

MINUTES OF BOARD OF TRUSTEES: September 20, 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)
Larry Adams (Clerk)
Robert Wolfram, Jr.

Absent: Tony Nelson (Treasurer)

Also present: Mitch Hanson, Administrator
Taylor Moore, Finance Director
Jay LeFevre, First Gabrielson Agency
Todd Peterson, Sand County Foundation

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

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

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

Item #4. Approve August 16th, 2022 Board Meeting Minutes. Motion by Adams, second by Bale to approve the August 16th, 2022 Board Meeting Minutes. Motion carried, all Trustees present voting 'aye'.

Item #5. Sand County Foundation Presentation. Todd Peterson from the Sand County Foundation presented information regarding their foundation and what the Sanitary District can do to help their cause. The Board directed the Sand County Foundation to draft a Memorandum of Understanding to be acted upon at the next meeting.

Item #6. Employee Benefits – Health Insurance Renewal. Jay LeFevre discussed the renewal with is around a 6.0% increase over last year. Motion by Wolfram, second by Adams to approve renewing the Bronze High Deductible Plan with Wellmark Blue Cross Blue Shield and to increase employee's portion of the premiums by \$10.00 per month. Motion carried, all Trustees present voting 'aye'.

Item #7. Employee Handbook Update. Hanson noted that there were a few updates that have been discussed, but never formally updated in the handbook. These changes were in regards to the vacation policy requiring employees to utilize all other time off before borrowing against their vacation bank and the updated clothing allowance, updating the boot allowance to \$300, the operator uniforms to \$350 and office uniforms to \$250. Motion by Adams, second by Wolfram to approve the changes to the Employee Handbook as discussed in regards to the vacation policy and clothing allowance. Motion carried, all Trustees present voting 'aye'.

Item #8. Lift Station SCADA/Programming Proposal - \$106,570.00. Motion by Wolfram, second by Adams to approve the Lift Station SCADA/Programming proposal from In Control in the amount of \$106,570.00. Motion carried, all Trustees present voting 'aye'.

Item #9. Certificate of Deposit. Bale stated that as per a spending schedule from the engineer for the Infrastructure Upgrade Project the District could allocate some of the Bond proceeds into short term CDs. Moore and Bale put together a schedule based upon the CD quotes received, allocating \$2M to FSB for 3 months at 2.75%, \$1M for 6 months at 3.05%, \$750,000 for 12 months at 3.2% and \$1.25M for 18 months at 3.5% to CLBT, and \$500K for 9 months at 3.11% and \$1.5M for 12 months at 3.21% at MBT. Motion by Adams, second by Wolfram to approve the \$7,000,000.00 worth of CDs as per the proposed schedule. Motion carried, all Trustees present voting ‘aye’.

Item #10. Unfinished Business.

- Cost of Treatment Evaluation – Bolton & Menk. Hanson noted that this would be a one-time fee of \$17,200.00 for the evaluation. This study would assist the District in setting prices for industrial contributors that may wish to connect to the sewer in the future. Hanson said that Bolton & Menk would be at the next meeting to discuss.

Item #11. Administrator’s report. Hanson said that the main panel on the SBRs needs repaired and he’s working with an electrician to get a quote. Hanson stated that the SBR actuators have finally come in, and just in time as one has already failed and another is having issues as well.

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

There being no further business to discuss, motion by Adams, second by Wolfram to adjourn. Motion carried, all trustees present voting ‘aye’. Meeting adjourned at 6:54 p.m.

ATTEST:

Larry Adams, Clerk

**Clear Lake Sanitary District
Standard Monthly Invoices already paid as of September 20, 2022**

| Check # | Date | Vendor Name | Amount | Description |
|---------|----------|------------------------|------------|--------------------------------|
| EFT | 08/15/22 | IA DEPT. REV. | 1,060.75 | JULY '22 SALES TAX |
| EFT | 08/24/22 | NET PAYROLL | 18,863.31 | 08/24/22 NET PAYROLL |
| EFT | 08/24/22 | FEDERAL W/H | 6,586.64 | 08/24/22 FEDERAL WITHHOLDING |
| EFT | 08/24/22 | IPERS W/H | 8,524.29 | 08/24/22 IPERS WITHHOLDING |
| EFT | 08/24/22 | IA DEPT. REV. | 2,440.00 | 08/24/22 STATE W/H |
| EFT | 09/06/22 | POSTMASTER | 1,703.86 | SEPT BILL MAILING |
| EFT | 09/07/22 | NET PAYROLL | 19,222.70 | 09/07/22 NET PAYROLL |
| EFT | 09/07/22 | FEDERAL W/H | 6,754.96 | 09/07/22 FEDERAL WITHHOLDING |
| 26211 | 08/22/22 | MB&T | 500,000.00 | SIX MONTH CD |
| 26212 | 08/29/22 | IA ONE CALL | 52.40 | LOCATE CHARGES |
| 26213 | 08/29/22 | ALLIANT ENERGY | 1,741.91 | ELECTRIC/GAS |
| 26214 | 08/29/22 | EMC NATIONAL LIFE | 93.72 | LIFE INSURANCE PREMIUMS |
| 26215 | 08/29/22 | WELLMARK BCBS | 13,037.80 | HEALTH/DENTAL PREMIUMS |
| 26216 | 08/29/22 | FEDERAL EXPRESS | 14.17 | SHIPPING CHARGES |
| 26217 | 08/29/22 | ZIEGLER, INC. | 1,420.66 | LS#1 GENERATOR MAINTENANCE |
| 26218 | 08/29/22 | AVESIS | 200.13 | VISION INSURANCE PREMIUMS |
| 26219 | 08/29/22 | HOTSY EQUIPMENT CO. | 202.15 | PLANT SUPPLIES |
| 26220 | 08/29/22 | WIN-911 SOFTWARE | 660.00 | ANNUAL SOFTWARE LICENSE FEE |
| 26221 | 08/29/22 | INTERSTATE ALL BATTERY | 270.00 | BACKUP BATTERIES |
| 26222 | 08/29/22 | CARDMEMBER SERVICES | 212.35 | AMAZON - BLDG 30 PARTS |
| 26222 | 08/29/22 | CARDMEMBER SERVICES | 189.28 | COURTYARD - CONFERENCE LODGING |

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|-------|----------|---------------------------|-------------------|--|
| 26222 | 08/29/22 | CARDMEMBER SERVICES | 53.29 | AMAZON - PLANT SUPPLIES |
| 26222 | 08/29/22 | CARDMEMBER SERVICES | 452.43 | CLTEL - PHONE/INTERNET SERVICE |
| 26222 | 08/29/22 | CARDMEMBER SERVICES | 54.98 | ACE HARDWARE - PLANT SUPPLIES |
| 26222 | 08/29/22 | CARDMEMBER SERVICES | 16.04 | ZOOM - SUBSCRIPTION FEES |
| 26222 | 08/29/22 | CARDMEMBER SERVICES | 86.52 | MICROSOFT - AZURE BACKUP SERVICES |
| 26222 | 08/29/22 | CARDMEMBER SERVICES | 300.00 | STATE HYGENIC LAB - CONFERENCE REGISTRATIONS |
| 26222 | 08/29/22 | CARDMEMBER SERVICES | 11.41 | AMAZON - PLANT SUPPLIES |
| 26222 | 08/29/22 | CARDMEMBER SERVICES | 123.64 | MENARDS - SAMPLER PARTS |
| 26222 | 08/29/22 | CARDMEMBER SERVICES | 19.30 | AMAZON - OFFICE SUPPLIES |
| 26222 | 08/29/22 | CARDMEMBER SERVICES | 16.98 | ACE HARDWARE - PLANT SUPPLIES |
| 26222 | 08/29/22 | CARDMEMBER SERVICES | 500.13 | SECRET LAB - OFFICE CHAIR |
| 26222 | 08/29/22 | CARDMEMBER SERVICES | 24.99 | AMAZON - SAMPLER BOTTLES |
| 26222 | 08/29/22 | CARDMEMBER SERVICES | 5.43 | ACE HARDWARE - GRASS SEED |
| 26222 | 08/29/22 | CARDMEMBER SERVICES | 17.95 | AMAZON - SAMPLER BOTTLES |
| 26222 | 08/29/22 | CARDMEMBER SERVICES | 83.20 | MENARDS - PLANT SUPPLIES |
| 26223 | 08/29/22 | MOORE, ANGIE | 300.00 | AUG CLEANING SERVICES |
| 26224 | 08/29/22 | R COMM WIRELESS | 289.00 | RADIO HEADSET |
| 26225 | 08/29/22 | SPRINGBROOK | 608.95 | CREDIT CARD/WEB PYMT FEES |
| 26226 | 08/29/22 | NASSCO | 574.50 | PLANT SUPPLIES |
| 26227 | 08/31/22 | WAPASHA CONSTRUCTION | 59,942.99 | PRETREATMENT PROJ PAY REQUEST #6 |
| 26228 | 09/09/22 | ALLIANT ENERGY | 2,930.64 | ELECTRIC/GAS |
| 26229 | 09/09/22 | PETTY CASH | 134.16 | POSTAGE/SUPPLIES |
| 26230 | 09/09/22 | PLUMB SUPPLY CO | 97.50 | AIR FILTERS |
| 26231 | 09/09/22 | MARCO, INC. | 66.47 | COPIER MAINTENANCE FEE |
| 26232 | 09/09/22 | FEDERAL EXPRESS | 254.53 | SHIPPING CHARGES |
| 26233 | 09/09/22 | FIVE STAR COOP | 187.50 | WEED SPRAY |
| 26234 | 09/09/22 | GFG | 4,061.27 | GAS DETECTOR/DOCKING STATION |
| 26235 | 09/09/22 | CONSOLIDATED INJURY | 2,047.23 | GAS/DIESEL |
| 26236 | 09/09/22 | SPRINGBROOK | 598.50 | CREDIT CARD/WEB PYMT FEES |
| 26237 | 09/09/22 | HACK'S PEST CONTROL | 45.00 | AUG PEST CONTROL |
| 26238 | 09/09/22 | NORTHWOOD SANITATION, LLC | 175.00 | AUG GARBAGE/RECYCLING |
| 26239 | 09/09/22 | STUTSMAN | 132,568.00 | SLURRY TANK |
| | | | <u>789,898.61</u> | |

**Clear Lake Sanitary District
Unpaid Invoices as of September 20, 2022**

| Check # | Date | Vendor Name | Amount | Description |
|---------|---------|--------------------------------|-----------|------------------------------------|
| PENDING | 9/20/22 | ALLIANT ENERGY | 20,366.35 | GAS/ELECTRIC |
| PENDING | 9/20/22 | BOLTON & MENK | 56,454.00 | INFRASTRUCTURE UPGRADE ENGINEERING |
| PENDING | 9/20/22 | CRESCENT ELECTRIC | 64.88 | LS #8 PARTS |
| PENDING | 9/20/22 | CULVER-HAHN ELECTRIC | 568.73 | LS #8 CONDUIT/SBR PARTS |
| PENDING | 9/20/22 | DOUG'S SMALL ENGINE | 128.70 | MOWER PARTS |
| PENDING | 9/20/22 | EMC NATIONAL LIFE | 93.72 | LIFE INSURANCE PREMIUMS |
| PENDING | 9/20/22 | EUROFINS TESTING | 3,800.50 | LAB TESTING |
| PENDING | 9/20/22 | FASTENAL | 180.33 | LS #4 PARTS |
| PENDING | 9/20/22 | IN CONTROL, INC. | 1,823.25 | SCADA UPGRADE PROJECT |
| PENDING | 9/20/22 | IN CONTROL, INC. | 2,717.00 | BLDG 30 SCADA UPGRADE PROJECT |
| PENDING | 9/20/22 | IOWA LOT STRIPING, LLC | 258.00 | PARKING LOT STRIPING |
| PENDING | 9/20/22 | LAIRD LAW FIRM | 1,250.00 | LEGAL SERVICES |
| PENDING | 9/20/22 | MELLEN & ASSOCIATES, INC. | 3,394.05 | SBR # 4 PARTS |
| PENDING | 9/20/22 | MERCYONE | 240.00 | 2022 CONSORTIUM DUES |
| PENDING | 9/20/22 | MID-AMERICA PUBLISHING CORP | 244.53 | PUBLICATIONS |
| PENDING | 9/20/22 | MID-IOWA SOLID WASTE EQUIPMENT | 3,509.22 | JET TRUCK NOZZLE |
| PENDING | 9/20/22 | MIDWEST LIQUID SYSTEMS, INC. | 1,121.30 | LS #5 & LS #8 INSPECTIONS |
| PENDING | 9/20/22 | MINNESOTA POLLUTION CONTROL | 520.00 | PUMP TRAINING CLASS REGISTRATIONS |
| PENDING | 9/20/22 | NAPA | 144.15 | PARTS/SUPPLIES |
| PENDING | 9/20/22 | NORTH IOWA PARKING LOT MAINT. | 3,635.60 | PARKING LOT CRACK FILLING |

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|---------|---------|---------------------------|-------------------|--------------------------------|
| PENDING | 9/20/22 | NORTH IOWA SAND & GRAVEL | 12,626.00 | PARKING LOT EXPANSION |
| PENDING | 9/20/22 | PEKIN | 626.82 | LIFE INSURANCE PREMIUMS |
| PENDING | 9/20/22 | PMMIC | 1,010.00 | LS#8 INSURANCE PREMIUM |
| PENDING | 9/20/22 | PUEGGEL, GRANT | 2,375.73 | 2022 DEDUCTIBLE REIMBURSEMENT |
| PENDING | 9/20/22 | STATE HYGIENIC LABORATORY | 890.00 | ANNUAL TOXICITY TEST |
| PENDING | 9/20/22 | THE TIRE EXPERTS | 1,101.63 | 1066 TRACTOR WHEEL/TIRE REPAIR |
| PENDING | 9/20/22 | UNITED RENTALS, INC. | 247.91 | MINI-EXCAVATOR RENTAL |
| PENDING | 9/20/22 | BLOXHAM, RONALD & JEAN | 12.04 | REFUND |
| | | | <u>119,404.44</u> | |