

MINUTES OF BOARD OF TRUSTEES: July 20, 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)
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.

Adams entered at 5:35 p.m.

Item #2. Approve June 2021 Financial Statement. Nelson noted, with this being the final financial statement of Fiscal Year 2021, the audit segment that discusses the District's issue with segregation of duties, and asked what can be done to get rid of that comment within the audit. Bale and Meyer stated there are checks and balances in place, but without hiring several more employees that comment will always be in the audit. Motion by Nelson, second by Adams to approve the June 2021 Financial Statement. Motion carried all Trustees present voting 'aye'.

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

Item #4. Approve June 15th, 2021 Board Meeting Minutes. Motion by Adams, second by Meyer to approve the June 15th, 2021 Board Meeting Minutes. Motion carried, all Trustees present voting 'aye'.

Item #5. SBR Inner Wall Project – Pay Request No. 13 \$40,850.00. Motion by Nelson, second by Adams to approve Pay Request No. 13 in the amount of \$40,850.00.

Item #6. Resolution 21-04, A Resolution Certifying Delinquent Sewer Accounts as a lien upon the real property serviced by a connection during FY 2021. Motion by Nelson, second by Meyer to approve Resolution 21-04, a Resolution Certifying Delinquent Sewer Accounts as a lien upon the real property serviced by a connection during FY 2021. President Bale called roll with the following results: Adams, 'aye'; Nelson, 'aye'; Meyer, 'aye'; and Bale, 'aye'. Motion carried.

Item #7. Account Adjustments. Moore presented four accounts that were no longer collectible totaling \$1,517.55. Motion by Meyer, second by Adams to approve wiping the balance on these accounts in a total of \$1,517.55. Motion carried, all Trustees present voting 'aye'.

Item #8. Pretreatment Gas Monitoring System. Hanson received a quote from In Control, Inc for the equipment and integration into the District's Scada system in the amount of \$20,805.00. Motion by Meyer, second by Nelson to approve the quote from In Control, Inc in the amount of \$20,805.00. Motion carried, all Trustees present voting 'aye'.

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

Item #10. Administrator’s Report.

- a. Infrastructure Funding. Hanson, Moore, and Bale met with Chip Schultz from Northland Public Finance. Hanson mentioned bringing Schultz in to discuss the District’s bonding options for some of the more urgent capital improvement projects that need to be addressed. Hanson will try to set up a meeting the week of August 9th.
- b. Future Capital Improvement Projects. Hanson broke up the most urgent capital improvement projects from the WHKS Equipment Analysis, and grouped them into phases. It’s possible these projects could be split up and accomplished with less than five million in bonding.

Item #11. Trustee’s Report. No report.

There being no further business to discuss, motion by Adams, second by Meyer to adjourn. Motion carried, all trustees present voting ‘aye’. Meeting adjourned at 6:47 p.m.

ATTEST:

Larry Adams, Clerk

**Clear Lake Sanitary District
Standard Monthly Invoices already paid as of July 20, 2021**

Check #	Date	Vendor Name	Amount	Description
EFT	06/16/21	NET PAYROLL	18,982.02	06/16/21 NET PAYROLL
EFT	06/16/21	FEDERAL W/H	6,700.44	06/16/21 FEDERAL WITHHOLDING
EFT	06/16/21	EMPLOYEE HSA CONTRIBUTIONS	70.00	06/16/21 EMPLOYEE HSA CONTRIBUTIONS
EFT	06/22/21	CLEAR LAKE B&T	69.84	DEPOSIT SLIP ORDER
EFT	06/30/21	NET PAYROLL	17,555.58	06/30/21 NET PAYROLL
EFT	06/30/21	FEDERAL W/H	6,137.84	06/30/21 FEDERAL WITHHOLDING
EFT	06/30/21	EMPLOYEE HSA CONTRIBUTIONS	70.00	06/30/21 EMPLOYEE HSA CONTRIBUTIONS
EFT	06/30/21	IPERS W/H	12,226.38	06/30/21 IPERS WITHHOLDING
EFT	06/30/21	IA DEPT. REV.	3,510.00	06/30/21 STATE W/H
EFT	06/30/21	IA WORKFORCE DEVELOPMENT	134.02	2ND QTR 2021 UNEMPLOYMENT
EFT	06/07/21	POSTMASTER	1,399.03	JUNE BILL MAILING
EFT	07/14/21	NET PAYROLL	19,520.50	07/14/21 NET PAYROLL
EFT	07/14/21	FEDERAL W/H	6,534.45	07/14/21 FEDERAL WITHHOLDING
EFT	07/14/21	EMPLOYEE HSA CONTRIBUTIONS	70.00	07/14/21 EMPLOYEE HSA CONTRIBUTIONS
EFT	07/16/21	IA DEPT. REV.	2,852.00	2ND QTR 2021 SALES TAX
25545	06/28/21	ALLIANT ENERGY	1,880.41	ELECTRIC/GAS
25546	06/28/21	EMC NATIONAL LIFE	93.72	LIFE INSURANCE PREMIUMS
25547	06/28/21	TUSHA, TED	30.02	ON-CALL MILEAGE REIMBURSEMENT
25548	06/28/21	SPILMAN, DENNIS	15.01	ON-CALL MILEAGE REIMBURSEMENT
25549	06/28/21	WELLMARK BCBS	12,581.31	HEALTH INSURANCE PREMIUMS
25550	06/28/21	HOTSY EQUIPMENT CO.	583.55	POWERWASHER SUPPLIES
25551	06/28/21	PRINCIPAL FINANCIAL	1,084.10	DENTAL INS PREMIUMS
25552	06/28/21	PEKIN LIFE INSURANCE	520.21	LIFE INSURANCE PREMIUMS
25553	06/28/21	CARDMEMBER SERVICES	(1,472.64)	POINTS REDEMPTION
25553	06/28/21	CARDMEMBER SERVICES	244.60	AMAZON - OFFICE/PLANT SUPPLIES
25553	06/28/21	CARDMEMBER SERVICES	88.83	1800CEILING - CEILING VENT DIVERTER
25553	06/28/21	CARDMEMBER SERVICES	4,854.25	KAMAN - HOSES
25553	06/28/21	CARDMEMBER SERVICES	69.99	STAPLES - FLOOR MAT
25553	06/28/21	CARDMEMBER SERVICES	100.45	STAR EQUIPMENT - HYDRA HOSE
25553	06/28/21	CARDMEMBER SERVICES	75.40	AMAZON - OFFICE SUPPLIES
25553	06/28/21	CARDMEMBER SERVICES	53.10	AMAZON - CAMERA TRUCK USB FLASH DRIVES
25553	06/28/21	CARDMEMBER SERVICES	59.98	AMAZON - BALL VALVE

25553	06/28/21	CARDMEMBER SERVICES	51.03	AMAZON - OFFICE SUPPLIES
25553	06/28/21	CARDMEMBER SERVICES	452.01	CLTEL - PHONE/INTERNET
25553	06/28/21	CARDMEMBER SERVICES	1,768.96	NCLABS - LAB SUPPLIES
25553	06/28/21	CARDMEMBER SERVICES	3,673.00	PATHFINDER SYSTEMS - DIGESTER BLOWER
25553	06/28/21	CARDMEMBER SERVICES	45.90	KRAMER - THICKENER SUPPLIES
25553	06/28/21	CARDMEMBER SERVICES	160.50	CULVER HAHN - CEU COURSE
25553	06/28/21	CARDMEMBER SERVICES	39.58	KRAMER - SHOP SUPPLIES
25553	06/28/21	CARDMEMBER SERVICES	101.75	KRAMER - PLANT SUPPLIES
25553	06/28/21	CARDMEMBER SERVICES	48.17	KRAMER - GROUNDS MAINT. SUPPLIES
25553	06/28/21	CARDMEMBER SERVICES	10.36	KRAMER - SHOP BUILDING SUPPLIES
25553	06/28/21	CARDMEMBER SERVICES	250.51	ULINE - PLANT SUPPLIES
25553	06/28/21	CARDMEMBER SERVICES	120.55	AMAZON - LAB SUPPLIES
25553	06/28/21	CARDMEMBER SERVICES	51.79	AMAZON - OFFICE SUPPLIES
25553	06/28/21	CARDMEMBER SERVICES	2,861.14	OLSEN CHAIN & CABLE - PORTABLE GANTRY
25553	06/28/21	CARDMEMBER SERVICES	19.96	KRAMER - GROUNDS MAINT. SUPPLIES
25553	06/28/21	CARDMEMBER SERVICES	91.57	MS AZURE - BACKUP SERVICES
25553	06/28/21	CARDMEMBER SERVICES	120.55	AMAZON - LAB TONER
25553	06/28/21	CARDMEMBER SERVICES	329.00	HR SIMPLE - SUBSCRIPTION
25553	06/28/21	CARDMEMBER SERVICES	3,100.00	D&L EQUIPMENT - BOX SCRAPER
25553	06/28/21	CARDMEMBER SERVICES	480.00	TRU-TECH VALVE - ACTUATOR REPAIR KIT
25554	06/28/21	MOORE, ANGIE	300.00	JUN CLEANING SERVICES
25555	06/28/21	CONSOLIDATED ENERGY	446.53	GASOLINE
25556	06/28/21	MASON CITY GLASS SERVICE	228.25	REGLAZE OFFICE WINDOWS
25557	06/28/21	NISS EXCAVATION & ROCK QUARRY	769.57	ROADSTONE
25558	07/07/21	IOWA ONE CALL	71.20	LOCATE CHARGES
25559	07/07/21	ALLIANT ENERGY	2,447.77	ELECTRIC/GAS
25560	07/07/21	PLUMB SUPPLY CO.	119.78	AC FAN MOTOR
25561	07/07/21	MARCO INC.	59.10	COPIER MAINT. FEE
25562	07/07/21	BACON, STEVE	4.59	ON-CALL MILEAGE REIMBURSEMENT
25563	07/07/21	TUSHA, TED	15.01	ON-CALL MILEAGE REIMBURSEMENT
25564	07/07/21	FEDERAL EXPRESS	37.51	SHIPPING CHARGES
25565	07/07/21	J&J MACHINE	656.25	LS #6 PARTS/FORKLIFT FORK REPAIR
25566	07/07/21	AVESIS	200.13	VISION INSURANCE PREMIUMS
25567	07/07/21	PUEGGEL, GRANT	222.40	BOOT ALLOWANCE REIMBURSEMENT/MILEAGE
25568	07/07/21	UV DOCTOR LAMPS	3,815.14	BLDG 30 UV BALLASTS/SLEEVES
25569	07/07/21	CULVER-HAHN ELECTRIC	343.90	DIGESTER #3 PARTS
25570	07/07/21	HANSON, MITCHELL	25.30	MILEAGE REIMBURSEMENT
25571	07/07/21	TRUCK CENTER COMPANIES	310.09	JET TRUCK AC RECHARGE
25572	07/07/21	BACON, STEVE	240.00	FY 2022 CELL PHONE ALLOWANCE
25573	07/07/21	TUSHA, TED	240.00	FY 2022 CELL PHONE ALLOWANCE
25574	07/07/21	SPILMAN, DENNIS	240.00	FY 2022 CELL PHONE ALLOWANCE
25575	07/07/21	FULLERTON, RON	240.00	FY 2022 CELL PHONE ALLOWANCE
25576	07/07/21	PUEGGEL, GRANT	240.00	FY 2022 CELL PHONE ALLOWANCE
25577	07/07/21	MOORE, TAYLOR	240.00	FY 2022 CELL PHONE ALLOWANCE
25578	07/07/21	HANSON, MITCHELL	240.00	FY 2022 CELL PHONE ALLOWANCE
25579	07/07/21	MORROW, JUSTIN	240.00	FY 2022 CELL PHONE ALLOWANCE
25580	07/16/21	MEYER, LOTHAR	21.61	FY 2021 MILEAGE
25581	07/16/21	WOLFRAM JR, BOBBY	53.49	FY 2021 MILEAGE
25582	07/16/21	NELSON, TONY	6.72	FY 2021 MILEAGE
25583	07/16/21	BALE, MARK	23.14	FY 2021 MILEAGE
25584	07/16/21	ADAMS, LARRY	76.27	FY 2021 MILEAGE
			<u>142,644.47</u>	

Clear Lake Sanitary District
Unpaid Invoices as of July 20, 2021

Check #	Date	Vendor Name	Amount	Description
PENDING	7/20/21	ABSOLUTE WASTE REMOVAL	156.32	WASTE DISPOSAL SERVICE
PENDING	7/20/21	ALLIANT ENERGY	16,055.63	GAS/ELECTRIC BILLS
PENDING	7/20/21	BROWN SUPPLY CO.	165.00	DIGESTER PARTS
PENDING	7/20/21	CC SCREEN PRINTING	145.34	UNIFORMS/EMBROIDERY
PENDING	7/20/21	CULVER-HAHN ELECTRIC	246.35	CABLE/PARTS
PENDING	7/20/21	EMC NATIONAL LIFE	93.72	LIFE INSURANCE PREMIUMS
PENDING	7/20/21	FAREWAY	22.47	COFFEE/TEA
PENDING	7/20/21	FASTENAL	615.87	PLANT/SHOP SUPPLIES
PENDING	7/20/21	HACK'S PEST CONTROL	45.00	PEST CONTROL SERVICES
PENDING	7/20/21	HUBER SUPPLY CO.	52.15	SHOP SUPPLIES
PENDING	7/20/21	LANDFILL OF NORTH IOWA	281.70	WASTE/GRIT DISPOSAL
PENDING	7/20/21	LARSEN PLUMBING & HEATING, INC.	144.50	AC REPAIR
PENDING	7/20/21	MID-AMERICA PUBLISHING CORP	337.29	PUBLICATIONS
PENDING	7/20/21	MIDWEST PIPE SUPPLY	60.00	DIGESTER PARTS
PENDING	7/20/21	NAPA	9.31	PARTS/SUPPLIES
PENDING	7/20/21	NORTHERN BALANCE & SCALE	533.00	LAB EQUIPMENT CALIBRATION
PENDING	7/20/21	OFFICE ELEMENTS	6,515.66	OFFICE EQUIPMENT
PENDING	7/20/21	PATHFINDER SYSTEMS INC.	3,993.37	DIGESTER BLOWER - REMAINING PYMT
PENDING	7/20/21	PEKIN	520.21	LIFE INSURANCE PREMIUMS
PENDING	7/20/21	SPILMAN, DENNIS	15.01	ON-CALL MILEAGE REIMBURSEMENT
PENDING	7/20/21	SPRINGBROOK	628.90	CREDIT CARD/WEB FEES
PENDING	7/20/21	TEST AMERICA	4,296.50	LAB TESTING
PENDING	7/20/21	WELLMARK BLUE CROSS	12,581.31	HEALTH INS PREMIUMS
PENDING	7/20/21	WHKS	1,552.46	SBR INNER WALL PROJ. ENGINEERING
PENDING	7/20/21	AVITT, DARREL	2.76	REFUND
PENDING	7/20/21	BOVARD, GILBERT	33.74	REFUND
PENDING	7/20/21	ENTNER, TIM & SUZANNE	2.34	REFUND
PENDING	7/20/21	HULBERT, ROGER	1.11	REFUND
PENDING	7/20/21	MACNIDER, MARGARET ESTATE	93.99	REFUND
PENDING	7/20/21	MARSHALL, JOHN	1.33	REFUND
PENDING	7/20/21	MULFORD, RAYMOND & THRESA	23.80	REFUND
			49,226.14	