

MINUTES OF BOARD OF TRUSTEES: August 16, 2022
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
Shelby Webb, Laird Law Firm
John Graupman, PE, Bolton & Menk

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

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

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

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

Item #5. WWTF Pretreatment Improvements – Pay Request #6 \$59,942.99. Hanson noted that the gate that is to be replaced was removed from this pay request. Motion by Nelson, second by Wolfram to approve Pay Request #6 in the amount of \$59,942.99. Motion carried, all Trustees present voting 'aye'.

Item #6. Attorney Retainer Proposal. Shelby Webb from Laird Law Firm presented an Attorney-Client Agreement for a month-to-month retainer with the Sanitary District. Motion by Adams, second by Wolfram to approve the Attorney-Client Agreement at a rate of \$1,250.00 per month. Motion carried, all Trustees present voting 'aye'.

Item #7. Infrastructure Upgrade Engineering Change Order. John Graupman from Bolton & Menk presented a change order for the Infrastructure Upgrade Engineering contract. The scope of the project has changed and grown as plans have developed, and the additional costs will be mainly for further lift station engineering. Motion by Nelson, second by Adams to approve the change order for the Infrastructure Upgrade Engineering contract in the amount of \$98,650.00. Motion carried, all Trustees present voting 'aye'.

Item #8. Sludge Application Quotes. Hanson received numerous quotes for a sludge hauling tank, the lowest quote being a 7300-gallon tank at \$132,568.00 from Stutsman. Motion by Nelson, second by Adams to approve the purchase of the 7300-gallon sludge hauling tank from Stutsman in the amount of \$132,568.00. Motion carried, all Trustees present voting 'aye'.

Item #9. Lift Station SCADA/Programming Proposal. Hanson received the proposal for the Lift Station SCADA upgrades from In Control Inc., showing a not to exceed cost of \$126,563.00 which includes equipment, and a not to exceed cost of \$110,278.00 if the District uses existing equipment. Hanson noted that this upgrade was budgeted as a capital improvement project for Fiscal Year 2023, but did come in higher than expected. The Board tabled this item until next meeting.

Item #10. Certificate of Deposit. Motion by Bale, second by Wolfram to approve a \$500,000.00 CD from Manufacturer’s Bank & Trust for 6 months at 2.10%. Motion carried, all Trustees present voting ‘aye’.

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

Item #12. Administrator’s report. Hanson stated he received a quote for crack filling in the parking lot in the amount of \$3,635.60 and noted that it’s something that should get done before winter. Hanson said that the District is in need of a new gas detector for confined space entry, and the quote he received for a new detector and docking station came in at \$3,000.00. Hanson stated that the jet truck nozzle is due to be replaced. The District will be demoing one in the coming weeks and the expected replacement cost will be around \$3,500.00.

Item #13. Trustee’s Report.

- Board of Trustees Election Filing. Bale reminded the current Trustees who want to run this year to have their paperwork turned in by the end of the month.

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 7:05 p.m.

ATTEST:

Larry Adams, Clerk

**Clear Lake Sanitary District
Standard Monthly Invoices already paid as of August 16, 2022**

Check #	Date	Vendor Name	Amount	Description
EFT	07/27/22	NET PAYROLL	19,150.44	07/27/22 NET PAYROLL
EFT	07/27/22	FEDERAL W/H	6,691.31	07/27/22 FEDERAL WITHHOLDING
EFT	07/27/22	IPERS W/H	8,520.96	07/27/22 IPERS WITHHOLDING
EFT	07/27/22	IA DEPT. REV.	2,517.00	07/27/22 STATE W/H
EFT	08/03/22	POSTMASTER	1,706.29	AUG BILL MAILING
EFT	08/10/22	NET PAYROLL	19,050.31	08/10/22 NET PAYROLL
EFT	08/10/22	FEDERAL W/H	6,687.30	08/10/22 FEDERAL WITHHOLDING
26174	07/27/22	IOWA ONE CALL	65.90	LOCATE CHARGES
26175	07/27/22	ALLIANT ENERGY	2,629.14	ELECTRIC/GAS
26176	07/27/22	EMC NATIONAL LIFE	93.72	LIFE INSURANCE PREMIUMS
26177	07/27/22	NORTHERN BALANCE & SCALE	578.50	LAB EQUIPMENT CALIBRATION
26178	07/27/22	TUSHA, TED	16.75	ON-CALL MILEAGE
26179	07/27/22	WELLMARK BCBS	13,037.80	HEALTH/DENTAL PREMIUMS
26180	07/27/22	FEDERAL EXPRESS	40.34	SHIPPING CHARGES
26181	07/27/22	AVESIS	200.13	VISION INSURANCE PREMIUMS
26182	07/27/22	PEKIN LIFE INSURANCE	520.21	LIFE INSURANCE PREMIUMS
26183	07/27/22	CARDMEMBER SERVICES	55.98	ACE HARDWARE - PLANT SUPPLIES
26183	07/27/22	CARDMEMBER SERVICES	315.33	MENARDS - PLANT EQUIPMENT
26183	07/27/22	CARDMEMBER SERVICES	14.86	AMAZON - OFFICE SUPPLIES
26183	07/27/22	CARDMEMBER SERVICES	39.14	ACE HARDWARE - PRETREATMENT SUPPLIES

26183	07/27/22	CARDMEMBER SERVICES	167.92	AMAZON - OFFICE SUPPLIES
26183	07/27/22	CARDMEMBER SERVICES	446.58	HACH - LAB SUPPLIES
26183	07/27/22	CARDMEMBER SERVICES	73.97	ACE HARDWARE - SHOP SUPPLIES
26183	07/27/22	CARDMEMBER SERVICES	5.75	KANSAS TURNPIKE - TOLL FEE
26183	07/27/22	CARDMEMBER SERVICES	65.62	LOVES - GAS
26183	07/27/22	CARDMEMBER SERVICES	175.00	LOVES - GAS
26183	07/27/22	CARDMEMBER SERVICES	175.00	LOVES - GAS
26183	07/27/22	CARDMEMBER SERVICES	451.45	CLTEL - PHONE/INTERNET SERVICE
26183	07/27/22	CARDMEMBER SERVICES	79.19	MENARDS - JET TRUCK PARTS
26183	07/27/22	CARDMEMBER SERVICES	23.16	ACE HARDWARE - PLANT SUPPLIES
26183	07/27/22	CARDMEMBER SERVICES	89.79	MICROSOFT - AZURE BACKUP SERVICES
26183	07/27/22	CARDMEMBER SERVICES	16.04	ZOOM - SUBSCRIPTION FEES
26183	07/27/22	CARDMEMBER SERVICES	1,428.98	IDEXX - LAB SUPPLIES
26183	07/27/22	CARDMEMBER SERVICES	586.03	IDEXX - LAB SUPPLIES
26183	07/27/22	CARDMEMBER SERVICES	73.90	THERMOWORKS - LAB THERMOMETER CALIBRATIONS
26183	07/27/22	CARDMEMBER SERVICES	21.54	ACE HARDWARE - SOIL
26184	07/27/22	GRP & ASSOCIATES	106.50	LAB WASTE DISPOSAL
26185	08/04/22	ALLIANT ENERGY	125.65	ELECTRIC/GAS
26186	08/04/22	KNORR ELECTRIC	887.89	PRETREATMENT BLDG MOTOR
26187	08/04/22	ZIMMER & FRANCESCON, INC.	1,829.08	LS #4 PUMP #7 & 1 PARTS/REBUILD
26188	08/04/22	MARCO, INC.	66.47	COPIER MAINTENANCE FEE
26189	08/04/22	EUROFINS TESTING	3,136.20	LAB TESTING
26190	08/04/22	MOORE, ANGIE	300.00	JULY CLEANING SERVICES
26191	08/04/22	CONSOLIDATED ENERGY	1,133.64	FUEL - PLANT BARREL
26192	08/04/22	HACK'S PEST CONTROL	45.00	JULY PEST CONTROL
26193	08/04/22	NORTHWOOD SANITATION, LLC	175.00	JULY GARBAGE/RECYCLING
			<u>93,616.76</u>	

**Clear Lake Sanitary District
Unpaid Invoices as of August 16, 2022**

Check #	Date	Vendor Name	Amount	Description
PENDING	8/16/22	ALLIANT ENERGY	19,522.19	GAS/ELECTRIC
PENDING	8/16/22	BOLTON & MENK	6,730.00	INFRASTRUCTURE UPGRADE ENGINEERING
PENDING	8/16/22	FASTENAL	215.15	LS #4 PARTS
PENDING	8/16/22	FEDEX	14.20	SHIPPING CHARGES
PENDING	8/16/22	IN CONTROL, INC.	2,395.25	SCADA UPGRADE PROJECT
PENDING	8/16/22	IOWA DNR	1,275.00	ANNUAL NPDES PERMIT FEE
PENDING	8/16/22	LANDFILL OF NORTH IOWA	37.00	WASTE/GRIT DISPOSAL
PENDING	8/16/22	MASON CITY RED POWER	265,000.00	310 MFD TRACTOR
PENDING	8/16/22	MID-AMERICA PUBLISHING CORP	245.52	PUBLICATIONS
PENDING	8/16/22	NAPA	244.95	PARTS/SUPPLIES
PENDING	8/16/22	POSTMASTER	275.00	ANNUAL PO BOX FEE
PENDING	8/16/22	SCHLUESNER DIRT WORKS	2,622.47	LS #2 WATER LINE REPAIRS
PENDING	8/16/22	SPILMAN, DENNIS	16.75	ON CALL MILEAGE
PENDING	8/16/22	STATE HYGIENIC LABORATORY	243.50	LAB TESTING
PENDING	8/16/22	U-P CUSTOM	225.00	HERBICIDE
PENDING	8/16/22	ANDERSON, BILL & JEAN	54.99	REFUND
PENDING	8/16/22	VANDERVORT FAMILY TRUST	16.95	REFUND
			<u>299,133.92</u>	