

**MINUTES OF BOARD OF TRUSTEES: April 18, 2023**  
**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  
Ron Fullerton, Asst. Superintendent

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

Item #2. Approve March 2023 Financial Statement. Motion by Nelson, second by Adams to approve the March 2023 Financial Statement. Motion carried all Trustees present voting 'aye'.

Item #3. Approve March 2023 Invoices. Motion by Peterson, second by Nelson to approve the March 2023 Invoices. Motion carried, all Trustees present voting 'aye'.

Item #4. Approve March 21<sup>st</sup>, 2023 Board Meeting Minutes. Motion by Nelson, second by Adams to approve the March 21<sup>st</sup>, 2023 Board Meeting Minutes. Motion carried, all Trustees present voting 'aye'.

Item #5. Infrastructure Upgrade Project – Pay Request #1 \$269,211.00. Motion by Adams, second by Peterson to approve the Infrastructure Upgrade Project Pay Request #1 in the amount of \$269,211.00. Motion carried, all Trustees present voting 'aye'.

Item #6. Lift Station SCADA Improvement Project – Pay Request #5 \$12,324.00. Motion by Peterson, second by Adams to approve the Lift Station SCADA Improvement Project Pay Request #5 in the amount of \$12,324.00. Motion carried, all Trustees present voting 'aye'.

Item #7. Tertiary SCADA Improvement Project – Pay Request #4 \$2,180.75. Motion by Nelson, second by Adams to approve the Tertiary SCADA Improvement Project Pay Request #4 in the amount of \$2,180.75. Motion carried, all Trustees present voting 'aye'.

Item #8. Lab Upgrade Schedule/Estimate/Design Approval – Atura. Hanson presented the design and estimates for the Lab Upgrade and Storage Addition Project. Nelson stated that the Storage Addition wasn't part of the budget, and that funds need to be found in the budget before he'll approve it. This item was tabled.

Item #9. Account Adjustment - #013146-037. Hanson presented an adjustment request for a property that had a frozen and broken pipe, where the access water went into the sump pit. The adjustment requested was in the amount of \$180.00. Motion by Bale, second by Nelson to approve the adjustment of \$180.00 upon Hanson speaking to the owner and attempting to get photos of the break. Motion carried, all Trustees present voting 'aye'.

Item #10. Admin Building Boiler Quote – Larsen Plumbing - \$8,176.00. Hanson noted that this was the quote the Board approved via email and needs to be formally approved. Hanson also stated that the sludge backup reported in the previous meeting was worse than anticipated and could call for a full replacement of all the piping in the administrative building. Hanson has spoken with insurance and is awaiting a call back to see what they would cover. In the meantime, another company will be coming in to see if they can attempt to flush the lines and to see if there might be more vulnerabilities in the future. Motion by Peterson, second by Adams to approve the Admin Building Boiler quote from Larsen Plumbing in the amount of \$8,176.00. Motion carried, all Trustees present voting ‘aye’.

Item #11. Unfinished Business. No unfinished business to be discussed.

Item #12. Administrator’s report. Hanson stated that a pump at Lift Station #9 got all wound up and needs to be replaced. There are still two pumps running at Lift Station #9, an immediate replacement is not needed.

Item #13. Trustee’s Report. Mark requested a special meeting in the near future regarding long term planning.

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 6:54 p.m.

ATTEST:

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Larry Adams, Clerk

**Clear Lake Sanitary District**  
**Standard Monthly Invoices already paid as of April 18, 2023**

Check #	Date	Vendor Name	Amount	Description
EFT	03/20/23	IA DEPT. REV.	93.13	CLBT Deposit Slip Order
EFT	03/22/23	NET PAYROLL	20,349.89	03/22/23 NET PAYROLL
EFT	03/22/23	FEDERAL W/H	7,119.91	03/22/23 FEDERAL WITHHOLDING
EFT	03/22/23	IPERS W/H	9,046.67	03/22/23 IPERS WITHHOLDING
EFT	03/22/23	IA DEPT. REV.	2,500.67	03/22/23 STATE W/H
EFT	04/05/23	POSTMASTER	1,812.18	APR BILL MAILING
EFT	04/05/23	NET PAYROLL	20,389.68	04/05/23 NET PAYROLL
EFT	04/05/23	BOARD PAYROLL	1,754.65	04/05/23 BOARD PAYROLL
EFT	04/05/23	FEDERAL W/H	7,348.78	04/05/23 FEDERAL WITHHOLDING
EFT	04/12/23	IA DEPT. REV.	709.60	MAR '23 SALES TAX
26549	03/30/23	ALLIANT ENERGY	3,206.12	ELECTRIC/GAS
26550	03/30/23	POSTMASTER	630.00	STAMPS
26551	03/30/23	WELLMARK BCBS	13,750.52	HEALTH/DENTAL INSURANCE PREMIUMS
26552	03/30/23	AVESIS	206.15	VISION INSURANCE PREMIUMS
26553	03/30/23	MASON CITY RED POWER	44.00	COOLANT
26554	03/30/23	CARDMEMBER SERVICES	88.32	MICROSOFT - AZURE BACKUP
26554	03/30/23	CARDMEMBER SERVICES	51.45	HACH - LAB SUPPLIES
26554	03/30/23	CARDMEMBER SERVICES	453.10	CLTEL - PHONE/INTERNET
26554	03/30/23	CARDMEMBER SERVICES	78.27	LANDS' END - UNIFORMS
26554	03/30/23	CARDMEMBER SERVICES	16.04	ZOOM - SUBSCRIPTION FEES
26554	03/30/23	CARDMEMBER SERVICES	1.00	ACE HARDWARE - SHOP SUPPLIES
26554	03/30/23	CARDMEMBER SERVICES	91.29	AMAZON - OFFICE SUPPLIES
26554	03/30/23	CARDMEMBER SERVICES	1,592.65	CANFIELD & JOSEPH - SAND BLASTING SAND
26554	03/30/23	CARDMEMBER SERVICES	44.96	ACE HARDWARE - LS #5 SUPPLIES

26554	03/30/23	CARDMEMBER SERVICES	1,785.40	NC LABS - LAB SUPPLIES
26554	03/30/23	CARDMEMBER SERVICES	137.89	NC LABS - LAB SUPPLIES
26554	03/30/23	CARDMEMBER SERVICES	304.87	AMAZON - LAB/OFFICE SUPPLIES
26554	03/30/23	CARDMEMBER SERVICES	111.96	ACE HARDWARE - SHOP SUPPLIES
26554	03/30/23	CARDMEMBER SERVICES	171.78	EBAY - CASE 310 SERVICE MANUAL
26554	03/30/23	CARDMEMBER SERVICES	19.98	ACE HARDWARE - SHOP SUPPLIES
26554	03/30/23	CARDMEMBER SERVICES	119.99	ACE HARDWARE - LS #5 SUPPLIES
26554	03/30/23	CARDMEMBER SERVICES	170.68	HOME DEPOT - AIR HOSE REEL
26554	03/30/23	CARDMEMBER SERVICES	3,017.42	IDEXX - LAB SUPPLIES
26554	03/30/23	CARDMEMBER SERVICES	324.00	QUALITY INN - CONFERENCE LODGING
26554	03/30/23	CARDMEMBER SERVICES	79.82	MICROSOFT - AZURE BACKUP
26554	03/30/23	CARDMEMBER SERVICES	9.98	ACE HARDWARE - SHOP SUPPLIES
26554	03/30/23	CARDMEMBER SERVICES	1,002.20	HACH - LAB SUPPLIES
26554	03/30/23	CARDMEMBER SERVICES	64.96	AMAZON - UNIFORMS
26555	03/30/23	MOORE, ANGIE	350.00	MAR CLEANING SERVICES
26556	03/30/23	PRIMERICA	274.55	LIFE INSURANCE PREMIUMS
26557	04/06/23	BACON, STEVE	67.48	UNIFORM REIMBURSEMENT
26558	04/06/23	TUSHA, TED	16.75	ON-CALL MILEAGE REIMBURSEMENT
26559	04/06/23	MOORE, TAYLOR	2,240.46	2023 DEDUCTIBLE REIMBURSEMENT
26560	04/06/23	HACK'S PEST CONTROL	45.00	MAR PEST CONTROL SERVICES
26561	04/06/23	NORTHWOOD SANITATION, LLC	175.00	GARBAGE/RECYCLING SERVICE
26562	04/13/23	ALLIANT ENERGY	19,490.62	ELECTRIC/GAS
26563	04/13/23	MARCO, INC.	74.93	COPIER MAINTENANCE FEE
26564	04/13/23	LARSEN PLUMBING	98.00	ADMIN BLDG HEATING COIL SERVICE
26565	04/13/23	SPRINGBROOK	662.15	MAR WEB/CREDIT CARD FEES
26566	04/13/23	SHERWIN-WILLIAMS	3,701.94	LIFT STATION PAINT AND PAINTING SUPPLIES
26567	04/13/23	LAIRD LAW FIRM	1,250.00	APR LEGAL SERVICES
			<u>127,146.84</u>	

**Clear Lake Sanitary District  
Unpaid Invoices as of April 18, 2023**

Check #	Date	Vendor Name	Amount	Description
PENDING	4/18/23	CULVER-HAHN ELECTRIC	329.81	SHOP SUPPLIES
PENDING	4/18/23	EUROFINS TESTING	3,566.00	LAB TESTING
PENDING	4/18/23	GOODNATURE WORK STOP	558.90	EMPLOYEE BOOTS/UNIFORMS
PENDING	4/18/23	MID-AMERICA PUBLISHING CORP	253.44	PUBLICATIONS
PENDING	4/18/23	NAPA	95.85	PARTS/SUPPLIES
PENDING	4/18/23	POTTER & BRANT PLC	13,300.00	FY '22 AUDIT FEES
PENDING	4/18/23	QUALITY PUMP & CONTROL	198.00	LS #9 FLOAT
PENDING	4/18/23	WOODFORD LUMBER & HOME CO.	63.55	LS #8 SUPPLIES
PENDING	4/18/23	WILSON YARBROUGH STATE FARM	98.62	REFUND
			<u>18,464.17</u>	