

MINUTES OF BOARD OF TRUSTEES: December 21, 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
David Sims, Mason City Airport

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

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

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

Item #4. Approve November 16th, 2021 Board Meeting Minutes. Motion by Nelson, second by Adams to approve the November 16th, 2021 Board Meeting Minutes. Motion carried, all Trustees present voting 'aye'.

Item #5. Resolution 21-13. Mason City Airport 28E Agreement and Annexation Petition. The Board discussed the 28E Agreement and Annexation Petition with David Sims. Sims expected the City of Mason City to sign the Annexation Petition later on in the evening during their meeting. Motion by Nelson, second by Wolfram to approve Resolution 21-13, approving the Mason City Airport 28E Agreement and Annexation Petition contingent upon the City of Mason City approving the Annexation Petition. President Bale called roll with the following results: Nelson, 'aye'; Wolfram, 'aye', Adams, 'aye', and Bale, 'aye'. Motion carried.

Item #6. SBR Inner Wall Project – Pay Request No. 18 \$58,303.40. Hanson noted that this payment is for the final retention. Motion by Adams, second by Nelson to approve Pay Request No. 18 in the amount of \$58,303.40. Motion carried, all Trustees present voting 'aye'.

Item #7. Resolution 21-14. A Resolution Amending the Board Policy Depository Resolution Setting a Maximum Limit that can be Deposited in an Approved Depository. Bale noted that this was approved temporarily via email to allow deposit of the bond funds, and now needs to be made official, setting the limit to \$10,000,000. Motion by Nelson, second by Adams to approve Resolution 21-14, A Resolution Amending the Board Policy Depository Resolution Setting a Maximum Limit that can be Deposited in an Approved Depository, setting that limit to \$10,000,000. President Bale called roll with the following results: Nelson, 'aye'; Wolfram, 'aye', Adams, 'aye', and Bale, 'aye'. Motion carried.

Item #8. FSB Certificate of Deposit. Bale stated this CD, a twelve-month \$259,143.03 CD at 0.20%, was approved via email and needs to be officially approved. Motion by Nelson, second by

Adams to approve the FSB Certificate of Deposit for twelve months at 0.20% in the amount of \$259,143.03. Motion carried, all Trustees present voting 'aye'.

Item #9. First Citizens Bank Certificate of Deposit. Tabled until the next meeting.

Item #10. Influent Splitter Box Actuators Proposal. Hanson presented two quotes for actuators, one from Flow Control Automation at \$16,220.00 and one from Mellen & Associates, Inc at \$24,068.00. Motion by Adams, second by Nelson to approve the actuators quote from Flow Control Automation in the amount of \$16,220.00. Motion carried, all Trustees present voting 'aye'.

Item #11. Employee Wage and Benefits. Hanson informed the Board that Morrow had passed his Grade 3 Wastewater exam, resulting in a \$1.00/HR raise. Motion by Adams, second by Nelson to approve a \$1.00/HR raise for Morrow. Motion carried, all Trustees present voting 'aye'.

Item #12. Unfinished Business. No unfinished business to be discussed.

Item #13. Administrator's Report. Hanson said the equipment for the Pretreatment Building should be here in February, and the project should start in February, pending the DNR permit approval. Hanson noted that during the 20-hour power outage over 12/15 and 12/16, the District burned through 450 gallons of fuel. Lastly, Hanson stated that the Governor was giving State employees two extra holidays as a Hazard Pay benefit and wasn't sure if the Board wanted to follow suit or not, as the Board did approve two additional personal days the previous year. The Board did not elect to do anything this year.

Item #14. Trustee's Report. No report.

- a. Schedule Budget Workshop. Board set the Budget Workshop for 4:00 p.m. on 1/18/22.
- b. Attorney Discussion. The Board briefly discussed the need to have an attorney on retainer.

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 7:40 p.m.

ATTEST:

Larry Adams, Clerk

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

Check #	Date	Vendor Name	Amount	Description
EFT	11/17/21	NET PAYROLL	19,958.07	11/17/21 NET PAYROLL
EFT	11/17/21	FEDERAL W/H	7,325.44	11/17/21 FEDERAL WITHHOLDING
EFT	11/17/21	EMPLOYEE HSA CONTRIBUTIONS	70.00	11/17/21 EMPLOYEE HSA CONTRIBUTIONS
EFT	11/17/21	IPERS W/H	8,423.06	11/17/21 IPERS WITHHOLDING
EFT	11/17/21	IA DEPT. REV.	2,567.00	11/17/21 STATE W/H
EFT	12/01/21	NET PAYROLL	19,336.82	12/01/21 NET PAYROLL
EFT	12/01/21	FEDERAL W/H	6,948.16	12/01/21 FEDERAL WITHHOLDING
EFT	12/01/21	EMPLOYEE HSA CONTRIBUTIONS	70.00	12/01/21 EMPLOYEE HSA CONTRIBUTIONS
EFT	12/07/21	POSTMASTER	1,586.28	DEC BILL MAILING

EFT	12/15/21	NET PAYROLL	20,725.39	12/15/21 NET PAYROLL
EFT	12/15/21	FEDERAL W/H	7,529.47	12/15/21 FEDERAL WITHHOLDING
EFT	12/15/21	EMPLOYEE HSA CONTRIBUTIONS	70.00	12/15/21 EMPLOYEE HSA CONTRIBUTIONS
25787	11/24/21	ALLIANT ENERGY	13,279.42	ELECTRIC/GAS
25788	11/24/21	EMC NATIONAL LIFE	93.72	LIFE INSURANCE PREMIUMS
25789	11/24/21	FASTENAL COMPANY	121.14	DIGESTER #1 PARTS
25790	11/24/21	TEST AMERICA	3,139.00	LAB TESTING
25791	11/24/21	TUSHA, TED	15.01	ON-CALL MILEAGE
25792	11/24/21	WELLMARK BCBS	15,798.71	HEALTH INSURANCE PREMIUMS
25793	11/24/21	PUEGGEL, GRANT	11.20	ON-CALL MILEAGE
25794	11/24/21	PEKIN LIFE INSURANCE	520.21	LIFE INSURANCE PREMIUMS
25795	11/24/21	CARDMEMBER SERVICES	(95.39)	USA BLUEBOOK - BLDG 30 CABLE RETURNED
25795	11/24/21	CARDMEMBER SERVICES	100.33	HACH - LAB SUPPLIES
25795	11/24/21	CARDMEMBER SERVICES	220.00	BROWNS SHOE FIT - EMPLOYEE BOOTS/UNIFORMS
25795	11/24/21	CARDMEMBER SERVICES	556.72	CLTEL - PHONE/INTERNET SERVICE
25795	11/24/21	CARDMEMBER SERVICES	100.02	MS AZURE - BACKUP SERVICES
25795	11/24/21	CARDMEMBER SERVICES	186.53	USA BLUEBOOK - BLDG 30 CABLE
25795	11/24/21	CARDMEMBER SERVICES	1,683.54	HILTON - CONFERENCE LODGING
25795	11/24/21	CARDMEMBER SERVICES	255.85	HARBOR FREIGHT - SHOP TOOLS
25795	11/24/21	CARDMEMBER SERVICES	461.89	MENARDS - PRETREATMENT BLDG PARTS/SUPPLIES
25795	11/24/21	CARDMEMBER SERVICES	39.98	KRAMER - SHOP SUPPLIES
25795	11/24/21	CARDMEMBER SERVICES	329.39	MENARDS - SOFTENER SALT
25795	11/24/21	CARDMEMBER SERVICES	3.29	FLEET FARM - CAMERA TRUCK PARTS
25795	11/24/21	CARDMEMBER SERVICES	179.99	AMAZON - LAB GLOVES
25795	11/24/21	CARDMEMBER SERVICES	210.85	AMAZON - PRINTER TONER
25795	11/24/21	CARDMEMBER SERVICES	32.58	KRAMER - SHOP THERMOSTAT
25795	11/24/21	CARDMEMBER SERVICES	175.57	AMAZON - LAB AND OFFICE SUPPLIES
25795	11/24/21	CARDMEMBER SERVICES	438.51	USA BLUEBOOK - SHOP SUPPLIES
25795	11/24/21	CARDMEMBER SERVICES	4.99	KRAMER - LS #7 GENERATOR PARTS
25795	11/24/21	CARDMEMBER SERVICES	1,627.22	IDEXX - LAB SUPPLIES
25795	11/24/21	CARDMEMBER SERVICES	314.07	MIDWEST ELECTRONIC RECOVERY - OFFICE PC
25795	11/24/21	CARDMEMBER SERVICES	763.63	NORTH CENTRAL LABS - LAB SUPPLIES
25795	11/24/21	CARDMEMBER SERVICES	30.98	KRAMER - DIGESTER #1 PARTS
25795	11/24/21	CARDMEMBER SERVICES	29.56	FLEET FARM - DIGESTER #1 PARTS
25795	11/24/21	CARDMEMBER SERVICES	62.04	CRAZY MINNOW - FLOATS
25795	11/24/21	CARDMEMBER SERVICES	224.50	AMAZON - OFFICE SUPPLIES
25795	11/24/21	CARDMEMBER SERVICES	2,486.04	HACH - SBR PROBE
25795	11/24/21	CARDMEMBER SERVICES	157.93	GARNER LUMBER - SBR #1 SUPPLIES
25796	11/24/21	CONSOLIDATED ENERGY	725.54	UNLEADED FUEL
25797	11/24/21	IDALS	15.00	PESTICIDE APPLICATORS LICENSE RENEWAL
25798	12/06/21	ALLIANT ENERGY	50.31	ELECTRIC/GAS
25799	12/06/21	PETTY CASH	132.00	POSTAGE/PLANT SUPPLIES
25800	12/06/21	MUNICIPAL SUPPLY	980.00	METERS & TOUCH PADS
25801	12/06/21	AVESIS	200.13	VISION INSURANCE PREMIUMS
25802	12/06/21	PUEGGEL, GRANT	11.20	ON-CALL MILEAGE
25803	12/06/21	ELLIOTT EQUIPMENT CO.	94.31	JET TRUCK PARTS
25804	12/06/21	VOID	-	VOID
25805	12/06/21	MOORE, ANGIE	300.00	NOV CLEANING SERVICES
25806	12/06/21	BOX5 MEDIA LLC	225.00	WEBSITE UPDATES
25807	12/06/21	CC SCREEN PRINTING	254.52	UNIFORMS
25808	12/06/21	MACQUEEN EQUIPMENT	580.00	CAMERA TRUCK MAINTENANCE TRAINING
25809	12/06/21	INCONTROL INC.	9,724.00	SCADA IMPROVEMENTS
25810	12/06/21	FIRST CITIZENS BANK	250,000.00	6 MO CD
25811	12/09/21	ALLIANT ENERGY	14,971.32	ELECTRIC/GAS
25812	12/09/21	MARCO, INC.	59.10	COPIER MAINTENANCE FEE
25813	12/09/21	ABSOLUTE WASTE REMOVAL	129.84	WASTE REMOVAL SERVICE
25814	12/09/21	MIDWEST PIPE SUPPLY	16.00	DIGESTER #1 PARTS
25815	12/09/21	SPRINGBROOK	565.25	CC/WEB PYMT FEES
25816	12/09/21	HACKS PEST CONTROL	45.00	PEST CONTROL SERVICE
25817	12/09/21	MERCYONE	78.00	EMPLOYEE SCREENING

Clear Lake Sanitary District
Unpaid Invoices as of December 21, 2021

Check #	Date	Vendor Name	Amount	Description
PENDING	12/21/21	ALLIANT ENERGY	2,920.00	GAS/ELECTRIC
PENDING	12/21/21	BOLTON & MENK	14,649.50	INFRASTRUCTURE UPGRADE ENGINEERING
PENDING	12/21/21	CONSOLIDATED ENERGY	3,905.40	GAS/DIESEL - PLANT BARREL/GENERATORS
PENDING	12/21/21	CULVER-HAHN ELECTRIC	114.20	SHOP LIGHTS
PENDING	12/21/21	EMC NATIONAL LIFE	93.72	LIFE INSURANCE PREMIUMS
PENDING	12/21/21	FAREWAY	530.72	COFFEE/WATER FOR LAB
PENDING	12/21/21	FIVE STAR SHOP SERVICE	383.95	NUTS/BOLTS
PENDING	12/21/21	GOODNATURE WORK STOP	837.56	EMPLOYEE BOOTS/UNIFORMS/SAFETY GEAR
PENDING	12/21/21	LARRY ELWOOD CONSTRUCTION	227.04	SNOW PLOW OIL AND HOSE
PENDING	12/21/21	LARSEN PLUMBING & HEATING, INC.	479.64	UV BLDG CONTROL BOARD & MAINTENANCE
PENDING	12/21/21	MN-IOWA ELECTRIC MOTORS	240.63	LAB EXHAUST FAN
PENDING	12/21/21	NAPA	75.08	PARTS/SUPPLIES
PENDING	12/21/21	NORTH CENTRAL LABS	382.44	LAB SUPPLIES
PENDING	12/21/21	SEUFFERLEIN, STEVEN	4,576.03	2021 DEDUCTIBLE REIMBURSEMENT
PENDING	12/21/21	TEST AMERICA	2,640.50	LAB TESTING
PENDING	12/21/21	WHKS	205.76	PRETREATMENT BLDG IMPROV. PROJ. ENGIN.
PENDING	12/21/21	WHKS	6,045.01	SBR INNER WALL PROJ. ENGINEERING
PENDING	12/21/21	WOODFORD LUMBER & HOME CO.	7.21	SBR PARTS
PENDING	12/21/21	VAN METER, INC.	571.08	TIMING RELAY
PENDING	12/21/21	FARUS, JOHN & MARY	21.36	REFUND
PENDING	12/21/21	GENERATIONS COUNSELING	6.56	REFUND
PENDING	12/21/21	MCDERMOTT, DELORES	13.81	REFUND
PENDING	12/21/21	SOMMER, LINDA	12.74	REFUND
			<u>38,939.94</u>	