

MINUTES OF BOARD OF TRUSTEES: May 16, 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)
Larry Adams (Clerk)
Robert Wolfram, Jr.
Tracy Peterson

Absent:

Also present: Mitch Hanson, Administrator
Taylor Moore, Finance Director

President Bale noted that the agenda needed to be amended for a last-minute item, a pay request from Atura in the amount of \$9,625.00. Motion by Peterson, second by Nelson to add the Atura pay request to the agenda after Item #9. Motion carried, all Trustees present voting 'aye'.

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

Adams entered at 5:31 p.m.

Item #2. Approve April 2023 Financial Statement. Motion by Nelson, second by Bale to approve the April 2023 Financial Statement. Motion carried all Trustees present voting 'aye'.

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

Item #4. Approve April 18th, 2023 Board Meeting Minutes. Motion by Nelson, second by Adams to approve the April 18th, 2023 Board Meeting Minutes. Motion carried, all Trustees present voting 'aye'.

Item #5. Certificates of Deposit. Bale noted that Moore was directed to get CD quotes for up to \$500,000 at the previous meeting and that the Board would approve via email and now they need to be formally approved. Motion by Peterson, second by Wolfram to approve the CD purchases, a \$250,000 CD with First Citizen's Bank for 18 months and a \$250,000 CD with Manufacturer's Bank & Trust for 12 months. Motion carried, all Trustees present voting 'aye'.

Item #6. Account Adjustment - #00942-000. Hanson noted that the DNR left a valve open, causing their valve pit to overflow and using about 165,000 gallons over the average April usage. The credit request form that was submitted stated that the excess water did go into the sanitary sewer. Hanson also stated that the City of Clear Lake did not offer a credit to the DNR for the water or wastewater portion of their bill. Motion by Nelson, second by Peterson to approve the credit once the District has inspected the valve pit and surrounding area to make sure there's no sanitary sewer access in the location of the leak and upon receiving a revised credit form. Motion carried, all Trustees present voting 'aye'.

Item #7. Infrastructure Upgrade Project – Pay Request #2 \$1,111,862.75. Hanson said that the contractor amended this pay request to \$750,000.00 to help line up the District’s CDs that are coming due to pay for the project. Motion by Nelson, second by Adams to approve the Infrastructure Upgrade Project Pay Request #2 in the revised amount of \$750,000.00. Motion carried, all Trustees present voting ‘aye’.

Item #8. Tertiary SCADA Improvement Project – Pay Request #5 \$5,109.75. Motion by Peterson, second by Wolfram to approve the Tertiary SCADA Improvement Project Pay Request #5 in the amount of \$5,109.75. Motion carried, all Trustees present voting ‘aye’.

Item #9. Lab Upgrade Schedule/Estimate/Design Approval – Atura. Hanson presented the design and estimates for the Lab Upgrade and Storage Addition Project. Hanson stated that the excess cost for this project could be covered under what was budgeted for the pretreatment building boilers, as those are no longer expected to be replaced at this time. Motion by Nelson, second by Adams to approve Atura’s base Lab Design proposal. Motion carried, all Trustees present voting ‘aye’.

Item #9a. Atura Lab Upgrade Project Design – Pay Request #2. Motion by Adams, second by Peterson to approve Atura’s Pay Request #2 in the amount of \$9,625.00. Motion carried, all Trustees present voting ‘aye’.

Item #10. Advance Networking Services - Server Quote - \$10,400.00. Moore stated the server is now 9 years old and due to be replaced. Every year during budgeting it keeps getting pushed back and now drives are starting to fail. Motion by Peterson, second by Nelson to approve the server quote from Advance Networking Services in the amount of \$10,400.00. Motion carried, all Trustees present voting ‘aye’.

Item #11. Late Fee and Certification Fee. Hanson stated that the District’s late fees and certification fees have not been adjusted in many years. Hanson noted that this was discussed during budgeting and needs to be addressed for the upcoming fiscal year. After some discussion the Board settled on a late fee amount of \$7.50 and a certification fee of \$25.00. Motion by Bale, second by Nelson to approve raising the late fee to \$7.50 and the certification fee to \$25.00. Motion carried, all Trustees present voting ‘aye’.

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

Item #13. Administrator’s report. Hanson said the soil correction for the Infrastructure Improvement Project is nearly done and there will be a construction meeting on Wednesday, May 17th. Hanson stated that the insurance claim for the piping for the boiler system is still pending, but Larsen’s has been working on flushing the lines. Lastly, Hanson mentioned the need to get updated quotes for the tree removal at Lift Station #2. These trees will need to be removed prior to the Lift Station #2 improvements.

Item #14. Trustee’s Report. No report.

There being no further business to discuss, motion by Nelson, second by Adams to adjourn. Motion carried, all trustees present voting ‘aye’. Meeting adjourned at 6:53 p.m.

ATTEST:

Larry Adams, Clerk

Clear Lake Sanitary District
Standard Monthly Invoices already paid as of May 16, 2023

Check #	Date	Vendor Name	Amount	Description
EFT	04/17/23	IA WORKFORCE DEVELOPMENT	170.82	1ST QTR 2023 UNEMPLOYMENT
EFT	04/19/23	NET PAYROLL	20,191.18	04/19/23 NET PAYROLL
EFT	04/19/23	FEDERAL W/H	7,005.55	04/19/23 FEDERAL WITHHOLDING
EFT	04/19/23	IPERS W/H	9,109.44	04/19/23 IPERS WITHHOLDING
EFT	04/19/23	IA DEPT. REV.	2,385.27	04/19/23 STATE W/H
EFT	05/02/23	POSTMASTER	1,806.54	MAY BILL MAILING
EFT	05/03/23	NET PAYROLL	20,994.63	05/03/23 NET PAYROLL
EFT	05/03/23	FEDERAL W/H	7,378.21	05/03/23 FEDERAL WITHHOLDING
EFT	05/11/23	IA DEPT. REV.	805.29	APR '23 SALES TAX
26579	04/27/23	IOWA ONE CALL	32.40	LOCATE CHARGES
26580	04/27/23	ALLIANT ENERGY	3,029.85	ELECTRIC/GAS
26581	04/27/23	EMC NATIONAL LIFE	93.72	LIFE INSURANCE PREMIUMS
26582	04/27/23	VAN METER, INC.	363.81	SBR MIXER PARTS
26583	04/27/23	WELLMARK BCBS	13,750.52	HEALTH/DENTAL INSURANCE PREMIUMS
26584	04/27/23	CERRO GORDO COUNTY P&Z	75.00	INFRASTRUCTURE PROJECT ZONING FEE
26585	04/27/23	AVESIS	206.15	VISION INSURANCE PREMIUMS
26586	04/27/23	PEKIN	520.21	LIFE INSURANCE PREMIUMS
26587	04/27/23	CARDMEMBER SERVICES	107.87	MENARDS - LIFT STATION PAINT SUPPLIES
26587	04/27/23	CARDMEMBER SERVICES	28.98	ACE HARDWARE - LS #5 SUPPLIES
26587	04/27/23	CARDMEMBER SERVICES	453.37	CLTEL - PHONE/INTERNET SERVICE
26587	04/27/23	CARDMEMBER SERVICES	134.90	ACE HARDWARE - LS #5 SUPPLIES
26587	04/27/23	CARDMEMBER SERVICES	17.11	ZOOM - SUBSCRIPTION FEE
26587	04/27/23	CARDMEMBER SERVICES	76.87	ACE HARDWARE - LS #5 SUPPLIES
26587	04/27/23	CARDMEMBER SERVICES	146.69	AMAZON - SHOP SUPPLIES
26587	04/27/23	CARDMEMBER SERVICES	28.99	ACE HARDWARE - SHOP SUPPLIES
26587	04/27/23	CARDMEMBER SERVICES	336.56	AMAZON - OFFICE SUPPLIES
26587	04/27/23	CARDMEMBER SERVICES	459.62	HACH - LAB SUPPLIES
26587	04/27/23	CARDMEMBER SERVICES	33.57	ACE HARDWARE - LS #8 SUPPLIES
26587	04/27/23	CARDMEMBER SERVICES	110.89	AMAZON - LAB SUPPLIES
26587	04/27/23	CARDMEMBER SERVICES	30.00	IAWEA - LICENSE RENEWAL
26587	04/27/23	CARDMEMBER SERVICES	31.96	ACE HARDWARE - INFRASTRUCTURE PROJ SUPPLIES
26587	04/27/23	CARDMEMBER SERVICES	25.96	ACE HARDWARE - SHOP SUPPLIES
26587	04/27/23	CARDMEMBER SERVICES	87.65	MICROSOFT - AZURE BACKUP
26588	04/27/23	MOORE, TAYLOR	953.72	2023 DEDUCTIBLE REIMBURSEMENT
26589	04/27/23	MOORE, ANGIE	350.00	APR CLEANING SERVICES
26590	04/27/23	CONSOLIDATED ENERGY	2,001.16	DIESEL/GAS
26591	04/27/23	SIoux VALLEY ENVIRONMENTAL	3,294.00	ACRYLIC POLYMER
26592	04/27/23	NORTHWOOD SANITATION, LLC	175.00	GARBAGE/RECYCLING SERVICE
26593	04/27/23	ATURA ARCHITECTURE	3,500.00	LAB UPGRADE PROJECT DESIGN
26594	04/28/23	MANUFACTURER'S BANK & TRUST	250,000.00	CERTIFICATE OF DEPOSIT
26595	04/28/23	FIRST CITIZEN'S BANK	250,000.00	CERTIFICATE OF DEPOSIT
26596	05/09/23	CERRO GORDO COUNTY P&Z	1,500.00	INFRASTRUCTURE PROJECT PERMIT FEES
26597	05/11/23	ALLIANT ENERGY	15,983.38	ELECTRIC/GAS
26598	05/11/23	PMMIC	1,162.00	LS #5 INSURANCE PREMIUMS
26599	05/11/23	ZIMMER & FRANCESCON, INC.	5,553.00	LS #5 & 8 HATCH COVERS
26600	05/11/23	MARCO, INC.	74.93	COPIER MAINTENANCE FEE
26601	05/11/23	LISA'S PEST CONTROL	45.00	PEST CONTROL SERVICES
26602	05/11/23	LAIRD LAW FIRM	1,250.00	LEGAL SERVICES
			625,871.77	

Clear Lake Sanitary District
Unpaid Invoices as of May 16, 2023

Check #	Date	Vendor Name	Amount	Description
PENDING	5/16/23	ADVANCE NETWORKING SERVICES	1,500.00	NETWORK/PC SUPPORT
PENDING	5/16/23	CULVER-HAHN ELECTRIC	558.41	SBR PARTS
PENDING	5/16/23	EUROFINS TESTING	2,757.50	LAB TESTING
PENDING	5/16/23	FRONTIER LABS, INC	16.00	SOIL SAMPLING FOR LS #5
PENDING	5/16/23	IN CONTROL, INC.	393.75	LS #1 EMERGENCY CALL-OUT
PENDING	5/16/23	MUNICIPAL SUPPLY INC	1,975.88	METERS/READER
PENDING	5/16/23	NAPA	584.39	FILTERS/PARTS/SUPPLIES
PENDING	5/16/23	SIOUX VALLEY ENVIRONMENTAL	221.00	BLDG #30 BISULFITE PUMP TUBE
PENDING	5/16/23	SPRINGBROOK	17,161.09	CREDIT CARD/WEB FEES/ANNUAL SERVICE FEE
PENDING	5/16/23	UTILITY EQUIPMENT CO.	2,954.59	LS #5 PUMP #1 PARTS
			28,122.61	