

MINUTES OF BOARD OF TRUSTEES: February 20, 2024
CLEAR LAKE SANITARY DISTRICT, CERRO GORDO COUNTY, IOWA

The regular board meeting was called to order immediately following the FY 2025 Budget Public Hearing by President Bale at 5:33 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)
Tracy Peterson

Absent: Robert Wolfram, Jr.

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. Consent Agenda: Approve January 2024 Financial Statement.
Approve January 2024 Invoices.
Approve January 16th, 2024 Board Meeting Minutes.

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

Item #3. Account Discussion Reference Ordinance #6 – Account # 017390-000. No action taken; Hanson directed to follow the Ordinance.

Item #4. Infrastructure Upgrade Project – Pay Request #11 \$308,811.55. Motion by Adams, second by Peterson to approve the Infrastructure Upgrade Project Pay Request #11 in the amount of \$308,811.55. Motion carried, all Trustees present voting 'aye'.

Item #5. Lab Remodel Project – Change Order #2 (\$3,200.65). Motion by Nelson, second by Peterson to approve Change Order #2 for the Lab Remodel Project, a credit of \$3,200.65. Motion carried, all Trustees present voting 'aye'.

Item #6. Lab Remodel Project – Pay Request #4 \$27,333.86. Motion by Peterson, second by Nelson to approve Pay Request #4 for the Lab Remodel Project in the amount of \$27,333.86. Motion carried, all Trustees present voting 'aye'.

Item #7. Lab Remodel Project – Pay Request #5 \$5,378.23. Motion by Adams, second by Nelson to approve Pay Request #5, the retention for the Lab Remodel Project in the amount of \$5,378.23. Motion carried, all Trustees present voting 'aye'.

Item #8. Lab Casework Project – Pay Request #1 \$92,625.00. Hanson noted that there are issues with coloration in the countertop and a cabinet with a banged-up corner that are both awaiting a solution. Hanson said this payment would be all but 5% of the total amount, but the Board could withhold as much as 10% to make sure this problem is resolved. Motion by Bale, second by Peterson to approve the Lab Casework Project – Pay Request #1 in the amount of \$88,000.00. Motion carried, all Trustees present voting 'aye'.

Item #9. Resolution 24-02, a Resolution Approving FY 2025 Budget. Motion by Nelson, second by Adams to approve Resolution 24-02, a Resolution Approving FY 2025 Budget. President Bale called roll with the following results: Peterson, 'aye'; Nelson, 'aye'; Adams, 'aye'; and Bale, 'aye'. Motion carried.

Item #10. Digester #1 Mixer Motor Quote - \$5,181.61. Motion by Adams, second by Peterson to approve the digester #1 mixer motor quote in the amount of \$5,181.61 from Knorr Electric. Motion carried, all Trustees present voting 'aye'.

Item #11. Unfinished Business. Hanson noted that Greenfield Estates paid the outstanding sewer jetting bill from December 2022.

Item #12. Administrator's Report. Hanson discussed the upgrades that Alliant is planning for the tertiary building. This project will go through Alliant entirely, with the exception of maybe the filters and UV system. Moore noted that a CD was coming due over the upcoming weekend in the amount of \$300,000. The Board directed Moore to get quotes and email the board the results for a CD or CDs up to \$500,000. Hanson noted that there will be more tree removal and trimming at Lift Station #2 that needs to be done for the project.

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

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 6:31 p.m.

ATTEST:

Larry Adams, Clerk

Clear Lake Sanitary District
Standard Monthly Invoices already paid as of February 20, 2024

Check #	Date	Vendor Name	Amount	Description
EFT	01/24/24	NET PAYROLL	22,282.85	01/24/24 NET PAYROLL
EFT	01/24/24	FEDERAL W/H	7,783.61	01/24/24 FEDERAL WITHHOLDING
EFT	01/24/24	IPERS W/H	10,330.55	01/24/24 IPERS WITHHOLDING
EFT	01/24/24	IA DEPT. REV.	2,851.45	01/24/24 STATE W/H
EFT	01/26/24	IA DEPT. REV.	770.21	DEC '23 SALES TAX
EFT	02/01/24	POSTMASTER	1,844.44	FEB BILL MAILING
EFT	02/07/24	NET PAYROLL	26,088.84	02/07/24 NET PAYROLL
EFT	02/07/24	FEDERAL W/H	9,033.99	02/07/24 FEDERAL WITHHOLDING
EFT	02/14/24	IA DEPT. REV.	959.12	JAN '24 SALES TAX
27026	01/22/24	ALLIANT ENERGY	8,679.55	ELECTRIC/GAS
27027	01/22/24	KNORR ELECTRIC	62.50	DIGESTER #1 MIXER MAINTENANCE
27028	01/22/24	EMC NATIONAL LIFE	93.72	LIFE INSURANCE PREMIUMS
27029	01/22/24	MARCO, INC.	74.93	COPIER MAINTENANCE FEE
27030	01/22/24	PEKIN LIFE INSURANCE	520.21	LIFE INSURANCE PREMIUMS
27031	01/22/24	CARDMEMBER SERVICES	(58.30)	MENARDS - RETURNED ITEMS
27031	01/22/24	CARDMEMBER SERVICES	501.54	WALMART - LAB PARTS/SUPPLIES FOR REMODEL
27031	01/22/24	CARDMEMBER SERVICES	591.76	MENARDS - PARTS FOR LAB REMODEL
27031	01/22/24	CARDMEMBER SERVICES	251.14	MENARDS - PARTS FOR LAB REMODEL
27031	01/22/24	CARDMEMBER SERVICES	589.63	CLTEL - PHONE/INTERNET SERVICE
27031	01/22/24	CARDMEMBER SERVICES	210.36	AMAZON - OFFICE & PLANT SUPPLIES

27031	01/22/24	CARDMEMBER SERVICES	923.33	MENARDS - PARTS FOR LAB REMODEL
27031	01/22/24	CARDMEMBER SERVICES	17.11	ZOOM - SUBSCRIPTION
27031	01/22/24	CARDMEMBER SERVICES	73.56	ACE HARDWARE - SHOP SUPPLIES
27031	01/22/24	CARDMEMBER SERVICES	47.98	AMAZON - OFFICE SUPPLIES
27031	01/22/24	CARDMEMBER SERVICES	19.48	AMAZON - OFFICE SUPPLIES
27031	01/22/24	CARDMEMBER SERVICES	683.62	SANCO - SKID LOADER SNOW PLOW EDGING
27031	01/22/24	CARDMEMBER SERVICES	39.99	FLEET FARM - SHOP TOOLS
27031	01/22/24	CARDMEMBER SERVICES	93.86	AMAZON - PLANT SUPPLIES
27031	01/22/24	CARDMEMBER SERVICES	426.09	MENARDS - PLANT SUPPLIES
27031	01/22/24	CARDMEMBER SERVICES	44.99	ACE HARDWARE - PLANT SUPPLIES
27031	01/22/24	CARDMEMBER SERVICES	54.01	MS AZURE - BACKUP SERVICES
27031	01/22/24	CARDMEMBER SERVICES	2,335.00	BELT ALIGNMENT TOOL
27032	01/22/24	MOORE, TAYLOR	782.00	2024 DEDUCTIBLE REIMBURSEMENT
27033	01/22/24	SPRINGBROOK LLC	672.60	DECEMBER CREDIT CARD/WEB PYMT FEES
27034	01/31/24	IOWA ONE CALL	66.70	LOCATE CHARGES
27035	01/31/24	ALLIANT ENERGY	191.55	ELECTRIC/GAS
27036	01/31/24	MUNICIPAL SUPPLY	2,161.26	METERS
27037	01/31/24	CHARLSON EXCAVATING	1,400.00	BLACK DIRT FOR GROUNDS MAINT.
27038	01/31/24	WELLMARK BCBS	17,387.65	HEALTH & VISION INSURANCE PREMIUMS
27039	01/31/24	AVESIS	206.15	VISION INSURANCE PREMIUMS
27040	01/31/24	PUEGGEL, GRANT	98.20	UNIFORM REIMBURSEMENT
27041	01/31/24	MOORE, TAYLOR	70.75	MILEAGE REIMBURSEMENT
27042	01/31/24	MOORE, ANGIE	300.00	JAN CLEANING SERVICES
27043	01/31/24	GURNEY & ASSOCIATES, INC.	7,163.49	VEGA RADAR UNITS
27044	01/31/24	SEUFFERLEIN, STEVEN	38.87	MILEAGE REIMBURSEMENT
27045	01/31/24	NORTHWOOD SANITATION	175.00	WASTE DISPOSAL SERVICE
27046	02/14/24	ALLIANT ENERGY	27,933.26	ELECTRIC/GAS
27047	02/14/24	MARCO, INC.	74.93	COPIER MAINTENANCE FEE
27048	02/14/24	CONSOLIDATED ENERGY	283.80	PUMP OIL
27049	02/14/24	CULVER-HAHN ELECTRIC	92.85	LAB REMODEL PARTS
27050	02/14/24	SPRINGBROOK LLC	637.45	JANUARY CREDIT CARD/WEB PYMT FEES
27051	02/14/24	NASSCO	302.04	PLANT SUPPLIES
27052	02/14/24	LAIRD LAW FIRM	1,250.00	FEB LEGAL SERVICES
			<u>159,509.67</u>	

**Clear Lake Sanitary District
Unpaid Invoices as of February 20, 2024**

Check #	Date	Vendor Name	Amount	Description
PENDING	2/20/24	ATURA	1,050.00	LAB IMPROVEMENT PROJ. CONST. SERVICES
PENDING	2/20/24	BOLTON & MENK	25,834.25	INFRAST. UPGRADE PROJ. CONST. SERVICES
PENDING	2/20/24	CC SCREEN PRINTING	82.11	UNIFORMS/EMBROIDERY
PENDING	2/20/24	CHOSEN VALLEY TESTING, INC.	817.50	INFRAST. UPGRADE PROJ. CONCRETE TESTING
PENDING	2/20/24	CRESCENT ELECTRIC	392.52	DRIVEWAY LIGHTS/LS #4&5 PARTS
PENDING	2/20/24	DON'S BODY SHOP	350.00	TRUCK #4 REPAIRS
PENDING	2/20/24	ELLIOTT EQUIPMENT	53.49	JET TRUCK PARTS
PENDING	2/20/24	EMC NATIONAL LIFE	93.72	LIFE INSURANCE PREMIUMS
PENDING	2/20/24	EUROFINS TESTING	3,922.00	LAB TESTING
PENDING	2/20/24	FAREWAY	39.90	LAB WATER
PENDING	2/20/24	GOODNATURE WORK STOP	129.98	EMPLOYEE BOOTS/UNIFORMS
PENDING	2/20/24	LARSEN PLUMBING & HEATING, INC.	550.89	BLOWER BUILDING HEATER REPAIR
PENDING	2/20/24	LISA'S PEST CONTROL	45.00	PEST CONTROL SERVICES
PENDING	2/20/24	MCINTIRE MANAGEMENT GROUP	2,499.02	BLDG 30 AIR RELEASE VALVES
PENDING	2/20/24	NAPA	366.82	PARTS/SUPPLIES
PENDING	2/20/24	PEKIN	626.82	LIFE INSURANCE PREMIUMS
PENDING	2/20/24	PETTY CASH	127.06	POSTAGE/SUPPLIES
PENDING	2/20/24	ROCK RENTAL	5,055.29	JET TRUCK RENTAL
PENDING	2/20/24	STANDARD BEARINGS	157.77	LAB SUPPLIES

PENDING	2/20/24	JOHNSON, ROBERT	1.52	REFUND
PENDING	2/20/24	HARMON, JOSIE	103.20	REFUND
PENDING	2/20/24	MAIN STREET STYLES	1.83	REFUND
PENDING	2/20/24	RUSSELE MOTT CPA	14.87	REFUND
PENDING	2/20/24	TACO JOHNS	9.72	REFUND
			<u>42,325.28</u>	