAS
25509	06/08/21	MARCO, INC.	59.10	COPIER MAINTENANCE FEE
25510	06/08/21	TESTAMERICA LABS	2,218.00	LAB TESTING
25511	06/08/21	IDEXX LABS	33.19	LAB SUPPLIES
25512	06/08/21	FIVE STAR COOP	379.29	WEED SPRAY
25513	06/08/21	J&J MACHINE	935.00	THICKENER DRUM REPAIR
25514	06/08/21	OFFICE ELEMENTS	79.80	PAPER
25515	06/08/21	PUEGGEL, GRANT	28.23	REIMBURSEMENT FOR SHOP SUPPLIES
25516	06/08/21	INTERSTATE ALL BATTERY	873.10	GENERATOR/CAMERA TRUCK BATTERIES
25517	06/08/21	CONSOLIDATED ENERGY	478.42	GASOLINE
25518	06/08/21	GE MDS, LLC	253.76	LS#2 RADIO REPAIR
			<u>109,161.07</u>	

**Clear Lake Sanitary District
Unpaid Invoices as of June 15, 2021**

Check #	Date	Vendor Name	Amount	Description
PENDING	6/15/21	ABSOLUTE WASTE REMOVAL	121.73	WASTE DISPOSAL SERVICE
PENDING	6/15/21	ALLIANT ENERGY	796.58	GAS/ELECTRIC BILLS
PENDING	6/15/21	ENDRESS HAUSER	2,264.50	LS #3 RADIO/SPARE UNIT
PENDING	6/15/21	GOODNATURE WORK STOP	79.72	EMPLOYEE BOOTS/UNIFORMS
PENDING	6/15/21	GRABINSKI LAW FIRM	300.00	LEGAL SERVICES
PENDING	6/15/21	GRP & ASSOCIATES	106.50	LAB WASTE DISPOSAL
PENDING	6/15/21	HACK'S PEST CONTROL	45.00	PEST CONTROL SERVICES
PENDING	6/15/21	IA COMMUNITIES POOL ADMIN.	45,817.00	PROPERTY INSURANCE 7/21 - 6/22
PENDING	6/15/21	IMWCA	6,347.00	WORKERS COMP PREMIUM 7/21 - 6/22
PENDING	6/15/21	LANDFILL OF NORTH IOWA	104.65	WASTE/GRIT DISPOSAL
PENDING	6/15/21	LARSEN PLUMBING & HEATING, INC.	326.61	SHOP FURNACE REPAIRS
PENDING	6/15/21	MASON CITY GLASS SERVICE	4,100.00	FRONT WINDOW/OFFICE WINDOW & INSTALL
PENDING	6/15/21	MID-AMERICA PUBLISHING CORP	150.94	PUBLICATIONS
PENDING	6/15/21	NAPA	222.51	PARTS/SUPPLIES
PENDING	6/15/21	PLUMB SUPPLY CO.	66.72	AIR FILTERS
PENDING	6/15/21	POSTMASTER	114.00	ANNUAL PO BOX FEE
PENDING	6/15/21	QUALITY FLOW SYSTEMS, INC.	19,200.00	SBR SLUDGE PUMPS
PENDING	6/15/21	SIOUX VALLEY ENVIRONMENTAL	4,050.00	ACRYLIC POLYMER
PENDING	6/15/21	SPRINGBROOK	649.80	CREDIT CARD/WEB FEES
PENDING	6/15/21	WHKS	520.64	PRETREATMENT BLDG IMPROV. PROJ. ENGIN.
PENDING	6/15/21	WOODFORD LUMBER & HOME CO.	104.08	SHOP SUPPLIES
PENDING	6/15/21	BUNN, WILLIAM	95.66	REFUND
PENDING	6/15/21	MATT DODGE AGENCY	24.34	REFUND
PENDING	6/15/21	RISH, DANIEL	2.00	REFUND
PENDING	6/15/21	WILLIAMS, BRANDON	37.20	REFUND
			<u>85,647.18</u>	