

**MINUTES OF BOARD OF TRUSTEES: November 15, 2022**  
**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 (Treasurer)  
Larry Adams (Clerk)  
Tracy Peterson

Absent: Robert Wolfram, Jr.

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

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

Item #2. Trustee Appointment. No action necessary.

Item #3. Swearing in of New Trustee. Tracy Peterson was sworn in as a new Trustee.

Item #4. Approve October 2022 Financial Statement. Motion by Nelson, second by Peterson to approve the October 2022 Financial Statement. Motion carried all Trustees present voting 'aye'.

Item #5. Approve October 2022 Invoices. Motion by Bale, second by Adams to approve the October 2022 Invoices. Motion carried, all Trustees present voting 'aye'.

Item #6. Approve October 18<sup>th</sup>, 2022 Board Meeting Minutes. Motion by Adams, second by Nelson to approve the October 18<sup>th</sup>, 2022 Board Meeting Minutes. Motion carried, all Trustees present voting 'aye'.

Item #7. Memorandum of Understanding Between the Iowa Department of Natural Resources and the Clear Lake Sanitary District. No action taken on this item.

Item #8. SBR Electrical Panel and Transformer Quote - \$10,125.98. Hanson provided photos of the current status of the SBR electrical panel and stated that it needs to be repaired immediately. Motion by Nelson, second by Peterson to approve the quote from Linahon Electric in the amount of \$10,125.98 to replace the SBR electrical panel and transformer. Motion carried, all Trustees present voting 'aye'.

Item #9. CD Quote. Motion by Adams, second by Nelson to formally approve the purchase of a 12 month, \$300,000 CD at 3.9% from Manufacturer's Bank & Trust that Moore was directed to purchase at the prior meeting. Motion carried, all Trustees present voting 'aye'.

Bale noted there are two more CDs coming due at the end of the month and the Board directed Moore to get quotes and send them out via email.

Item #10. SCADA Improvement Project – Pay Request No. 10, \$214.50. Motion by Peterson, second by Adams to approve Pay Request No. 10 for the SCADA Improvement Project in the amount of \$214.50. Motion carried, all Trustees present voting 'aye'.

Item #11. Lift Station SCADA Improvement Project – Pay Request No. 1, \$10,920.00. Motion by Nelson, second by Peterson to approve Pay Request No. 1 for the Lift Station SCADA Improvement Project in the amount of \$10,920.00. Motion carried, all Trustees present voting ‘aye’.

Item #12. Tertiary SCADA Improvement Project – Pay Request No. 3, \$17,487.66. Motion by Adams, second by Peterson to approve Pay Request No. 3 for the Tertiary SCADA Improvement Project in the amount of \$17,487.66. Motion carried, all Trustees present voting ‘aye’.

Item #13. Unfinished Business. Hanson said that he had someone stop and look at the Terragator and presented an offer for it, but fair market value needs to be determined first.

Item #14. Administrator’s report. Hanson stated that the gate for the Pretreatment Building should be in soon, and once it is the contractor has 30 days to finish the project. Hanson also noted that the Mason City Airport is now connected and they have already pumped down their lagoon.

Item #15. Trustee’s Report. No report.

There being no further business to discuss, motion by Nelson, second by Peterson to adjourn. Motion carried, all trustees present voting ‘aye’. Meeting adjourned at 6:51 p.m.

ATTEST:

\_\_\_\_\_  
Larry Adams, Clerk

**Clear Lake Sanitary District  
Standard Monthly Invoices already paid as of November 15, 2022**

Check #	Date	Vendor Name	Amount	Description
EFT	10/19/22	NET PAYROLL	19,409.58	10/19/22 NET PAYROLL
EFT	10/19/22	FEDERAL W/H	6,791.31	10/19/22 FEDERAL WITHHOLDING
EFT	10/19/22	IPERS W/H	8,504.84	10/19/22 IPERS WITHHOLDING
EFT	10/19/22	IA DEPT. REV.	2,525.00	10/19/22 STATE W/H
EFT	10/31/22	ICAP	1,206.00	PROPERTY INSURANCE PREMIUMS
EFT	11/02/22	POSTMASTER	1,705.59	NOV BILL MAILING
EFT	11/02/22	NET PAYROLL	20,169.30	11/02/22 NET PAYROLL
EFT	11/02/22	FEDERAL W/H	7,239.10	11/02/22 FEDERAL WITHHOLDING
26312	10/26/22	ALLIANT ENERGY	1,294.34	ELECTRIC/GAS
26313	10/26/22	EMC NATIONAL LIFE	93.72	LIFE INSURANCE PREMIUMS
26314	10/26/22	TUSHA, TED	33.50	ON-CALL MILEAGE
26315	10/26/22	WELLMARK BCBS	13,991.16	HEALTH & DENTAL INSURANCE PREMIUMS
26316	10/26/22	FEDERAL EXPRESS	26.99	SHIPPING CHARGES
26317	10/26/22	PUEGGEL, GRANT	2,560.68	2022 DEDUCTIBLE REIMBURSEMENT
26318	10/26/22	PEKIN LIFE INSURANCE	520.21	LIFE INSURANCE PREMIUMS
26319	10/26/22	CARDMEMBER SERVICES	(16.70)	AMAZON - RETURNED ITEM
26319	10/26/22	CARDMEMBER SERVICES	481.74	HACH - LAB SUPPLIES
26319	10/26/22	CARDMEMBER SERVICES	452.97	CLTEL - PHONE/INTERNET SERVICE
26319	10/26/22	CARDMEMBER SERVICES	16.04	ZOOM - SUBSCRIPTION FEES
26319	10/26/22	CARDMEMBER SERVICES	88.86	MICROSOFT - AZURE BACKUP SERVICES
26319	10/26/22	CARDMEMBER SERVICES	9.96	ACE HARDWARE - SHOP SUPPLIES
26319	10/26/22	CARDMEMBER SERVICES	70.90	FLEET FARM - SLUDGE HAULING PARTS
26319	10/26/22	CARDMEMBER SERVICES	37.56	ACE HARDWARE - TRACTOR SUPPLIES
26319	10/26/22	CARDMEMBER SERVICES	29.98	AMAZON - HOSE MARKERS
26319	10/26/22	CARDMEMBER SERVICES	25.48	AMAZON - SBR PARTS

26319	10/26/22	CARDMEMBER SERVICES	59.99	AMAZON - GATE ALARM
26319	10/26/22	CARDMEMBER SERVICES	782.91	HACH - LAB SUPPLIES
26319	10/26/22	CARDMEMBER SERVICES	23.30	AMAZON - SBR PARTS
26319	10/26/22	CARDMEMBER SERVICES	1,744.59	NCLABS - LAB SUPPLIES
26319	10/26/22	CARDMEMBER SERVICES	215.88	AMAZON - DIGESTER PARTS
26319	10/26/22	CARDMEMBER SERVICES	16.70	AMAZON - OFFICE SUPPLIES
26319	10/26/22	CARDMEMBER SERVICES	27.99	AMAZON - OFFICE SUPPLIES
26319	10/26/22	CARDMEMBER SERVICES	49.06	HACH - LAB SUPPLIES
26319	10/26/22	CARDMEMBER SERVICES	104.37	AMAZON - PLANT/OFFICE SUPPLIES
26320	10/26/22	CONSOLIDATED ENERGY	4,062.11	DIESEL
26321	10/26/22	BOX5 MEDIA	225.00	WEBSITE UPDATES
26322	10/26/22	SIOUX VALLEY ENVIRONMENTAL	2,196.00	ACRYLIC POLYMER
26323	10/26/22	HANSON, MITCHELL	973.26	2022 DEDUCTIBLE REIMBURSEMENT
26324	10/26/22	CBG	300.00	SAMPLER REFRIGERATOR
26325	11/02/22	IOWA ONE CALL	49.60	LOCATE CHARGES
26326	11/02/22	ALLIANT ENERGY	193.39	ELECTRIC/GAS
26327	11/02/22	GOODNATURES WORK STOP	971.79	UNIFORMS/BOOTS
26328	11/02/22	AVESIS	200.13	VISION INSURANCE PREMIUMS
26329	11/02/22	MOORE, ANGIE	300.00	OCT CLEANING SERVICES
26330	11/02/22	R COMM WIRELESS	60.00	HEADSET
26331	11/02/22	HANSON, MITCHELL	25.74	MILEAGE REIMBURSEMENT
26332	11/02/22	NORTHWOOD SANITATION, LLC	175.00	GARBAGE/RECYCLING SERVICES
26333	11/02/22	BDS EQUIPMENT	7,199.00	SNOWBLOWER ATTACHMENT
26334	11/02/22	STUTSMAN	3,306.72	PORTABLE LOADSTAND
26335	11/02/22	LAIRD LAW FIRM	1,250.00	LEGAL SERVICES
26336	11/07/22	MARCO, INC.	66.47	COPIER MAINTENANCE FEE
26337	11/07/22	MB&T	300,000.00	12 MO. CD PURCHASE
			<u>411,847.11</u>	

**Clear Lake Sanitary District  
Unpaid Invoices as of November 15, 2022**

Check #	Date	Vendor Name	Amount	Description
PENDING	11/15/22	ALLIANT ENERGY	13,418.92	GAS/ELECTRIC
PENDING	11/15/22	BOLTON & MENK	96,050.50	INFRASTRUCTURE UPGRADE ENGINEERING
PENDING	11/15/22	CONSOLIDATED ENERGY	2,680.64	GAS/DIESEL - PLANT BARREL/GENERATORS
PENDING	11/15/22	CULVER-HAHN ELECTRIC	266.25	BALLAST
PENDING	11/15/22	ELLIOTT EQUIPMENT	3,246.66	JET TRUCK TANK
PENDING	11/15/22	EUROFINS TESTING	3,311.00	LAB TESTING
PENDING	11/15/22	GOODNATURE WORK STOP	954.87	EMPLOYEE BOOTS/UNIFORMS/SAFETY GEAR
PENDING	11/15/22	GUSTAVE A. LARSON	477.49	ACTUATOR SPRING
PENDING	11/15/22	GWORKS	3,070.00	ANNUAL PAYROLL SOFTWARE LICENSE/SUPP.
PENDING	11/15/22	HACK'S PEST CONTROL	45.00	PEST CONTROL SERVICES
PENDING	11/15/22	LANDFILL OF NORTH IOWA	227.92	WASTE/GRIT DISPOSAL
PENDING	11/15/22	MID-AMERICA PUBLISHING CORP	198.99	PUBLICATIONS
PENDING	11/15/22	MID-IOWA SOLID WASTE EQUIP. CO.	455.08	HOSE/MANHOLE BRIDGE
PENDING	11/15/22	MUNICIPAL SUPPLY INC	1,257.20	METERS
PENDING	11/15/22	NAPA	127.53	PARTS/SUPPLIES
PENDING	11/15/22	RIVER CITY FENCE	667.63	LS #9 REPAIRS
PENDING	11/15/22	SIOUX VALLEY ENVIRONMENTAL	6,588.00	ACRYLIC POLYMER
PENDING	11/15/22	SPRINGBROOK	586.15	CREDIT CARD/WEB FEES
PENDING	11/15/22	JMS PROPERTY MGMT	178.11	REFUND
PENDING	11/15/22	RED CHAIR, LLC	1.81	REFUND
			<u>133,809.75</u>	