

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

The regular board meeting was called to order immediately following the Proposed Authorization of a Loan and Disbursement Agreement and the Issuance of Not to Exceed \$4,900,000 Sewer Revenue Capital Loan Notes 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)
Tony Nelson (Treasurer)
Larry Adams (Clerk)
Robert Wolfram, Jr.
Tracy Peterson

Absent:

Also present: Mitch Hanson, Administrator
Taylor Moore, Finance Director
Kristi Brant, CPA, Potter & Brant PCL (via phone)
Chip Schultz, Northland Public Finance (via phone)

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

Motion by Peterson, second by Adams to amend the agenda to move Item #8 FY 2022 Audit Report to Item #2. Motion carried, all Trustees present voting 'aye'.

Item #2. FY 2022 Audit Report. Brant presented the FY 2022 Audit Report. Motion by Nelson, second by Peterson to approve the FY 2022 Audit Report. Motion carried, all Trustees present voting 'aye'.

Item #3. Approve February 2023 Financial Statement. Motion by Adams, second by Nelson to approve the February 2023 Financial Statement. Motion carried all Trustees present voting 'aye'.

Item #4. Approve February 2023 Invoices. Motion by Peterson, second by Adams to approve the February 2023 Invoices. Motion carried, all Trustees present voting 'aye'.

Item #5. Approve February 21st, 2023 Board Meeting Minutes. Motion by Wolfram, second by Peterson to approve the February 21st, 2023 Board Meeting Minutes. Motion carried, all Trustees present voting 'aye'.

Item #6. LS #5 & 8 Access Hatch Quotes. Hanson presented a quote from Zimmer & Francescon in the amount of \$5,553.00 for six access hatches, three for Lift Station #5 and three for Lift Station #8. The current hatches have a lip that sits around 3" above ground which presents a tripping hazard when working within that area. Motion by Adams, second by Peterson to approve the quote from Zimmer & Francescon in the amount of \$5,553.00 for six access hatches for Lift Stations 5 and 8. Motion carried, all Trustees present voting 'aye'.

Hanson exited at 5:55 p.m.

Item #7. Resolution 23-04, a Resolution amending Resolution 23-03, Approving FY 2024 Budget. Moore noted that Resolution 23-03 needed to be amended due to the change in

valuations, resulting in the levy rate increasing by \$0.03. Motion by Bale, second by Nelson to approve Resolution 23-04, a Resolution amending Resolution 23-03, approving the FY 2024 Budget. President Bale called roll with the following results: Peterson, 'aye'; Nelson, 'aye'; Wolfram, 'aye'; Adams, 'aye'; and Bale, 'aye'. Motion carried.

Item #8. Resolution 23-05, a Resolution Instituting Proceedings to Take Additional Action for the Authorization of a Loan and Disbursement Agreement and the Issuance of Not to Exceed \$4,900,000 Sewer Revenue Capital Loan Notes. Motion by Nelson, second by Adams to approve Resolution 23-05, a Resolution Instituting Proceedings to Take Additional Action for the Authorization of a Loan and Disbursement Agreement and the Issuance of Not to Exceed \$4,900,000 Sewer Revenue Capital Loan Notes. President Bale called roll with the following results: Peterson, 'aye'; Nelson, 'aye'; Wolfram, 'aye'; Adams, 'aye'; and Bale, 'aye'. Motion carried.

Hanson called in at 6:05 p.m.

Item #9. Amendment to Ordinance No. 7 – Sewer Rate Increase. Hanson noted that the increase is 5% to the usage rates, and a \$3.00 increase to the base rate which will be used for repayment of the Sewer Revenue Capital Loan Notes. Motion by Peterson, second by Adams to approve the first reading of the Amendment to Ordinance No. 7. President Bale called roll with the following results: Peterson, 'aye'; Nelson, 'aye'; Wolfram, 'aye'; Adams, 'aye'; and Bale, 'aye'. Motion carried.

Motion by Nelson, second by Wolfram to waive the second and third readings of the Amendment to Ordinance No. 7. President Bale called roll with the following results: Peterson, 'aye'; Nelson, 'aye'; Wolfram, 'aye'; Adams, 'aye'; and Bale, 'aye'. Motion carried.

Item #10. Certificate of Deposit. Bale noted that a \$1,000,000 CD came due and at least part of it needs to be reinvested after reviewing the contractor's spend schedule for the Infrastructure Improvement Project. Motion by Nelson, second by Adams to approve the quote from Manufacturer's Bank & Trust for a nine-month, \$750,000 CD at 5.25%. Motion carried, all Trustees present voting 'aye'.

Item #11. WWTF Pretreatment Improvements – Pay Request #9 - \$26,307.99. Hanson noted that this is the retention and final pay request for this project. Motion by Wolfram, second by Peterson to approve Pay Request #9 for the WWTF Pretreatment Improvements Project in the amount of \$26,307.99. Motion carried, all Trustees present voting 'aye'.

Item #12. Tertiary SCADA Improvement Project – Pay Request #6 - \$3,539.25. Motion by Nelson, second by Wolfram to approve Pay Request #6 for the Tertiary SCADA Improvement Project in the amount of \$3,539.25. Motion carried, all Trustees present voting 'aye'.

Item #13. Lift Station SCADA Improvement Project – Pay Request #4 - \$15,405.00. Motion by Peterson, second by Adams to approve Pay Request #4 for the Lift Station SCADA Improvement Project in the amount of 15,405.00. Motion carried, all Trustees present voting 'aye'.

Item #14. Account Adjustment - #012785-001. Hanson said that per the letter and pictures received from the customer, an outside spigot had frozen and burst resulting in 135,100 gallons of usage, which ran outside the house, toward the lake. The total amount of the credit would be \$359.37. Motion by Nelson, second by Adams to approve an adjustment on Account #012785-001 in the amount of \$359.37. Motion carried, all Trustees present voting 'aye'.

Item #15. Unfinished Business. Bale and Wolfram mentioned the discussion at the last meeting about the monthly meeting time. Nelson noted that if the meetings were moved to earlier in the day he would have to resign as he would not be able to attend. This is to be revisited in the future as Wolfram would like to see an earlier meeting time.

Item #16. Administrator's report. Hanson stated that Larsen Plumbing & Heating had come to find that one of the admin building boilers has backed up with sludge and needs to be replaced. Hanson will email the quote for the replacement to the Board when he receives it, for approval.

Item #17. Trustee's Report. No report.

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 6:33 p.m.

ATTEST:

Larry Adams, Clerk

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

Check #	Date	Vendor Name	Amount	Description
EFT	02/20/23	IA DEPT. REV.	805.06	JAN '23 SALES TAX
EFT	02/22/23	NET PAYROLL	20,386.04	02/22/23 NET PAYROLL
EFT	02/22/23	FEDERAL W/H	7,128.56	02/22/23 FEDERAL WITHHOLDING
EFT	02/22/23	IPERS W/H	9,009.20	02/22/23 IPERS WITHHOLDING
EFT	02/22/23	IA DEPT. REV.	2,446.98	02/22/232 STATE W/H
EFT	03/06/23	POSTMASTER	1,813.15	FEB BILL MAILING
EFT	03/08/23	NET PAYROLL	21,549.02	03/08/23 NET PAYROLL
EFT	03/08/23	FEDERAL W/H	7,621.59	03/08/23 FEDERAL WITHHOLDING
EFT	03/16/23	IA DEPT. REV.	668.92	FEB '23 SALES TAX
26509	02/23/23	FIRST CITIZENS BANK	500,000.00	\$500K 24 MO. CD
26510	02/28/23	ZIEGLER, INC.	2,836.54	LS #1 GENERATOR PARTS
26511	02/28/23	CARDMEMBER SERVICES	(1,750.00)	POINTS REDEMPTION
26511	02/28/23	CARDMEMBER SERVICES	452.70	CLTEL - PHONE/INTERNET SERVICE
26511	02/28/23	CARDMEMBER SERVICES	177.65	AMAZON - UNIFORMS
26511	02/28/23	CARDMEMBER SERVICES	260.91	KAMAN - GASKET/HOSE
26511	02/28/23	CARDMEMBER SERVICES	420.00	IAWEA - MAINTENANCE CONFERENCE REGISTRATIONS
26511	02/28/23	CARDMEMBER SERVICES	136.08	LANDS' END - UNIFORMS
26511	02/28/23	CARDMEMBER SERVICES	16.04	ZOOM - SUBSCRIPTION FEES
26511	02/28/23	CARDMEMBER SERVICES	179.00	AMAZON - OFFICE SUPPLIES
26511	02/28/23	CARDMEMBER SERVICES	2,037.68	ERA - LAB TESTING
26511	02/28/23	CARDMEMBER SERVICES	145.95	AMAZON - OFFICE/LAB SUPPLIES
26511	02/28/23	CARDMEMBER SERVICES	27.83	KWIK STAR - MEETING MEALS
26511	02/28/23	CARDMEMBER SERVICES	62.10	EBAY - PNEUMATIC LUBE OIL
26511	02/28/23	CARDMEMBER SERVICES	25.74	AMAZON - OFFICE SUPPLIES
26511	02/28/23	CARDMEMBER SERVICES	268.78	BEST WESTERN - CONFERENCE LODGING
26511	02/28/23	CARDMEMBER SERVICES	31.99	STAPLES - OFFICE SUPPLIES
26511	02/28/23	CARDMEMBER SERVICES	47.78	WALMART - PLANT SUPPLIES
26511	02/28/23	CARDMEMBER SERVICES	42.35	ACE HARDWARE - SHOP SUPPLIES
26511	02/28/23	CARDMEMBER SERVICES	43.75	ACE HARDWARE - SHOP SUPPLIES
26511	02/28/23	CARDMEMBER SERVICES	24.99	AMAZON - OFFICE SUPPLIES
26511	02/28/23	CARDMEMBER SERVICES	45.16	ACE HARDWARE - SHOP SUPPLIES
26511	02/28/23	CARDMEMBER SERVICES	145.62	LANDS' END - UNIFORMS
26511	02/28/23	CARDMEMBER SERVICES	8.95	AMAZON - BULBS
26511	02/28/23	CARDMEMBER SERVICES	549.57	HACH - LAB SUPPLIES
26511	02/28/23	CARDMEMBER SERVICES	420.00	IAWEA - CONFERENCE REGISTRATIONS
26511	02/28/23	CARDMEMBER SERVICES	26.98	ACE HARDWARE - SHOP SUPPLIES
26511	02/28/23	CARDMEMBER SERVICES	600.00	HACH - LAB SUPPLIES

26512	02/28/23	MOORE, ANGIE	350.00	FEB CLEANING SERVICES
26513	02/28/23	MERCYONE	117.00	EMPLOYEE SCREENING
26514	02/28/23	VAN WALL EQUIPMENT	26.38	JD MOWER PARTS
26515	02/28/23	NORTHWOOD SANITATION, LLC	175.00	WASTE DISPOSAL SERVICE
26516	03/10/23	ALLIANT ENERGY	17,412.31	ELECTRIC/GAS
26517	03/10/23	ZIMMER & FRANCESCON, INC.	4,620.01	LS #4 PUMP #3 PARTS
26518	03/10/23	MARCO, INC.	66.47	MAR COPIER MAINTENANCE FEE
26519	03/10/23	AVESIS	200.13	MAR VISION INSURANCE
26520	03/10/23	INTERSTATE ALL BATTERY	79.20	BATTERY BACKUPS
26521	03/10/23	MOORE, TAYLOR	2,555.82	2023 DEDUCTIBLE REIMBURSEMENT
26522	03/10/23	CONSOLIDATED ENERGY	1,603.49	GAS/OIL
26523	03/10/23	SPRINGBROOK	607.05	FEB WEB/CREDIT CARD FEES
26524	03/10/23	WOODMAN CONTROLS	3,950.00	HVAC VALVE REPLACEMENTS
26525	03/10/23	HACK'S PEST CONTROL	45.00	FEB PEST CONTROL SERVICES
26526	03/10/23	LAIRD LAW FIRM	1,250.00	LEGAL SERVICES
			<u>611,770.52</u>	

**Clear Lake Sanitary District
Unpaid Invoices as of March 21, 2023**

Check #	Date	Vendor Name	Amount	Description
PENDING	3/21/23	ALLIANT ENERGY	742.27	GAS/ELECTRIC
PENDING	3/21/23	CC SCREEN PRINTING	47.59	UNIFORMS/EMBROIDERY
PENDING	3/21/23	CERRO GORDO DEPT. OF HEALTH	223.00	EMPLOYEE VACCINATIONS
PENDING	3/21/23	EMC NATIONAL LIFE	93.72	LIFE INSURANCE PREMIUMS
PENDING	3/21/23	EUROFINS TESTING	3,289.50	LAB TESTING
PENDING	3/21/23	GLEN'S TIRE SERVICE INC.	959.52	CAMERA TRUCK TIRES
PENDING	3/21/23	GRAINGER	73.28	FILTER CARTRIDGE
PENDING	3/21/23	GRP & ASSOCIATES	106.50	LAB WASTE DISPOSAL
PENDING	3/21/23	IOWA LEAGUE OF CITIES	25.00	CITYSCAPE SUBSCRIPTION
PENDING	3/21/23	LARSEN PLUMBING & HEATING, INC.	665.00	ADMIN BLDG HVAC VALVE INSTALLATIONS
PENDING	3/21/23	MASON CITY RED POWER	183.00	310 MFD TRACTOR PARTS/SUPPLIES
PENDING	3/21/23	MID-AMERICA PUBLISHING CORP	227.70	PUBLICATIONS
PENDING	3/21/23	NAPA	653.29	PARTS/SUPPLIES
PENDING	3/21/23	PEKIN	520.21	LIFE INSURANCE PREMIUMS
PENDING	3/21/23	SHERWIN WILLIAMS	449.58	LS#5 EPOXY PAINT
PENDING	3/21/23	WOODFORD LUMBER & HOME CO.	72.10	SHOP SUPPLIES
PENDING	3/21/23	HRUBETZ, MARY HELEN	10.22	REFUND
PENDING	3/21/23	MARINO, DARI	21.46	REFUND
PENDING	3/21/23	NIELSEN, STEVEN	26.81	REFUND
			<u>8,389.75</u>	