

MINUTES OF BOARD OF TRUSTEES: March 19, 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) (via Zoom)
Tony Nelson (Treasurer)
Robert Wolfram, Jr.
Tracy Peterson

Absent: Larry Adams

Also present: Mitch Hanson, Administrator
Taylor Moore, Finance Director
Shelby Smith, Attorney, Laird Law Firm
Kristi Brant, CPA, Potter & Brant PLC (via Zoom)

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

Item #2. Consent Agenda: Approve February 2024 Financial Statement.
Approve February 2024 Invoices.
Approve February 20th, 2024 Board Meeting Minutes.

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

Item #3. FY 2023 Audit Report. Brant presented the FY 2023 Audit Report. Motion by Nelson, second by Peterson to approve the FY 2023 Audit Report. Motion carried, all Trustees present voting 'aye'.

Item #4. ICAP – Property Insurance Renewal. Hanson discussed the property valuations on the insurance renewal. Hanson stated that Adams would be willing to assist in going through the detailed list and reviewing the valuations on the District's equipment and buildings. Nelson also volunteered to help going through the list. No action taken at this time.

Item #5. Infrastructure Upgrade Project – Pay Request #12 \$322,490.86. Motion by Peterson, second by Nelson to approve the Infrastructure Upgrade Project Pay Request #12 in the amount of \$322,490.86. Motion carried, all Trustees present voting 'aye'.

Item #6. Lift Station SCADA Improvement Project – Pay Request #9 \$5,232.80. Nelson noticed that the mileage was incorrect and recommended a deduct. Motion by Nelson, second by Peterson to approve Pay Request #9 at the reduced amount of \$5,193.67. Motion carried, Nelson, Peterson, and Bale voting 'aye'; Wolfram voting 'nay'.

Item #7. Alliant Energy – Energy Extension \$5,827.93. Hanson said this was approved via email and is part of the overall Infrastructure Upgrade Project. Motion by Nelson, second by Peterson to formally approve the energy extension from Alliant Energy in the amount of \$5,827.93. Motion carried, all Trustees present voting 'aye'.

Item #8. C. Emery Nelson, Inc. – Valves - \$5,829.78. Hanson stated that these are valves for the SBR and digester blowers. Motion by Peterson, second by Nelson to approve the valves from C. Emery Nelson, Inc. in the amount of \$5,829.78. Motion carried, all Trustees present voting ‘aye’.

Item #9. MacQueen Equipment – Camera Repair Quote - \$5,571.48. Hanson explained that the camera suffered a three foot or less drop into tall grass, and while the exterior components were okay, an internal lens broke. Motion by Nelson, second by Peterson to approve the quote from MacQueen Equipment to repair the televising camera in the amount of \$5,571.48. Motion carried, all Trustees present voting ‘aye’.

Item #10. Account Adjustment - #015837-001. Hanson explained that the District received a request for a credit due to a broken pipe, and that the excess water went out the foundation. Motion by Nelson, second by Wolfram to deny the request. Motion carried, all Trustees present voting ‘aye’.

Item #11. Amendment to Ordinance No. 7 – Sewer Rate Increase. Motion by Nelson, second by Wolfram to approve the first reading of the Amendment to Ordinance No. 7, Sewer Rate Increase. President Bale called roll with the following results: Peterson, ‘aye’; Nelson, ‘aye’; Wolfram, ‘aye’; and Bale, ‘aye’. Motion carried.

Motion by Peterson, second by Nelson to waive the second and third readings of the Amendment to Ordinance No. 7, Sewer Rate Increase. President Bale called roll with the following results: Peterson, ‘aye’; Nelson, ‘aye’; Wolfram, ‘aye’; and Bale, ‘aye’. Motion carried.

Item #12. Certificate of Deposit. Moore stated that this was to formally approve the CD that was approved via email. Motion by Nelson, second by Peterson to approve the purchase of a \$500,000 CD with First Citizens Bank for 2 years at 4.94%. Motion carried, all Trustees present voting ‘aye’.

Item #13. Unfinished Business. No unfinished business to be discussed.

Item #14. Administrator’s Report. Hanson discussed the potential upcoming change orders to the Infrastructure Upgrade Project noting that some have been denied by the engineer, but there are more to come. Hanson also talked about the digester diffusers, the system failed recently and could be pieced back together, but is awaiting a quote for a new grid to replace the one that was installed ten years ago. Lastly, Hanson spoke with a property owner near Lift Station #2 regarding some additional trees that need to come down. The estimate came in at \$9,000 and the property owner has agreed to pay half, as some of the trees border their property.

Item #15. Trustee’s Report. Bale and Hanson recommended updating the District’s Trustee Policies, mostly in regard to spending limits due to inflation. This will be discussed further next month.

There being no further business to discuss, motion by Wolfram, second by Nelson to adjourn. Motion carried, all trustees present voting ‘aye’. Meeting adjourned at 6:53 p.m.

ATTEST:

Larry Adams, Clerk

Clear Lake Sanitary District
Standard Monthly Invoices already paid as of March 19, 2024

Check #	Date	Vendor Name	Amount	Description
EFT	02/21/24	NET PAYROLL	22,309.09	02/21/24 NET PAYROLL
EFT	02/21/24	FEDERAL W/H	7,797.08	02/21/24 FEDERAL WITHHOLDING
EFT	02/21/24	IPERS W/H	10,123.36	02/21/24 IPERS WITHHOLDING
EFT	02/21/24	IA DEPT. REV.	2,849.16	02/21/24 STATE W/H
EFT	03/05/24	POSTMASTER	1,839.05	MAR BILL MAILING
EFT	03/06/24	NET PAYROLL	22,678.67	03/06/24 NET PAYROLL
EFT	03/06/24	FEDERAL W/H	8,099.30	03/06/24 FEDERAL WITHHOLDING
27080	02/27/24	ALLIANT ENERGY	3,364.48	ELECTRIC/GAS
27081	02/27/24	WELLMARK BCBS	17,387.65	HEALTH & VISION INSURANCE PREMIUMS
27082	02/27/24	AVESIS	206.15	VISION INSURANCE PREMIUMS
27083	02/27/24	CARDMEMBER SERVICES	(15.37)	ACE HARDWARE - LAB PARTS RETURNED
27083	02/27/24	CARDMEMBER SERVICES	(159.98)	MENARDS - LAB SINK RETURNED
27083	02/27/24	CARDMEMBER SERVICES	588.71	CLTEL - PHONE/INTERNET SERVICE
27083	02/27/24	CARDMEMBER SERVICES	1,517.81	USA BLUEBOOK - BLDG 30 BISULFITE PUMP
27083	02/27/24	CARDMEMBER SERVICES	95.00	IA JUDICIAL BRANCH - SMALL CLAIMS FILING FEE
27083	02/27/24	CARDMEMBER SERVICES	12.99	ACE HARDWARE - PLANT SUPPLIES
27083	02/27/24	CARDMEMBER SERVICES	157.20	ACE HARDWARE - SHOP SUPPLIES
27083	02/27/24	CARDMEMBER SERVICES	42.91	ACE HARDWARE - LAB PARTS
27083	02/27/24	CARDMEMBER SERVICES	275.22	ACE HARDWARE - SAMPLER TUBING
27083	02/27/24	CARDMEMBER SERVICES	27.99	ACE HARDWARE - PLANT SUPPLIES
27083	02/27/24	CARDMEMBER SERVICES	89.99	FLEET FARM - PLANT SUPPLIES
27083	02/27/24	CARDMEMBER SERVICES	17.11	ZOOM - SUBSCRIPTION FEES
27083	02/27/24	CARDMEMBER SERVICES	88.57	MENARDS - LAB RENOVATION PARTS
27083	02/27/24	CARDMEMBER SERVICES	179.00	AMAZON - OFFICE SUPPLIES
27083	02/27/24	CARDMEMBER SERVICES	50.85	PERKINS - MEETING MEALS
27083	02/27/24	CARDMEMBER SERVICES	377.08	RIB CRIB - ANNUAL LUNCHEON
27083	02/27/24	CARDMEMBER SERVICES	4.59	ACE HARDWARE - LAB PARTS
27083	02/27/24	CARDMEMBER SERVICES	44.15	RANDY'S - ANNUAL LUNCHEON
27083	02/27/24	CARDMEMBER SERVICES	114.66	MENARDS - PLANT SUPPLIES
27083	02/27/24	CARDMEMBER SERVICES	611.51	NC LABS - LAB SUPPLIES
27083	02/27/24	CARDMEMBER SERVICES	3.36	ACE HARDWARE - SHOP SUPPLIES
27083	02/27/24	CARDMEMBER SERVICES	260.70	BLACKBURN FLAGS - LOCATE FLAGS
27083	02/27/24	CARDMEMBER SERVICES	67.96	MENARDS - SHOP SUPPLIES
27083	02/27/24	CARDMEMBER SERVICES	320.00	IAWEA - CONFERENCE/MEMBERSHIP REGISTRATIONS
27083	02/27/24	CARDMEMBER SERVICES	45.73	MIRROR REPORTER - LEGAL PUBLICATION
27083	02/27/24	CARDMEMBER SERVICES	36.95	AMAZON - GATE OPENERS
27083	02/27/24	CARDMEMBER SERVICES	44.99	ACE HARDWARE - SHOP SUPPLIES
27083	02/27/24	CARDMEMBER SERVICES	234.73	AMAZON - OFFICE/PLANT SUPPLIES
27083	02/27/24	CARDMEMBER SERVICES	160.00	WEF - MEMBERSHIP DUES
27083	02/27/24	CARDMEMBER SERVICES	10.18	ACE HARDWARE - LAB SINK PARTS
27083	02/27/24	CARDMEMBER SERVICES	235.00	MENARDS - BLDG 30/LAB SUPPLIES
27083	02/27/24	CARDMEMBER SERVICES	32.98	ACE HARDWARE - LAB SUPPLIES
27083	02/27/24	CARDMEMBER SERVICES	41.55	HOME DEPOT - LAB PARTS
27083	02/27/24	CARDMEMBER SERVICES	198.00	WALMART - LAB SCREEN
27083	02/27/24	CARDMEMBER SERVICES	121.62	AMAZON - OFFICE SUPPLIES
27083	02/27/24	CARDMEMBER SERVICES	54.01	MICROSOFT - AZURE BACKUP SERVICES
27083	02/27/24	CARDMEMBER SERVICES	143.79	MENARDS - LAB RENOVATION PARTS
27083	02/27/24	CARDMEMBER SERVICES	19.95	AMAZON - GATE OPENERS
27084	02/27/24	MOORE, TAYLOR	5,143.92	2024 DEDUCTIBLE REIMBURSEMENT
27085	02/27/24	MN-IOWA ELECTRIC MOTORS	177.04	LAB EXHAUST FAN
27086	02/27/24	ERA	633.13	LAB TESTING
27087	02/27/24	MOORE, ANGIE	350.00	CLEANING SERVICES
27088	02/29/24	FIRST CITIZENS BANK	500,000.00	2 YEAR CD
27089	03/01/24	ALLIANT ENERGY	5,827.93	INFRASTRUCTURE UPGRADE PROJ - POWER EXTENSION

27090	03/07/24	CONSOLIDATED ENERGY	827.25	FUEL
27091	03/07/24	SPRINGBROOK LLC	633.65	FEBRUARY CREDIT CARD/WEB PYMT FEES
27092	03/07/24	NORTHWOOD SANITATION	175.00	WASTE DISPOSAL SERVICE
27093	03/12/24	ALLIANT ENERGY	14,773.48	ELECTRIC/GAS
27094	03/12/24	MARCO, INC.	74.93	COPIER MAINTENANCE FEE
27095	03/13/24	KNORR ELECTRIC	5,181.61	DIGESTER #1 MIXER MOTOR
			<u>636,603.42</u>	

**Clear Lake Sanitary District
Unpaid Invoices as of March 19, 2024**

Check #	Date	Vendor Name	Amount	Description
PENDING	3/19/24	ATURA	1,050.00	LAB IMPROVEMENT PROJ. CONST. SERVICES
PENDING	3/19/24	BOLTON & MENK	19,980.00	INFRAST. UPGRADE PROJ. CONST. SERVICES
PENDING	3/19/24	CHOSEN VALLEY TESTING, INC.	632.50	INFRAST. UPGRADE PROJ. CONCRETE TESTING
PENDING	3/19/24	CORE & MAIN	3,492.10	LAB OVEN
PENDING	3/19/24	CRESCENT ELECTRIC	915.75	LS #5 FUSES
PENDING	3/19/24	CULVER-HAHN ELECTRIC	164.30	SHOP SUPPLIES
PENDING	3/19/24	ELLIOTT EQUIPMENT	380.15	JET TRUCK PARTS
PENDING	3/19/24	EUROFINS TESTING	4,039.50	LAB TESTING
PENDING	3/19/24	FAREWAY	68.91	COFFEE/TEA
PENDING	3/19/24	FLOOR TO CEILING	897.43	LAB BLINDS/FLOORING
PENDING	3/19/24	GLEN'S TIRE SERVICE INC.	426.00	1066 TRACTOR TIRES
PENDING	3/19/24	GRP & ASSOCIATES	106.50	LAB WASTE DISPOSAL
PENDING	3/19/24	INTERSTATE ALL BATTERY CENTER	515.10	BACKUP BATTERIES
PENDING	3/19/24	LISA'S PEST CONTROL	45.00	PEST CONTROL SERVICES
PENDING	3/19/24	OVERHEAD DOOR CO.	506.00	SHOP DOOR MAINTENANCE
PENDING	3/19/24	PLUMB SUPPLY CO.	92.62	UV BLDG FILTERS
PENDING	3/19/24	STANDARD BEARINGS	677.05	BELT TENSION SENSOR
PENDING	3/19/24	VAN METER, INC.	41.52	LS #5 PUMP PARTS
			<u>34,030.43</u>	