

MINUTES OF BOARD OF TRUSTEES: May 17, 2022
CLEAR LAKE SANITARY DISTRICT, CERRO GORDO COUNTY, IOWA

The regular board meeting was called to order by President Bale at 5:31 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) (Via Zoom)
Larry Adams (Clerk)
Robert Wolfram, Jr.

Absent:

Also present: Mitch Hanson, Administrator (Via Zoom)
Taylor Moore, Finance Director

Bale noted that the agenda needed to be amended to include a parking lot expansion quote from Heartland Asphalt. Motion by Wolfram, second by Nelson to amend the agenda to include the Heartland Asphalt quote. Motion carried, all Trustees present voting 'aye'.

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

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

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

Item #4. Approve April 19th, 2022 Board Meeting Minutes. Motion by Nelson, second by Wolfram to approve the April 19th, 2022 Board Meeting Minutes. Motion carried, all Trustees present voting 'aye'.

Item #5. WWTF Pretreatment Improvements – Pay Request #4 \$32,366.50. Motion by Adams, second by Wolfram to approve the Pretreatment Improvement Project Pay Request #4 in the amount of \$32,366.50. Motion carried, all Trustees present voting 'aye'.

Item #6. Resolution 22-02 FY 2022 Budget Amendment. Motion by Nelson, second by Adams to approve Resolution 22-02 FY 2022 Budget Amendment, increasing expenditures by \$552,332.00 due to capital improvement projects and GO Bond Interest. President Bale called roll with the following results: Adams, 'aye'; Wolfram, 'aye'; Nelson, 'aye'; and Bale, 'aye'. Motion carried, all Trustees present voting 'aye'.

Item #7. Kinseth Hospitality Companies Parking Lease. Motion by Adams, second by Nelson to approve the two-year Kinseth Hospitality Companies Parking Lease. Motion carried, all Trustees present voting 'aye'.

Item #8. Alliant Interrupt Contract. Nelson and Wolfram expressed their concerns with the interrupt contract, as the potential fines could be heavy if the plant generator fails. Bale noted that there is a clause in the contract that allows the District to exit the contract given ninety days' notice with no penalty, which may need to be used due to the upcoming projects in the near future. Motion by Nelson, second by Wolfram to approve the Alliant Interrupt Contract. Motion carried, all Trustees present voting 'aye'.

Item #9. Cleaning and Televising Rates. Hanson stated that based on the current market, the District is extremely underpriced. The purpose of the District doing sewer cleaning and televising is meant to be a benefit to the community as well as the Cities of Clear Lake and Ventura, not to be a competition for local contractors. Hanson recommended increasing the hourly rate for Cities by \$100 per hour for cleaning and \$75 per hour for televising, and Private and Out of District jobs by \$125 per hour for cleaning and \$100 per hour for televising. The Board recommended going \$25 per hour higher for Private and Out of District jobs. Motion by Adams, second by Wolfram to approve the sewer cleaning and televising rate schedule as distributed with the amendment of increasing Private and Out of District jobs by an additional \$25 per hour. Motion carried, all Trustees present voting 'aye'.

Hanson exited at 6:05 p.m.

Item #10. Lab Update Engineering Contract. Bale noted that the engineering on this will be a higher percentage of the project due to the size of the project being so small. This item was tabled until next meeting.

Item #11. Unfinished Business. No unfinished business to be discussed.

Item #12. Administrator's report. No report, Hanson noted upon exiting that he would contact the Board regarding a few updates at the District.

Item #13. Trustee's Report. Bale stated that employee meetings need to be scheduled soon. Bale also discussed the meeting he and Hanson had with the Sand County Foundation, which also included the City of Mason City and Forest City, regarding a nutrient reduction strategy.

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 6:28 p.m.

ATTEST:

Larry Adams, Clerk

**Clear Lake Sanitary District
Standard Monthly Invoices already paid as of May 17, 2022**

Check #	Date	Vendor Name	Amount	Description
EFT	04/20/22	NET PAYROLL	18,187.80	04/20/22 NET PAYROLL
EFT	04/20/22	FEDERAL W/H	6,373.40	04/20/22 FEDERAL WITHHOLDING
EFT	04/20/22	IPERS W/H	8,446.32	04/20/22 IPERS WITHHOLDING
EFT	04/20/22	IA DEPT. REV.	2,341.00	04/20/22 STATE W/H
EFT	04/25/22	CLEAR LAKE B&T	74.65	DEPOSIT SLIP ORDER
EFT	05/04/22	NET PAYROLL	18,843.68	05/04/22 NET PAYROLL
EFT	05/04/22	FEDERAL W/H	6,637.13	05/04/22 FEDERAL WITHHOLDING
EFT	05/04/22	POSTMASTER	1,574.55	MAY BILL MAILING
26024	04/26/22	ALLIANT ENERGY	815.37	ELECTRIC/GAS
26025	04/26/22	FASTENAL CO.	441.98	WATER
26026	04/26/22	WELLMARK BCBS	13,037.80	HEALTH/DENTAL INS PREMIUMS
26027	04/26/22	FEDERAL EXPRESS	55.36	SHIPPING CHARGES
26028	04/26/22	AVESIS	200.13	VISION INSURANCE PREMIUMS
26029	04/26/22	OFFICE ELEMENTS	10,367.74	CONTROL/LAB OFFICE FURNITURE PYMT #2
26030	04/26/22	PEKIN LIFE INSURANCE	520.21	LIFE INSURANCE PREMIUMS
26031	04/26/22	CARDMEMBER SERVICES	2,926.63	IDEXX - LAB SUPPLIES
26031	04/26/22	CARDMEMBER SERVICES	451.45	CLTEL - PHONE/INTERNET SERVICE

26031	04/26/22	CARDMEMBER SERVICES	239.52	SHELDON MANUFACTURING - LAB OVEN PARTS
26031	04/26/22	CARDMEMBER SERVICES	342.09	HACH - LAB SUPPLIES
26031	04/26/22	CARDMEMBER SERVICES	86.67	MS AZURE - BACKUP SERVICES
26031	04/26/22	CARDMEMBER SERVICES	16.04	ZOOM - SUBSCRIPTION
26031	04/26/22	CARDMEMBER SERVICES	105.99	DELL - LAB PC HARD DRIVE
26031	04/26/22	CARDMEMBER SERVICES	240.96	MENARDS - ADMIN BLDG PAINT SUPPLIES
26031	04/26/22	CARDMEMBER SERVICES	180.59	HACH - LAB SUPPLIES
26031	04/26/22	CARDMEMBER SERVICES	2,808.00	SECRETLAB - CONTROL/LAB OFFICE CHAIRS
26031	04/26/22	CARDMEMBER SERVICES	713.55	MENARDS - ADMIN BLDG REMODEL SUPPLIES
26031	04/26/22	CARDMEMBER SERVICES	808.00	TOM EISCHEN SALES - PLANT SUPPLIES
26031	04/26/22	CARDMEMBER SERVICES	62.76	ACE HARDWARE - PLANT SUPPLIES
26031	04/26/22	CARDMEMBER SERVICES	480.15	AMAZON - PLANT/SHOP SUPPLIES
26031	04/26/22	CARDMEMBER SERVICES	25.86	ACE HARDWARE - PLANT SUPPLIES
26031	04/26/22	CARDMEMBER SERVICES	615.00	HACH - LAB SUPPLIES
26031	04/26/22	CARDMEMBER SERVICES	323.24	FORESTRY SUPPLIERS - PLANT SUPPLIES
26031	04/26/22	CARDMEMBER SERVICES	38.27	AMAZON - OFFICE SUPPLIES
26031	04/26/22	CARDMEMBER SERVICES	1,766.11	NORTH CENTRAL LABS - LAB SUPPLIES
26031	04/26/22	CARDMEMBER SERVICES	30.61	MENARDS - ADMIN BLDG REMODEL SUPPLIES
26031	04/26/22	CARDMEMBER SERVICES	58.24	MENARDS - ADMIN BLDG REMODEL SUPPLIES
26031	04/26/22	CARDMEMBER SERVICES	54.45	AMAZON - OFFICE SUPPLIES
26031	04/26/22	CARDMEMBER SERVICES	53.98	AMAZON - OFFICE SUPPLIES
26031	04/26/22	CARDMEMBER SERVICES	146.75	AMAZON - SHOP SUPPLIES
26031	04/26/22	CARDMEMBER SERVICES	629.10	HACH - LAB SUPPLIES
26031	04/26/22	CARDMEMBER SERVICES	31.74	ACE HARDWARE - PLANT SUPPLIES
26031	04/26/22	CARDMEMBER SERVICES	161.87	NORTH CENTRAL LABS - LAB SUPPLIES
26031	04/26/22	CARDMEMBER SERVICES	16.74	ACE HARDWARE - OFFICE SUPPLIES
26031	04/26/22	CARDMEMBER SERVICES	114.99	AMAZON - PLANT SUPPLIES
26032	04/26/22	AMERICAN SOLUTIONS FOR BUSINESS	915.46	CHECKS & ENVELOPES
26033	04/26/22	NASSCO	336.80	PLANT SUPPLIES
26034	05/03/22	PETTY CASH	125.02	POSTAGE/PLANT SUPPLIES
26035	05/03/22	J&J MACHINE	1,095.00	BLDG 30 PARTS MAINTENANCE
26036	05/03/22	DJ GONGOL & ASSOCIATES	1,395.39	BLDG 30 PUMP PARTS
26037	05/03/22	MOORE, ANGIE	300.00	APR CLEANING SERVICES
26038	05/03/22	NORTHWOOD SANITATION	165.00	GARBAGE/RECYCLING SERVICE
26039	05/12/22	ALLIANT ENERGY	17,188.31	ELECTRIC/GAS
26040	05/12/22	PMMIC	1,010.00	LS #5 UST INSURANCE
26041	05/12/22	MARCO, INC.	66.47	COPIER MAINTENANCE FEE
26042	05/12/22	FEDERAL EXPRESS	149.90	SHIPPING CHARGES
26043	05/12/22	LARSEN PLUMBING & HEATING	363.85	PRETREATMENT BLDG MAINTENANCE
26044	05/12/22	HACK'S PEST CONTROL	45.00	PEST CONTROL
26045	05/12/22	NASSCO	187.52	SHOP SUPPLIES
			<u>124,790.19</u>	

**Clear Lake Sanitary District
Unpaid Invoices as of May 17, 2022**

Check #	Date	Vendor Name	Amount	Description
PENDING	5/17/22	BOLTON & MENK	4,297.50	INFRASTRUCTURE UPGRADE ENGINEERING
PENDING	5/17/22	CONSOLIDATED ENERGY	915.76	GAS/DIESEL - PLANT BARREL/GENERATORS
PENDING	5/17/22	CULVER-HAHN ELECTRIC	154.18	FUSES
PENDING	5/17/22	EUROFINS TESTING	2,786.00	LAB TESTING
PENDING	5/17/22	FIVE STAR CO-OP	1,220.00	WEED SPRAY
PENDING	5/17/22	GRP & ASSOCIATES	106.50	LAB WASTE DISPOSAL
PENDING	5/17/22	IN CONTROL, INC.	9,570.00	SCADA SOFTWARE LICENSING
PENDING	5/17/22	LANDFILL OF NORTH IOWA	51.80	WASTE/GRIT DISPOSAL
PENDING	5/17/22	MID-AMERICA PUBLISHING CORP	179.70	PUBLICATIONS
PENDING	5/17/22	MID-AMERICAN RESEARCH CHEMICAL	151.00	PLANT SUPPLIES
PENDING	5/17/22	NAPA	140.44	PARTS/SUPPLIES

PENDING	5/17/22	PLUMB SUPPLY CO.	189.61	OFFICE REMODEL SUPPLIES
PENDING	5/17/22	SHERWIN WILLIAMS	213.99	BLDG 30 EPOXY FOR BACKWASH PUMP
PENDING	5/17/22	SPRINGBROOK	16,340.51	CREDIT CARD/WEB FEES/ANNUAL LICENSE FEE
PENDING	5/17/22	WOODFORD LUMBER & HOME CO.	79.67	SHOP SUPPLIES
PENDING	5/17/22	WOODMAN CONTROLS	1,160.85	HVAC MAINTENANCE
PENDING	5/17/22	MONSON, NICOLE	51.05	REFUND
			<u>37,608.56</u>	