

MINUTES OF BOARD OF TRUSTEES: November 21, 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)
Robert Wolfram, Jr.
Tracy Peterson

Absent: Larry Adams (Clerk)

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 October 2023 Financial Statement. Motion by Nelson, second by Peterson to approve the October 2023 Financial Statement. Motion carried all Trustees present voting 'aye'.

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

Item #4. Approve October 17th, 2023 Board Meeting Minutes. Motion by Nelson, second by Peterson to approve the October 17th, 2023 Board Meeting Minutes. Motion carried, all Trustees present voting 'aye'.

Item #5. Infrastructure Upgrade Project – Pay Request #8 \$1,155,577.48. Motion by Peterson, second by Wolfram to approve the Infrastructure Upgrade Project Pay Request #8 in the amount of \$1,155,577.48. Motion carried, all Trustees present voting 'aye'.

Item #6. Lab Remodel Project – Pay Request #1 \$3,800.00. Motion by Nelson, second by Peterson to approve the Lab Remodel Project – Pay Request #1 in the amount of \$3,800.00. Motion carried, all Trustees present voting 'aye'.

Item #7. Jet Truck/Camera Truck/Lab Fees. Hanson noted that the District should not be competing with the private industry and that the current rates should be increased. The Board would like to see lab fees increased by 25% and the overtime hourly rate increased to \$100/HR. For the Jet Truck and Camera Truck fees the Board requested an increase of 150% for local government pricing and 200% for the private pricing. Hanson said that he'd draft a resolution for the next meeting to get the prices set accordingly.

Item #8. Clapper Tree Service - \$9,500.00. Hanson said that this was approved via email so that Clapper could get started as soon as possible to fit into their schedule, but needed to be formally approved. Motion by Nelson, second by Peterson to approve the quote of \$9,500.00 from Clapper Tree Service to remove some trees by Lift Station #2. Motion carried, all Trustees present voting 'aye'.

Item #9. Board Meeting Time Change. Wolfram requested that the meetings be moved to an earlier time during the Winter season. This item was tabled.

Item #10. CD Investment. Moore stated that the District has \$500,000 available to throw into a longer term CD. After looking at the rates it was decided to go with a three-year CD with First Citizen's Bank at 5.0%. Motion by Nelson, second by Peterson to approve the \$500,00.00 three-year CD at 5.0% with First Citizens Bank. Motion carried, all Trustees present voting 'aye'.

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

Item #12. Administrator's report. Hanson stated that the trees at Lift Station #2 have been taken down and the construction permit for Lift Station #2 has been approved. Hanson also noted that he received the go ahead from Alliant Energy to order \$21,000.00 of new bulbs and UV parts for the Tertiary Building. Lastly, Hanson noted that we've received no response from Greenfield Estates Trailer Park in Forest City in regards to their outstanding bill for jetting services. The Board requested that the District move forward with the Small Claims process to try to get it paid.

Item #13. Trustee's Report. No report.

There being no further business to discuss, motion by Nelson, second by Wolfram to adjourn. Motion carried, all trustees present voting 'aye'. Meeting adjourned at 6:37 p.m.

ATTEST:

Larry Adams, Clerk

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

Check #	Date	Vendor Name	Amount	Description
EFT	10/18/23	NET PAYROLL	19,587.62	10/18/23 NET PAYROLL
EFT	10/18/23	FEDERAL W/H	6,663.74	10/18/23 FEDERAL WITHHOLDING
EFT	10/18/23	IPERS W/H	8,913.21	10/18/23 IPERS WITHHOLDING
EFT	10/18/23	IA DEPT. REV.	2,365.06	10/18/23 STATE W/H
EFT	10/18/23	IA WORKFORCE DEVELOPMENT	35.71	3RD QTR 2023 UNEMPLOYMENT
EFT	11/01/23	NET PAYROLL	20,121.79	11/01/23 NET PAYROLL
EFT	11/01/23	FEDERAL W/H	6,861.87	11/01/23 FEDERAL WITHHOLDING
EFT	11/06/23	POSTMASTER	1,834.27	NOV BILL MAILING
EFT	11/15/23	NET PAYROLL	24,302.19	11/15/23 NET PAYROLL
EFT	11/15/23	FEDERAL W/H	8,974.03	11/15/23 FEDERAL WITHHOLDING
EFT	11/16/23	IA DEPT. REV.	1,415.75	OCT '23 SALES TAX
26867	10/24/23	ALLIANT ENERGY	1,593.38	ELECTRIC/GAS
26868	10/24/23	FEDERAL FIRE EQUIP	824.00	ANNUAL FIRE EXTINGUISHER INSPECTIONS
26869	10/24/23	PMMIC	1,162.00	LS #8 UST INSURANCE
26870	10/24/23	EMC NATIONAL LIFE	93.72	LIFE INSURANCE PREMIUMS
26871	10/24/23	WELLMARK BCBS	17,387.65	HEALTH & DENTAL INSURANCE PREMIUMS
26872	10/24/23	ADVANCE NETWORK SERVICES	2,875.00	FIREWALL/NETWORK UPGRADE INSTALL
26873	10/24/23	AVESIS	206.15	VISION INSURANCE PREMIUMS
26874	10/24/23	PEKIN LIFE INSURANCE	520.21	LIFE INSURANCE PREMIUMS
26875	10/24/23	INTERSTATE ALL BATTERY CENTER	22.50	BATTERIES
26876	10/24/23	CARDMEMBER SERVICES	493.66	AMAZON - OFFICE SUPPLIES/TONER
26876	10/24/23	CARDMEMBER SERVICES	21.97	ACE HARDWARE - PLANT SUPPLIES
26876	10/24/23	CARDMEMBER SERVICES	175.25	HACH - LAB SUPPLIES
26876	10/24/23	CARDMEMBER SERVICES	1,201.20	CLTEL - PHONE/INTERNET SERVICE/FIBER INSTALL
26876	10/24/23	CARDMEMBER SERVICES	95.92	MENARDS - SHOP SUPPLIES
26876	10/24/23	CARDMEMBER SERVICES	5,050.00	WINCAN - 23/24 LICENSE & SUPPORT
26876	10/24/23	CARDMEMBER SERVICES	17.11	ZOOM - SUBSCRIPTION
26876	10/24/23	CARDMEMBER SERVICES	55.71	AMAZON - OFFICE SUPPLIES

26876	10/24/23	CARDMEMBER SERVICES	245.53	KUM & GO - DIESEL - JET TRUCK
26876	10/24/23	CARDMEMBER SERVICES	377.87	AMAZON - PLANT SUPPLIES/SERVER BACKUP
26876	10/24/23	CARDMEMBER SERVICES	71.82	AMAZON - LOCATE PAINT
26876	10/24/23	CARDMEMBER SERVICES	64.29	30HOP - CONFERENCE MEALS
26876	10/24/23	CARDMEMBER SERVICES	331.24	HOMWOOD SUITES - CONFERENCE LODGING
26876	10/24/23	CARDMEMBER SERVICES	41.15	ACE HARDWARE - LOCATE PAINT
26876	10/24/23	CARDMEMBER SERVICES	193.97	EBAY - NETWORK POWER SUPPLY/CABLES
26876	10/24/23	CARDMEMBER SERVICES	359.98	NEWEGG - SERVER MEMORY
26876	10/24/23	CARDMEMBER SERVICES	56.21	MS AZURE - BACKUP SERVICES
26877	10/24/23	QUALITY FLOW SYSTEMS	613.58	THICKENER SEAL/WASHER
26878	10/24/23	MOORE, TAYLOR	27.65	MEAL/OFFICE SUPPLY REIMBURSEMENT
26879	10/24/23	MID-IOWA SOLID WASTE EQUIP.	4,549.55	JET TRUCK NOZZLE
26880	10/24/23	CONSOLIDATED ENERGY	2,308.99	DIESEL/GAS
26881	10/24/23	CHOSEN VALLEY TESTING	960.00	INFRASTRUCTURE UPGRADE PROJ - CONCRETE TESTING
26882	10/24/23	LISA'S PEST CONTROL	45.00	PEST CONTROL SERVICES
26883	10/24/23	BOLTON & MENK	19,675.65	INFRASTR. UPG. PROJ. - CONSTRUCTION SERVICES
26884	10/24/23	ATURA ARCHITECTURE	1,750.00	LAB RENOVATION DESIGN & BIDDING
26885	10/30/23	IOWA ONE CALL	43.20	SEPT LOCATE CHARGES
26886	10/30/23	PETTY CASH	130.60	POSTAGE/SUPPLIES
26887	10/30/23	DEZURIK, INC.	116.11	BLDG 30 FLOAT PARTS
26888	10/30/23	MOORE, TAYLOR	318.20	CONFERENCE TRAVEL/MEAL REIMBURSEMENTS
26889	10/30/23	MOORE, ANGIE	350.00	OCT CLEANING SERVICES
26890	10/30/23	UNITED RENTALS	64.00	LS #5 MAINTENANCE - SAW RENTAL
26891	10/30/23	NORTHWOOD SANITATION	175.00	OCT WASTE SERVICES
26892	10/30/23	ROCK EQUIPMENT RENTALS LLC	13,750.00	JET TRUCK RENTAL
26893	11/08/23	ALLIANT ENERGY	1,754.40	ELECTRIC/GAS
26894	11/08/23	BACON, STEVE	834.00	23 DEDUCTIBLE REIMBURSEMENT
26895	11/08/23	ADVANCE NETWORK SERVICES	875.00	2023 SERVER UPGRADE PROGRAMMING
26896	11/08/23	FEDERAL EXPRESS	18.39	SHIPPING CHARGES
26897	11/08/23	PUEGGEL, GRANT	13.10	ON-CALL MILEAGE REIMBURSEMENT
26898	11/08/23	CONSOLIDATED ENERGY	149.40	TEA CUP OIL
26899	11/08/23	HANCOCK COUNTY COOP	75.04	GAS
26900	11/08/23	LISA'S PEST CONTROL	45.00	PEST CONTROL SERVICES
26901	11/08/23	NASSCO	768.66	PLANT/CLEANING SUPPLIES
26902	11/08/23	LAIRD LAW FIRM	1,250.00	LEGAL SERVICES
26903	11/08/23	PUEGGEL, GRANT	1,012.16	23 DEDUCTIBLE REIMBURSEMENT
			<u>186,285.41</u>	

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

Check #	Date	Vendor Name	Amount	Description
PENDING	11/21/23	ALLIANT ENERGY	12,754.14	ELECTRIC/GAS
PENDING	11/21/23	AQUA-AEROBIC SYSTEMS	1,056.37	SBR PARTS
PENDING	11/21/23	BOLTON & MENK	16,650.75	INFRASTR. UPGRADE PROJ. CONST. SERVICES
PENDING	11/21/23	CC SCREEN PRINTING	47.73	UNIFORMS/EMBROIDERY
PENDING	11/21/23	CHOSEN VALLEY TESTING, INC.	1,572.50	INFRASTR. UPGRADE PROJ. CONCRETE TESTING
PENDING	11/21/23	CULVER-HAHN ELECTRIC	446.06	LIGHTS/SUPPLIES
PENDING	11/21/23	EMC NATIONAL LIFE	93.72	LIFE INSURANCE PREMIUMS
PENDING	11/21/23	EUROFINS TESTING	4,308.00	LAB TESTING
PENDING	11/21/23	FAREWAY	44.94	COFFEE/LAB SUPPLIES
PENDING	11/21/23	FIVE STAR SHOP SERVICE	284.60	NUTS/BOLTS
PENDING	11/21/23	GWORKS	5,367.00	ANNUAL PAYROLL SOFTWARE LICENSE/SUPP.
PENDING	11/21/23	HOTSY	192.00	SOAP
PENDING	11/21/23	INTERSTATE ALL BATTERY CENTER	63.00	BACKUP BATTERIES
PENDING	11/21/23	LINAHON ELECTRIC INC.	10,125.98	SBR ELECTRICAL PANEL & TRANSFORMER
PENDING	11/21/23	MC2, INC.	259.57	BLDG 35 SENSORS
PENDING	11/21/23	NAPA	58.97	PARTS/SUPPLIES

PENDING	11/21/23	PEKIN	520.21	LIFE INSURANCE PREMIUMS
PENDING	11/21/23	SIOUX VALLEY ENVIRONMENTAL	5,287.50	ACRYLIC POLYMER BARRELS
PENDING	11/21/23	SPILMAN, BRADEY	375.00	7' BRUSH CUTTER RENTAL
PENDING	11/21/23	SPRINGBROOK	662.15	CREDIT CARD/WEB FEES
PENDING	11/21/23	DARRELL'S MARINE REPAIR	150.86	REFUND
PENDING	11/21/23	MARQUIS, NATASHA	154.38	REFUND
PENDING	11/21/23	THOMPSON, MARK	12.09	REFUND
			<u>60,487.52</u>	