

**MINUTES OF BOARD OF TRUSTEES: February 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)  
Lothar Meyer (Treasurer)  
Larry Adams (Clerk)  
Robert Wolfram, Jr.

Absent: Tony Nelson (Vice President)

Also present: Mitch Hanson, Administrator  
Taylor Moore, Finance Director  
Kristi Brant, CPA, Potter & Brant PLC (via phone)  
Kevin Graves, WHKS (via phone)

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

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

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

Item #4. Approve January 19<sup>th</sup>, 2021 Board Meeting Minutes. Motion by Adams, second by Wolfram to approve the January 19<sup>th</sup>, 2021 Board Meeting Minutes. Motion carried, all Trustees present voting 'aye'.

Item #5. FY 2020 Audit Report. Kristi Brant presented the FY 2020 Audit Report. Motion by Meyer, second by Wolfram to approve the FY 2020 Audit Report. Motion carried, all Trustees present voting 'aye'.

Item #6. Pumping and Treatment Equipment Evaluation - WHKS. Kevin Graves discussed updates to the CLSD equipment evaluations, including the lift stations. Board directed Hanson to write a letter to Alliant Energy referencing this information.

Item #7. Resolution 21-02, a Resolution Approving FY 2022 Budget. Motion by Meyer, second by Adams to approve Resolution 21-02, a Resolution Approving FY 2022 Budget. President Bale called roll with the following results: Meyer, 'aye'; Adams, 'aye'; Wolfram, 'aye'; and Bale, 'aye'. Motion carried.

Item #8. Account Adjustment, 012058-000. Homeowner requested a \$25 credit due to the water meter reading high over the past several months. Hanson noted the homeowner is putting in a new meter at their expense. Motion by Adams, second by Meyer to approve the \$25 credit for Account #012058-000. Motion carried, all Trustees present voting 'aye'.

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

Item #10. Administrator's Report. Hanson noted that the insurance claim went through for the well pump, but more research needs to be done on the iron bacteria in the well. Hanson stated that the agreement with Peters farm needs to be updated and renewed as the current agreement has expired. Hanson said the quotes on office equipment are nearly complete and he will send

out emails for the Board's approval before ordering as the amounts will be over his spending limit.3

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

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 7:29 p.m.

ATTEST:

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Larry Adams, Clerk

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

Check #	Date	Vendor Name	Amount	Description
EFT	01/18/21	IA WORKFORCE DEVELOPMENT	9.52	4TH QTR 2020 UNEMPLOYMENT
EFT	01/19/21	IA DEPT. REV.	2,857.00	4TH QTR 2020 SALES TAX
EFT	01/20/21	UPS	262.85	UPS LAB SHIPPING CHARGES
EFT	01/27/21	NET PAYROLL	18,069.08	01/27/21 NET PAYROLL
EFT	01/27/21	FEDERAL W/H	6,456.23	01/27/21 FEDERAL WITHHOLDING
EFT	01/27/21	DHS W/H	230.77	01/27/21 DHS WITHHOLDING
EFT	01/27/21	EMPLOYEE HSA CONTRIBUTIONS	70.00	01/27/21 EMPLOYEE HSA CONTRIBUTIONS
EFT	01/27/21	IPERS W/H	8,138.28	01/27/21 IPERS WITHHOLDING
EFT	01/27/21	IA DEPT. REV.	2,408.00	01/27/21 STATE W/H
EFT	02/04/21	POSTMASTER	1,388.79	FEB BILL MAILING
EFT	02/10/21	NET PAYROLL	18,174.13	02/10/21 NET PAYROLL
EFT	02/10/21	FEDERAL W/H	6,551.48	02/10/21 FEDERAL WITHHOLDING
EFT	02/10/21	DHS W/H	230.77	02/10/21 DHS WITHHOLDING
EFT	02/10/21	EMPLOYEE HSA CONTRIBUTIONS	70.00	02/10/21 EMPLOYEE HSA CONTRIBUTIONS
25296	01/29/21	AQUA-AEROBIC SYSTEMS	1,077.92	BLDG 30 ACTUATOR PARTS
25297	01/29/21	ALLIANT ENERGY	147.19	ELECTRIC/GAS
25298	01/29/21	EMC NATIONAL LIFE	93.72	LIFE INSURANCE PREMIUMS
25299	01/29/21	FASTENAL COMPANY	3.96	BLDG 30 PARTS
25300	01/29/21	TESTAMERICA LABS	2,240.00	LAB TESTING
25301	01/29/21	FEDERAL EXPRESS	15.69	SHIPPING CHARGES
25302	01/29/21	OFFICE ELEMENTS	77.80	PAPER
25303	01/29/21	PRINCIPAL FINANCIAL	1,214.65	DENTAL INSURANCE PREMIUMS
25304	01/29/21	PEKIN LIFE INSURANCE	106.61	LIFE INSURANCE PREMIUMS
25305	01/29/21	CARDMEMBER SERVICES	200.00	IAWEA - CONFERENCE REGISTRATIONS
25305	01/29/21	CARDMEMBER SERVICES	140.00	IAWEA - MEMBERSHIP RENEWALS
25305	01/29/21	CARDMEMBER SERVICES	1.02	KRAMER - CAMERA TRUCK PARTS
25305	01/29/21	CARDMEMBER SERVICES	28.26	AMAZON - OFFICE SUPPLIES
25305	01/29/21	CARDMEMBER SERVICES	93.40	CROWN AWARDS - EMPLOYEE AWARDS
25305	01/29/21	CARDMEMBER SERVICES	27.99	KRAMER - PLANT SUPPLIES
25305	01/29/21	CARDMEMBER SERVICES	12.99	AMAZON - OFFICE SUPPLIES
25305	01/29/21	CARDMEMBER SERVICES	783.94	ULINE - CAMERA TRUCK SUPPLIES
25305	01/29/21	CARDMEMBER SERVICES	90.38	AMAZON - OFFICE SUPPLIES
25305	01/29/21	CARDMEMBER SERVICES	169.58	USA BLUEBOOK - BLDG 30 SAMPLER CABLE
25305	01/29/21	CARDMEMBER SERVICES	156.99	AMAZON - PLANT/OFFICE SUPPLIES
25305	01/29/21	CARDMEMBER SERVICES	277.20	IDEXX - LAB SUPPLIES
25305	01/29/21	CARDMEMBER SERVICES	1,580.06	IDEXX - LAB SUPPLIES
25305	01/29/21	CARDMEMBER SERVICES	276.17	MENARDS - SOFTENER SALT
25305	01/29/21	CARDMEMBER SERVICES	1,020.28	ULINE - PLANT/LAB SUPPLIES
25305	01/29/21	CARDMEMBER SERVICES	90.47	MICROSOFT - AZURE BACKUP SERVICES
25305	01/29/21	CARDMEMBER SERVICES	1,851.48	STEELSENTRY, INC. - LAB TABLE

25305	01/29/21	CARDMEMBER SERVICES	3,940.20	HACH - SAMPLER
25305	01/29/21	CARDMEMBER SERVICES	127.00	CSU - EDUCATION
25305	01/29/21	CARDMEMBER SERVICES	19.97	AMAZON - OFFICE SUPPLIES
25305	01/29/21	CARDMEMBER SERVICES	133.12	AMAZON - PLANT/OFFICE SUPPLIES
25305	01/29/21	CARDMEMBER SERVICES	89.79	AMAZON - LAB SUPPLIES
25305	01/29/21	CARDMEMBER SERVICES	518.18	THERMOWORKS - LAB THERMOMETERS
25305	01/29/21	CARDMEMBER SERVICES	6.99	KRAMER - BUILDING SUPPLIES
25305	01/29/21	CARDMEMBER SERVICES	28.99	KRAMER - BUILDING SUPPLIES
25305	01/29/21	CARDMEMBER SERVICES	47.98	KRAMER - SHOP SUPPLIES
25305	01/29/21	CARDMEMBER SERVICES	65.00	TSURUMI AMERICA - SHOP SUPPLIES
25305	01/29/21	CARDMEMBER SERVICES	451.81	CLTEL - PHONE/INTERNET SERVICE
25305	01/29/21	CARDMEMBER SERVICES	90.53	KRAMER - BUILDING SUPPLIES
25305	01/29/21	CARDMEMBER SERVICES	1,062.31	AMAZON - CAMERA TRUCK STEPS
25305	01/29/21	CARDMEMBER SERVICES	126.82	LANDS' END - EMPLOYEE UNIFORMS
25306	01/29/21	MOORE, ANGIE	300.00	JAN CLEANING SERVICES
25307	01/29/21	NASSCO	104.99	PLANT SUPPLIES
25308	01/29/21	MCINTYRE MANAGEMENT GRP	1,012.93	FORCE MAIN AIR RELEASE VALVE
25309	01/29/21	FERTILE LUMBER & HARDWARE	710.00	BOARD ROOM WALL LABOR/MATERIALS
25310	01/29/21	WILLIS, SARAH	105.39	REFUND
25311	02/03/21	FULLERTON, RON	4,892.25	2021 DEDUCTIBLE REIMBURSEMENT
25312	02/09/21	MARCO, INC.	88.53	COPIER MAINT. FEE
25313	02/09/21	FEDERAL EXPRESS	65.66	SHIPPING CHARGES
25314	02/09/21	ABSOLUTE WASTE	160.23	GARBAGE/RECYCLING
25315	02/09/21	J&J MACHINE	353.30	CAMERA TRUCK STEEL PLATE
25316	02/09/21	AVESIS	200.13	VISION INSURANCE PREMIUMS
25317	02/09/21	GUSTAVE A LARSON	70.73	SAMPLER THERMOSTAT
25318	02/09/21	CONSOLIDATED ENERGY	1,055.00	DIESEL FUEL
25319	02/09/21	HUGI, GARY	42.32	3RD/4TH QTR 2020 MILEAGE
25320	02/09/21	SHERWIN-WILLIAMS	107.47	OFFICE PAINT
			<u>92,672.27</u>	

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

Check #	Date	Vendor Name	Amount	Description
PENDING	2/16/21	AHLERS & COONEY, P.C.	120.50	LEGAL SERVICES
PENDING	2/16/21	ALLIANT ENERGY	15,178.99	GAS/ELECTRIC BILLS
PENDING	2/16/21	FERTILE LUMBER & HARDWARE, INC.	3,400.00	OFFICE REMODEL LABOR
PENDING	2/16/21	HACK'S PEST CONTROL	45.00	PEST CONTROL SERVICES
PENDING	2/16/21	HUBER SUPPLY CO.	35.61	PLANT SUPPLIES
PENDING	2/16/21	LANDFILL OF NORTH IOWA	35.00	WASTE/GRIT DISPOSAL
PENDING	2/16/21	MECHANICAL AIR SYSTEMS	382.50	BOILER SERVICE
PENDING	2/16/21	MERCYONE	156.00	EMPLOYEE SCREENINGS
PENDING	2/16/21	MID-AMERICA PUBLISHING CORP	150.94	MINUTE PUBLICATIONS
PENDING	2/16/21	NAPA	54.89	PARTS/SUPPLIES
PENDING	2/16/21	NORTHWAY CORPORATION	22,072.31	WELL REPAIRS/PIPING/PUMP
PENDING	2/16/21	SIMMONS PERRINE MOYER BER PLC	128.00	LEGAL SERVICES
PENDING	2/16/21	SPRINGBROOK	511.10	CREDIT CARD/WEB FEES
PENDING	2/16/21	WELLMARK BLUE CROSS	12,581.31	HEALTH INS PREMIUMS
PENDING	2/16/21	WHKS	1,150.84	SBR INNER WALL PROJ. ENGINEERING
PENDING	2/16/21	WOODFORD LUMBER & HOME CO.	1,200.31	BUILDING SUPPLIES/OFFICE REMODEL
PENDING	2/16/21	CALDWELL, CHRISTIAN	12.71	REFUND
PENDING	2/16/21	JANSSEN, LARRY	8.66	REFUND
PENDING	2/16/21	MELVIN LARSEN ESTATE	7.01	REFUND
PENDING	2/16/21	NELSON, LES	14.85	REFUND
			<u>57,246.53</u>	