

**MINUTES OF BOARD OF TRUSTEES: November 16, 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 (Treasurer)  
Larry Adams (Clerk)  
Robert Wolfram, Jr.

Absent:

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

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

Adams entered at 5:32 p.m.

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

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

Item #4. Approve October 21<sup>st</sup> and November 2<sup>nd</sup>, 2021 Board Meeting Minutes. Motion by Nelson, second by Wolfram to approve the October 21<sup>st</sup> and November 2<sup>nd</sup>, 2021 Board Meeting Minutes. Motion carried, all Trustees present voting 'aye'.

Item #5. \$6,700,000 General Obligation Capital Loan Notes, Series 2021A.

- Resolution 21-11. A Resolution Appointing Paying Agent, Note Registrar, and Transfer Agent, Approving the Paying Agent and Note Registrar and Transfer Agent Agreement and Authorizing the Execution of the Agreement. Motion by Nelson, second by Adams to approve Resolution 21-11, a Resolution Appointing Paying Agent, Note Registrar, and Transfer Agent, Approving the Paying Agent and Note Registrar and Transfer Agent Agreement and Authorizing the Execution of the Agreement. President Bale called roll with the following results: Nelson, 'aye'; Wolfram, 'aye'; Adams, 'aye'; Bale, 'aye'. Motion carried.
- Resolution 21-12. A Resolution approving and authorizing a form of Loan Agreement and authorizing and providing for the issuance, and levying a tax to pay the Notes; Approval of the Tax Exemption Certificate and Continuing Disclosure Certificate. Motion by Adams, second by Nelson to approve Resolution 21-12, a Resolution approving and authorizing a form of Loan Agreement and authorizing and providing for the issuance, and levying a tax to pay the Notes; Approval of the Tax Exemption Certificate and Continuing Disclosure Certificate. President Bale called roll with the following results: Nelson, 'aye'; Wolfram, 'aye'; Adams, 'aye'; Bale, 'aye'. Motion carried.

Item #6. S&P Global Ratings Invoice, \$15,750.00. Motion by Nelson, second by Wolfram to approve the S&P Global Ratings Invoice in the amount of \$15,750.00. Motion carried, all Trustees present voting 'aye'.

Item #7. Dissemination Agent Agreement. Motion by Nelson, second by Adams to approve the Dissemination Agent Agreement with Northland Securities. Motion carried, all Trustees present voting 'aye'.

Item #8. SBR Inner Wall Project – Pay Request No. 17 \$69,896.25. Motion by Adams, second by Wolfram to approve Pay Request No. 17 in the amount of \$69,896.25. Motion carried, all Trustees present voting 'aye'.

Item #9. Certificate of Deposit. Bale noted that a CD purchase was approved via email and needed to be formally approved. Motion by Nelson, second by Adams to formally approve the purchase of a CD with FSB in the amount of \$300,451.40 on 11/02/21 for twelve months at 0.20%. Motion carried, all Trustees present voting 'aye'.

The Board then discussed the best action to take with the \$250,000 CD coming due from FSB near the end of November. The Board directed Moore to reach out for CD quotes and then get approval from the Board via email if any quotes come in.

Item #10. Unfinished Business. No unfinished business to be discussed.

Item #11. Administrator's Report. Hanson mentioned the need to find a tractor and a honeywagon for hauling sludge, and will continue researching prices and options. Hanson also noted that more remodeling will continue in the control and lab offices this winter, including the hallway that leads out back.

Item #12. Trustee's Report. No report.

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 6:35 p.m.

ATTEST:

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Larry Adams, Clerk

**Clear Lake Sanitary District**  
**Standard Monthly Invoices already paid as of November 16, 2021**

Check #	Date	Vendor Name	Amount	Description
EFT	10/28/21	IA DEPT. REV.	3,792.00	3RD QTR 2021 SALES TAX
EFT	11/02/21	POSTMASTER	1,586.62	NOV BILL MAILING
EFT	11/03/21	NET PAYROLL	18,622.61	11/03/21 NET PAYROLL
EFT	11/03/21	FEDERAL W/H	6,512.01	11/03/21 FEDERAL WITHHOLDING
EFT	11/03/21	EMPLOYEE HSA CONTRIBUTIONS	70.00	11/03/21 EMPLOYEE HSA CONTRIBUTIONS
25748	10/27/21	IOWA ONE CALL	99.10	LOCATE CHARGES
25749	10/27/21	PMMIC	978.00	LS#8 UST INSURANCE PREMIUMS
25750	10/27/21	FASTENAL CO.	435.65	SHOP/PLANT SUPPLIES
25751	10/27/21	BACON, STEVE	65.98	UNIFORM REIMBURSEMENT
25752	10/27/21	FULLERTON, RON	122.66	CONFERENCE TRAVEL REIMBURSEMENT
25753	10/27/21	AVESIS	200.13	VISION INSURANCE PREMIUMS
25754	10/27/21	PUEGGEL, GRANT	49.00	CONFERENCE MEAL/TRAVEL REIMBURSEMENT

25755	10/27/21	CARDMEMBER SERVICES	(270.00)	IAWEA - CONFERENCE REGISTRATION CANCELLATION
25755	10/27/21	CARDMEMBER SERVICES	4,253.20	HACH - LAB SUPPLIES
25755	10/27/21	CARDMEMBER SERVICES	452.85	CLTEL - PHONE/INTERNET SERVICE
25755	10/27/21	CARDMEMBER SERVICES	102.09	MS AZURE - BACKUP SERVICES
25755	10/27/21	CARDMEMBER SERVICES	58.58	MENARDS - SHOP SUPPLIES
25755	10/27/21	CARDMEMBER SERVICES	4,572.90	ZIEGLER - LS #8 GNERATOR REPAIRS
25755	10/27/21	CARDMEMBER SERVICES	170.45	HACH - LAB SUPPLIES
25755	10/27/21	CARDMEMBER SERVICES	178.20	MENARDS - SHOP/OFFICE SUPPLIES
25755	10/27/21	CARDMEMBER SERVICES	108.22	AMAZON - OFFICE SUPPLIES
25755	10/27/21	CARDMEMBER SERVICES	39.59	BURGER SHED - CONFERENCE MEALS
25755	10/27/21	CARDMEMBER SERVICES	157.77	HACH - LAB SUPPLIES
25755	10/27/21	CARDMEMBER SERVICES	18.53	MCDONALDS - CONFERENCE MEALS
25755	10/27/21	CARDMEMBER SERVICES	1,111.04	PRAIRIE MEADOWS - CONFERENCE LODGING (4 EMP)
25755	10/27/21	CARDMEMBER SERVICES	269.16	HACH - LAB SUPPLIES
25755	10/27/21	CARDMEMBER SERVICES	819.00	HACH - LAB SUPPLIES
25755	10/27/21	CARDMEMBER SERVICES	816.90	UNITED - FLIGHTS FOR CONFERENCE (3 EMP)
25755	10/27/21	CARDMEMBER SERVICES	105.34	USA BLUEBOOK - BLDG 30 CABLE
25755	10/27/21	CARDMEMBER SERVICES	150.00	WEF - CONFERENCE REGISTRATIONS (2 EMP)
25755	10/27/21	CARDMEMBER SERVICES	342.98	AMAZON - OFFICE SUPPLIES
25756	10/27/21	HANSON, MITCHELL	99.29	CONFERENCE MEALS REIMBURSEMENT
25757	11/05/21	ALLIANT ENERGY	181.27	ELECTRIC/GAS
25758	11/05/21	LANDFILL OF NORTH IOWA	308.95	GRIT/WASTE DISPOSAL
25759	11/05/21	MARCO, INC.	59.10	COPIER MAINTENANCE FEE
25760	11/05/21	J&J MACHINING	57.34	SBR #1 PARTS
25761	11/05/21	PUEGGEL, GRANT	11.20	ON-CALL MILEAGE
25762	11/05/21	PRINCIPAL FINANCIAL	1,137.25	DENTAL INSURANCE PREMIUMS
25763	11/05/21	MOORE, ANGIE	300.00	OCT CLEANING SERVICES
25764	11/05/21	CONSOLIDATED ENERGY	1,746.30	DIESEL FUEL
			<u>49,891.26</u>	

**Clear Lake Sanitary District  
Unpaid Invoices as of November 16, 2021**

Check #	Date	Vendor Name	Amount	Description
PENDING	11/16/21	ABSOLUTE WASTE REMOVAL	129.84	WASTE DISPOSAL SERVICE
PENDING	11/16/21	ALLIANT ENERGY	1,658.83	GAS/ELECTRIC
PENDING	11/16/21	AQUA-AEROBIC SYSTEMS	2,187.65	ACTUATOR - BLDG 30
PENDING	11/16/21	BOLTON & MENK	7,187.00	INFRASTRUCTURE UPGRADE ENGINEERING
PENDING	11/16/21	CULVER-HAHN ELECTRIC	604.47	DIGESTER #1/SBR PARTS & SHOP SUPPLIES
PENDING	11/16/21	GRP & ASSOCIATES	106.50	LAB WASTE DISPOSAL
PENDING	11/16/21	GWORKS	2,801.18	ANNUAL PAYROLL SOFTWARE LICENSE/SUPP.
PENDING	11/16/21	HACK'S PEST CONTROL	45.00	PEST CONTROL SERVICES
PENDING	11/16/21	HUBER SUPPLY CO.	242.59	SHOP SUPPLIES
PENDING	11/16/21	LARSEN PLUMBING & HEATING, INC.	89.00	AC REPAIR
PENDING	11/16/21	MACQUEEN EQUIPMENT	416.80	CAMERA REPAIR KIT/AXLE TOOL
PENDING	11/16/21	MIDWEST PIPE SUPPLY	519.00	DIGESTER PARTS
PENDING	11/16/21	NAPA	214.92	PARTS/SUPPLIES
PENDING	11/16/21	PRIMERICA	246.67	LIFE INSURANCE PREMIUMS
PENDING	11/16/21	SPRINGBROOK	558.60	CREDIT CARD/WEB FEES
PENDING	11/16/21	WHKS	354.56	PRETREATMENT BLDG IMPROV. PROJ. ENGIN.
PENDING	11/16/21	VIKING ELECTRIC	105.32	SBR #1 MIXER PARTS
PENDING	11/16/21	BOEHNKE, KELSEY	5.41	REFUND
PENDING	11/16/21	MEINTS, CRYSTAL	5.55	REFUND
PENDING	11/16/21	SCHROEDER	18.77	REFUND
			<u>17,497.66</u>	