

**MINUTES OF BOARD OF TRUSTEES: August 17, 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)  
Tony Nelson (Vice President)  
Lothar Meyer (Treasurer)  
Larry Adams (Clerk)

Absent: Robert Wolfram, Jr.

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

Bale requested to amend the agenda to include the August 10<sup>th</sup>, 2021 Board Meeting Minutes as a part of Item #4. Motion by Meyer, second by Nelson to amend the agenda to add August 10<sup>th</sup>, 2021 Board Meeting Minutes to Item #4. Motion carried, all Trustees present voting 'aye'.

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

Adams entered at 5:31 p.m.

Item #2. Approve July 2021 Financial Statement. Motion by Nelson, second by Meyers to approve the July 2021 Financial Statement. Motion carried all Trustees present voting 'aye'.

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

Item #4. Approve July 20<sup>th</sup>, 2021 and August 10<sup>th</sup>, 2021 Board Meeting Minutes. Motion by Nelson, second by Adams to approve the July 20<sup>th</sup>, 2021 Board Meeting Minutes. Motion carried, all Trustees present voting 'aye'. Motion by Adams, second by Meyers to approve the August 10<sup>th</sup>, 2021 Board Meeting Minutes. Motion carried, all Trustees present voting 'aye'.

Item #5. SBR Inner Wall Project – Pay Request No. 14 \$46,963.33. Motion by Nelson, second by Meyer to approve Pay Request No. 13 in the amount of \$46,963.33. Motion carried, all Trustees present voting 'aye'.

Item #6. Scope of Projects. Hanson covered a list of projects that is part of a three-to-five-year plan. Projects included blower replacements, Lift Station #1 upgrades, EQ Basin improvements, Lift Station #5A and #8A pump replacements, a shop/storage building addition, and a septage receiving station. A large part of the list is in response to the need for nutrient reduction, these projects include Sludge Thickener equipment replacements and sequencing modifications, a biosolids storage tank, a biosolids mixing and loadout system, a raw waste sludge tank with aeration, and sludge transfer pumps.

Item #7. Infrastructure Updates Engineering RFP. Hanson presented an updated Request for Proposals to the Board, for engineering services for the upcoming projects. Motion by Adams, second by Nelson to approve the Engineering RFP. Motion carried, all Trustees present voting 'aye'.

Item #8. Infrastructure Funding. After some discussion the Board decided to move forward with trying to obtain funding via G.O. Bonds in the amount of \$6.4 million for the upcoming projects. Motion by Nelson, second by Meyer to move forward with the G.O. Bonding process in the amount of \$6.4 million over 8 years at a level tax levy rate, with a Public Hearing set for 9/21/21. Motion carried, all Trustees present voting ‘aye’.

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

Item #10. Administrator’s Report.

- a. CD Investment. CD coming due will be deposited into the money market account for upcoming projects.

Item #11. Trustee’s Report.

- a. October Board Meeting – Possible Change of Date. Bale noted that the October meeting date needed to be changed due to scheduling conflicts. Motion by Nelson, second by Adams to change the regular October board meeting to Thursday, October 21, 2021 at 5:30 p.m. Motion carried, all Trustees present voting, ‘aye’.

There being no further business to discuss, motion by Meyer, second by Nelson to adjourn. Motion carried, all trustees present voting ‘aye’. Meeting adjourned at 7:13 p.m.

ATTEST:

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

**Clear Lake Sanitary District  
Standard Monthly Invoices already paid as of August 17, 2021**

Check #	Date	Vendor Name	Amount	Description
EFT	07/28/21	NET PAYROLL	17,909.83	07/28/21 NET PAYROLL
EFT	07/28/21	FEDERAL W/H	6,338.95	07/28/21 FEDERAL WITHHOLDING
EFT	07/28/21	EMPLOYEE HSA CONTRIBUTIONS	70.00	07/28/21 EMPLOYEE HSA CONTRIBUTIONS
EFT	07/28/21	IPERS W/H	8,171.33	07/28/21 IPERS WITHHOLDING
EFT	07/28/21	IA DEPT. REV.	2,307.00	07/28/21 STATE W/H
EFT	08/06/21	POSTMASTER	1,398.88	AUG BILL MAILING
EFT	08/11/21	NET PAYROLL	18,263.09	08/11/21 NET PAYROLL
EFT	08/11/21	FEDERAL W/H	6,439.84	08/11/21 FEDERAL WITHHOLDING
EFT	08/11/21	EMPLOYEE HSA CONTRIBUTIONS	70.00	08/11/21 EMPLOYEE HSA CONTRIBUTIONS
25618	07/28/21	IOWA ONE CALL	60.30	LOCATE CHARGES
25619	07/28/21	POSTMASTER	245.00	PERMIT FEE
25620	07/28/21	J&J MACHINE	2,399.04	FORKLIFT FORK REPAIRS
25621	07/28/21	AVESIS	200.13	VISION INSURANCE PREMIUMS
25622	07/28/21	PRINCIPAL FINANCIAL	1,084.10	DENTAL INS PREMIUMS
25623	07/28/21	CARDMEMBER SERVICES	184.62	TRACTOR SUPPLY - DIGESTER #3 PARTS
25623	07/28/21	CARDMEMBER SERVICES	745.71	HACH - LAB SUPPLIES
25623	07/28/21	CARDMEMBER SERVICES	503.07	HACH - LAB SUPPLIES
25623	07/28/21	CARDMEMBER SERVICES	452.13	CLTEL - PHONE/INTERNET
25623	07/28/21	CARDMEMBER SERVICES	9,094.90	OLSEN CHAIN & CABLE - PORTABLE GANTRY
25623	07/28/21	CARDMEMBER SERVICES	17.98	KRAMER - GASKETS
25623	07/28/21	CARDMEMBER SERVICES	277.20	IDEXX - LAB SUPPLIES
25623	07/28/21	CARDMEMBER SERVICES	1,148.55	IDEXX - LAB SUPPLIES
25623	07/28/21	CARDMEMBER SERVICES	269.50	DEIKE IMPLEMENT - WATER PUMP
25623	07/28/21	CARDMEMBER SERVICES	69.95	KRAMER - CABLE TIES
25623	07/28/21	CARDMEMBER SERVICES	62.80	AMAZON - MEDICAL SUPPLIES
25623	07/28/21	CARDMEMBER SERVICES	133.23	IDEXX - LAB SUPPLIES

25623	07/28/21	CARDMEMBER SERVICES	192.47	AMAZON - OFFICE SUPPLIES
25623	07/28/21	CARDMEMBER SERVICES	2,431.00	UTILITY EQUIP CO - LS #5 PUMP #3 PARTS
25623	07/28/21	CARDMEMBER SERVICES	43.16	KRAMER - SHOP SUPPLIES
25623	07/28/21	CARDMEMBER SERVICES	165.65	GARNER LUMBER - SBR #3 PARTS
25623	07/28/21	CARDMEMBER SERVICES	12.99	KRAMER - SHOP SUPPLIES
25623	07/28/21	CARDMEMBER SERVICES	11.99	KRAMER - SHOP SUPPLIES
25623	07/28/21	CARDMEMBER SERVICES	35.97	KRAMER - HOSE
25623	07/28/21	CARDMEMBER SERVICES	2,351.93	NORTH CENTRAL LABS - LAB SUPPLIES
25623	07/28/21	CARDMEMBER SERVICES	91.43	MS AZURE - BACKUP SERVICES
25623	07/28/21	CARDMEMBER SERVICES	949.59	NORTH CENTRAL LABS - LAB SUPPLIES
25623	07/28/21	CARDMEMBER SERVICES	204.10	MENARDS - PLANT SUPPLIES
25624	07/28/21	GRP & ASSOCIATES	106.50	LAB WASTE DISPOSAL
25625	07/28/21	MOORE, ANGIE	300.00	JULY CLEANING SERVICES
25626	07/28/21	R COMM WIRELESS	382.50	SERVICE CALL - CAMERA
25627	07/28/21	HACK'S PEST CONTROL	45.00	PEST CONTROL
25628	08/04/21	ALLIANT ENERGY	684.15	ELECTRIC/GAS
25629	08/04/21	LANDFILL OF NORTH IOWA	70.00	GRIT/WASTE DISPOSAL
25630	08/04/21	FASTENAL CO.	357.72	SBR #1 CHAIN/NUTS & BOLTS
25631	08/04/21	TEST AMERICA	2,840.00	LAB TESTING
25632	08/04/21	TUSHA, TED	30.02	ON-CALL MILEAGE REIMBURSEMENT
25633	08/04/21	IN CONTROL, INC.	6,369.90	PRETREATMENT BLDG GAS DETECTION SYSTEM
25634	08/11/21	PETTY CASH	140.68	POSTAGE/SUPPLIES
			<u>95,733.88</u>	

**Clear Lake Sanitary District  
Unpaid Invoices as of August 17, 2021**

Check #	Date	Vendor Name	Amount	Description
PENDING	8/17/21	ABSOLUTE WASTE REMOVAL	130.02	WASTE DISPOSAL SERVICE
PENDING	8/17/21	ALLIANT ENERGY	18,864.03	GAS/ELECTRIC BILLS
PENDING	8/17/21	CONSOLIDATED ENERGY	1,267.17	GAS/DIESEL - PLANT BARREL
PENDING	8/17/21	DOUG'S SMALL ENGINE	56.97	MOWER PARTS
PENDING	8/17/21	FLOW CONTROL AUTOMATION	4,928.00	BLDG 30 UV PARTS
PENDING	8/17/21	GLEN'S TIRE SERVICE INC.	34.50	KUBOTA TIRE REPAIR
PENDING	8/17/21	GOODNATURE WORK STOP	494.90	EMPLOYEE BOOTS/UNIFORMS
PENDING	8/17/21	HANCOCK COUNTY COOP	69.60	GAS
PENDING	8/17/21	IOWA DNR	1,275.00	ANNUAL NPDES PERMIT FEE
PENDING	8/17/21	MARCO, INC.	59.10	COPIER MAINTENANCE FEE
PENDING	8/17/21	MERCYONE	117.00	EMPLOYEE SCREENINGS
PENDING	8/17/21	MUNICIPAL SUPPLY INC	1,245.60	METERS
PENDING	8/17/21	NAPA	133.05	PARTS/SUPPLIES
PENDING	8/17/21	SAM, LLC	2,400.00	ANNUAL GIS WEBSITE HOSTING FEES
PENDING	8/17/21	SPRINGBROOK	525.35	CREDIT CARD/WEB FEES
PENDING	8/17/21	WHKS	662.40	PRETREATMENT BLDG IMPROV. PROJ. ENGIN.
PENDING	8/17/21	WHKS	2,072.72	SBR INNER WALL PROJ. ENGINEERING
PENDING	8/17/21	WIN-911 SOFTWARE	660.00	ANNUAL MAINTENANCE LICENSE
PENDING	8/17/21	REINEKE, KIRSTEN	22.26	REFUND
PENDING	8/17/21	WEERS, LAURA	23.89	REFUND
			<u>35,041.56</u>	