

MINUTES OF BOARD OF TRUSTEES: February 15, 2022
CLEAR LAKE SANITARY DISTRICT, CERRO GORDO COUNTY, IOWA

The regular board meeting was called to order by President Bale at 5:32 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)
Larry Adams (Clerk)
Robert Wolfram, Jr. (Via Phone)

Absent: Tony Nelson (Treasurer)

Also present: Mitch Hanson, Administrator
Taylor Moore, Finance Director
Kristi Brant, CPA, Potter & Brant, PLC (Via Zoom)

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

Item #2. Approve January 2022 Financial Statement. Motion by Adams, second by Wolfram to approve the January 2022 Financial Statement. Motion carried all Trustees present voting 'aye'.

Item #3. Approve January 2022 Invoices. Motion by Wolfram, second by Adams to approve the January 2022 Invoices. Motion carried, all Trustees present voting 'aye'.

Item #4. Approve January 18th, 2022 Board Meeting Minutes. Motion by Adams, second by Wolfram to approve the January 18th, 2022 Board Meeting Minutes. Motion carried, all Trustees present voting 'aye'.

Item #5. FY 2021 Audit Report. Kristi Brant from Potter & Brant PLC presented the FY 2021 audit. Motion by Adams, second by Wolfram to approve the FY 2021 Audit Report. Motion carried, all Trustees present voting 'aye'.

Item #6. Resolution 22-01, a Resolution Approving FY 2023 Budget. Motion by Adams, second by Wolfram to approve Resolution 22-01, a Resolution Approving FY 2023 Budget. President Bale called roll with the following results: Adams, 'aye'; Wolfram, 'aye'; and Bale 'aye'. Motion carried.

Item #7. Ahlers & Cooney Invoice - \$20,325.00. Bale noted that this invoice for legal services associated with the bonding was approved via email and needed to be approved formally. Motion by Adams, second by Wolfram to approve the Ahlers & Cooney invoice in the amount of \$20,325.00. Motion carried, all Trustees present voting 'aye'.

Item #8. In Control Software Update Proposal. In Control proposed a change order to add the licensing fees for a Redundant License and TechConnect Support, resulting in extra costs of \$9,570. Hanson stated this was approved via email and needs to be approved formally. Motion by Wolfram, second by Adams to approve the In Control change order in the amount of \$9,570. Motion carried, all Trustees present voting 'aye'.

Item #9. WWTF Pretreatment Improvements – Pay Request #1 \$26,288.40. Motion by Adams, second by Wolfram to approve Pay Request #1 in the amount of \$26,288.40. Motion carried, all Trustees present voting 'aye'.

Item #10. WWTF Pretreatment Improvements – Pay Request #2 \$236,079.75. Motion by Wolfram, second by Adams to approve Pay Request #2 in the amount of \$236,079.75. Motion carried, all Trustees present voting ‘aye’.

Item #11. WWTF Pretreatment Improvements – Change Order #1 \$17,154.92. Motion by Adams, second by Wolfram to approve Change Order #1 in the amount of \$17,154.92. Motion carried, all Trustees present voting ‘aye’.

Item #12. Flooring Quote – Floor to Ceiling. Hanson said the quote from Floor to Ceiling in the amount of \$14,368.25 covers the flooring down the hallway, into the lunchroom, the entryways, the control office, and lab office. The quote for \$2,624.90 covers the board room flooring to match the rest of the office. Motion by Wolfram, second by Adams to approve both quotes from Floor to Ceiling in the amount of \$16,993.15. Motion carried, all Trustees present voting ‘aye’.

Item #13. Office Elements – Operator & Lab Office Furniture Quote. Hanson noted that the quote could change a little bit as some details were still being finalized, but it currently sits at \$20,561.56. The quote also included a board room table and chairs. Motion by Adams, second by Wolfram to approve the Office Elements quote up to a max of \$24,900. Motion carried, all Trustees present voting ‘aye’.

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

Item #15. Administrator’s Report. Hanson received a quote for the humidification system from Larson Plumbing & Heating and noted the District will need to get a couple more competitive bids. Hanson received an initial ballpark quote on the laboratory remodel, which will be approximately \$100,000. Hanson informed the Board that Alliant agreed to the SCADA upgrades on their end as well, coming in at \$91,000.00. This will be billed to the District initially and then the District bills Alliant, as per the contract in place. Hanson also mentioned the need for additional storage for office and lab documents. The original plan was to add storage in the new shop building as part of the Infrastructure Upgrade Project, but in starting the lab office remodel it has become apparent that it may be easier and potentially cheaper to add storage just off of the lab office by building a small addition. The Board agreed and directed Hanson to get quotes.

Item #16. Trustee’s Report. No report.

There being no further business to discuss, motion by Wolfram, second by Adams to adjourn. Motion carried, all trustees present voting ‘aye’. Meeting adjourned at 7:20 p.m.

ATTEST:

Larry Adams, Clerk

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

Check #	Date	Vendor Name	Amount	Description
EFT	01/26/22	NET PAYROLL	21,097.07	01/26/22 NET PAYROLL
EFT	01/26/22	FEDERAL W/H	7,779.51	01/26/22 FEDERAL WITHHOLDING
EFT	01/26/22	IPERS W/H	8,424.45	01/26/22 IPERS WITHHOLDING
EFT	01/26/22	IA DEPT. REV.	2,820.00	01/26/22 STATE W/H
EFT	02/03/22	POSTMASTER	1,573.07	FEB BILL MAILING
EFT	02/09/22	NET PAYROLL	20,836.43	02/09/22 NET PAYROLL
EFT	02/09/22	FEDERAL W/H	7,662.24	02/09/22 FEDERAL WITHHOLDING
25869	01/18/22	IA DNR	100.00	PRETREATMENT BLDG PROJ. PERMIT APP

25890	01/26/22	ALLIANT ENERGY	3,061.51	ELECTRIC/GAS
25891	01/26/22	GLEN'S TIRE SERVICE	62.50	VAC TRUCK TIRE FLAT REPAIR
25892	01/26/22	EMC NATIONAL LIFE	93.72	LIFE INSURANCE PREMIUMS
25893	01/26/22	WELLMARK BCBS	7,168.83	HEALTH/DENTAL INSURANCE PREMIUMS
25894	01/26/22	AVESIS	200.13	VISION INSURANCE PREMIUMS
25895	01/26/22	HOTSY EQUIPMENT CO.	184.00	SHOP SUPPLIES
25896	01/26/22	PEKIN LIFE INSURANCE	520.21	LIFE INSURANCE PREMIUMS
25897	01/26/22	CARDMEMBER SERVICES	23.99	KRAMER - SHOP SUPPLIES
25897	01/26/22	CARDMEMBER SERVICES	1,582.84	NC LABS - LAB SUPPLIES
25897	01/26/22	CARDMEMBER SERVICES	55.00	AMAZON - BLDG 30 SUPPLIES
25897	01/26/22	CARDMEMBER SERVICES	29.97	KRAMER - SHOP SUPPLIES
25897	01/26/22	CARDMEMBER SERVICES	42.03	AMAZON - OFFICE SUPPLIES
25897	01/26/22	CARDMEMBER SERVICES	662.91	CLTEL - PHONE/INTERNET SERVICE
25897	01/26/22	CARDMEMBER SERVICES	1,400.81	IDEXX - LAB SUPPLIES
25897	01/26/22	CARDMEMBER SERVICES	277.40	IDEXX - LAB SUPPLIES
25897	01/26/22	CARDMEMBER SERVICES	64.89	AMAZON - SHOP SUPPLIES/CAMERA TRUCK PARTS
25897	01/26/22	CARDMEMBER SERVICES	17.99	AMAZON - OFFICE SUPPLIES
25897	01/26/22	CARDMEMBER SERVICES	321.00	MASON CITY HONDA - GENERATOR CART
25897	01/26/22	CARDMEMBER SERVICES	136.75	NORTHERN TOOL & EQUIP. - SERVICE TRUCK TOOLS
25897	01/26/22	CARDMEMBER SERVICES	89.20	MS AZURE - BACKUP SERVICES
25897	01/26/22	CARDMEMBER SERVICES	47.22	AMAZON - METER PAPER
25897	01/26/22	CARDMEMBER SERVICES	6.99	KRAMER - SHOP SUPPLIES
25897	01/26/22	CARDMEMBER SERVICES	607.00	NORTHERN TOOL & EQUIP. - SHOP TOOLS
25897	01/26/22	CARDMEMBER SERVICES	73.56	KRAMER - SHOP SUPPLIES
25897	01/26/22	CARDMEMBER SERVICES	1,384.09	LOBEPRO - THICKENER PUMP PARTS
25897	01/26/22	CARDMEMBER SERVICES	4,055.40	LOBEPRO - THICKENER PUMP PARTS
25897	01/26/22	CARDMEMBER SERVICES	321.46	STAR EQUIPMENT CO. - SERVICE TRUCK PARTS
25897	01/26/22	CARDMEMBER SERVICES	80.00	IA DNR - MORROW GRADE 3 LICENSE
25897	01/26/22	CARDMEMBER SERVICES	17.98	KRAMER - SHOP SUPPLIES
25897	01/26/22	CARDMEMBER SERVICES	26.99	KRAMER - LS #8 HEATER
25897	01/26/22	CARDMEMBER SERVICES	73.98	STAPLES - PAPER
25897	01/26/22	CARDMEMBER SERVICES	39.27	AMAZON - PLANT/OFFICE SUPPLIES
25897	01/26/22	CARDMEMBER SERVICES	90.16	USA BLUEBOOK - BLDG 30 PARTS
25897	01/26/22	CARDMEMBER SERVICES	477.05	LANDS' END - UNIFORMS
25898	01/26/22	STANDARD BEARINGS	28.45	FILTER SUPPLY PUMP PARTS
25899	01/26/22	CULVER-HAHN ELECTRIC	1,883.34	PRETREATMENT BLDG GAS DETECTION WIRING
25900	01/26/22	HACK'S PEST CONTROL	45.00	PEST CONTROL SERVICE
25901	01/26/22	POWER PLANT COMPLIANCE	16.00	FUSES
25902	02/04/22	IOWA ONE CALL	57.60	LOCATE CHARGES
25903	02/04/22	ALLIANT ENERGY	81.08	ELECTRIC/GAS
25904	02/04/22	INTERSTATE ALL BATTERY	647.45	VEHICLE BATTERIES
25905	02/04/22	MOORE, ANGIE	300.00	JAN CLEANING SERVICES
25906	02/04/22	CONSOLIDATED ENERGY	762.44	UNLEADED FUEL
25907	02/10/22	MARCO, INC.	59.10	COPIER MAINTENANCE FEE
25908	02/10/22	MOORE, TAYLOR	3,234.95	2022 DEDUCTIBLE REIMBURSEMENT
25909	02/10/22	CONSOLIDATED ENERGY	838.80	OIL/LUBRICANT
			<u>101,543.81</u>	

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

Check #	Date	Vendor Name	Amount	Description
PENDING	2/15/22	ADVANCE NETWORKING SERVICES	187.50	NETWORK/PC SUPPORT
PENDING	2/15/22	ALLIANT ENERGY	19,022.32	GAS/ELECTRIC
PENDING	2/15/22	BOLTON & MENK	8,157.50	INFRASTRUCTURE UPGRADE ENGINEERING
PENDING	2/15/22	CRESCENT ELECTRIC	59.65	PRETREATMENT BLDG GAS DETECTION PARTS
PENDING	2/15/22	CULVER-HAHN ELECTRIC	110.44	PRETREATMENT BLDG GAS DETECTION PARTS
PENDING	2/15/22	FEDEX	96.81	SHIPPING CHARGES

PENDING	2/15/22	FERTILE LUMBER & HARDWARE, INC.	2,430.00	CONTROL OFFICE REMODEL LABOR
PENDING	2/15/22	GOODNATURE WORK STOP	139.98	EMPLOYEE BOOTS/UNIFORMS/SAFETY GEAR
PENDING	2/15/22	GRP & ASSOCIATES	106.50	LAB WASTE DISPOSAL
PENDING	2/15/22	IN CONTROL, INC.	12,190.75	SCADA IMPROVEMENT PROJECT
PENDING	2/15/22	J&J MACHINING WELDING & FAB.	198.56	PRETREATMENT BLDG PARTS
PENDING	2/15/22	LARSEN PLUMBING & HEATING, INC.	594.84	LS #6 HEATER REPAIR/PARTS
PENDING	2/15/22	MID-AMERICA PUBLISHING CORP	257.26	PUBLICATIONS
PENDING	2/15/22	MIDWEST PIPE SUPPLY	22.00	DIGESTER PARTS
PENDING	2/15/22	NAPA	1,052.04	PARTS/SUPPLIES
PENDING	2/15/22	NORTHWOOD SANITATION, LLC	165.00	WASTE/GRIT DISPOSAL
PENDING	2/15/22	PERSONNEL CONCEPTS	20.90	2022 LABOR LAW POSTER
PENDING	2/15/22	SEUFFERLEIN, STEVEN	443.97	2021 DEDUCTIBLE REIMBURSEMENT
PENDING	2/15/22	SPILMAN, DENNIS	30.69	ON-CALL MILEAGE REIMBURSEMENT
PENDING	2/15/22	SPRINGBROOK	598.50	CREDIT CARD/WEB FEES
PENDING	2/15/22	TEST AMERICA	2,651.50	LAB TESTING
PENDING	2/15/22	WHKS	297.60	PRETREATMENT BLDG IMPROV. PROJ. ENGIN.
PENDING	2/15/22	WOODFORD LUMBER & HOME CO.	684.03	CONTROL OFFICE WALL REMODEL SUPPLIES
PENDING	2/15/22	LIVERS, JEREMY & AMMIE	1.14	REFUND
			<u>49,519.48</u>	