

MINUTES OF BOARD OF TRUSTEES: October 21, 2021
CLEAR LAKE SANITARY DISTRICT, CERRO GORDO COUNTY, IOWA

The regular board meeting was called to order by President Bale at 5:34 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)
Robert Wolfram, Jr.

Absent:

Also present: Mitch Hanson, Administrator
Taylor Moore, Finance Director
Chip Shultz, Northland Public Finance

Bale noted that Resolution 21-07 needed to be moved ahead Item #1. Motion by Adams, second by Wolfram to amend the agenda to put Resolution 21-07 at the top of the agenda. Motion carried, all Trustees present voting 'aye'.

Item #1. Resolution 21-07. A Resolution Instituting Proceedings to Take Additional Action for the Issuance of not to exceed \$6,700,000 General Obligation Capital Loan Notes. Motion by Wolfram, second by Adams to approve Resolution 21-07, a Resolution Instituting Proceedings to Take Additional Action for the Issuance of not to exceed \$6,700,000 General Obligation Capital Loan Notes. President Bale called roll with the following results: Adams, 'aye'; Wolfram, 'aye'; Bale, 'aye'. Motion carried.

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

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

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

Item #4. Approve September 21st, 2021 Board Meeting Minutes. Motion by Wolfram, second by Adams to approve the September 21st, 2021 Board Meeting Minutes. Motion carried, all Trustees present voting 'aye'.

Item #5. Infrastructure Funding. Chip Shultz gave an update on the current rate market and potential timelines for the funding.

Nelson entered at 5:43 p.m.

Item #6. \$6,700,000 (Amount Subject to Change) General Obligation Capital Loan Notes, Series 2021.

- Resolution 21-08. A Resolution Approving Official Statement. Motion by Nelson, second by Wolfram to approve Resolution 21-08, a Resolution Approving Official Statement.

President Bale called roll with the following results: Nelson, 'aye'; Wolfram, 'aye'; Adams, 'aye'; Bale, 'aye'. Motion carried.

Item #7. Resolution 21-09. A Resolution Approving a Post-Issuance Compliance Policy for the Clear Lake Sanitary District. Motion by Adams, second by Nelson to approve Resolution 21-09, a Resolution Approving a Post-Issuance Compliance Policy for the Clear Lake Sanitary District. President Bale called roll with the following results: Nelson, 'aye'; Wolfram, 'aye'; Adams, 'aye'; Bale, 'aye'. Motion carried.

Item #8. Special Meeting Scheduling. Motion by Nelson, second by Adams to schedule a special meeting for November 2nd, 2021 at 5:30 p.m. Motion carried, all Trustees present voting 'aye'.

Item #9. SBR Inner Wall Project – Pay Request No. 16 \$47,025.00. Motion by Nelson, second by Adams to approve Pay Request No. 16 in the amount of \$47,025.00. Motion carried, all Trustees present voting 'aye'.

Item #10. Nutrient Reduction Project – Aqua-Aerobic Systems Retention Pay Request \$8,572.38. Hanson noted that this pay request is the final retention from the project that completed in 2019. There were some issues with the programming so retention was never billed out until corrections were made. Motion by Adams, second by Wolfram to approve the Nutrient Reduction Project Retention Pay Request from Aqua-Aerobic Systems in the amount of \$8,572.38. Motion carried, all Trustees present voting 'aye'.

Item #11. Professional Services Contract with Bolton & Menk. Hanson noted the contract is not to exceed \$285,130 as detailed in their original proposal. Motion by Nelson, second by Adams to approve the Bolton & Menk Professional Services Contract. Motion carried, all Trustees present voting 'aye'.

Item #12. Plant SCADA System Quote. Hanson presented In-Control's quote of not to exceed \$95,000 to upgrade the plant's SCADA system. Motion by Nelson, second by Adams to approve In-Control's not to exceed \$95,000 quote to upgrade the District's SCADA system. Motion carried, all Trustees present voting 'aye'.

Item #13. Employee Dental Benefits. Hanson stated that the quote he received from Blue Cross Dental is not much more than the current Principal Financial Dental plan in place and provides additional benefits to the employees. Hanson recommended changing providers. Motion by Wolfram, second by Nelson to change the dental plan to the Blue Cross Dental. Motion carried, all Trustees present voting 'aye'.

Item #14. Employee Wages. Hanson recommended the 3.5% increase that was budgeted. Wolfram recommended 2.5%. Bale and Nelson mentioned looking into individual raises next year in lieu of across the board raises. Motion by Adams, second by Nelson to approve a 3.5% raise for all employees effective the first pay period in November. Motion carried, all Trustees present voting 'aye'.

Item #15. Certificate of Deposit. Moore stated he received several "no bid at this time" and that was all in response to Certificate of Deposit quotes from the local banks. With \$300,000 coming due on October 21st the Board was hoping to put it back into a CD for six months to a year. The Board directed Moore to see if any other bids come in and then reach out to the Board for approval to move forward with a Certificate of Deposit purchase for six to twelve months depending on rates.

Item #16. Unfinished Business. No unfinished business to be discussed.

Item #17. Administrator's Report. Hanson noted that the Mason City Airport Annexation is coming along, and that the District recently had its DNR inspection, which went well.

Item #18. Trustee's Report. No report.

There being no further business to discuss, motion by Nelson, second by Wolfram to adjourn. Motion carried, all trustees present voting 'aye'. Meeting adjourned at 7:00 p.m.

ATTEST:

Larry Adams, Clerk

Clear Lake Sanitary District
Standard Monthly Invoices already paid as of October 21, 2021

Check #	Date	Vendor Name	Amount	Description
EFT	09/22/21	NET PAYROLL	18,361.89	09/22/21 NET PAYROLL
EFT	09/22/21	FEDERAL W/H	6,445.21	09/22/21 FEDERAL WITHHOLDING
EFT	09/22/21	EMPLOYEE HSA CONTRIBUTIONS	70.00	09/22/21 EMPLOYEE HSA CONTRIBUTIONS
EFT	09/22/21	IPERS W/H	8,204.36	09/22/21 IPERS WITHHOLDING
EFT	09/22/21	IA DEPT. REV.	2,360.00	09/22/21 STATE W/H
EFT	09/22/21	IA WORKFORCE DEVELOPMENT	26.85	3RD QTR 2021 UNEMPLOYMENT
EFT	10/06/21	NET PAYROLL	18,628.73	10/06/21 NET PAYROLL
EFT	10/06/21	FEDERAL W/H	6,798.15	10/06/21 FEDERAL WITHHOLDING
EFT	10/06/21	EMPLOYEE HSA CONTRIBUTIONS	70.00	10/06/21 EMPLOYEE HSA CONTRIBUTIONS
EFT	10/06/21	BOARD PAYROLL	1,754.65	10/06/21 BOARD 3RD QTR 2021 PAYROLL
EFT	10/20/21	NET PAYROLL	18,255.67	10/20/21 NET PAYROLL
EFT	10/20/21	FEDERAL W/H	6,374.60	10/20/21 FEDERAL WITHHOLDING
EFT	10/20/21	EMPLOYEE HSA CONTRIBUTIONS	70.00	10/20/21 EMPLOYEE HSA CONTRIBUTIONS
EFT	10/20/21	IPERS W/H	8,175.08	10/20/21 IPERS WITHHOLDING
EFT	10/20/21	IA DEPT. REV.	2,390.00	10/20/21 STATE W/H
25704	09/28/21	ALLIANT ENERGY	604.68	ELECTRIC/GAS
25705	09/28/21	WELLMARK BCBS	13,268.53	HEALTH INSURANCE PREMIUMS
25706	09/28/21	FEDERAL EXPRESS	107.60	SHIPPING CHARGES
25707	09/28/21	J&J MACHINING	133.91	SBR PARTS
25708	09/28/21	FULLERTON, RON	267.75	2021 HSA DEDUCTIBLE REIMBURSEMENT
25709	09/28/21	PRINCIPAL FINANCIAL	1,084.10	DENTAL INSURANCE PREMIUMS
25710	09/28/21	CARDMEMBER SERVICES	(161.58)	STAR EQUIP - SERVICE TRUCK PARTS RETURN
25710	09/28/21	CARDMEMBER SERVICES	25.95	KRAMER - SHOP SUPPLIES
25710	09/28/21	CARDMEMBER SERVICES	59.99	AMAZON - WINCH
25710	09/28/21	CARDMEMBER SERVICES	452.79	CLTEL - PHONE/INTERNET SERVICE
25710	09/28/21	CARDMEMBER SERVICES	1,118.91	HACH - LAB SUPPLIES
25710	09/28/21	CARDMEMBER SERVICES	36.81	MS AZURE - BACKUP SERVICES
25710	09/28/21	CARDMEMBER SERVICES	13.99	KRAMER - OFFICE SUPPLIES
25710	09/28/21	CARDMEMBER SERVICES	32.99	KRAMER - SPRINKLER
25710	09/28/21	CARDMEMBER SERVICES	385.12	STAR EQUIP - SERVICE TRUCK PARTS
25710	09/28/21	CARDMEMBER SERVICES	25.68	MENARDS - SHOP SUPPLIES
25710	09/28/21	CARDMEMBER SERVICES	2,145.96	HACH - BLDG 30 SUPPLIES
25710	09/28/21	CARDMEMBER SERVICES	98.94	AMAZON - UNIFORMS
25710	09/28/21	CARDMEMBER SERVICES	76.34	AMAZON - SHOP SUPPLIES
25710	09/28/21	CARDMEMBER SERVICES	25.17	KRAMER - FLAGS/MARKING PAINT
25710	09/28/21	CARDMEMBER SERVICES	63.37	AMAZON - OFFICE SUPPLIES
25710	09/28/21	CARDMEMBER SERVICES	41.95	KRAMER - OFFICE SUPPLIES
25710	09/28/21	CARDMEMBER SERVICES	18.98	KRAMER - PLANT SUPPLIES
25710	09/28/21	CARDMEMBER SERVICES	401.94	MENARDS - LS#8 & EM STOP PARTS
25710	09/28/21	CARDMEMBER SERVICES	39.53	AMAZON - CAMERA TRUCK PARTS
25711	09/28/21	CONSOLIDATED ENERGY	811.27	FUEL
25712	09/28/21	DITCH WITCH OF MN & IA	844.00	LOCATOR BEACON

25713	10/14/21	DIAMOND VOGEL	201.15	SBR EPOXY
25714	10/14/21	IOWA ONE CALL	37.90	LOCATE CHARGES
25715	10/14/21	ALLIANT ENERGY	14,032.98	ELECTRIC/GAS
25716	10/14/21	NAPA	27.55	OIL/OIL FILTERS
25717	10/14/21	STATE HYGIENIC LABS	500.00	ANNUAL TOXICITY TEST
25718	10/14/21	LANDFILL OF NORTH IOWA	458.73	WASTE DISPOSAL
25719	10/14/21	MARCO, INC.	59.10	COPIER MAINTENANCE FEE
25720	10/14/21	TESTAMERICA LABS	3,119.00	LAB TESTING
25721	10/14/21	ABSOLUTE WASTE REMOVAL	129.84	WASTE DISPOSAL SERVICE
25722	10/14/21	AVESIS	200.13	VISION INSURANCE PREMIUMS
25723	10/14/21	MELLEN & ASSOCIATES, INC.	867.00	DIG #1 PLUG VALVE
25724	10/14/21	MOORE, ANGIE	300.00	SEPT CLEANING SERVICES
25725	10/14/21	CONSOLIDATED ENERGY	1,497.55	DIESEL & UNLEADED FUEL
25726	10/14/21	CULVER-HAHN ELECTRIC	172.20	YARD & SHOP LIGHTS
25727	10/14/21	SIOUX VALLEY ENVIRONMENTAL	4,860.00	ACRYLIC POLYMER
25728	10/14/21	HACK'S PEST CONTROL	45.00	PEST CONTROL SERVICE
25729	10/14/21	CORE & MAIN LP	300.99	PRETREATMENT BLDG EQUIP. PARTS
25730	10/15/21	POSTMASTER	580.00	STAMPS
			<u>147,398.98</u>	

**Clear Lake Sanitary District
Unpaid Invoices as of October 21, 2021**

Check #	Date	Vendor Name	Amount	Description
PENDING	10/21/21	ALLIANT ENERGY	1,406.73	GAS/ELECTRIC BILLS
PENDING	10/21/21	EMC NATIONAL LIFE	93.72	LIFE INSURANCE PREMIUMS
PENDING	10/21/21	FAREWAY	22.47	COFFEE
PENDING	10/21/21	MERCYONE	240.00	2022 CONSORTIUM DUES
PENDING	10/21/21	MID-AMERICA PUBLISHING CORP	181.54	PUBLICATIONS
PENDING	10/21/21	MIDWEST PIPE SUPPLY	117.00	DIGESTER PARTS
PENDING	10/21/21	PEKIN	520.21	LIFE INSURANCE PREMIUMS
PENDING	10/21/21	SPRINGBROOK	566.20	CREDIT CARD/WEB FEES
PENDING	10/21/21	WELLMARK BLUE CROSS	11,078.72	HEALTH INS PREMIUMS
PENDING	10/21/21	WHKS	6,393.18	SBR INNER WALL PROJ. ENGINEERING
PENDING	10/21/21	BAKER, GLADYS	10.30	REFUND
PENDING	10/21/21	DORENKAMP, KIM	37.99	REFUND
PENDING	10/21/21	HARRENSTEIN, JAMES	1.06	REFUND
PENDING	10/21/21	HINTON ESTATE, RANDAL	8.06	REFUND
			<u>20,677.18</u>	