

MINUTES OF BOARD OF TRUSTEES: February 21, 2023
CLEAR LAKE SANITARY DISTRICT, CERRO GORDO COUNTY, IOWA

The regular board meeting was called to order immediately following the FY 2024 Budget Public Hearing 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.
Tracy Peterson

Absent: Tony Nelson (Treasurer)

Also present: Mitch Hanson, Administrator
Taylor Moore, Finance Director
Shelby Webb, Attorney, Laird Law Firm
Chip Schultz, Northland Public Finance (via phone)

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

Item #2. Approve January 2023 Financial Statement. Motion by Wolfram, second by Peterson to approve the January 2023 Financial Statement. Motion carried all Trustees present voting 'aye'.

Item #3. Approve January 2023 Invoices. Motion by Peterson, second by Adams to approve the January 2023 Invoices. Motion carried, all Trustees present voting 'aye'.

Item #4. Approve January 17th and January 23rd, 2023 Board Meeting Minutes. Motion by Adams, second by Peterson to approve the January 17th and January 23rd, 2023 Board Meeting Minutes with amendments that were noted. Motion carried, all Trustees present voting 'aye'.

Item #5. Resolution 23-02, Not to Exceed \$4,900,000 Sewer Revenue Capital Loan Notes.

- Resolution fixing date for a meeting on the proposition to authorize a Loan and Disbursement Agreement and the issuance of Notes to evidence the obligations of the Sanitary District thereunder. Motion by Peterson, second by Adams to approve Resolution 23-02 fixing a date of March 21, 2023 at 5:30 P.M. for a meeting on the proposition to authorize a Loan and Disbursement Agreement and the issuance of Notes to evidence the obligations of the Sanitary District thereunder. President Bale called roll with the following results: Peterson, "aye"; Wolfram, "aye"; Adams, "aye"; and Bale, "aye". Motion carried.

Item #6. Ahlers & Cooney Bond Council Engagement Agreement - \$22,000.00. Motion by Adams, second by Peterson to approve the Ahlers & Cooney Engagement Agreement in the amount of \$22,000.00. Motion carried, all Trustees present voting 'aye'.

Item #7. Resolution 23-03, a Resolution Approving FY 2024 Budget. Motion by Adams, second by Peterson to approve Resolution 23-03, a Resolution Approving FY 2024 Budget. President Bale called roll with the following results: Peterson, "aye"; Adams, "aye"; Wolfram, "aye"; and Bale, "aye". Motion carried.

Item #8. Certificate of Deposit. Moore noted that a \$500,000 CD came due and needs to be reinvested. Motion by Bale, second by Adams to approve the quote from First Citizen's Bank for a two-year, \$500,000 CD at 4.95%. Motion carried, all Trustees present voting 'aye'.

Item #9. WWTF Pretreatment Improvements – Pay Request #8 - \$22,215.75. Motion by Peterson, second by Wolfram to approve Pay Request #8 for the WWTF Pretreatment Improvements Project in the amount of \$22,215.75. Motion carried, all Trustees present voting 'aye'.

Item #10. Tertiary SCADA Improvement Project – Pay Request #5 - \$10,117.25. Motion by Wolfram, second by Adams to approve Pay Request #5 for the Tertiary SCADA Improvement Project in the amount of \$10,117.25. Motion carried, all Trustees present voting 'aye'.

Item #11. Lab Renovation Project – Atura Architecture Quote. Hanson noted that the quote from Atura included the lab redesign and the storage building addition. Atura's quote came in at \$35,000.00. Motion by Wolfram, second by Peterson to approve Atura's quote in the amount of \$35,000.00 for the Lab Renovation Project. Motion carried, all Trustees present voting 'aye'.

Item #12. 517 West Lake Street, Ventura, Connection Fee Discussion. This item was tabled.

Item #13. Property Inquiry. The Board reserves the right to go into Closed Session to discuss per Iowa Code 21.5(1)(j) -To discuss the purchase or sale of particular real estate only where premature disclosure could be reasonably expected to increase the price the governmental body would have to pay for that property or reduce the price the governmental body would receive for that property. Motion by Peterson, second by Adams to enter into closed session as per Iowa Code 21.5(1)(j) at 6:31 p.m. Motion carried, all Trustees present voting 'aye'.

Motion by Peterson, second by Adams to go back into open session at 6:52 p.m. Motion carried, all Trustees present voting 'aye'.

No action taken on this item at this time.

Item #14. Unfinished Business. No unfinished business to be discussed.

Item #15. Administrator's report. Hanson noted that John T Jones is working on getting the District a spend schedule for the Infrastructure Upgrade Project. Hanson said that Larson Plumbing stated that the boilers in the pretreatment building should last at least another year, but will get us a couple different quotes on replacing the boilers, one will be high efficiency and the other would be a direct replacement quote.

Item #16. Trustee's Report. Wolfram inquired about moving the meetings back to 1:30 p.m. like they used to be. The rest of the Board agreed it would probably work for the majority of them, but would like to discuss it further when the entire Board is present.

There being no further business to discuss, motion by Adams, second by Peterson to adjourn. Motion carried, all trustees present voting 'aye'. Meeting adjourned at 7:03 p.m.

ATTEST:

Larry Adams, Clerk

Clear Lake Sanitary District
Standard Monthly Invoices already paid as of February 21, 2023

Check #	Date	Vendor Name	Amount	Description
EFT	01/19/23	IA DEPT. REV.	669.79	DEC '22 SALES TAX
EFT	01/19/23	IA WORKFORCE DEVELOPMENT	8.22	4TH QTR 2022 UNEMPLOYMENT
EFT	01/25/23	NET PAYROLL	20,462.01	01/25/23 NET PAYROLL
EFT	01/25/23	FEDERAL W/H	7,157.65	01/25/23 FEDERAL WITHHOLDING
EFT	01/25/23	IPERS W/H	8,988.55	01/25/23 IPERS WITHHOLDING
EFT	01/25/23	IA DEPT. REV.	2,412.63	01/25/232 STATE W/H
EFT	02/02/23	POSTMASTER	1,813.13	FEB BILL MAILING
EFT	02/08/23	NET PAYROLL	20,847.60	02/08/23 NET PAYROLL
EFT	02/08/23	FEDERAL W/H	7,359.68	02/08/23 FEDERAL WITHHOLDING
26456	01/23/23	ALLIANT ENERGY	3,291.33	ELECTRIC/GAS
26457	01/23/23	EMC NATIONAL LIFE	93.72	LIFE INSURANCE PREMIUMS
26458	01/23/23	ZIMMER & FRANCESCON, INC.	956.64	LS #4 SEALS/GASKETS/PARTS
26459	01/23/23	EUROFINS	56.00	LAB TESTING
26460	01/23/23	WELLMARK BCBS	13,853.65	HEALTH & DENTAL INSURANCE PREMIUMS
26461	01/23/23	PEKIN LIFE INSURANCE	520.21	LIFE INSURANCE PREMIUMS
26462	01/23/23	INTERSTATE ALL BATTERY CENTER	144.00	BATTERY BACKUP
26463	01/23/23	CARDMEMBER SERVICES	453.60	CLTEL - PHONE/INTERNET SERVICE
26463	01/23/23	CARDMEMBER SERVICES	16.04	ZOOM - SUBSCRIPTION FEES
26463	01/23/23	CARDMEMBER SERVICES	140.96	BROTHERS ACE - SBR HEAT CABLES
26463	01/23/23	CARDMEMBER SERVICES	160.00	WEF - MEMBERSHIP DUES
26463	01/23/23	CARDMEMBER SERVICES	256.18	CUMMINS - PLANT GENERATOR FUEL LINE
26463	01/23/23	CARDMEMBER SERVICES	431.30	AMAZON - OFFICE SUPPLIES/BLUEPRINT STORAGE
26463	01/23/23	CARDMEMBER SERVICES	29.99	FLEET FARM - SHOP SUPPLIES
26463	01/23/23	CARDMEMBER SERVICES	179.09	MENARDS - SHOP SUPPLIES
26463	01/23/23	CARDMEMBER SERVICES	120.00	IAWEA - 2023 MEMBERSHIPS
26463	01/23/23	CARDMEMBER SERVICES	88.98	MICROSOFT - AZURE BACKUP SERVICE
26464	01/23/23	CULVER-HAHN ELECTRIC	47.35	LS #5 PUMP PARTS
26465	01/23/23	IN CONTROL, INC	28,622.16	SCADA IMPROVEMENT PROJECTS
26466	01/23/23	SERVICEMASTER	225.00	CARPET CLEANING
26467	01/30/23	AVESIS	200.13	VISION INSURANCE PREMIUMS
26468	01/30/23	MOORE, ANGIE	300.00	JAN CLEANING SERVICES
26469	01/30/23	HACK'S PEST CONTROL	45.00	PEST CONTROL SERVICE
26470	01/30/23	NORTHWOOD SANITATION, LLC	175.00	JAN WASTE DISPOSAL SERVICE
26471	02/10/23	ALLIANT ENERGY	16,436.90	ELECTRIC/GAS
26472	02/10/23	PETTY CASH	134.35	PETTY CASH REIMBURSEMENT
26473	02/10/23	MARCO, INC.	66.47	COPIER MAINTENANCE FEE
26474	02/10/23	ZIEGLER, INC.	751.38	PLANT GENERATOR MAINTENANCE
26475	02/10/23	CONSOLIDATED ENERGY	124.60	SLUDGE LOADOUT PUMP OIL
26476	02/10/23	LAIRD LAW FIRM	1,250.00	LEGAL SERVICES
			138,889.29	

Clear Lake Sanitary District
Unpaid Invoices as of February 21, 2023

Check #	Date	Vendor Name	Amount	Description
PENDING	2/21/23	ALLIANT ENERGY	5,204.33	GAS/ELECTRIC
PENDING	2/21/23	BOLTON & MENK	3,964.54	INFRASTRUCTURE UPGRADE ENGINEERING
PENDING	2/21/23	BOXS MEDIA, LLC	1,894.00	WEB & EMAIL HOSTING ANNUAL FEES
PENDING	2/21/23	CRESCENT ELECTRIC	1,016.67	LS #5 HEATER
PENDING	2/21/23	CULVER-HAHN ELECTRIC	127.86	SHOP SUPPLIES
PENDING	2/21/23	DOUG'S SMALL ENGINE	37.95	MOWER OIL
PENDING	2/21/23	EMC NATIONAL LIFE	93.72	LIFE INSURANCE PREMIUMS

PENDING	2/21/23	EUROFINS TESTING	2,888.00	LAB TESTING
PENDING	2/21/23	FAREWAY	41.76	COFFEE
PENDING	2/21/23	FULLERTON, RON	750.00	2023 DEDUCTIBLE REIMBURSEMENT
PENDING	2/21/23	GOODNATURE WORK STOP	241.47	EMPLOYEE BOOTS/UNIFORMS
PENDING	2/21/23	GWORKS	2,080.00	ANNUAL PAYROLL SOFTWARE LICENSE/SUPP.
PENDING	2/21/23	HUPP ELECTRIC MOTORS	1,316.00	ANNUAL HOIST INSPECTION
PENDING	2/21/23	IOWA DNR	700.00	5 YR DISCHARGE PERMIT FEE
PENDING	2/21/23	IOWA STATE UNIVERSITY	90.00	COMMERCIAL PESTICIDE COURSE
PENDING	2/21/23	LANDFILL OF NORTH IOWA	46.00	WASTE/GRIT DISPOSAL
PENDING	2/21/23	LARSEN PLUMBING & HEATING, INC.	105.00	ADMIN BLDG RTU MAINTENANCE
PENDING	2/21/23	MID-AMERICA PUBLISHING CORP	255.11	PUBLICATIONS
PENDING	2/21/23	NAPA	341.98	PARTS/SUPPLIES
PENDING	2/21/23	PATHFINDER SYSTEMS INC.	557.48	DIGESTER BLOWER - CHECK VALVE/GASKET
PENDING	2/21/23	PEKIN	520.21	LIFE INSURANCE PREMIUMS
PENDING	2/21/23	PLUMB SUPPLY CO.	180.88	FILTERS
PENDING	2/21/23	QUALITY FLOW SYSTEMS, INC.	1,674.37	BLDG 30 FILTER SUPPLY PUMP PARTS
PENDING	2/21/23	SPRINGBROOK	649.80	CREDIT CARD/WEB FEES
PENDING	2/21/23	STANDARD BEARINGS	210.76	FILTER BACKWASH PUMP PARTS
PENDING	2/21/23	WELLMARK BLUE CROSS	13,647.39	HEALTH & DENTAL INS PREMIUMS
PENDING	2/21/23	WHKS	12,706.61	PRETREATMENT BLDG IMPROV. PROJ. ENGIN.
PENDING	2/21/23	ZIMMER & FRANCESCON, INC.	965.87	LS#4 PUMP #3 PARTS
PENDING	2/21/23	BOYD, EDNA	12.93	REFUND
PENDING	2/21/23	STEPHENSON, NORMA	273.70	REFUND
			<u>52,594.39</u>	