

**MINUTES OF BOARD OF TRUSTEES: August 15, 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

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

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

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

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

Item #5. Approve August 1<sup>st</sup>, 2023 Special Meeting Minutes. Motion by Peterson, second by Bale to approve the August 1<sup>st</sup>, 2023 Special Meeting Minutes. Motion carried, all Trustees present voting 'aye'. Motion by Nelson, second by Adams to include the FY 2023 Certification List with the August 1<sup>st</sup> Meeting Minutes when published. Motion carried, Nelson, Adams and Peterson voting aye, while Wolfram and Bale abstained from voting.

Item #6. Resolution 23-09. A Resolution Certifying Delinquent Sewer Accounts as a lien upon the real property serviced by a connection during FY 2023. Motion by Nelson, second by Peterson to approve Resolution 23-09. President Bale called roll with the following results: Peterson, 'aye'; Nelson, 'aye'; Wolfram, 'aye'; Adams, 'aye'; and Bale, 'aye'. Motion carried.

Item #7. Infrastructure Upgrade Project – Pay Request #5 \$504,602.00. Motion by Adams, second by Peterson to approve the Infrastructure Upgrade Project Pay Request #5 in the amount of 504,602.00. Motion carried, all Trustees present voting 'aye'.

Item #8. Jet Truck RFQ Selection. Hanson covered the three bids that were received. Motion by Nelson, second by Peterson to approve the quote from Elliot Equipment as per RFQ specs for a 2024 Super Products Camel Jet Truck in the amount of \$507,850.00. Motion carried with a vote of 4-1; Peterson, Nelson, Adams and Bale voting 'aye' and Wolfram voting 'nay'.

Item #9. New Employee Hire. Hanson stated that the job was offered to two separate individuals but both turned it down. The Board directed Hanson to increase the on-call radius to 40 to 45 minutes to hopefully attract a few more applicants.

Item #10. Lab Construction Upgrade Drawings Approval. Hanson presented the updated plans and drawings. Motion by Nelson, second by Adams to approve the Lab Construction Upgrade Drawings and setting a public hearing for the bids for September 19<sup>th</sup>, 2023 at 5:30 P.M. Motion carried, all Trustees present voting 'aye'.

Item #11. Unfinished Business. No unfinished business to be discussed.

Item #12. Administrator's report. Moore noted that a CD was coming due within the next ten days and he will be getting quotes for a couple more CDs that he will email to the Board for approval.

Item #13. Trustee's Report. The Board directed Moore to get quotes for the FY 2023 Audit and to prepare the Ordinance No. 7 Amendment for the rate increases that will be effective October 1<sup>st</sup>.

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 6:59 p.m.

ATTEST:

\_\_\_\_\_  
Larry Adams, Clerk

**Clear Lake Sanitary District**  
**Standard Monthly Invoices already paid as of August 15, 2023**

Check #	Date	Vendor Name	Amount	Description
EFT	07/26/23	NET PAYROLL	20,237.46	07/26/23 NET PAYROLL
EFT	07/26/23	FEDERAL W/H	6,998.25	07/26/23 FEDERAL WITHHOLDING
EFT	07/26/23	IPERS W/H	9,011.49	07/26/23 IPERS WITHHOLDING
EFT	07/26/23	IA DEPT. REV.	2,411.41	07/26/23 STATE W/H
EFT	08/08/23	POSTMASTER	1,835.39	AUG BILL MAILING
EFT	08/09/23	NET PAYROLL	21,009.60	08/09/23 NET PAYROLL
EFT	08/09/23	FEDERAL W/H	7,384.14	08/09/23 FEDERAL WITHHOLDING
EFT	08/10/23	IA DEPT. REV.	1,206.66	JULY '23 SALES TAX
26730	07/26/23	IOWA ONE CALL	46.80	LOCATE CHARGES
26731	07/26/23	ALLIANT ENERGY	17,256.44	ELECTRIC/GAS
26732	07/26/23	POSTMASTER	310.00	ANNUAL PERMIT FEE
26733	07/26/23	WELLMARK BCBS	13,750.52	HEALTH/DENTAL INSURANCE PREMIUMS
26734	07/26/23	FEDERAL EXPRESS	63.95	SHIPPING CHARGES
26735	07/26/23	AVESIS	206.15	VISION INSURANCE PREMIUMS
26736	07/26/23	PEKIN LIFE INSURANCE	520.21	LIFE INSURANCE PREMIUMS
26737	07/26/23	CARDMEMBER SERVICES	60.00	IAWEA - LICENSE RENEWAL
26737	07/26/23	CARDMEMBER SERVICES	8,487.00	HACH - BLDG 30 SAMPLER
26737	07/26/23	CARDMEMBER SERVICES	452.77	CLTEL - PHONE/INTERNET SERVICE
26737	07/26/23	CARDMEMBER SERVICES	17.11	ZOOM - SUBSCRIPTION FEE
26737	07/26/23	CARDMEMBER SERVICES	100.18	CURRENTLABELS.COM - LAB LABELS
26737	07/26/23	CARDMEMBER SERVICES	144.00	MIDAMERICA PUBLISHING - SUBSCRIPTION RENEWAL
26737	07/26/23	CARDMEMBER SERVICES	606.04	TRAVELOCITY - LODGING/FLIGHT FOR CONFERENCE
26737	07/26/23	CARDMEMBER SERVICES	22.36	ACE HARDWARE - WASP SPRAY
26737	07/26/23	CARDMEMBER SERVICES	590.44	ACE HARDWARE - HOSES/SPRINKLERS
26737	07/26/23	CARDMEMBER SERVICES	94.57	ULINE - LAB STRAPPING KIT
26737	07/26/23	CARDMEMBER SERVICES	6,902.30	SHI CORP - SERVER
26737	07/26/23	CARDMEMBER SERVICES	89.64	EBAY - CISCO FIREWELL/SWITCH STACKING CABLE
26737	07/26/23	CARDMEMBER SERVICES	2,730.28	AMAZON - FORTIGATE FIREWALL W/5 YR SUB
26737	07/26/23	CARDMEMBER SERVICES	85.60	AMAZON - LAB SUPPLIES
26737	07/26/23	CARDMEMBER SERVICES	795.00	SPRINGBROOK - CONFERENCE REGISTRATION

26737	07/26/23	CARDMEMBER SERVICES	99.50	AMAZON - LAB/OFFICE SUPPLIES
26737	07/26/23	CARDMEMBER SERVICES	137.86	SHI CORP - SERVER PARTS
26737	07/26/23	CARDMEMBER SERVICES	72.06	ACE HARDWARE - PRETREATMENT BLDG PARTS
26737	07/26/23	CARDMEMBER SERVICES	36.97	TRACTOR SUPPLY - SHOP SUPPLIES
26737	07/26/23	CARDMEMBER SERVICES	49.99	ACE HARDWARE - TRIMMER LINE
26737	07/26/23	CARDMEMBER SERVICES	73.23	MICROSOFT - AZURE BACKUP FEES
26737	07/26/23	CARDMEMBER SERVICES	156.79	BEST WESTERN - WATER CONFERENCE LODGING
26737	07/26/23	CARDMEMBER SERVICES	(325.00)	CARD POINTS REDEMPTION AS CREDIT
26738	07/26/23	QUALITY FLOW SYSTEMS, INC.	116.24	LS #3 PUMP #3 BEARING
26739	07/26/23	CONSOLIDATED ENERGY	234.50	BLOWER OIL
26740	07/26/23	CHOSEN VALLEY TESTING	857.50	INFRASTRUCTURE PROJECT CONCRETE TESTING
26741	07/26/23	MORROW, JUSTIN	139.90	UNIFORM REIMBURSEMENT
26742	07/26/23	MICROAGE	945.51	CROWDSTRIKE SUBSCRIPTION
26743	08/08/23	ALLIANT ENERGY	2,375.45	ELECTRIC/GAS
26744	08/08/23	NORTHERN BALANCE & SCALE	583.00	CALIBRATE LAB EQUIPMENT
26745	08/08/23	MARCO, INC.	74.93	AUG COPIER MAINTENANCE FEE
26746	08/08/23	SPILMAN, DENNIS	50.25	ON-CALL MILEAGE REIMBURSEMENT
26747	08/08/23	WOLFRAM JR, ROBERT	60.44	FY 2023 MILEAGE REIMBURSEMENT
26748	08/08/23	GRP & ASSOCIATES	106.50	LAB WASTE DISPOSAL
26749	08/08/23	MOORE, ANGIE	350.00	JULY CLEANING SERVICES
26750	08/08/23	CONSOLIDATED ENERGY	2,012.07	GAS/DIESEL AND HOSE
26751	08/08/23	NELSON, TONY	16.93	FY 2023 MILEAGE REIMBURSEMENT
26752	08/08/23	BALE, MARK	26.00	FY 2023 MILEAGE REIMBURSEMENT
26753	08/08/23	LISA'S PEST CONTROL	45.00	JULY PEST CONTROL
26754	08/08/23	ADAMS, LARRY	80.02	FY 2023 MILEAGE REIMBURSEMENT
26755	08/08/23	NORTHWOOD SANITATION, LLC	175.00	JULY WASTE DISPOSAL
26756	08/08/23	LAIRD LAW FIRM	1,250.00	AUG LEGAL SERVICES
26757	08/08/23	PETERSON, TRACY	59.52	FY 2023 MILEAGE REIMBURSEMENT
26758	08/14/23	FARMERS STATE BANK	56,774.32	GO FUNDS BACK TO FSB
			<u>190,060.24</u>	

**Clear Lake Sanitary District  
Unpaid Invoices as of August 15, 2023**

Check #	Date	Vendor Name	Amount	Description
PENDING	8/15/23	ADVANCE NETWORKING SERVICES	500.00	SWITCH FOR FIREWALL/NETWORKING PROJ.
PENDING	8/15/23	AHLERS & COONEY, P.C.	22,157.08	SEWER REVENUE FINANCING LEGAL SERVICES
PENDING	8/15/23	BOLTON & MENK	16,658.00	COST OF TREATMENT STUDY
PENDING	8/15/23	BOLTON & MENK	13,555.15	INFRAST. UPGRADE PROJ. CONST. SERVICES
PENDING	8/15/23	EUROFINS TESTING	3,142.50	LAB TESTING
PENDING	8/15/23	FLOYD & LEONARD AUTO ELECTRIC	188.70	MOWER BLADES
PENDING	8/15/23	GOODNATURE WORK STOP	1,281.72	EMPLOYEE BOOTS/UNIFORMS
PENDING	8/15/23	INTERSTATE ALL BATTERY CENTER	198.85	TRUCK #1 BATTERY
PENDING	8/15/23	IOWA DNR	1,275.00	ANNUAL NPDES FEE
PENDING	8/15/23	KNORR ELECTRIC	264.48	BEARING/SEAL REPAIR - BOILER PUMP
PENDING	8/15/23	MID-AMERICA PUBLISHING CORP	298.50	PUBLICATIONS/ADVERTISEMENT
PENDING	8/15/23	NAPA	95.70	FILTERS/PARTS/SUPPLIES
PENDING	8/15/23	ROCK RENTAL	13,750.00	JET TRUCK RENTAL
PENDING	8/15/23	SPRINGBROOK	628.90	CREDIT CARD/WEB FEES
PENDING	8/15/23	BOBER, HEIDI	110.67	REFUND
			<u>74,105.25</u>	