

**MINUTES OF BOARD OF TRUSTEES: June 20, 2023**  
**CLEAR LAKE SANITARY DISTRICT, CERRO GORDO COUNTY, IOWA**

The regular board meeting was called to order immediately following the Science Casework Contract Public Hearing by President Bale at 5:31 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: Taylor Moore, Finance Director

Also present: Mitch Hanson, Administrator  
Jay LeFevre, First Gabrielson Agency  
Shelby Smith, Attorney, Laird Law Firm

President Bale requested that the agenda be amended to move Item #10 up to #2. Motion by Nelson, second by Adams to move Item #10 on the Agenda to Item #2. Motion carried, all Trustees present voting 'aye'.

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

Item #2. Bolton & Menk Construction Services Agreement. Hanson discussed the Bolton & Menk Construction Services Agreement for the Infrastructure Upgrade Project, which was a not to exceed amount of \$552,910.00. Bolton & Menk informed Hanson that they expect the overall cost come in below this estimation. Adams expressed concerns with the range of cost for the on-site engineer and Nelson questioned the overall cost of the agreement. Motion by Adams, second by Peterson to approve the Bolton & Menk Construction Services Agreement. Motion carried with a vote of 3 to 2, Adams, Peterson and Bale voting 'aye', and Nelson and Wolfram voting 'nay'.

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

Item #4. Approve May 2023 Invoices. Motion by Nelson, second by Wolfram to approve the May 2023 Invoices. Motion carried, all Trustees present voting 'aye'.

Item #5. Approve May 16<sup>th</sup>, 2023 Board Meeting Minutes. Motion by Peterson, second by Adams to approve the May 16<sup>th</sup>, 2023 Board Meeting Minutes. Motion carried, all Trustees present voting 'aye'.

Item #6. Property Insurance – First Gabrielson. LeFevre discussed the property insurance renewal with ICAP, the rate increases due to inflation, as well as the other options available for the Sanitary District.

Item #7. Lab Science Casework Project.

- Resolution 23-04A. A Resolution approving Contract, Bonds and Insurance Coverage for the Lab Science Casework Project. Motion by Nelson, second by Peterson to approve Resolution 23.04A, a Resolution approving Contract, Bonds and Insurance Coverage for

the Lab Science Casework Project. President Bale called roll with the following results: Peterson, 'aye'; Nelson, 'aye'; Wolfram, 'aye'; Adams, 'aye'; and Bale, 'aye'. Motion carried.

Item #8. Lab Construction Upgrade/Addition Drawings Approval. Motion by Peterson, second by Adams to approve the Lab Construction Upgrade/Addition Drawings. Motion carried, all Trustees present voting 'aye'.

Item #9. Infrastructure Upgrade Project – Pay Request #3 \$929,533.99. Motion by Adams, second by Nelson to approve the Infrastructure Upgrade Project Pay Request #3 in the amount of \$929,533.99. Motion carried, all Trustees present voting 'aye'.

Item #10. Lift Station SCADA Improvement Project – Pay Request #6 \$41,283.20. Motion by Peterson, second by Nelson to approve the Lift Station SCADA Improvement Project Pay Request #6 in the amount of \$41,283.20. Motion carried, all Trustees present voting 'aye'.

Item #11. \$4,900,000 Taxable Sewer Revenue Capital Loan Notes, Series 2023.

- Resolution 23-05. A Resolution approving and authorizing a form of Loan and Disbursement Agreement by and between the Clear Lake Sanitary District, issuance and securing the payment of \$4,900,000 Sewer Revenue Capital Loan Notes, Series 2023, of the Clear Lake Sanitary District, Iowa under the provisions of the Code of Iowa, and providing for a method of payment of said Notes. Motion by Nelson, second by Adams to approve Resolution 23-05, a Resolution approving and authorizing a form of Loan and Disbursement Agreement by and between the Clear Lake Sanitary District, issuance and securing the payment of \$4,900,000 Sewer Revenue Capital Loan Notes, Series 2023, of the Clear Lake Sanitary District, Iowa under the provisions of the Code of Iowa, and providing for a method of payment of said Notes. President Bale called roll with the following results: Peterson, 'aye'; Nelson, 'aye'; Wolfram, 'aye'; Adams, 'aye'; and Bale, 'aye'. Motion carried.

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

Item #13. Administrator's report. Hanson stated that with the Lift Station SCADA Upgrade Project it's caused some radio communication errors as there's too much data going back and forth due to the new alarms. Hanson discussed with CLTel the option of putting fiber at the sites that are having the most issues, this would cost \$44.95/month. Hanson also noted that he's preparing the advertisement for another employee and will get that published soon. Hanson said the heating/cooling systems is back up and running better than it ever has. Hanson also noted that he's still waiting for a final determination from the insurance regarding this issue.

Item #14. Trustee's Report. Bale proposed having an early morning workshop August 1<sup>st</sup> for some future financial and project planning.

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 6:57 p.m.

ATTEST:

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Larry Adams, Clerk

**Clear Lake Sanitary District**  
**Standard Monthly Invoices already paid as of June 20, 2023**

Check #	Date	Vendor Name	Amount	Description
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EFT	05/17/23	NET PAYROLL	20,693.77	05/17/23 NET PAYROLL
EFT	05/17/23	FEDERAL W/H	7,212.76	05/17/23 FEDERAL WITHHOLDING
EFT	05/30/23	UMB CORP TRUST BANK	816,600.00	GO BOND PRINCIPAL & INTEREST
EFT	05/31/23	NET PAYROLL	20,267.26	05/31/23 NET PAYROLL
EFT	05/31/23	FEDERAL W/H	6,987.71	05/31/23 FEDERAL WITHHOLDING
EFT	05/31/23	IPERS W/H	13,525.68	05/31/23 IPERS WITHHOLDING
EFT	05/31/23	IA DEPT. REV.	3,673.49	05/31/23 STATE W/H
EFT	06/05/23	POSTMASTER	1,821.40	JUNE BILL MAILING
EFT	06/09/23	IA DEPT. REV.	820.80	MAY '23 SALES TAX
EFT	06/14/23	NET PAYROLL	21,182.53	06/14/23 NET PAYROLL
EFT	06/14/23	FEDERAL W/H	7,469.95	06/14/23 FEDERAL WITHHOLDING
26615	05/26/23	AQUA-AEROBIC SYSTEMS	921.01	SBR #1 LIMIT SWITCH
26616	05/26/23	IOWA ONE CALL	40.50	LOCATE CHARGES
26617	05/26/23	ALLIANT ENERGY	2,140.87	ELECTRIC/GAS
26618	05/26/23	USA BLUEBOOK	128.73	BLDG 30 FUNCTION VALVE
26619	05/26/23	EMC NATIONAL LIFE	93.72	LIFE INSURANCE PREMIUMS
26620	05/26/23	TUSHA, TED	33.50	ON-CALL MILEAGE REIMBURSEMENT
26621	05/26/23	SPILMAN, DENNIS	1,586.45	2023 DEDUCTIBLE REIMBURSEMENT
26622	05/26/23	WELLMARK BCBS	13,750.52	HEALTH/DENTAL INSURANCE PREMIUMS
26623	05/26/23	FIVE STAR COOP	696.40	WEED SPRAY
26624	05/26/23	IMWCA	6,965.00	FY 2024 WORKERS COMP PREMIUMS
26625	05/26/23	J&J MACHINE	55.62	JET TRUCK PARTS
26626	05/26/23	FLOYD & LEONARD	36.99	WEEDEATER HEAD
26627	05/26/23	AVESIS	206.15	VISION INSURANCE PREMIUMS
26628	05/26/23	MIDWEST PIPE SUPPLY	1,464.00	INFRASTRUCTURE PROJ. - VALVE BOX/VALVE/GASKET
26629	05/26/23	PEKIN LIFE INSURANCE	520.21	LIFE INSURANCE PREMIUMS
26630	05/26/23	GRP & ASSOCIATES	106.50	LAB WASTE DISPOSAL
26631	05/26/23	CONSOLIDATED ENERGY	895.89	GAS/NOZZLE
26632	05/26/23	CULVER-HAHN ELECTRIC	146.15	SBR PARTS
26633	05/26/23	MID-AMERICA PUBLISHING CORP.	228.69	PUBLICATIONS
26634	05/26/23	CHOSEN VALLEY TESTING	935.00	INFRASTRUCTURE PROJ - COMPACTION TESTING
26635	05/26/23	IN CONTROL, INC.	3,708.00	SCADA PROGRAMMING
26636	05/26/23	NASSCO	603.23	PLANT SUPPLIES
26637	06/06/23	ALLIANT ENERGY	332.30	ELECTRIC/GAS
26638	06/06/23	NAPA	121.16	PARTS/SUPPLIES
26639	06/06/23	POSTMASTER	136.00	ANNUAL PO BOX FEE
26640	06/06/23	EUROFINS TESTING	4,190.00	LAB TESTING
26641	06/06/23	CHARLSON EXCAVATING	1,845.90	INFRASTRUCTURE PROJ - ROCK FOR LAY DOWN AREA
26642	06/06/23	FEDERAL EXPRESS	39.92	SHIPPING CHARGES
26643	06/06/23	PUEGGEL, GRANT	13.10	ON-CALL MILEAGE REIMBURSEMENT
26644	06/06/23	CARDMEMBER SERVICES	452.62	CLTEL - PHONE/INTERNET SERVICE
26644	06/06/23	CARDMEMBER SERVICES	17.11	ZOOM - SUBSCRIPTION FEE
26644	06/06/23	CARDMEMBER SERVICES	768.16	HACH - LAB SUPPLIES
26644	06/06/23	CARDMEMBER SERVICES	17.18	ACE HARDWARE - UV BLDG PARTS
26644	06/06/23	CARDMEMBER SERVICES	128.27	DROPBOX - ANNUAL SUBSCRIPTION
26644	06/06/23	CARDMEMBER SERVICES	89.30	AMAZON - OFFICE SUPPLIES
26644	06/06/23	CARDMEMBER SERVICES	41.97	ACE HARDWARE - PARTS
26644	06/06/23	CARDMEMBER SERVICES	30.54	MIDWEST WHEEL - ENCLOSED TRAILER PARTS
26644	06/06/23	CARDMEMBER SERVICES	4.99	ACE HARDWARE - SHOP SUPPLIES
26644	06/06/23	CARDMEMBER SERVICES	24.15	ACE HARDWARE - SHOP SUPPLIES
26644	06/06/23	CARDMEMBER SERVICES	340.00	HR SIMPLE - 2023 HR MANUALS
26644	06/06/23	CARDMEMBER SERVICES	95.95	ACE HARDWARE - SBR/SHOP SUPPLIES
26645	06/06/23	MOORE, ANGIE	350.00	MAY CLEANING SERVICES
26646	06/06/23	LISA'S PEST CONTROL	45.00	PEST CONTROL SERVICES
26647	06/06/23	NORTHWOOD SANITATION, LLC	175.00	GARBAGE/RECYCLING SERVICE
			<u>964,777.10</u>	

**Clear Lake Sanitary District**  
**Unpaid Invoices as of June 20, 2023**

Check #	Date	Vendor Name	Amount	Description
PENDING	6/20/23	ALLIANT ENERGY	19,090.93	ELECTRIC/GAS
PENDING	6/20/23	ATURA	8,750.00	LAB IMPROVEMENT PROJ. DESIGN #3
PENDING	6/20/23	BOLTON & MENK	38,980.90	INFRASTR. UPGRADE PROJ. CONST. SERVICES
PENDING	6/20/23	CERRO GORDO DEPT. OF HEALTH	105.00	EMPLOYEE VACCINATIONS
PENDING	6/20/23	EMC NATIONAL LIFE	93.72	LIFE INSURANCE PREMIUMS
PENDING	6/20/23	FAREWAY	21.08	COFFEE
PENDING	6/20/23	GOODNATURE WORK STOP	462.86	EMPLOYEE BOOTS/UNIFORMS
PENDING	6/20/23	HANSON, MITCHELL	238.76	CONFERENCE MEAL/MILEAGE REIMBURSE.
PENDING	6/20/23	HUBER SUPPLY CO.	135.01	SHOP SUPPLIES
PENDING	6/20/23	ICAP	65,092.00	PROPERTY INSURANCE 7/23 - 6/24
PENDING	6/20/23	INTERSTATE ALL BATTERY CENTER	207.96	BACKUP BATTERIES
PENDING	6/20/23	KEY ELEMENTS CONSULTING	165.00	HANSON ANNUAL WATER CONF. REGIST.
PENDING	6/20/23	LAIRD LAW FIRM	1,250.00	LEGAL SERVICES
PENDING	6/20/23	LANDFILL OF NORTH IOWA	109.89	WASTE/GRIT DISPOSAL
PENDING	6/20/23	MARCO, INC.	74.93	COPIER MAINTENANCE FEE
PENDING	6/20/23	OFFICE ELEMENTS	117.50	OFFICE EQUIPMENT
PENDING	6/20/23	PEKIN	520.21	LIFE INSURANCE PREMIUMS
PENDING	6/20/23	QUALITY FLOW SYSTEMS, INC.	1,504.43	WAS PUMP REBUILD KIT
PENDING	6/20/23	SPRINGBROOK	611.80	CREDIT CARD/WEB FEES
PENDING	6/20/23	THE TIRE EXPERTS	620.00	SERVICE TRUCK TIRES
PENDING	6/20/23	WHKS	162.56	PRETREATMENT BLDG IMPROV. PROJ. ENGIN.
PENDING	6/20/23	KNORR, MICHAEL	26.62	REFUND
			<u>138,341.16</u>	