

MINUTES OF BOARD OF TRUSTEES: May 18, 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) via phone
Larry Adams (Clerk)
Robert Wolfram, Jr.

Absent: Tony Nelson (Vice President)

Also present: Mitch Hanson, Administrator
Taylor Moore, Finance Director
Bill Bredlow, City of Ventura

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

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

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

Item #4. Approve April 20th, 2021 Board Meeting Minutes. Motion by Wolfram, second by Adams to approve the April 20th, 2021 Board Meeting Minutes. Motion carried, all Trustees present voting 'aye'.

Item #5. SBR Inner Wall Project – Pay Request No. 11 \$49,738.96. Motion by Wolfram, second by Meyer to approve Pay Request No. 11 in the amount of \$49,738.96.

Item #6. CD Investment. No action taken.

Item #7. Online Payment Services. The Board directed Moore to discontinue the reoccurring online payments effective June 30, 2021.

Item #8. Office Equipment Quotes. Hanson noted that the original quote was approved via email due to the rush of getting items ordered and needs official approval. The first quote from Office Elements was in the amount of \$19,967.81. Motion by Adams, second by Wolfram to approve the first purchase from Office Elements in the amount of \$19,967.81. Motion carried, all Trustees present voting 'aye'.

The next quote to wrap up the main office is from Office Elements in the amount of \$6,515.65. Motion by Meyer, second by Adams to approve the quote from Office Elements in the amount of \$6,515.65. Motion carried, all Trustees present voting 'aye'.

Item #9. Sewer Rates. Moore explained that the budgeted rate increase was 4% for FY 2022. Motion by Wolfram, second by Meyer to approve a 4% sewer usage rate increase to be effective July 1, 2021 with a publication date for the public hearing for the amendment to Ordinance #7 to be set for June 2nd, 2021. Motion carried, all Trustees present voting 'aye'.

Item #10. Resolution 21-03. Voluntary Annexation Petition – One Vision Parcels. Motion by Wolfram, second by Adams to approve Resolution 21-03, a Resolution voluntarily annexing

additional One Vision parcels into the Sanitary District. President Bale called roll with the following results: Meyer, 'aye'; Wolfram, 'aye'; Adams, 'aye'; and Bale, 'aye'. Motion carried.

Item #11. Digester Blower Quote, \$6,806.00. Motion by Wolfram, second by Adams to approve the Digester Blower quote from Pathfinder Systems in the amount of \$6,806.00. Motion carried, all Trustees present voting 'aye'.

Item #12. SBR Sludge Pumps Quote, \$19,200.00. Motion by Adams, second by Meyer to approve the purchase of four sludge pumps for all four SBRs from Quality Flow in the amount of \$19,200.00. Motion carried, all Trustees present voting 'aye'.

Item #13. Portable Gantry/Hoist Quote, \$11,444.54. Motion by Wolfram, second by Meyer to approve the purchase of a portable gantry/hoist from Olsen Chain & Cable in the amount of \$11,444.54. Motion carried, all Trustees present voting 'aye'.

Item #14. Unfinished Business. No unfinished business to be discussed.

Item #15. Administrator's Report.

- a. Televising and Cleaning. Hanson explained the need for a price increase and a minimum charge for services performed outside the District's borders. The Board directed Hanson to put together options to be discussed at the next meeting.
- b. Camera Software. Hanson discussed the issues with the current televising software and the lack of integration with the new camera system. Hanson noted that he met with Wincan and would like to go that direction for a televising software. Board directed Hanson to proceed.
- c. Airport Update. Hanson updated the Board on his meeting with the Mason City Airport and City of Clear Lake.

Item #16. Trustee's Report.

- a. Infrastructure Funding. Bale stated that District is currently in a holding pattern as more information is attempting to be obtained in regards hopefully acquiring some funding from the American Rescue Plan for infrastructure upgrades the District has planned.
- b. RFP for Engineering on "CLSD Infrastructure Upgrade" project discussion. Hanson noted the RFP is still being worked on, but more information is needed before he can go much further.

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 6:36 p.m.

ATTEST:

Larry Adams, Clerk

Clear Lake Sanitary District
Standard Monthly Invoices already paid as of May 18, 2021

Check #	Date	Vendor Name	Amount	Description
EFT	04/21/21	NET PAYROLL	17,662.08	04/21/21 NET PAYROLL
EFT	04/21/21	FEDERAL W/H	6,224.73	04/21/21 FEDERAL WITHHOLDING
EFT	04/21/21	DHS W/H	230.77	04/21/21 DHS WITHHOLDING
EFT	04/21/21	EMPLOYEE HSA CONTRIBUTIONS	70.00	04/21/21 EMPLOYEE HSA CONTRIBUTIONS
EFT	04/21/21	IPERS W/H	8,140.22	04/21/21 IPERS WITHHOLDING

EFT	04/21/21	IA DEPT. REV.	2,299.00	04/21/21 STATE W/H
EFT	05/05/21	NET PAYROLL	17,879.36	05/05/21 NET PAYROLL
EFT	05/05/21	FEDERAL W/H	6,387.05	05/05/21 FEDERAL WITHHOLDING
EFT	05/05/21	DHS W/H	230.77	05/05/21 DHS WITHHOLDING
EFT	05/05/21	EMPLOYEE HSA CONTRIBUTIONS	70.00	05/05/21 EMPLOYEE HSA CONTRIBUTIONS
EFT	05/10/21	POSTMASTER	1,388.58	MAY BILL MAILING
25442	04/29/21	IOWA ONE CALL	35.10	LOCATE CHARGES
25443	04/29/21	ALLIANT ENERGY	702.04	ELECTRIC/GAS
25444	04/29/21	VOID	-	VOID
25445	04/29/21	WELLMARK BCBS	12,581.31	HEALTH INSURANCE PREMIUMS
25446	04/29/21	PUEGGEL, GRANT	11.20	ON-CALL MILEAGE REIMBURSEMENT
25447	04/29/21	PRINCIPAL FINANCIAL	1,214.65	DENTAL INS PREMIUMS
25448	04/29/21	CARDMEMBER SERVICES	1.39	KRAMER - UV BLDG SUPPLIES
25448	04/29/21	CARDMEMBER SERVICES	13.75	KRAMER - UV BLDG SUPPLIES
25448	04/29/21	CARDMEMBER SERVICES	10.57	KRAMER - UV BLDG SUPPLIES
25448	04/29/21	CARDMEMBER SERVICES	304.96	ULINE - UV BLDG SUPPLIES
25448	04/29/21	CARDMEMBER SERVICES	452.60	CLTEL - PHONE/INTERNET SERVICE
25448	04/29/21	CARDMEMBER SERVICES	194.77	KAMAN - UV BLDG SUPPLIES
25448	04/29/21	CARDMEMBER SERVICES	11.99	KRAMER - SHOP SUPPLIES
25448	04/29/21	CARDMEMBER SERVICES	628.53	AMAZON - OFFICE SUPPLIES
25448	04/29/21	CARDMEMBER SERVICES	2,075.59	KAMAN - PLANT SUPPLIES/HOSE/ADAPTERS
25448	04/29/21	CARDMEMBER SERVICES	30.61	LANDS' END - UNIFORMS
25448	04/29/21	CARDMEMBER SERVICES	667.13	AMAZON - OFFICE SUPPLIES
25448	04/29/21	CARDMEMBER SERVICES	190.31	KAMAN - SHOP SUPPLIES
25448	04/29/21	CARDMEMBER SERVICES	165.34	AMAZON - OFFICE SUPPLIES
25448	04/29/21	CARDMEMBER SERVICES	10.97	KRAMER - SHOP SUPPLIES
25448	04/29/21	CARDMEMBER SERVICES	531.00	HACH - ANNUAL DR2800
25448	04/29/21	CARDMEMBER SERVICES	4.78	KRAMER - PLANT SUPPLIES
25448	04/29/21	CARDMEMBER SERVICES	9.98	KRAMER - BLDG 30 PARTS
25448	04/29/21	CARDMEMBER SERVICES	83.57	MS AZURE - BACKUP SERVICES
25448	04/29/21	CARDMEMBER SERVICES	233.97	MENARDS - PLANT SUPPLIES/CEILING TILES
25448	04/29/21	CARDMEMBER SERVICES	2,074.81	IDEXX - LAB SUPPLIES
25448	04/29/21	CARDMEMBER SERVICES	(150.00)	IDEXX - CREDIT
25448	04/29/21	CARDMEMBER SERVICES	27.96	KRAMER - SINK PARTS
25448	04/29/21	CARDMEMBER SERVICES	5.99	KRAMER - SINK PARTS
25448	04/29/21	CARDMEMBER SERVICES	2,749.00	B&H VIDEO - AERIAL CAMERA
25448	04/29/21	CARDMEMBER SERVICES	338.41	MENARDS - OFFICE REMODEL SUPPLIES
25449	04/29/21	MOORE, TAYLOR	442.04	2021 HSA DEDUCTIBLE REIMBURSEMENT
25450	04/29/21	R COMM WIRELESS	382.50	RADIO TOWER MAINTENANCE
25451	04/29/21	VOID	-	VOID
25452	04/29/21	MOORE, ANGIE	300.00	APR CLEANING SERVICES
25453	04/29/21	SPILMAN, DENNIS	45.02	ON-CALL MILEAGE REIMBURSEMENT
25454	04/29/21	SPILMAN, DENNIS	1,047.21	2021 HSA DEDUCTIBLE REIMBURSEMENT
25455	05/06/21	AVESIS	200.13	VISION INSURANCE PREMIUMS
25456	05/06/21	OFFICE ELEMENTS	19,967.69	OFFICE FURNITURE
25457	05/06/21	HANSON, MITCHELL	5,200.00	2021 HSA DEDUCTIBLE REIMBURSEMENT
25458	05/13/21	ALLIANT ENERGY	13,634.73	ELECTRIC/GAS
25459	05/13/21	PMMIC	978.00	LS #5 UST INSURANCE PREMIUM
25460	05/13/21	FASTENAL CO.	78.16	DIGESTER PARTS
25461	05/13/21	PETTY CASH	127.08	PETTY CASH REIMBURSEMENT - POSTAGE/SUPPLIES
25462	05/13/21	MARCO, INC.	59.10	COPIER MAINTENANCE FEE
25463	05/13/21	MUNICIPAL SUPPLY	297.85	SBR #3 PARTS
25464	05/13/21	MIDWEST PIPE SUPPLY	4.98	DIGESTER PARTS
25465	05/13/21	ELLIOT EQUIPMENT CO.	1,763.34	JET TRUCK PARTS
25466	05/13/21	CONSOLIDATED ENERGY	1,959.42	DIESEL/GAS
25467	05/13/21	MORROW, JUSTIN	30.00	DNR EXAM FEE REIMBURSEMENT
25468	05/13/21	XYLEM WATER SOLUTIONS	3,777.42	DIGESTER MEMBRANES
			<u>136,089.51</u>	

Clear Lake Sanitary District
Unpaid Invoices as of May 18, 2021

Check #	Date	Vendor Name	Amount	Description
PENDING	5/18/21	ABSOLUTE WASTE REMOVAL	496.53	WASTE DISPOSAL SERVICE
PENDING	5/18/21	BROWN SUPPLY CO.	238.00	DIGESTER PARTS
PENDING	5/18/21	CRESCENT ELECTRIC	135.92	CEU ELECTRICAL CODEBOOK
PENDING	5/18/21	CULVER-HAHN ELECTRIC	225.00	BLOWER BUILDING LIGHTS
PENDING	5/18/21	DOUG'S SMALL ENGINE	33.88	MOWER PARTS
PENDING	5/18/21	ENGINEERED EQUIP. SOLUTIONS	5,446.58	SLUDGE LOADOUT PUMP/PARTS
PENDING	5/18/21	FIVE STAR CO-OP	261.10	WEED SPRAY
PENDING	5/18/21	GOODNATURE WORK STOP	99.97	EMPLOYEE BOOTS/UNIFORMS
PENDING	5/18/21	GRABINSKI LAW FIRM	750.00	LEGAL SERVICES
PENDING	5/18/21	HACK'S PEST CONTROL	45.00	PEST CONTROL SERVICES
PENDING	5/18/21	LANDFILL OF NORTH IOWA	70.00	WASTE/GRIT DISPOSAL
PENDING	5/18/21	LIGHT RING INC.	2,399.00	MANHOLE LIGHT RING
PENDING	5/18/21	CEMSTONE CONCRETE	449.81	BLACK DIRT
PENDING	5/18/21	MID-AMERICA PUBLISHING CORP	132.00	MIRROR REPORTER 2 YR SUBSCRIPTION
PENDING	5/18/21	NAPA	256.73	PARTS/SUPPLIES
PENDING	5/18/21	PLUMB SUPPLY CO.	56.31	DIGESTER PARTS
PENDING	5/18/21	RIVER CITY FENCE	1,468.00	LS#5/EQ BASIN FENCE REPAIRS
PENDING	5/18/21	SIOUX VALLEY ENVIRONMENTAL	487.00	THICKENER INJECTOR/TUBING
PENDING	5/18/21	SPRINGBROOK	15,642.00	CREDIT CARD/WEB FEES/ANNUAL LICENSE
PENDING	5/18/21	TEST AMERICA	2,947.50	LAB TESTING
PENDING	5/18/21	WHKS	4,110.30	SBR INNER WALL PROJ. ENGINEERING
PENDING	5/18/21	WOODFORD LUMBER & HOME CO.	13.48	PLANT SUPPLIES
PENDING	5/18/21	COE, LARRY	10.73	REFUND
PENDING	5/18/21	KIMBALL, ALECIA	4.26	REFUND
PENDING	5/18/21	MILES, JACKIE	52.82	REFUND
PENDING	5/18/21	SMIDT, KATHY	12.79	REFUND
			35,844.71	