

MINUTES OF BOARD OF TRUSTEES: October 18, 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
John Graupman, P.E., Bolton & Menk
Tracy Peterson

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

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

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

Item #4. Approve September 20th, 2022 Board Meeting Minutes. Motion by Adams, second by Wolfram to approve the September 20th, 2022 Board Meeting Minutes. Motion carried, all Trustees present voting 'aye'.

Item #5. Infrastructure Upgrade Project. Resolution 22-05, a Resolution approving Plans and Specification, Ordering Bids, Notice to Bidders, Fixing Amount of Bid Security, and Ordering the Administrator to Publish Notice and Fixing a Date for Receiving Same, and for a Public Hearing on Plans, Specification, Form of Contract and Estimate of Costs for the Construction of the "Infrastructure Upgrade Project" for the Clear Lake Sanitary District, Clear Lake, IA. Graupman from Bolton & Menk presented updates to the project along with updated cost estimates. Graupman recommended putting out ads for bids in the first week of November, and opening bids on December 13th, 2022. Motion by Nelson, second by Bale to approve Resolution 22-05. President Bale called roll with the following results: Nelson, 'aye'; Wolfram, 'aye'; Adams, 'aye'; and Bale, 'aye'. Motion carried.

Item #6. Cost of Treatment Evaluation Proposal – Bolton & Menk. Hanson stated that the proposal came in at a not to exceed amount of \$17,200.00. Motion by Adams, second by Nelson to approve the Cost of Treatment Evaluation proposal from Bolton & Menk. Motion carried, all Trustees present voting 'aye'.

Item #7. Memorandum of Understanding Between the Iowa Department of Natural Resources and the Clear Lake Sanitary District. Nelson requested this be tabled so he could do more research. Tabled until next meeting.

Item #8. Skid Loader Winter Attachments Quotes. Motion by Nelson, second by Adams to approve the a snowblower and box and blade for the skid loader, a Virnig V50 Snowblower from BDS Equipment in the amount of \$7,259.00 and a Kage System 9' Box & Blade from Stellar Truck & Trailer in the amount of \$10,201.46. Motion carried, Nelson, Adams and Bale voting 'aye', and Wolfram abstained from voting.

Item #9. Personnel Matters. Note: The Board reserves the right to go into closed session per Iowa Code 21.5(1)(i). To evaluate the professional competency of an individual whose appointment, hiring, performance or discharge is being considered when necessary to prevent needless and irreparable injury to that individual's reputation and that individual requests a closed session. Motion by Nelson, second by Bale to enter into closed session as per Iowa Code 21.5(1)(i) at 6:43 p.m. Motion carried, all Trustees present voting 'aye'.

Motion by Adams, second by Nelson to go back into open session at 8:04 p.m. Motion carried, all Trustees present voting 'aye'.

Item #10. Employee Wage Adjustment. The Board established adjustments to salaries and hourly wages for employees of the Clear Lake Sanitary District based upon cost of living and performance. This information is on file in the office of the Clear Lake Sanitary District. Motion by Wolfram, second by Adams to approve wage adjustments as per the schedule presented. Motion carried, all Trustees present voting 'aye'.

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

Item #12. Administrator's report. Hanson said that sludge hauling has begun. Hanson stated that the Terragator needs to be listed for sale. He's waiting on some estimates for it and then will post it for sale using sealed bids with a base amount.

Item #13. Trustee's Report. Bale noted that a CD is coming due before the next meeting. The Board directed Moore to get quotes and then reach out to the Board via email for further direction.

There being no further business to discuss, motion by Adams, second by Nelson to adjourn. Motion carried, all trustees present voting 'aye'. Meeting adjourned at 8:10 p.m.

ATTEST:

Larry Adams, Clerk

Clear Lake Sanitary District
Standard Monthly Invoices already paid as of October 18, 2022

Check #	Date	Vendor Name	Amount	Description
EFT	09/09/22	IA DEPT. REV.	1,552.26	AUG '22 SALES TAX
EFT	09/21/22	NET PAYROLL	18,991.85	09/21/22 NET PAYROLL
EFT	09/21/22	FEDERAL W/H	6,623.82	09/21/22 FEDERAL WITHHOLDING
EFT	09/21/22	IPERS W/H	8,446.33	09/21/22 IPERS WITHHOLDING
EFT	09/21/22	IA DEPT. REV.	2,461.00	09/21/22 STATE W/H
EFT	09/21/22	CLB&T	3,000,000.00	SIX, TWELVE, & EIGHTEEN MONTH CDS
EFT	09/21/22	FARMERS STATE BANK	2,000,000.00	TWO MONTH CD
EFT	09/23/22	CLB&T	82.98	DEPOSIT SLIP ORDER
EFT	10/05/22	POSTMASTER	1,708.44	OCT BILL MAILING
EFT	10/05/22	NET PAYROLL	20,649.79	10/05/22 NET PAYROLL

EFT	10/05/22	FEDERAL W/H	7,012.27	10/05/22 FEDERAL WITHHOLDING
EFT	10/11/22	IA WORKFORCE DEVELOPMENT	26.86	3RD QTR 2022 UNEMPLOYMENT
EFT	10/11/22	IA DEPT. REV.	1,632.75	SEPT '22 SALES TAX
26267	09/21/22	SPILMAN, DENNIS	135.30	2022 DEDUCTIBLE REIMBURSEMENT
26268	09/21/22	MB&T	2,000,000.00	NINE & TWELVE MONTH CDS
26269	09/22/22	IA DNR	100.00	CONSTRUCTION PERMIT APPLICATION
26270	09/22/22	SPILMAN, DENNIS	33.50	ON-CALL MILEAGE
26271	09/22/22	WELLMARK BCBS	12,688.66	HEALTH & DENTAL INSURANCE PREMIUMS
26272	09/22/22	CARDMEMBER SERVICES	(232.70)	COMMERCE INC - SBR ACTUATOR MOTOR RETURNED
26272	09/22/22	CARDMEMBER SERVICES	2,900.00	IDNR - LAB CERTIFICATION FEE
26272	09/22/22	CARDMEMBER SERVICES	626.85	AMAZON - OFFICE/SHOP/LAB SUPPLIES
26272	09/22/22	CARDMEMBER SERVICES	452.67	CLTEL - PHONE/INTERNET SERVICE
26272	09/22/22	CARDMEMBER SERVICES	15.18	ACE HARDWARE - SHOP SUPPLIES
26272	09/22/22	CARDMEMBER SERVICES	1,167.07	NCLABS - LAB SUPPLIES
26272	09/22/22	CARDMEMBER SERVICES	89.26	MICROSOFT - AZURE BACKUP SERVICES
26272	09/22/22	CARDMEMBER SERVICES	43.98	AMAZON - OFFICE SUPPLIES
26272	09/22/22	CARDMEMBER SERVICES	232.70	COMMERCE INC - SBR ACTUATOR MOTOR
26272	09/22/22	CARDMEMBER SERVICES	1,657.64	IDEXX - LAB SUPPLIES
26272	09/22/22	CARDMEMBER SERVICES	16.04	ZOOM - SUBSCRIPTION FEES
26272	09/22/22	CARDMEMBER SERVICES	224.14	HACH - LAB SUPPLIES
26272	09/22/22	CARDMEMBER SERVICES	295.86	MENARDS - LS#8 PARTS
26272	09/22/22	CARDMEMBER SERVICES	30.99	ACE HARDWARE - SHOP SUPPLIES
26272	09/22/22	CARDMEMBER SERVICES	36.99	MENARDS - PLANT SUPPLIES
26272	09/22/22	CARDMEMBER SERVICES	682.84	AGRI CAMERAS - TRACTOR CAMERA SYSTEM
26272	09/22/22	CARDMEMBER SERVICES	543.98	AMAZON - TONER/OFFICE SUPPLIES
26272	09/22/22	CARDMEMBER SERVICES	9.99	AMAZON - SHOP SUPPLIES
26272	09/22/22	CARDMEMBER SERVICES	35.78	WALMART - CLEANING SUPPLIES
26272	09/22/22	CARDMEMBER SERVICES	95.22	CABLE TIES & MORE - SLUDGE TANK PARTS
26272	09/22/22	CARDMEMBER SERVICES	79.65	AMAZON - CAMERA TRUCK SUPPLIES
26272	09/22/22	CARDMEMBER SERVICES	21.54	AMAZON - OFFICE SUPPLIES
26273	09/22/22	WINCAN	4,174.50	2022/23 LICENSE/SUPPORT FEE
26274	09/29/22	ALLIANT ENERGY	686.66	ELECTRIC/GAS
26275	09/29/22	J&J MACHINE	18.88	SLUDGE HAULING TANK PARTS
26276	09/29/22	MASON CITY RED POWER	349.80	TRACTOR CAMERA/CORDS
26277	09/29/22	GRP & ASSOCIATES	106.50	LAB WASTE DISPOSAL
26278	09/29/22	IN CONTROL, INC.	247.50	PROGRAMMING
26279	09/29/22	PRIMERICA LIFE INSURANCE	262.98	LIFE INSURANCE PREMIUMS
26280	10/06/22	IOWA ONE CALL	46.80	LOCATE CHARGES
26281	10/06/22	ALLIANT ENERGY	37.97	ELECTRIC/GAS
26282	10/06/22	FIVE STAR COOP	302.21	TANK CLEANER
26283	10/06/22	AVESIS	200.13	VISION INSURANCE PREMIUMS
26284	10/06/22	OFFICE ELEMENTS	108.40	COPY PAPER
26285	10/06/22	MOORE, ANGIE	300.00	SEPT CLEANING SERVICES
26286	10/06/22	CONSOLIDATED ENERGY	241.15	55 GALLON DEF
26287	10/06/22	HACK'S PEST CONTROL	45.00	SEPT PEST CONTROL
26288	10/06/22	FLOW CONTROL AUTOMATION	17,380.00	SBR ACTUATORS
26289	10/06/22	NORTHWOOD SANITATION, LLC	175.00	SEPT GARBAGE/RECYCLING
26290	10/06/22	LAIRD LAW FIRM	1,250.00	LEGAL SERVICES
26291	10/06/22	US STANDARD PRODUCTS	492.23	LOCATE PAINT
26292	10/13/22	MARCO, INC.	66.47	COPIER MAINTENANCE FEE
26293	10/13/22	MASON CITY RED POWER	1,043.11	TRACTOR WEIGHTS/PARTS
26294	10/13/22	CONSOLIDATED ENERGY	1,770.76	GAS/DIESEL
			<u>7,120,477.53</u>	

Clear Lake Sanitary District
Unpaid Invoices as of October 18, 2022

Check #	Date	Vendor Name	Amount	Description
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PENDING	10/18/22	ALLIANT ENERGY	16,392.29	GAS/ELECTRIC
PENDING	10/18/22	AMERICAN SOLUTIONS FOR BUSINESS	3,431.79	BILLING CARDS
PENDING	10/18/22	BMC AGGREGATES L.C.	77.54	GRAVEL
PENDING	10/18/22	BOLTON & MENK	45,622.00	INFRASTRUCTURE UPGRADE ENGINEERING
PENDING	10/18/22	CENTRAL LOCK & KEY, INC.	765.00	DOOR/LOCK/SAFE MAINTENANCE
PENDING	10/18/22	DOUG'S SMALL ENGINE	153.34	MOWER MAINTENANCE
PENDING	10/18/22	EUROFINS TESTING	1,987.50	LAB TESTING
PENDING	10/18/22	FAREWAY	60.43	PLANT/OFFICE SUPPLIES
PENDING	10/18/22	FEDERAL FIRE EQUIPMENT CO.	635.00	EXTINGUISHER INSPECTION/MAINT.
PENDING	10/18/22	LANDFILL OF NORTH IOWA	40.33	WASTE/GRIT DISPOSAL
PENDING	10/18/22	MC2, INC.	1,013.75	CLEANING GEL
PENDING	10/18/22	MID-IOWA SOLID WASTE EQUIP. CO.	2,208.11	ANNUAL GIS WEBSITE HOSTING FEES
PENDING	10/18/22	MIDWEST LIQUID SYSTEMS, INC.	1,046.57	LS#5/LS#8 UST MAINTENANCE
PENDING	10/18/22	NAPA	143.48	PARTS/SUPPLIES
PENDING	10/18/22	PLUMB SUPPLY CO.	15.12	SPLITTER BOX PARTS
PENDING	10/18/22	SPRINGBROOK	595.65	CREDIT CARD/WEB FEES
PENDING	10/18/22	THOMPSON, JOHN & COLLEEN	238.42	REFUND
			<u>74,426.32</u>	