

MINUTES OF BOARD OF TRUSTEES: December 20, 2022
CLEAR LAKE SANITARY DISTRICT, CERRO GORDO COUNTY, IOWA

The regular board meeting was called to order following the Public Hearing by President Bale at 5:33 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.
Tracy Peterson

Absent:

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

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

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

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

Item #4. Approve November 15th, 2022 Board Meeting Minutes. Motion by Nelson, second by Wolfram to approve the November 15th, 2022 Board Meeting Minutes. Motion carried, all Trustees present voting 'aye'.

Item #5. Infrastructure Upgrade Project. Graupman discussed the bid tabulation and the Board's options at this time.

- Resolution 22-06. A Resolution approving Contract, Bonds and Insurance Coverage for the Infrastructure Upgrade Project. Tabled until next meeting.

Item #6. MBT Certificate of Deposit. \$500,000.00. Motion by Nelson, second by Peterson to formally approve the \$500,000, three-year CD with Manufacturer's Bank & Trust at 4.3%. Motion carried, all Trustees present voting 'aye'.

Item #7. December Certificate of Deposit. \$2,000,000. Motion by Nelson, second by Adams to approve the purchase of a 6-month, \$750,000 CD at 4.47% and a 12-month, \$750,000 CD at 4.67%, both from First Citizens Bank and to put the remainder back into the Money Market. Motion carried, all Trustees present voting 'aye'.

Item #8. WWTF Pretreatment Improvements – Pay Request #7 \$31,084.01. Motion by Peterson, second by Nelson to approve Pay Request No. 7 for the WWTF Pretreatment Improvement Project in the amount of \$31,084.01. Motion carried, all Trustees present voting 'aye'.

Item #9. WHKS Professional Services Agreement Amendment #2. \$12,100.00. Motion by Nelson, second by Adams to approve Amendment #2 for the WHKS Professional Services Agreement in the amount of \$12,100.00. Motion carried, all Trustees present voting ‘aye’.

Item #10. Lift Station SCADA Improvement Project – Pay Request No. 2, \$8,268.00. Motion by Peterson, second by Adams to approve Pay Request No. 2 for the Lift Station SCADA Improvement Project in the amount of \$8,268.00. Motion carried, all Trustees present voting ‘aye’.

Item #11. Ag Chem Sealed Bid Approval. Hanson noted that the highest bid was Bob Burns in the amount of \$58,600.00. Motion by Nelson, second by Peterson to approve the bid from Bob Burns in the amount of \$58,600.00. Motion carried, all Trustees present voting ‘aye’.

Item #12. Unfinished Business. No unfinished business to be discussed.

Item #13. Administrator’s report. Hanson stated that there’s been some issues with the decanters on the SBR’s freezing and a few guys had to come out over the weekend to get things running.

Item #14. Trustee’s Report.

- Set Fiscal Year 2024 Budget Workshop Date. The Fiscal Year 2024 Budget Workshop was set for Monday, January 23rd, at 8:30 a.m.

There being no further business to discuss, motion by Wolfram, second by Adams 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 December 20, 2022**

Check #	Date	Vendor Name	Amount	Description
	11/16/22	NET PAYROLL	22,657.38	11/16/22 NET PAYROLL
	11/16/22	FEDERAL W/H	8,453.16	11/16/22 FEDERAL WITHHOLDING
	11/16/22	IA DEPT. REV.	1,263.82	OCT '22 SALES TAX
	11/29/22	UMB CORP TRUST BANK	131,600.00	GO BOND INTEREST PYMT
	11/30/22	NET PAYROLL	22,061.04	11/30/22 NET PAYROLL
	11/30/22	FEDERAL W/H	8,185.94	11/30/22 FEDERAL WITHHOLDING
	11/30/22	IPERS W/H	13,225.11	11/30/22 IPERS WITHHOLDING
	11/30/22	IA DEPT. REV.	4,395.00	11/30/22 STATE W/H
	12/06/22	POSTMASTER	1,707.24	DEC BILL MAILING
	12/14/22	NET PAYROLL	21,518.44	12/14/22 NET PAYROLL
	12/14/22	FEDERAL W/H	7,888.99	12/14/22 FEDERAL WITHHOLDING
26358	11/16/22	CLB&T	500.00	CHAMBER BUCKS
26359	11/16/22	SANCO EQUIPMENT	9,000.00	SKID LOADER SNOW PLOW
26360	11/21/22	ALLIANT ENERGY	2,925.72	ELECTRIC/GAS
26361	11/21/22	KNORR ELECTRIC	81.25	PUMP #2 MOTOR REPAIRS
26362	11/21/22	EMC NATIONAL LIFE	93.72	LIFE INSURANCE PREMIUMS
26363	11/21/22	TUSHA, TED	16.75	ON-CALL MILEAGE REIMBURSEMENT
26364	11/21/22	WELLMARK BCBS	13,750.52	HEALTH & DENTAL INSURANCE PREMIUMS
26365	11/21/22	IMWCA	529.00	WORKERS COMP PREMIUM ADJUSTMENT
26366	11/21/22	PEKIN LIFE INSURANCE	520.21	LIFE INSURANCE PREMIUMS
26367	11/21/22	INTERSTATE ALL BATTERY CENTER	323.70	DUMP TRUCK BATTERY

26368	11/21/22	CARDMEMBER SERVICES	(41.38)	AMAZON - RETURNED ITEM
26368	11/21/22	CARDMEMBER SERVICES	(60.48)	AMAZON - RETURNED ITEM
26368	11/21/22	CARDMEMBER SERVICES	77.06	STATE OF IA - ELECTRICAL LICENSE RENEWAL
26368	11/21/22	CARDMEMBER SERVICES	100.00	FLEET FARM - TRACTOR DEF PUMP
26368	11/21/22	CARDMEMBER SERVICES	332.59	THERMOWORKS - LAB THERMOMETER
26368	11/21/22	CARDMEMBER SERVICES	452.22	CLTEL - PHONE/INTERNET SERVICE
26368	11/21/22	CARDMEMBER SERVICES	75.09	KRAMER - LS #8 PARTS
26368	11/21/22	CARDMEMBER SERVICES	16.04	ZOOM - SUBSCRIPTION FEES
26368	11/21/22	CARDMEMBER SERVICES	60.48	AMAZON - DOOR OPENERS
26368	11/21/22	CARDMEMBER SERVICES	85.94	MICROSOFT - AZURE BACKUP
26368	11/21/22	CARDMEMBER SERVICES	10.43	AMAZON - OFFICE SUPPLIES
26368	11/21/22	CARDMEMBER SERVICES	516.74	THERMOWORKS - LAB THERMOMETERS
26368	11/21/22	CARDMEMBER SERVICES	240.87	HACH - LAB SUPPLIES
26368	11/21/22	CARDMEMBER SERVICES	73.90	THERMOWORKS - THERMOMETER CALIBRATION
26368	11/21/22	CARDMEMBER SERVICES	279.86	USA BLUEBOOK - PLANT SUPPLIES
26368	11/21/22	CARDMEMBER SERVICES	18.40	AMAZON - OFFICE SUPPLIES
26368	11/21/22	CARDMEMBER SERVICES	79.91	BP FUEL - GAS - TRUCK #4
26368	11/21/22	CARDMEMBER SERVICES	102.60	AMAZON - OFFICE SUPPLIES
26368	11/21/22	CARDMEMBER SERVICES	14.58	KRAMER - CAMERA TRUCK SUPPLIES
26369	11/21/22	QUALITY FLOW SYSTEMS	3,628.33	DIESEL
26370	11/21/22	HANSON, MITCHELL	1,434.22	2022 HSA DEDUCTIBLE REIMBURSEMENT
26371	11/21/22	CC SCREEN PRINTING	437.30	UNIFORMS
26372	11/30/22	IOWA ONE CALL	62.10	LOCATE CHARGES
26373	11/30/22	BACON, STEVE	94.38	UNIFORM/ON-CALL MILEAGE REIMBURSEMENT
26374	11/30/22	MANUFACTURER'S BANK & TRUST	500,000.00	3 YR CD
26375	11/30/22	ELLIOT EQUIPMENT CO.	1,545.73	JET TRUCK PRESSURE REGULATOR
26376	11/30/22	INTERSTATE ALL BATTERY CENTER	1,343.40	BACKUP BATTERIES
26377	11/30/22	MOORE, ANGIE	300.00	NOV CLEANING SERVICES
26378	11/30/22	IOWA DIVISION OF LABOR SERVICES	240.00	ANNUAL BOILER INSPECTIONS
26379	11/30/22	HANSON, MITCHELL	25.74	MILEAGE REIMBURSEMENT
26380	12/14/22	ALLIANT ENERGY	18,249.62	ELECTRIC/GAS
26381	12/14/22	PLUMB SUPPLY	36.29	SHOP SUPPLIES
26382	12/14/22	MARCO, INC.	66.47	COPIER MAINTENANCE FEE
26383	12/14/22	TUSHA, TED	16.75	ON-CALL MILEAGE REIMBURSEMENT
26384	12/14/22	AVESIS	200.13	VISION INSURANCE PREMIUMS
26385	12/14/22	OFFICE ELEMENTS	117.50	COPIER PAPER
26386	12/14/22	STANDARD BEARINGS	48.68	LS #6 SEAL
26387	12/14/22	ADVANTAGE ADMINISTRATORS	300.00	ANNUAL POP PLAN RENEWAL
26388	12/14/22	LARSEN PLUMBING AND HEATING	2,335.60	PRETREATMENT BLDG HEATING VALVES
26389	12/14/22	CONSOLIDATED ENERGY	349.20	OIL
26390	12/14/22	SPRINGBROOK	593.75	WEB PYMT/CREDIT CARD FEES
26391	12/14/22	HACK'S PEST CONTROL	45.00	PEST CONTROL SERVICE
26392	12/14/22	NASSCO	317.95	PLANT SUPPLIES
26393	12/14/22	FLOOR TO CEILING	2,624.90	BOARDROOM FLOORING
26394	12/14/22	LAIRD LAW FIRM	1,250.00	LEGAL SERVICES
			<u>808,794.88</u>	

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

Check #	Date	Vendor Name	Amount	Description
PENDING	12/20/22	ALLIANT ENERGY	1,829.44	GAS/ELECTRIC
PENDING	12/20/22	BOLTON & MENK	97,459.26	INFRASTRUCTURE UPGRADE ENGINEERING
PENDING	12/20/22	CC SCREEN PRINTING	40.61	UNIFORMS/EMBROIDERY
PENDING	12/20/22	CRESCENT ELECTRIC	1,066.06	LS # 5 HEATER/PARTS
PENDING	12/20/22	EMC NATIONAL LIFE	93.72	LIFE INSURANCE PREMIUMS
PENDING	12/20/22	EUROFINS TESTING	3,327.00	LAB TESTING
PENDING	12/20/22	FASTENAL	423.36	PLANT SUPPLIES

PENDING	12/20/22	FIVE STAR SHOP SERVICE	158.00	NUTS/BOLTS
PENDING	12/20/22	GOODNATURE WORK STOP	359.95	EMPLOYEE BOOTS/UNIFORMS/SAFETY GEAR
PENDING	12/20/22	GRP & ASSOCIATES	106.50	LAB WASTE DISPOSAL
PENDING	12/20/22	IN CONTROL, INC.	8,268.00	SCADA UPGRADE PROJECT
PENDING	12/20/22	LANDFILL OF NORTH IOWA	87.00	WASTE/GRIT DISPOSAL
PENDING	12/20/22	MID-AMERICA PUBLISHING CORP	202.95	PUBLICATIONS
PENDING	12/20/22	NAPA	510.87	PARTS/SUPPLIES
PENDING	12/20/22	NORTH CENTRAL LABS	1,679.27	LAB SUPPLIES
PENDING	12/20/22	TRUCK CENTER	95.43	DUMP TRUCK PARTS
PENDING	12/20/22	AZZOLINA, SALLY	1.69	REFUND
			<u>115,709.11</u>	