

MINUTES OF BOARD OF TRUSTEES: January 16, 2024
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)
Larry Adams (Clerk)
Robert Wolfram, Jr.
Tracy Peterson

Absent: Tony Nelson (Treasurer)

Also present: Mitch Hanson, Administrator
Taylor Moore, Finance Director
John Graupman, P.E., Bolton & Menk

Bale noted that the agenda needed to be amended to add Resolution 24-01. Motion by Adams, second by Wolfram to add Resolution 24-01 to the agenda as Item #4A. Motion carried, all Trustees present voting 'aye'.

Item #1. Election of CLSD Board Officers. Motion by Wolfram, second by Adams to maintain the same officers as 2023, Bale as President, Nelson as Treasurer, and Adams as Clerk. Motion carried, all Trustees present voting 'aye'.

Item #2. Opportunity for public to speak. No public present.

Item #3. Consent Agenda: Approve December 2023 Financial Statement.
Approve December 2023 Invoices.
Approve December 19th, 2023 Board Meeting Minutes.

Motion by Adams, second by Wolfram to approve the Consent Agenda. Motion carried, all Trustees present voting 'aye'.

Peterson entered at 5:36 p.m.

Item #4. Infrastructure Upgrade Project – Pay Request #10 \$678,936.54. Graupman gave an update on the project and the expected schedule including some potential equipment delays. Motion by Adams, second by Peterson to approve the Infrastructure Upgrade Project Pay Request #10 in the amount of \$678,936.54. Motion carried, all Trustees present voting 'aye'.

Item #4A. Resolution 24-01. A Resolution Certifying Delinquent Sewer Accounts as a lien upon the real property serviced by a connection. Motion by Peterson, second by Wolfram to approve Resolution 24-01, a resolution certifying delinquent sewer accounts as a lien upon the real property serviced by a connection. President Bale called the roll with the following results: Peterson, 'aye'; Wolfram, 'aye'; Adams, 'aye'; and Bale, 'aye'. Motion carried.

Item #5. Electricity Interrupt Contract. Hanson explained that Alliant made an addendum to the Interrupt Contract, as the credit amounts have changed, resulting in better savings for the District, albeit a longer contract period. Hanson noted that the District will still have a 90 day window to get out of the contract if something were to happen. Motion by Peterson, second by

Wolfram to approve the addendum to the Alliant Electricity Interrupt Contract. Motion carried, all Trustees present voting 'aye'.

Item #6. Tertiary SCADA Improvement Project – Pay Request #12 \$20,637.20. Motion by Adams, second by Peterson to approve the Tertiary SCADA Improvement Project – Pay Request #12 in the amount of \$20,637.20. Motion carried, all Trustees present voting 'aye'.

Item #7. Lab Remodel Project – Pay Request #3 \$47,634.98. Motion by Peterson, second by Wolfram to approve the Lab Remodel Project – Pay Request #3 in the amount of \$47,634.98. Motion carried, all Trustees present voting 'aye'.

Item #8. Unfinished Business. No unfinished business to be discussed.

Item #9. Administrator’s Report. Hanson stated that Alliant is looking into a chemical room addition and some necessary improvements to the tertiary building, including a new UV system. Hanson said that a mixer went down in Digester #1 and needs to be replaced. One quote received was for \$4,000.00 plus shipping. In addition, the mixers and floats are in need of replacement. Hanson discussed doing two next year and two the year after that. Lastly, Hanson noted that the two fraudulent whitewashed checks have been taken care of and the District has been reimbursed.

Item #14. Trustee’s Report. Bale reminded the Board of the Budget Workshop set for Monday, January 22nd, 2024 at 7:30 a.m.

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 6:26 p.m.

ATTEST:

Larry Adams, Clerk

Clear Lake Sanitary District
Standard Monthly Invoices already paid as of January 16, 2024

Check #	Date	Vendor Name	Amount	Description
EFT	12/22/23	UMB CORP TRUST BANK	600.00	GO BOND FISCAL AGENT FEES
EFT	12/27/23	NET PAYROLL	21,999.13	12/27/23 NET PAYROLL
EFT	12/27/23	FEDERAL W/H	7,882.23	12/27/23 FEDERAL WITHHOLDING
EFT	12/27/23	IPERS W/H	10,114.58	12/27/23 IPERS WITHHOLDING
EFT	12/27/23	IA DEPT. REV.	2,999.90	12/27/23 STATE W/H
EFT	01/02/24	POSTMASTER	1,835.26	JAN BILL MAILING
EFT	01/10/24	NET PAYROLL	26,363.24	01/10/24 NET PAYROLL
EFT	01/10/24	BOARD PAYROLL	1,292.90	01/10/24 BOARD PAYROLL
EFT	01/10/24	FEDERAL W/H	9,393.72	01/10/24 FEDERAL WITHHOLDING
26973	12/26/23	ALLIANT ENERGY	2,097.89	ELECTRIC/GAS
26974	12/26/23	EMC NATIONAL LIFE	93.72	LIFE INSURANCE PREMIUMS
26975	12/26/23	WELLMARK BCBS	17,387.65	HEALTH & DENTAL INSURANCE PREMIUMS
26976	12/26/23	CARDMEMBER SERVICES	(68.00)	PRANA - UNIFORM RETURN
26976	12/26/23	CARDMEMBER SERVICES	452.27	REALVNC - SUBSCRIPTION
26976	12/26/23	CARDMEMBER SERVICES	14.95	ACE HARDWARE - 5/8 EQ PARTS
26976	12/26/23	CARDMEMBER SERVICES	719.66	CLTEL - PHONE/INTERNET SERVICE
26976	12/26/23	CARDMEMBER SERVICES	296.53	MENARDS - OUTSIDE LIGHTS/SUPPLIES
26976	12/26/23	CARDMEMBER SERVICES	51.57	AMAZON - OFFICE SUPPLIES
26976	12/26/23	CARDMEMBER SERVICES	1,622.18	NC LABS - LAB SUPPLIES/AMMONIA PROBE
26976	12/26/23	CARDMEMBER SERVICES	1,923.15	HACH - LAB SUPPLIES

26976	12/26/23	CARDMEMBER SERVICES	161.36	STATE MOTOR & CONTROL - PLANT EQ PARTS
26976	12/26/23	CARDMEMBER SERVICES	17.11	ZOOM - SUBSCRIPTION
26976	12/26/23	CARDMEMBER SERVICES	58.53	AMAZON - LAB/OFFICE SUPPLIES
26976	12/26/23	CARDMEMBER SERVICES	1,041.83	ULINE - ICE MELT
26976	12/26/23	CARDMEMBER SERVICES	58.81	MENARDS - SHOP SUPPLIES
26976	12/26/23	CARDMEMBER SERVICES	22.98	TRACTOR SUPPLY - SHOP SUPPLIES
26976	12/26/23	CARDMEMBER SERVICES	358.47	FLEET FARM - SOFTENER SALT
26976	12/26/23	CARDMEMBER SERVICES	52.29	MS AZURE - BACKUP SERVICES
26976	12/26/23	CARDMEMBER SERVICES	23.18	AMAZON - MEDICAL SUPPLIES
26976	12/26/23	CARDMEMBER SERVICES	193.30	AMAZON - LAB SUPPLIES
26977	12/26/23	ADVANTAGE ADMINISTRATORS	300.00	ANNUAL POP PLAN RENEWAL
26979	01/04/24	BACON, STEVE	2,000.00	2024 HSA CONTRIBUTION
26980	01/04/24	CASE, MICHELLE	2,000.00	2024 HSA CONTRIBUTION
26981	01/04/24	SPILMAN, DENNIS	2,000.00	2024 HSA CONTRIBUTION
26982	01/04/24	FULLERTON, RON	2,000.00	2024 HSA CONTRIBUTION
26983	01/04/24	PUEGGEL, GRANT	2,000.00	2024 HSA CONTRIBUTION
26984	01/04/24	MOORE, TAYLOR	2,000.00	2024 HSA CONTRIBUTION
26985	01/04/24	HANSON, MITCHELL	2,000.00	2024 HSA CONTRIBUTION
26986	01/04/24	MORROW, JUSTIN	2,000.00	2024 HSA CONTRIBUTION
26987	01/04/24	SEUFFERLEIN, STEVEN	2,000.00	2024 HSA CONTRIBUTION
26988	01/04/24	IOWA ONE CALL	48.60	LOCATE CHARGES
26989	01/04/24	ALLIANT ENERGY	241.96	ELECTRIC/GAS
26990	01/04/24	CASE, MICHELLE	1,881.13	2023 DEDUCTIBLE REIMBURSEMENT
26991	01/04/24	GOODNATURES WORK STOP	281.93	OPERATOR BOOTS/UNIFORMS
26992	01/04/24	AVESIS	206.15	VISION INSURANCE PREMIUMS
26993	01/04/24	PUEGGEL, GRANT	471.08	2023 DEDUCTIBLE REIMBURSEMENT
26994	01/04/24	MOORE, ANGIE	350.00	CLEANING SERVICES
26995	01/04/24	SEUFFERLEIN, STEVEN	78.95	MILEAGE REIMBURSEMENT
26996	01/04/24	PRIMERICA LIFE INSURANCE	293.36	LIFE INSURANCE PREMIUMS
26997	01/04/24	NORTHWOOD SANITATION	175.00	WASTE DISPOSAL SERVICE
26998	01/04/24	LAIRD LAW FIRM	1,250.00	JAN LEGAL SERVICES
26999	01/04/24	ROCK EQUIPMENT RENTALS, LLC	13,750.00	JET TRUCK RENTAL
27000	01/04/24	BOILER & PRESSURE VESSEL INSP.	240.00	ANNUAL BOILER INSPECTIONS
27001	01/05/24	POSTMASTER	660.00	10 ROLLS OF STAMPS
27002	01/05/24	FULLERTON, RON	5,505.51	2024 DEDUCTIBLE REIMBURSEMENT
27003	01/05/24	MOORE, TAYLOR	44.02	MILEAGE REIMBURSEMENT
27004	01/05/24	MOORE, JUSTIN	127.60	2023 DEDUCTIBLE REIMBURSEMENT
27005	01/05/24	SEUFFERLEIN, STEVEN	94.48	UNIFORM REIMBURSEMENT
27006	01/05/24	NASSCO	466.95	SHOP RAGS/PLANT SUPPLIES
			<u>153,527.11</u>	

**Clear Lake Sanitary District
Unpaid Invoices as of January 16, 2024**

Check #	Date	Vendor Name	Amount	Description
PENDING	1/16/24	ALLIANT ENERGY	4,014.29	ELECTRIC/GAS
PENDING	1/16/24	ATURA	2,100.00	LAB IMPROVEMENT PROJ. CONST. SERVICES
PENDING	1/16/24	BOLTON & MENK	23,798.13	INFRAST. UPGRADE PROJ. CONST. SERVICES
PENDING	1/16/24	CHOSEN VALLEY TESTING, INC.	665.00	INFRAST. UPGRADE PROJ. CONCRETE TESTING
PENDING	1/16/24	CONSOLIDATED ENERGY	112.94	PUMP OIL
PENDING	1/16/24	CULVER-HAHN ELECTRIC	24.76	AC SENSOR
PENDING	1/16/24	ELLIOTT EQUIPMENT	537.87	JET TRUCK PARTS
PENDING	1/16/24	EUROFINS TESTING	4,738.50	LAB TESTING
PENDING	1/16/24	GOODNATURE WORK STOP	44.99	EMPLOYEE BOOTS/UNIFORMS
PENDING	1/16/24	INTERSTATE ALL BATTERY CENTER	155.98	FLASHLIGHTS
PENDING	1/16/24	LANDFILL OF NORTH IOWA	261.60	WASTE/GRIT DISPOSAL
PENDING	1/16/24	LISA'S PEST CONTROL	45.00	PEST CONTROL SERVICES
PENDING	1/16/24	MARCO, INC.	74.93	COPIER MAINTENANCE FEE

PENDING	1/16/24	MN-IOWA ELECTRIC MOTORS	292.82	LS 5 & 8 HEATER FAN MOTORS
PENDING	1/16/24	NAPA	538.04	PARTS/SUPPLIES
PENDING	1/16/24	GORANSON, DAVID & JUDITH	54.96	REFUND
			<u>37,459.81</u>	