

**MINUTES OF BOARD OF TRUSTEES: January 18, 2022**  
**CLEAR LAKE SANITARY DISTRICT, CERRO GORDO COUNTY, IOWA**

The regular board meeting was called to order by President Bale at 4:38 p.m. Bale indicated to those present that the meeting was being tape recorded for meeting minute generation purposes.

Trustees present: Mark Bale (President) (Via Zoom)  
Tony Nelson (Treasurer) (Via Zoom)  
Larry Adams (Clerk) (Via Zoom)  
Robert Wolfram, Jr.

Absent:

Also present: Mitch Hanson, Administrator  
Taylor Moore, Finance Director

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

Item #2. Elect CLSD Board Officers. Motion by Wolfram, second by Nelson to retain the same officer positions from last year. Motion carried, all Trustees present voting 'aye'.

Item #3. Approve December 2021 Financial Statement. Motion by Nelson, second by Adams to approve the December 2021 Financial Statement. Motion carried all Trustees present voting 'aye'.

Item #4. Approve December 2021 Invoices. Motion by Nelson, second by Wolfram to approve the December 2021 Invoices. Motion carried, all Trustees present voting 'aye'.

Item #5. Approve December 21<sup>st</sup>, 2021 Board Meeting Minutes. Motion by Adams, second by Wolfram to approve the December 21<sup>st</sup>, 2021 Board Meeting Minutes. Motion carried, all Trustees present voting 'aye'.

Item #6. First Citizens Bank Certificate of Deposit. Bale noted that this CD was approved via email, but there were some hang-ups opening the account at First Citizens Bank, and the account has now been opened so a formal approval is needed. Motion by Nelson, second by Adams to formally approved a six-month CD at 0.15% in the amount of \$250,000.00 at First Citizens Bank. Motion carried, all Trustees present voting 'aye'.

Item #7. Set FY 2023 Budget Hearing Date. Motion by Nelson, second by Adams to set the FY 2023 Budget Hearing Date for February 15<sup>th</sup>, 2022 at 5:30 p.m. Motion carried, all Trustees present voting 'aye'.

Item #8. Mongan Painting Quote. Hanson presented a quote from Mongan Painting to paint some piping in the Tertiary Building, as well as painting the Administration Building hallways as the paint has been chipping off of the brick, especially around the Digester part of the walls. Motion by Adams, second by Nelson to approve the \$6,555.00 quote from Mongan Painting. Motion carried, all Trustees present voting 'aye'.

Item #9. Unfinished Business. Hanson said there was an issue with the parcels on the Annexation Petition for the Airport. This is being taken care of and hopefully should be resolved by March.

Item #10. Administrator's Report. Hanson discussed the SCADA software improvements, and that there may be an additional \$5,000 cost for additional software that was not quoted originally. Hanson also gave an update on the Infrastructure Upgrade Project after meeting with Bolton and Menk last week, and noted that Bolton and Menk will be assisting us with applying for ARP Fund Grants.

Item #11. Trustee's Report. Bale updated the Board on the status of the possibility of receiving some ARP Funds, whether it be from the State, the County or both.

There being no further business to discuss, motion by Nelson, second by Wolfram to adjourn. Motion carried, all trustees present voting 'aye'. Meeting adjourned at 5:12 p.m.

ATTEST:

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Larry Adams, Clerk

**Clear Lake Sanitary District**  
**Standard Monthly Invoices already paid as of January 18, 2022**

Check #	Date	Vendor Name	Amount	Description
EFT	12/17/21	CLEAR LAKE B&T	74.65	DEPOSIT SLIP ORDER
EFT	12/29/21	NET PAYROLL	20,035.76	12/29/21 NET PAYROLL
EFT	12/29/21	FEDERAL W/H	7,155.88	12/29/21 FEDERAL WITHHOLDING
EFT	12/29/21	EMPLOYEE HSA CONTRIBUTIONS	70.00	12/29/21 EMPLOYEE HSA CONTRIBUTIONS
EFT	12/29/21	IPERS W/H	12,695.86	12/29/21 IPERS WITHHOLDING
EFT	12/29/21	IA DEPT. REV.	4,021.00	12/29/21 STATE W/H
EFT	01/04/22	POSTMASTER	1,575.42	JAN BILL MAILING
EFT	01/05/22	IA DEPT. REV.	3,280.00	4TH QTR 2021 SALES TAX
EFT	01/05/22	IA WORKFORCE DEVELOPMENT	6.66	4TH QTR 2021 UNEMPLOYMENT
EFT	01/12/22	NET PAYROLL	20,925.71	01/12/22 NET PAYROLL
EFT	01/12/22	FEDERAL W/H	7,909.47	01/12/22 FEDERAL WITHHOLDING
EFT	01/12/22	BOARD PAYROLL	1,569.95	01/12/22 BOARD 4TH QTR 2021 PAYROLL
25842	01/03/22	BMC AGGREGATES	66.01	CONCRETE SAND
25843	01/03/22	IOWA ONE CALL	47.70	LOCATE CHARGES
25844	01/03/22	KNORR ELECTRIC	77.50	BLDG 30 BAKE/REPAIR MOTOR
25845	01/03/22	BACON, STEVE	18.37	ON-CALL MILEAGE
25846	01/03/22	WELLMARK BCBS	16,499.15	HEALTH/DENTAL INSURANCE PREMIUMS
25847	01/03/22	ADVANCE NETWORKING	350.00	NETWORK/SERVER MAINTENANCE
25848	01/03/22	J&J MACHINE	23.52	LS # MAINTENANCE
25849	01/03/22	AVESIS	200.13	VISION INSURANCE PREMIUMS
25850	01/03/22	PUEGGEL, GRANT	340.48	2021 DEDUCTIBLE REIMBURSEMENT
25851	01/03/22	PEKIN LIFE INSURANCE	520.21	LIFE INSURANCE PREMIUMS
25852	01/03/22	CARDMEMBER SERVICES	(43.45)	SEARS - PART RETURN
25852	01/03/22	CARDMEMBER SERVICES	(389.97)	FLEET FARM - PARTS RETURN
25852	01/03/22	CARDMEMBER SERVICES	414.93	REALVNC - VNC ANNUAL RENEWAL
25852	01/03/22	CARDMEMBER SERVICES	452.79	CLTEL - PHONE/INTERNET SERVICE
25852	01/03/22	CARDMEMBER SERVICES	225.20	NC LABS - LAB SUPPLIES
25852	01/03/22	CARDMEMBER SERVICES	91.54	MS AZURE - BACKUP SERVICES
25852	01/03/22	CARDMEMBER SERVICES	189.47	AMAZON - OFFICE SUPPLIES/FLAGS
25852	01/03/22	CARDMEMBER SERVICES	53.44	SEARS - BLOWER PARTS
25852	01/03/22	CARDMEMBER SERVICES	474.19	THERMOWORKS - LAB THERMOMETERS
25852	01/03/22	CARDMEMBER SERVICES	160.00	WEF - HANSON MEMBERSHIP
25852	01/03/22	CARDMEMBER SERVICES	2,391.72	HACH - SBR PROBE
25852	01/03/22	CARDMEMBER SERVICES	120.55	AMAZON - LAB TONER
25852	01/03/22	CARDMEMBER SERVICES	10.75	KRAMER - UV BLDG PARTS
25852	01/03/22	CARDMEMBER SERVICES	740.81	FLEET FARM - SERVICE TRUCK TOOLS

25852	01/03/22	CARDMEMBER SERVICES	78.98	AMAZON - SERVICE TRUCK TOOLS
25852	01/03/22	CARDMEMBER SERVICES	972.87	NORTHERN TOOL & EQUIP. - SERVICE TRUCK TOOLS
25852	01/03/22	CARDMEMBER SERVICES	13.75	MENARDS - SERVICE TRUCK SUPPLIES
25852	01/03/22	CARDMEMBER SERVICES	27.96	KRAMER - PLANT SUPPLIES
25852	01/03/22	CARDMEMBER SERVICES	274.30	AMAZON - SERVICE TRUCK TOOLS
25852	01/03/22	CARDMEMBER SERVICES	4.59	KRAMER - SBR PARTS
25852	01/03/22	CARDMEMBER SERVICES	16.00	AMAZON - SERVICE TRUCK TOOLS
25852	01/03/22	CARDMEMBER SERVICES	45.78	FLEET FARM - SHOP TOOLS
25852	01/03/22	CARDMEMBER SERVICES	119.84	MENARDS - TOTES
25852	01/03/22	CARDMEMBER SERVICES	43.75	KRAMER - PRETREATMENT BLDG SUPPLIES
25852	01/03/22	CARDMEMBER SERVICES	4.99	KRAMER - SHOP SUPPLIES
25852	01/03/22	CARDMEMBER SERVICES	11.99	AMAZON - PRETREATMENT BLDG PARTS
25853	01/03/22	MOORE, ANGIE	300.00	DEC CLEANING SERVICES
25854	01/03/22	MORROW, JUSTIN	1,610.16	2021 DEDUCTIBLE REIMBURSEMENT
25855	01/03/22	IN CONTROL, INC.	10,616.50	PRETREATMENT BLDG GAS DETECTION SYSTEM 50%
25856	01/03/22	NASSCO	415.33	PLANT SUPPLIES
25857	01/03/22	VAN WALL EQUIPMENT	224.27	LS #7 THERMOSTAT & COOLANT HEATER
25858	01/05/22	CASE, MICHELLE	2,000.00	2022 HSA CONTRIBUTION
25859	01/05/22	SPILMAN, DENNIS	2,000.00	2022 HSA CONTRIBUTION
25860	01/05/22	FULLERTON, RON	2,000.00	2022 HSA CONTRIBUTION
25861	01/05/22	PUEGGEL, GRANT	2,000.00	2022 HSA CONTRIBUTION
25862	01/05/22	MOORE, TAYLOR	2,000.00	2022 HSA CONTRIBUTION
25863	01/05/22	HANSON, MITCHELL	2,000.00	2022 HSA CONTRIBUTION
25864	01/05/22	MORROW, JUSTIN	2,000.00	2022 HSA CONTRIBUTION
25865	01/05/22	SEUFFERLEIN, STEVEN	2,000.00	2022 HSA CONTRIBUTION
25866	01/11/22	ALLIANT ENERGY	19,330.80	ELECTRIC/GAS
25867	01/11/22	MARCO, INC.	59.10	COPIER MAINTENANCE FEE
25868	01/11/22	SPRINGBROOK	590.90	CC/WEB PYMT FEES
			<u>153,117.26</u>	

**Clear Lake Sanitary District  
Unpaid Invoices as of January 18, 2022**

Check #	Date	Vendor Name	Amount	Description
PENDING	1/18/22	ADVANTAGE ADMINISTRATORS	300.00	2022 POP PLAN RENEWAL
PENDING	1/18/22	BOLTON & MENK	11,700.70	INFRASTRUCTURE UPGRADE ENGINEERING
PENDING	1/18/22	ENDRESS HAUSER	2,128.45	LS #8 & #10 PARTS
PENDING	1/18/22	GUSTAVE A. LARSON	430.51	PRETREATMENT BLDG ACTUATOR/LINKAGE
PENDING	1/18/22	HANCOCK COUNTY EXTENSION	90.00	PUEGGEL TRAINING/LICENSE RENEWAL
PENDING	1/18/22	HANSON, MITCHELL	25.74	ON-CALL MILEAGE REIMBURSEMENT
PENDING	1/18/22	LANDFILL OF NORTH IOWA	99.40	WASTE/GRIT DISPOSAL
PENDING	1/18/22	MACQUEEN EQUIPMENT	170.19	CAMERA AXLE TOOL
PENDING	1/18/22	MID-AMERICA PUBLISHING CORP	204.82	PUBLICATIONS
PENDING	1/18/22	NAPA	324.52	PARTS/SUPPLIES
PENDING	1/18/22	PLUMB SUPPLY CO.	64.11	SHOP SUPPLIES
PENDING	1/18/22	POWER PLANT COMPLIANCE	45.00	FUSES
PENDING	1/18/22	PRIMERICA	257.19	LIFE INSURANCE PREMIUMS
PENDING	1/18/22	QUALITY FLOW SYSTEMS, INC.	3,375.64	BLDG 30 FILTER SUPPLY PUMP SEAL KIT
PENDING	1/18/22	STANDARD BEARINGS	17.53	THICKENER PUMP SEAL
PENDING	1/18/22	TEST AMERICA	3,099.50	LAB TESTING
PENDING	1/18/22	TUSHA, TED	31.36	ON CALL MILEAGE
PENDING	1/18/22	USDA	4.72	REFUND
			<u>22,369.38</u>	