

MINUTES OF BOARD OF TRUSTEES: July 18, 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
Shelby Smith, Attorney, Laird Law Firm

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

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

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

Item #4. Approve June 20th, 2023 Board Meeting Minutes. Motion by Nelson, second by Wolfram to approve the June 20th, 2023 Board Meeting Minutes. Motion carried, all Trustees present voting 'aye'.

Item #5. Larsen Plumbing & Heating - \$18,650.37. Hanson explained that this was for a boiler that was approved at a previous meeting and maintenance and repairs on the piping that had to be flushed. Hanson noted that he's still working with insurance to see if they will cover some of the cost due to the break. Motion by Peterson, second by Wolfram to approve the invoice from Larsen Plumbing & Heating in the amount of \$18,650.37. Motion carried, all Trustees present voting 'aye'.

Item #6. Infrastructure Upgrade Project – Pay Request #4 \$488,576.10. Motion by Nelson, second by Peterson to approve the Infrastructure Upgrade Project Pay Request #4 in the amount of \$488,576.10. Motion carried, all Trustees present voting 'aye'.

Item #7. Lift Station SCADA Improvement Project – Pay Request #7 \$4,728.56. Motion by Adams, second by Peterson to approve the Lift Station SCADA Improvement Project Pay Request #7 in the amount of \$4,728.56. Motion carried, all Trustees present voting 'aye'.

Item #8. Jet Truck Replacement Discussion. Hanson stated that the current offer from the insurance company is \$109,000. Based upon the trucks the District has looked at so far, Hanson expects the final cost to be in the \$550,000 to \$650,000 range. ICAP offers \$100,000 of rental coverage, which at nearly \$14,000 per month will cover the District until February. Hanson expects some of these companies to be at least twelve months out on delivery of a new truck. The Board directed Hanson to send out Request for Proposals on a new jet truck.

Item #9. Unfinished Business. No unfinished business to be discussed.

Item #10. Administrator's report. Hanson discussed the Lab Renovation bids and the need to break that project down and remove the storage addition to rebid. Adams recommended removing the HVAC from the bid as well, and just have Larsen's handle the HVAC portion separately. Hanson will have a Resolution to Reject All Bids ready for the next meeting.

Item #11. Trustee's Report.

- Setting a Special Meeting for August 1st and Workshop to follow. Bale stated that the Financial Planning Workshop will be August 1st, with a special meeting proceeding it. The Board set the time for the special meeting at 7:30 A.M. with a workshop to follow.

There being no further business to discuss, motion by Adams, second by Peterson to adjourn. Motion carried, all trustees present voting 'aye'. Meeting adjourned at 6:56 p.m.

ATTEST:

Larry Adams, Clerk

Clear Lake Sanitary District
Standard Monthly Invoices already paid as of July 18, 2023

Check #	Date	Vendor Name	Amount	Description
EFT	06/28/23	NET PAYROLL	20,736.28	06/28/23 NET PAYROLL
EFT	06/28/23	FEDERAL W/H	7,250.87	06/28/23 FEDERAL WITHHOLDING
EFT	06/28/23	IPERS W/H	9,196.30	06/28/23 IPERS WITHHOLDING
EFT	06/28/23	IA DEPT. REV.	2,504.18	06/28/23 STATE W/H
EFT	06/29/23	IA WORKFORCE DEVELOPMENT	153.50	2ND QTR 2023 UNEMPLOYMENT
EFT	07/06/23	POSTMASTER	1,817.38	JULY BILL MAILING
EFT	07/12/23	NET PAYROLL	20,986.96	07/12/23 NET PAYROLL
EFT	07/12/23	BOARD PAYROLL	1,292.90	07/12/23 BOARD PAYROLL
EFT	07/12/23	FEDERAL W/H	7,485.25	07/12/23 FEDERAL WITHHOLDING
EFT	07/14/23	IA DEPT. REV.	1,150.02	JUNE '23 SALES TAX
26672	06/28/23	IOWA ONE CALL	62.20	LOCATE CHARGES
26673	06/28/23	ALLIANT ENERGY	565.47	ELECTRIC/GAS
26674	06/28/23	GLEN'S TIRE SERVICE	34.58	FLAT REPAIR
26675	06/28/23	KNORR ELECTRIC	172.50	WAS PUMP MOTOR MAINTENANCE
26676	06/28/23	WELLMARK BCBS	13,750.52	HEALTH/DENTAL INSURANCE PREMIUMS
26677	06/28/23	ADVANCE NETWORKING SERVICES	2,400.00	SERVER INSTALL
26678	06/28/23	AVESIS	206.15	VISION INSURANCE PREMIUMS
26679	06/28/23	QUALITY PUMP & CONTROL	396.00	FLOAT CORD
26680	06/28/23	PUEGGEL, GRANT	90.02	UNIFORM REIMBURSEMENT
26681	06/28/23	CARDMEMBER SERVICES	84.91	MICROSOFT - AZURE BACKUP FEES
26681	06/28/23	CARDMEMBER SERVICES	370.54	IA DNR - WASTEWATER CERTIFICATE RENEWALS
26681	06/28/23	CARDMEMBER SERVICES	452.35	CLTEL - PHONE/INTERNET SERVICE
26681	06/28/23	CARDMEMBER SERVICES	30.00	IAWEA - FULLERTON COLLECTION LICENSE RENEWAL
26681	06/28/23	CARDMEMBER SERVICES	24.98	ACE HARDWARE - THICKENER PARTS
26681	06/28/23	CARDMEMBER SERVICES	71.53	HARTFIEL AUTOMATION - SAMPLER SOLENOID
26681	06/28/23	CARDMEMBER SERVICES	24.99	ACE HARDWARE - FERTILIZER SPREADER
26681	06/28/23	CARDMEMBER SERVICES	17.11	ZOOM - SUBSCRIPTION FEE
26681	06/28/23	CARDMEMBER SERVICES	135.06	AMAZON - OFFICE SUPPLIES
26681	06/28/23	CARDMEMBER SERVICES	420.61	MENARDS - GRASS SEED/SILT SOCK
26681	06/28/23	CARDMEMBER SERVICES	1,427.84	ERA - LAB CERTIFICATION TESTING
26681	06/28/23	CARDMEMBER SERVICES	124.54	IA DNR - HANSON WATER/WASTEWATER CERT. RENEW
26681	06/28/23	CARDMEMBER SERVICES	30.00	IAWEA - HANSON COLLECTION LICENSE RENEWAL

26681	06/28/23	CARDMEMBER SERVICES	1,782.34	NC LABS - LAB SUPPLIES
26681	06/28/23	CARDMEMBER SERVICES	43.80	MENARDS - PLANT SUPPLIES
26681	06/28/23	CARDMEMBER SERVICES	50.00	LANDS' END - LOGO FILE
26681	06/28/23	CARDMEMBER SERVICES	82.85	THERMOWORKS - THERMOMETER CALIBRATION
26681	06/28/23	CARDMEMBER SERVICES	1,140.00	IAWEA - ANNUAL CONFERENCE REGISTRATIONS
26681	06/28/23	CARDMEMBER SERVICES	75.36	AMAZON - LIFT STATION FOLDERS/HOOKS
26681	06/28/23	CARDMEMBER SERVICES	27.82	AMAZON - OFFICE LIGHTS/PARTS
26681	06/28/23	CARDMEMBER SERVICES	106.99	MICROSOFT - MS 365 SUBSCRIPTION
26681	06/28/23	CARDMEMBER SERVICES	1,350.69	IDEXX - LAB SUPPLIES
26681	06/28/23	CARDMEMBER SERVICES	1,035.20	BEST WESTERN - ANNUAL CONF. LODGING
26681	06/28/23	CARDMEMBER SERVICES	330.25	IDEXX - LAB SUPPLIES
26681	06/28/23	CARDMEMBER SERVICES	85.17	MICROSOFT - AZURE BACKUP FEES
26681	06/28/23	CARDMEMBER SERVICES	107.72	ACE HARDWARE - LS #5 PARTS/SUPPLIES
26682	06/28/23	QUALITY FLOW SYSTEMS, INC.	1,505.55	WAS PUMP #2 SEAL KIT
26683	06/28/23	MOORE, TAYLOR	129.99	REIMBURSEMENT - EXTERNAL HARDDRIVE
26684	06/28/23	MOORE, ANGIE	350.00	JUNE CLEANING SERVICES
26685	06/28/23	CONSOLIDATED ENERGY	999.30	GAS/OIL
26686	06/28/23	SIOUX VALLEY ENVIRONMENTAL	3,294.00	ACRYLIC POLYMER
26687	06/28/23	MID-AMERICA PUBLISHING	156.42	MINUTES/PUBLIC HEARING PUBLISHING
26688	06/28/23	CHOSEN VALLEY TESTING	882.50	INFRASTRUCTURE PROJECT CONCRETE TESTING
26689	06/28/23	IN CONTROL, INC.	700.00	PROGRAMMING - INFLUENT FLOW DATA ISSUES
26690	06/28/23	GE MDS, LLS	531.11	LS #2 & #5 RADAR REPAIR
26691	06/28/23	NORTHLAND SECURITIES, INC.	1,250.00	FY '23 CONTINUING DISCLOSURE REPORTING
26692	06/29/23	PETTY CASH	146.43	POSTAGE/PLANT SUPPLIES
26693	07/13/23	ALLIANT ENERGY	2,993.24	ELECTRIC/GAS
26694	07/13/23	KNORR ELECTRIC	264.48	ADMIN BLDG BOILER PUMP REPAIRS
26695	07/13/23	MARCO, INC.	74.93	JULY COPIER MAINTENANCE FEE
26696	07/13/23	BACON, STEVE	240.00	FY '24 CELL PHONE ALLOWANCE
26697	07/13/23	TUSHA, TED	240.00	FY '24 CELL PHONE ALLOWANCE
26698	07/13/23	SPILMAN, DENNIS	240.00	FY '24 CELL PHONE ALLOWANCE
26699	07/13/23	FULLERTON, RON	240.00	FY '24 CELL PHONE ALLOWANCE
26700	07/13/23	MELLEN & ASSOCIATES	900.00	INFLUENT ACTUATOR
26701	07/13/23	PUEGGEL, GRANT	240.00	FY '24 CELL PHONE ALLOWANCE
26702	07/13/23	MOORE, TAYLOR	240.00	FY '24 CELL PHONE ALLOWANCE
26703	07/13/23	SPRINBROOK SOFTWARE	658.35	CREDIT CARD/WEB PYMT FEES
26704	07/13/23	HANSON, MITCHELL	240.00	FY '24 CELL PHONE ALLOWANCE
26705	07/13/23	LISA'S PEST CONTROL	45.00	PEST CONTROL SERVICES
26706	07/13/23	MORROW, JUSTIN	240.00	FY '24 CELL PHONE ALLOWANCE
26707	07/13/23	OLLENBURG MOTORS, INC.	821.66	TRUCK #2 REPAIRS
26708	07/13/23	PRIMERICA LIFE INSURANCE CO.	274.55	LIFE INSURANCE PREMIUMS
26709	07/13/23	NORTHWOOD SANITATION, LLC	175.00	GARBAGE/RECYCLING SERVICE
26710	07/13/23	LAIRD LAW FIRM	1,250.00	LEGAL SERVICES
			<u>119,006.24</u>	

**Clear Lake Sanitary District
Unpaid Invoices as of July 18, 2023**

Check #	Date	Vendor Name	Amount	Description
PENDING	7/18/23	ATURA	4,375.00	LAB IMPROVEMENT PROJ. DESIGN #4
PENDING	7/18/23	BOLTON & MENK	22,293.78	INFRAST. UPGRADE PROJ. CONST. SERVICES
PENDING	7/18/23	CC SCREEN PRINTING	47.10	UNIFORMS/EMBROIDERY
PENDING	7/18/23	EUROFINS TESTING	3,987.50	LAB TESTING
PENDING	7/18/23	FAREWAY	143.34	COFFEE/LAB WATER
PENDING	7/18/23	GLEN'S TIRE SERVICE INC.	847.00	DUMP TRUCK TIRES
PENDING	7/18/23	IN CONTROL, INC.	4,996.00	LS #8 OIT REPLACEMENT
PENDING	7/18/23	LANDFILL OF NORTH IOWA	197.58	WASTE/GRIT DISPOSAL
PENDING	7/18/23	QUALITY FLOW SYSTEMS, INC.	2,100.00	LS #10 PUMP PARTS
PENDING	7/18/23	ROCK RENTAL	13,750.00	JET TRUCK RENTAL

PENDING	7/18/23	STATE HYGIENIC LABORATORY	20.00	LAB TESTING
PENDING	7/18/23	THE TIRE EXPERTS	38.03	TRUCK #1 FLAT FIX
PENDING	7/18/23	UNITED RENTALS, INC.	632.43	LS #3 & #5 BOOM RENTAL FOR RADIO MAINT.
PENDING	7/18/23	HOOVER, CINDY	11.95	REFUND
PENDING	7/18/23	JONES-HUGHES, PATRICK	1.35	REFUND
PENDING	7/18/23	MARTIN, CODY & JOANNA	10.23	REFUND
PENDING	7/18/23	ZIESMER, KATHLEEN	74.69	REFUND
			<u>53,525.98</u>	