

**MINUTES OF BOARD OF TRUSTEES: January 17, 2023**  
**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) (Via Phone)  
Larry Adams (Clerk)  
Robert Wolfram, Jr.  
Tracy Peterson

Absent:

Also present: Mitch Hanson, Administrator  
Taylor Moore, Finance Director  
Shelby Webb, Attorney, Laird Law Firm  
Chip Schultz, Northland Public Finance  
John Graupman, Bolton & Menk

Item #1. Election of CLSD Board Officers. Wolfram nominated to have the same officers as 2022 in 2023, all Trustees present voting 'aye'.

Item #2. Opportunity for public to speak. No public present.

Item #3. Approve December 2022 Financial Statement. Motion by Nelson, second by Peterson to approve the December 2022 Financial Statement. Motion carried all Trustees present voting 'aye'.

Item #4. Approve December 2022 Invoices. Motion by Adams, second by Peterson to approve the December 2022 Invoices. Motion carried, all Trustees present voting 'aye'.

Item #5. Approve December 20<sup>th</sup>, 2022 Board Meeting Minutes. Motion by Nelson, second by Adams to approve the December 20<sup>th</sup>, 2022 Board Meeting Minutes. Motion carried, all Trustees present voting 'aye'.

Item #6. Infrastructure Upgrade Project SRF Sewer Fund Loan Discussion. Chip Schultz presented numerous funding options to the Board; all revenue based which would be funded through monthly billing. The Board decided to discuss this further and to finalize this decision at a special meeting on Monday, January 23<sup>rd</sup>, 2023, following the Budget Workshop.

Item #7. Infrastructure Upgrade Project.

- Resolution 23-01. A Resolution approving Contract, Bonds and Insurance Coverage for the Infrastructure Upgrade Project. The Board discussed the options available to them, including breaking down the base bid and rebidding, and if accepting the base bid, whether or not to take on any of the alternates. Motion by Adams, second by Peterson to approve Resolution 23-01, a Resolution approving Contract, Bonds and Insurance Coverage for the Infrastructure Upgrade Project, accepting the base bid in the amount of \$11,099,000 and alternate #3 in the amount of \$799,000 from John T. Jones Construction Company. President Bale called roll with the following results: Peterson,

“aye”, Nelson, “nay”, Wolfram, “nay”, Adams, “aye”, and Bale, “aye”. Motion carried with a vote of 3-2.

Item #8. Lift Station SCADA Improvement Project – Pay Request #3 \$624.00. Motion by Adams, second by Wolfram to approve Pay Request #3 for the Lift Station SCADA Improvement Project in the amount of \$624.00. Motion carried, all Trustees present voting ‘aye’.

Item #9. Tertiary SCADA Improvement Project – Pay Request #4 \$2,002.00. Motion by Peterson, second by Wolfram to approve Pay Request #4 for the Tertiary SCADA Improvement Project in the amount of \$624.00. Motion carried, all Trustees present voting ‘aye’.

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

Item #11. Administrator’s report. Hanson stated that the County will be doing multiple projects in the area and will need a place to store some dirt while the projects are ongoing. The County reached out to Hanson and wondered if it would be possible to store some dirt on the property. The Board had no issues with this as long as it didn’t look like an eyesore on the property.

Item #12. Trustee’s Report. Bale reminded the Board of the Budget Workshop at 8:30 a.m. on January 23<sup>rd</sup>, 2023 with a special meeting immediately following the workshop at approximately 10:00 a.m.

There being no further business to discuss, motion by Peterson, second by Adams to adjourn. Motion carried, all trustees present voting ‘aye’. Meeting adjourned at 6:57 p.m.

ATTEST:

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Larry Adams, Clerk

**Clear Lake Sanitary District**  
**Standard Monthly Invoices already paid as of January 17, 2023**

Check #	Date	Vendor Name	Amount	Description
EFT	12/19/22	IA DEPT. REV.	867.76	NOV '22 SALES TAX
EFT	12/21/22	UMB CORP TRUST BANK	600.00	FISCAL AGENT FEES
EFT	12/28/22	NET PAYROLL	21,673.77	12/28/22 NET PAYROLL
EFT	12/28/22	FEDERAL W/H	7,929.05	12/28/22 FEDERAL WITHHOLDING
EFT	12/28/22	IPERS W/H	9,082.02	12/28/22 IPERS WITHHOLDING
EFT	12/28/22	IA DEPT. REV.	2,907.00	12/28/22 STATE W/H
EFT	01/04/23	POSTMASTER	1,701.58	JAN BILL MAILING
EFT	01/11/23	NET PAYROLL	20,465.69	01/11/23 NET PAYROLL
EFT	01/11/23	BOARD PAYROLL	1,385.25	01/11/23 BOARD PAYROLL
EFT	01/11/23	FEDERAL W/H	7,263.15	01/11/23 FEDERAL WITHHOLDING
26415	12/27/22	FIRST CITIZENS BANK	1,500,000.00	SIX & TWELVE MONTH CDS
26416	01/04/23	IOWA ONE CALL	31.50	LOCATE CHARGES
26417	01/04/23	ALLIANT ENERGY	1,039.11	ELECTRIC/GAS
26418	01/04/23	CASE, MICHELLE	3,286.38	2022 DEDUCTIBLE REIMBURSEMENT
26419	01/04/23	WELLMARK BCBS	13,750.52	HEALTH & DENTAL INSURANCE PREMIUMS
26420	01/04/23	NORTH CENTRAL LABS	56.66	LAB SUPPLIES
26421	01/04/23	AVESIS	200.13	VISION INSURANCE PREMIUMS
26422	01/04/23	PUEGGEL, GRANT	35.10	ON-CALL MILEAGE REIMBURSEMENT
26423	01/04/23	PEKIN LIFE INSURANCE	520.21	LIFE INSURANCE PREMIUMS
26424	01/04/23	CARDMEMBER SERVICES	(10.27)	BROTHERS ACE - RETURNED ITEM
26424	01/04/23	CARDMEMBER SERVICES	414.93	REAL VNC - ANNUAL SUBSCRIPTION

26424	01/04/23	CARDMEMBER SERVICES	804.16	NORTH CENTRAL LABS - LAB SUPPLIES
26424	01/04/23	CARDMEMBER SERVICES	452.60	CLTEL - PHONE/INTERNET SERVICE
26424	01/04/23	CARDMEMBER SERVICES	2,201.58	IDEXX - LAB SUPPLIES
26424	01/04/23	CARDMEMBER SERVICES	93.97	AMAZON - OFFICE SUPPLIES
26424	01/04/23	CARDMEMBER SERVICES	64.51	MENARDS - SHOP SUPPLIES
26424	01/04/23	CARDMEMBER SERVICES	88.64	MICROSOFT - AZURE BACKUP
26424	01/04/23	CARDMEMBER SERVICES	16.04	ZOOM - SUBSCRIPTION FEES
26424	01/04/23	CARDMEMBER SERVICES	75.95	AMAZON - OFFICE SUPPLIES
26424	01/04/23	CARDMEMBER SERVICES	54.92	BROTHERS ACE - SHOP SUPPLIES
26424	01/04/23	CARDMEMBER SERVICES	99.00	WEF - WASTEWATER COURSE
26424	01/04/23	CARDMEMBER SERVICES	149.59	AMAZON - OFFICE/SHOP SUPPLIES
26424	01/04/23	CARDMEMBER SERVICES	597.24	FLEET FARM - SOFTENER SALT
26424	01/04/23	CARDMEMBER SERVICES	34.98	BROTHERS ACE - SHOP SUPPLIES
26424	01/04/23	CARDMEMBER SERVICES	79.00	BROTHERS ACE - BLDG 30 SAMPLER TUBING
26424	01/04/23	CARDMEMBER SERVICES	17.99	BROTHERS ACE - SHOP SUPPLIES
26424	01/04/23	CARDMEMBER SERVICES	257.27	AMAZON - OFFICE SUPPLIES
26424	01/04/23	CARDMEMBER SERVICES	325.00	TRACTOR HOUSE - ADVERTISEMENT
26424	01/04/23	CARDMEMBER SERVICES	76.92	BROTHERS ACE - SHOP SUPPLIES
26424	01/04/23	CARDMEMBER SERVICES	86.14	MICROSOFT - AZURE BACKUP
26424	01/04/23	CARDMEMBER SERVICES	17.58	BROTHERS ACE - SHOP SUPPLIES
26424	01/04/23	CARDMEMBER SERVICES	22.06	NC LABS - LAB SUPPLIES
26425	01/04/23	MOORE, ANGIE	300.00	DEC CLEANING SERVICES
26426	01/04/23	CONSOLIDATED ENERGY	1,725.45	DIESEL/GAS
26427	01/04/23	SAM, LLC	2,400.00	ANNUAL INTEGRITY GIS WEB HOSTING
26428	01/04/23	HANSON, MITCHELL	77.22	MILEAGE REIMBURSEMENT
26429	01/04/23	PRIMERICA LIFE INSURANCE	274.55	LIFE INSURANCE PREMIUMS
26430	01/04/23	NORTHWOOD SANITATION	350.00	NOV & DEC GARBAGE/RECYCLING CHARGES
26431	01/04/23	LAIRD LAW FIRM	1,250.00	LEGAL SERVICES
26432	01/04/23	CASE, MICHELLE	2,000.00	2023 HSA SEED CONTRIBUTION
26433	01/04/23	SPILMAN, DENNIS	2,000.00	2023 HSA SEED CONTRIBUTION
26434	01/04/23	FULLERTON, RON	2,000.00	2023 HSA SEED CONTRIBUTION
26435	01/04/23	PUEGGEL, GRANT	2,000.00	2023 HSA SEED CONTRIBUTION
26436	01/04/23	MOORE, TAYLOR	2,000.00	2023 HSA SEED CONTRIBUTION
26437	01/04/23	HANSON, MITCHELL	2,000.00	2023 HSA SEED CONTRIBUTION
26438	01/04/23	MORROW, JUSTIN	2,000.00	2023 HSA SEED CONTRIBUTION
26439	01/04/23	SEUFFERLEIN, STEVEN	2,000.00	2023 HSA SEED CONTRIBUTION
26440	01/09/23	FULLERTON, RON	5,000.00	2023 DEDUCTIBLE REIMBURSEMENT
26441	01/09/23	SEUFFERLEIN, STEVEN	237.00	2022 DEDUCTIBLE REIMBURSEMENT
			<u>1,626,428.90</u>	

**Clear Lake Sanitary District  
Unpaid Invoices as of January 17, 2023**

Check #	Date	Vendor Name	Amount	Description
PENDING	1/17/23	ALLIANT ENERGY	20,615.16	GAS/ELECTRIC
PENDING	1/17/23	AQUA-AEROBIC SYSTEMS	1,212.08	ACTUATOR - SBR
PENDING	1/17/23	CRESCENT ELECTRIC	10.00	LS #5 BRACKET
PENDING	1/17/23	EUROFINS TESTING	4,003.50	LAB TESTING
PENDING	1/17/23	FAREWAY	106.12	WATER - LAB SUPPLIES
PENDING	1/17/23	GRAINGER	121.23	SBR THERMOSTAT
PENDING	1/17/23	HACK'S PEST CONTROL	45.00	PEST CONTROL SERVICES
PENDING	1/17/23	LANDFILL OF NORTH IOWA	287.12	WASTE/GRIT DISPOSAL
PENDING	1/17/23	MARCO, INC.	66.47	COPIER MAINTENANCE FEE
PENDING	1/17/23	NAPA	2,632.06	PARTS/SUPPLIES
PENDING	1/17/23	SPILMAN, DENNIS	16.75	ON CALL MILEAGE
PENDING	1/17/23	SPRINGBROOK	606.10	CREDIT CARD/WEB FEES
PENDING	1/17/23	DAVID SMITH ESTATE	4.01	REFUND
			<u>29,725.60</u>	