

MINUTES OF BOARD OF TRUSTEES: April 23, 2024
CLEAR LAKE SANITARY DISTRICT, CERRO GORDO COUNTY, IOWA

The regular board meeting was called to order immediately following the FY 2024 Budget Amendment Public Hearing by President Bale at 5:31 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
John Graupman, Bolton & Menk

Motion by Peterson, second by Nelson to move Item #8 up to Item #4 and shift everything down one spot. Motion carried, all Trustees present voting 'aye'.

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

Item #2. Consent Agenda: Approve March 2024 Financial Statement.
Approve March 2024 Invoices.
Approve March 19th, 2024 Board Meeting Minutes.

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

Item #3. Infrastructure Upgrade Project – Pay Request #13 \$645,932.51. Graupman gave an update on the project, including some potential upcoming change-orders. Motion by Peterson, second by Nelson to approve the Infrastructure Upgrade Project Pay Request #13 in the amount of \$645,932.51. Motion carried, all Trustees present voting 'aye'.

Item #4. Lift Station #2 Discussion. Hanson and Adams updated the Board on the current progress at Lift Station #2, Hanson noting that a subcontractor alerted them to the building being several inches out of square. The Board discussed the potential solutions to the issue, before ultimately decided to reject the concrete work that has been done. Motion by Adams, second by Peterson to reject the concrete work done at Lift Station #2. Motion carried, all Trustees present voting 'aye'.

Item #5. Resolution 24-03, a Resolution Amending the FY 2024 Budget. Moore explained that due to the timing and progress of the Infrastructure Project a lot of expenses that were expected in 2023 were pushed to 2024, and the good weather throughout winter allowed the project to progress quicker than expected. This along with some unplanned expenses, including the Jet Truck replacement, digester equipment, and tertiary building pump, have resulted in needing to amend the budget expenditures by \$3,300,000.00. Motion by Nelson, second by Adams to approve Resolution 24-03, a Resolution Amending the FY 2024 Budget. President Bale called roll with the following results: Peterson, 'aye'; Nelson, 'aye'; Wolfram, 'aye'; Adams, 'aye'; and Bale, 'aye'.

Item #6. Resolution 24-04, a Resolution Amending the Administrators Spending Limit. Hanson stated this would change the spending limit for the Administrator to \$10,000 from \$5,000 and emergency spending to \$15,000 from \$5,000. Motion by Peterson, second by Adams to approve Resolution 24-04, a Resolution Amending the Administrators Spending Limit. President Bale called roll with the following results: Peterson, 'aye'; Nelson, 'aye'; Wolfram, 'aye'; Adams, 'aye'; and Bale, 'aye'.

Item #7. Digester #1 Fixed Floor Aeration Replacement. Hanson stated that the aeration equipment from Xylem Water Solutions was approved via email in the amount of \$18,603. Motion by Nelson, second by Wolfram to formally approve the aeration equipment for digester #1 from Xylem Water Solutions in the amount of \$18,603. Motion carried, all Trustees present voting 'aye'.

Item #8. Alliant Energy Utility Easement at 1110 South 24th Street, 5/8 EQ Basin. Hanson said this is part of the Infrastructure Project to feed new power to the site, upgrading to three phase power. Motion by Adams, second by Peterson to approve the Alliant Energy Utility Easement. Motion carried, all Trustees present voting 'aye'.

Item #9. Certificate of Deposit. The Board directed Moore to get quotes for \$250,000 and email them out for approval.

Item #10. Unfinished Business. No unfinished business to be discussed.

Item #11. Administrator's Report. Hanson provided an update on the Jet Truck replacement as it'll be a while longer before receiving it as it came off the line in the wrong color. Hanson also noted that one of the District's trailers needs to be replaced and he'll be seeking quotes on trailers.

Item #12. Trustee's Report. No report.

There being no further business to discuss, motion by Peterson, second by Nelson to adjourn. Motion carried, all trustees present voting 'aye'. Meeting adjourned at 6:52 p.m.

ATTEST:

Larry Adams, Clerk

Clear Lake Sanitary District
Standard Monthly Invoices already paid as of April 23, 2024

Check #	Date	Vendor Name	Amount	Description
EFT	03/14/24	IA DEPT. REV.	919.33	FEB '24 SALES TAX
EFT	03/20/24	NET PAYROLL	22,196.10	03/20/24 NET PAYROLL
EFT	03/20/24	FEDERAL W/H	7,757.47	03/20/24 FEDERAL WITHHOLDING
EFT	03/20/24	IPERS W/H	10,255.94	03/20/24 IPERS WITHHOLDING
EFT	03/20/24	IA DEPT. REV.	2,702.99	03/20/24 STATE W/H
EFT	04/03/24	POSTMASTER	1,846.23	APR BILL MAILING
EFT	04/03/24	NET PAYROLL	22,660.08	04/03/24 NET PAYROLL
EFT	04/03/24	BOARD PAYROLL	1,569.95	04/03/24 BOARD PAYROLL
EFT	04/03/24	FEDERAL W/H	8,369.89	04/03/24 FEDERAL WITHHOLDING
EFT	04/03/24	IA DEPT. REV.	795.77	MAR '24 SALES TAX

EFT	04/03/24	IA WORKFORCE DEVELOPMENT	197.39	1ST QTR '24 UNEMPLOYMENT
EFT	04/17/24	NET PAYROLL	22,791.78	04/17/24 NET PAYROLL
EFT	04/17/24	FEDERAL W/H	8,023.88	04/17/24 FEDERAL WITHHOLDING
EFT	04/17/24	IPERS W/H	10,255.40	04/17/24 IPERS WITHHOLDING
EFT	04/17/24	IA DEPT. REV.	2,736.60	04/17/24 STATE W/H
27119	03/26/24	ALLIANT ENERGY	1,955.80	ELECTRIC/GAS
27120	03/26/24	EMC NATIONAL LIFE	93.72	LIFE INSURANCE PREMIUMS
27121	03/26/24	VAN METER, INC.	54.16	LS #5 PUMP #1 PARTS
27122	03/26/24	IOWA LEAGUE OF CITIES	25.00	ANNUAL CITYSCAPE SUBSCRIPTION
27123	03/26/24	WELLMARK BCBS	17,387.65	HEALTH & DENTAL INSURANCE PREMIUMS
27124	03/26/24	FARMERS STATE BANK	973,857.73	CD REDEMPTION TRANSFER TO FSB GO SAVINGS
27125	03/26/24	PEKIN LIFE INSURANCE	520.21	LIFE INSURANCE PREMIUMS
27126	03/26/24	HUPP ELECTRIC MOTORS	1,385.00	ANNUAL HOIST INSPECTIONS
27127	03/26/24	CARDMEMBER SERVICES	(19.95)	AMAZON - RETURNED OPENERS
27127	03/26/24	CARDMEMBER SERVICES	68.72	WALMART - LAB KEYBOARDS
27127	03/26/24	CARDMEMBER SERVICES	140.00	IAWEA - ANNUAL CONF. REGISTRATION
27127	03/26/24	CARDMEMBER SERVICES	4.58	ACE HARDWARE - SBR PARTS
27127	03/26/24	CARDMEMBER SERVICES	24.78	AMAZON - LAB CABLES
27127	03/26/24	CARDMEMBER SERVICES	76.12	MENARDS - LAB RENOVATION PARTS
27127	03/26/24	CARDMEMBER SERVICES	588.95	CLTEL - PHONE/INTERNET SERVICE
27127	03/26/24	CARDMEMBER SERVICES	12.99	ACE HARDWARE - SHOP SUPPLIES
27127	03/26/24	CARDMEMBER SERVICES	61.33	MENARDS - LAB RENOVATION PARTS
27127	03/26/24	CARDMEMBER SERVICES	17.11	ZOOM - SUBSCRIPTION FEES
27127	03/26/24	CARDMEMBER SERVICES	130.49	AMAZON - LAB SUPPLIES
27127	03/26/24	CARDMEMBER SERVICES	41.99	ACE HARDWARE - SERVICE TRUCK PARTS
27127	03/26/24	CARDMEMBER SERVICES	87.55	MENARDS - PLANT SUPPLIES
27127	03/26/24	CARDMEMBER SERVICES	19.99	ACE HARDWARE - LAB SUPPLIES
27127	03/26/24	CARDMEMBER SERVICES	9.16	ACE HARDWARE - LAB SUPPLIES
27127	03/26/24	CARDMEMBER SERVICES	15.98	ACE HARDWARE - LAB SUPPLIES
27127	03/26/24	CARDMEMBER SERVICES	81.83	MENARDS - SHOP SUPPLIES
27127	03/26/24	CARDMEMBER SERVICES	321.45	HACH - LAB SUPPLIES
27127	03/26/24	CARDMEMBER SERVICES	359.80	HACH - LAB SUPPLIES
27127	03/26/24	CARDMEMBER SERVICES	30.35	MENARDS - LAB RENOVATION PARTS
27127	03/26/24	CARDMEMBER SERVICES	161.59	LANDS' END - UNIFORMS
27127	03/26/24	CARDMEMBER SERVICES	30.30	AMAZON - PLANT SUPPLIES
27127	03/26/24	CARDMEMBER SERVICES	26.80	IDEXX - LAB SUPPLIES
27127	03/26/24	CARDMEMBER SERVICES	358.14	IDEXX - LAB SUPPLIES
27127	03/26/24	CARDMEMBER SERVICES	546.46	IDEXX - LAB SUPPLIES
27127	03/26/24	CARDMEMBER SERVICES	128.18	AMAZON - LAB/OFFICE SUPPLIES
27127	03/26/24	CARDMEMBER SERVICES	50.61	MICROSOFT - AZURE BACKUP SERVICES
27127	03/26/24	CARDMEMBER SERVICES	324.00	QUALITY INN - CONFERENCE LODGING
27128	03/26/24	ERA	1,477.13	LAB TESTING
27129	03/26/24	MOORE, ANGIE	350.00	MARCH CLEANING SERVICES
27130	03/26/24	BOX5 MEDIA, LLC	2,144.00	ANNUAL EMAIL/WEB HOSTING FEES
27131	03/26/24	CC SCREEN PRINTING	106.20	UNIFORM LOGOS
27132	03/26/24	MACQUEEN EQUIPMENT	5,421.48	CAMERA LENS REPAIR
27133	04/05/24	ALLIANT ENERGY	219.94	ELECTRIC/GAS
27134	04/05/24	EUROFINS	3,352.00	LAB TESTING
27135	04/05/24	SPILMAN, DENNIS	51.80	2024 DEDUCTIBLE REIMBURSEMENT
27136	04/05/24	FEDERAL EXPRESS	13.35	LAB SHIPPING
27137	04/05/24	AVESIS	206.15	VISION INSURANCE PREMIUMS
27138	04/05/24	CONSOLIDATED ENERGY	689.70	DIESEL ENGINE OIL
27139	04/05/24	LISA'S PEST CONTROL	45.00	PEST CONTROL SERVICE
27140	04/05/24	MACQUEEN EQUIPMENT	34.22	CAMERA LENS REPAIR
27141	04/05/24	PRIMERICA LIFE INSURANCE	293.36	LIFE INSURANCE PREMIUMS
27142	04/05/24	LAIRD LAW FIRM	1,250.00	LEGAL SERVICES
27143	04/16/24	AQUA-AEROBIC SYSTEMS	420.53	DIGESTER #1 PARTS
27144	04/16/24	ALLIANT ENERGY	16,720.39	ELECTRIC/GAS
27145	04/16/24	EMC NATIONAL LIFE	93.72	LIFE INSURANCE PREMIUMS
27146	04/16/24	VAN METER, INC.	129.08	LS #5 PARTS

27147	04/16/24	MARCO, INC.	208.65	COPIER MAINTENANCE FEE
27148	04/16/24	FEDERAL EXPRESS	15.59	LAB SHIPPING
27149	04/16/24	PEKIN LIFE INSURANCE	520.21	LIFE INSURANCE PREMIUMS
27150	04/16/24	SHERWIN-WILLIAMS	77.68	TRIM PAINT
27151	04/16/24	NORTHWOOD SANITATION	175.00	WASTE DISPOSAL SERVICE
			<u>1,156,072.55</u>	

**Clear Lake Sanitary District
Unpaid Invoices as of April 23, 2024**

Check #	Date	Vendor Name	Amount	Description
PENDING	4/23/24	BOLTON & MENK	13,934.25	INFRAS. UPGRADE PROJ. CONST. SERVICES
PENDING	4/23/24	CLAPPER TREE SERVICE	390.00	DIGESTER #1 CRANE SERVICE
PENDING	4/23/24	CLAPPER TREE SERVICE	4,500.00	LS #2 TREE REMOVAL
PENDING	4/23/24	GLEN'S TIRE SERVICE INC.	504.00	TRAILER TIRES
PENDING	4/23/24	GOODNATURE WORK STOP	631.84	EMPLOYEE BOOTS/UNIFORMS
PENDING	4/23/24	MASON CITY RED POWER	251.06	310 MFD TRACTOR PARTS/SUPPLIES
PENDING	4/23/24	MOORE, TAYLOR	374.08	2024 DEDUCTIBLE REIMBURSEMENT
PENDING	4/23/24	NAPA	104.96	PARTS/SUPPLIES
PENDING	4/23/24	STANDARD BEARINGS	33.95	BLDG 30 FILTER SUPPLY PUMP PARTS
PENDING	4/23/24	LAKE HOLDINGS, LLC	1,330.66	REFUND
			<u>22,054.80</u>	